

Agenda Minnetonka Parks & Recreation Board

Wednesday, June 7, 2017

7 p.m.

Minnetonka Community Center – Council Chambers

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"/> Peggy Kvam |
| <input type="checkbox"/> James Durbin | <input type="checkbox"/> Chris Gabler |
| <input type="checkbox"/> Chair Nelson Evenrud | <input type="checkbox"/> Madeline Seveland |
| <input type="checkbox"/> Cynthia Kist | <input type="checkbox"/> Chris Walick |

2. Approval of Minutes

- A) April 5, 2017 - Special Meeting
- B) April 5, 2017

3. Citizens wishing to discuss items not on the Agenda

4. Business Items

- A) Mountain biking project update and public meeting

5. Park Board Member Reports

6. Information Items

7. Upcoming Park Board Agenda Items

8. Adjournment

**Minutes of the Minnetonka Park Board
Meeting of April 5, 2017 – Special Meeting**

1. Roll Call

Park Board members in attendance included Jack Acomb, Nelson Evenrud, Cindy Kist, Peggy Kvam, Christopher Walick, and James Durbin. Staff members in attendance included Darin Ellingson, Corrine Heine, Kelly O’Dea, Perry Vetter and Sara Woeste.

Chair Evenrud called the meeting to order at 6 p.m.

2. Business Items

A. Park Board training on data practices and meeting procedures.

Recreation Services Director, Kelly O’Dea introduced City Attorney, Corrine Heine who presented on data practices and meeting procedures. She presented the overview of the training which included the following topics: Open meeting law, data practices and record management, and running an effective meeting.

Heine distributed the following handout titled, “Summary of Key Motions” for park board reference during the presentation.

Summary of Key Motions

For use with Robert’s Rules of Order



Means a motion is not subject to debate

Means that motion may be made during active debate

Means that the point can be raised without recognition from the presiding officer or that it can interrupt other speakers



1. General motion for all action:

After recognition, “I move to _____”

2. Motion to amend original motion. The maker of the motion does not need to consent to a motion to amend.

After recognition, “I move to amend the motion by _____.”













3. Motion to divide a complex question.

After recognition, “I move to divide the question into ___ parts. Part 1 is _____ and Part 2 is _____.”



4. Motion to table or defer consideration to a later date.

After recognition, “I move to table the (motion/item) until _____.”

-   5. **Motion to call the question.** Requires 2/3rds vote.
After recognition, “I move to call the question” or “I move for an immediate vote on this issue.”
-   6. **Motion to limit debate.** This can be used to establish time limits for debate. Requires 2/3rds vote.
After recognition, “I move to limit debate on this issue to (___ minutes per person/___ minutes total).”
7. **Motion to revive consideration of an issue.** This may be used to request consideration of an issue previously tabled at the same or any prior meeting.
After recognition, “I move to revive consideration of [the matter previously tabled].”
-  8. **Motion to reconsider.** This must be made at the same meeting where the issue was considered and voted upon, and must be made by a member from the prevailing side on the previous vote.
After recognition, “I move to reconsider _____.”
9. **Motion to rescind or amend something previously adopted.** This may be made at any meeting following the meeting where the issue was considered and adopted. It may be available when a motion to reconsider is not. Matters that cannot be undone cannot be rescinded. (E.g., approved contracts, when the other party has been notified.) Requires: majority of those present if previous notice was given; 2/3rds of those present if no notice was given; or majority of entire membership.
After recognition, “I move to (rescind/repeal/amend) the previous action related to _____.”
10. **Motion to suspend the rules or to consider a motion informally.** This permits informal discussion. Requires 2/3rds vote.
After recognition, “I move that we suspend the rules and proceed informally in discussing the issue of _____.”
-   11. **Motion to suspend the rules or to consider a motion informally.** This permits informal discussion. Requires 2/3rds vote.
After recognition, “I move that we suspend the rules and proceed informally in discussing the issue of _____.”
-  12. **Point of privilege.** Used to inform the chair of a complaint about noise, room temperature, etc.
Without recognition, “Point of privilege.”
-  13. **Point of order.** Used to object to when the meeting is not following proper procedure.
Without recognition, “Point of order.”
-  14. **Point of inquiry.** You are confused about the parliamentary rules.
Without recognition, “Point of inquiry.”

Heine first presented on Open Meeting Law Basic. She highlighted some of the penalties associated with intentional violations of the Open Meeting Law, some of

the things park board members can and cannot do while a quorum is present at an event, what makes a public meeting, and some exception to the law.

Points discussed regarding quorums include the following:

- A meeting occurs when there is a quorum present and the members receive information on planning commission business, discuss business or take action.
- If you have a quorum present at any event that isn't a posted meeting.
- Social event – don't discuss commission business.
- Another public meeting, e.g., council meeting with park items – don't sit together and don't participate in discussion.

Heine reviewed what makes a meeting "public". The following items are required in order to make a meeting public – all which staff take care of for the park board:

- Notice must be provided, usually at least three days in advance. Might be posted or published notice.
- Meeting must be in a location that is open and available to the public to attend.
- Agenda materials must be made available to the public.
- Minutes must be taken to make a record of all votes.

Park board member Walick asked about the processes associated with park board business. Heine suggested that park board members contact O'Dea or Assistant City Manager, Perry Vetter with any questions on park board business.

Heine moved on to Data Practices and Records Management. She explained that the Minnesota Government Data Practices Act (MGDPA) is a law that balances the rights of the public to know what the government is doing against individual privacy rights. The three classifications of data were defined:

- Public: available to anyone for any reason.
- Private or Nonpublic: available to the subject of the data, to people who have consent, and to city employees who have a need to know.
- Confidential or Protected Nonpublic: not available to either the subject or to the public, only to people with a need to know.

Heine informed the group that public data was the most common type while private/non-public and confidential data were not very common. She explained that City Clerk, David Maeda is the responsible authority that handles all requests for data. The city does have a timeline for responding to data requests with 10 business days being a typical response time. Heine reviewed a few other key points for the park board:

- All "government data" is subject to the act, regardless of where is it located.
- Emails related to park board business come within the act, even if on your personal computer.

- If a park board member receives a request for data, refer it to city clerk Maeda.
- Strongly consider a separate email account for commission business.

Kvam questioned whether notes taken on a site visit would be data subject to the act and if they should be kept. Although unlikely to be requested, Heine said that notes on park board business are considered government data.

The last section of the training was “Running an Effective Meeting.” Heine highlighted some key points:

- The presiding officer needs to demonstrate control of the meeting.
- Public comment is only required for public hearings, but may be allowed.
- Members of the public want to know that they were heard and need to feel that the procedure was fairly applied.
- Announce rules and limits in advance.
- Fairly apply the rules.
- Acknowledge arguments that have been made and explain why you disagree.

Heine described the parliamentary rules as basically good manners. She stated that the rules exist to make a meeting run in an orderly fashion and that knowing a few basics will be enough in most circumstances. Vetter asked Heine to provide a few examples of incidents in which other councils/boards have made errors regarding meeting procedures. A few discussed included the following: replying to ‘all’ via email and serial meetings. A serial meeting was described as one member talking to another member with information, who then relays that information to another member, etc. Heine also explained that posting on social media was ok if the page was public.

3. Adjournment

Evenrud adjourned the meeting at 6:41 p.m.

Minutes of the Minnetonka Park Board Meeting of April 5, 2017

1. Roll Call

Park Board members in attendance included Jack Acomb, Nelson Evenrud, Chris Gabler, Cindy Kist, Peggy Kvam, Christopher Walick and James Durbin. Staff members in attendance included Phil Olson, Darin Ellingson, Jo Colleran, Kelly O'Dea, Perry Vetter and Sara Woeste.

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

2. Approval of Minutes

Kvam moved and Kist seconded a motion to approve the meeting Minutes of March 1, 2017 as submitted. All voted "yes". Motion carried.

3. Citizens Wishing to Discuss Items Not on the Agenda

Assistant City Manager, Perry Vetter provided an addendum to item 4B, Consideration of projects for the 2018-2022 Capital Improvement Program.

Cole Schmidt, 45 West Point Avenue, representing the VANTAGE program gave the park board an update on the mountain biking project feasibility study. Schmidt reported their fundraising effort had a current balance of \$4,000 with 47 donors. These dollars will help assist with the city's \$13,000 feasibility expense. He also noted the VANTAGE group received sponsorship from Minnesota Off Road Cyclists (MORC), which would provide maintenance, agreements for volunteers, volunteer training tools and post the Minnetonka trails on their website. The VANTAGE group contacted the Woodbury Recreation Department regarding the Carver Lake Trails to gain information related to the maintenance costs. Schmidt informed the board that the Carver Lake Trails are similar to the trails suggested in Minnetonka. Noting the expected annual maintenance costs of \$3,000, the group secured three local businesses as corporate sponsors, each agreeing to donate \$1,000 annually.

Walick asked if the MORC support was ongoing and Schmidt said yes. Schmidt provided staff and the park board with a project cost/benefit comparison along with a progress report below.

PROJECT COST/BENEFIT COMPARISONS

PROJECT	PROJECT COST	ESTIMATED ANNUAL USERS (5 YEAR TOTAL)	PROJECT COST PER USER
MOUNTAIN BIKING	\$130,000	52,000	\$2.50
PICKLEBALL	\$310,000	110,000	\$2.81
BIG WILLOW TURF/SKATING	\$2,200,000	84,000	\$26.19

APPLIED FORMULAS:

Big Willow

Youth soccer – 200 players that could use that size field x 11 games = 2,200

Baseball – 221 games x 2 teams x 15 players/team = 6,630

Skating (with help from John and Roseville) – M-F 40 participants x 5 = 200 plus Sa/Su 150 participants x 2 = 500 X 16 weeks = 8,000

TOTAL = 16,800 annually (2,200 soccer, 6,630 baseball, 8,000 skating)

Pickleball

Weekday association weekly use = 5 days x 5 hours x 4 players/court x 8 courts = 800

Weekend association weekly use = 2 days x 4 courts (50% use) x 4 players x 5 hours = 160

Evening weekends weekly use – 2 courts (25% use) x 7 days x 3 players/court = 42

TOTAL = 22,000 annually (1,002 weekly x 22 weeks)

Mountain Biking

40 riders per day from early May until late October = 200 days X 40 = 8,000

HS MTB teams – Hopkins 40 riders and Minnetonka 40 riders = 80 X 3 days/wk x10 wk season = 2,400

Total = 10,400 annually

Vantage Team Progress Report

The Vantage Team would like to give you an update on the progress we have made and some of the findings from our assigned portion of the Feasibility Study.

The Minnesota Off Road Cyclists Organization (MORC) has agreed to include the Minnetonka Trails in their family of trails. This was a huge milestone for the project. MORC is willing to work with the city to develop agreements for volunteer workers, along with organizing volunteer efforts, provide training to volunteers, and furnish hand tools. Additionally, they will post our trail on their website along with updates on trail conditions.

Last Friday we launched an online fundraising campaign with a goal of raising \$3,000 to help the City pay for the feasibility study and to illustrate that stakeholders are willing to "put some skin in the game" As of tonight, we have already exceeded our goal. 44 people have donated a total of \$3,955.

We received information from the Woodbury Recreation Department regarding the Carver Lake Trails, which are very similar to our proposed trails. They said that the ongoing cost for maintaining their trails is approximately \$3,000 annually. In order to ensure that these funds are available we have secured three local businesses as corporate sponsors, each agreeing to donate \$1,000 annually.

Additionally, they indicated that city workers spend between 20 and 40 hours annually to help maintain the trails. This mostly involves clearing trees and large branches from the trails.

Finally, we were asked to do a cost benefit comparison to two other Park Board Projects; Pickleball courts and turf on Big Willow ballfields. These are all important projects and will be great amenities for our city, but as you can see the cost per user is actually most affordable for the Mountain Bike Trail Project.

Vetter suggested that the mountain biking group speak during the business item related to the CIP.

4. Business Items

A. Public Meeting – Review of the City’s Park Regulations

Evenrud introduced Street and Park Operations Manager, Darin Ellingson who presented on the park regulations. Ellingson reminded the board that the park regulations were introduced at the previous meeting after not being updated in many years. Ellingson reviewed the three recommended changes the park board suggested at the March 1 meeting:

- 1) 1135.020 1a: The request was made to have the language clearly prohibit pets from athletic fields. After reviewing with the city attorney, the language was not changed in the ordinance. The ordinance as written accomplishes this, and will allow park signs to simply state that pets are not allowed on athletic fields.
- 2) 1135.020 9: Added the word “motorized” for trail bikes.
- 3) 1135.020 18: It was asked how this item would be enforced. The city’s policy on use of tobacco has been added to the city code, which will allow issuance of citations for violation. City staff intends to continue the practice of requesting compliance rather than issuing citations, but citations may be written to anyone who refuses to comply. The ordinance does not prohibit use of tobacco-related products in all park areas, but retains the prohibition on use of those products within 50-feet of designated “Tobacco Free” areas.

Those three changes were incorporated and presented to the city council on March 27, 2017. The council had a brief discussion and referred it back to the park board with the following for review and public comment.

Ellingson reviewed the discussion points below:

- Allow animals to be in maintained areas when leashed (excluding athletic fields).
- Should retractable leashes be allowed, and should leashes be allowed to be longer?
- Require owners to have a bag in possession while walking pets.
- Ability to close portions of off-leash areas due to damaged restoration.
- Allow skateboards on trails, but not on stairs or railings.
- Does the park board wish to recommend the regulations be approved by city council?

Council discussion regarding introduction of the ordinance is able to be viewed on the city website: eminnetonka.com/agendas-minutes/council-meetings.

Evenrud asked the park board if they had any questions or comments regarding the park regulations. Kvam inquired which section the retractable leash verbiage was in. Ellingson replied that there was specific verbiage regarding retractable leashes, but referred to section 1135.020.1c which talks about leashes being no longer than six feet.

Gabler asked for clarification on council member Wiersum's comment regarding retractable leashes. Ellingson replied that Wiersum wondered if there should be specific language regarding retractable leashes; whether it be length or if they should be used or not. Ellingson informed the board that staff had extensive discussion on retractable leashes. Walick felt the main argument for the length of leash would be to keep the animal under control, which is already stated in the document. Evenrud questioned if there were retractable leashes that were only six feet long and felt that it is more important to address how the pet owner acts when coming up to others in the park.

Vetter mentioned the concern of the bimodal trail system that includes walkers and bikers. Gabler believes the issue comes down to enforcement and felt it would be difficult to enforce the type of leash allowed. Walick suggested a sentence that states, 'the animal on a leash cannot interfere with the physical progress of other users'. Kist felt the wording should be left as is noting that six feet is reasonable.

Evenrud asked if there were any comments on the other discussion points. No other questions were asked from the board. Evenrud opened the discussion to public comment. Seeing no individuals wishing to discuss the topic, Evenrud closed the public comment.

Natural Resources Manager, Jo Colleran commented on the discussion item, 'ability to close portions of off-leash areas due to damaged restoration'. Colleran noted the verbiage also pertains to natural inhabitants and gave the grey horned owl as an example. The verbiage will help to create an area for everybody's enjoyment. Evenrud thanked Colleran for her comment.

Evenrud asked if there was a motion regarding the park regulations. Gabler moved to recommend the regulations to be approved by the council as written. Kist seconded the motion. All approved. Motion carried.

B. Consideration of projects for the 2018-2022 Capital Improvement Program

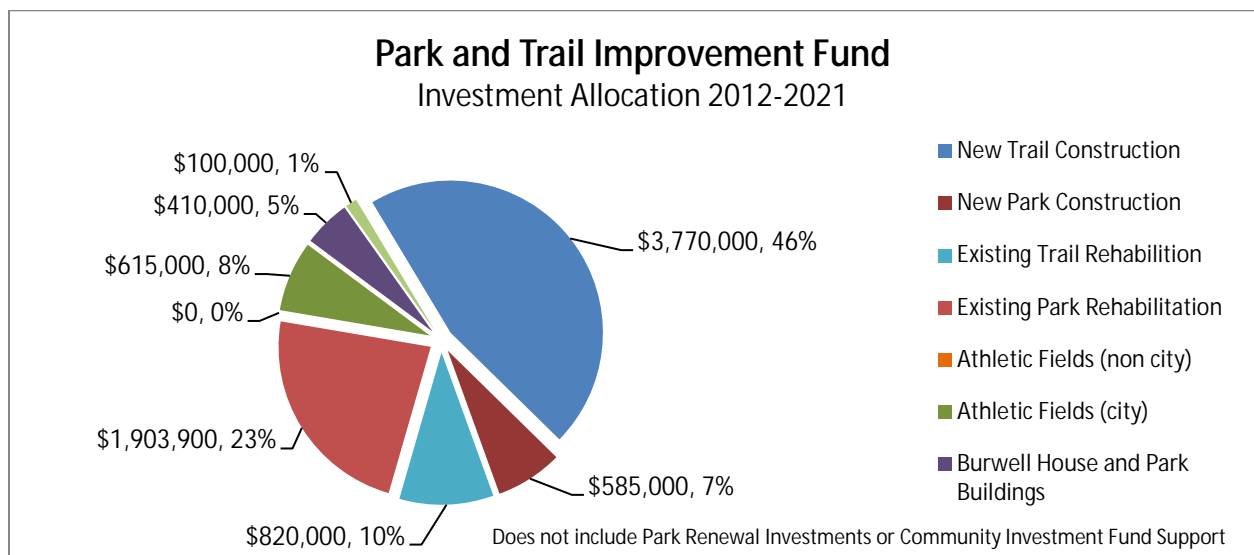
Evenrud turned the 2018-2022 business item over to Vetter. Vetter reminded the board that this is the second time seeing the 2018-2022 CIP, this time talking about specific items. Vetter referred to the addendum provided and gave an overview of the changes. He also noted that everything the board will be discussing is funded. Vetter reviewed the discussion items for the board:

- 1) Does the park board wish to add any projects to the proposed CIP (funded or unfunded)?
- 2) If funding is not available for the proposed projects, in what order should the projects be delayed or moved to unfunded?
- 3) Does the park board wish to delete any projects in the proposed CIP?

Vetter reminded the board that projects included are ranked to determine their funding priority. Priority rankings include:

- 1) *Projects necessary for public health and safety, or to meet legal mandates.*
- 2) *Projects which help maintain or make existing systems more efficient. Cost benefits and coordination with related projects will be considered.*
- 3) *Projects expanding existing systems, providing new services, or for general community betterment.*

Vetter reviewed project page updates which included new and revised pages. Each page will be individually looked at later in the meeting. Vetter briefly reviewed the Park and Trail Improvement Fund chart below, highlighting the new trail construction as the largest piece.



Vetter introduced Phil Olson, Assistant City Engineer, who heads the trails team and Ellingson, who will review the trails improvement plan. Ellingson and Olson presented a PowerPoint detailing the history and future of trails.

Ellingson reviewed the history of trail development. He stated the city has 95 miles of trails and sidewalks, of which we maintain 81 miles in the winter (including two Three Rivers trails). Ellingson then went through a timeline of the trail system in Minnetonka:

- 1971 – First trail system started by Trails for Tonka – 100 volunteers. The first trail ran on the south side of Lake Street from Williston Road to Tonkawood Road.
- 1972 – \$2.5 million park referendum (\$134,000 to trail development).
- Loop trail system – An idea in 1973 (connect parks: Hilloway, Civic Center, Big Willow and Meadow).
- 1975 – The first trails guide plan created.
- 1976 – Pedestrian bike lanes on county roads established – capitalized on width of road.
- Mid 80's – loop trail system goal was to connect the five community parks (Lone Lake & Purgatory were added and Hilloway was dropped).
- 1971-1988 – 2.6 miles of trails built
- 1989-1993 – 12.2 miles of trails built
- 1993 – By 1993 there were 50 miles of sideways, safe ways and pedestrian/bike lanes

Ellingson turned the presentation over to Olson who talked about the future of trails in Minnetonka. Olson reviewed the guidelines for trail link prioritization which included: degree of difficulty, cost effectiveness, nature of use and community access. Community access and nature of use each accounting for 40 percent, while degree of difficulty and cost effectiveness accounting for 10 percent each.

Olson reviewed a map showing the 71 unfunded segments, assigning a priority level to each. In total, there are 44.6 miles of unfunded trail segments, with most of the high priority trails along county roads. The estimated cost for the 71 missing segments is between \$17,130,000 - \$61,170,00, depending on if the projects could be done with another project or if they are stand alone.

Funding for trail segments in the 2018-2022 CIP totaled \$6,025,000 with the hope that grants will become available through the county, safe routes to school, DNR, etc.

Vetter reviewed the Trail Improvement Plan that was handed out to the board. This document includes history and individual description of each segment.

Vetter then continued with reviewing the CIP in sections, beginning with the trails portion. Evenrud asked for questions or comments on the trail improvement plan. Chris Walick commented that the Trail Improvement Plan is awesome. Evenrud asked if it could be available online and was very happy with the plan.

Kvam questioned the two Excelsior Boulevard trails that are funded. Vetter explained that those trails went through the same process and now were at the top of the list. Some of the projects that moved from unfunded to funded, did so because the park dedication fees had lag and more funds became available. Vetter noted the Lone Lake Park lighting as unfunded because staff has not completed the community process at this time.

The Bennett Family Park (BFP) page includes infrastructure improvements on their fields. BFP services youth of the community with fields for baseball, softball and a miracle field. The revised proposal for infrastructure to their fields is similar to what the city does for other fields (GAL, Guillian, etc.). If the BFP didn't exist, the city would have to provide programming space for the participants.

Vetter reviewed a few other pages including the following: a facility needs study (2019), pickleball courts (2018), and a new page for mountain biking (2018). He then asked the park board for a recommendation to take to the city council.

Evenrud asked if there were any questions from the board. The board had no further questions. Evenrud then asked for public comments.

Allan Lanners, president of BFP, provided an overview of his request showing a decrease in the total funding request from \$261,000 to \$147,000. Lanners stated that BFP is a non-profit within the city that is a main attraction for many users. As a member of the BFP board, Gabler was removed from the discussion. Evenrud commented that it would be nice to have more parking at the facility.

Ben Marks, 4362 Avondale St., a resident biker who also volunteers with VANTAGE students, gave a recap on the feasibility study for mountain biking. Walick questioned the length of investment on the project from MORC. Marks stated that MORC's investment to the project is ongoing. Acomb asked who the corporate sponsors are. Marks identified the three corporate sponsors as Tonka Cycle, Twin Six and Marks Group. Each sponsor would donate \$1,000 per year to assist with maintenance of the trails. Evenrud asked if the sponsorship would be ongoing. Marks stated this is a non-contractual agreement, but he was confident in the businesses. He also mentioned there are many other local organizations that were not contacted for donations.

Evenrud asked if there were other public comments.

Kvam asked if we need to change original CIP page to address the change from BFP. Vetter said staff will make that change and recommend it be funded. Kist

asked about the priority level for Lindbergh and the Shady Oak Beach pages. Vetter identified Lindbergh as (2) and Shady Oak Beach as (3). O'Dea answered a previous safety question of the board and recommended keeping the page in the CIP. Vetter noted that most parks and trails pages fall into the level (2) or (3) category and mentioned there could be a sub group to discuss the inflatables at Shady Oak Beach.

Gabler asked about funding pickleball in 2017. Vetter said that it is funded in 2018 yet the ability to amend the CIP is still an option. Kvam moved to recommend the CIP proposal as amended including the BFP change. Kist seconded the motion. All approved.

C. Review the Natural Resources Division's 2017 Education and Outreach Plan

Jo Colleran, Natural Resources Manager, reviewed the division's education and outreach plan. Natural resources interests continues to grow with social media, communications, etc.

Colleran gave some examples of outreach including: Eco series of walks and talks, internal staff communication (ripple effect), workshops, *Minnetonka Memo* articles and electronic billboard information.

An annual calendar was included in the packet with seasonal topics including: pet waste, rain barrels, pollinators, etc. Colleran asked for feedback and requests from the board on ideas they would like to see in the future. Evenrud asked the board if they had comments or suggestions.

Walick asked how we measure effectiveness regarding outreach and how users apply it. Colleran replied that we track users and volunteers, but said it is difficult to track effectiveness.

Durbin stated that he subscribes and enjoys the outreach program and asked if we do outreach within the schools. Colleran stated we do hire consultants to talk to fourth and fifth graders regarding water resource protection and the middle school about energy and water conservation. The focus is really on adult education.

Evenrud was amazed by the work completed by the Eagle Scouts. Gabler asked if there was an uptick of eagles and hawks in parks. Colleran said that generally people are seeing more raptors.

5. Park Board Member Reports

Evenrud reported that he attended former Recreation Services Director, Dave Johnson's retirement party and was amazed by the presentation. He thanked those who put the event together and complimented them on the event.

Walick asked if we reach out to the teen and high school community and how we engage them. Acomb reported the significant amount of interest in the mountain biking project. He saw the overall community interest in the mountain biking project.

Durbin reported he read through the Imagine Minnetonka report and noted that the park board will have a lot of good work to do in the future. He noted the concern for the trail system and thanked staff for the Trail Improvement Plan document.

6. Information Items

Colleran discussed the information items. 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 resources education. The following highlights staff's 2016 accomplishments.

Water Resource Protection

- Natural resources and engineering staff collaborated to complete the city's 2016 Municipal Separate Storm Sewer System (MS4) permit, identified and tracked the information required to complete the 2015 annual report.
- Staff worked with three residents and one developer to correct significant wetland violations. Two of the violations involved significant wetland filling, which required removal of the fill and vegetative restoration of the site.
- Staff processed 21 Wetland Conservation Act applications. Sites reviewed included city and county road projects, the Light Rail corridor and the County Home School Site.

Development Review, Inspection and Compliance

- Staff regularly works with planning and engineering staff on development projects and attends planning commission meetings to address natural resources issues. In 2016 staff reviewed 76 development and engineering projects (as compared to 49 in 2015) to ensure protection of the sites' natural resources; this includes permitting of all wetland issues.

- Natural resources, planning and engineering staff developed a Natural Resources Tour for the Planning Commission. The tour provided the commissioners background and guidance on the city's natural resources regulations. The planning commission toured residential subdivisions to better understand how the city's tree, wetland, shoreland, and floodplain regulations directly applied to those projects and to view the outcomes of the completed developments.
- Staff reviewed 296 building and grading permits in 2016 including six commercial sites.
- Staff addressed four encroachment violations onto city-owned property that involved removal of trees and vegetation. Remedial action was required on all of the sites that included replanting of trees and shrubbery.

Forestry Activities

- The city's annual tree sale distributed approximately 800 trees to community residents. The sale is designed to aid in reforestation and increase tree diversity in advance of emerald ash borer's arrival.
- The Tree City USA designation was again received in 2017 for the work completed and the city's commitment to trees in 2016. 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 per capita, and pronouncing an Arbor Day Proclamation. In 2016, the city spent approximately \$16 per capita on all forestry-related activities including habitat restoration.
- Approximately 378 ash trees were removed from parks, outlots, city owned facilities and within the right-of-way as part of the Ash Reduction and Replacement Program. One hundred forty-three trees representing 35 different species were planted in parks and city grounds to replace the ash that were removed.
- Approximately 300 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 in the right-of-way and on city property as well as the enforcement of the city's shade tree disease control ordinance takes place throughout the year. In 2016, 301 hazardous trees were removed from the

- right-of-way or city properties and 626 diseased elms and 51 diseased oaks were removed from public and private property.
- Forestry staff or tree contractors pruned 433 park and public trees.
 - Right-of-way pruning occurred in eight neighborhoods covering 343 lane miles from December to March in advance of the street and engineering department road projects planned for 2016. The pruning and removals were scheduled during the dormant period to optimize the trees' health and in advance of the roadwork 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 2016 habitat, restoration was conducted in 15 parks including Gray's Bay Marina. Nine parks have a high level of restoration activity including regular work by Adopt-a-Spot volunteers.
- Goat grazing occurred at Purgatory Park in 2016. In early May, 22 goats arrived on a trial basis to assist with control of two invasive species. The goats grazed in seven different paddocks of about a half-acre each until early July. The goats were extremely popular with residents, drawing in many visitors; but they did not come problem-free. Staff summarized the benefits and challenges goats pose for habitat restoration and is continuing trials with strict measures to avoid harm to native plants.
- More than a decade of buckthorn and invasive species removal has taken place before space and time has become available to plant native trees and shrubs in restoration areas. Twelve species, totaling 127 trees and shrubs, were planted to benefit native diversity, wildlife, birds and pollinators in ten parks.
- This past year was the first year native prairie, woodland and wetland wildflower seeds were collected from Minnetonka rain gardens and restoration areas. Seeds of 25 species were dispersed in six parks with open restoration areas. Emphasis on collecting milkweed species will benefit declining monarch butterfly populations.
- The greatest natural resources benefits from volunteers comes from two types: Groups and Adopt-a-Spot individuals. It is unusual for a group to

volunteer multiple times in a single year. Geocache volunteers have assisted with control of garlic mustard and buckthorn control more than three times per year for the past three years. They are a very enthusiastic, motivated group who gives restoration projects a boost.

Education Activities

- Natural Resources staff held the seventh annual Minnetonka Native Plant Market and Eco Fun Fest that hosted five native plant vendors. Approximately 200 people attended the event. Activities 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 resources based information.
- Staff identified and created a master list of interpretive signage in city parks. All signage was inspected for content and condition and plans were made for repair, updating, or replacement of damaged or hard-to-read signs. Staff has also identified where additional signage can be located to enhance the collection. This includes a Tree Trek concept which will help residents understand natural history information about common trees in parks. The Tree Trek will be brought to the Park Board for their review in 2017.
- Staff held a second annual Pet Waste pick-up event at Big Willow Park and distributed approximately 750 informational flyers at the Urban Waters Forum, tree sale pick-up, and Night for Neighbors. Articles were published in the Minnetonka Memo and city employee intranet and electronic highway billboards ran for four months. Additionally staff visited five fifth grade classes at Groveland Elementary School, introduced a service-learning project, and posted six new pet waste campaign signs from student artwork in Kinsel, Lone Lake, Purgatory, Shady Oak, and Meadow parks.
- Staff continued to maintain the Leroy Frankenstein Memorial Bird Garden at the Civic Center Campus and installed a new pollinator demonstration garden at the campus which will include interpretive signage in 2017.
- Coordination of volunteers including communication, planning and event development continues to be a top activity. Volunteers contributed approximately 1500 hours in 2016.
- Natural resources 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 tenth, Natural Resources Special Edition which focused on our community forest and tree care which was printed in the April edition of the *Minnetonka Memo*.



- Staff submitted 19 electronic billboard messages to raise awareness about various natural resources topics and ten short *Ripple Effect* articles to educate city staff on natural resources topics through *inSites* (the city's internal communication system).

For the second information item, Colleran turned it over to Christine Peterson, who gave an overview on the 'Mayors' Monarch Pledge'.

Monarch butterflies were once the most familiar butterfly in North America, fluttering over farm fields, woodlands, and prairies from southern Ontario to northern Mexico and from the Atlantic to the Pacific. But in just the past 20 years, the monarch population has declined by more than 80 percent. This change has been linked to:

- Habitat loss and climate change in breeding and overwintering areas.
- Widespread use of agrochemicals and genetically modified crops that limit the growth of milkweed—the only plant that monarch caterpillars can eat.

National Wildlife Federation has initiated several national initiatives to promote monarch conservation. These programs encourage participation at all levels: by individuals and families, classrooms and communities. The Mayor's Monarch Pledge specifically invites mayors and local government executives to educate residents and staff about monarch conservation and implement straightforward yet meaningful actions to conserve monarch habitat.

The Pledge includes 24 possible steps in three categories: Communications & Convening, Program & Demonstration Gardens, and Systems Change. To be eligible, a city agrees to implement at least three of the 24 steps in the coming year. Cities that pledge to enact eight or more steps receive special recognition as part of the program's Leadership Circle. Of 254 signatories nationwide, two cities have become Monarch Champions by committing to all 24 steps.

So far, 17 Minnesota cities have signed the Mayor's Monarch Pledge. Minnetonka would be the first Minnesota city to qualify for the Leadership Circle (taking 8 steps or more). In fact, we are very close to Monarch Champion level (all 24 steps required):

- 19 action steps have either been met through the city's ongoing programs or will be completed in 2017.
- Three steps could be achieved in 2017 with collaboration between natural resources staff and other city divisions, departments, or local organizations and agencies.
- Only two steps are probably not possible at this time (because they would involve substantial changes in organizational practices or a new ordinance/regulation).

Why sign a pledge that focuses so specifically on monarchs?

Monarchs are a beautiful and harmless flagship species that provides a welcoming introduction to the world and work of pollinators. And when habitat is restored to our yards and open spaces to help monarchs, other pollinators—bees, wasps, butterflies, moths, beetles, flies, and hummingbirds among them—reap the benefits equally. The result is a healthier and more diverse natural environment that sustains us all.

The park board had very positive feedback about staffs' efforts and the program.

Gabler asked if the black wasps live in the ground. Peterson replied that they do and are sometimes known as digger wasps. He sees them at Bennett Park and would like information about them. Gabler also asked why the fluctuation in the numbers of monarchs? Peterson stated the loss of agricultural habitat and climate changes are the main reasons.

Evenrud appreciated the steps that have been taken and how the education piece is growing. Kvam asked what other cities have resolutions on pesticides. Peterson noted this is a very complex issue with some variables out of our control.

Colleran commented on the bee safe resolution which has a goal to protect bees. We want to protect all pollinators which is what the Mayors' Monarch does. Colleran reminded the board that they are looking for feedback only – no formal action.

7. Upcoming Park Board Agenda Items

O'Dea reviewed the six month meeting schedule focusing on the annual tour of parks and related projects on May 10. He asked for park board recommendations by April 14. He also noted one of the business items on the June 7 meeting will be the community meeting for the Mountain Biking project and that the July meeting is canceled due to the July 4 holiday. Vetter noted that staff has a draft itinerary for the tour including stops at Civic Center Park, Big Willow Park, the 494 corridor, Lone Lake Park and Shady Oak Beach. Durbin suggested a stop at the Glen Lake Activity Center.

Other activities noted were that staff are preparing for the Minnetonka Summer Festival and that volunteers are always needed. Evenrud asked for attendance numbers for the festival. Woeste replied that the event typically has 8,000 -10,000 people in attendance.

8. Adjournment

Gabler motioned to adjourn, seconded by Walick. Evenrud adjourned the meeting at 9 p.m.

**Minnetonka Park Board Item 4A
Meeting of June 7, 2017**

Subject:	Mountain biking project update and public meeting
Park Board related goal:	To renew and maintain parks and trails
Park Board related objective:	Renew, expand and maintain a trail system to encourage outdoor recreation and improve the connectivity and walkability of the community
Brief Description:	Review the feasibility studies for mountain biking trails within the park system and hear public comment.

Background

At the September 7, 2016 meeting, the park board received 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 Districts, interested residents and others involved professionally in construction and maintenance of mountain biking trails. The city's Imagine Minnetonka strategic planning process found great interest in providing this type of activity within Minnetonka.

Since the September 7 meeting, staff has developed a project work plan that includes identifying and studying issues related to long-term maintenance, concerns for the natural resources of the parks, financial implications and need for mountain biking. Staff worked with the VANTAGE students of Minnetonka High School and retained Trail Source LLC as a consultant to perform a feasibility study on mountain biking trails within the park system. As directed by the park board, the feasibility study included Civic Center and Big Willow Parks. At the May 10 Park Board tour, members of the VANATAGE program presented the city with a check for \$5,000 that was crowd sourced to help defray the cost of the feasibility study.

Summary

Tim Wegner with Trail Source LLC, was contracted to provide a feasibility study for Civic Center and Big Willow Parks. Trail Source came to the conclusion that there is potential for mountain bike trails in both parks. The VANTAGE program also conducted an additional feasibility study to supplement the project. Both studies have identified areas of concern in each park, which will need to be addressed before a final trail alignment can be determined and a master plan developed. Request for comment on this concept was published on the project webpage and in the Minnetonka Memo.

Discussion Points:

- **Does the park board desire to explore additional trails along the I-494 corridor at this time?**

- **Does the park board wish to proceed with further developing a master plan to create mountain bike trails in Minnetonka?**

Recommended Park Board Action: Receive and discuss the feasibility study. Allow for public input on the project. Provide staff direction on continuing with this project to establish mountain bike trails in Minnetonka.

Attachments:

Mountain Biking Feasibility Study by Trail Source LLC

Feasibility Study – Minnetonka Mountain Bike Trails by VANTAGE

Map of Civic Center Park - conceptual Single Track Mountain Biking Trail

Map of Big Willow Park - conceptual Single Track Mountain Biking Trail



Mountain Bike

Feasibility Study

Big Willow Park and Civic Center Park

May 23, 2017

Trail Source personnel visited Big Willow and Civic Center parks 3 times in the past 4 months and again last month to flag the trail corridors. Our intent was to determine if we could create a trail corridor that would fit with the natural area with a minimum impact on the environment and sensitive nature areas.

With assistance from park staff, sensitive natural areas were identified and restoration areas were outlined for the overall plans of these parks.

Potential for mountain bike trails: We believe that there is potential for mountain bike trails in both parks and we will address each park individually.

Big Willow: Big Willow has the potential for the longest trail. Big Willow has the greatest amount of topographic change and has the most diverse natural features (hills, water flow and historic site).

Big Willow Park has some issues that will need to be addressed in order for the trail to be successful. Areas of concern include: A historic site, parking and other user group interactions.

The historic site: The current mountain bike trail plan does not go over the historic site. However, sensitivity to proximity of the site will need to be addressed with staff.

Parking: Currently there exists the potential for a shortage of parking at this site. This parking shortage should be addressed in advance of trail opening

Other user group interaction: Potential conflicts can be addressed by controlling speed on the trail and directional control when approaching trail intersections.

Other concerns: The trail alignment plan does allow for realignment due to the need to avoid some of the natural areas that were to be identified this spring. We believe that the concern areas can be avoided with trail re-alignment and corridor changes. Restoration areas need to be identified and a determination will need to be made if a 4 foot wide trail can be installed within the restoration area if absolutely necessary.

Civic Center Park: Civic Center, park while being smaller than Big Willow also offers some very nice topography and ample space for trail development. Several of areas of concern will need to be addressed with staff before a final trail alignment can be determined.

Concern areas: Areas of high stem count of new trees that will have to be routed around. Natural restoration areas will need to be identified avoided if possible. Will access be allowed in the area across the creek on the North side of the park. Neighbor concerns and relationships will need to be addressed and engaged. Parking should not be a problem at this location. No historical locations have been identified.

Overall feasibility: We believe that there is tremendous support by the community for a mountain bike trail system in Minnetonka. Evidence of this is supported by the Minnetonka High School Mountain Bike Team, the financial support from fund raising efforts from within the community and citizen support for a trail in Minnetonka. Currently Trail Source has developed a trail system that is 4.2 miles in length between Big Willow Park and The Civic Center Park.

Trail Source personnel believe that the above listed factors support the need to build a mountain bike trail system within Minnetonka.

Tim Wegner

Trail Source, LLC.

612-845-1345



Feasibility Study

Minnetonka Mountain Bike Trails

A feasibility study to determine the demand and scheduled maintenance, projected staff hours, budget and locations for local singletrack trails.



Scheduled Maintenance

Trail maintenance is an important aspect for keeping a mountain bike trail suitable for public use. It is imperative that the trails be built in a sustainable manner to minimize ongoing maintenance performed by both volunteers and City staff.

After observing how similar trail systems handle regular maintenance, we have prepared a general plan. Like other trail systems, these tasks are largely volunteer-driven and allow for the mountain biking community to be mostly self-sufficient.

Our expectations for trail maintenance are as follows:

- **Daily:** 5-6 “Trail Stewards” will take turns riding the trail each day to determine and report on its condition. Each steward will be assigned specific days for when they will conduct inspection rides.
- **Weekly:** “Volunteer Night,” of which 8-10 people will attend a 2-hour session of trail maintenance. (Woodbury holds theirs every Wednesday.) Each week a Trail Steward will be the group supervisor and will ensure the proper tools and supplies are available. These weekly volunteer events will occur each week during the MTB season. (May-October)
- **Monthly:** Stakeholder groups (mountain bike teams, Boy Scout troops, volunteer organizations, etc.) will work on a specific trail project each month. Trail Stewards will be the volunteer leaders, providing the groups with instructions and supervision. In addition to helping maintain the trails, these events will create exposure to the trails and introduce potential new riders.
- **Annually:** Trail stewards and City maintenance officials conduct thorough walk-around of the trail system each spring to create a status report and develop maintenance priorities.



Projected staff hours

We estimate that approximately 20-40 man-hours of City staff will be needed annually to help maintain the trails. Reid Smidt, City of Woodbury Recreation Manager, provided us with these estimated staff hours, as The Carver Lake Trails in Woodbury are very similar to the proposed trails in Minnetonka. The amount of City staff hours needed will vary depending upon a wide range of factors that could damage the trail. Strong storms could potentially knock over trees onto the trail, requiring removal with chain saws. Spring will most likely require the most maintenance, as debris will be most plentiful on the trail after snow has melted. It is important that the trail be well designed and built in a sustainable way, minimizing the amount of maintenance required by both City staff and volunteers.



Budget

Our team has secured ongoing Corporate Sponsorship commitments from three local business to fund the annual budget needed to improve and sustain our mountain bike trails. These businesses have each pledged to contribute \$1,000 annually. The \$3,000 annual budget was determined from conversations with volunteer leaders that maintain the Carver Lake Trails in Woodbury, which are similar in length to the proposed Minnetonka trails.

The funds would be used to purchase and replace hand tools, occasionally purchase rock and other natural materials to control erosion, and purchase food/drink for the volunteers. We are also speaking with a local pizza restaurant regarding a Corporate Sponsorship, requesting that they provide pizza to the volunteers rather than a cash donation.

The Minneapolis based non-profit, Minnesota Off Road Cyclists (MORC) has already agreed to include the Minnetonka Trails as part of the family of trails. MORC may also have funds available in their budget if needed.

Finally, the Executive Director for MORC has told us that in his experience with other volunteer groups that it is common for local MTB enthusiasts to often donate the needed materials.



Project cost / benefit comparison

PROJECT	PROJECT COST	ESTIMATED ANNUAL USERS (5 YEAR TOTAL)	PROJECT COST PER USER
MOUNTAIN BIKING	\$130,000	52,000	\$2.50
PICKLEBALL	\$310,000	110,000	\$2.81
BIG WILLOW TURF/SKATING	\$2,200,000	84,000	\$26.19

APPLIED FORMULAS:

Big Willow

Youth soccer – 200 players that could use that size field x 11 games = 2,200

Baseball – 221 games x 2 teams x 15 players/team = 6,630

Skating (with help from John and Roseville) – M-F 40 participants x 5 = 200 plus Sa/Su 150 participants x 2 = 500 X 16 weeks = 8,000

TOTAL = 16,800 annually (2,200 soccer, 6,630 baseball, 8,000 skating)

Pickleball

Weekday association weekly use = 5 days x 5 hours x 4 players/court x 8 courts = 800

Weekend association weekly use = 2 days x 4 courts (50% use) x 4 players x 5 hours = 160

Evening weekends weekly use – 2 courts (25% use) x 7 days x 3 players/court = 42

TOTAL = 22,000 annually (1,002 weekly x 22 weeks)

Mountain Biking

*40 riders per day from early May until late October = 200 days X 40 = 8,000

HS MTB teams – Hopkins 40 riders and Minnetonka 40 riders = 80 X 3 days/wk x10 wk season = 2,400

Total = 10,400 annually

*Note - The 40 riders/day estimate was derived from the data provided by the City of Woodbury regarding the Carver Lake Trails. They actually average 50 riders/day during the regular season. To be conservative, we reduced this number by 20% since their trails are established and there is a greater awareness within the MTB community.



Identify/commit volunteer workforce

A regular volunteer workforce is essential for any successful mountain biking trail. It allows community input in keeping a desirable amenity in optimum condition and provides an outlet for users to contribute to an activity they enjoy. Thus, the base of the volunteer workforce would be from local riders and stakeholders; namely those involved with MORC, the local high school MTB teams, other high school students, and local recreational riders. As per discussions with Reid Smidt of the City of Woodbury, the Carver Lake Park trail (similar in size and length) typically has a set volunteer night on a weekly basis, in which 8-10 volunteers contribute a few hours of work every Wednesday through the months of April to October. To help commit this weekly force, Michelle Seets of Minnetonka High School has expressed interest in organizing student groups from the various service clubs at the high school to assist with the maintenance requirements, while also organizing a similar regimen with the Minnetonka High School MTB team. In addition, local bike shops will provide an excellent hub for organizing volunteers, similar to how they organize group rides. Finally, the local MORC members have the opportunity to contribute time towards maintaining a MORC-sponsored trail, and in the future a full maintenance partnership with MORC could possibly be explored.



Legend

— 1.8 mi

Proposed Singletrack Trail - Civic Center



Legend

— 2.4 mi

Proposed Singletrack Trail - Big Willow

**Minnetonka Park Board Item 5
Meeting of June 7, 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 June 7, 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.

**Minnetonka Park Board Item 7
Meeting of June 7, 2017**

Upcoming 6-Month Meeting Schedule				
Day	Date	Meeting Type	Agenda Business Items	Special Notes
Wed	7/5/17		<ul style="list-style-type: none"> No meeting 	Canceled due to July 4 th holiday
Wed	8/2/17	Regular	<ul style="list-style-type: none"> Ordinance amending the City's Park Regulations 	
Wed	9/6/17	Regular	<ul style="list-style-type: none"> Review Gray's Bay Marina slip fees 	
Wed	10/4/17	Regular	<ul style="list-style-type: none"> Summer programming report Shady Oak Beach operations report 	
Wed	11/1/17	Regular	<ul style="list-style-type: none"> Joint meeting w/city council Volunteer recognition 	
Wed	12/6/17	Regular	<ul style="list-style-type: none"> 	

Other meetings and activities to note:

Day	Date	Description	Special Notes
Sat	June 24	Minnetonka Summer Festival	4:00 – 11:00 pm Civic Center

Items to be scheduled: