

Agenda

Joint Meeting of The Park Board & City Council

Wednesday, November 2, 2016

5:30 p.m.

Minnetonka City Hall – Minnehaha Room

Parks & Recreation **Board Vision**

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

Parks & Recreation 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. Park Board Roll Call

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

City Council Roll Call

<input type="checkbox"/> Mayor Terry Schneider	
<input type="checkbox"/> Patty Acomb	<input type="checkbox"/> Bob Ellingson
<input type="checkbox"/> Dick Allendorf	<input type="checkbox"/> Tony Wagner
<input type="checkbox"/> Tim Bergstedt	<input type="checkbox"/> Brad Wiersum

2. Business Items

- A) Report from the Chair
- B) Guidelines for public requests
- C) Review of 2016 Park Board Strategic Plan

3. Adjournment

**Joint Meeting of the Minnetonka Park Board and City Council
Item 2A
Meeting of November 2, 2016**

Subject:	Report from the Chair
Park Board Related Goal:	Enhance Long-Term Park Board Development
Park Board Related Objective:	Enhance council relations – serve as a voice to the council
Brief Description:	The Chair will provide a summary of 2016 work completed to date

Background

In January, the park board appointed Elise Raarup as Chair and Nelson Evenrud as Vice-Chair for terms running through January 31, 2017. To date, there have been no changes to the Park Board's roster.

Summary

As of November, the park board has met a total of six times in 2016. In addition, the board conducted a tour of parks and facilities in July. The following is a summary of significant park board accomplishments to date in 2016:

- ✓ Adopted a Strategic Plan in January that includes a mission, vision, four primary goals, and related objectives.
- ✓ Approved park and trail projects for the 2017 – 2021 Capital Improvements Program.
- ✓ Conducted a neighborhood meeting in January to review a resident request for a park in the Robinwood neighborhood. The Board approved a concept plan for the park at their March meeting after reviewing the feasibility study and related data. Council approved the park plan for construction in 2018 as part of the CIP adoption.
- ✓ Received the Natural Resources Division 2015 Annual Report and the 2016 Education and Outreach Plan
- ✓ Held a community meeting on the sport of pickleball and included related information in the Minnetonka Memo to obtain resident input. In August, developed a recommendation to add new courts at Lone Lake Park in 2018.
- ✓ Held the 3rd annual Volunteer Recognition event to show appreciation for volunteers who donated their time and efforts to the areas of parks, recreation and natural resources management in 2016.
- ✓ Reviewed budgets and operating policies related to Shady Oak Beach and the use of community athletic fields

- ✓ Conducted a neighborhood meeting related to the proposed lighting of the Civic Center Park athletic field. Recommended to the city council that staff submit a grant request to the Hennepin County Youth Sports Program.
- ✓ Received a request from residents interested in mountain biking and the addition of new trails in the city's park system. Directed staff to work with the group to develop conceptual plans.
- ✓ Approved a grant request to partner with the Minnetonka School District to restore habitat in a joint project at Purgatory Park and Scenic Heights Elementary School.

Chair Raarup will provide a brief overview of these accomplishments at the November 2nd joint meeting with the city council.

Recommended Action: None. Informational only.

**Joint Meeting of the Minnetonka Park Board and City Council
Item 2B
Meeting of November 2, 2016**

Subject:	Guidelines for public requests
Park Board Related Goal:	Enhance long-term Park Board development
Park Board Related Objective:	<ol style="list-style-type: none"> 1. Enhance council relations- serve as a voice to the council 2. Increase community awareness of park board initiatives
Brief Description:	The park board and council will review options for improving the council's awareness of project requests brought to the park board by interested residents and user groups.

Background

Over the past year, the park board has experienced an increased number of requests for new park related amenities being brought forward by interested residents. Examples include requests for new “pocket” parks by residents in the Meadow Ridge and Robinwood neighborhoods, requests for permanent pickleball courts from interested pickleball players, and resident requests for the addition of mountain biking trails in the city’s park system. In all of these cases, the initial request was made directly to the park board without a formal or informal introduction being made to the council.

During the park board’s review of several of the projects this past year, some council members received correspondence from residents either in support or opposing a request under park board consideration. Staff feels that a process involving council knowledge of these requests early in the process would benefit all involved (i.e. residents, council members and the park board). In addition, ward council members would be better prepared to address correspondence they might receive about a request being made for their particular ward.

Summary

Staff anticipates that the recent trend of resident requests for new or enhanced recreational amenities will continue, and could even be enhanced due to the Imagine Minnetonka initiative. To better prepare for these requests, staff is suggesting that a process be developed that would address the following goals:

1. Improved council awareness of requests being made
2. Increased community awareness of requests being made
3. Enhanced direction from the council to the park board and city staff on an as needed basis

Development of a process to include the council on the front end of these project requests is consistent with the Park Board’s goal to “*Enhance Long-Term Park Board Development*”, and related objective to “*Enhance Council Relations – Serve as a voice*

to the Council'. Direction provided by the council will be used in developing action steps for the park board to include into their 2017 strategic plan.

Recommended Action: Discuss idea and direct the park board to develop a process.

Joint Meeting of the Minnetonka Park Board and City Council
Item 2C
Meeting of November 2, 2016

Subject:	Review of 2016 Park Board Strategic Plan
Park Board Related Goal:	Enhance long-term Park Board development
Park Board Related Objective:	Annually assess the park board strategic plan
Brief Description:	The city council will review the park board's current Strategic Plan and provided input as desired for the board's 2017 plan.

Background

Since 1997, the park board has annually conducted a process at the end of each calendar year to establish their Strategic Plan for the upcoming year. The park board's Strategic Plan includes the board's mission and vision statements, goals, and specific objectives. This document is essential in keeping the board on task and developing work plans for the year.

Summary

The park board and support staff are requesting city council feedback related to the board's 2016 plan, along with any desired objectives the council would like to have included in the board's 2017 plan. The park board will begin the process of formulating their 2017 plan in December. A copy of the park board Strategic Plan is included as an attachment.

Recommended Action: The city council will provide input on any desired changes to the park board Strategic Plan (i.e., mission, vision, goals and objectives) for the park board to implement into their 2017 document.

Attachments:

- 1. 2016 Park Board Strategic Plan**

Minnetonka Park & Recreation Board
2016 Strategic Plan – FINAL

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

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- 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.

Enhance long-term Park Board development

- Objective #1: Define Capital Improvements Program for 2017-2021 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