



Agenda Minnetonka Parks & Recreation Board

Wednesday, February 3, 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) January 6, 2016

3. Citizens wishing to discuss items not on the Agenda

4. Business Items

A) **Consideration of plans for potential Pickleball enhancements at Meadow Park**

B) **Natural Resources Division's Annual Report and Education and Outreach Plan**

C) **Review of 2015 Athletic Field Use and Consideration of 2016 fee schedule**

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 Jack Acomb, Nelson Evenrud, Chris Gabler, Cindy Kist, Peggy Kvam, Madeline Seveland, Marvin Puspoki, and Elise Raarup. Staff members in attendance included Jo Colleran, Darin Ellingson, Jennifer Garvey, Dave Johnson and Perry Vetter.

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

2. Approval of Minutes

Gabler moved and Kist seconded a motion to approve the meeting Minutes of October 7, 2015. All voted "Yes". Motion carried

3. Citizens Wishing to Discuss Items Not on the Agenda

None

4. Business Items

A. Neighborhood meeting – Robinwood Neighborhood Park Request

Darin Ellingson, Streets and Parks Operations Manager, provided background for the item. He reported to those in attendance that 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. Ellingson explained that the property was conveyed to the city by a plat developer in 1959, with the restriction that it be used for public purposes exclusively. If converted to park, Ellingson noted that the property would only allow for the placement of a park in the city's mini-park classification.

Ellingson reported that 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. He explained that 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. Ellingson noted that the Robinwood neighborhood is located in NPSA 13 and 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 NPSA's that are also deficient of parks, however at this time there are no parcels identified for potential improvement throughout the city.

Ellingson added that staff has researched the neighborhood area for additional potential options and did not find any.

Ellingson described the proposed site noting that the lot 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.

Ellingson explained that if supported, 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.

Ellingson provided specifics related to mini parks, noting that this park would be comparable in size to seven current mini parks in Minnetonka ranging in size from 0.4 acres to 2.8 acres. He indicated that, 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. He noted that the wetland and flood plain on the northern half of the property limit the location of any amenities to the southern portion.

Ellingson explained that 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.

Ellingson asked for any park board member questions prior to opening the meeting to public comment.

Hearing no park board member questions, Chair Raarup opened the meeting to public comment. She informed those in attendance that everyone interested would have an opportunity to speak.

John Brant, 3528 Robinwood Terrace, noted that he was not supportive of the petition for a new park and cited his concerns including:

- Only 11 households were represented on the petition
- Of the eight households that abut the property, only one signed the petition
- Two names on the petition are not on a list provided for the neighborhood's Neighborhood Night Out list
- A park would mean loss of natural area and wildlife
- The eight bordering properties would lose privacy
- The property was primarily wetland and remains wet until May
- Powerlines go over the property and have caused damage to trees due to the poor condition of the lines
- He does not want a park, but if constructed, hopefully there would be no lighting
- He has a pool and is concerned about teens trespassing on his property and accessing the pool
- The addition of a park would decrease his property values
- Big Willow Park to the north was recently redeveloped and provides play equipment. The city should provide safe access to cross Minnetonka Boulevard
- The Hopkins School District provides a large play area at Eisenhower Elementary, and is only five blocks away. As well as another city of Hopkins park

Stephanie Wittleder, 3540 Robinwood Terrace, supported the addition of a park to the neighborhood indicating:

- A neighborhood is in dire need of a park
- She knows of 10 children in the immediate area
- Parks at Big Willow, Eisenhower Elementary and the City of Hopkins require crossing major roadways (Hopkins Crossroads & Minnetonka Boulevard) and do not provide safe access for children
- Noted that she does have concerns related to the natural area and impacted wildlife, but is also concerned with dumping of leaves taking place on the proposed property.
- She wondered if the area could be a designated natural area or park instead.
- She was concerned about parking at the proposed site, and asked if there were parking statistics available from other mini parks in the City of Minnetonka
- She summarized that she is not for or against a park at the proposed location, but strongly supports the addition of a park to serve the neighborhood, noting that the number of children are increasing

Mellissa Sullivan, 3601, Robinwood Terrace, was opposed to the addition of a park noting:

- Her biggest concern was safety, noting that cul de sacs can attract problems with kids. She noted that there have not been issues to date but there have been in other areas of the neighborhood. She felt that building a park on the proposed site would be inviting problems.
- Sullivan read a letter from resident Ruth Erickson who could not attend. Erickson noted concerns including
 - o She chose her home because of the natural beauty which would be lost
 - o Parking for the park would increase traffic in the cul-de-sac
 - o Why not consider a walking bridge over Minnetonka Boulevard to Big Willow Park?
- Sullivan also provided a letter from Kris & Dan Triske, 114247 Royzelle Lane who strongly oppose construction of a park on the proposed site

David Allen, 3520 Robinwood Terrace, asked if an environmental impact statement would be required for the project. Ellingson indicated it would not because the wetlands would not be impacted. Allen indicated he did not support the addition of a park noting:

- The property currently provides recreational use
- Added noise, parking and lighting would impact neighbors
- Barriers to other nearby parks should not be an issue because young children should not be going to parks without adults
- Users of the proposed park would be crossing his property to access the park

Michael Perkins, 3534 Robinwood Terrace, does not support the addition of the park noting:

- His mother lives at one of the properties adjacent to the park and would be impacted
- He agrees with everything said to this point in opposition to the park
- The proposal is a lose/lose proposition, if the park is used it will be a detriment to the nearby neighbors, if not used it would be a waste of public funds
- The neighborhood is private and quiet and the addition of the park would impact that
- Regarding the petition, Perkins indicated that 21% of the impacted homes were not contacted
- The safety and security of the neighborhood would be impacted

- He noted that he lived in the home as a child and that is when a park was needed. Not having one, his family and others purchased their own equipment
- On a side note, Perkins indicated that repairs to the cul-de-sac were needed

Peter Cleary, 11421 Royzelle Lane, was not supportive of the park proposal and stated the following:

- He actually may have signed the petition (confirmed that he had), because at first glance the option looked good. However after hearing the concerns of his neighbors, he no longer is supportive of the proposal.
- He believes there are enough parks within a reasonable distance
- Is officially withdrawing his support.

Heather Markert, 11503 Friar Lane, indicated her support of the park proposal and stated the following:

- At the last neighborhood block party she counted 26 children and is certain that she missed counting some
- Would be willing to walk the distance to Big Willow Park but feels it is too dangerous crossing Minnetonka Boulevard, even for adults. For that reason, she is forced to drive to other city parks
- Mini parks are small and intended for the immediate neighborhood and not as destination parks. The parks she visits are on busier roads and very visible, the proposed park would not be.
- She felt that the neighborhood had a good sense of community and that it would benefit the neighborhood to have a gathering place

Kate Lohrenz, 11506 Friar Lane, spoke in favor of the proposed park stating:

- The proposed location is overgrown with invasive species and needs attention
- She indicated that she does not have children but plans to and feels the neighborhood is deficient of adequate parks
- She feels that the concerns of those who oppose the park are valid, however solutions could be found for issues related to traffic with the use of proper signage. She stated she is an architect and has experience with similar situations.
- She feels that is the process comes to an end this evening it would be a mistake.

Ashley Bakke, 3525 Robinwood Terrace, supported the park proposal and stated the following:

- She loves to go to parks but feels road access to parks nearby is very busy
- She noted that the play equipment at Eisenhower Elementary referred to earlier is not available for use during the school day and other random times that the school has activities scheduled
- She felt that property values potentially could increase with a the addition of a new park
- The neighborhood needs a safe gathering place
- The addition of a park would increase neighborhood security with added police patrol

Mary Barron, 3601 Robinwood Terrace, said that she is a mother and grandmother and spoke in opposition to the proposed park stating the following:

- She questioned what the ages of children in the households speaking in favor of the park would be at the time it would potentially be completed
- She has noticed police activity in the proposed lot and is concerned that a park would bring more
- She feels that this issue is splitting the neighborhood
- She questioned why a boardwalk to other parks could not be constructed
- The proposed property is neat and provides habitat for owls and other wildlife

Danielle Kapning, 11302 Royzelle Lane, spoke in favor of the park sating the following:

- She sympathizes with the concerns mentioned by residents not in support
- She noted that the 26 neighborhood children mentioned earlier will increase over the next few years
- Safe access to parks is needed for the neighborhood with CR 73 and Minnetonka Boulevard too busy for safe access. She is a runner and even adults are concerned with safety
- She likes the idea of paths or other ways to travel safely to existing parks
- She highly doubts that, if constructed, the proposed park would attract others who would drive to it
- Noted that younger families are moving to the neighborhood and a park is needed, but questioned if the existing site is even feasible

Becky Perkins, 3534 Robinwood Terrace, spoke in opposition to the park noting the following:

- Neighbors who border the proposed site would have users crossing their property to access the park
- Questioned why others who do not live adjacent to the proposed site have a say in how it should be used.

Lyndsey Turk, 3501 Robinwood Terrace, spoke in support of the proposed park stating that:

- Does not live adjacent to property
- Understands concerns of those opposed but hopes that the proposal gets studied further
- The proposed location is secluded and would likely not be a destination park for those who do not live close by
- She agrees that any safety concerns need to be addressed
- The neighborhood has several children and that number will only increase
- She noted that while parks can add noise to the neighborhood, so can private properties

Hearing no further requests for input, Dave Johnson, Recreation Services Director attempted to address the questions to staff raised by those in attendance.

- With regards to lighting in parks, Perry Vetter, Assistant City Manager noted that security lighting in parks is not typical due to concerns that lighting only pushes unwanted activities deeper into the parks
- Regarding the potential for a boardwalk to other parks or the LRT trail, Ellingson, responded that the distance and limited amount of city owned property prohibited the possibility.
- Regarding sidewalk access on CR 73, Vetter indicated that these sidewalks are currently on the trail plan and listed as unfunded.
- Regarding the expense for developing the proposed park, Ellingson estimated \$50,000 - \$100,000, noting that at this point an estimate is difficult to provide
- Regarding operational expenses, Vetter noted that this would need to be provided at the time a Capital Improvements Plan was developed. He explained that the park board is only an advisory to the city council. Operating costs are an item the council reviews before approving any projects.
- Johnson noted that staff did not have answers to questions related to police reports in similar Mini Parks, and property valuations and how they are impacted by the development of a mini park. He noted that if the park board votes to extend the discussion to March, staff would provide this information.

John Brandt, 3528 Robinwood Terrace asked how alcohol was regulated in the parks. Johnson stated that alcohol was only allowed by permit. Alcohol permits are only allowed at park locations that has a reservable picnic shelter i.e., Shady Oak, Lone Lake and Gro Tonka Parks. Brandt commented that he has played softball at Big Willow and noticed that adults use alcohol there without a permit and suggested that the same could happen if the proposed park were constructed.

Brandt further asked what the cost to develop a mini park would be.

Becky Perkins, 3534 Robinwood Terrace expressed concern that those submitting the petition did not approach everyone in the neighborhood

Peter Cleary, 11421 Royzelle Lane, questioned what the cost for development would be and what projects would be displaced if the project was funded.

Hearing no further questions or comments from those in attendance, Chair Raarup closed the meeting to public comments and invited park board discussion of the issue.

Kvam commented that an existing fire hydrant caused concern to her as to how street parking would work if provided. Other than that, she indicated that she visited the site and liked the fact that it was flat and does not appear to require extensive grading. She felt it was suitable for what the petitioners were requesting.

Ellingson displayed a map that showed the impact that a park the size of Elmwood Strand would have on the proposed location.

Seveland indicated that she wanted security and property data before she makes a final decision. She noted that by including this project on a project list, it is only a potential option for the addition of a park

Gabler noted that his neighborhood is struggling with the same issue, lack of safe access to a park but opposition to the proposed location. He indicated that he supported safe access to a park for those in the neighborhood.

Raarup indicated that she felt a strong sense of community in the Robinwood neighborhood. She felt that parks provided a multigenerational aspect for the neighborhood, noting that the need for safe access is also a generational trend. She stressed that design features may be able to be built in to address some of the issues of concerns raised this evening. She added that she favored a plan that included restricted parking. She closed by informing those in attendance that every meeting held where the park board reviews this issue is open to the public to attend.

Hearing no further park board comments, Puspoki moved and Gabler seconded a motion to have staff develop a basic concept plan, feasibility study and cost estimate; as well as to collect police report data for the proposed property and similar existing parks, and any available property value data pertaining to properties in close proximity to parks, and report back to the board for further consideration at the March 2nd park board meeting. All voted "Yes". Motion carried.

B. 2015 Shady Oak Beach Operations Report

Jennifer Garvey, Parks Services Manager, provided the park board with an overall assessment of 2015 Shady Oak Beach operations. In her report, she provided the following statistics for the season:

- Attendance for the season was 30,963 compared to 31,937 in 2014
- Expenditures to date are rounded off to \$272,000 compared to the budgeted amount of \$296,000. Expenditures include personnel costs, concession supplies, operations and maintenance expenses, and \$24,000 to cover a pro-rated amount of the program manager's salary.
- Revenues totaled \$208,000 compared to a budgeted amount of \$204,000
- Season passes sold totaled 4,029 compared to 4,168. Garvey provided an historical summary of season pass sales since 2009.
- Staff introduced a punch card option in 2015 with 245 cards sold totaling \$9,800
- Equipment rentals (paddle boards & kayaks) increased 82% from 2014.

Garvey asked for park board member comments or questions.

Kvam indicated that she remembered seeing a monument sign project in the current Capital Improvements Program (CIP) and felt that the project would enhance visibility of the beach from Shady Oak Road. She asked what year the project was scheduled. Garvey indicated it was in the CIP for 2017, and agreed that the visibility is needed due to the tree and vegetation grown between the lake and Shady Oak Road.

Raarup indicated that she knew space was limited but suggested the addition of ping pong for an activity if possible. She also noted that the restrictions in place for teens to rent equipment without a parent can be frustrating and asked if this practice was consistent with other cities. Garvey responded that this issue has been reviewed by the City Attorney and the age of 16 needs to remain in place for liability reasons. She added that one concern for younger ages using the equipment is that they are more likely to remove their lifejackets which are required when renting the equipment. She agreed that rentals would increase if the age were to be lowered.

Puspoki asked about the condition of the deep water dock, noting previous concerns that the structure can't be replaced once it fails inspection. Garvey responded that the addition of aerating equipment the past several years has hopefully prolonged the life of the structure and added that the next engineering inspection is scheduled for spring 2016.

Hearing no further park board comments or suggestions, Garvey presented the park board with some options for purchasing inflatable recreational equipment to add to the beach. Equipment shown included climbing structures, slides and obstacle courses. Garvey indicated that such equipment would be an attraction for youth teens and adults looking for more than just the deep water dive.

Seveland asked if the addition of this equipment would require more lifeguards on duty. Garvey indicated it would.

Evenrud asked what the life expectancy of the equipment was. Garvey thought from information collected from St. Louis Park that it would be about three years if stored correctly in the offseason.

Vetter asked if the equipment would be possible to rent for a season to determine its popularity and how it could be used long term at the beach.

Acomb indicated that the equipment is very popular at the St. Louis Park Aquatic Pool and added that it did not seem to require additional safety requirements be put in place.

Raarup indicated that she supported a trial rental before purchasing.

Johnson noted that any Minnetonka Park Board recommendation would need to be reviewed by the Hopkins Park Board. He added that if there was a disagreement, representatives from both boards would need to meet to develop a recommendation.

Garvey indicated that she would research rental options and report back to the board.

The board thanked Garvey for her report and Johnson commented that Garvey has done an excellent job of managing employees at the beach when weather conditions are not favorable. He noted that Garvey is challenged by keeping employees motivated and gainfully employed while at the same time meeting the operational expectations of the beach.

C. Consideration of 2016 Park Board Strategic Plan

Johnson provided a draft of the 2015 Strategic Plan with changes specific to 2016. He noted that the plan included the same four primary goals:

- 1) To protect natural resources and open space,
- 2) To renew and maintain parks and trails,
- 3) To provide quality athletic and recreational facilities and programs and
- 4) Enhance long-term park board development.

The park board reviewed the draft plan and did not recommend any changes to the primary goals or objectives. Puspoki asked if additional objectives should be added to reflect future work on either a dog park or consideration of land in Lone Lake for future athletic field improvements. Vetter noted that conceptual plans pertaining to a dog park are still noted in the Crane Lake and Ridgedale improvement plan. Johnson noted that he would include an objective related to plans for replacing the GLAC which would consider how the property in Lone Lake might benefit the process.

D. Appointment of Park Board Chair and Vice – Chair positions

Raarup was asked if she was interested and willing to continue serving as the park board chair and she indicated she was. Hearing that, Evenrud moved and Puspoki seconded a motion to appoint Elise Raarup as Park Board Chair for a term beginning February 1, 2016 and running through January 31, 2017. All voted “Yes”. Motion carried.

Kvam indicated that she was not interested in continuing as park board Vice-Chair because she thought it would be beneficial for someone else to gain that experience. Hearing that, Raarup moved and Gabler seconded a motion to appoint Nelson Evenrud as Park Board Vice - Chair for a term beginning February 1, 2016 and running through January 31, 2017. All voted “Yes”. Motion carried.

5. Park Board Member Reports

None

6. Information Items

The park board was updated on informational items included in the Council approving the Burwell Use Policy as drafted by the park board, outdoor ice rink operations, upcoming Kid's Fest (January 24), the Glen Lake ski trail and 2015 Gray's Bay Marina operations.

7. Upcoming Park Board Agenda Items

A meeting item pertaining to review of the Robinwood Neighborhood feasibility study and basic concept plan was added to the schedule for March 2, 2016. Vetter also requested that a meeting with the Minnetonka Historical Society be added to review Burwell Park use.

8. Adjournment

Raarup adjournment the meeting at 9:35 p.m.

**Minnetonka Park Board Item 4A
Meeting of February 3, 2016**

Subject:	Consideration of plans for potential Pickleball enhancements at Meadow park.
Park Board related goal:	To provide quality athletic and recreational facilities and programs.
Park Board related objective:	Ensure that park amenities and programs address future community needs and changing demographics.
Brief Description:	Review the concept plan and cost estimate to create six dedicated pickleball courts.

Background

At the August 5, 2015 park board meeting, a request was made by Minnetonka resident David Allen to consider removing tennis from the existing court at Meadow Park and make it a dedicated space for pickleball. Mr. Allen has served as the coordinator for Minnetonka's pickleball players the past two years. The board directed staff to explore the feasibility and develop cost estimates to expand the existing two tennis courts to a dedicated pickleball facility.

Summary

Staff selected WSB & Associates to prepare a concept plan for the court expansion and the associated costs. The recommended space for a single pickleball court is 34'x64', with a minimum of 30'x60'. The existing courts would accommodate the recommended 34' width, but would have to be extended approximately 9 feet to meet the 60' minimum length to provide playing space for six courts.

Different options were considered regarding which direction to extend the courts. Due to wetlands on the north and west sides, expansion is only available on the east and south sides. It is best to keep the courts oriented in a north-south position to minimize sun glare in the eyes of the players, leaving expansion to the south as the only viable option. Expansion to the south will require realignment of the existing trail, and relocation of four medium size trees. This will also slightly reduce the size of the open skating rink.

The project would also require the court to be reconstructed. Given the age of the existing surface, the possible effects of subgrade irregularities after removing the old net posts, and differential settling where the expansion would meet the existing court, it is best to reconstruct the court to provide a long lasting surface. The perimeter fence will need to be taken down to facilitate construction regardless of the method chosen to expand the court surface.

Six foot high fencing with a top safety rail would be installed between the courts to minimize interruption of play from other courts.

Item 4A – Consideration of plans for potential Pickleball enhancements at Meadow Park.

February 5, 2016

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The estimated cost for the concept as presented is \$148,112.00 including contingency and design fees. Due to the scope of the project and associated cost, these improvements would not be able to be completed as part of the park department's annual operating budget, and would need to be funded through the Capital Improvement Plan (CIP). The park board will be reviewing the 2017 – 2021 CIP at the March 2, 2016 meeting.

Discussion Points

- Does the park board have any suggested changes to the proposed concept plan?
- Is this a project to move forward with and include in the 2017-2021 CIP?

Recommended Park Board Action: Review the plans as presented by staff and allow for input by those in attendance. If a final concept plan is supported, direct staff to include in the 2017-2021 CIP as funding allows. In addition, direct staff to notify the public of the proposed project in the Minnetonka Memo and other notification outlets.

Attachments:

1. Project cost estimate
2. Preliminary concept layout plan

Meadow Park Pickleball Court

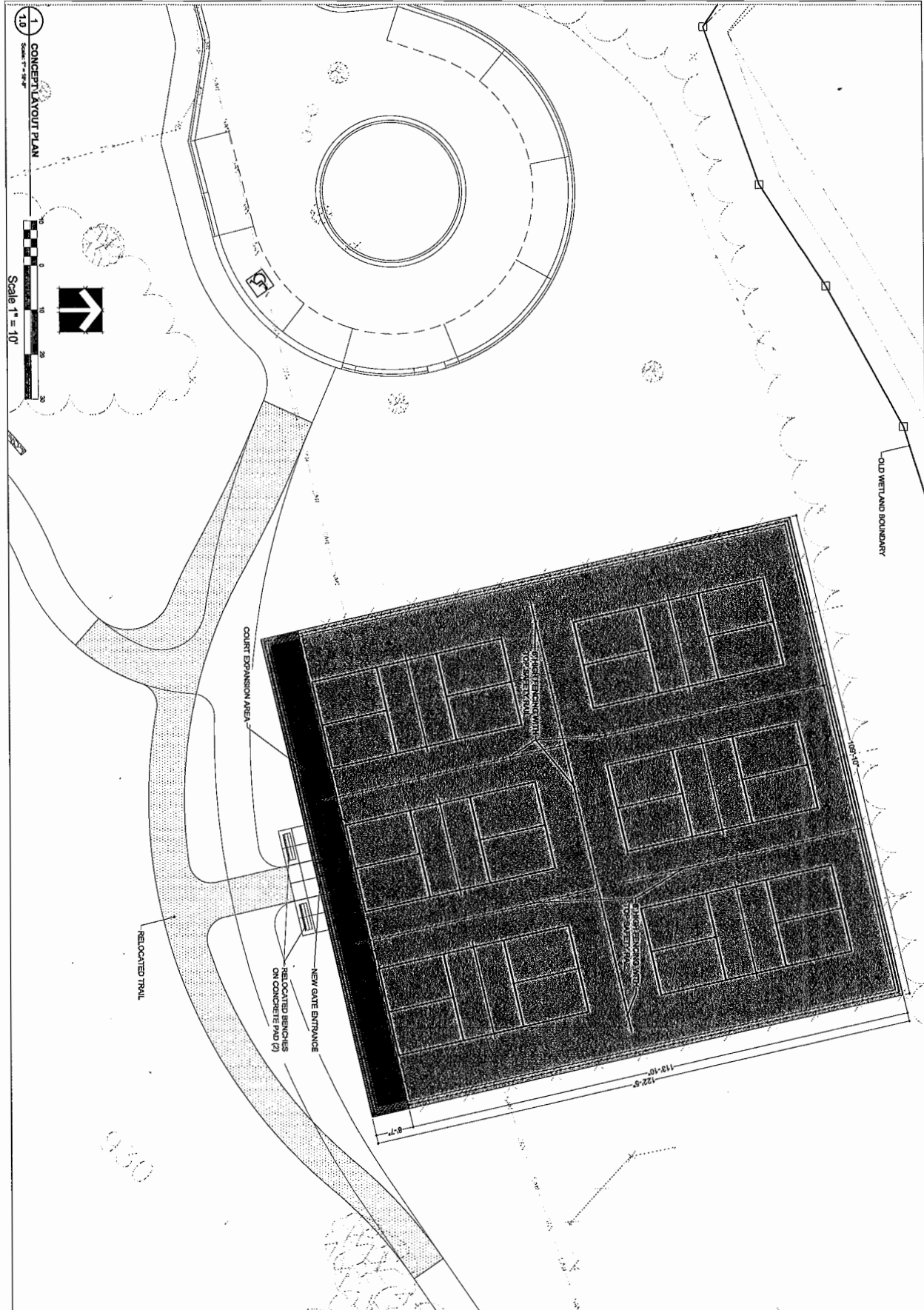
Estimated Construction Cost for Pickleball Court Improvements

WSB Project #01515-610

By: SF

Concept Master Plan:		
Item	Description	TOTAL
1	Mobilization	\$ 5,980
2	Earthwork	\$ 1,650
3	Silt Fence	\$ 1,525
4	Clearing and Grubbing	\$ 1,500
5	Transplant trees	\$ 1,000
6	Remove perimeter fence	\$ 4,500
7	Remove existing bituminous for trail and concrete pad for benches	\$ 1,750
8	Remove existing concrete maintenance strip	\$ 500
9	Remove, salvage and re-install existing benches (2)	\$ 1,000
10	Remove existing tennis net systems, including footings/attachments	\$ 500
11	Mill and removal of existing court pavement	\$ 8,400
12	Bituminous pavement for trail	\$ 7,000
13	Concrete pavement for benches and entryway	\$ 825
14	Bituminous pavement for courts - Complete, including 1.5" base course, tack coat, & 1.5" wear course	\$ 29,250
15	Color Coating and Line Striping	\$ 8,250
16	10' high 3-rail chainlink perimeter fence including gate	\$ 20,700
17	6' High, 2-Rail Chain-Link for court division	\$ 6,440
18	Safety Top Rail for 6' high, 2-rail fencing	\$ 966
19	Pickleball Net System including footings/attachments	\$ 15,000
20	24" wide x 5" thick concrete maintenance strip	\$ 7,820
21	Turf Seed Mixture	\$ 1,000
Subtotal		\$ 125,556
Recommended Contingency (10%)		\$ 12,556
Estimated Design Cost		\$ 10,000
Concept Master Plan- Estimated Total		\$ 148,112

Note: This estimate is based on concept planning level design work for the purpose of budgeting. It should be anticipated that cost the estimate will need to be refined as the design progresses with greater detail.



PRELIMINARY CONCEPT LAYOUT PLAN

<p>WSB 201 Park Avenue South, Suite 300 Minnetonka, MN 55312 Tel: (763) 841-4400 • Fax: (763) 841-1700 www.wsb.com</p> <p><i>landscape planning environmental construction</i></p>	<p>Meadow Park Pickleball Court Minnetonka, MN</p> <p>Concept Layout Plan</p>		<p><small>I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION, OR REPORT WAS PREPARED BY ME OR UNDER MY CLOSE SUPERVISION AND THAT I AM A DULY LICENSED REGISTERED LANDSCAPE ARCHITECT UNDER THE LAWS OF THE STATE OF MINNESOTA</small></p> <p>Jason Amberg DATE: Oct. 15, 2016 1:40 PM</p>		<p>SCALE: AS NOTED</p> <p>DESIGNED BY: SF</p> <p>DRAWN BY: SF</p> <p>PROJECT NO: 01616-610</p> <p>RECORD COPY: DATE</p>	<p>REVISIONS</p> <table border="1"> <thead> <tr> <th>NO.</th> <th>DATE</th> <th>EXPLANATION</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	NO.	DATE	EXPLANATION						
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**Minnetonka Park Board Item 4B
Meeting of February 3, 2016**

Subject:	Natural Resources Division's Annual Report and Education and Outreach Plan
Park Board related goal:	To Protect Natural Resources and Open Spaces
Brief Description:	Review the natural resources division's 2015 annual report and the 2016 education and outreach work plan

Background

The Minnetonka Park Board has adopted goals and objectives that pertain to natural resources. These include creating awareness of our natural environment and supporting educational strategies.

The park board reviews topics and approved projects related to natural resources. These include the stewardship plan and restoration activities undertaken in the park system, updates on volunteer activities, emerald ash borer preparedness and reforestation of public land, water resource monitoring and protection initiatives, low impact and conservation development projects and review of outreach and education programs relating to natural resources.

Summary

Natural Resource staff have included information pertaining to the division's 2015 accomplishments and the 2016 education and outreach work plan as outlined below:

Natural Resources 2015 Accomplishments

Natural Resources is responsible for water resource protection, development review as it relates to natural resources, development inspection and compliance, forestry programs, restoration of our native ecosystems, and natural resource education.

The division's annual report highlight's staffs' accomplishments for 2015 and is attached for your review.

Natural Resources 2016 Education and Outreach Work Plan

Attached is the outline of planned topics for the Minnetonka Memo, Eco Series of Walks and Talks, and the Clear Channel Billboard submittals. In 2015 natural resource staff created a new format to educate city staff on natural resource topics through *inSites* (the city's internal communication system) in 2015. Please also find attached the outline of planned topics for the *Ripple Effect* articles. Watch the Minnetonka Memo and city's website for final details.

Recommended Park Board Action

Provide feedback to staff regarding the details included in this report.

Attachments:

1. Natural Resources 2015 Annual Report
2. Minnetonka Memo 2016 work plan
3. Eco Series of Walks and Talks 2016 calendar
4. Clear Channel Billboard 2016 schedule
5. Billboard examples
6. inSites Ripple Effect 2016 schedule
7. Ripple Effect example



To: Brian Wagstrom, Public Works Director
From: Jo Colleran, Natural Resources Manager
Date: January 28, 2016
Subject: Natural Resources Division - 2015 Accomplishments

Natural Resources is responsible for water resource protection, development review as it relates to natural resources, development inspection and compliance, forestry programs, restoration of our native ecosystems, and natural resource education. The following outlines staff's 2015 accomplishments.

Water Resource Protection

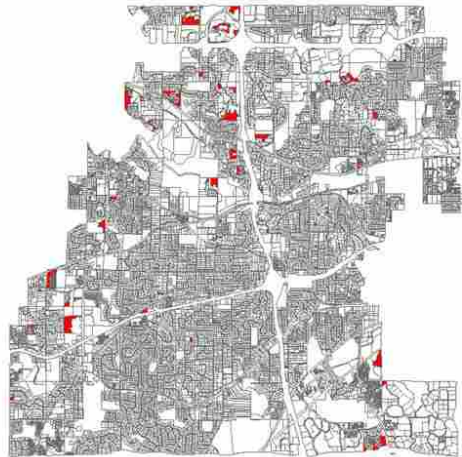
- Natural resources and engineering staff collaborated to complete the city's 2015 Municipal Separate Storm Sewer System (MS4) permit and identified and tracked the information required to complete the 2014 annual report.
- Wetland related technical assistance was provided on approximately 200 occasions to land owners and developers.
- Staff processed 29 Wetland Conservation Act applications. Sites reviewed include city and county road projects, the Light Rail corridor, and the County Home School Site.
- Volunteers monitored and assessed the health of five wetlands in the city as part of the Wetland Health Evaluation Program (WHEP). Volunteers have collected data from 27 wetlands in Minnetonka since 2002 and educate the public about the importance of wetlands.
- Fourth and fifth graders in the six elementary schools were educated on storm water impacts and water resource protection.
- Staff partnered with the Recycling Association of Minnesota (RAM) for the 7th year to provide rain barrels and compost bins to residents at a reduced cost. To date, enough rain barrels have been sold to Minnetonka residents to fill over 3 back yard swimming pools from just one normal rain. The rain barrels sold both help conserve water as well as capture stormwater runoff.

Development Review

- Staff regularly works with planning and engineering staff on development projects and attends planning commission meetings to address natural resource issues. In 2015 staff

reviewed 49 development and engineering projects to ensure protection of the sites' natural resources; this includes permitting of all wetland issues.

- Eight acres of conservation easements were acquired for the protection of wetlands, wetland buffers, and trees. To date a total of 194 acres or about 1% of the total area of the city has been placed into conservation easement. In 2015 the two largest easements were acquired over wetland buffer areas at the Villas of Groveland and the At Home Apartment development sites to ensure long-term protection of these wetlands and adjacent upland areas.



Current Areas of Conservation Easement Noted in Red

- Staff drafted “housekeeping” updates to clarify the wetland and tree ordinances. Updates were also drafted for the grading ordinance and the ordinance regulating discharges to the city’s storm sewer system in order to comply with Minnesota Pollution Control Agency’s MS4 permitting requirements. The ordinance changes were approved by council in March 2015.

Development Inspection and Compliance

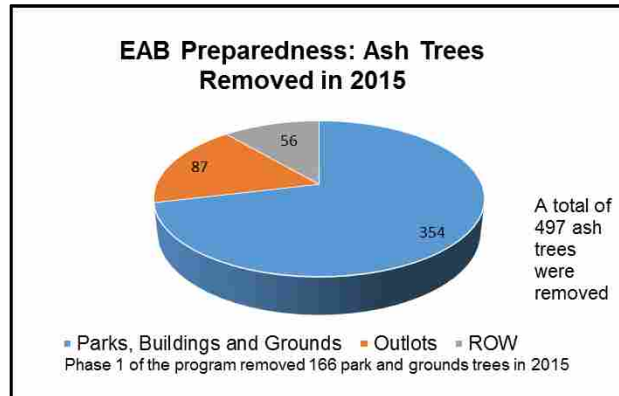
- Staff reviewed 312 building and grading permits in 2015 including three subdivisions and 4 new multi-tenant buildings.
- Staff inspected 9 sites for significant erosion, tree removal, shoreland or wetland violations and sent 75 letters to 7 neighborhoods where the anonymous violations occurred.

Forestry Activities

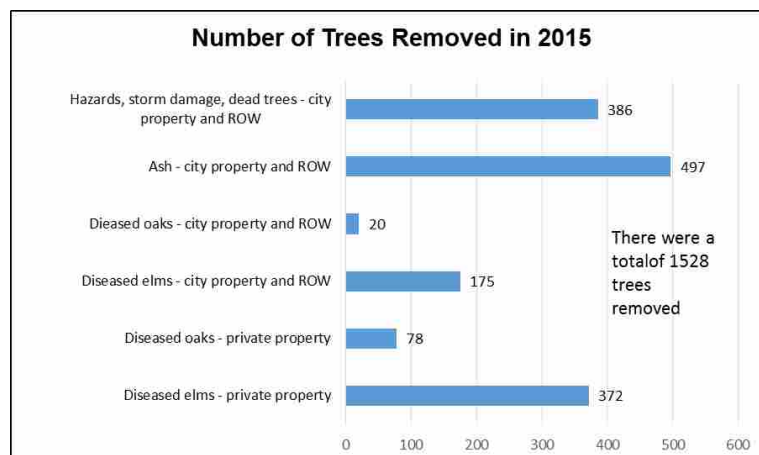
- The city’s annual tree sale distributed 1,047 trees to 564 households. Twelve different tree species and two woodland trio options were sold to residents at close to wholesale cost. Online ordering was offered to residents for the first time. The sale is designed to aid in reforestation and increase tree diversity in advance of emerald ash borer’s arrival. The woodland trios were offered specifically to residents interested in replanting after buckthorn removal.
- The Tree City USA designation was again received in 2016 for the work completed and the city’s commitment to trees in 2015. The National Arbor Day Foundation first designated the city of Minnetonka as a Tree City USA in 1994. In order to be eligible for the designation, a city must annually meet four minimum standards which include; having a forestry department or tree volunteer board, having at least one community tree ordinance, having a community forestry program with an annual budget of at least \$2.00 per capita, and pronouncing an Arbor Day Proclamation. In 2015, the city spent approximately \$19.13 per capita on all forestry-related activities including habitat restoration.

- Staff finalized the details relating to herbicide damage caused by Imprelis®. One hundred-sixty trees were damaged in four Minnetonka parks and the Shady Oak Cemetery. A total of 97 trees were removed and the city received compensation for their loss. The process of inspection and continual monitoring took 3 years to complete before the city accepted DuPont's claim offer. The last trees were removed in March of 2015.

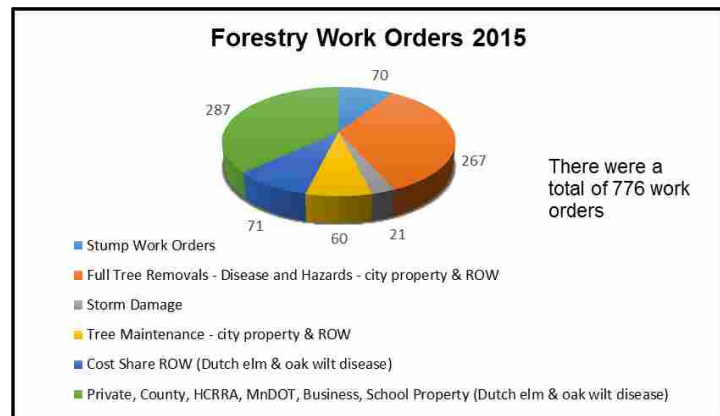
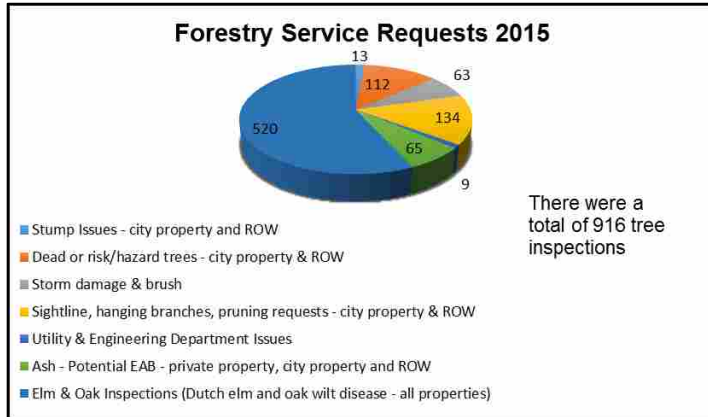
- Staff continues to prepare for emerald ash borer. In 2015 additional staff and increased funding allowed staff to be more effective with the ash reduction program. Staff continues to remove ash trees through attrition in right-of-way areas.



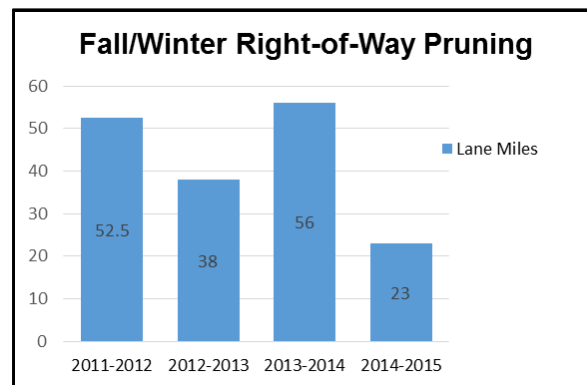
- Staff finalized the tree survey for 491 city outlots. The survey identified ash trees that need to be removed, the work began in 2015.
- Staff implemented a new tree injection program that offered a bulk discount to residents interested in protecting their ash and elm trees. Residents injected 441 ash trees in the first year of the program. In addition, there were 84 ash and 19 elm trees injected on city parks and properties.
- There were approximately 166 trees representing 45 different species planted in parks and city grounds in 2015.
- Approximately 260 trees were watered weekly by a seasonal staff. Most of the trees were planted in parks as part of the ash tree reduction, replanting project. The amount of time spent watering equates to one person spending 40 hours per week watering from June through October.
- Tree removal on city property and enforcement of the city's shade tree disease control ordinance on private property takes place throughout the year as follows:



- The number of tree inspection requests and sites where tree work occurs (work orders) throughout the year are tracked using Cityworks, a GIS based program. The number of requests and work orders for Dutch elm disease, oak wilt and emerald ash borer (EAB) as well as street sightline issues, hanging branches and/or dead trees in parks or along the ROW are illustrated below:



- Right-of-way pruning occurred in 9 neighborhoods covering 23 lane miles from December-March in advance of the street and engineering department road projects planned for 2015. The pruning and removals were scheduled during the dormant period to optimize the trees' health and in advance of the road work in order to minimize tree-equipment conflicts.



Habitat Restoration Activities

- Over 310 acres of city land in parks and natural areas continues to be under habitat restoration with the goal of bringing back diverse healthy ecosystems and habitats. After many years of active restoration this has been largely achieved in the core areas of five large parks: Big Willow, Civic Center, Lone Lake, Purgatory and Jidana. Due to the pressure from invasive species substantial annual maintenance is essential.
- In 2015 habitat restoration was conducted in 18 parks including Gray's Bay Marina. Annually a minimum of six parks have a high level of restoration activity; this year there were eight, including two with regular work by Adopt-a-Spot volunteers. Restoration intensity was also increased at Minnetonka Mills, Meadow and Minnehaha Headwaters Parks.
- In winter buckthorn was cut in six parks including 44 acres in Lone Lake Park. Other winter work includes pruning, installation of plant protection to prevent deer and rodent damage and the removal of cherry black knot disease.
- Spring brings an important component of restoration that is narrowly wedged between frost-out and the six months of weed control that follows. The bare-root salvage and replanting of local ecotype trees continues at Gray's Bay Marina. The harvest has expanded to include young plum trees and prairie wildflowers from Lone Lake rain gardens where the native plants are flourishing. More than 70 wild trees and shrubs were transplanted into six parks with specific restoration needs.
- In summer months, noxious weed control continues to be the largest component of restoration activities. Weed control increased again in 2015 with the use of a designated ICW Crew to pull weeds. This year they worked eight days at the Civic Center Campus.



- The very invasive garlic mustard is “under control” in our highest value restoration areas, but requires a full component of resources from April to July each year to “hold our ground.” Garlic mustard is expanding where there is no control. Due to a good supply of moisture in 2015 and above average temperatures through December, a bumper crop is expected in 2016.

- Restoration activities continue to control the following noxious weeds:
 - Garlic Mustard
 - Canada Thistle
 - Poison Ivy
 - Narrowleaf bittercress
 - Wild Chervil
 - Spotted knapweed
 - Wild Parsnip
 - Several other invasive species

Biological control continues for:

- Leafy Spurge
- Purple Loosestrife

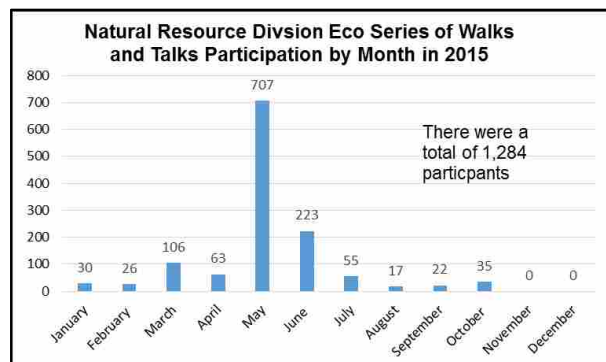
- Site preparation for new prairie areas continued at Civic Center and Lone Lake Parks with the addition of two new areas at Big Willow Park. Conversion from invasive species to the prairie seeding stage can take two years of weed control with five years of annual maintenance to follow.

- Coordination of volunteers including communication, planning, event development and record keeping for three volunteer categories continues to be one of the top restoration activities. Geocachers and a church group were standouts in 2015, volunteering five and four days each. Restoration volunteers contributed 1,825 hours in 2015, 91% of the total natural resource volunteer hours.

Natural Resources 2015 Volunteer Hours	
Volunteer Type	Hours
Adopt-a-Spot (restoration)	1058
Groups and Social volunteers (66 opportunities)	
Groups (restoration)	569
Social volunteers (restoration)	198
Wetland Health Evaluation Program and Citizen Assisted Lake Monitoring Program	106
Arbor Day	35
Event Assistance	36
TOTAL hours	2002

Education Activities

- Natural Resource staff held the sixth annual Minnetonka Native Plant Market & Eco Fun Fest which hosted 5 native plant vendors. Approximately 200 people attended the rainy day event. Activities at the event included the Zoomobile, a children’s tree climbing area, reptiles and amphibians, the Raptor Center presenting an owl and an eagle, a puppet show and exhibitors providing natural resource based information.
- The Natural Resource staff continued the Eco Series of Walks and Talks to increase natural resource awareness and education in the community. There is generally one - two walks or talks offered per month (up to six in May) on weekday evenings or weekends to help accommodate working residents’ schedules. In 2015, 25 walks and talks were hosted by natural resources staff including a new winter tree and shrub identification workshop to 40 master naturalists and volunteers.



- The Arbor Day/Earth Day celebrations included the Tree Sale Pick Up on Arbor Day, and a planting event held at Purgatory Park in May. Over 45 trees were donated and planted by Cargill's Salt Division staff as part of a partnership with Tree Trust, a local non-profit organization.

Additionally staff hosted a habitat restoration display at Cargill's "Earth Day Showcase" to educate Cargill employees.

- Natural resource articles appeared in every issue of the Minnetonka Memo with a greater emphasis on emerald ash borer, pollinators and water conservation. Additionally, staff submitted a package of articles for the ninth, Natural Resources Special Edition which focused on stewardship activities and was printed in the April Memo.

- Staff submitted 19 electronic billboard messages to raise awareness about various natural resource topics such as preventing aquatic and terrestrial invasive species including emerald ash borer, water conservation, promoting pollinators and tree and surface water protection.



- Staff hosted the NEMO (Non-Point Source Education for Municipal Officials) West Metro Winter Road Management Workshop to help educate decision-makers about salt use in roadway maintenance and how to minimize the pollutant impacts of chlorides on surface waters.

- Natural Resource staff created a new format for educating city staff on natural resource topics through *inSites* (the city's internal communication system). Six short *Ripple Effect* articles were submitted in 2015.

- The Park Board directed Natural Resources staff to initiate a Pet Waste Reduction Campaign in 2014. That effort got underway in 2015 with a series of Memo articles, highway billboards, and an updated webpage. In mid-March, Natural Resources staff held a pet waste pick-up event at Purgatory Park. Working with about 50 dog walkers, they collected 134 pounds of dog poop in just two hours. Staff also visited Clear Springs Elementary School to teach fourth and fifth graders about the impacts of pet waste on water quality. Afterward, the students made drawings to help educate Minnetonka residents about the pet waste problem. Six of those designs were printed onto signs and mounted next to MuttMitt stations in city parks. Educational cards depicting the students' art (along with campaign buttons) are also available at a dozen local pet-related businesses.



If you have any questions or would like more information about our accomplishments please contact me.

Natural Resources Memo articles - 2016

JANUARY (<i>due 11/16</i>)	assigned to	submitted?	published?
NR Happenings			
	<i>none</i>		
winter energy tips	CP	Y	Y
Pet Waste Reduction Campaign overview and goals [revised by KS]	CP	Y	Y
city's salt reduction strategies	CP	Y	Y
tree sale sneak preview	EB	Y	Y
thank you volunteers	JVS	Y	Y
Christmas tree disposal options	CP/DE	Y	Y
water conservation - reduce consumption	other		Y
FEBRUARY (<i>due 12/7</i>)	assigned to	submitted?	published?
NR Happenings		N	-
tree sale	EB	Y	Y
small tree pruning/fruit tree talks	EB	Y	Y
volunteer spotlight: Heather and Brent Holm	JVS	Y	Y
buckthorn removal volunteer activity	JVS	Y	Y
March tree pruning drop-off available	CP/DE	Y	Y
MARCH (<i>due 1/19</i>)	assigned to	submitted?	published?
NR Happenings			
	<i>pet waste pick-up</i>	CP	Y
	<i>fruit tree talk (blurb ran in Feb)</i>	EB	Y
	<i>buckthorn workshop #1</i>	JVS	Y
	<i>buckthorn volunteer opportunity</i>	JVS	Y
reducing runoff	AS	Y	
rain barrel info	AS	Y	
fruit tree talk (reference NR Happenings)	EB	Y	
buckthorn events (reference NR Happenings)	JVS	Y	
watershed district cost-share grants (merge with runoff item)	CP	Y	
pet waste pick up event (reference NR Happenings)	CP	Y	
winter tree pruning drop-off (reminder)	CP/DE	Y	
APRIL (<i>due 2/15</i>)	assigned to	submitted?	published?
NR Happenings			
	<i>rain barrels</i>	AS	
	<i>WHEP volunteers needed</i>	AS	
	<i>Lake Rose habitat restoration (Heather Holm)</i>	JVS	
	<i>garlic mustard #1 (volunteers needed)</i>	JVS	
Urban Waters Forum (Apr 23, Arb)	CP		
EAB/DED injection prgm and Shade Tree program	EB		
stop pruning oaks/ash pruning BMPs - table	EB		
tree sale pick up/happy Arbor Day	EB		
plan for a big garlic mustard season reference happenings	JVS		
spring leaf drop-off ends; brush drop-off opens; organics collection in Mtka	CP/DE		
	<i>Pullout theme: biology and benefits of trees - emphasis on the community forest</i>		
biology of trees	all		
trees as "natural capital"/tree protection (old trees, construction), making educated and planful decisions	all		

Natural Resources Memo articles - 2016

MAY (due 3/15)	assigned to	submitted?	published?
NR Happenings			
<i>spring bird walk</i>	AS		
<i>1 plant walk</i>	JVS		
<i>rain barrels (reminder)</i>	AS		
<i>garlic mustard workshop</i>	JVS		
NPMEFF	all		
checklist: spring yard care	AS		
promote pollinators and discuss bee swarms	CP		
EAB/DED injection program and Shade Tree program reminder	EB		
garlic mustard reminder	JVS		
planting trees/what is a ROW tree	EB		
Arbor Day?	EB		
spring leaf drop-off ends; brush drop-off opens; Memorial Day delays			
recycling; special one-day drop-off; Henn Cty HHW community collection;	CP/DE		
year-round HHW drop-off sites			
JUNE (due 4/11)	assigned to	submitted?	published?
NR Happenings			
<i>NPMEFF</i>	AS		
<i>spring bird walk</i>	AS		
<i>rain barrel pick up</i>	AS		
<i>weeds and nasties workshop</i>	JVS		
water article: green water - duckweed/water meal and "greasy water (oily sheen)	AS		
Mtka Tree City USA	EB		
GM pulling and disposal tips (<i>see draft in folder</i>)	JVS		
SPOTLIGHT: INVASIVE SPECIES	JVS		
special one-day drop-off	CP/DE		
JULY (due 5/16)	assigned to	submitted?	published?
NR Happenings			
<i>(none)</i>			
SPOTLIGHT: CONSERVE WATER	AS		
BOB vs OW table	EB		
AUGUST (due 6/13)	assigned to	submitted?	published?
NR Happenings			
<i>bat talk and walk</i>	CP		
<i>rain garden tour</i>	JVS		
restoration and wildlife (eg, bluebirds)	CP		
SPOTLIGHT: MONARCHS/POLLINATORS	CP		
trash the burs and sticky seeds	JVS		
Labor Day holiday delays recycling	CP/DE		
SEPTEMBER (due 7/11)	assigned to	submitted?	published?
NR Happenings			
<i>buckthorn workshop #2</i>	JVS		
checklist: fall yard care	AS		
water trees until the ground freezes/tree protection	EB		
trash the burs and sticky seeds reminder	JVS		

Natural Resources Memo articles - 2016

special one-day drop-off (no electronics); fall lead drop-off opens; brush drop-off ends; Labor Day holiday delays recycling; year-round HHW drop-off sites; recycling reminders CP/DE

OCTOBER <i>(due 8/15)</i>	assigned to	submitted?	published?
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NR Happenings			
	<i>buckthorn workshop #3</i>	JVS	
SPOTLIGHT: EAB (life cycle, city's plan...etc)		EB	
trash the burs and sticky seeds reminder		JVS	
fall leaf drop-off closes; brush drop-off ends; dispose of leaves naturally		CP	

NOVEMBER <i>(due 9/13)</i>	assigned to	submitted?	published?
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NR Happenings			
	<i>(none)</i>		
salt reduction for residents		CP	
DED/OW thank you and update (or run in Dec)		EB	
ROW trees and pruning/tree pruning myths		EB	
fall leaf drop-off closes; brush drop-off ends		CP/DE	

DECEMBER <i>(due 10/18)</i>	assigned to	submitted?	published?
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NR Happenings			
	<i>(briefly list topics here)</i>		
city's salt reduction strategies		CP	
lake awareness (thin ice, snowmobiles, etc.)		CP	

JANUARY 2017 <i>(due 11/14)</i>	assigned to	submitted?	published?
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NR Happenings			
	<i>(briefly list topics here)</i>	all	
pick up the poop		CP	
thank you volunteers		JVS	



Eco Series of Walks and Talks 2016

Month	Date	Topic	Assigned	Attendance
January	Jan. 26	Tree Sale Sneak Peak	Emily	38 registered, 26 attended (including 4 who had not pre-registered)
February	Feb. 17	Small Tree & Shrub Pruning (Rebecca Koetter)	Emily	
	Feb. 20	Jidana Park volunteer buckthorn event	Janet	
March	March 9	How to Grow Fruit from Shrubby Plants (Rebecca Koetter)	Emily	
	March 10	Buckthorn Workshop #1 6:30-8:30 pm Community Center	Janet	
	March 13	Kelly Park volunteer buckthorn event 2:00-4:30 pm Meet at library parking lot	Janet	
	March 19	Pet Waste Pick Up Event 10 am – noon, location TBD	Christine and Jo	
April	April 14	Garlic Mustard Workshop #1 6:30 Community Room	Janet	
	April 16	Lake Rose Restoration Tour Time TBD	Heather Holm	
	April 23	Urban Waters Forum Collaboration with multiple agencies	Jo	
	Apr. 29 & 30	Tree Sale pick-up	NR Division	
May	May 4	Minnetonka Mills Park volunteer garlic mustard & wild chervil event 5:00-7:00 pm	Janet	
	May 5	Garlic Mustard Workshop #2 6:30-8:30 Community Room	Janet	
	May 11	Meadow Park volunteer garlic mustard event 5:00-7:00 pm	Janet	
	May 7 & 9	Rain Barrel & Compost Bin pick-up www.recycleminnesota.org	Aaron	
	May 18	Jidana Park volunteer garlic mustard event 5:00-7:00 pm	Janet	
	May 21	Spring Bird Walk: Lone Lake Park	Aaron	
	May 25	Hilloway Park volunteer garlic mustard event 5:00-7:00 pm	Janet	
	May 26	Plant Walk #1: Hilloway Park	Janet	
	May	Arbor Month Planting w ICWC Big Willow baseball berm (to be confirmed)	Janet/ Hannibal	
June	June 8	Native Plant Market & Eco Fun Fest Parking Lot, Minnetonka City Hall	NR Division	
	June 11	June Bird Walk: Minnetonka Civic Center	Aaron	
	June 15	Park volunteer garlic mustard event 5:00-7:00 pm	Janet	
	June 22	Park volunteer garlic mustard event 5:00-7:00 pm	Janet	
	June 29	Park volunteer garlic mustard event 5:00-7:00 pm	Janet	
July	July	Pollinator Walk: TBD	Jo	
August	Aug	Seed collecting Workshop ? (TBD) or Plant Walk Lone Lake Park	Janet	
	Aug 13	Bat Talk and Walk , time and location TBD	Christine	
September	Sept.	Growing Fruit	Emily	
	Sept.	EAB Field Day	Emily	
	Sept. 29	Buckthorn Workshop #2 6:30-8:30 pm Community Center	Janet	
October	Oct. 13	Buckthorn Workshop #3 6:30-8:30 pm Community Center	Janet	

Natural Resources Billboard Schedule - 2016

JANUARY	FEBRUARY	MARCH	APRIL
pick up the poop salt reduction birds need native plants	pick up the poop salt reduction birds need native plants	stormwater Urban Waters Forum	stormwater Urban Waters Forum support pollinators--plant natives
MAY	JUNE	JULY	AUGUST
stormwater garlic mustard plant trees (Roots in MN) NPMEFF	support pollinators--plant natives garlic mustard mulch trees (Roots in MN) NPMEFF	aquatic invasives conserve water water trees (Roots in MN) EAB - don't transport firewood	aquatic invasives conserve water clear roots & trunks (Roots in MN) EAB - don't transport firewood
SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
EAB - don't transport firewood protect from deer plant natives yard cleanup	EAB - don't transport firewood trash the burs and sticky seeds plant natives yard cleanup	cut buckthorn trash the burs and sticky seeds prune trees (Roots in MN)	cut buckthorn pick up the poop salt reduction

Billboard Examples

Use salt only if *needed...*
...shovel *first*

Help keep our
waters *clean.*



minnetonka

Don't transport
aquatic invasives!

Clean, drain &
dry your boat!



minnetonka

Support pollinators...



...plant natives.

minnetonka

MINNESOTA DEPARTMENT
OF AGRICULTURE



**STOP MOVING
FIREWOOD**

Don't Give Emerald Ash Borer
a Free Ride!

www.SaveOurAsh.net

MULCH TREES PROPERLY



Did you know that piling
mulch against a tree trunk
can cause rot or death?

ROOTS IN
minnesota

City of
minnetonka

**DON'T
DUMP!**

Dispose of yard waste
properly



minnetonka

Natural Resources Ripple Effect Schedule - 2016

<i>Month</i>	<i>Topic</i>	<i>By</i>	<i>Deadline</i>	<i>Submitted?</i>
January	Here's the Scoop on Poop	CP	15-Jan	19-Jan
February	buckthorn removal	JVS	19-Feb	
March	rainbarrel collection/composting	AS	18-Mar	
April	health and wellness benefits of trees	EB/CP	15-Apr	
May	birds (cats, windows)	CP	20-May	
June	stormwater	AS	17-Jun	
July	Tiptoe Through the Turf Grass (minimum turf mgmt strategies, pollinators)	AS	15-Jul	
August	lunchbox	EB/CP	19-Aug	
September	trash the burs and sticky seeds	CP	16-Sep	
October	fall leaves/stormwater and yard care	AS	21-Oct	
November	EAB	EB/CP	18-Nov	
December	road salt	CP	21-Dec	



Minnetonka's Ripple Effect

City of
minnetonka

October 2015

Where to Leave Your Fall Leaves

DON'T...

- sweep or blow yard waste into the street. It can plug storm drains (causing streets to flood) and will wash into nearby surface waters. Leaves, grass clippings, and other yard waste may be natural, but they also contain large amounts of nutrients. This organic material decomposes in water, promoting the growth of algae and weeds.
- burn yard waste. Fires can be dangerous, and the smoke harms air quality. Fireplaces and firepits are meant for firewood, not debris and leaves.
- put yard waste into your wetland, where it suppresses the growth of native vegetation (the "good" plants) and allows invasive and weedy species to take hold.
- dump yard waste on public property.



Brilliant colors and cooler days are a sure sign that autumn has arrived. For many of us, that means it's time to prepare the yard for winter. Here are some easy, environmentally friendly tips for disposing of yard waste.

DO...

- mulch leaves into your lawn with your lawn mower. The pulverized leaves will decompose, adding nutrients to your soil. It's like free fertilizer for your lawn and you don't even need to rake!
- spread leaves evenly over the ground in wooded areas of your property, where it can replace the leaf litter eaten by earthworms. (Did you know that earthworms are not native to Minnesota and can be very damaging to woodlands?)
- compost yard waste—but be sure to choose a suitable site away from water resources.
- contact your curbside waste hauler for service options.
- use the city leaf drop off at Public Works.

Yard waste left at a drop site or collected by your hauling service is usually converted to compost. It will "feed" living trees in our community for years to come.



Explore these websites to learn more:

[Minnetonka's Leaf and Brush Drop](#)

[Invasive Earthworms in Our Forests](#)

**Minnetonka Park Board Item 4C
Meeting of February 3, 2016**

Subject:	Review 2015 athletic field use and consideration of the 2016 fee schedule
Park Board related goal:	To provide quality athletic and recreational facility and programs
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 the 2015 athletic field use report and consider rates for 2016.

Background

The city of Minnetonka provides athletic fields for a variety of community and city sponsored programs. Field fees were originally established in 2010 by the park board to streamline field reservations, process fees, and generate funds for operational maintenance and future capital projects (67% of revenue assigned to general operations and 33% to a capital fund for future upgrades to fields).

The park board reviewed fees for 2012, 2013 and again for 2014. The last fee change made by the park board was to 2014 category C fees (less than 50% resident participation OR non-resident).

Summary

In 2015, field hours reserved totaled 4,573 compared to 4,639 in 2014. Revenues totaled \$29,504 compared to \$27,648 in 2014 (Attachment - 2015 field use summary). Sales tax accounted for \$760 of total revenue leaving net revenue at \$28,744. The amount allocated to the capital fund for future field upgrades is \$9,485.

Recommended Action: Review report on 2015 field use fees. Staff's recommendation is to maintain fees at the current 2015 rates through the 2016 season and reevaluate for 2017.

Attachments:

1. 2015 Field Fee Summary
2. 2015 Field Use Fees

2014 Athletic Field Use City of Minnetonka

Dedicated Field Complex	Non-city Programs			City-sponsored Programs			Revenue		
	2013 Actual Use Hours	2014 Actual Use Hours	2015 Actual Use Hours	2013 Actual Use Hours	2014 Actual Use Hours	2015 Actual Use Hours	2013 Actual	2014 Actual	2015 Actual
Big Willow Baseball	500	573	562	0	0	0	\$10,611	\$11,494	\$12,901
Big Willow Soccer	130	130	132	187	197	189	\$1,824	\$1,856	\$2,245
Guilliams Softball	160	169	189	0	0	0	\$1,036	\$1,078	\$1,302
Lone Lake Soccer	220	164	220	433	320	279	\$4,950	\$3,118	\$4,892
Civic Center	535	771	718	820	904	915	\$2,085	\$3,745	\$3,590
Big Willow Softball	116	87	0	1104	1082	1155	\$2,781	\$1,892	\$0
TOTAL	1661	1894	1821	2544	2503	2538	\$23,287	\$23,183	\$24,930

Non-Dedicated Field Complex	Non-city Programs			City-sponsored Programs			Revenue		
	2013 Actual Use Hours	2014 Actual Use Hours	2015 Actual Use Hours	2013 Actual Use Hours	2014 Actual Use Hours	2015 Actual Use Hours	2013 Actual	2014 Actual	2015 Actual
Gro Tonka Field	0	182	167	47	0	0	\$0	\$748	\$842
Oberlin Field	8	2	2	70	58	0	\$69	\$17	\$32
TOTAL	8	184	169	117	58	0	\$69	\$765	\$874

Designated Field Complex	Non-city Programs Est. Use Hours	Revenue		
		2013 Actual	2014 Actual	2015 Actual
Big Willow - Youth BB	1560	\$1,500	\$1,500	\$1,500
Glen Lake Youth BB	1200	\$700	\$700	\$700
Guilliams Youth BB	700	\$1,100	\$1,100	\$1,100
Glen Lake Youth SB	325	\$400	\$400	\$400
TOTAL	3785	\$3,700	\$3,700	\$3,700

TOTAL REVENUE ALL FIELDS	\$27,056	\$27,648	\$29,504
		Sales Tax	(\$760)
		Net Revenue	\$28,744

Capital/Operations Allocation

Revenue Allocated to Operations (67%) \$19,258

Revenue Allocated to Capital (33%) \$9,485

2015 Field Use Fees - Final

	Big Willow Soccer	Big Willow Soccer w/lights	Big Willow Softball	Big Willow Softball w/lights	Big Willow Reg. Baseball	Big Willow Reg. Baseball w/lights	Guilliams Reg. Baseball	Civic Center Soccer	Lone Lake Soccer	Guilliams Youth Softball	Glen Lake Youth Softball	Glen Lake & Big Willow Youth Baseball	Glen Lake & Big Willow Youth Baseball W/lights	Non-Dedicated Fields – Gro-Tonka & Oberlin
Category A	\$14/hr	\$20/hr	\$14/hr (per field)	\$20/hr (per field)	\$40 2.3 hour block	\$55 2.3 hour block	\$20* 2.3 hour block	\$5/hr (per field)	\$14/hr	\$7/hr (per field)	\$7/hr*	\$7/hr* (per field)	\$13/hr*	\$5/hr
Minimum of 50% Minnetonka/Hopkins resident participation & open registration														
Category B	\$17/hr	\$24/hr	\$17/hr (per field)	\$24/hr (per field)	\$45 2.3 hour block	\$60 2.3 hour block	\$25 2.3 hour block	\$7/hr (per field)	\$17/hr	\$14/hr (per field)	\$14/hr	\$14/hr (per field)	\$21/hr (per field)	\$8/hr
Minimum of 50% Minnetonka/Hopkins resident participation & closed registration OR Residents for private use														
Category C	\$44/hr	\$54/hr	\$36/hr (per field)	\$43/hr (per field)	\$76 2.3 hour block	\$91 2.3 hour block	\$71 2.3 hour block	\$20/hr (per field)	\$44/hr	\$36/hr (per field)	\$36/hr	\$36/hr (per field)	\$43/hr (per field)	N/A
Less than 50% Minnetonka/Hopkins resident participation OR non-resident														

*fee for renters other than primary users listed in field use policy

**Minnetonka Park Board Item 5
Meeting of February 3, 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 February 3, 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.

Kids' Fest

Kids' Fest was held on Sunday, January 24th from 12 – 3:30 p.m. with an estimated 2,500 in attendance. Activities included dog sled rides, horse-drawn trolley rides, ice carving, dance DJ, arts and crafts, magic, bingo and more. Concessions were sold with \$493 collected for the Richard Wilson Scholarship Fund.

Shady Oak Beach Inflatables

At the January 6, 2016 meeting, staff reviewed conceptual ideas for the addition of inflatable play features at Shady Oak Beach. The Park Board directed staff to research options for renting a piece of equipment to use periodically for the 2016 season on a trial basis. Providers of the equipment have informed staff that they do not rent the equipment, but do provide leasing or financing options for purchase.

**Minnetonka Park Board Item 7
Meeting of February 3, 2016**

Upcoming 6-Month Meeting Schedule				
Day	Date	Meeting Type	Agenda Business Items	Special Notes
Wed	3/2/16	Regular	<ul style="list-style-type: none"> Review of plans and feasibility study for proposed Robinwood neighborhood park 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"> 	Meeting date tentative
Wed	8/3/16	Regular	<ul style="list-style-type: none"> 	

Other meetings and activities to note:

Day	Date	Description	Special Notes
Wed	2/10/16	State of the City	8:00 – 9:30 a.m. Community Center
Wed	4/27/16	Boards and Commissions event	Community Center Time TBD

Items to be scheduled:

- Meeting with Minnetonka Historical Society regarding Burwell & Mills Park