

# Agenda Minnetonka Parks & Recreation Board

Wednesday, February 6, 2019

7 p.m.

Minnetonka Community Center – Council Chambers

## **P**arks & 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. **Call to Order**
2. **Roll Call**
  - \_\_\_ James Durbin
  - \_\_\_ Chair Nelson Evenrud
  - \_\_\_ Chris Gabler
  - \_\_\_ Elena Imaretska
  - \_\_\_ Ben Jacobs
  - \_\_\_ Cynthia Kist
  - \_\_\_ Chris Walick
3. **Approval of Minutes**
  - A) November 14, 2018
  - B) December 5, 2018
4. **Citizens wishing to discuss items not on the agenda**
5. **Business Items**
  - A) **Consideration of the 2019 Park Board Strategic Plan**
  - B) **Review 2018 athletic field use and consideration of the 2019 fee schedule**
  - C) **Concept designs for Crane Lake Preserve and New Park at Ridgedale**
  - D) **Opus placemaking process and timeline**
6. **Park Board Member Reports**
7. **Information Items**
8. **Upcoming Park Board Agenda Items**
9. **Adjournment**

## **1. Roll Call**

City Council members in attendance included Mayor Brad Wiersum, Patty Acomb, Deb Calvert, Mike Happe and Rebecca Schack. Park Board members in attendance included Board Chair Nelson Evenrud, James Durbin, Chris Gabler, Cynthia Kist, Peggy Kvam, Madeline Seveland and Chris Walick. Staff members in attendance included Geralyn Barone, Jo Colleran, Darin Ellingson, Carol Hejl, Kathy Kline, Kelly O'Dea, Sara Woeste and Perry Vetter.

Park Board Chair Nelson Evenrud called the meeting to order at 5:30 p.m.

## **2. Business Items**

### **A. Report from the Chair**

Chair Evenrud reported that the park board has met a total of seven times in 2018. In addition, the board conducted a tour of parks and facilities in May. The following is a summary of significant park board accomplishments to date in 2018:

- ✓ Adopted a Strategic Plan in January that includes a mission, vision, four primary goals, and related objectives.
- ✓ Reviewed, discussed and recommended park and trail projects for the 2019 – 2023 Capital Improvement Program.
- ✓ Reviewed the 2018 Shady Oak Beach operations report.
- ✓ Mountain bike trail project:
  - Reviewed the Mountain Bike Study and held two public meetings to gather citizen input.
  - Held a public hearing and recommended the construction of mountain bike trails in Lone Lake Park to the city council.
- ✓ Reviewed the 2017 Farmers Market operations report and staff's recommendations for 2018.
- ✓ Received reports and presentations regarding the Burwell House and Cullen Nature Preserve.
- ✓ Reviewed the Natural Resources Division's 2018 Education and Outreach Plan.
- ✓ Approved 2018 slip fees for Gray's Bay Marina.

Mayor Wiersum mentioned that the park board should be a lot of fun and not controversial, however, that is not always the case. He wanted the park board members to be proud of the work they did because it was important and challenging work. He thanked them on behalf of the city council and the city for their hard and challenging work. Their work probably went beyond what they signed up for and he wanted to recognize it.

**B. Cullen Nature Preserve**

Vetter gave background on the Cullen Nature Preserve. Vetter explained that the city's had a long extended tradition of acquiring properties for open space; even for park and trail use. It goes back to the 70's and 80's when the city was very active in acquiring parcels around the creek corridor. Minnetonka's parks were formed throughout the system by acquiring land from willing sellers; whether it was through a development process or as people were ready to sell their property. As the city developed from large acre lots to more half-acre lots there started to be that more systematic planning effort around parks and open space. It really culminated in the late 90's when a task force was formed to review what open space criteria are and what should the city be looking for. A number of parcels were identified, criteria was set, inventories were done and it really helped formulate the backbone along with the park's open space and trails system plan for the 2001 bond referendum.

Leading up to that, the city was acquiring parcels mainly through operating funds or capital funds but nothing on a large scale system. With the successful passing of the 2001 bond referendum, 15 million dollars was made available. About half was used for park renewal and about half used for open space acquisition. At that time, City Manager Geralyn Barone led the open space acquisition parcel of it. A number of those viewshed acquisitions were done under Barone's tenure in that. One of them is the Ann Cullen Smith parcel.

Cullen Smith lived on the parcel from the 30's until 2014. When Vetter and her first started talking, they were negotiating with her children who at the time were in their 70's. This is a legacy thing for Cullen Smith and she viewed it that way. Looking at the aerial photos of that parcel, there is the development to the north of her. The parcel had gone in several years earlier and there was a roadway stub that came down to the top of her parcel and it did not cul-de-sac. It upset Cullen Smith that it was a through street and she had a conversation with her family about what the legacy is and what they wanted to do. When you look at the dollar value for 30 acres, the family could have made a lot more money, but that was not what was important to the family.

After the successful passing of the referendum, meetings were held with Cullen Smith. There was a small earnest down payment made to the family and it was conditional on Ann's passing. She wanted to live on the parcel and she lived until 106 years old. Cullen Smith would attend meetings because she wanted to know things. Staff used to deliver VHS tapes of council meetings to her home because at the time they would not run cable back to her home; so she was not able to get the local channels. Ann was very connected to the community and this was very important to her. If you google her, the parcel here comes into the results but she was also very active helping a community down in Arizona to try and preserve land for bird viewing. That was very important to her and she loved bird observation, study and creating habitat. It was very reflective in the conservation easement on her property. The city purchased it upon her passing for 2.6 million dollars, which included the \$100,000 earnest payment to her. Upon the conservation easement put over the entire property; that is held by the Minnesota Land Trust. The city is the owner and there is a conservation easement on top of that. The deal is that no matter what happened in perpetuity, that land would always be protected. There was always a backstop so in 10 years from now the city could not say that we are in hard times, let's sell that property for development. That is not an option and that is the way Cullen Smith wanted it.

There are a number of restrictions on the property about what we can and cannot do and how it would be approached in the future. That would all need to be gone through as well. Now the question is what do we do with it now that we own it? In 2016, the property was a stop on the park tour. Shortly after, the home was deconstructed and Ann's son Bill was very involved in that. A step was taken back, normally we would raise the home, try to recycle some things and in essence just get rid of the home. However, you do not want an unoccupied building back in there. So we used a company that deconstructed the home, everything down to the millwork that was involved. About 90 percent of that home was recycled or reused and diverted from the landfill. That was very important to the family as well.

Now it brings us to present date and what to do with that site. We have always had that conversation about what Cullen Smith's wishes were but because of the invasive species on the parcel we did not want to jump too far, too quickly. Cullen Smith was an advocate for bird watching, so how do we restore habitat. First, would be removing invasive species. Find out what is actually still in the soil as far as wild flowers and natural habitat. Without doing restoration for a number of years we did not want to put a walking trail somewhere and find out we created it through a habitat that is ready to grow. Natural Resources staff has been working on the parcel for a couple of years now. A dedicated group of volunteers that presented an update on the parcel last fall at the park board meeting has been working on restoring this site.

Right now we are in that mode of trying to protect what we have on this site and not take on too much. As far as a planning process, maybe just learning from another project that recently came before the park board. With that project, there was a very dedicated group of volunteers that wanted to see something happen. So, how do we manage those expectations and what can staff commit to and a city as far as the work load and the process for going forward. What does that look like so the community can be engaged and have a somewhat engaged process going forward.

The invasive species management will continue with staff and volunteers. Those next steps will be looked at and as far as discussion points they had to open them up. Where do we prioritize - staff included a list in the packet about continuing to work on the site, identifying those areas, mapping the areas and then maybe start looking at a public process for this. The city has owned it for 2.5 – 3 years, what do we make out of this and how do we go forward with a public process that respects Cullen Smith's wishes, complies with the conservation easement and meets city's needs once staff can identify that. Maybe it can be on the park board tour for next year so the progress can be seen because it has changed quite a bit. The parcel is roughly 30 acres, between Oakland Road and 494, just a little above Meadow Park on the west side.

Evenrud said it was exciting to tour the parcel a few years ago and now to hear all the work and thought going into it is great. Evenrud thinks of it as a place to bring his kids in the future.

Vetter explained that the parcel is not all upland and it is 30 acres total. There is a definite upland area, a lot of wetlands and there is a little island in the southwest area so it has some really unique characteristics.

Durbin asked what would be permitted there and if it would affect future planning.

Vetter commented that there is a number of restrictions in the conservation easement. Activities such as bike riding are not allowed so we actually had to clarify. Vetter worked with Cullen Smith a little bit because she was very concerned that as she got older, she would not be able to navigate that site. Cullen Smith was very concerned the way she viewed the conservation easement when it was originally drafted to now. Cullen Smith explained her concern because she wants people in wheelchairs to be able to go out there but in the easement there are things like no bike riding. There were even comments like, can you push a stroller because they are considered a wheeled vehicle. If the city ever wanted to do an interpretive building, it has to be within the footprint of her home. There are a lot of restrictions in that since whatever we do, it would have to compliment the Minnesota Land Trust. When the easement was written, Vetter reached out to the Minnesota Land Trust and said that he was not even sure the American's with Disabilities Act would allow us to go over this easement. Whatever we end up doing, the Minnesota Land Trust will have to be at the table to be a part of those discussions to agree or disagree that it meets the intent of the easement.

Kvam thought maybe this could be used as a place for kids to learn. She asked where a bus could drop off kids.

Vetter said that initially they asked if it would make sense to develop something further into that site and kind of impact the acreage or if it is better to off-set that acreage more by the road so you could have people pull-in and pull-off. Then vehicles would not necessarily have to come way into the site. With having a land trust there to interpret that request to say, if the city were to request a small pull-off parking lot right by the road; would that be okay if the end-goal is bird habitat, natural resources and education. If management is to say that the true intent of her wishes is to be more on the roadside, would they allow that. Another question is, is the intent to bring in 70 kids on that site? Or, is it more for smaller groups? What are we really going to try and offer there? What does that mean for operations? Would the site be staffed or self-guided? There are a lot of unknowns to be determined regarding this location.

Evenrud said that some people feel like we are losing something if bike trails go in at Lone Lake. However, the city could also gain an amenity like this around the same time. It may not be exactly what they are looking for with birds and bumble bees though. Evenrud asked what the dog aspect on this property looks like.

Vetter responded by saying as we head into a planning process, part of the discussion is going to be how this parcel is classified. Cullen Smith's intents were that this is more of a preserve nature center and not a park. Which may allow different restrictions on this site because bird habitat and bird viewing is not compatible with our current dog regulation regarding voice command in our park ordinance. Would it get classified differently to allow that more as a preserve nature classification rather than just as a park? Cullen Smith's intent was pretty clear that this was not going to have swing sets. This is open space that was acquired so not necessarily a park. The responsibility is on the city to say what that vision is and how it will be managed.

Vetter says that part of this has to be education as well because this is 30 acres of open space and not parkland that Ann Cullen Smith sold to the city. There are a lot of restrictions on the parcel so how do we best manage it. A planning process for a 30 acre parcel could lead to a lot of possibilities, but in essence it is pretty narrow.

Acomb mentioned that people have different definitions of parks and open space so the awareness of what the restrictions are and being clear about what is and is not allowed is important. Acomb compares this to the preserve title at Lone Lake or designation. She thinks it is important to document those restrictions along the way because looking back at Lone Lake, when it was designated a preserve what was the intent of that designation. She wants to insure that it is clear since we do not necessarily have that clarity at Lone Lake.

Calvert thought she read that dogs were restricted.

Colleran said that she does not believe they are. Horses and motorized vehicles are not allowed.

Schack said it would be nice to have a one-sheet or something on the website that outlines what some of the restrictions are and accurately sets forth what the parameters are. Schack thinks this process has to be handled fairly delicately because there will be a lot of comparison to other projects that are being worked on in the city. The question of why certain parcels get special treatment from others may come up. Schack recommends coming up with a process to delineate some of the higher level points to make that distinction. She finds history being the guide because potentially there could be a few disputes on that.

Mayor Wiersum commented that he has been around long enough to recall the city acquiring this property. When the public process topic came up, Wiersum said he winced a little because this is not a typical property. The property has significant restrictions on it and would have to be carefully moderated. To Schack's point it would really have to be clear about what is off-limits and what things can be considered publically. The dog conversation may raise. Are there additional restrictions that may be appropriate that go beyond what Cullen Smith indicated because she did not think of it?

Wiersum believes that we learned a lot with mountain bike consideration and the issues that were raised along the way at Lone Lake Park. Wiersum does not have all the facts straight but with the preserve designation, he think if you are a neighbor of Lone Lake Park you think that somebody set it and it is perpetuity and it is unchangeable. Wiersum does not think that perception exists but if that needs to be the case, staff needs to work with Conservation Minnesota and Minnesota Land Trust, the people who are responsible for the conservation easement. They really need to delineate what we want public comment on and what is off-table. If staff thinks other things should be off the table; maybe that should be part of the conversation easement because this is a unique property with unique usage that will be unlike anything else in Minnetonka. Wiersum thinks there are properties around the country that have similar limitations on them. Prior to the public process, what learning can we do from those properties so that we know what we are getting into from the public's perspective and can lay out some ground rules? Wiersum believes we need to be quite specific, detailed and hold a public process.

Seveland agrees with the public process and wants to do something earlier to guide the plan. First, she wants openness about the project and not to come up with a plan and then ask for public comment. Seveland requested to educate people and then allow the public to have dialog where they see this project going.

Kvam asked what the difference is between a preserve and a reserve. She asked if this is more of a reserve because it is restricted to certain activities and would be more than just a nature place.

Trail and Park Planner, Carol Hejl says that a reserve is land set aside for future use, whereas preserves are lands set aside to preserve natural resources and provide passive recreation.

Calvert said thinking about one of the public meetings she went to for the mountain bike trails at Big Willow. She agrees with Seveland on getting that kind of feedback from the public but thinks it also has to come with a really complete context so they are making their suggestions with a lot of knowledge. This means having knowledge presented to them before and at the meeting about the restrictions that apply from the actual purchase agreement and so forth. This would help so people are not wishing for things that are unrealistic or impossible.

Walick mentioned that with mountain biking there was a lot of incomplete information. He suggested to be clear and simple when presenting the information.

Schack was very pleased with the community engagement process with the newly proposed Ridgedale Park. That was more of a brainstorming exercise to the extent that it was open ended. That process as far as community engagement and really starting at the ground level has been making the community feel like they have a say and some input at this. The appropriate approach is not to come in saying this is what we have, what do you think. There would be a much larger first step before the community engagement, which would be really defining those parameters so that we are working within the four corners of what is available. For something that is a community use, community input is important for getting ideas and is also something to refer to when people ask, "what have you done to involve the community?" A great thing to inform people about is what community involvement opportunities there were and then presenting a plan based on the ideas from those opportunities.

Acomb was thinking about titles and how they are described. She gave the examples of the Cullen Smith Preserve and Lone Lake Preserve and later we are talking about the Crane Lake Preserve. When there are titles that have different allowable activities, it can cause confusion. Maybe there is a way to label these things differently so that preserve is not confusing. The activities at Crane Lake are probably going to be different than the activities at the Cullen Smith property so maybe consider calling it a different title.

Durbin mentioned that the mountain bike project was different and this property is more defined. This is not a park and it would have that connotation. Durbin asked if there is a timeline with the invasive species removal.

Colleran replied that restoration takes several years. In 2017 restoration was started by staff, volunteers, contractors and goats. Four weeks of restoration was done in 2017 and three weeks in 2018. There are some bigger areas of buckthorn that are being knocked down and controlled. Garlic mustard has been smaller areas but a lot of attention is paid to that because that will continue to spread. Part of the reason for not wanting dogs from the staff's perspective is that they can easily spread garlic mustard, whether on-leash or off-leash. Deer also spread it but if we can minimize the amount being spread, we can be more successful. Colleran said there are at least seven more years of restoration

Vetter agrees with the feedback of the process. He sees the similarities in both mountain biking and this area. One being that there is a dedicated group of individuals that wants to see success at the site. The VANTAGE program for mountain biking and we have the volunteer group that is actively out there at the Cullen Smith property. We want to insure that volunteers know they are valued. Colleran and Van Sloun do a tremendous amount of work and they rely on dedicated volunteers. Volunteers are a true success to their program and it shows when you see the number of volunteer hours in natural resources across the city. Vetter asked how to harness those volunteers and insure that they know they are valued so we can continue this work knowing that they are in for the long haul. Vetter sees this parallel as a place for these dedicated groups that want to see something well. For staff, we have to ask how the process and those expectations can be managed. We can learn a little bit from mountain biking.

Mayor Wiersum asked what types of restrictions the Minnesota Land Trust and the Conservation easement put on the property just initially as part as a conservation easement. What can and cannot be done within the constraints of their authority.

Vetter said there are some general items:

- Utilities - what can and cannot be installed, or where some of those utilities can be installed.
- Restroom – if a restroom structure was onsite, it would have to be within that footprint.
- Signage – Billboards or other signage is not allowed.
- Roads, trails and parking exemption - is a little unique about what is allowed and not allowed for passive recreation educational use. They are pretty specific to the topic but then they are a little vague.
- Horses, bicycles, motorized recreational vehicles - are prohibited. A driveway and parking lot may be installed to serve passive recreational uses.
- Other items - fencing, vegetation management, handling water on the site, how vehicles can enter the site.

It is different than what normally is accepted on other parcels. Staff will continue with the natural resources work. When it comes to public process, maybe a focus on education and the opportunities at this site prior to. Having a greater emphasis on education about the site. Educating people why it is there and what the restrictions are rather than jumping into wishes and wants would benefit the process. What can we learn from the Ridgedale engagement process to utilize in that asset?

Mayor Wiersum explained that he likes the idea of a public process. However, with the invasive species work and the time required to get the site really ready, he recommended to consider delaying the public process. It sounds like staff is ready to start thinking about what it could be used for, however we really are not ready to do anything because we have a lot of site preparation left to do. We do not want to worsen the problem by getting too far ahead of ourselves. As we utilize resources the public has the right to know and have input.

Vetter says he concurs with that.



Calvert commented that she read about dogs and it was a comment from someone in the park board meeting minutes from September 5, 2018, page 4. Someone said they heard there would be no dogs.

### **C. Ridgedale Park – Community Outreach Results**

Hejl gave a presentation that included: project background, the approach to community outreach & engagement, the results of those efforts, how those results will be incorporated into concept designs and project next steps.

#### Background and context, why are we talking about a brand new park at Ridgedale:

- In 2012, the City of Minnetonka completed the Ridgedale Village Center Study to develop a vision for the future that would keep the area vibrant and successful.
- Currently, a number of improvements identified in the study are in phases of implementation.
- This study identified the need for a new community level park space as well as enhanced natural features at Crane Lake.

#### Unique location and project approach:

- The parcel for the new park is unique from other Minnetonka community parks in that it is located in a regional destination and is a much more urban setting.
- The unique opportunity to build a new park, especially in this dynamic location, led staff to undertake a robust community outreach and engagement process, meant to identify values preferences for park features and programming
- Community Outreach and Engagement efforts were aided by an Active Living grant through Hennepin County and the State Health Improvement Program.
- This process and timeline was reviewed with the city council in August.

Happe asked how much the grant was for.

Hejl said the grant was for \$10,000.

#### We reached a lot of people:

- We did our best to make people aware of the project and to get their input for park design and features through a variety of means.
- This was aimed at getting input from traditionally underrepresented groups including youth, seniors and non-residents.

#### Outreach Timeline & Activities:

- This process began in August and included a survey, community meetings, social media and special events including Rock at Ridgedale, the Ridgedale Library grand opening and the City of Minnetonka Open House.
- Hejl showed some slides that elaborated on the survey, site activation and the dot voting exercise.

#### Who did the Survey Reach?

- The survey was for people to rate their preferences, not as a vote for specific elements.
- We had 700 respondents, who were mainly Minnetonka residents between the ages of 31 through 70.

- Dot voting exercises and tactical urbanism activities helped supplement the survey results.

Tactical Urbanism & Site Activation:

- Tactical urbanism is small scale interventions that are meant to change the way people think about a space in order to guide long term improvements.
- For this new park space that included outlining the park boundary and filling it with fun play elements that doubled as engagement activities during Rock at Ridgedale.
- We were able to help people think of the space as a park rather than empty pavement, and get a lot of really good feedback.

Dot Exercise:

- The dot voting exercise was intended to rate participant preferences rather than as a vote for specific elements.
- It included inspirational images and options for people to add their own ideas.
- In all, there were nearly 2,500 dots placed on these boards at multiple events.

So, what did we learn from this outreach and engagement process?

Frequency & Companions:

- People already visit the area regularly, and would continue to do so once the new park is implemented.
- Most people want to visit the new park with their family and friends.

Mobility Choices:

- Compared to regional travel behavior data, there is a significantly higher percentage of people wanting to walk or bike to these parks rather than drive.
- This will be made easier by trail improvement along Plymouth Road and Ridgedale Drive, which will be more like a parkway.

Programmed Activities:

- Over two thirds of respondents want to participate in programmed activities (such as story time, group fitness, etc.) at the new park.
- There may be opportunity to partner with nearby stakeholders including the YMCA, Ridgedale Library, and others to provide programming opportunities.

Events:

- 86 percent of respondents want to attend events (such as outdoor movies or concerts, festivals, cultural activities, etc.) at the new park.
- There may be opportunity to partner with nearby stakeholders including the YMCA, Ridgedale Library, and others to provide events.
- There is a need to determine an effective way to schedule and communicate details for programming and events.

Frequency of Events & Activities:

- We heard that people want to participate in programming and events pretty regularly.
- City staff should lead collaboration efforts with adjacent stakeholders to program the park spaces to the appropriate levels.

Multi-Season Features & Elements:

- People would like to be able to comfortably use and appreciate the parks in all seasons.
- Respondents want the spaces to reflect the seasonality of Minnesota.

Plants and Materials:

- Natural materials and plantings are important to respondents.
- Shade trees, native plants and lawn are the most preferred type of plantings for the new park.

Technology:

- A majority of survey do not think technology elements are important to include.
- However, a number of kids specifically requested video game elements be incorporated.
- This will mean some creative thinking during the concept design phase and project decision making.

Welcoming Community Gathering Space

- We specifically asked people how we could create a welcoming community gathering space, and received a variety of answers.
- Prominent themes include a number of elements already discussed: access, activities and elements for all ages and abilities in all seasons.

Park Features & Elements:

- Again, people are wanting to use the park spaces year round.
- Water elements and iconic features are important to people.
- The variety of users and desire for programmed activities and events will lean toward creating flexible and multi-functional features.

Park Vibe:

- People want the park spaces to reflect the aesthetic of Minnetonka using natural elements but in a modern, urban atmosphere.
- The New Park at Ridgedale should be a place to see and be seen.
- Crane Lake Preserve should be a place to experience nature in an urban environment.

Furnishings:

Thinking about providing multiple options for people so considering some amount of moveable seating or permanent seating. Really focusing on universal design so that all ages, abilities and backgrounds can understand how to use it. Limiting additional lighting, it is within an urban area and there is already a lot of parking lot lighting so limiting additional lighting to more human scaled will really bring that down and make you feel enclosed. Materials should be unique from the complimenting the materials that are within the Ridgedale Public Realm guidelines. The spaces are seen as unique areas. Going back to that mobility element, providing an appropriate amount and type of bike parking or pedestrian elements that make it comfortable to arrive either on foot.

Features and Elements

Considering removing communication barriers with something like a visual symbol or an annunciator buffering parks from adjacent roadways and parking lots. How can we protect people from the elements prior to shade trees reaching their maturity? That way the park spaces will be comfortable to use and enjoyable in the near term as well as the long term. Thinking really hard about safe and direct convenient connections to the adjacent spaces. We know people want to be able to walk and bike around and get from either Crane Lake preserve or the new park space to the library or to the mall.

Programming:

Some additional takeaways for programming include the ability to store some amount of programming elements onsite, programming multi-cultural or free events, getting back to the dog elements. Determining a strategy or policy for dogs within these two spaces so we are upfront about what is allow and what isn't. City of Minnetonka staff will be proactively collaborating with adjacent or additional stakeholders so we can determine what types of programs and events we can host onsite.

New Park

It is approximately a two acre community level park. There will be a lot of multi-functionality to it. The goal is to create a vibrant, welcoming and inclusive community gathering space. Also, acknowledging it is a piece of a larger whole. It is connected to Crane Lake Preserve via Ridgedale Drive which will be more of a parkway so really thinking of this new park and Crane Lake Preserve as connected. Thinking about how to improve the natural resources and habitat at Crane Lake Preserve but also achieve something that is sustainable both environmentally as well as financially or how do we own and manage a preserve like this one. Providing enhanced access to wetland or water as well as improving and expanding reusable upland areas.

The project's next steps, right now we will be asking if there is additional feedback to consider before moving into concept design. With the idea that the next step for this project is to move into the concept design phase. The public will still be included as we are coming up with these concepts and asking for feedback about that. People will be informed when those opportunities are available. The idea now is to have two concepts ready in early 2019, with a final concept sometime in spring of 2019. Following an approved concept plan, we would move into more specific details.

Happe asked how video games will be incorporated.

Hejl explained it may not necessarily have video game elements. However, thinking about how kids play video games, a lot of them meet up at certain locations to do online gaming as a group. There could potentially be this opportunity to host an event. You would just need to have WiFi and electricity. The idea is not to design a video game park. If we are able to think about the need of those people now, we can potentially incorporate elements that would allow them to do that on-site. Even thinking about incorporating iconic public art that people will want to take their selfie with and post on Instagram is another way to think about it.

Evenrud asked about the water quality from going from a parking lot to a park. It is a great opportunity to reuse water.

Hejl said they are just moving into concept design tomorrow and wanted to get feedback today. Part of the concept design phase would be determining what type of water

elements or what type of water quality will be collected. From that we can determine the appropriate way to revisit if possible and be able to speak more to that.

Acomb said it was a great presentation and is really exciting to think about what this can become. Acomb thinks Hejl did a great job of giving us potentials and ideas. Acomb was wondering if with the closing of Sears if anything is changing about location or size. Also, is there flex to this location or is it set and moving forward.

Barone said she does not have any information about Sears. However, there has been conversations at the council level that if other property became available and we could somehow work with the multiple owners of Ridgedale to try and get a larger space, it may shift a little bit. Barone thinks we would want to take that into account. That is somewhat evolving and she thinks we could still go forward with this process on the concept plan.

Acomb confirmed that it is a consideration being brought along as the concepts are being made.

Mayor Wiersum said that when you look at the Ridgedale plan and what is being done from a park perspective, it really becomes a two acre park and creates a region and opportunity. Wiersum thinks this small park has the potential to really be exciting. One of the challenges is if we have more ideas and he thinks Hejl may already have many ideas. One thought he had was a four-season park idea. Wiersum asked if there is a way to take some creativity and some challenges to make it four different parks seasonally. So in the winter it is one kind of park, in the spring it is different, etc. Maybe that is four times a year or maybe only two times a year but because it is only two acres, with so many ideas the park could get crowded. If it was different parks seasonally it would be really unique and it would really generate a lot of excitement.

Barone commented it was shown a little with the skating rink in the winter. That would be a use separate than what you would have in the summer but even spring and fall.

Mayor Wiersum said that when the park is open, it makes the park bigger because it does not have to be a lot of different things all the time. The changeover could be something that can be done without being ridiculously expensive.

Barone commented that they were in Los Angeles, California for a conference. They were making the L.A. Live area seasonal for the holidays.

Mayor Wiersum mentioned they had an artificial Christmas tree up.

Barone commented that the tree was in the middle of the skating rink in L.A.

Evenrud said up until last year Southdale in the southwest corner had a refrigerated rink.

Mayor Wiersum asked if it looked like it was getting a lot of use.

Evenrud said yes but there is a restaurant being built there now.

Durbin commented that if there was a skating rink then businesses around can plan for it. Example, people will get cold so sell hot chocolate. It is two acres, if there is a way to

buy more land, Durbin thinks the city should do that. He likes how it connects to the new Wayfair and then goes to the Crane Lake Preserve. However, to make that park more than two acres would probably be a wonderful redevelopment.

Barone followed up on Durbin's comment. There are really two pieces to it. 1). There is the physical aspects – what amenities might be there. 2). There is the programming aspect – what kind of partnerships can we have to ensure there is programming all seasons.

Durbin said there were great programming ideas like summer yoga, and it is non-intensive in the fact that it does not take over the park. It does not require anything but something that can be there. Durbin wants there to be a reason to go there such as going ice skating or seeing a movie on a summer night.

Vetter said from staff's perspective it is reassuring to see the results of where the council's been on envisioning Ridgedale. It is not just commerce it is kind of that pseudo entertainment district that is more than shopping. Seeing the development occur in Ridgedale area, what it is trending towards and the results were really parallel. If the trends or results took a turn that would be one cautionary thing, but seeing them head in the same direction is encouraging.

Evenrud can see this as a fun place for people and they will need to check it out if they are in the area. Evenrud is looking forward to this and says that it needs to be done right. Two acres jumped out at him as a small footprint but if it is not going to be a giant concert, it is going to be a place to go through and experience. It kind of reminds him of Tuesday nights with Music in the Park and the Farmers Market. It could be a full night of fun and he can see this as being similar to it, but a little different.

Kist asked if staff got input at the Rock at Ridgedale event from the people that are putting in the new apartment complex, business owners or workers at Ridgedale. Did any of those people show up to the event?

Hejl replied that she cannot speak of how many showed up at the Rock at Ridgedale event just because there were a lot of people there. However, they have been speaking to property owners that are part of the Ridgedale Drive project.

Barone circled back to Durbin's request about acquiring additional property. Barone clarified that the city did not pay anything for the land because of the park dedication from the apartment building.

Durbin said he was in downtown Chicago near Lincoln Park Conservatory and it is about the same size. It was a gorgeous fall day, people were just hanging out, enjoying life and the beautiful day. Durbin thought about how people wanted to cross the street and hang out there even without a mall in the area. He hopes this spot will make people really want to come here. Durbin does not want people to show up only because they are already there shopping, he would like for people to want to go there.

Seveland requested that whatever water conservation is put in, Natural Resources should do education about it.

Gabler asked if anyone came up with any security concerns when looking at the Ridgedale area.

Hejl responded that the question of park security came up and that is something that can be addressed again. Certainly some amount of crime prevention will be followed through environmental design and people's safety will be considered.

Barone mentioned when Rock at Ridgedale was held, there was a huge security plan because staff was aware there would be many people in one place. A lot of time was spent making considerations for that. On the programming side, if there was a larger event, staff would pay special attention to that.

Evenrud said that is a good point because a lot is being invested. Evenrud wonders what the prevention will look like during evening hours, considering the location is right off the highway. There is always a difference with what you think is going to happen and what ends up happening.

### **3. Information Items**

#### Franchise Fees

O'Dea says that annually, the city sends out a community survey and trails are included in that. There is always a high interest in having more trails and connectivity. There is a high level of interest and people are willing to pay for trails. The difficulty was really the funding methods. On August 27, 2018 the city council passed two ordinances. One was to increase the franchise fee and the second was implementing a gas franchise fee. With the addition of the gas franchise fee, a portion will now be earmarked towards trails. Every year in March or April, we bring you the CIP and the five year plan looking at parks and trails. Usually, there is one page that has a 65 million dollar mark unfunded. Hopefully in the next few years that will change and that there will be some specific projects that will be looked at. It is estimated to have about 1.8 million dollars per year revenue coming in for trail development and staff is really excited about that. Park board will see that annually with the CIP. Likely, when projects go through, the park board will get filled in with some key points during the process for each individual trail.

#### Sunrise Ridge Park

Public Works Operations Manager, Darin Ellingson gave an update on Sunrise Ridge Park. This project has been floating around for about a year and it was discussed briefly at last year's meeting. Sunrise Ridge Park is located on Minnetonka Drive and when the park was developed, there was a cul-de-sac street that was removed to build the park. South of where the basketball court is now was a vacant lot. That lot was never investigated on if anyone could build a home on it or not. Somebody bought it, did the research, did the survey and found out a home can be built on that lot. It has been sold. Ellingson is not sure where it is at in the permanent process and does not think anything has been formally submitted yet. However, the survey has been completed and the delegations that demonstrates a home can be built there. Staff went through the process to come up with a concept plan to move the basketball court into more of the center of the park. This will help keep the amenities the same as what was currently offered there but still allows access to this home. Last night, a neighborhood meeting was held. A mailing was sent to all 60 homes in the neighborhood. One family showed up to talk about it so it was a pretty short meeting. Ellingson showed the family the concept plan and they seemed to be open to it. They were happy to see the basketball court could still be part of the park. Staff explained how we will have to plow that

driveway into the park now as if it was a city street up to their driveway. The resident will do their snowplowing so it will be a good way to still offer everything in the park and get a home built there.

Durbin asked about the cost of this project.

Ellingson said between moving the park and realigning some trails and putting up the basketball hoop, it should be around \$4,000 - \$5,000 and the work will be done by public works staff assuming that the permit comes through. Expected start time is May if the weather cooperates.

Durbin asked how much of the park did we lose?

Ellingson said the court is about 30'x30' so in the middle of the park there are trails connecting the triangle. Where that triangle is located, is where the court will be.

#### Programming and facility space study

O'Dea said since probably 2012, internally we have done a number of studies looking at gym space, field space, etc. When programs open up on registration day, the programs that fill up necessarily are not those that are at the gym. Swimming lessons or tennis programs fill up very quickly. Staff wanted to take a step back and do a more comprehensive study to look at our facilities and space.

Currently, we are in the middle of that project. BKV Group was hired to help with that. It is going to look at the needs of the recreation department and the community. Staff has reached out to some of the stakeholders in the community and have looked at some of our facility's conditions. There are definitely some facilities that are busting at the seams. Staff wants to combine those three elements and eventually they will come back with a final study for us. Staff will share that study with the park board in early 2019. That will help staff guide some of our future decisions.

The preliminary findings are in and there is nothing too shocking. They know that Williston and the Community Center are very busy and that partnerships are going to be key to moving forward. Recreation Services has partnerships with multiple school districts within Hopkins and Minnetonka. Some of the preliminary findings were known, however, BKV Group will have some different recommendations to help us as we move forward. These recommendations will help us serve the community with what they need for recreation.

#### **4. Upcoming park board agenda items**

Evenrud thanked council members.

O'Dea reminded the park board that Seveland and Kvam will be leaving the park board and thanked them for their service. There is no meeting in January so the next meeting will be February 6, 2019.

Vetter reminded the park board that staff member Jo Colleran's last meeting will be in December because she is retiring in January.

Evenrud added one thing that was accomplished last year. The park board received iPads and email addresses.



Mayor Wiersum mentioned that a council member is also leaving in January. Acomb got elected to become a state representative; representing our area so he wanted to congratulate her. Acomb has a strong connection to the park board and not only being a former park board member, but also allowing her son to represent the park board as a student representative. Acomb will be missed on our council and everyone has really enjoyed working with her. This is not a goodbye for the council but it is perhaps for the park board.

**5. Adjournment**

Chair Evenrud adjourned the meeting at 7:05 p.m.

## **Minutes of the Minnetonka Park Board Meeting of December 5, 2018**

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### **1. Roll Call**

Park Board members in attendance included James Durbin, Nelson Evenrud, Chris Gabler, Cindy Kist, Peggy Kvam, Madeline Seveland and Christopher Walick. Staff members in attendance included Jo Colleran, Darin Ellingson, Bonnie Hanna-Powers, Kathy Kline, Kelly O'Dea, Perry Vetter and Sara Woeste.

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

### **2. Approval of Minutes**

Walick moved, Kist seconded a motion to approve the meeting Minutes of October 3, 2018 as submitted. Durbin abstained. All voted "yes." Motion carried.

### **3. Citizens Wishing to Discuss Items Not on the Agenda**

None.

### **4. Business Items**

#### **A. Review of 2018 Farmers Market operations and staff recommendations for 2019**

Recreation Director Kelly O'Dea explained that this is the tenth year of operation for the farmers market. It was started and administered by the administration department until 2015. At that point it was turned over to the recreation department and a Farmers Market Manager was hired. The first manager, Amy Weiss moved on to a different job and this year Bonnie Hanna-Powers was hired.

Farmers Market Manager, Bonnie Hanna-Powers gave highlights from the 2018 market:

- The market took place on Tuesday evenings from mid-June to the end of September from 3-7 p.m. at the Civic Center campus. It was located in the Ice Arena B parking lot, where it was held the previous year.
- There were 53 vendor spaces available. However, some vendors used 2-3 spaces; especially the produce vendors.
- Multiple food trucks were added this year. Four new food vendors were added to the rotation. We tried to have one to three at each market.
- In total, there were 45 vendors and about 25-30 vendors at each market. Vendors could choose their own dates which kept it interesting for people coming.
- There were 11 new vendors this year.
- There were free community booths. Which included: non-profit organizations, The Landing Shop, Hennepin County Library and local government so police and fire were represented by the city of Minnetonka.
- Live music was at every market and there was a rotation on that.
- Free face painting for kids which was really popular with families.
- The Power of Produce Club (P.O.P) for kids was started in 2017 by Amy Weiss. The program sponsor for both years was Southlake Pediatrics. There were 446 kids that signed up for the program. The child received a two dollar voucher for

fruits and vegetables when they checked in at the table each week. Over 1200 vouchers were distributed this year.

- Just over 7,200 people participated this year. A few hundred more people came this year compared to last year.
- The winter market was started in 2017. They took place on a Saturday in mid-December and a Saturday in early February. The winter markets were pretty successful so they will take place again this year. The first one will be on December 15, 2018 and the second one on February 9, 2019.

There were a few recommendations based on feedback from the community and staff notes from over the year:

1. Staff is exploring some pop-up market opportunities. In addition to the Tuesday markets some other locations, times and days would be added to make it more accessible to people.
2. Customers were looking for more diversity of options of products; including certified organic products. Staff will work hard on making that an opportunity for next year.
3. Customers wanted more things at a particular market. Staff will try to expand the number of vendors that are at each market day.
4. Seeking additional sponsors for the P.O.P program so more kids can participate.

Evenrud asked in general how many or what percentage of farmers markets have organic products.

Hanna-Powers replied that a lot of the smaller growers have a hard time getting certified organic because it costs quite a bit. That is one of the challenges of finding certified organic vendors. Also, it makes sense for the vendors to go to smaller farmer markets. There is not a higher percentage of organic vendors; less than 10 percent would be her estimate.

Evenrud asked what happens with the Civic Center fields and sports during the farmers market.

Hanna-Powers said that on some of those days there are practices like soccer on the field and hockey in the Ice Arena. There is some traffic cross-over which can be good for the vendors. Logistically, it can be a little bit tricky though.

Kvam commented that the packet mentioned one possibility for the future is the new Ridgedale Park and she thinks that would be fabulous. New people would go and there would be a lot of visibility there.

Kist questioned where the winter markets will be held and what types of vendors will be attending them.

Hanna-Powers responded that the winter markets will be in the Minnetonka Community Center. Vendors will be mostly food and some craft. There will be a lot more preserved or frozen foods. Refrigerated foods will be also be available.

Seveland said that she likes to go to the farmers market, get something to eat and then listen to the music. The two times she tried to do this, the food truck options were not necessarily kid friendly. She left because the kids would break down. Seveland requested to think about coordinating food trucks so families have things to eat at the farmers market and music in the park.

Hanna-Powers said that was the goal this year, however, some food trucks canceled. Unfortunately, that is sort of the nature of food trucks but we will try really hard to make sure that happens. It is really important for families to be able to depend on a dinner option and to be able to bring their kids on a weeknight.

Walick asked what the rules are to having alcohol.

Hanna-Powers responded that she believes no alcohol is allowed in the park.

Evenrud thanked Hanna-Powers for the information.

O'Dea praised Hanna-Powers and Recreation Superintendent Ann Davy for their work this year and thanked Southlake Pediatric for sponsoring the P.O.P program. Last year they donated \$1,000 and this year they donated \$3,000. That money was fully used towards the kids when they came to buy their produce.

## **B. Appointment of Chair and Vice Chair**

By ordinance this is required annually. The current terms of the chair and vice-chair will expire at the end of January. Seeing there is no meeting in January; reappointments will be done tonight. The terms would be from Feb. 1, 2019 – Jan. 31, 2020.

Evenrud explained that he been chair for two years and has had fun doing it. He recommended it to others, but said he would do it again if others did not want to.

Walick complimented Evenrud and Kist and said they do a fantastic job and he would love for both of them to stay in their positions.

Durbin seconded what Walick said. He really appreciates the job that they have done leading the park board and hopes they consider remaining at the top.

Kist said she is fine staying on as Vice Chair.

Evenrud asked for a nomination and a second.

Walick moved, Seveland seconded a motion to appoint Nelson Evenrud as Park Board Chair for a term beginning Feb. 1, 2019 and running through Jan. 31, 2020. All voted "yes". Motion carried.

Walick moved and Seveland seconded a motion to appoint Cindy Kist as Park Board Vice - Chair for a term beginning Feb. 1, 2019 and running through Jan. 31, 2020. All voted "yes". Motion carried.

## **5. Park Board Member Reports**

Evenrud said that there are three people here to celebrate.

O'Dea thanked Seveland and Kvam. They are the two park board members that will be going off the park board as of February 1, 2019. O'Dea thanked them for their years of service and let them know that it does not go unappreciated. We do not take for granted the work that you did getting back to citizens and making recommendations to the council. Both of you did a great job and are really going to be missed.

Vetter concurred and said it is a true testament to dedication when you run up against eligibility requirements. Basically not living in Minnetonka anymore for Kvam and for Seveland fulfilling her full eight years. It is always bitter sweet when that happens. It is greatly appreciated by staff to have that guidance and have that stability on the board when looking long-term. It is a true testament to your dedication of Minnetonka, the park system and keeping an eye on it. We appreciate it, thank you very much.

Evenrud said these were the only two members that were here when he and Kist started on the board. There is a lot of fun that goes along with being on the board but the things that stick out with these two board members: 1) Their interests and knowledge coming through into the board especially with biking issues and activities or events they participated in. 2). Always back checking everything. It was nice knowing that someone was going to ask the questions that needed to be asked. 3) Seveland's natural resources knowledge was always nice to have and knowing that she was going to ask great questions.

O'Dea said the third person to celebrate is Natural Resources Manager, Jo Colleran that has announced her retirement that will be in early January. After 17+ years with the city, this will be her last park board meeting. We are going to miss her.

Vetter said there is still time to recognize Colleran but her contributions to the board are especially valuable. Having that knowledge of natural resources, park users, trends, invasive species and our forestry program. When you think back about things Colleran and her staff have touched in Minnetonka, you think of restoration areas, preparing for Emerald Ash Borer, water quality and pollinator programs. It has been a pleasure working with Colleran all these years as well with the board. We are planning a council recognition for the outgoing park board members, Seveland and Kvam on January 28.

Evenrud asked if there is a celebration planned for Colleran.

Colleran said that if something is planned it will be within the last two weeks of her retirement. Colleran commented that she is part of the public works department and has been very fortunate and blessed to work with intelligent, professional, courteous and fun people. The people that work for the city of Minnetonka are the best people; the best employees that you will ever find. From the council, to the park board, to the planning

commission, those are the three official boards that she has interacted with. All of them are so respectful of staff, interested in the topic and really trying to vet that topic. She thinks that the mountain bike topic really brought that forward for all of them. Colleran is very appreciative to have had a career that she is so passionate about, loves and has had the opportunity to work with the people she has. Colleran always says that she is the most blessed person that she knows. She has the best life ever and her wish is that everybody else feels the same way about their own life. Colleran thanked O'Dea for his kind words, well wishes and the cards. Also, she thanked Vetter.

Evenrud says that the things he has learned from Colleran at meetings and tours are enumerable. Evenrud has appreciated talking to her about the city, recreation, his personal property and being able to discuss his own thoughts regarding trees and insects. Evenrud told Colleran that the park board appreciated her, will miss her and thanked her for everything.

## **6. Information Items**

O'Dea mentioned the city received a placemaking grant for Opus that our Parks and Trails Planner, Carol Hejl applied for. The grant was for \$50,000 through Hennepin County. We have \$75,000 in our Capital Improvement Plan (CIP) for 2019 and that \$50,000 would be an additional dollar figure. That work is scheduled for 2019.

Assistant Recreation Director, Sara Woeste gave an update on our winter/spring recreation brochure and registration. The winter/spring brochure does not get mailed, it gets posted online and was posted about a week and a half ago. Printed copies are distributed at the Ice Arena, Community Center and Williston Center.

Registration for the general public started yesterday at 8 a.m. New last fall was priority registration for tennis and swimming. Which means, if you were in the current session of tennis or swimming you got priority and could register a week prior to general registrations. In the last week, there were over 1,400 program registrations. Yesterday was a big day for us. Priority registration was nice because it spread out the registrations a little bit. On the general registration day there is less people calling for those really popular classes due to the priority registration. Senior programming at the Minnetonka Community Center are producing really big numbers. There are about seven people answering the phones there. Seniors are still doing a lot more phone registrations than online. There were over 600 online registrations in the last week. Tennis users are really good about using online registration and swimming is almost as good as tennis. From last year, we are up 300 registrations as of the first day of registration. It is a little different with priority though.

O'Dea explained that there are 13 outdoor rinks; seven of them in Minnetonka and six in Hopkins. Outdoor rinks are scheduled to open on December 15. The warming houses will be staffed. Typically, some are staffed with one person; others are staffed with a person that goes between two park locations. Staffing depends on location and how many participants have been seen at those locations. This program is weather dependent and we are hoping to open on December 15.

Ellingson mentioned that staff started putting water down on the grass rinks and open skating rinks today and will start Sunday night with overnight flooding of all the rinks.

Staff reviewed previous winter's trail and sidewalk removal to see how it can be improved for this year. Staffing procedures were changed and a fourth machine was added for snow removal on trails and sidewalks on the first day after a snowstorm. Four machines go out:

- 1) One up on the north around the Ridgedale area.
- 2) One kind of in the center of the city from City Hall to Cedar Lake Road by Hopkins High School.
- 3) One down in the Glen Lake area, Williston Road, Woodhill Road and Gatewood Elementary.
- 4) One on the west side of the city on Highway 101, Lake Street Extension and by the high school.

With just the two to three inches of snowfall we have managed to get a lot done on the first day and got through three priority areas in two days. It has gone really well and we have already received a compliment.

Evenrud asked what the earliest date the rinks have ever opened.

Davy replied that December 15 might be the earliest.

Vetter commented that he thinks one year rinks opened in early December. However, the weather warmed up to like 40 degrees that New Year's Eve and rinks were not good until March.

## **7. Upcoming Park Board Agenda Items**

Nelson asked to verify when the new board members will be coming on. O'Dea responded that their terms start February 1 but their first meeting will be February 6.

Vetter says that the application deadline has passed and the mayor has an appointment process. Typically the whole council interviews board members. This process usually happens in early January but it depends on the number of applicants, mayor's recommendation to the council and their interview process. That is normally done so new members are seated for February.

O'Dea explained that an opening for a student member is still being advertised. A couple of people showed interest in the position and paperwork was sent to them. However, no completed applications have been returned.

Evenrud asked if it is posted online.

O'Dea responded that it is and that staff has reached out to both school districts.

## **8. Adjournment**

Kvam motioned to adjourn, seconded by Seveland. Evenrud adjourned the meeting at 7:33 p.m.

**Minnetonka Park Board Item 5A  
Meeting of February 6, 2019**

<b>Subject:</b>	Consideration of the 2019 Park Board Strategic Plan
<b>Park Board related goal:</b>	Enhance Long-Term Park Board Development
<b>Park Board related objective:</b>	Annually assess the park board strategic plan
<b>Brief Description:</b>	The park board will review park board strategic plan mission, vision, goals and objectives in place for 2018 and implement desired changes for 2019.

### **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 a draft of the 2019 Park Board Strategic Plan. The park board will review this document and provide direction to staff regarding any desired changes. Once approved, staff will begin the process of preparing action steps to address the park board's goals and objectives, and will present those at the March 2019 meeting.

### **Discussion Points**

- Does the park board desire any additional changes to the 2019 Vision or Mission statements?
- Does the park board desire any changes to the Strategic Plan's goals and objectives for 2019?

**Recommended Park Board Action:** Review the attached strategic plan and provide staff with any desired changes for 2019.

### **Attachments**

1. 2019 Strategic Plan – Draft
2. 2018 Strategic Plan



**Minnetonka Park & Recreation Board  
2019 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 regarding our parks, trails, athletic facilities and open space

**Goals and Objectives (order does not reflect priority)**

**Goal 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
- Objective 5: Provide guidance in balancing the protection of natural resources with providing quality recreational opportunities and facilities

**Goal To renew and maintain parks and trails**

- Objective 1: Participate in park & trail projects and make recommendations to the city council
- Objective 2: 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: Review the city’s Trail Improvement Plan and consider trail projects that will encourage outdoor recreation and improve connectivity and walkability in the community
- Objective 5: Review designs for a new park in the Ridgedale area and make recommendations to the city council.
- Objective 6: Review placemaking strategies and public realm design guidelines for the Opus area and make recommendations to the city council.

**Goal 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: Review policies related to the operation and management of parks to determine if changes are needed
- 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 2018 and make recommended adjustments for 2019
- Objective 6: Offer a full range of programs for people of all ages and ability levels
- Objective 7: Responsibly maintain our parks, trails and recreational facilities, while fairly balancing user fees with general community support
- Objective 8: Review potential uses and programming opportunities for the Penaz property, including the barn

Goal            **Enhance long-term Park Board development**

**Objective 1: Review and recommend Capital Improvements Program for 2020-2024 related to parks, trails & open space**

Objective 2: Increase community and city council awareness of park board projects through the online project page and community outreach

Objective 3: Encourage board member involvement in annual park board and city related activities

Objective 4: Assess the park board strategic plan to ensure it aligns with the parks chapter of the city's comprehensive plan as well as the POST plan

Objective 5: Review the results of the community facility & programming space study

# **Minnetonka Park & Recreation Board 2018 Strategic Plan**

## **Vision for Minnetonka Park and Recreational Facilities**

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- 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: Review the city's Trail Improvement Plan and consider trail projects as they are presented.
- 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 2019-2023 related to parks, trails & open space
- Objective #2: Enhance council relations- keep council members informed of park board projects under consideration

- Objective #3: Increase community awareness of park board projects through the online project page and community outreach
- Objective #4: Encourage board member involvement in annual park board and city related activities
- Objective #5: Annually assess the park board strategic plan
- Objective #6: Review the results of the community facility & programming space study

**Minnetonka Park Board Item 5B  
Meeting of February 6, 2019**

<b>Subject:</b>	Review 2018 athletic field use and consideration of the 2019 fee schedule
<b>Park Board related goal:</b>	To provide quality athletic and recreational facility and programs
<b>Park Board related objective:</b>	Annually review policies related to the operation and management of parks to determine if changes are required
<b>Brief Description:</b>	The park board will review the 2018 athletic field use report and consider rates for 2019

### **Background**

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

The park board has reviewed fees each year with the only fee increase made in 2014 to the category C fees (less than 50% resident participation OR non-resident).

### **Summary**

In 2018, field hours reserved totaled 5,025 compared to 4,673 in 2017. Revenues totaled \$31,663 compared to \$29,924 in 2017 (Attachment - 2018 field use summary). Sales tax accounted for \$787 of total revenue leaving net revenue at \$30,876. The amount allocated to the capital fund for future field upgrades was \$10,189.

For the 2019 season, staff is recommending an increase in all fee categories of approximately 10% (Attachment – 2019 field use fees – proposed). Other than category C in 2014, field fees have not been increased since implemented in 2010. The following is what this increase would mean for each fee category:

- Category A – Increase of ~\$1.00-\$2.60 per hour
- Category B – Increase of ~\$1.00-\$3.00 per hour
- Category C – Increase of ~\$3.90-\$6.00 per hour (larger due to higher initial cost)

There are four organizations that have priority use of fields. They are charged an annual fee rather than hourly fee. The impact to those organizations is outlined below:

- Girls Athletic League Softball – Increase of \$40 per season
- Glen Lake Mighty Mites – Increase of \$70 per season
- Hopkins Baseball Assoc. – Increase of \$110 per season

- Minnetonka Big Willow Baseball Assoc.– Increase of \$150 per season

**Recommended Action:** Review report on 2018 field use and 2019 fees. Approve the staff recommended 2019 fee increase.

**Attachments:**

1. 2018 Athletic Field Use Summary
2. 2019 Field Use Fees - Proposed

## 2018 Athletic Field Use City of Minnetonka

Dedicated Field Complex	Non-city Programs			City-sponsored Programs			Revenue		
	2016 Actual Use Hours	2017 Actual Use Hours	2018 Actual Use Hours	2016 Actual Use Hours	2017 Actual Use Hours	2018 Actual Use Hours	2016 Actual	2017 Actual	2018 Actual
Big Willow Baseball	527	513	552	0	0	0	\$11,952	\$12,073	\$12,024
Big Willow Soccer	129	160	170	198	155	185	\$2,186	\$2,698	\$3,070
Guilliams Softball	247	303	274	0	0	0	\$1,568	\$2,009	\$1,890
Lone Lake Soccer	237	192	204	309	174	286	\$4,721	\$3,423	\$4,229
Civic Center	848	1008	1004	834	860	861	\$4,240	\$5,136	\$6,078
Big Willow Softball	0	0	0	1312	1128	1127	\$0	\$0	\$0
<b>TOTAL</b>	<b>1988</b>	<b>2176</b>	<b>2204</b>	<b>2653</b>	<b>2317</b>	<b>2459</b>	<b>\$24,667</b>	<b>\$25,339</b>	<b>\$27,291</b>

Non-Dedicated Field Complex	Non-city Programs			City-sponsored Programs			Revenue		
	2016 Actual Use Hours	2017 Actual Use Hours	2018 Actual Use Hours	2016 Actual Use Hours	2017 Actual Use Hours	2018 Actual Use Hours	2016 Actual	2017 Actual	2018 Actual
Gro Tonka Field	177	180	144	0	0	70	\$885	\$885	\$672
Oberlin Field	0	0	0	212	0	148	\$0	\$0	\$0
<b>TOTAL</b>	<b>177</b>	<b>180</b>	<b>144</b>	<b>212</b>	<b>0</b>	<b>218</b>	<b>\$885</b>	<b>\$885</b>	<b>\$672</b>

Designated Field Complex	Non-city Programs Est. Use Hours	Revenue		
		2016 Actual	2017 Actual	2018 Actual
Big Willow - Youth BI	1560	\$1,500	\$1,500	\$1,500
Glen Lake Youth BB	1200	\$700	\$700	\$700
Guilliams Youth BB	700	\$1,100	\$1,100	\$1,100
Glen Lake Youth SB	325	\$400	\$400	\$400
<b>TOTAL</b>	<b>3785</b>	<b>\$3,700</b>	<b>\$3,700</b>	<b>\$3,700</b>

<b>TOTAL REVENUE ALL FIELDS</b>	\$29,252	\$29,924	\$31,663
		Sales Tax	(\$787)
		Net Revenue	\$30,876

### Capital/Operations Revenue Allocation

Revenue Allocated to Operations (67%) \$20,687

Revenue Allocated to Capital (33%) \$10,189

## 2019 Field Use Fees – Proposed (red)

	Big Willow Soccer	Big Willow Soccer w/lights	Big Willow Softball	Big Willow Softball w/lights	Big Willow Reg. Baseball	Big Willow Reg. Baseball w/lights	Guilliams Reg. Baseball	Civic Center Soccer	Lone Lake Soccer	Guilliams Youth Softball	Glen Lake Youth Softball	Glen Lake & Big Willow Youth Baseball	Glen Lake & Big Willow Youth Baseball W/lights	Non-Dedicated Fields – Gro-Tonka & Oberlin
<b>Category A</b>														
<b>Minimum of 50% Minnetonka/Hopkins resident participation &amp; open registration</b>	\$14/hr (\$16)	\$20/hr (\$22)	\$14/hr (per field) (\$16)	\$20/hr (per field) (\$22)	\$40 2.3 hour block (\$44)	\$55 2.3 hour block (\$61)	\$20* 2.3 hour block (\$22)	\$5/hr (per field) (\$11**)	\$14/hr (\$16)	\$7/hr (per field) (\$8)	\$7/hr* (\$8)	\$7/hr* (per field) (\$8)	\$13/hr* (\$15)	\$5/hr (\$6)
<b>Category B</b>														
<b>Minimum of 50% Minnetonka/Hopkins resident participation &amp; closed registration OR Residents for private use</b>	\$17/hr (\$19)	\$24/hr (\$27)	\$17/hr (per field) (\$19)	\$24/hr (per field) (\$27)	\$45 2.3 hour block (\$50)	\$60 2.3 hour block (\$66)	\$25 2.3 hour block (\$28)	\$7/hr (per field) (\$16**)	\$17/hr (\$19)	\$14/hr (per field) (\$16)	\$14/hr (\$16)	\$14/hr (per field) (\$16)	\$21/hr (per field) (\$23)	\$8/hr (\$9)
<b>Category C</b>														
<b>Less than 50% Minnetonka/Hopkins resident participation OR non-resident</b>	\$44/hr (\$49)	\$54/hr (\$60)	\$36/hr (per field) (\$40)	\$43/hr (per field) (\$48)	\$76 2.3 hour block (\$84)	\$91 2.3 hour block (\$100)	\$71 2.3 hour block (\$78)	\$20/hr (per field) (\$44**)	\$44/hr (\$49)	\$36/hr (per field) (\$40)	\$36/hr (\$40)	\$36/hr (per field) (\$40)	\$43/hr (per field) (\$48)	N/A

\*Fee for renters other than primary users listed in field use policy.

\*\*To better align with what is our practice, a “field” for the civic center is suggested as half, rather than quarter, of the total space.



**Minnetonka Park Board Item 5C  
Meeting of February 6, 2019**

<b>Subject:</b>	Concept designs for Crane Lake Preserve & New Park at Ridgedale
<b>Park Board related goal:</b>	To renew and maintain parks and trails
<b>Park Board related objective:</b>	Identify areas of the city that are deficient of adequate park or trail amenities
<b>Brief Description:</b>	New Park at Ridgedale & Crane Lake Preserve concept designs

**Background**

As part of the ongoing revitalization and reimagining of the Ridgedale area, the City of Minnetonka will develop a new community park adjacent to Ridgedale Center and implement improvements at Crane Lake Preserve.

The new community park at Ridgedale will help create an identity for the new mixed use community and will set the tone for redevelopment in the area. The design of this new park will incorporate iconic multi-functional and multi-seasonal elements to create a vibrant, welcoming and inclusive gathering space that is able to host a wide variety of programmed activities, events and festivals. Community level parks are meant to serve a broader purpose and have features with city-wide appeal.

Improvements at Crane Lake Preserve will include targeted removal of invasive species, natural resource reestablishment, enhanced access, and passive recreation opportunities. Community preserves function to create opportunities for human use and appreciation of the community's natural areas to a level that is appropriate for the site.

Concept designs have been created based off the results of a robust community outreach and engagement effort to identify preferences and values in these park spaces. Attached are a summary of the community outreach methods & results and the park concept designs. These concepts have been available for review and comment by residents and other interested stakeholders online in addition to public meetings in January & February, 2019. Once the city council and park board provide feedback on this information, the next step of detailed design will begin in February 2019.

A preferred concept will be identified based on public, Park Board and City Council feedback, and revised to reflect input received. Once the city council and park board provide feedback on this information, the next step of detailed design will begin in February 2019.

**Discussion Questions:**

- ***Do the concept designs reflect the results of community outreach & engagement?***

- ***Does the park board have any feedback or preferences about the concept designs to inform detailed design?***

**Recommended Action:**

The park board is requested to review and provide feedback on the park concept designs to inform the project design development phase.

**Minnetonka Park Board Item 5D  
Meeting of February 6, 2019**

<b>Subject:</b>	Opus Placemaking Process and Timeline
<b>Park Board related goal:</b>	To renew and maintain parks and trails
<b>Park Board related objective:</b>	Identify areas of the city that are deficient of adequate park or trail amenities
<b>Brief Description:</b>	Opus Placemaking Process and Timeline

## Background

The Opus area was developed in the 1970's, intended as a walkable live/work community with a range of housing and employment options. The area is nearing 40 years old and is experiencing transformation and redevelopment activity, sparked by the Green Line Extension & Opus Station as well as the desirability of living and working in the City of Minnetonka.

The area is characterized by a circuitous roadway network, off road 6-mile trail network, and open natural areas, which gives Opus a park-like feel. The intent is to activate the area by implementing placemaking strategies along the extensive trail network and within the public right of way, and to identify scope and program elements to guide future design and development of a community level park/plaza in the neighborhood.

This placemaking effort will guide the transformation of the Opus area public into a cohesive mixed-use community positioned for future needs and enhance the area's already unique identity. This effort will also reflect the areas agriculture & business park history to serve as a catalyst for building community and creating an environment supportive of development opportunities. Aspects of the work will include:

- Wayfinding and other means to successfully connect the light rail station to the rest of the surrounding community.
- Creating a set of public realm design guidelines for the aesthetics within the public right of way.
- Examine the potential to establish sustainable edible landscaping along the trail network and throughout the area, to connect park and open space to planned and future development efforts while enhancing the district's natural features & functions.
- Enhancing the existing trail network to help create a sense of place.
- Developing a scope and program elements for a signature new community level park/plaza space.
- Working with developers and businesses to create publicly-accessible privately-owned spaces.

It is important that these elements interact to create a unique sense of place that reflects the desires of the community and the new investors in Opus. The park board is asked to review and comment on proposed process and timeline, scheduled to begin in March. The planning effort will occur through August, 2019, with a report and presentation to the park board and city council in September.

Included is an outline of the placemaking process and timeline to review and provide comment. Any thoughts or suggestions on specific items to explore or address are welcomed.

**Recommendation Action:**

Review the process and timeline for placemaking in Opus, and provide comment and feedback.

**Attachments**

1. Opus placemaking and public realm design guidelines process and timeline

## Opus placemaking & public realm design guidelines process and timeline

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### Previous Studies & Catalyst Projects

- Previous Studies
  - [SWLRT Bicycle Facility Assessment](#) – Technical report providing prioritized list of planned bicycle facility improvements within the station areas.
  - Opus Transportation Study – Study documenting the infrastructure needs based on land uses identified in the comprehensive plan.
  - Opus Brochure – Original vision brochure outlining the goals of the business park.
  - [City of Minnetonka draft 2040 Comprehensive Plan](#) - projected adoption, 2018.
  - [TOD in Minnetonka](#) – Capstone project looking at two MTKA station areas and lays out recommendations to achieve TOD within them.
  - [Opus Station Area Sustainable Development Plan](#) – Study of existing conditions, examples of TOD, and a detailed site plan for sustainable development within Opus.
  - [Opus Station Area Plan](#) – detailed study of station area in preparation for light rail.
  - [Southwest Corridor-wide Housing Gap Analysis & Strategy reports](#): An assessment of the potential for future residential development & strategies to guide investment principals to position corridor communities with a full range of housing choices.
  - [Opus Transitional Station Area Action Plan](#) – TSAAP: Plan to guide the public and private sector investments to facilitate the evolution of the station areas into transit oriented developments.
  - [Shady Oak Station Development Strategy](#) - Study to create a development strategy for the Shady Oak LRT station located within the cities of Minnetonka and Hopkins.
  
- The Mariner
  - ~385 new residents
- The Rize
  - ~500 new residents
- Dominionium
  - ~949 new residents
  
- Hennepin County Corridor Planning Grant
  - Public involvement activities
  - Public Realm Design Guidelines
  - Small area implementation plan

### Project Scope

#### 1. Public Involvement Activities:

We will build off previous engagement efforts to gain input from residents, employees, businesses, and other stakeholders. Preliminary steps will include a review of all relevant background information and visits to the site and surrounding neighborhood.

- a. Identify partnership opportunities and engage with local stakeholders such as: ICA Food Shelf, ISD 287, Modern Carnivore, Opus Group, United Health Group, Dominionium

- Management, Permaculture Research Institute and others.
- b. Understand values and preferences to guide future design for a community park/plaza.
  - c. Gain community buy-in for development and placemaking projects.

Deliverable: Documentation of public input, identification of potential relationships and project stakeholders.

## **2. Public Realm Guidelines:**

A document that outlines consistent yet flexible palettes of materials and furnishings in the public right of way that are aesthetically pleasing, sustainable, cost effective, and lead to a sense of place.

- a. Specify plant/tree palettes, public furnishings, lighting, and wayfinding elements.
- b. Improving connections specifically to and from the surrounding community into the Opus area and specifically the LRT Station area.
- c. Recommendations to implement sustainable practices & policies outlined in the Opus Area Sustainable Development Plan in the public realm
- d. Identifying maintenance mechanisms and implementation strategies.
- e. Samples of materials to be used.

Deliverable: Public realm design guidelines document.

## **3. Small Area Implementation Plan:**

A number of planning studies within the Opus area have previously occurred. This small area implementation plan will build off those studies and identify specific implementation strategies.

- a. Establish actionable items to guide near term open space planning & design.
- b. Identify additional opportunities to incorporate public art elements as a complement to Forecast for Public Art PLACES initiative.
- c. Feasibility to establish a neighborhood-wide permaculture system of edible landscape along the trail network, within the public right of way, and as part of privately owned publicly accessible spaces.
- d. Additional strategies for placemaking along key nodes within the community.
- e. Recommendations for design, maintenance, and the usage of public spaces within the project area that build off of existing studies and plans identified above.
- f. Recommendations to implement sustainable policies outlined in the Opus Area Sustainable Development Plan with development project.

Deliverable: Report describing the information & analysis developed in the tasks listed above.

## **Desired project elements**

Placemaking efforts at Opus will create public realm guidelines and a small area implementation plan to guide improvements within the area. This effort will seek to integrate placemaking in current and future parks and open space with community development efforts in Opus to create a vibrant and cohesive community that reflects history and is positioned to meet future needs.

Systems thinking: A holistic approach to how current and future residents of Minnetonka and natural elements interact and inform the built environment.

Activation: Programmable public spaces to strengthen community connection.

Inclusion: Create a space that is welcoming and supportive for people of all abilities, backgrounds, and ages.

Involvement: Include people who live, work, and visit Minnetonka.

- Build off previous outreach efforts
- Target new residents and underrepresented groups
- Gain community buy-in for development and placemaking projects

Identity: Distinct, signature spaces that create a sense of place.

Investment: Attract new development and seek out public private partnerships, as appropriate.

Quality: Protecting and preserving the outstanding quality of life currently enjoyed in Minnetonka to ensure the same quality of life is available for all residents in the years to come.

Utilization of City Staff: Staff will play a large role in development of the placemaking strategies and public realm improvements.

### **Desired Outcomes**

- Public space identification (multiple options depending on development scenarios).
- Public realm design guidelines.
- Implementation plan for previous studies.
- Enhanced natural features.
- Understand values and preferences to guide future design for a community park/plaza
- Plan endorsed by the community.
- Complements related projects in the Opus area.





**Minnetonka Park Board Item 7  
Meeting of February 6, 2019**

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

**2018 Gray's Bay Marina Report**

The 2018 operating season was the shortest since the city began operations. The facility opened to slip holders and boat launchers on May 4 after winter finally gave in to spring. Site staff began May 10 and gas, sewage pump-out, restrooms and water were all available at that time.

The 2018 boating season operated smoothly and recorded the most gallons of gas sold for the second straight year since the marina opened in 2003. The marina sold 34,110 gallons, 3,000 gallons more than the previous high in 2017, almost 24% higher than average. This was in large part due to excellent weather during the prime months and early fall.

The marina was closed for the season October 31. The boat launch remained open until November 19 when ice formed on the bay, the earliest closing date since the facility began operating. 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 2018 season were sent to existing slip holders. Slip fees for the 2019 season remain at \$3,900. There were six slip vacancies at the end of 2018 ranging from lease term expirations (3), one no longer eligible (moved out of the city) and two chose not to renew. Staff filled all vacancies from the wait list which currently stands at 28.

With nearly all expenses accounted for, revenues (\$289,800) have exceeded estimated expenses (\$215,900) by \$73,900. This balance will remain in the escrow fund which has an estimated year-end balance of \$621,950 (see attached).

**2018 Park Board Annual Report**

A draft of the 2018 Park Board Annual Report is attached. Please review the document and inform staff of any suggested changes.

**Attachments:**

1. Marina Operations Summary
2. 2018 Park Board Annual Report

## 2018 Gray's Bay Marina Operations Summary

	Actual 2017		Budget 2018		Est 2018
<b>Total Revenues</b>	<b>\$258,716</b>		<b>\$235,200</b>		<b>\$289,771</b>
Expenses	(\$161,173)		(\$190,400)		(\$191,887)
Capital Outlay	\$0		\$0		\$0
LMCD	(\$22,844)		(\$22,900)		(\$23,986)
Escrow*	(\$74,699)		(\$21,900)		(\$73,898)
<b>Total Expenses</b>	<b><u>(\$258,716)</u></b>		<b><u>(\$235,200)</u></b>		<b><u>(\$289,771)</u></b>
<b>Balance</b>	<b>\$0</b>		<b>\$0</b>		<b>\$0</b>

\* Total 2003-2018 amount budgeted in escrow account = \$306,600; estimated amount escrowed through 2018 = \$621,950.

**2018 Annual Report  
Minnetonka Park Board**

**Mission**

The park and recreation board proactively advises the city council in ways that will protect and enhance Minnetonka’s natural environment, promote quality recreation opportunities and facilities, and provides a forum for citizens interested in our parks, trails, athletic fields and open space. The park board’s established vision is “*A city with outstanding parks and recreational opportunities within a balanced natural environment.*”

**Membership**

Nelson Evenrud was appointed as Park Board Chair and Cynthia Kist was appointed as the Park Board Vice-Chair. Student representative, Acomb resigned in September, which remained vacant the remainder of the year. The park board met for regular meetings a total of eight times in 2018. In addition, they conducted a tour of the park system in May and hosted a joint meeting with the city council in November.

**2018 Attendance Schedule**

Member	Jan.	Feb.	Mar.	Apr.	June	Sept.	Oct.	Nov.	Dec.	Meetings Attended
Acomb	Y	Y	Y	Y	Y	R				55.6%
Evenrud	Y	Y	Y	E	Y	Y	Y	Y	Y	88.9%
Gabler	Y	Y	Y	Y	Y	Y	Y	Y	Y	100%
Kist	Y	Y	Y	Y	Y	Y	Y	Y	Y	100%
Kvam	Y	Y	Y	Y	Y	E	Y	Y	Y	88.9%
Seveland	Y	Y	Y	Y	Y	Y	Y	Y	Y	100%
Durbin	Y	Y	Y	Y	Y	Y	E	Y	Y	88.9%
Walick	Y	Y	Y	Y	Y	Y	Y	Y	Y	100%

Y = Present; E = Excused; U = Unexcused; T = Term Expired; R = Resigned

**Highlights of the Past Year**

- ✓ Adopted a Strategic Plan in January that includes a mission, vision, four primary goals, and related objectives.
- ✓ Approved park and trail projects for the 2019 – 2023 Capital Improvements Program.
- ✓ Reviewed the 2018 Farmers Market operations and provided feedback to staff’s recommendations for 2019.
- ✓ Held multiple community engagement meetings including two public meetings and recommended the addition of mountain bike trails at Lone Lake Park to the city council.
- ✓ Reviewed the Shady Oak Beach inflatable amenities plan.
- ✓ Reviewed the Natural Resources Division’s 2018 Education and Outreach Plan.
- ✓ Approved 2018 slip fees for Gray’s Bay Marina.

The park and recreation board has established the following goals and objectives for 2018:

**GOAL - To protect natural resources and open space**

- Objective #1: Provide feedback to 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 and 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

**GOAL - To renew and maintain parks and trails**

- Objective #1: Involve park board member participation in park and 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
- Objective #6: Consider all options (off-road and on-road) to improve the connectivity and walkability of community

**GOAL - 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 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

**GOAL - Enhance long-term Park Board development**

- Objective #1: Define CIP projects for 2018-2022 related to parks, trails and open space
- Objective #2: Enhance council relations - serve as a voice to the council
- Objective #3: Develop a process to 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

**Minnetonka Park Board Item 8  
Meeting of February 6, 2019**

<b>Upcoming 6-Month Meeting Schedule</b>				
<b>Day</b>	<b>Date</b>	<b>Meeting Type</b>	<b>Agenda Business Items</b>	<b>Special Notes</b>
<b>Wed</b>	3/6/19	Regular	<ul style="list-style-type: none"> <li>Review the Natural Resources Division's 2019 Education &amp; Outreach Plan</li> </ul>	
<b>Wed</b>	4/3/19	Regular	<ul style="list-style-type: none"> <li>Consideration of projects for the 2020-2024 Capital Improvement Program</li> </ul>	
<b>Wed</b>	5/8/19	Tour	<ul style="list-style-type: none"> <li>Park Board Tour</li> </ul>	5:15 pm start
<b>Wed</b>	6/5/19	Regular	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Wed</b>	7/3/19	Regular	<ul style="list-style-type: none"> <li></li> </ul>	No meeting - Holiday
<b>Wed</b>	8/7/19	Regular	<ul style="list-style-type: none"> <li></li> </ul>	

**Other meetings and activities to note:**

<b>Day</b>	<b>Date</b>	<b>Description</b>	<b>Special Notes</b>
<b>Sat</b>	2/9/19	Winter Farmers Market	Minnetonka Community Center
<b>Sun</b>	2/10/19	Kids' Fest	Minnetonka Community Center
<b>Fri</b>	2/22/19	Father/Daughter Dance	Minnetonka Community Center

**Items to be scheduled:**