

Agenda Minnetonka Parks & Recreation Board

Wednesday, January 4, 2017

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"/> Chair Elise Raarup |
| <input type="checkbox"/> Cynthia Kist | <input type="checkbox"/> Madeline Seveland |
| <input type="checkbox"/> Peggy Kvam | |

2. Approval of Minutes

A) December 7, 2016

3. Citizens wishing to discuss items not on the Agenda

4. Business Items

A) **Presentation of the 2016 Shady Oak Beach Operations Report**

B) **Consideration of 2017 Shady Oak Beach fee adjustments**

C) **Adoption of the 2017 Park Board Strategic Plan**

D) **Appointment of Park Board Chair and 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 Jack Acomb, Nelson Evenrud, Chris Gabler, Cindy Kist, Peggy Kvam, Marvin Puspoki, Elise Raarup and Madeline Seveland. Staff members in attendance included Jo Colleran, Ann Davy, Darin Ellingson, Dave Johnson, Kelly O'Dea, Mike Pavelka, Perry Vetter, Amy Weiss and Sara Woeste.

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 September 7, 2016 as submitted. All voted "Yes". Motion carried.

Kvam moved and Puspoki seconded a motion to approve the Joint meeting minutes of the City Council and Park Board on November 2, 2016, as submitted. All voted "Yes". Motion carried.

3. Citizens Wishing to Discuss Items Not on the Agenda

None.

4. Business Items

A. Presentation of mountain biking plan by Minnetonka High School Vantage program students

Johnson introduced the item by providing background on how the process has transpired place to date. He noted that at the September 7, 2016 meeting, the park board heard a request from local mountain biking enthusiasts for the consideration of adding dedicated and maintained mountain biking trails in the city's park system. Those speaking at the meeting included high school athletes and coaches from the Minnetonka and Hopkins School District, interested residents and others involved professionally in construction and maintenance of mountain biking trails. Johnson said that following the group's presentation, the park board directed staff to work with those presenting to explore potential partnerships for constructing and maintaining trails in the city's park system. Johnson indicated that towards the end of the September 7th discussion, Minnetonka resident Ben Marks offered as a suggestion utilizing students in the Minnetonka School District's VANTAGE program to assist in preparing information to bring back to the park board.

Johnson reported that in October, 2016, staff from the Parks and Natural Resources Divisions of the Public Works Department, and staff from the Recreation Services Department, joined Marks, students from the VANTAGE program and a mountain bike trail contractor to tour Big Willow and Civic Center Parks to explore possibilities for the addition of trails.

Johnson closed by indicating that staff has been working with Marks and the VANTAGE students for the past several weeks to prepare a proposal to bring back to the park board, thus the reason the Vantage group is attending the meeting this evening.

Johnson turned the floor over to the Vantage students who included Zane Bush (Project Manager), Christian Kramer, Matt Kothe, Teddy Nordvold and Adam Wilkinson. The students then presented an extensive PowerPoint presentation that reviewed the following aspects related to Mountain biking:

- Deficiency in the availability of mountain biking trails in the western suburbs, more specifically the Minnetonka area
- The demand being heard for mountain biking trails through the Minnetonka Matters initiative, and increase those interested in the sport
- A review of other successful mountain biking trails and maintenance operations including 7 miles of trail at Theodore Wirth Park in Minneapolis, 12 miles of trail at Lebonon Hills Park in Apple Valley, 3.5 miles of trails available in McLeod County (Hutchinson), and 5.5 miles of trails in Carver Lake Park in Maplewood.
- Methods used to raise capital for construction and operations of the trails.

Following a review of these areas, the Vantage Group presented their proposal which included 3.5 miles of trails in Big Willow Park connected by the SWLRT trail to 1.5 miles of trails in Civic Center Park. The group mentioned that, if successful, a second phase could include additional trails of about 2 miles located on the western side of the 494 corridor between Minnetonka Boulevard and Interstate 394.

The group closed by stating that their plan was developed keeping four primary concerns in mind 1. Safety, 2. Environmental Impact, 3. Accessibility and 4. Cost. They requested park board consideration of funding the plan as early in the 2018-2022 Capital Improvements Program, preferably 2018 and asked for any park board member questions.

Seveland asked why Civic Center Park and Big Willow Park were higher priorities than the 494 corridor. Bush responded that consideration of the 494 corridor came up later in the process and not as much detail work has been done to this point other than confirming that the property is owned by the city. He added that

both parks already have existing trail use and that what is being proposed formalizes that use.

Kvam asked for an explanation of what would be required as far as trail maintenance goes. Bush responded that required maintenance is very similar to what is required on the city's trail system such as correcting areas where erosion has occurred and providing preventative maintenance. Kvam asked how the trails could be closed when conditions require it. Bush indicated that signs and possibly gates could be used to close and indicate the reason, as well as by electronic means such as social media. He added that mountain bikers are typically very concerned about the condition of trails and do not want to ride them when conditions would deteriorate the trails in the long run. Kvam asked who would be responsible for closing the trails. Bush responded by saying it would be city staff or a designated volunteer.

Seveland asked if the VANTAGE group had researched any existing trails in Big Willow or Civic Center that could be utilized for mountain biking. Bush indicated that they had, however those trails would require reconditioning in order to be environmentally acceptable.

Evenrud noted that the area in Civic Center Park where trails are being requested is in close proximity to athletic fields. He asked if there were concerns with the amount of activity in the area and how it might impact biking. Bush again noted that signage would need to play a role in keeping non-bikers a safe distance from the trails.

Kvam noted that the park board has had recent discussions related to the request for those asking for new park amenities to consider putting "skin in the game" or by other words, provide funding to the project. She asked if the mountain biking population would consider doing so. Bush responded that he and his team were considering different types of fundraisers to assist with their request, but added that the primary need for trails is to benefit residents in Minnetonka and not necessarily the high school mountain biking teams.

Acomb asked if the trails being requested are seasonal or year-round. Bush responded that the trails are designed for use during the warmer months, but added that when frozen there is an increased interest in use during the winter months when the ground is frozen.

Raarup asked what the estimated distance would be in the 494 corridor. Resident Ben Marks estimated it to be about 2 miles.

Gabler asked if other area communities such as Deephaven have been approached about the addition of mountain biking trails. Nordvold indicated they have not, noting that their park acreage is somewhat limited.

Raarup asked if the Hennepin County Youth Sports grant program might support a project like this. Johnson responded that projects that fall under that grant program need to be dedicated to youth and it would be a stretch to consider this a youth program.

Raarup asked why only Big Willow and Civic Center were being considered. Johnson noted that he provided the VANTAGE group with an inventory of the park system, noting the sensitivity to past requests that greatly impacted private property lines and the natural resources in general. He suggested that the group consider not recommending trails in parks that are designated by the city as preserves such as Jidana. He also indicated that parks like Purgatory Park are overwhelmed with other activities such as dog walking, and general trail use. Marks added that the proposal presented this evening is an attempt to place these trails in the central part of the city and make them accessible from park to park.

Kist noted that she felt the students did a great job in researching and developing their recommendation.

Kvam asked Colleran for her perspective as it relates to the impact mountain biking trails would have in the natural areas of the park system. Colleran cautioned that while a 3 foot trail might seem manageable, it actually will impact trees and other plants up to 8 feet from the trail and that is the challenge. She noted that the addition of trails would need to be managed and there will be conflicts that need to be managed, however she feels the trails are also a good fit. Colleran noted that all parks receive considerable use, some more than others, and that managing all needs such as dog walkers, bird watchers, hikers, etc., will be a challenge as well. He closed by saying it's all about partnerships and learning to work and respect all interests.

Due to time constraints, the park board tabled this item at 8:20 p.m. to allow for Item 4B to be discussed and returned at 8:45 to continue the discussion.

Seveland expressed support for pursuing mountain biking trails in the park system, however she asked that staff proceed with caution with respect to Big Willow Park.

Kvam concurred with Seveland and added that the corridor should be studied at the same time so that all options can be considered.

Hearing no further comments, Seveland moved and Gabler seconded a motion to direct staff to complete a 2017 Feasibility Study for the addition of mountain biking trails in the park system. All voted "Yes. Motion carried.

Gabler added that any groups providing funding to assist in the completion of the Feasibility Study would be “putting skin in the game” and show fiscal responsibility.

Gabler moved and Puspoki seconded a motion to direct staff to include a project page for the addition of mountain biking in the parks system if the feasibility study is completed and indicates it is possible both logistically and economically. All voted “Yes”. Motion carried.

B. Review of 2016 Farmer’s Market operations and staff recommendations for 2017 operations

Sara Woeste, Recreation Services Program and Special Events Manager, provided background to the operations of the city’s Farmers Market. She explained that Recreation Services acquired the responsibility of managing the market at the start of the 2016 season. Prior to 2016, Woeste noted that the Administration Department had been responsible for market operations.

Woeste explained that staff felt it was important to provide the park board with an operations summary given that the Farmers Market is a program taking place on city park property. Woeste introduced Amy Weiss who was hired in 2016 to manage the Farmers Market.

Weiss informed the board that she was hired starting with the 2016 season and that her position included marketing and operations responsibilities. Weiss added that she was also provided assistance with two key positions that included a market assistant and an on-site financial coordinator.

Weiss summarized operations with the following statistics from a vendor survey:

- 2016 attendance was 4,225, an average of 338 visitors for the 12 market dates
- Those involved in operations included 35 different vendors and 10 different community groups
- Sales information indicated that
 - o 216 credit card transactions occurred totaling \$4,025 an average sale of \$18.63
 - o The senior center plant sale generated \$1,711, an increase of 13% over 2015
 - o 82% of vendors indicated increased sales from 2015
 - o 85% of vendors plan to return in 2017
 - o 63% of vendors preferred an earlier start to the season
 - o 57% are interested in an indoor market during the winter/spring months

Weiss also reviewed data from a customer survey including:

- Why do you come to the Minnetonka market?
- How often do you attend?
- What prevents you from attending?
- What else would you like to see?
- Did you find the weekly market email helpful?
- Would you be interested in attending an indoor market?
- How did you hear about the market

Weiss closed her presentation by reviewing staff recommendations for the 2017 Farmers Market that included keeping the market in the same location (ice arena B parking lot) and the following enhancements:

Logistics:

1. Improve signage especially on Minnetonka Blvd.
2. Start season earlier (June 13th)
3. Explore idea of closing market at 6 p.m. in September

Market:

1. Increase diversity of products – more food choices including ready to eat options
2. Increase the number of high-quality artisans
3. Engage more community groups
4. Highlight City of Minnetonka programs and services (host the mayor and/or council members)
5. Add more structured kids activities
6. Implement PoP (Power of Produce) program
7. Offer health screenings (blood pressure checks, etc.)
8. Expand musician selection
9. Add winter market dates; include as option in application materials
10. Increase employee participation through Health Rewards program
11. Explore community sponsorships

Administrative:

1. Expand application to better delineate rules that are currently listed in guidelines
2. Create a weekly email to vendors to improve engagement
3. Work with communications team to ensure application can be completed online
4. Collaborate with communications to develop marketing plan

Some additional tactics:

1. Water bill insert at beginning of season
2. Half page flyer available for market guests
3. Electronic and paper flyers to faith communities & Minnetonka businesses

Weiss requested feedback or questions from park board members.

Raarup concurred with the staff recommendation to provide more ready to eat food options at the market, and asked if any other markets in the area compete with our established Tuesday time. Weiss indicated that staff has researched the date and time and concluded that Tuesdays remain the preferred night. She noted that changing to another day would remove the connection and efficiencies of sharing the night and location with Music in the Park, and possibly compete with other markets in the area.

Seveland concurred with support of more ready to eat foods and added that, as a user, she appreciates the email blasts that go out weekly. She asked if there was any capability to provide information further in advance. Weiss responded that, often time, vendors are letting her know of changes last minute, but added that when possible, advance notice could be utilized.

Hearing no further comments, Raarup thanked Weiss for her detailed report and for a very successful first season of managing the Farmers Market.

C. Consideration of the 2017 Park Board Strategic Plan

Johnson noted that 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.

Johnson reviewed the 2016 Park Board Strategic Plan and presented recommended staff changes that included splitting trail related projects into two categories that would include outdoor recreation and those that relate to connectivity. In addition, Johnson noted that objectives were added to enhance both council and resident knowledge of projects under consideration.

Hearing no further requests for changes, Johnson indicated that the final Park Board Strategic Plan will come back to the Board in January for adoption.

5. Park Board Member Reports

As the County District 6 representative on the Hennepin County Bicycle Advisory Committee, Kvam reported on discussions that took place at the Committee's November 21, 2016 meeting regarding the city's desire to construct a trail south of Ridgedale to the Regional Trail at Minnetonka Boulevard. Kvam reviewed potential challenges that were discussed and indicated that no final actions have been taken.

Seveland provided staff with information related to Bee-Friendly lawns for use as they see fit.

On behalf of the Board and staff, Raarup took the opportunity to thank Puspoki who was attending his last meeting after seven years of serving on the park board.

6. Information Items

There was no discussion related to the information included in the meeting packet.

7. Upcoming Park Board Agenda Items

No additional items were discussed in addition to the calendar included in the meeting packet.

8. Adjournment

Raarup adjourned the meeting at 9:17 p.m.

**Minnetonka Park Board Item 4A
Meeting of January 4, 2017**

Subject:	2016 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 2016 season

Background

The 2016 Shady Oak Beach season began on Friday, June 3. Due to favorable weather conditions the season was extended an additional week and closed for the season on Sunday, August 28. Revenues for season and daily passes were down slightly, however overall facility visits increased from 2015. Equipment rentals continue to grow in popularity, as well as group visits and birthday parties. New programs offered at the beach for both teens and adults, included stand Up Paddle Board Yoga and Sunset Beach Yoga.

The conversion to RecTrac software for daily operations at the beach resulted in some changes to the processing of sales, tracking and reporting. Point-of Sale screens were installed in both the main office and concessions stand. Concession stand inventory is now entered and tracked through RecTrac as well.

2016 Operations Summary

Below is a detailed summary of the 2016 Shady Oak Beach season:

	2016	2015
Season Passes Sold	4,003	4,020
Concession Revenue	\$50,356	\$54,887
Daily Pass Revenue	\$89,479	\$90,851
Rentals (paddleboards, kayaks)	906	664

	2016	2015
Total Revenues	\$224,398	\$208,549
Total Expenditures	\$218,186	\$199,200
Net Operating Cost	\$8,211	\$9,349

Year	Attendance	Resident Season Passes	Non-Resident Season Passes	Total Season Passes
2016	31,139	3,073	930	4,003
2015	30,963	3,089	931	4,020
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

Recommended Park Board Action: Informational only.

**Minnetonka Park Board Item 4B
Meeting of January 4, 2017**

Subject:	2017 Shady Oak Beach Fee Adjustments
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 proposed Shady Oak Beach season pass rates.

Background

Shady Oak Beach passes are available for purchase for both residents and non-residents. The current pricing structure has been in place since 2008. Prior to the 2008 season, household passes were provided and allowed for unlimited household members to be included on a pass. This process became difficult to manage due to households adding visiting relatives, nannies and others to their household pass. The new system put in place improved options for those purchasing season passes and also provides a financial incentive to purchase season passes prior to the start of the season.

Recreations Services recently changed the policy on registration start dates for residents and non-residents. The new policy allows anyone to register for recreation programs on the same day regardless of resident status. With the change to registration start dates, staff felt this would be an opportune time to consider changes to the season pass rates to continue to provide a benefit to Minnetonka and Hopkins residents.

Summary

Below is a summary of the 2016 season pass rates and proposed 2017 rates:

STATUS	DATES	2016		2017 (proposed)	
Resident	Pre-season	1-3 passes	\$12/pass	1-2 passes	\$13/pass
		4+ passes	\$6/pass	3+ passes	\$7/pass
	Opening Day – July 31	1-3 passes	\$17/pass	1-2 passes	\$18/pass
		4+ passes	\$8/pass	3+ passes	\$9/pass
	August 1 – Closing Day	1-3 passes	\$12/pass	1-2 passes	\$13/pass
		4+ passes	\$6 pass	3+ passes	\$7/pass
Non-Resident	Pre-season	1-3 passes	\$26/pass	1-3 passes	\$26/pass
		4+ passes	\$13/pass	4+ passes	\$13/pass
	Opening Day – July 31	1-3 passes	\$31/pass	1-3 passes	\$31/pass
		4+ passes	\$16/pass	4+ passes	\$16/pass
	August 1 – Closing Day	1-3 passes	\$26/pass	1-3 passes	\$26/pass
		4+ passes	\$13/pass	4+ passes	\$13/pass

The proposed changes benefit both residents and non-residents. Residents are paying a higher rate for the first two passes purchased, yet a family purchasing three or more passes will see a cost savings. Non-residents still pay a higher fee but no increase to these fees is proposed.

Discussion Points

- Does the park board approve the proposed changes to the season pass rates for 2017?

Recommended Park Board Action: Make changes as desired and approve the 2017 Shady Oak Beach season pass proposed fee changes.

**Minnetonka Park Board Item 4C
Meeting of January 4, 2017**

Subject:	Adoption of the 2017 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 park board will review park board strategic plan mission, vision, goals and objectives in place for 2016 and implement desired changes for 2017.

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 draft 2017 Park Board Strategic Plan. Updates have been made by staff to reflect requests made by the city council at the November joint meeting, and input provided by the park board at the December 7, 2016 meeting. The park board will consider adoption of this document at the January 4, 2017 meeting.

Discussion Points

- Does the park board desire any additional changes to the 2017 Mission or Vision statements?
- Does the park board desire any changes to the Strategic Plan's goals and objectives for 2017?

Recommended Park Board Action: Review the 2017 draft Strategic Plan and consider adoption.

Attachments

1. 2017 Strategic Plan - Draft

Minnetonka Park & Recreation Board
2017 Strategic Plan – DRAFT

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.
- Objective #6: Consider all options (off-road and on-road) to 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 2017 and make recommended adjustments for 2018
- 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 2018-2022 related to parks, trails & open space
- Objective #2: Enhance council relations- keep council members informed of park board projects under consideration
- Objective #3: Develop a process to increase community awareness of park board projects
- 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

**Minnetonka Park Board Item 4D
Meeting of January 4, 2017**

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 Nelson Evenrud will expire on January 31, 2017. New appointments will serve a term from February 1, 2017 through January 31, 2018.

Recommended Park Board Action: Recommend appointments for the Chair and Vice-Chair positions for a term beginning February 1, 2017 through January 31, 2018.

**Minnetonka Park Board Item 5
Meeting of January 4, 2017**

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 4, 2017**

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.

Shady Oak Beach monument sign

Staff has received concept plans for an electronic monument sign to be placed at the entrance to Shady Oak Park. This project is planned for the spring of 2017.

At the January 4, 2017 meeting, staff will be asking for two board members to serve as representatives on a sub-committee along with staff and Hopkins Park Board member representatives. This committee will provide input to staff regarding the sign concept options.

2016 Gray's Bay Marina Operations

The 2016 operating season opened to slip holders and boat launchers on March 16 (earliest on city record). Fuel was available for purchase April 15 and amenities including water, restrooms and sewage pump-out were available April 25.

County Road 101 north of the bridge was closed most of the season due to construction, but had little effect on marina operations. Access to the site was maintained from the south using 101 and 101 eventually opened north of the bridge in September. Gas sales were unaffected as 27,512 gallons were sold - almost 12% higher than average.

The marina was closed for the season October 31. The boat launch remained open until December 9 when ice formed on the bay. 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.) is available from the causeway directly north of the 101 bridge.

In October, renewal leases for the 2017 season were sent to existing slip holders. Slip fees for the 2017 season remain at \$3,900. The term of four slip holders expired at the end of the 2016 season and two more chose not to renew. Staff has filled all vacancies from the wait list which currently has five names remaining on the list.

With nearly all expenses accounted for, revenues (\$241,252) have exceeded estimated expenses (\$196,488) by \$44,764. This balance will remain in the escrow fund which has an estimated year-end balance of \$464,549 (see attached).

Attachments:

1. Marina Operations Summary

Gray's Bay Marina
Summary of Revenues and Expenses

	Actual 2015	Budget 2016	Estimated 2016
Total Revenues	\$247,005	\$237,400	\$241,252
Expenses	(\$181,994)	(\$196,600)	(\$162,473)
Capital Outlay	\$0	(\$15,000)	(\$12,515)
LMCD	(\$23,975)	(\$21,500)	(\$21,500)
Escrow*	<u>(\$41,036)</u>	<u>(\$4,300)</u>	<u>(\$44,764)</u>
Total Expenses	<u>(\$247,005)</u>	<u>(\$237,400)</u>	<u>(\$241,252)</u>
Balance	\$0	\$0	\$0

* Total 2003-2016 amount budgeted in escrow account = \$267,400; estimated amount escrowed through 2016 = \$464,549.

**Minnetonka Park Board Item 7
Meeting of January 4, 2017**

Upcoming 6-Month Meeting Schedule				
Day	Date	Meeting Type	Agenda Business Items	Special Notes
Wed	2/1/17	Regular	<ul style="list-style-type: none"> Review of 2018 – 2022 park projects First consideration of amendments to the park regulations 	
Wed	3/1/17	Regular	<ul style="list-style-type: none"> Approval of 2018 – 2022 park projects 	
Wed	4/5/17	Regular		
Wed	5/10/17	Tour	<ul style="list-style-type: none"> Annual tour of parks and related projects 	
Wed	6/7/17	Regular	<ul style="list-style-type: none"> 	
Wed	7/5/17		<ul style="list-style-type: none"> No meeting 	Canceled due to July 4 th holiday

Other meetings and activities to note:

Day	Date	Description	Special Notes
Sun	1/22/17	Kid's Fest	Noon – 4:00 p.m., Minnetonka Community Center, Ice Arena and Civic Center grounds

Items to be scheduled:

- Meeting with Minnetonka Historical Society regarding Burwell House & Mills Park
- POST Plan update