



Agenda Minnetonka Parks & Recreation Board

Wednesday, January 6, 2016 7 p.m.

Minnetonka City Hall – Minnehaha Room

Parks & Recreation

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

1. Roll Call

- | | |
|---|---|
| <input type="checkbox"/> Jack Acomb | <input type="checkbox"/> Chris Gabler |
| <input type="checkbox"/> Nelson Evenrud | <input type="checkbox"/> Marvin Puspoki |
| <input type="checkbox"/> Cynthia Kist | <input type="checkbox"/> Chair Elise Raarup |
| <input type="checkbox"/> Peggy Kvam | <input type="checkbox"/> Madeline Seveland |

2. Approval of Minutes

A) October 7, 2015

3. Citizens wishing to discuss items not on the Agenda

4. Business Items

- A) **Neighborhood Meeting - Robbinwood Neighborhood Park Request**
- B) **2015 Shady Oak Beach Operations Report**
- C) **Consideration of the 2016 Park Board Strategic Plan**
- D) **Appointment of Park Board Chair & Vice Chair positions**

5. Park Board Member Reports

6. Information Items

7. Upcoming Park Board Agenda Items

8. Adjournment

1. Roll Call

Park Board members in attendance included Nelson Evenrud, Chris Gabler, Cindy Kist, Peggy Kvam, Madeline Seveland, Marvin Puspoki, and Elise Raarup. Staff members in attendance included Jo Colleran, Jennifer Garvey, Todd Kasowski, Dave Johnson, Christine Petersen and Perry Vetter.

Chair Raarup called the meeting to order at 7 p.m.

2. Approval of Minutes

Gabler moved and Evenrud seconded a motion to approve the meeting Minutes of September 2, 2015. All voted "Yes". Motion carried.

3. Citizens Wishing to Discuss Items Not on the Agenda

None

4. Business Items

A. Community Meeting on 2015-2016 outdoor ice rink operations

Jennifer Garvey, Park Services Manager, displayed a map that showed the locations of the eight ice rink locations in the city that included warming houses. She then provided information on three staff recommended changes to 2015/2016 outdoor ice rink operations that included:

1. Eliminating the Gatewood Elementary School warming house for a two-year trial period for the following reasons:
 - The lack of a permanent warming house facility and the need to rent a trailer annually.
 - The trailer lacks ADA compliance.
 - Utilities to the trailer are inefficient and not user friendly for the seasonal staff or Public Works.
 - Historically low attendance. The average daily attendance of five skaters over the years 2013 – 2015 ranks last among the eight ice rink locations with warming houses.

Garvey noted that the City's Capital Improvements Plan (CIP) includes funding to partner with the Hopkins School District to upgrade youth athletic fields on District property, possibly at Gatewood Elementary. If so, she indicated that an option for building a permanent warming house facility could be reviewed at that time. In addition, Garvey noted that Glen Lake Elementary and Boulder Creek Park are both

1.6 miles from Gatewood and provide a total of three hockey rinks and a general skating area.

2. Extending ice rink operating hours by approximately 24 hours per week. Garvey noted that staff is recommending that closing times for all locations be extended on Fridays from 9 p.m. to 9:45 p.m.; Saturday times at Glen Lake Elementary School, Gro Tonka Park, Meadow Park and McKenzie Park be extended from 9 p.m. to 9:45 p.m. and that all locations be extended from 5 p.m. to 7 p.m. on Sundays.
3. Staff recommends that the park board consider eliminating the unsupervised general skating rink at Knollway Park. Garvey reported that while staff is not present at this site, use appears to be low and eliminating this site would allow for more attention to be provided at the other maintained locations. Because a meeting notice was not mailed directly to residents in close proximity to Knollway Park, Garvey recommended that the park board direct staff to develop a plan for collecting neighborhood input before developing a recommendation.

Garvey asked the park board members if they had any questions or comments prior to opening the public hearing.

Hearing no immediate questions from the board, Chair Raarup opened the floor to Public Comments.

Jason Ostby, 15101 Willowwood Road, was the only resident in attendance, informed the board that he has lived in his home for the past 11 years and uses the Gatewood Rink with his 6 year old son during the skating season 1-2 times each week. Ostby agreed that the rented trailer was not suitable for a warming house facility and reported that he seldom saw it in use. He also questioned how often the attendant was there and available to record accurate attendance records. Garvey informed Ostby that the attendant is assigned to Gatewood and Boulder Creek rinks and regularly goes back and forth. She agreed that it is possible that the attendant could miss some skaters, but the goal is for the attendant to make rounds to each rink every 30 minutes.

Ostby indicated that he was disappointed in having the Gatewood rink close in late January of 2015 due to poor weather. Todd Kasowski, Parks Maintenance Supervisor, indicated that this decision was made in February, about two weeks earlier than scheduled, so that his crews could focus on improving ice conditions at the rinks that attract the largest attendance. Kasowski noted that the lack of a paved surface added to the difficulty of trying to bring the Gatewood rink back to a quality skating surface.

Ostby indicated that his primary purpose for attending was to endorse that the Gatewood rink be maintained for the upcoming season. Garvey noted that staff's

recommendation was to continue maintenance at the Gatewood site for a 2-year trial period to help determine a future course of action. She noted that benches would be placed at the rink for the public to put on and take off their skates; and added that staff still needs to work on a process for managing use of the hockey rink lights.

No public comments were taken regarding the staff recommended extension of warming house hours, or the elimination of the Knollway Park rink.

Raarup asked for park board member comments or questions.

Puspoki asked if rink attendance was counted hourly or by the day. Garvey responded that the attendants take an hourly count during the hours when warming houses are staffed.

Evenrud commented that he liked the staff recommendation to extend warming house hours and felt the additions scheduled for Fridays – Sundays were the appropriate days and times.

Raarup asked if the extended hours came as a result of public requests. Garvey indicated they did.

Gabler asked if the Minnetonka Youth Hockey Association used any of the outdoor hockey rinks. Garvey indicated that use by MYHA was minimal and reservations were required.

Hearing no further comments, Raarup closed the public hearing.

B. Consideration of potential changes to outdoor ice rink operations for the 2015-2016 season

Prior to the development of a motion, Raarup asked for park board member comments or questions related to the staff recommendation to eliminate the Gatewood warming house for a 2-year trial period.

Raarup asked if Gatewood School used the ice rink during the school day. Kasowski responded that the school does use the rink but has never requested use of the warming house. Raarup asked if the warming house at Gatewood has always consisted of a rented trailer. Kasowski indicated that it has.

As for the staff recommendation to collect resident input prior to eliminating the Knollway Park non-supervised rink, Johnson suggested that staff send out a survey to area residents to determine the amount of use the rink gets. He indicated that this information could be brought back to the park board at their December 2nd meeting.

Hearing no further comments or questions, Gabler moved to eliminate the Gatewood warming house trailer for a two year period; extend the warming house hours on Friday, Saturday and Sunday as recommended by staff; and to direct staff to collect resident feedback on staff's recommendation to eliminate an unsupervised general rink at Knollway Park and report back to the park board in December. All voted "Yes". Motion carried.

C. Update on pet waste reduction campaign

Jo Colleran, Natural Resources Division Manager, introduced Christine Petersen, Natural Resources Administrative Assistant who was the division's designee to the Pet Waste Reduction Campaign as directed to staff by the park board.

Petersen noted that in April of 2014, Minnetonka resident Larry Wade addressed the park board and expressed his concerns related to unattended pet waste in the park system. Mr. Wade reported the he had collected about 200 pounds of pet waste in a two-week period while walking his dog in city parks. Peterson reviewed the following facts:

- On average, one dog produces 274 pounds of waste in a year.
- Pet waste does not disappear, it washes into local waterways and can sicken people and wildlife
- In urban areas, up to 95% of fecal matter in waterways comes from pets.
- Pet waste adds nutrients to the water promoting overgrowth of algae, feeding bacteria that consume oxygen needed by native plants and animals.

Petersen reported that the next step was for the Natural Resources Division to set goals and develop components of the campaign. Priorities developed include to:

- Increase stewardship of parks, trails, and waterways
- Encourage a community norm promoting the idea that good neighbors clean up after their pets
- Educate rather than regulate pet owners because staff believes that people want to do the right thing but do not always have the facts to inform their actions
- Address pet waste as an illicit discharge for state MS4 permit

Petersen explained an initial step was to develop a focus group to gather input from seniors who walk their dogs, however this event was cancelled due to low registration. She explained that questions were included in the annual community survey and that a Pet Waste Pick-Up Event was scheduled at Purgatory Park for

March 14, 2015. Petersen reported that during the 2-hour event, 134 pounds of pet waste was collected by approximately 50 park visitors. Media coverage of the event included the Minneapolis Star Tribune, two television stations and one radio station.

Petersen reported on the additional steps completed by staff that included:

- Development of communications materials including several in the Minnetonka Memo, postings on Clear Channel's electronic billboards and postings on the city's website
- Collaborating with Fortin Consulting which provides water resource education to local elementary schools to highlight pet waste as a form of non-point source pollution
 - o Joined Fortin's educator during her program for 4th & 5th grade classes at Clear Springs Elementary.
 - o Introduced a service-learning project in which students produced art reminding park users to pick up after their pet
 - o Collected student's artwork and selected six pieces to advertise the Pet Waste Reduction Campaign on aluminum signs mounted at each park.
- Designed a button and informational cards (one for each of the six student designs) to promote the campaign
- Distributed sets of the cards to local pet-related businesses
- Contacted the four watershed districts in Minnetonka to inform them of the campaign
- The Center for Global Environment Environmental Education at Hamline University provided a traveling exhibit on non-point source pollution for the City's open house event in October

Peterson closed by reviewing staff's 2016 Pet Waste Reduction Campaign goals that included:

- Hold at least one focus group
- Schedule one or more pick-up events
- Continue all existing education and outreach efforts
- Reconnect with Fortin Consulting to broaden the campaign's reach to local schools
- Involve watershed districts more closely
- Explore implementation of a park stewardship program
- Discuss using incentives to acknowledge residents who are picking up after their pets

Petersen asked for any park board input or questions.

Kvam commented that she felt using school aged children was a great idea.

Gabler asked if there have been reported problems on city athletic fields, noting that he has experienced problems with residents walking dogs on the fields at Bennett Park. Kasowski indicated that there are issues with dogs on athletic fields even though several of the fields are locked in an attempt to keep dogs off of the fields. Kasowski added that the city spends approximately \$8,000 annually for Mutt Mitts and there are still problems with owners not using them. He noted that a contracted garbage collection service assists with stocking the Mutt Mitts along with about 12 volunteers. Kasowski noted that the Mutt Mitt bags staff purchases are biodegradable and disposed of by the County's incinerator and not a landfill.

Kist asked if the 2016 clean-up event would take place in the spring once again. Petersen indicated that the plan was to hold it again in the spring. Kist asked if there were other potential locations other than the obvious ones (Lone Lake, Purgatory and Big Willow Parks). Colleran indicated that essentially every park and city trail would serve as an appropriate location.

Gabler noted that he felt a stewardship program in the area of pet waste pick up seems difficult because it places the volunteer in an enforcement role. Petersen agreed and reiterated that staff feels an awards program are more realistic. She noted that other communities who have similar programs in place report that education is more effective than regulation.

Evenrud commended staff for their efforts noting that the problem will never be 100% eliminated, however the approach staff has taken will go a long way in minimizing the problem.

Raarup concurred with other park board member and staff comments that the education piece is essential and suggested approaching the area middle schools and high schools as well as elementary schools. She suggested consideration of park signs that remind users that off-leash areas are a privilege. Raarup asked why dogs were an issue when it came to waste problems but other animals such as deer are not. Peterson noted that the problems from dogs are a result of sheer numbers as well as what dogs eat (meat verse vegetation that deer eat). The park board thanked Petersen and Colleran for presentation of their work plan and status report.

4. Park Board Member Reports

Puspoki reported that he recently used the improved Saddlewood trail and was amazed with the end result of the improvements made. Kasowski reported that the section improved was 550 feet in length and 8 feet in width.

5. Information Items

Vetter reminded the park board that voting on the city's annual photo contest would occur immediately after their meeting.

6. Upcoming Park Board Agenda Items

Johnson reminded the board that the November meeting will be replaced with the annual volunteer recognition event; and added that the December meeting will include the annual joint meeting of the park board and city council.

7. Adjournment

Raarup gaveled adjournment of the meeting at 8:42 p.m.

**Minnetonka Park Board Item 4A
Meeting of March 4, 2015**

Subject:	Neighborhood Meeting - Robbinwood Neighborhood Park Request
Park Board related goal:	To renew and maintain parks and trails
Park Board related objective:	Identify areas of the city that are deficient of adequate park or trail amenities.
Brief Description:	Hold public meeting to gather input to determine park and open space uses for Park Property

Background

At the September 2, 2015 park board meeting, the park board heard a request from residents to construct a park on a vacant lot owned by the city at the end of the cul-de-sac of Royzelle Lane. Since the property does not have an assigned address, it will be referred to as Outlot A for this report.

Outlot A was conveyed to the city by a plat developer in 1959, with the restriction that it be used for public purposes exclusively. A park development would meet this restriction. If converted to park, the property would only allow for the placement of a park in the city's mini-park classification. Staff has researched the neighborhood area for additional potential options and did not find any.

Parcel Features

The proposed property is located within the Robinwood 3rd Addition, at the end of the cul-de-sac of Royzelle Lane. The parcel is bordered by residential properties.

The Outlot can be categorized as lowland hardwood forest comprised of primarily ash, elm, boxelder and cottonwood trees. Most of the trees are between 2 to 12 inches in diameter, but in the SW corner closest to 11435 Royzelle Lane, there is a large clump of significant cottonwood trees ranging from 17" – 35" diameter. There have been some large canopy openings over time due to Dutch elm disease and there is quite a bit of buckthorn and garlic mustard starting to take advantage of the additional sunlight.

A wetland delineation would need to be performed and approved by natural resource staff. Once identified, any work will be required to maintain a minimum 25' buffer from the wetland.

Comparable Parks

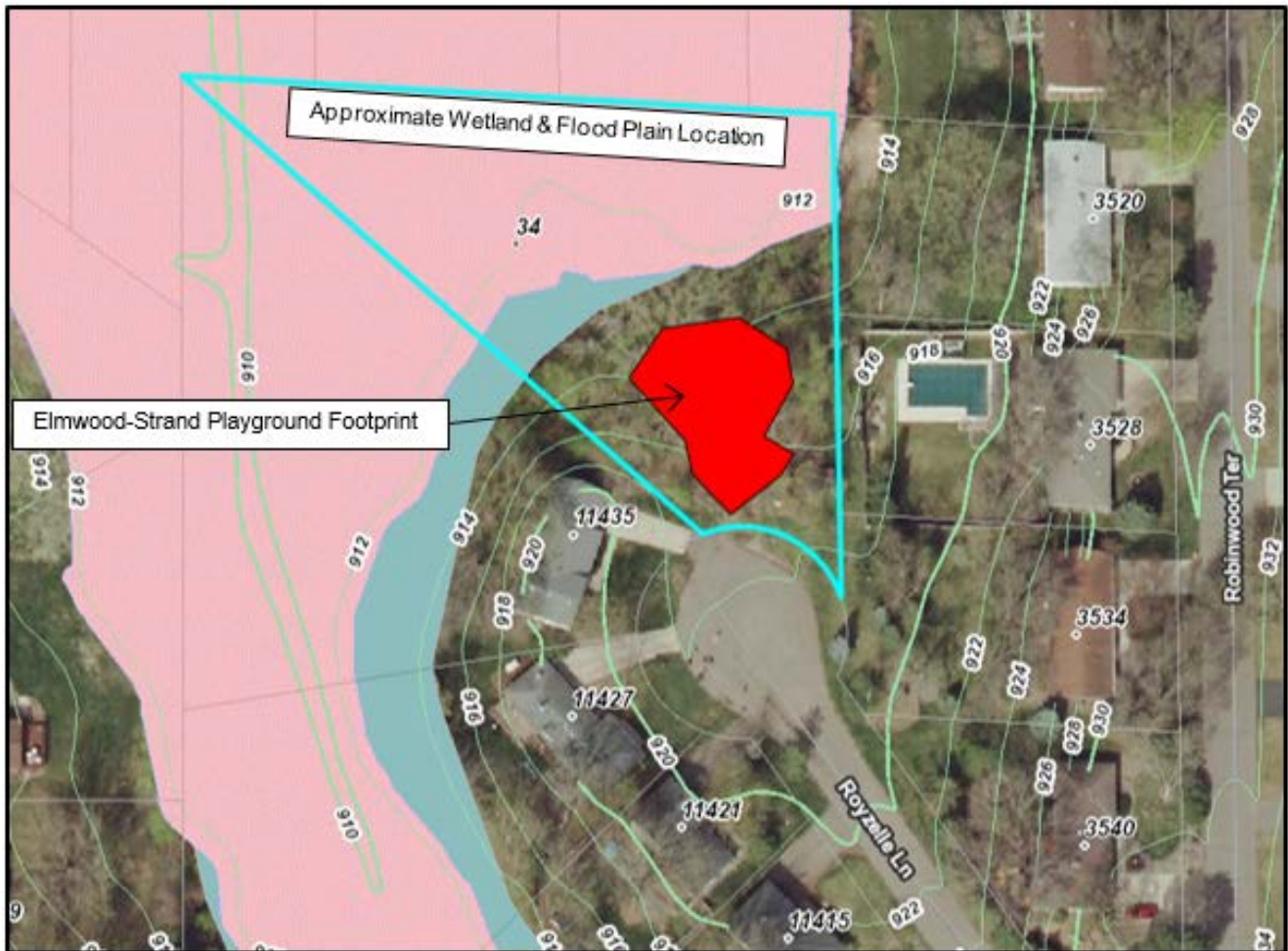
This park would be comparable in size to seven current parks in Minnetonka ranging in size from 0.4 acres to 2.8 acres, each classified as a mini park. The table below indicates what amenities are provided in each of the mini parks.

Mini Park Amenities

Park	Size (Acres)	Bench	Picnic Table	Drinking Fountain	Hard Court	Shelter (size)	Arbor	Garbage Can	Mutt Mitt	Playground Equipment	Bicycle Rack	Toilet Enclosure
Elmwood-Strand	0.4	2	1	0	0	0	0	2	0	1	1	0
Glen Moor	2.4	8	4	1	1	0	1	2	1	2	1	1
Groveland	1.8	2	2	0	1	18'x18'	0	1	0	1	1	0
Mini Tonka	0.5	2	3	0	0	8'x10'	0	1	1	1	1	1
Oakhaven	2.8	3	0	0	1	0	0	1	0	2	1	0
Pioneer	1.8	2	0	0	0	0	0	1	0	2	1	0
Sunrise Ridge	1.7	3	2	0	1	13'x13'	0	1	0	1	1	1
Totals	11.4	22	12	1	4	3	1	9	2	10	7	3

Given the topography, size, and usable space of the parcel, amenities to consider for a potential park would include playground equipment, benches, picnic table, garbage can and mutt mitt containers, bicycle rack, and a toilet enclosure. The wetland and flood plain on the northern half of the property limit the location of any amenities to the southern portion. The site is gently sloping and it appears it would take minor grading to make the site suitable for playground equipment within the given space. Should it be decided to move forward with this project, a site survey would be completed to locate the delineated wetland area, property lines, existing utilities, and determine the accurate topography of the parcel.

The National Recreation and Park Association (NRPA) provides guidelines for typical park classifications, number of acres for a public park system, and recommended services levels based on population. Mini parks are recommended be designed to attract residents who live within walking distance to the park, which typically means a ¼ mile radius of service, and should not have to cross any major roads. Mini park service levels are recommended to be 0.25 to 0.5 acres per thousand residents. Based on the Minnetonka's population of 51,368 in 2013, the overall service level of mini parks is 0.22. The addition of this mini park would raise the service level above the minimum to 0.26.



Neighborhood Input/Planning Process

At the September 2, 2015 meeting, staff was directed to schedule a neighborhood meeting to consider the request for a park based on resident input and the receipt of a petition from 31 neighborhood residents.

The park board is asked to hold a neighborhood meeting to receive comments on the parcel and its opportunity for development. The only covenant on the parcel is that it be used for park purposes only. Residents within 500 feet of the proposed park have been notified by direct mailing.

Minnetonka Park System

The Minnetonka park system consists of 50 park areas totaling over 1,260 acres, of which 985 acres are natural/passive and over 280 acres are active. There are a variety of parks within the system as defined by their use and size, from Elmwood-Strand, the smallest at 0.4 acres to Purgatory, the largest at 158 acres. The system consists of 22 Neighborhood Park Service Areas (NPSA) that are primarily defined by infrastructure barriers that make it difficult for residents and users to access other existing parks. This area, defined as NPSA 13 is currently deficient of park access with the closest park being Guillian Park, an athletic park located about .5 miles to the west, and Orchard Park, a neighborhood park located about .75 miles to the southwest. There are three additional NPSAs that are also deficient of parks, however at this time there are no parcels identified for potential improvement throughout the city.

Discussion Points

- Based on input received from residents, is there additional information the park board is requesting from staff?
- Does the park board wish to direct staff to develop conceptual plans and cost estimates for a mini park on Outlot A for consideration at the March 2, 2016 CIP for the years 2017 – 2021?

Recommended Park Board Action: Hold the neighborhood meeting, review the features, limits and orientation of Outlot A and recommend a course of action for potential development of a park at the end of the cul-de-sac of Royzelle Lane. If the park board is supportive of the potential for a park, direct staff to develop conceptual plans and a funding schedule for review at the March 2, 2016 review of the 2017 – 2021 Capital Improvements Program project review.

Attachments:

1. Neighborhood Meeting Notice
2. Area map
3. NPSA map

Neighborhood Meeting Notice

**Royzelle Lane Park
Petition Consideration**

**Wednesday,
January 6, 2016
7 p.m.**

**Minnetonka City Hall
Minnehaha Room
14600 Minnetonka Boulevard**

You are invited...

The Minnetonka Park Board invites you to a neighborhood meeting to provide input for the undeveloped city-owned property at the end of the cul-de-sac on Royzelle Lane. This property was given to the city by a plat developer in 1959 with a restriction it be used exclusively for public purposes. See the map on the reverse side for location details.

You are receiving this notice because you reside within 500 feet of the area in question. Please take advantage of this opportunity, as becoming actively involved in the neighborhood meeting process is the best way to provide input. **Please note, this is the only notice you will receive for this meeting.**

What is being proposed?

In August 2015, city staff received a request from residents interested in developing a park in the Robbinwood neighborhood due to concerns that a park is not located in close proximity; at the September 2015 park board meeting, staff received a petition signed by 31 residents of your neighborhood with the same request. Staff researched undeveloped properties and identified the Royzelle Lane location as the only possibility. This property is .86 acres with flood plain restrictions – if developed, the area would provide enough space for the addition of a mini park as classified by the City of Minnetonka.

What happens at the meeting?

The purpose of this meeting is to obtain neighborhood input regarding the development of a park at this location. The park board will determine next steps after receiving input.

Will there be future meetings?

The park board is scheduled to meet again March 2, 2016 to review the proposed 2017-2021 Parks and Trails Capital Improvement Program. If the park addition is supported, the board will consider the dollar amount and year of allocation at this meeting. Any park board recommendation would be considered for adoption by the city council at a later date.

Will I be assessed?

No. There are no assessments being proposed for this project.

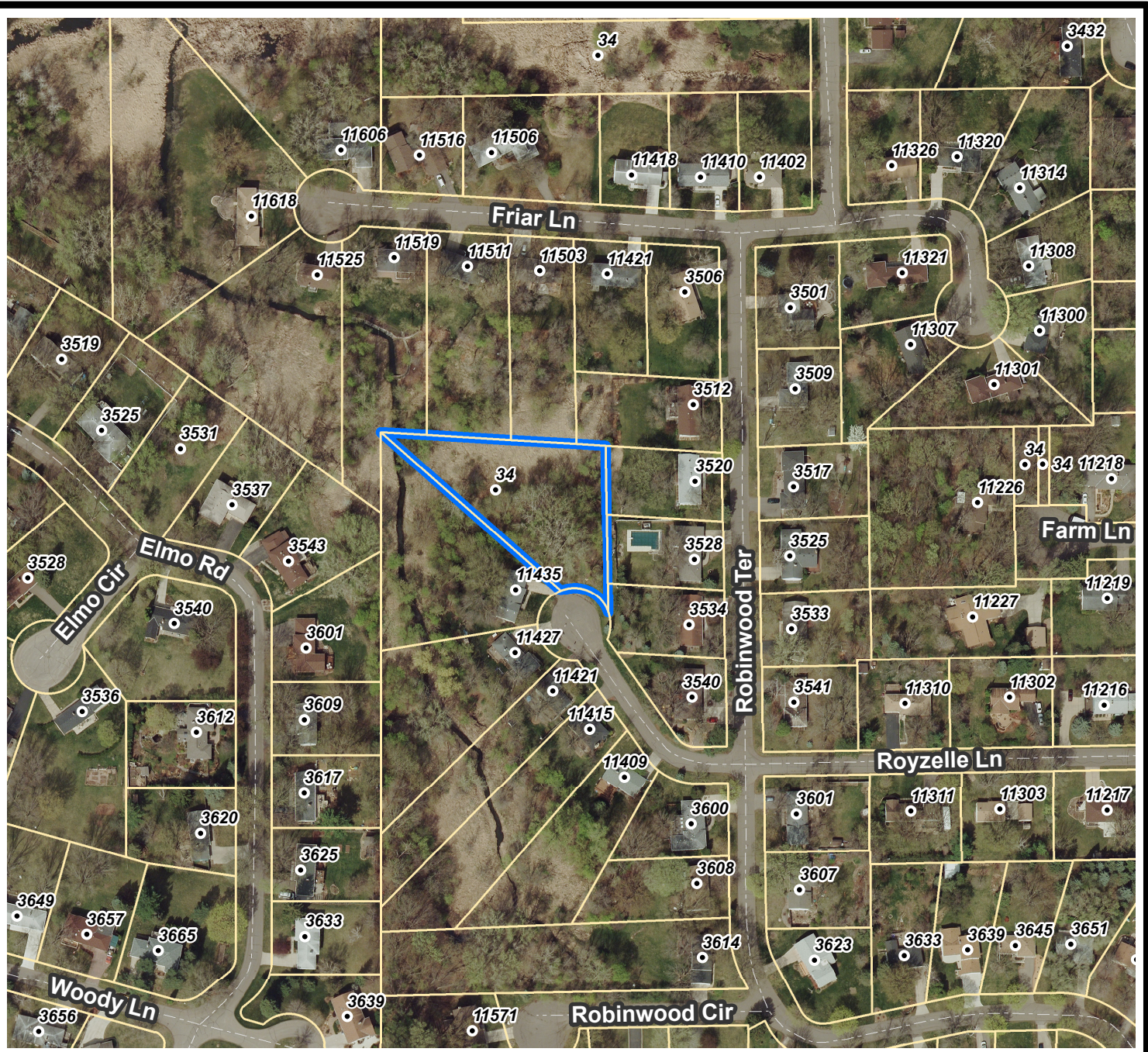
How can I stay informed?

You will be kept informed of future meetings related to this project by attending this meeting. If you are unable to attend this meeting and would like to stay informed, please contact the staff listed below.

Questions?

If you have questions, comments or concerns regarding this meeting, please contact Public Works Operations Manager **Darin Ellingson** at dellingson@eminnetonka.com or 952-988-8414, or Recreation Services Director **Dave Johnson** at djohnson@eminnetonka.com or 952-939-8360.

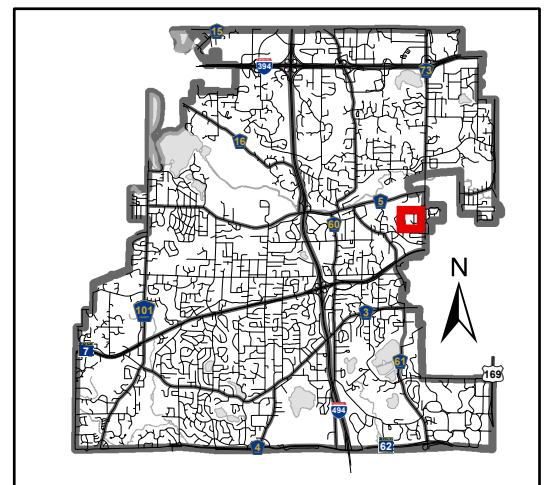




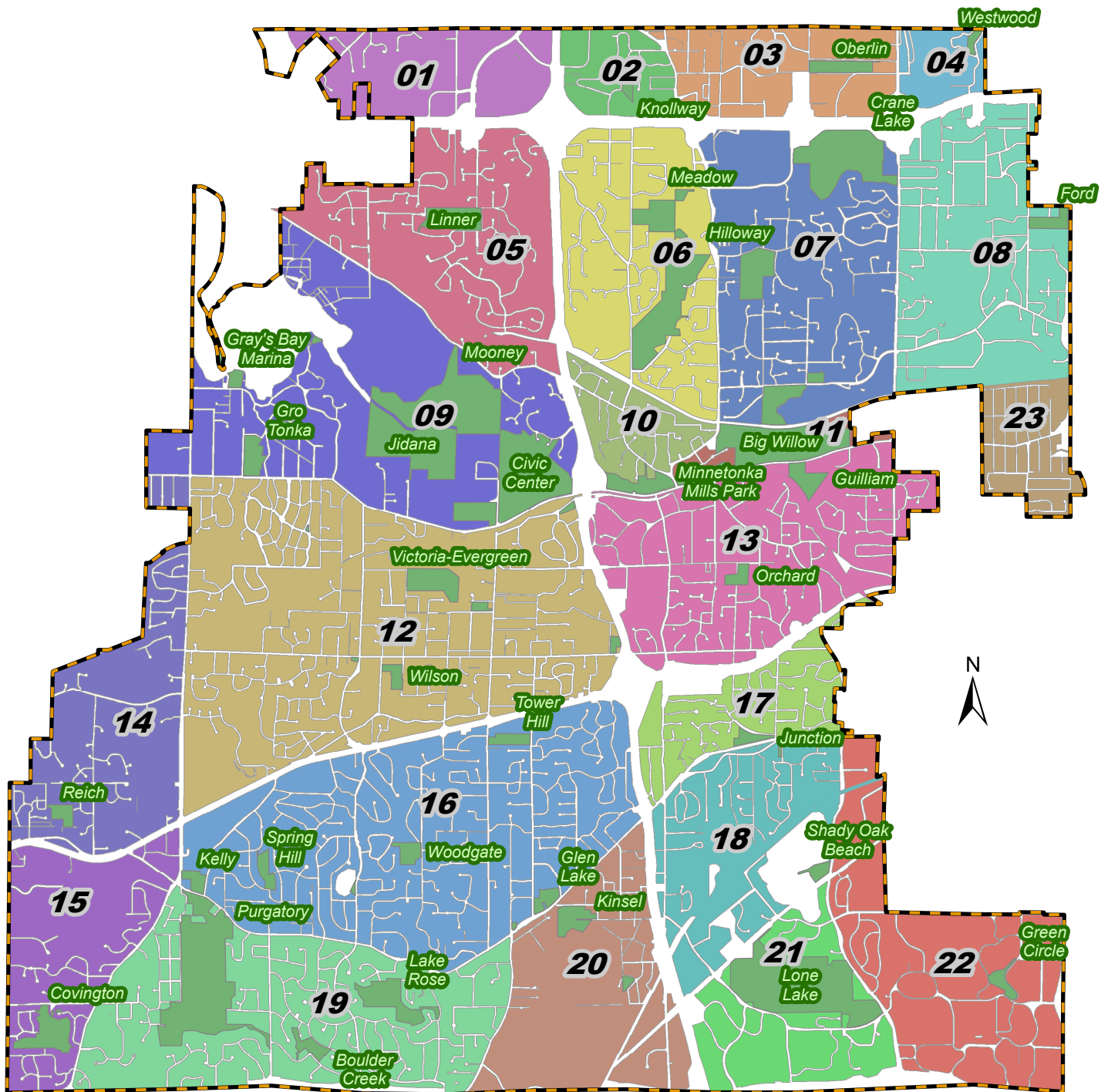
East of 11435 Royzelle Circle



Proposed Neighborhood Park



This map is for illustrative purposes only.



**Minnetonka Park Board Item 4B
Meeting of January 6, 2016**

Subject:	2015 Shady Oak Beach Operations Report
Park Board related goal:	To provide quality athletic and recreational facilities
Park Board related objective:	Annually review policies related to the operation and management of parks to determine if changes are required
Brief Description:	The park board will review Shady Oak Beach operational information for the 2015 season

Background

The 2015 Shady Oak Beach season began on Friday, June 5 and ended on Sunday, August 23. As with any outdoor facility, the weather impacts operations as well as the attendance for Shady Oak Beach. Summer 2015 did not deliver many hot and humid days which tend to attract people to the beach. Attendance for the 2015 season totaled 30,963 compared to 31,937 in 2014.

2015 Operations Summary

Included in this report are overall expenditures and revenues for 2015:

Expenditures

Rounded off, expenditures to date for 2015 total \$272,000 compared to the budgeted amount of \$296,000. This includes \$140,000 for personnel costs, \$32,000 for concession stand supplies, and \$48,000 for other operational and maintenance related needs. Also included in the 2015 budget was \$20,000 for estimated maintenance and repair costs for work completed by Hopkins Public Works, and \$24,000 to cover the program manager's pro-rated salary for beach operations.

Revenues

Total revenue for the 2015 season was \$208,000 compared to the budgeted amount of \$204,000. Season passes sold totaled 4,029, compared to 4,168 in 2014, a decrease of 3.3%.

Staff introduced a new punch card option this season that offered 10 punches for \$40 resulting in the sale of 245 cards totaling \$9,800. Equipment rentals still remain popular after the expansion of water rental options in 2014, to include stand up paddle boards and additional kayaks. Revenues in 2015 increased 82%.

Item 4B – 2015 Shady Oak Beach Operations Report January 6, 2016

Listed below are the total numbers for attendance and the sale of season passes for the past 7 years. As noted, season pass sales have decreased over each of the past three years:

Year	Attendance	Resident	Non-Resident	Total
2015	30,963	3,089	931	4,029
2014	31,937	3,067	1,101	4,168
2013	35,692	3,245	1,073	4,318
2012	39,980	3,642	1,416	5,058
2011	50,416	3,768	1,081	4,849
2010	43,531	3,598	1,000	4,598
2009	29,467	4,157	1,403	5,560

History has shown that the previous summer tends to dictate how people will think about purchasing another season pass.

Discussion Points

- Does the park board recommend any operational changes for the 2016 Shady Oak Beach season?

Recommended Park Board Action: Review the 2015 Shady Oak Beach operating summary and provide direction to staff on suggested changes for 2016.

**Minnetonka Park Board Item 4C
Meeting of January 7, 2016**

Subject:	Consideration of the 2016 Park Board Strategic Plan
Park Board related goal:	Enhance long-term park board development
Park Board related objective:	Development of a 2016 park board strategic plan
Brief Description:	The park board will review goals and objectives in place for 2015 and implement desired changes for 2016.

Background

In 2001, the park board worked with an independent consultant to establish a process for developing and annually refining a strategic plan. As a result of this endeavor, board members developed goals, objectives and specific action steps designed to meet the board's mission and vision developed earlier in the process.

Attached is the 2014 Park Board Strategic Plan with annual routine objectives updated for 2016. The park board will review this document and provide direction to staff regarding any desired changes for 2017. Once approved, staff will begin the process of preparing action steps to address the park board's goals and objectives, and will present those at the February 3, 2016 meeting for review.

Discussion Points

- Does the park board desire any changes to the current Mission or Vision in the 2016 Strategic Plan?
- Does the park board desire any changes to the Strategic Plan's goals and objectives for 2016?

Recommended Park Board Action: Review the 2015 strategic plan and provide staff with any desired changes for 2016.

Attachments

1. 2016 strategic Plan - Draft

**Minnetonka Park & Recreation Board
2016 Strategic Plan – DRAFT**

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Vision for Minnetonka Park and Recreational Facilities

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

The mission of the Minnetonka Park & Recreation Board is to proactively advise the City Council, in ways that will:

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

Goals and Objectives (order does not reflect priority)

To protect natural resources and open space

- Objective #1: Provide feedback to assist staff in managing the open space process
- Objective #2: Continue to review and comment on the implementation of the natural resources stewardship plan
- Objective #3: Review options to enhance natural resources & open space
- Objective #4: Promote the city's efforts of protecting and enhancing the community's natural resources by creating awareness and supporting educational strategies

To renew and maintain parks and trails

- Objective #1: Involve park board member participation in park & trail projects
- Objective #2: As needed, conduct an annual review of park dedication fees
- Objective #3: Identify areas of the city that are deficient of adequate park or trail amenities
- Objective #4: Conduct a comprehensive review of the trail system to identify missing links and required future improvements
- Objective #5: Renew, expand and maintain a trail system to encourage outdoor recreation, and improve the connectivity and walkability of community.

To provide quality athletic and recreational facilities and programs

- Objective #1: Perform an annual review of the Gray's Bay Marina operations plan
- Objective #2: Anticipate, review and respond to community needs not previously identified
- Objective #3: Annually review policies related to the operation and management of parks to determine if changes are required
- Objective #4: Ensure that park amenities, recreational facilities and programs address future community needs and changing demographics
- Objective #5: Conduct a review of the athletic field fee schedule developed for 2016 and make recommended adjustments for 2017.
- Objective #6: Review drafts of the updated Parks, Open Space and Trails (POST) Plan
- Objective #7: Offer a full range of programs for people of all ages and ability levels.
- Objective #8: Responsibly maintain our parks, trails and recreational facilities, while fairly balancing user fees with general community support.

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Enhance long-term Park Board development

- Objective #1: Define Capital Improvements Program for 2017-2022 related to parks, trails & open space
- Objective #2: Enhance council relations- serve as a voice to the council
- Objective #3: Increase community awareness of park board initiatives
- Objective #4: Schedule board member involvement in annual park board and city related activities
- Objective #5: Annually assess the park board strategic plan
- Objective #6: Conduct a review of the park board's program for recognizing volunteers who complete pre-approved projects to benefit the park system

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**Minnetonka Park Board Item 4D
Meeting of January 6, 2016**

Subject:	Appointment of Chair and Vice-Chair positions
Park Board related goal:	Enhance long-term park board development
Park Board related objective:	N/A
Brief Description:	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 2016 meeting. The current terms of Chair Elise Raarup and Vice-Chair Peggy Kvam will expire on January 31, 2016. New appointments will serve a term from February 1, 2016 through January 31, 2017.

Recommended Park Board Action: Recommend appointments for the Chair and Vice-Chair positions for a term beginning February 1, 2016 through January 31, 2017.

**Minnetonka Park Board Item 5
Meeting of January 6, 2016**

Subject:	Park Board Member Reports
Park Board related goal:	N/A
Park Board related objective:	N/A
Brief Description:	Park Board members will report on any park, recreation or natural resources items that have come to their attention since the last board meeting.

**Minnetonka Park Board Item 6
Meeting of January 6, 2016**

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

Burwell Use Policy

At their December 21st meeting, the City Council reviewed the park board's recommendations for a Burwell Use Policy. After considerable discussion related to the 50 person limit for special events held on site, the Council approved the policy as recommended by the park board.

Outdoor Ice Rink Status Report

Warming houses were scheduled to open on Saturday Dec 19th, 2015, however weather conditions were not conducive to make or maintain ice. Rinks are currently closed. The lack of frost in the ground and no snow until this week as delayed the process of making ice. Public works will begin flooding rinks Sunday January 3rd, if weather conditions continue to cooperate. We anticipate to open rinks around January 9th.

Kids' Fest

Kids' Fest will take place on Sunday, January 24th from 12 – 3:30 p.m. with indoor and outdoor activities taking place at the Minnetonka Community Center and Ice Arena. Activities will include dog sled rides, horse-drawn trolley rides, ice carving, dance DJ, arts and crafts, magic, bingo and more! Concessions will be available with proceeds benefiting the Richard Wilson Scholarship Fund.

Glen Lake Golf Course Ski Trail

The maintained cross country ski trail at Glen Lake Golf Course, operated jointly between the city of Minnetonka and Three Rivers Park District, opened for the season on Wednesday, December 30. The opening was delayed by about two weeks due to a lack of snow. If weather permits, the facility will remain open through mid-March.

2015 Gray's Bay Marina Operations

The 2015 operating season opened to slip holders and boat launchers on April 10. This is the first time in three years the marina was able to open in April. The previous two years the marina opened in May due to late winters. Fuel was available for sale April 15 and amenities including water, restrooms and sewage pump-out were available April 23.

County Road 101 was closed all season north of the bridge due to the rebuilding of 101 from Minnetonka Boulevard to Highway 12. Access to the site was maintained from the south using a detour through the city of Woodland. While the road closure created uncertainty about how marina operations would be affected, staff is happy to report all slips were leased and gas sales were approximately 7% higher than average at 26,454 gallons.

The marina was closed for the season October 31. The boat launch remained open until December 19 when ice formed on the bay. This is the latest this has happened since the city began marina operations (earliest – November 16, 2014; average - December 1). At that time the entrance gates to the parking lot were closed for the winter season. Winter access to Gray's Bay (ice fishing, snowmobiles, etc.) will be available from the causeway directly north of the bridge from the marina.

In October, renewal leases for the 2016 season were sent to existing slip holders. Slip fees for the 2016 season remain at \$3,900. The term of one slip holder expired at the end of the 2015 season and four more chose not to renew. Staff has filled all vacancies from the wait list which currently has three names remaining on the list.

With nearly all expenses accounted for, revenues (\$245,700) have exceeded estimated expenses (\$215,500) by \$30,200. This balance will remain in the escrow fund which has an estimated year-to-date balance of \$408,949 (see attached).

Attachment:

1. Marina Operations Summary

Gray's Bay Marina
Summary of Revenues and Expenses

	Actual 2014	Budget 2015	Estimated 2015
Total Revenues	\$222,539	\$253,400	\$245,700
Expenses			
Capital Outlay	(\$160,332)		(\$179,500)
LMCD	\$0		(\$12,000)
Escrow*	(\$20,948)		(\$24,000)
	<u>(\$41,259)</u>		<u>(\$30,200)</u>
Total Expenses	<u>(\$222,539)</u>	<u>(\$253,400)</u>	<u>(\$245,700)</u>
Balance	\$0	\$0	\$0

* Total 2003-2015 amount budgeted in escrow account = \$247,800; estimated amount escrowed through 2015 = \$408,949.

**Minnetonka Park Board Item 7
Meeting of January 6, 2016**

Upcoming 6-Month Meeting Schedule				
Day	Date	Meeting Type	Agenda Business Items	Special Notes
Wed	2/3/16	Regular	<ul style="list-style-type: none"> • Consideration of plans for the expansion of pickleball courts at Meadow Park • Consideration of 2016 athletic field use fees • Park Board Action Steps 	
Wed	3/2/16	Regular	<ul style="list-style-type: none"> • 2017 – 2021 CIP 	
Wed	4/6/16	Regular	<ul style="list-style-type: none"> • 	
Wed	5/11/16	Regular	<ul style="list-style-type: none"> • Annual tour of parks and projects 	
Wed	6/1/16	Regular	<ul style="list-style-type: none"> • 	
Wed	7/6/16	Regular	<ul style="list-style-type: none"> • 	

Other meetings and activities to note:

Day	Date	Description	Special Notes
Sun	January 24	Kids' Fest	Noon – 3:30 p.m. Events at the Minnetonka Community Center and Ice Arena

Items to be scheduled: