

MEMORANDUM

TO: Minnetonka Park Board

FROM: Kelly O'Dea, Recreation Services Director

DATE: January 30, 2020

SUBJECT: Agenda Packet February 5, 2020

Attached is the agenda packet for the February 5, 2020 park board meeting. The meeting will be held at the **Minnetonka Community Center – Council Chambers** beginning at 7 p.m. Dinner will be provided beginning at 6:15 p.m. in the Gray's Bay room.

If you are unable to attend, please contact Kelly O'Dea at kodea@minnetonkamn.gov or (952) 939-8360.

Thank you.

cc:

Brad Wiersum, Mayor
Geraldyn Barone, City Manager
Mike Funk, Assistant City Manager
Julie Wischnack, Community Development Director
Will Manchester, Public Works Director
Darin Ellingson, Street & Parks Operations Manager
Todd Kasowski, Park Maintenance Field Supervisor
Leslie Yetka, Natural Resources Manager

Agenda Minnetonka Parks & Recreation Board

Wednesday, February 5, 2020

7 p.m.

Minnetonka Community Center – Council Chambers

Parks & Recreation

Board Vision

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

Board Mission

The mission of the Minnetonka Parks & Recreation Board is to proactively advise the City Council, in ways that will:

- » **Protect & enhance Minnetonka's natural environment**
- » **Promote quality recreation opportunities and facilities**
- » **Provide a forum for citizens interested in our parks, trails, athletic fields and open space**

1. **Call to Order**
2. **Roll Call**

___ James Durbin

___ Chair Nelson Evenrud

___ Chris Gabler

___ Elena Imaretska

___ Ben Jacobs

___ Chris Walick

3. **Reports from Staff**
4. **Approval of Minutes**
 - A) November 13, 2019
 - B) December 4, 2019
5. **Citizens wishing to discuss items not on the agenda**
6. **Business Items**
 - A) Review of Park Board Strategic Plan
 - B) Review of 2019 athletic field use report
7. **Park Board Member Reports**
8. **Information Items**
9. **Upcoming Park Board Agenda Items**
10. **Adjournment**

Minutes of the Joint meeting of the Minnetonka Park Board and City Council Meeting of November 13, 2019

1. Roll Call

Park Board members in attendance included James Durbin, Nelson Evenrud, Ben Jacobs, Elena Imaretska, Cindy Kist. Excused members included Chris Gabler and Christopher Walick.

Council members in attendance included: Mayor Brad Wiersum, Deb Calvert, Susan Carter, Bob Ellingson, Mike Happe and Rebecca Schack. Excused member was Tim Bergstedt.

Staff members in attendance included Geralyn Barone, Ann Davy, Darin Ellingson, Mike Funk, Corrine Heine, Carol Hejlsone, Kathy Kline, Kelly O'Dea, Mike Pavelka and Sara Woeste.

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

2. Discussion Items

A. Report from the Chair

Evenrud provided a park board summary of 2019.

B. Community Facility & Programming Space Study Update

Recreation Services Director, Kelly O'Dea gave the report of the Community Facility and Programming Space Study Update.

Calvert asked for an update on the Big Willow Park enhancements.

O'Dea replied that the study ended in 2017. The study looked at three significant upgrades to Big Willow Park; which included turf, winter refrigerated ice and a grandstand. The estimate was around \$4,000,000. It has been in the Capital Improvement Plan (CIP) for about three or four years but unfunded the entire time. O'Dea believes it is still in the CIP for 2022-2023.

Schack asked if there is anything on the horizon regarding partnerships.

O'Dea responded that Minnetonka and Hopkins School Districts asked us what our intentions were with aquatics because they were curious. Hopkins seems to be fading a little bit and Minnetonka is definitely still looking at an aquatics facility. Minnetonka has the money for it and they are looking for a pretty significant facility. Staff has been in communication with schools which are probably the most likely partner.

Calvert was thinking about the geographical allocation of resources and anticipating all the changes that are happening in the Opus area. Calvert commented that there are schools in that area. She wants to make sure we have some of these recreational opportunities in that corner of the city. There may also be possible partnerships such as UnitedHealth Group.

O'Dea mentioned that the city partnered with Eagle Ridge Academy on a grant application and staff has explored a few options with them.

Imaretska loves the idea of partnerships and researched other pools in the area. The Marsh or the YMCA could be a partnership opportunity until a more permanent solution is found. Another thing that could be helpful would be communicating to citizens that are not able to get into our programs about other opportunities in the city. Maybe doing a referral program with different pools is another option.

Happe added that the city of Bloomington is working on an innovative approach with finance and funding for a development out at the Mall of America. Happe asked if the park board has talked about that.

O'Dea said that the park board has not specifically talked about it. Assistant Finance Director, Joel Merry looked into that financing. However, O'Dea was not sure on the specifics of that financing.

Barone shared that there is a third party involved. They will do the financing and run the facility for 30 years but after the bond is done the city will own it.

Happe wanted clarification that researching and looking into funding options is what staff wants.

Wiersum thinks we have gotten a lot out of the money that has been invested in Williston. It is a great facility that has everything you need but it's not too fancy. As staff thinks about some of these needs, he believes they are going to have to look for creative opportunities to fund them. He's not sure to what degree booster clubs can provide funding but we have to look at those creative opportunities for people that are passionate about some of these sports. He thinks that it is probably not very practical for it to be fully publically funded.

Barone responded to Happe and said that staff has not done any research on it. She has noticed with the available state bonding dollars that more communities are going to the state for facilities that may have either regional significance or people from beyond their city participating. Barone talked with O'Dea about this and they thought this option should at least be explored. Minnetonka has never done that. Although, the city did get the sales tax exemption on our public safety facility. There is some philosophical choices to be made if we were to go down that path. By putting it unfunded, it at least gets it in the CIP. It gives us the chance that if we do use any community investment fund dollars it has to be in the CIP for at least a couple years. That could be a possible funding source as well. Barone thinks we have to be open to all sorts of ideas looking at this because of the expense involved.

Wiersum concurred with that statement. Minnetonka has a proud history of being quite self-reliant. When looking at what neighboring cities have done, it may not be the way Minnetonka would do things but they get the money. Other communities benefit from tax payer dollars, and Wiersum thinks Minnetonka should consider some of those options. There are young families in this community who demand these facilities and we should find a way to provide them.

Carter asked for clarification on why things are left unfunded on a page. She also asked if the interest in baseball is diminishing and if the city runs baseball programs. Carter also was wondering how the interest in baseball was when we first started talking about the Big Willow enhancements compared to now.

O'Dea responded that this was started under the former Recreation Director. Looking at outdoor ice was a big part of that project. Not to say baseball is diminishing, but having turf would extend baseball and soccer seasons.

Carter added that having kids in sports programs is not cheap. To extend the season would mean that users would extend their participation dues. Which, she thinks would further exacerbate the participation gap that is being created with people that can and can't pay for youth activities.

Barone thinks with aquatics that the issue is affordability. There are facilities and private entities that people can go to, however, some places cost three times more than our program. We try to make these programs affordable to families.

Carter added that there is cultural nuance in swimming and safety. Stories have been shared about kids in school programs that had issues because they were not exposed to swimming until much later.

O'Dea said that every morning at Williston there are over 100 seniors in the pool exercising. It is not just kids that are swimming.

Calvert has a friend that learned how to swim in Lake Minnetonka. They had programs there and she is wondering if we could use our beaches as a way to expand swimming lesson opportunities while we don't have an extra pool.

O'Dea replied that the water temperature is the main issue at Shady Oak Beach. Staff has tried this but found out that there was only about a month available for lessons.

Barone added that it is also weather dependent.

Bob Ellingson asked what should be done with the Glen Lake Activity Center.

Durbin thinks Williston is so popular is because the price at a private sector is like 10 times more. Williston is a very good value but at 10,000 people it is crowded. People would probably say it's at capacity and it's on a plot of land that can't expand. Where would you put the next pool? The city is not going to be the provider for every single opportunity for every citizen, but it is one of the solutions. Durbin thinks we just need to use other resources in the city or surrounding cities to get everything we can before considering new construction.

Schack commented that looking at our voter demographics and where money is, it seems like there should be grant or partnership opportunities directly focused on seniors. She thinks it is something that should be explored. The senior demographic really has a presence at Williston but if there is a way to focus some of those activities elsewhere, such as a partnership with the school district, it potentially could relieve some of that stress on Williston. Seniors may be a place that there are more natural partnerships.

Wiersum replied that Minnetonka City Hall is busy and the space gets used a lot. The nice thing about senior utilization of Williston is that it is off-peak. The challenge we have is that people choose to go to Williston because it is such a good deal. Williston would have to increase the fee a lot to make the numbers go down, however, we don't need to do that. Some capacity management has been done by limiting non-resident memberships because parking is really the capacity constraint.

O'Dea circled back to Bob Ellingson's question. Staff is interested in hearing what you have to say about the Glen Lake Activity Center and Glen Lake in general.

Barone asked O'Dea if he had talked about a past plan that was brought to council.

O'Dea reviewed that back in 2015, a feasibility study was done and it was brought to the city council. There were three different options that included some gym space, meeting rooms and a track. Those were the things we thought we needed back then. It was estimated to be a 40,000-60,000 square foot facility. The projected cost was \$21,000,000. It was a fairly big building for that site.

Barone asked O'Dea to talk about what it is used for now.

O'Dea mentioned that the recreation department holds some programs such as arts and crafts there. Programming is limited because of what we can get in there. The facility can be rented as one large room or two small rooms.

Barone added that the facility is an old fire station. Our police department and HCMC also have sub-stations there.

Imaretska asked if there was a way to have minimal improvements done at a low cost so the facility can be used for classes; especially senior classes such as yoga. Since there is so much strain on the space here, it would make sense to look at.

Carter asked if there has been any push back from Glen Lake neighbors about parking.

O'Dea responded that this hasn't been brought publically.

Schack asked if certain classes that don't require the exercise machines could take place at Glen Lake Activity Center instead of Williston. Maybe it is staffed during limited hours and is a place where people can go workout without the distractions at Williston. Schack wonders if there is a way to use that facility in a cost efficient way for people who are looking for some of the utilitarian services that Williston has to offer. As almost like an overflow facility but also with some unique characteristics and limited programming.

Wiersum says the circumstances in Glen Lake regarding activity has changed meaningfully since that presentation and parking is a big challenge. Glen Lake is a more diverse community than it was but there are a lot of seniors living there. There is an opportunity to look at the Williston memberships and see how many members live in Glen Lake. People could walk there for activities and it would be convenient.

Wiersum thinks if a recommendation would be made now that the vision would change and it would be a smaller recommendation due to the commercial activity. Now, maybe it is to renovate with a very limited scope. Wiersum asked where in the city could we

expand our facility or make an investment in building. Glen Lake probably is not the solution because the whole area is constrained. Where would a new facility go now given the circumstances and given what we anticipate in the future? Collaborating with the school district or other publically owned property is possible but figuring out how to pay for it is going to be challenging. Could the state help us, what can the school districts or boosters do and also what role will city taxpayers have?

Durbin asked what the square footage of the meeting room is at the Glen Lake Activity Center.

Imaretska responded it is 1600 square footage.

Durbin continued that it is small and there isn't much you can do with that footprint. The parking there is adequate for the amount of people that can use it. How can that facility be made bigger without decreasing the amount of parking? To turn it into a yoga studio for like 20 seniors, is that going to take pressure off anywhere else? It's kind of a tear down property if EMS and police weren't there.

Calvert agrees that the Glen Lake Activity Center is past its prime and we need to figure out how much we are willing to invest in sort of a losing proposition. It is constrained but if this building is going to be there a while, can we invest a little bit into it to relieve pressure off somewhere else. Calvert thinks Wiersum's idea about catering to seniors, isn't too bad. Not only thinking about taking the pressure off Williston but the activities that are also held at the Minnetonka Community Center. Maybe some of these activities could be expanded to Glen Lake Activity Center.

Calvert also thinks that Opus is a place to look at. There are so many opportunities for partnerships there because of all the new development. Calvert is conflicted about Glen Lake because that building really is past its peak and the only population she sees using it is senior citizens. There is not a lot of space for parking and traffic is already a challenge. Calvert asked if maybe they should be thinking about what to do with that property instead of the building.

Wiersum agrees that there are traffic and parking constraints at the Glen Lake Activity Center and those two things create some challenges. Wiersum agrees with Durbin when wondering if that building is worth investing money into. The big solution is not going to happen at Glen Lake Activity Center but there are two things that make sense there because of its location. One is senior citizen opportunities because of location and the other is Mighty Mites baseball because it is at a place people already go to for baseball.

Imaretska added that maybe there is a different organization that would want to use this space. Is there someone that would actually enjoy this kind of space and would invest into renovating it? Maybe it's not city operated at all.

C. Robinwood Neighborhood Park Process

Public Works Operations Manager, Darin Ellingson gave the report.

Kist asked if emails or mailings will be sent for the public comment meetings.

Darin Ellingson replied that mail notices will be sent to all the homes in that area for both neighborhood meetings.

Imaretska asked where the meetings will take place.

Darin Ellingson explained that they would be in one of the meeting rooms in either the Minnetonka Community Center or Minnetonka City Hall.

Carter said there was some dialog on Nextdoor about Minnetonka lacking a playground that has access for children with disabilities. Carter asked if resident feedback can be extended to people who identify with children with disabilities. This would engage the community in a conversation to be inclusive. There were a lot of comments about it.

O'Dea replied that staff has had conversations with this person.

Schack agrees with that but she's not sure this is the park for it. With the park being at the end of a cul-de-sac, the main neighborhood concerns were access and parking.

Wiersum commented that this is really a pocket park; a little neighborhood park.

Happe says the timeline looks great and the staff does such a good job with neighborhood outreach. Happe asked what the estimated cost or budget is going to be.

Darin Ellingson says that they have \$105,000 budgeted for design and construction.

Calvert read through the packet and it seemed like public opinion is somewhat split. It's technically a neighborhood park, however, having the park at the end of a cul-de-sac seems different. It kind of feels like it is a private park for people living on that street. Calvert is usually in favor of parks, however, it seems like a little park is being squeezed into a pretty limited space. She also appreciates why the people that want the park, want it. She is interested in seeing the neighborhood feedback and supporting the neighborhood.

Barone added that there was robust interest for a park in this area. People didn't want to walk along County Road 73 or Minnetonka Boulevard to get to a park.

Calvert replied that is why she said that she understands why people wanted it.

Barone explained that staff looked extensively in this area and there were not a lot of options. She thinks people outside of that neighborhood will use the park because of the location and their ability to walk there safely.

Calvert agrees and hopes that everyone walks because it is in a cul-de-sac.

Darin Ellingson explained that the park will be small enough to accommodate the few people that are there and not attract large amounts of people. It's balancing the size of the play equipment to the size of the neighborhood.

Calvert asked to please preserve the cottonwoods. People don't like them because they are messy but they absorb so much water. They are just a really important tree, especially in a year like this.

Imaretska likes the fact that it is on a cul-de-sac. It is kind of nice because you're not worried about the kids running in the street or on a busy street. She thinks people will definitely walk with their kids. Imaretska knows people in that neighborhood and since the initial discussion even more families with young children have moved in. She thinks there will be a big amount of excitement around the concept.

Wiersum adds that when this came forward in 2016, one of the reasons people were so passionate was because there were no nearby parks that they could safely walk to with their kids. That is a pretty significant and meaningful issue. It will be a tiny pocket park but he thinks it will benefit more people than the cul-de-sac. He understands Calvert's concern and agrees that it does feel a little different.

Durbin thinks these small pocket neighborhood parks are actually where the trend is going. He goes to parks and the only occupied space is where the play equipment is; nobody is using the big open fields. If we are building a smaller park, it will be popular and the kids will come. He is already imagining the kids running through backyards. Durbin adds that Minnetonka Boulevard and Hopkins Crossroad is a horrible intersection and very dangerous. Durbin thinks it will be popular and would love to see usage data after it's built to find out if this is the trend of future parks.

D. Opus Placemaking

Park and Trail Planner, Carol HejlStone gave the report and a PowerPoint presentation.

Carter thinks the way staff is thinking about this is really cool. She is eager to get the color coded paths and staff has her vote on an urban dog park. She thinks the cohesiveness and the way in which staff's thinking about it is creative and innovative. She is looking forward to be a part of it and complimented HejlStone on a really good job.

Calvert commented that she thinks HejlStone just got everyone re-elected with the announcement of a possible dog park in Minnetonka.

Wiersum said Opus was done as HejlStone indicated. It was really a utopian thing 30-35 years ago. While it was extremely innovative, it never quite achieved what the vision was. It has been successful and there are a lot of things going on there. Wiersum thinks that this vision is similarly utopian but with the light rail and housing going in it will be more of a community in the future. Everything on the list may not get added but the potential is very exciting. It is great to have a place where we can put some needed density to grow according to the comp plan. At the same time, it should be an attractive area. Housing is being put in an area that can benefit from it and can capitalize on everything it has to offer.

Schack commended everybody on this idea of leveraging opportunities in that area. It is probably more so than anywhere in the city; but these public or private partnerships are going to be pretty easy. This is a really good opportunity to give people options and it's going to meet our vision. Schack complimented HejlStone on the presentations she has done. They are impressive and gets people excited about Opus. She can envision this and what a cool place it is. Having a blank canvas to work with is a great opportunity for the park and recreation department.

Durbin believes Opus was originally a great vision but it didn't get maintained and kind of stagnated. Hopefully it will be maintained because eventually it will get old and things will have to change. With the density that is expected in the 2040 comp plan, the wonderful outdoor recreational space that had the waterpark and the art, etc...maintenance will be needed. Durbin saw one of those buildings and he saw the Williston. What a beautiful center of the city where if you ever needed a larger recreational space, indoor/outdoor if not there, he doesn't know anywhere else in the city where anyone can consider. This is going to be the park everybody is going to look at. This will get people off the train at the light rail station because it looks really cool. Durbin thanked HejlStone for putting this together.

3. Information Items

Lone Lake Park Mountain Bike Trail

Recreation Services Assistant Director, Sara Woeste gave an update. Things are moving forward. Staff applied for the Hennepin County Grant and will find out next month if we get it. Staff is working with a consultant to work on the project study. The wetland delineation has been done and conversations have been made with U.S. Fish and Wildlife Service. In November, staff will be doing the initial field siting. Final field siting will be done in the spring by the contractor. In the winter we will work on our memorandum of understanding (MOU), specs on the project and getting contracting. Things are moving and updates will be made to the project page.

Barone says that the project page is really important and staff is working really hard to be as transparent as possible. Any minute that staff or our consultants are in the park there are people questioning them. Staff is going to continue to be vigilant and make sure all rules are followed. Staff expects throughout the process that there will be some attempts to interrupt or disrupt the project.

Wiersum thanked everybody for all their work and mentioned that they should be proud of what they are doing.

Volunteer Recognition

This event recognizes volunteers in the parks and natural resources areas. It takes place every two years.

4. Adjournment

Meeting was adjourned at 6:59 p.m.

Minutes of the Minnetonka Park Board Meeting of December 4, 2019

1. Call to Order

2. Roll Call

Park Board members in attendance included James Durbin, Cindy Kist, Elena Imaretska, Ben Jacobs and Christopher Walick. Excused members included Nelson Evenrud and Chris Gabler. Staff members in attendance included Ann Davy, Mike Funk, Bonnie Hanna-Powers, Kathy Kline, Kelly O'Dea and Sara Woeste.

Vise chair Kist called the meeting to order at 7 p.m.

2. Reports from Staff

Recreation Director, Kelly O'Dea reminded board members that there will not be a meeting in January due to the holiday. Kist started on the park board in February of 2012 and her term is completed at the end of January. O'Dea thanked Kist for her service. Kist responded that it has been an awesome experience. O'Dea told board members to let people know about the vacancy and how to apply for it. Around mid-January the council will add a study session to conduct interviews for boards and commissions.

3. Approval of Minutes

Walick moved, Durbin seconded a motion to approve the meeting Minutes of October 2, 2019 as submitted. All voted "yes." Motion carried.

4. Citizens wishing to discuss items not on the agenda

None

5. Business Items

A. Appointment of Chair and Vice Chair

O'Dea reminded park board members that chair and vice chair are appointed annually. Evenrud emailed O'Dea saying that he is willing to continue being chair or would step down if somebody else is interested. With Kist terming out, a new vice chair is needed. If Gabler is nominated, O'Dea would need to confirm if he is interested.

Jacobs moved, Walick seconded a motion to appoint Nelson Evenrud as park board chair for a term beginning Feb. 1, 2020 and running through Jan. 31, 2021. All voted "yes". Motion carried.

Imaretska expressed interest in vice chair.

Walick moved and Jacobs seconded a motion to appoint Elena Imaretska as park board vice chair for a term beginning Feb. 1, 2020 and running through Jan. 31, 2021. All voted "yes". Motion carried.

B. Review of 2019 Farmers Market operations and staff recommendations for 2020

O'Dea gave the background of the report.

Farmers Market Manager, Bonnie Hanna-Powers presented a PowerPoint for the summary of the report.

Jacobs asked how successful the subsidized programs were this year and if it was the first year that they were offered.

Hanna-Powers responded that the Power of Produce club has been around about three years. The EBT program has been offered for at least five years. Participation in the EBT program is somewhat low and admits that more outreach could be done. Hanna-Powers explained that eligible people with the EBT or SNAP programs can charge up to \$10 on their card and we will match up to \$10, for a total of \$20 to spend at the market.

Jacobs thinks that is a great program. He suggested doing more outreach with some of the assisted living homes in the city and maybe they can coordinate transportation to the market. A lot of people in assisted living homes use those programs and don't know programs like this exists.

Hanna-Powers replied that she has reached out to some assisted living communities letting them know if they have scheduled transportation to outings that the farmers market is an option.

Jacobs responded that this is a really fun way to utilize some of that money.

Walick asked what strategy was used by the outside company to figure out attendance.

Hanna-Powers explained that people from the company came to the market twice during the season. She thought they counted every single person using a clicker device. Then they figured there were approximately that many people per hour and this many market hours per season and calculated the total.

O'Dea explained that taking attendance at special events can be hard. Traffic counters are often used, however, that counts per car and then engineering uses a standard to calculate the total.

Hanna-Powers added that she purchased a clicker and it will be used at the December 14 winter market. Someone will be stationed at the door to count everyone who enters.

Walick asked if total sales are tracked.

Hanna-Powers said she tracks the sales of tokens. However, vendors are not required to give us their total sales because that is private information.

Durbin does not recommend changing the counting method because all the previous data would mean nothing. As long as the counting method is consistent there will be a trend. Visually if there are a lot of people there and it is crowded, you know the event is successful. Durbin thinks it would be interesting to take pictures and use that to see how successful it was. He also suggested handing out tickets for door prizes to

everyone to indicate how many people attended. Durbin likes that Music in the Park is getting moved earlier because they are mixing two great events together.

Imaretska thanked Hanna-Powers. She loves the farmers market and is happy the winter markets are happening again this year. Imaretska asked Hanna-Powers to talk more about how she recruits vendors.

Hanna-Powers responded that she recruits in the following ways:

- Going to other events in-person.
- The Minnesota Grown website has a directory and she can search for specific products or who is nearby.
- The Minnesota Farmers Market Association has a member directory that shows if vendors are looking to sell at additional markets.
- On Instagram she looks up certain locally grown hashtags. She also reads through posts.

Imaretska asked if they could recommend vendors to her.

Hanna-Powers responded yes and that would be helpful.

Imaretska recommended a cooking demonstration or some sort of food preparation presentation as an activity. A celebrity chef could do a demonstration with something like squash. It could be kind of a fun thing that people might show up for.

Durbin said his work has their facility chef demonstrate how to prepare food. It would be a fun activity for both adults and kids to be able to participate in every once and a while.

Imaretska said the chef could be a local celebrity. She likes that we have non-profits, community organizations and the police involved. Imaretska asked if a park board member, council member or the mayor could be included. It is a relaxed setting so it presents the opportunity for conversation.

Hanna-Powers replied that it was requested in customer feedback.

O'Dea added that the request is in progress and has been sent to the city manager.

Hanna-Powers asked Imaretska if she is volunteering and Imaretska said she is.

Imaretska is curious about the local grower's stories and wonders if we can elevate that through the newsletter or social media. It would be nice to know things such as where their farm is or where their food came from. As a customer it would be neat to hear and it would also benefit the vendor's business.

Durbin added that there could be a spotlight on any vendor and that it may bring in more business for them. Regarding the monthly print newsletter, it often gets tossed in the recycling bin so he requested a QR code that someone can scan to receive the newsletter on their phone.

Hanna-Powers commented that it is a good idea to have it digitized.

Imaretska circled back to the texting piece and said that the technology for that is so easy right now. All you have to do is text to receive information.

Durbin asked if the farmers market is on GovDelivery.

Hanna-Powers responded that it is. However, the communications department decided they wanted to move more towards social media instead of the text and email notifications.

Imaretska asked if people commented that they missed the email and text notifications in the feedback survey.

Hanna-Powers replied that it was mentioned.

Durbin requested highlighting the farmers market on the city's Facebook page. If people subscribe to the city's Facebook page, they will get updated on different things the city has to offer.

Imaretska thought the sandwich boards with the events listed at the Williston Fitness Center was helpful.

Kist thanked Hanna-Powers for a precise and thorough report.

6. Park Board Member Reports

Imaretska complimented the Burwell Spooktacular event. She attended it with her son and they thought it was unique, fun and a cool use of the Burwell House.

O'Dea commented that Assistant Recreation Director, Sara Woeste manages special events and Recreation Administrative Coordinator, Kathy Kline manages the Burwell House. That event was very weather dependent and it turned out to be a nice fall day. Approximately 1500 people attended, which was more than the whole tour season. Staff is planning on doing that event again.

Imaretska thought the s'mores station and the person working it were amazing.

Kist thanked staff for coordinating the volunteer recognition event. She was able to talk to some people about the mountain biking project there. Kist recently was at Lone Lake Park and noticed that a lot of the interpretive signs along the trail were looking really sad. She asked if upgrading the interpretive signs could happen in conjunction to the mountain bike project. Kist also asked if some information about the Rusty Patch Bumblebee could be posted to educate the public.

Woeste said there have been internal discussions about wanting to do that. It is not in this project budget but is something staff would like done and is on their radar.

7. Information Items

Mountain Biking

Woeste reported that the final report on the Archeological survey came back and no materials were found in the park. She suggested signing up for the project page. Staff is waiting for the outcome of the Hennepin County Youth Sports Grant they applied for. Carol HejlStone, Parks and Trails Planner and Jesse Izquierdo, Recreation Program Manager have been out field siting. They have one more planned visit this week and then will wait until spring to continue. Staff will select the design build trail company this winter.

Winter-Spring Brochure

Woeste announced that registration began yesterday and 919 people registered on the first day. It's almost half online and half in-person or over the phone. There was a big crowd waiting to register in the senior center lobby. Yoga is a very popular class for Senior Services. Popular classes for youth are swimming and tennis. A little over a year ago, staff implemented priority registration for swimming and tennis because they are progressive classes. There are still openings come registration day but those lessons fill quickly. There were over 1300 registrations in the first week between priority registration and open general public registration. Currently staff is working on summer programs because information is due soon for marketing reasons.

Durbin added that having the information ready early is really important to parents because they plan their kid's summer activities in February. All that hard work is really appreciated.

Outdoor Rinks Update

O'Dea said there are seven parks in Minnetonka and we also operate six parks in Hopkins. Public Works staff has been out monitoring the rink locations and have been able to remove snow on some of them. It really depends on how soft the ground is and if it is cold enough to put water down. Rinks are planned to open on December 14, however, that is weather dependent.

Brian Kirk New Council Member

O'Dea introduced Brian Kirk, one of three new council members in 2020. Kirk has been on the planning commission for seven years and chair for the last three or four years.

8. Upcoming Park Board Agenda Items

Imaretska asked if they could attend the Robinwood meeting.

O'Dea responded that if somebody is interested to contact him because we would not want more than three park board members at an open meeting.

Durbin asked when the Capital Improvement Plan (CIP) will be reviewed. He wonders when new trails are built, how does staff make sure those are maintained. Is there a way to get some kind of assessment to see if we are funding enough for that? He worries about building a new mountain bike trail or pickleball courts and not having enough money to maintain it after they are built. Durbin requested a presentation on what is done behind the scenes once a park is built. That would include things like how the park is maintained and a timeline of when things get updated or fixed. He thinks it would be a valuable discussion this coming year for park board.

O'Dea responded that the Public Works department included a new full time Park Maintenance position starting around July 1, 2020. He believes another new position will be added in 2023. When the franchise fees were approved, staff was aware of the trail system projects so they approved two new positions to help maintain them. O'Dea thought park maintenance would be a good topic for Darin Ellingson, Public Works Operations Manager to talk about at a meeting sometime.

Durbin thinks that would be a great discussion.

Imaretska asked how the park board is doing in terms of their goals on the strategic plan.

O'Dea thought maybe that is something they should look at mid-year.

Imaretska said the park board could review them in February and then check-in mid-year.

O'Dea replied that typically the review in February is a two month process. Park board will see it in February and give feedback; then staff will bring it back for approval of the changes.

O'Dea reminded the park board that if they ever have something they want to discuss at a meeting to either contact him or bring it up at a meeting.

Kist thanked everyone for the opportunity to be on the park board the last eight years. It has been awesome. The staff is great and she has gotten to know some really wonderful people.

9. Adjournment

Walick motioned to adjourn, seconded by Jacobs. Kist adjourned the meeting at 7:47 p.m.

**Minnetonka Park Board Item 6A
Meeting of February 5, 2020**

Subject:	Consideration of the 2020 Park Board Strategic Plan
Park Board related goal:	Enhance Long-Term Park Board Development
Park Board related objective:	Annually assess the park board strategic plan
Brief Description:	The park board will review park board strategic plan mission, vision, goals and objectives in place for 2019 and implement desired changes for 2020.

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 2020 Park Board Strategic Plan. The park board will review this document and provide direction to staff regarding any desired changes. Staff will take recommendations and present the final plan at the March meeting for approval.

Discussion Points

- Does the park board desire any additional changes to the 2020 Vision or Mission statements?
- Does the park board desire any changes to the Strategic Plan's goals and objectives for 2020?

Recommended Park Board Action: Review the attached strategic plan and provide staff with any desired changes for 2020.

Attachments

1. 2020 Strategic Plan – Draft
2. 2019 Strategic Plan

**Minnetonka Park & Recreation Board
2020 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 the park & trail projects process 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 mobility in the community
- Objective 5: Review placemaking projects and public realm improvements for the Opus area and make recommendations to the city council
- Objective 6: Review design for a new park in the Ridgedale area and make recommendations to the city council
- Objective 7: Review rules, metrics and indicators for the Lone Lake Park multi-use trail

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 park facilities 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 2019 and make recommended adjustments for 2020
- Objective 6: Offer a full range of programs for people of all ages, ability levels, and economic and cultural backgrounds
- Objective 7: 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: Review and recommend Capital Improvements Program for 2021-2025 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 such as the farmers market
- Objective 4: Review chapters of the Parks Open Space and Trails (POST) plan in preparation for an update to the document
- Objective 6: Continue to explore new ideas and strive to build community for those who work, live and play in Minnetonka
- Objective 7: Actively explore and enhance partnerships/engagement opportunities with other agencies including the City of Hopkins

**Minnetonka Park & Recreation Board
2019 Strategic Plan**

Vision for Minnetonka Park and Recreational Facilities

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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 the park & trail projects process 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 mobility 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, ability levels, and economic and cultural backgrounds
- 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
- Objective 6: Continue to explore new ideas and strive to build community for those who work, live and play in Minnetonka
- Objective 7: Actively explore and enhance partnerships/engagement opportunities with other agencies including the City of Hopkins

**Minnetonka Park Board Item 6B
Meeting of February 5, 2020**

Subject:	Review 2019 athletic field use and consideration of the 2020 fee schedule
Park Board related goal:	To provide quality athletic and recreational facilities and programs
Park Board related objective:	Annually review policies related to the operation and management of parks to determine if changes are required
Brief Description:	The park board will review the 2019 athletic field use report and consider rates for 2020

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 field fees each year. In 2019 the park board increased fees approximately 10% across all categories.

Summary

In 2019, field hours reserved totaled 4,067 (4,898) compared to 5,025 in 2018. While this appears to be a big drop in hours reserved, it is due to staff changing the way the civic center field hours are calculated to better reflect how that field is used. Staff changed to the reservation system to show two fields at the civic center park rather than four small fields. If staff had reflected four smaller fields at civic center, the 2019 total hours would have been 4,898.

Field fee revenues totaled \$31,165 compared to \$31,663 in 2018 (Attachment - 2019 field use summary). Sales tax accounted for \$708 of total revenue leaving net revenue at \$30,457. The amount allocated to the capital fund for future field upgrades was \$10,051.

Staff is recommending not to increase hourly or annual field fees for the 2020 season.

Recommended Action: Review report on 2019 field use. Does the park board agree with the staff recommendation not to increase fees for 2020?

Attachments:

1. 2019 Athletic Field Use Summary
2. 2020 Field Use Fees - Proposed

2019 Athletic Field Use City of Minnetonka

Dedicated Field Complex	Non-city Programs			City-sponsored Programs			Revenue		
	2017 Actual Use Hours	2018 Actual Use Hours	2019 Actual Use Hours	2017 Actual Use Hours	2018 Actual Use Hours	2019 Actual Use Hours	2017 Actual	2018 Actual	2019 Actual
Big Willow Baseball	513	552	550	0	0		\$12,073	\$12,024	\$12,856
Big Willow Soccer	160	170	111	155	185	130	\$2,698	\$3,070	\$2,423
Guilliams Softball	303	274	282	0	0	0	\$2,009	\$1,890	\$1,992
Lone Lake Soccer	192	204	153	174	286	254	\$3,423	\$4,229	\$3,218
Civic Center	1008	1004	505	860	861	326	\$5,136	\$6,078	\$5,638
Big Willow Softball	0	0	0	1128	1127	1347	\$0	\$0	
TOTAL	2176	2204	1601	2317	2459	2057	\$25,339	\$27,291	\$26,127

Non-Dedicated Field Complex	Non-city Programs			City-sponsored Programs			Revenue		
	2017 Actual Use Hours	2018 Actual Use Hours	2019 Actual Use Hours	2017 Actual Use Hours	2018 Actual Use Hours	2019 Actual Use Hours	2017 Actual	2018 Actual	2019 Actual
Gro Tonka Field	180	144	164	0	70	70	\$885	\$672	\$932
Oberlin Field	0	0	6	0	148	169	\$0	\$0	\$36
TOTAL	180	144	170	0	218	239	\$885	\$672	\$968

Designated Field Complex	Non-city Programs Est. Use Hours	Revenue		
		2017 Actual	2018 Actual	2019 Actual
Big Willow - Youth BB	1560	\$1,500	\$1,500	\$1,650
Glen Lake Youth BB	1200	\$700	\$700	\$770
Guilliams Youth BB	700	\$1,100	\$1,100	\$1,210
Glen Lake Youth SB	325	\$400	\$400	\$440
TOTAL	3785	\$3,700	\$3,700	\$4,070

TOTAL REVENUE ALL FIELDS	\$29,924	\$31,663	\$31,165
		Sales Tax	(\$708)
		Net Revenue	\$30,457

Capital/Operations Revenue Allocation

Revenue Allocated to Operations (67%) \$20,406

Revenue Allocated to Capital (33%) \$10,051

2020 Field Use Fees - Proposed

	Big Willow Soccer	Big Willow Soccer w/lights	Big Willow Softball	Big Willow Softball w/lights	Big Willow Reg. Baseball	Big Willow Reg. Baseball w/lights	Guilliams Reg. Baseball	Civic Center Soccer	Lone Lake Soccer	Guilliams Youth Softball	Glen Lake Youth Softball	Glen Lake & Big Willow Youth Baseball	Glen Lake & Big Willow Youth Baseball W/lights	Non-Dedicated Fields – Gro-Tonka & Oberlin
Category A	\$16/hr	\$22/hr	\$16/hr (per field)	\$22/hr (per field)	\$44 2.3 hour block	\$61 2.3 hour block	\$22* 2.3 hour block	\$11/hr (per field**)	\$16/hr	\$8/hr (per field)	\$8/hr*	\$8/hr* (per field)	\$15/hr*	\$6/hr
Minimum of 50% Minnetonka/Hopkins resident participation & open registration														
Category B	\$19/hr	\$27/hr	\$19/hr (per field)	\$27/hr (per field)	\$50 2.3 hour block	\$66 2.3 hour block	\$28 2.3 hour block	\$16/hr (per field**)	\$19/hr	\$16/hr (per field)	\$16/hr	\$16/hr (per field)	\$23/hr (per field)	\$9/hr
Minimum of 50% Minnetonka/Hopkins resident participation & closed registration OR Residents for private use														
Category C	\$49/hr	\$60/hr	\$40/hr (per field)	\$48/hr (per field)	\$84 2.3 hour block	\$100 2.3 hour block	\$78 2.3 hour block	\$44/hr (per field**)	\$49/hr	\$40/hr (per field)	\$40/hr	\$40/hr (per field)	\$48/hr (per field)	N/A
Less than 50% Minnetonka/Hopkins resident participation OR non-resident														

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

**a civic center field is half of the total field space

**Minnetonka Park Board Item 8
Meeting of February 5, 2020**

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

2019 Gray's Bay Marina Report

The Gray's Bay Marina facility opened to slip holders and boat launchers on April 30 after spring finally prevailed. The site was staffed beginning May 3 and gas, sewage pump-out, restrooms and water were all available at that time.

The 2019 boating season operated relatively smooth. The marina sold 30,673 gallons, approximately ~18% more than average. This was the third time since the marina opened in 2003 that the marina has sold more than 30,000 gallons.

The marina was closed for the season October 31. The boat launch remained open until December 2 when ice formed on the bay. At that time the entrance gates to the parking lot were closed for the winter season. Winter access to Gray's Bay (ice fishing, snowmobiles, etc.) is available from the causeway directly north of the county road 101 bridge.

In October, renewal leases for the 2020 season were sent to existing slip holders. Slip fees for the 2020 season remain at \$3,900. There were four slip vacancies at the end of 2019 ranging from three lease term expirations and one no longer eligible (moved out of the city). Staff has filled three vacancies and continues to work on filling the last one using the wait list which currently stands at 42.

With nearly all expenses accounted for, revenues (\$280,605) have exceeded estimated expenses (\$226,750) by \$53,855. This balance will remain in the escrow fund which has an estimated year-end balance of \$675,805 (see attached).

Recreation Services 2020 Summer Brochure

The Recreation Services summer brochure will be posted online and mailed to residents the last week in February. Hopkins and Minnetonka residents, local libraries, and community education offices will all receive copies of the summer brochure. Registration begins at 8 a.m. on Tuesday, March 10.

This edition is the largest publication of the year and the only one that is mailed to residents. The summer edition includes a large array of programming and a variety of community events and family activities including, the Minnetonka Summer Fest, Shady Oak Beach, Music in the Park, Theater in the Park, and the Minnetonka Farmers' Market. The summer brochure features registration for health & fitness classes, tennis programs, triathlon events, playground programs, day camps, golf, ice skating lessons, youth and teen programs, aquatics programs, Minnetonka Senior Services, ice skating lessons, adult activities and leagues, facility reservations, Inclusion Services and registration for youth fall soccer.

Lone Lake Park Multi-Use Mountain Bike Trail

The city was awarded a 2020 Hennepin County Youth Sports Grant in the amount of \$140,000 that will cover construction costs for the trail. Pathfinder Trail Building LLC has been selected to construct the trail in 2020. Park Board will review trail rules, metrics and indicators at an upcoming park board meeting.

Opus Placemaking & Urban Design Guidelines

The Minnetonka city council recently received and unanimously accepted the Opus Placemaking & Urban Design Guidelines document at their January 27 meeting. The park board has been previously updated about this project at the park board tour in May of 2019, an update at the August 7, 2019 meeting and the joint meeting on November 13, 2019. The recommendations in this document will guide the transformation of Opus into a cohesive, mixed-use community, positioned for future needs and reflecting the area's unique history. Next steps are to:

- Re-engage with existing businesses, residents and developers
- Identify near term and long term public improvements to include in the Capital Improvement Program
- Implements public realm improvements in collaboration with the private sector

Attachments:

1. Marina Operations Summary
2. [Opus Placemaking & Urban Design Guidelines](#)

2019 Gray's Bay Marina Operations Summary - Estimated

	Actual 2018		Budget 2019		Est 2019
Total Revenues	\$290,966		\$254,700		\$280,605
Expenses	(\$210,347)		(\$212,700)		(\$190,750)
Capital Outlay	\$0		\$0		\$0
LMCD	(\$23,986)		(\$36,000)		(\$36,000)
Escrow*	(\$56,633)		(\$6,000)		(\$53,855)
Total Expenses	<u>(\$290,966)</u>		<u>(\$254,700)</u>		<u>(\$280,605)</u>
Balance	\$0		\$0		\$0

* Total 2003-2019 amount budgeted in escrow account = \$326,200; estimated amount escrowed through 2019 = \$675,805.

**Minnetonka Park Board Item 9
Meeting of February 5, 2020**

Upcoming 6-Month Meeting Schedule				
Day	Date	Meeting Type	Agenda Business Items	Special Notes
Wed	3/4/20	Regular	<ul style="list-style-type: none"> Review of 2021-2025 Capital Improvement Plan Adoption of the 2020 Strategic Plan 	
Wed	4/8/20	Regular	<ul style="list-style-type: none"> Natural Resources Education and Outreach Plan Ridgedale Park Update 	Date change
Wed	5/13/20	Regular	<ul style="list-style-type: none"> Tour of Parks and Facilities 	5:15 pm start
Wed	6/3/20	Regular	<ul style="list-style-type: none"> 	
Wed	7/1/20	Regular	<ul style="list-style-type: none"> No meeting 	Holiday
Wed	8/5/20	Regular	<ul style="list-style-type: none"> 	

Other meetings and activities to note:

Day	Date	Description	Special Notes
Fri	2/7/20	Light up the Night Dance	Community Center
Sat	2/8/20	Winter Farmers Market	Community Center
Sun	2/9/20	Kid's Fest	Community Center

Items to be scheduled: