



# Agenda

## Minnetonka Park Board

Wednesday, January 4, 2023 at 6:30 p.m.  
Minnetonka Community Center - Minnehaha Room

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1. Call to Order

2. Roll Call

\_\_\_\_\_ Isabelle Stroh

\_\_\_\_\_ Korey Beyersdorf

\_\_\_\_\_ James Durbin

\_\_\_\_\_ Chris Gabler

\_\_\_\_\_ David Ingraham

\_\_\_\_\_ Ben Jacobs

\_\_\_\_\_ Katie Semersky

\_\_\_\_\_ Chris Walick

3. Reports from Staff

4. Approval of Minutes

A) October 5, 2022

5. Citizens wishing to discuss items not on the agenda

6. Special Matters

7. Business Items

A) Appointment of Chair and Vice-Chair

B) Review of 2022 Farmers Market  
Operations

C) Review of 2022 Shady Oak Beach  
Operations

8. Park Board Member Reports

9. Information Items

10. Upcoming Park Board Agenda Items

11. Adjournment

### Board Vision:

A city with outstanding parks and recreational opportunities within a valued natural environment.

### Board Mission:

The mission of the Minnetonka Parks & Recreation Board is to proactively advise the city council, in ways that will:

- Protect & enhance Minnetonka's natural environment
- Promote quality recreation opportunities and facilities
- Provide a forum for citizens interested in our parks, trails, athletic fields and open space.



**Minutes  
Minnetonka Park Board  
Wednesday, October 5, 2022**

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**1. Call to Order**

**2. Roll Call**

Park board members present: Korey Beyersdorf, James Durbin, Chris Gabler, David Ingraham, Katie Semersky, Isabelle Stroh and Chris Walick. Excused: Ben Jacobs.

Staff members in attendance: Kelly O'Dea, Mike Pavelka and Sara Woeste.

Chair Gabler called the meeting to order at 6:30 p.m.

**3. Reports from Staff**

There were none.

**4. Approval of Minutes**

Ingraham moved, Beyersdorf seconded a motion to approve the meeting minutes of Sept. 7, 2022 as submitted. All voted "yes." Motion carried.

**5. Citizens wishing to discuss items not on the agenda**

There were none.

**6. Special Matters**

There were none.

**7. Business Items**

**A. Guidelines for Evaluating Resident Requests for Special Projects**

Recreation Director Kelly O'Dea gave the report.

Semersky loved the design format and thought it was a very nice improvement. She noticed on the first two questions that the word "Plan" was missing at the end.

Assistant Recreation Director Sara Woeste said staff will add the word plan.

Durbin thought it was really nice. He questioned if there was enough room for the person proposing a project to write a description about what they want. The form gives room for a project name/type and the support for the demand, but there is not really an area for them to describe what they are proposing.

O'Dea thought it made sense to have enough room to fill out each section. Staff's plan is to make this a fillable form so they can email it to somebody and have them fill it out.

Beyersdorf questioned if they should include the sentence, "If all are 'Yes', continue evaluation. If any are 'no', deny request." She thought if that is stated, everybody will put yes because otherwise their proposal won't be considered.

O'Dea said that was a good point. He thought that is something either staff or the park board could verify and see if they follow through.

Beyersdorf mentioned that they are going to mark yes if they knew they had to have all yeses.

Ingraham thought it might actually lead people to look at the Parks, Open Space and Trail (POST) Plan and the Natural Resources Master Plan (NRMP). If they need all yeses, they should assume it will be checked.

O'Dea thought the issue could be if they answer yes to having neighborhood support and demand for the project, and then find out that they do not have that because two of their eight neighbors thought it was a good idea. He thought that would be maybe up to the park board or staff to talk through and make sure those yeses are really yeses.

Semersky moved, Ingraham seconded a motion to approve the guidelines for evaluating resident requests for special projects. All voted "yes." Motion carried.

#### B. Consideration of 2023 Boat Slip Rates for Gray's Bay Marina

Community Facilities Superintendent Mike Pavelka gave the report.

Walick asked if there has ever been any concern from the slip holders when the fees were raised. It appears so incremental that it doesn't seem like there would be that much of an impact.

Pavelka responded that staff hasn't heard anything from the last few increases. Staff heard from about three people back in 2007 when fees were increased almost \$600. It hasn't effected anybody's decisions to stay or go.

Ingraham commented that they haven't heard anything because there are no slips available on the lake. From what he has heard, everyone has waitlists that are three or more years long.

Walick added that it looked like expenses for this past year were \$30,000 more than the previous years. He questioned if that was material costs or anything specific.

Pavelka explained that is the budgeted amount for expenses. Part of that is gas costs which fluctuates and it jumped quite a bit this year. That number is offset by the revenue.

Ingraham asked how much of the total revenues is slip fees versus gas.

Pavelka said gas is probably about 60, so it is roughly 60/40.

Ingraham questioned if the term for a slip is three years.

Pavelka replied that the term is up to eight seasons.

Ingraham asked if you get a parking pass with a slip.

Pavelka said they have 14 parking spaces that are specifically set aside for slip holders and staff. There are 29 boat slips, but typically the parking spaces aren't filled. They never filled the parking spots this year.

Ingraham commented that otherwise the closest parking is at Gro-Tonka Park.

Pavelka replied that there is a parking lot on the causeway which is close but parking spaces are usually taken right away.

Ingraham thought Pavelka's recommendation was good.

Gabler asked if there were any issues with water levels being down this year.

Pavelka said no, but they had a challenge in the past when water was as low or maybe a little lower. They also had a year where there was no wake on the lake during the entire season.

Gabler asked if staff have thought about adding areas for people to bring personal water craft and store it on the shore.

Pavelka responded that they don't really have space available for that. Looking north into the bay from the launch lanes, there are boarding docks, boat slips and then the DNR's property ends. To the left, there is a small beach area but it isn't a place that can be accessed very well.

O'Dea added that although there may not be space there, staff has had a couple of requests from people to put up kayak holders. Staff just hasn't found a great spot for it.

Gabler commented that there isn't a great spot. Even the dam only has about 12 parking spots.

O'Dea mentioned that a couple of people have asked how they can either use their own kayak or rent one on the lake.

Semersky said that the escrow is healthy but she wondered if there are capital projects on the horizon or in the near future.

Pavelka explained that there is nothing in the near future but there might be some shoreline stabilization needed in the next few years. He doesn't see that being a huge dollar value though. The first big project they are anticipating is the fuel holding tank that will potentially be in 2032. That is going to be somewhere around \$100,000 to \$250,000.

Durbin liked how they are going up by incremental amounts because it seemed fairer. Everything is costing more money so it's not unreasonable to increase the slip price. We might be the most expensive municipality owned marina but we are still a good deal

compared to the private marinas on the lakes. He also questioned if there were any problems with staffing last year and if they were able to pay employees enough.

Pavelka explained that they were fortunate to have staff that wanted to work and wanted hours. They increased wages and those people are still working because the season wraps up at the end of this month. If they didn't have those employees that really wanted to work, they might have had some challenges.

**C. Review 2022 Athletic Field Use and Consideration of the 2023 Fee Schedule**

Pavelka gave the report.

Gabler thought the fees were a bargain because he deals with a lot of different places trying to get field time. He questioned if these hourly charges would meet the maintenance cost.

Pavelka didn't think they will ever cover the maintenance costs. He thought that Street and Park Operations Manager Darin Ellingson said it covered around 25 to 33 percent of the maintenance cost. He understood that the fees were low but he didn't want to make a huge jump at this time; it's probably more of a step process throughout the years.

Gabler thought he would get pushback on a huge jump.

Durbin said the community assets are wonderful fields and the kids playing these sports. As a parent, he appreciates the fact that the city takes on a major burden of the field maintenance cost. If parents had to pay what they really needed to, it would probably start limiting some kids from participating and it would have a definite negative effect.

Ingraham wondered what the total maintenance cost was.

Pavelka wasn't sure.

Ingraham asked if category A is the most wide open option for residents and if option C was the most restrictive.

Pavelka explained that category C could be a team from St. Louis Park or an individual that is a nonresident.

Ingraham asked if Pavelka knew how much of our usage was between A, B and C.

Pavelka replied that the majority of use is category A. That would be an organization like Tonka United who has soccer programs throughout, Hopkins Baseball Association, Hopkins Fastpitch softball or Minnetonka Girls Softball Association (MGSA). Category C is used more on soccer fields and the regulation baseball field. Some amateur adult teams end up using category C as well as men's adult soccer teams. That is where they see most of the category C participation.

Semersky asked if Pavelka yearns to simplify the cost structure because there were 42 different fees on the page. She wondered if this fee structure is complicated to maintain and time consuming.

Pavelka said it's not complicated because staff plugs the information into the computer and it charges them based on the number of hours or per game. It was time consuming on the front-end because they had to load all the fees into the software program.

Semersky wondered if there is a lot of conversation to figure out which category they fit into and what field they want based on price.

Pavelka responded that there is not as much conversation as you would think. For the majority of the people that we serve, they are local athletic associations that staff has been working with for a long time. The groups that are from outside the community know they would fall into category C. If it is a men's league, staff can quickly figure out the right field location because they know an adult league wouldn't want a youth soccer field.

Gabler said for a program that he is affiliated with, there might be one kid from Minnetonka so he knows that would fall under category C. He still looks at that and thinks it is a great deal.

#### **8. Park Board Member Reports**

There were none.

#### **9. Information Items**

##### **Recycling in Parks**

O'Dea gave the report.

##### **Robinwood Park**

O'Dea gave the report.

##### **Meadow Park**

O'Dea gave the report.

#### **10. Upcoming Park Board Agenda Items**

O'Dea gave the report.

#### **11. Adjournment**

Walick moved, Beyersdorf seconded to adjourn the meeting at 7:08 p.m. All voted "yes."  
Motion carried.

Respectfully submitted,

*Kathy Kline*

Kathy Kline  
Recreation Administrative Coordinator

**Minnetonka Park Board Item 7A  
Meeting of January 4, 2023**

<b>Subject:</b>	Appointment of Chair and Vice-Chair positions
<b>Park Board related goal:</b>	Enhance long-term park board development
<b>Park Board related objective:</b>	N/A
<b>Brief Description:</b>	By ordinance, the park board is required to select a Chair and Vice-Chair to serve beginning with the February meeting.

**Background**

By ordinance, the park board is required to select a Chair and Vice-Chair to serve beginning with the February 2023 meeting. The current terms of Chair Chris Gabler and Vice-Chair Chris Walick will expire on January 31, 2023. New appointments will serve a term from February 1, 2023 through January 31, 2024.

**Recommended Park Board Action:** Recommend appointments for the Chair and Vice-Chair positions for a term beginning February 1, 2023 through January 31, 2024.

**Minnetonka Park Board Item 7B  
Meeting of January 4, 2023**

<b>Subject:</b>	Review of 2022 Farmers Market Operations
<b>Park Board related goal:</b>	To provide quality athletic and recreational facilities and programs.
<b>Park Board related objective:</b>	Offer a full range of programs for people of all ages, ability levels, and economic and cultural backgrounds ensuring all have the opportunity to participate.
<b>Brief Description:</b>	The Park Board will review the 2022 Farmers Market operations information.

**Background**

The Minnetonka Farmers Market began in 2009. Since then, the market has continued to be held outdoors on Tuesdays from 3-7 p.m. from June through September in the Ice Arena B parking lot on the Civic Center Campus. In 2018, indoor markets were added on one Saturday per month from December through March.

**Summary**

Here is a summary of the season, including vendor participation, products sold and attendance.

Farmers Market by the Numbers:

2022 saw some of our busiest market days yet, with several market days drawing over 1000 visitors to the market. Hot weather this summer affected some of the markets, with one date cancelled and several others showing slower attendance.

Top 3 attendance days:

- August 9<sup>th</sup>: 1074+ visitors
- August 23<sup>rd</sup>: 1091+ visitors
- August 30<sup>th</sup>: 1042+ visitors

<b>Year</b>	<b>Attendance</b>	<b>Weekly Average</b>	<b>Best Day</b>
<b>2022</b>	<b>11,581</b>	<b>724/market (16 markets)</b>	<b>1091+ attended 8/23/2022</b>
2021	11,541	721/market (16 markets)	800 attended 7/20/2021
2020	11,107	653/market (17 markets)	1,005 attended 8/4/2020
2019	7,728	483/market (16 markets)	705 attended 7/30/2019
2018	7,215	481/market (15 markets)	724 attended 7/17/2018
2017	6,890	510/market (13.5 markets)	631 attended 8/15/2017

Vendors:

- Each market had an average of 42 vendor and community booth stalls.
- 52 vendors and 14 community booths participated in the 2022 farmers market season.
  - 22 new vendors, 30 returning vendors



Products Overview:

- Farm Produce: 11 farms brought a wide variety of seasonal fruits, vegetables, herbs & cut flowers. One certified organic produce farm was available at the market.
- Proteins: organic beef, pastured: pork, chicken, lamb, goat, duck, rabbit & goose.
- Eggs: chicken, duck & quail.
- Value-added/Pantry: Honey, maple syrup, salsa, hot sauce, BBQ & other sauces, spices, popcorn, mixing syrups, fresh juices, kombucha, coffee beans, pickled & canned goods, jams, jellies.
- Baked goods: cookies, granola, variety of breads, pretzels, confections, scones, cakes.
- Ready to eat: pad thai, fried rice, egg rolls, banh mi, Thai tea, iced coffee, honey lemon iced tea, kettle corn, soft-serve ice cream.
- Other: dog treats, houseplants, potted mums, soaps & botanical self-care products, candles, greeting cards, crafts.
- New products included soft serve, wood fired salsa, canistrelli cookies, Angus beef, and gluten-grain-sugar free baked goods.

Power of Produce Club:

- Previously a program for ages 4-12, this year the age limit was expanded to include teens ages 13-17. Each Power of Produce Club participant received a \$2 produce coupon each time they visited the market and checked in.
- 403 kids received a total of 1035 POP Club Vouchers, checking in an average of 2.5 times per season.

Activities:

- Kids and families enjoyed free activities including scavenger hunts, the riddle of the day, face painting, farmers market word finds, temporary tattoo station, community chalk murals and live music.

Other Observations:

- Market staff noted a strong uptick in EBT/SNAP participants at the farmers market in 2022. The new Produce Market Bucks match allowed SNAP customers to get a total of \$30 to spend, for just \$10 of SNAP.
- The 6:30 p.m. start time of the Music in the Park concerts at the amphitheater had a positive effect on attendance during the final hour of each week's market.

Winter Markets:

- Due to staff turnover, only two markets are scheduled for the 2022-23 season.
- The first indoor market was held on Saturday, Dec. 10, 2022 from 9 a.m.-1 p.m. at the Minnetonka Community Center. It was very well attended, with a total of 604 market visitors.
- The second market is scheduled for Saturday, Feb. 11.

Upcoming for 2023:

- The city is currently searching for a new Farmers Market Manager.
- The summer market is moving to Ridgedale Commons for the 2023 season.

**Recommended Park Board Action:** Review information and provide feedback.

**Minnetonka Park Board Item 7C  
Meeting of January 4, 2023**

<b>Subject:</b>	2022 Shady Oak Beach Operations Report
<b>Park Board related goal:</b>	To provide quality athletic and recreational facilities
<b>Park Board related objective:</b>	Annually review policies related to the operation and management of parks to determine if changes are required
<b>Brief Description:</b>	The park board will review Shady Oak Beach operational information for the 2022 season

**Background**

The 2022 Shady Oak Beach season began on Friday, June 10, and the facility remained open through Sunday, August 21 for an 11-week season. Shady Oak Beach was also open to the public, free of admission, from 8 a.m.-8 p.m. August 26 through Labor Day. Due to staff shortages, the beach had reduced lifeguard hours early in the season. Starting in July, the beach was fully staffed with lifeguards, and guarded hours resumed as normal (10 a.m.-9 p.m.). Additional signage was posted when there were no lifeguards on duty, and daily attendance or season pass sales were not affected.

The 2022 season saw an increase in expenditures over the previous year. This was mainly caused by an increase in staff wages for all Shady Oak Beach positions; all staff moved to a minimum of \$15/hour which drastically helped with staffing shortages for both the concession and gate attendant positions. Due to the nature of the job within lifeguarding, lifeguards were moved to a minimum of \$16.25/hour to remain competitive with other aquatic facilities in the area. The department offered paid training hours since Lifeguard Certification requires 30-40 hours of training before acquiring certification. Overall, this benefit of paid training hours for staff increased expenditures as well. To safely operate, Shady Oak beach requires a minimum of 17 lifeguards on shift throughout the day (10 a.m.-9 p.m.). Overall, 67 part-time seasonal staff worked at Shady Oak Beach in five positions (concession attendants, gate attendants, lifeguards, head lifeguards, and program coordinators.)



Other factors contributed to the increase in expenditures. There was a 28% increase in concession expenditures as a result of increased food costs. Also, due to staff turnover following the closure in 2020, as well as inflation, uniform expenditures increased by 220% from 2021 to 2022. Rentals fees for kayaks, paddle boards, and canoes increased by 20% after research showed significantly higher rental fees at comparable facilities. Watercraft rentals at Shady Oak Beach still compare considerably lower than surrounding facilities in the west metro area.

Changes were made to the inflatable obstacle course schedule based on staffing and were not utilized until early July, when the lifeguard team was fully staffed. The course was open for use on Wednesdays, Fridays, and Sundays at a minimum. The obstacle course was utilized on additional days when there was additional staff or a special event.

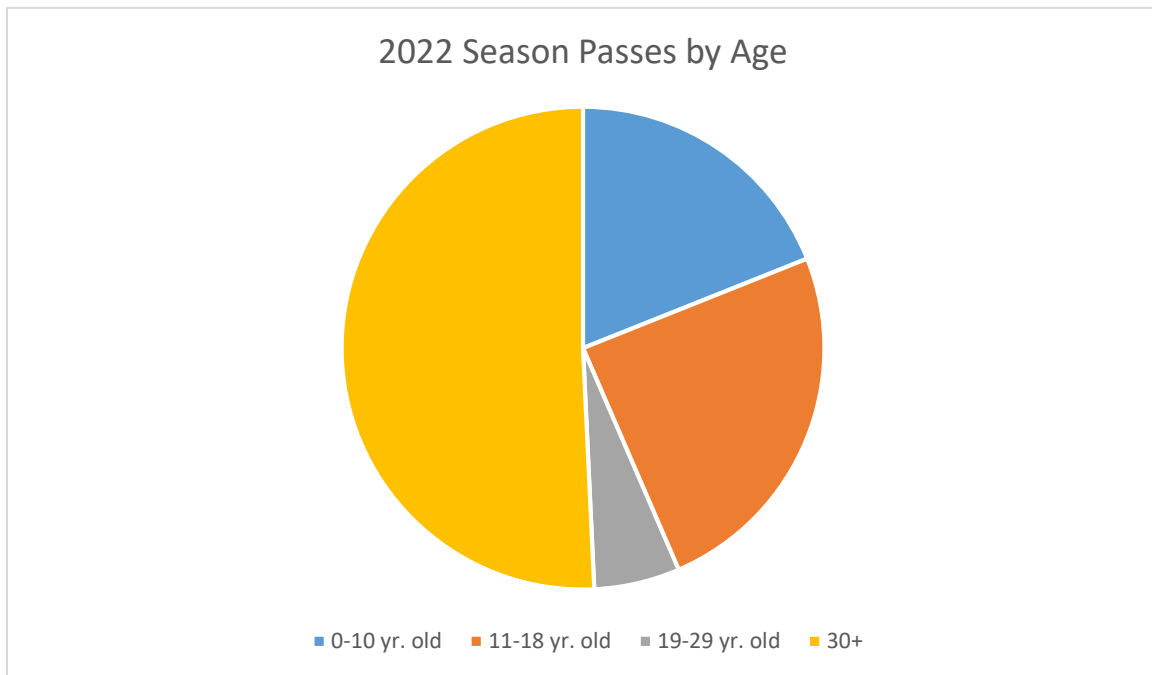
**2022 Operations Summary**

Below is a detailed summary of the 2022 Shady Oak Beach season:

	2020	2021	2022
<b>Season Passes Revenue</b>	N/A	\$56,509	\$55,267
<b>Concession Revenue</b>	N/A	\$47,389	\$50,682
<b>Daily Pass Revenue</b>	N/A	\$72,613	\$70,908
<b>Rental Revenue (paddleboards, kayaks)</b>	N/A	\$5,226	\$4,698

<b>Total Revenues (2022)</b>	\$181,466
<b>Total Expenditures (2022)</b>	\$303,846
<b>Net Operating Cost (2022)</b>	\$122,380

Year	Attendance	Resident Season Passes	Non-Resident Season Passes	Total Season Passes
<b>2022</b>	78,628	3,347	672	4,019
<b>2021</b>	81,875	3,177	754	3,931
<b>2020</b>	-	-	-	-
<b>2019</b>	21,778	2,746	423	3,169
<b>2018</b>	28,544	3,004	732	3,736



**Recommended Park Board Action:** Informational only.

**Minnetonka Park Board Item 9  
Meeting of January 4, 2023**

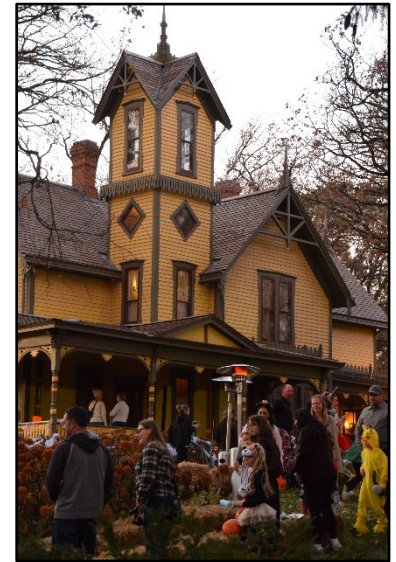
<b>Subject:</b>	Information Items
<b>Park Board related goal:</b>	N/A
<b>Park Board related objective:</b>	N/A
<b>Brief Description:</b>	The following are informational items and developments that have occurred since the last park board meeting.

**Winter-Spring Program Registration**

Registration for winter-spring recreation programs began on Tuesday, Dec. 13 for general programs and Thursday, Dec. 15 for senior programs. There were over 2,100 registrations taken in person, over the phone and online during the first two weeks of registration. Some of the most popular programs include tennis, swimming and skating lessons and yoga classes for seniors.

**Burwell Spooktacular**

The third annual Burwell Spooktacular took place on Friday, October 28 from 5–8 p.m. in Minnetonka Mills Park. The weather continues to cooperate for this fall event and there were an estimated 1,300 people in attendance. Attendees enjoyed games, crafts, bonfires, Burwell House tours, inflatables, scavenger hunt bingo and more!



**Neighborhood Meetings Scheduled**

Staff is currently planning two consecutive open house meetings to hear from residents about the possibility of adding pickleball facilities at Linner and Junction Parks. These pickleball courts would potentially be created on the existing tennis courts. The meetings are scheduled for 5:30 and 6:30 pm, January 17, 2023 in the Public Works lunchroom. Notifications will be sent to surrounding residents two weeks prior to the open houses.

**Minnetonka Park Board Item 10  
Meeting of January 4, 2023**

<b>Upcoming 6-Month Meeting Schedule</b>				
<b>Day</b>	<b>Date</b>	<b>Meeting Type</b>	<b>Agenda Business Items</b>	<b>Special Notes</b>
<b>Wed</b>	2/1/23	Regular	<ul style="list-style-type: none"> <li>NR Education, Outreach and Engagement Plan</li> <li>Skate Park Feasibility Study</li> </ul>	
<b>Wed</b>	3/1/23	Regular	<ul style="list-style-type: none"> <li>Review of outdoor ice rinks</li> </ul>	
<b>Wed</b>	4/5/23	Regular	<ul style="list-style-type: none"> <li></li> </ul>	No meeting
<b>Wed</b>	5/3/23	Regular	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Wed</b>	6/7/23	Regular	<ul style="list-style-type: none"> <li>2024-2028 Capital Improvement Program (CIP)</li> </ul>	
<b>Wed</b>	7/5/23	Regular	<ul style="list-style-type: none"> <li></li> </ul>	No meeting

**Other meetings and activities to note:**

<b>Day</b>	<b>Date</b>	<b>Description</b>	<b>Special Notes</b>
<b>Sun</b>	2/5/23	Kids Fest	Hopkins Pavilion (new location)
<b>Sat</b>	2/11/23	Winter Farmers Market	Minnetonka Community Center

**Items to be scheduled:**

**Park regulation ordinance – dogs/leash requirements  
Climate Action & Adaptation Plan**