Parks & Recreation

Board Vision
A city with outstanding parks and recreational opportunities within a balanced natural environment.

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

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

1. Roll Call
   ___ Nelson Evenrud
   ___ Cynthia Kist
   ___ Peggy Kvam
   ___ Nate Pasko
   ___ Marvin Puspoki
   ___ Elise Raarup
   ___ Madeline Seveland

2. Approval of Minutes
   A) December 3, 2014

3. Citizens wishing to discuss items not on the Agenda

4. Business Items
   A) Consideration of the 2015 Park Board Strategic Plan
   B) Appointment of Chair and Vice-Chair positions

5. Park Board Member Reports

6. Information Items

7. Upcoming Park Board Agenda Items

8. Adjournment

Wednesday, January 7, 2015
7 p.m.
Minnetonka City Hall – Minnehaha Room
1. Roll Call

Park Board members in attendance included, Nelson Evenrud, Cindy Kist, Peggy Kvam, Nate Pasko, Marvin Puspoki, Elise Raarup and Madeline Seveland. Staff members in attendance included Darin Ellingson, Jennifer Garvey, Dave Johnson, Mike Pavelka, and Perry Vetter.

Chair Puspoki called the meeting to order at 7:00 p.m.

2. Approval of Minutes

Noting one minor typo, Seveland moved and Kist seconded a motion to approve the meeting minutes of November 5, 2014 as submitted. All voted “Yes”. Motion carried.

3. Citizens Wishing to Discuss Items Not on the Agenda

None

4. Business Items

A. Resident request for a parkour amenity in the park system

Darin Ellingson, Streets and Parks Maintenance Manager, provided background to this item noting that Holden Hagerman met with Public Works staff to introduce staff to the practice of Parkour, and his goal to fund and construct a Parkour amenity in one of Minnetonka’s parks as part of an Eagle Scout project. Ellingson explained that Parkour can be described as a holistic training discipline using movement that developed from military obstacle course training. This activity originated in Europe and is growing in popularity around the world. Part of the discussion included where such an amenity could be located within Minnetonka’s park system. Ellingson indicated that it was determined the best fit would be in a community park that would provide sufficient parking and limit possible disruption to neighborhoods. Given the space available and availability of other amenities in the community parks, Lone Lake Park would most likely be the best place to install this feature. He noted that with the obstacle course nature of this amenity, a large flat space is not required and could be constructed on flat and sloped terrain.

Ellingson noted that Hagerman will present his ideas to the park board and if this project moves forward, Hagerman’s goal is to raise all of the funds necessary to construct the parkour system. If their needs change and they would seek funds from the city, the project would need to meet the requirements of the “Guidelines for Funding Special Projects” as set forth by the park board.

Ellingson introduced Holden Hagerman and his father, John who was also in attendance.

Holden Hagerman indicated that he was with Troup 426 out of Minnetonka Lutheran Church and proceeded to show various sides illustrating where he and fellow Parkour
enthusiasts practice currently; and also several slides featuring Parkour amenities around the world. Hoderman referred to active participants as “Tracier’s”, and noted Fight or Flight in Edina as one indoor facility where several Traciers train.

Kvam asked what types of Parkour obstacles would be desired in our park system. Holden indicated that it could be a variety of man-made or natural features, showing examples of concreate training equipment and bars found in Lathrup California. Raarup asked if what appeared to be sharp corners on the concrete would be of concern to children using the equipment. Holden Hagerman indicated it would not be due to people using only equipment that are experienced in. John Hagerman added that instructors at Fight or Flight have reported very few major injuries over the past 3.5 years. Raarup noted that at Fight or Flight there is a captive audience while our parks are open to anyone for use and not supervised. She felt that could be a concern.

Raarup asked staff if there were any city constraints to be concerned with. Ellingson indicated that he felt personal safety was a minimal risk; and Perry Vetter, Assistant City Manager noted that the League of Minnesota Insurance Trust (LMCIT) would need to be consulted as to what insurance requirements would need to be met. Vetter added that it is the city’s approach to manage the risks involved and not the injuries specifically.

Seveland asked Hagerman if he would design the preferred amenity or would he contract that out. Holden indicated that he would most likely be doing the planning with the aid of a specialized software program.

Evenrud indicated that he felt a creative approach to the concrete features seemed exciting.

Puspoki commented that the examples Holden provided in his presentation appeared to be very expensive and asked if he had any idea as to the cost for constructing a park. Holden responded that he was looking at a budget of $50,000 - $100,000, with use of volunteers, grants and on-line funding as options for raising money and lowering costs.

Kist asked about a projected timeline. Holden indicated that he turns 19 in August which means the possibility of completing this project as an Eagle Scout project was unlikely. He noted however that he would like to complete the project on a civic level if not for his Eagle Scout project.

Seveland indicated that she felt the idea was intriguing, noting that the board is interested in providing more activities for our teen demographic. Kvam agreed, noting that she was at first very skeptical of the idea but after viewing the presentation finds it very interesting.

The park board directed staff to develop recommendations for a location, review insurance requirements and regulations; and work with Holden Hagerman to develop a concept, fundraising plan and project timeline before coming back to the park board for further consideration.
B. Items related to Shady Oak Beach Operations

   a. 2014 Operations Summary
   b. Consideration of a draft policy for weather related closings of beach facilities

Jenny Garvey, Parks Services Manager, provided an overview of the 2014 operating season at Shady Oak Beach and recapped the following notations with the park board:

- Total attendance for the year was 31,937 compared to 35,692 in 2013
- Season started out slow due to poor weather and excessive rain
- Expenditures to date total $222,000 and include $20,000 for maintenance work completed by Hopkins Public Works and $24,000 for Garvey’s salary allocated to beach operations
- Revenues to date total $198,600
- The number of season passes sold totaled 4,168 compared to 4,318 in 2013. Hopkins and Minnetonka resident passes totaled 3,067 and account for 74% of the total sold

Garvey also spoke about the break-in that occurred at the beach in July. As a result, clean up product replacement costs were incurred.

Garvey proceeded to introduce a weather related closing guidelines for the beach. She reviewed existing policies that other cities including Shakopee, Waseca and Eagan have for their aquatic facilities. Based on the information received by these facilities, Garvey provided the following draft guidelines for park board consideration:

- When the temperature is 65 degrees or colder, or;
- The number of swimmers is fewer than 15: (within a two-hour window before 5 p.m. or at any point after 5 p.m.)

City beaches may be closed at the discretion of Recreation Services. When the weather is questionable, please call the Weather Line at (952) 939-8355 or Shady Oak Beach at (952) 908-7083. The beach may open late or close early if the guidelines listed above are met.

Dave Johnson, Recreation Services Director noted that such a policy is required to ensure that the beach operates as close as possible to financially breakeven. Garvey asked the park board for feedback on the proposed draft guidelines that could be used for Shady Oak Beach and Libbs Lake starting in 2015.

Puspoki asked where these guidelines would be posted. Garvey indicated that the recreation brochure, both Hopkins and Minnetonka city websites would be used; as well as posting the guidelines at both facilities.
Hearing no further questions or concerns, Kvam moved and Seveland to adopt the weather related closing guidelines for Shady Oak and Libb’s Lake Beaches as drafted by staff beginning with the 2015 season. All voted “Yes”. Motion carried.

C. Review of Gray’s Bay Marina Operations and Business Plans

Mike Pavelka, Recreation Services Facility Manager, reported that the 2014 operating season opened to slip holders and boat launch users on April 28, the latest since the city has been operating the marina due to high water levels. Fuel was available for sale May 1 and amenities including water, restrooms and sewage pump-out were available May 5.

Pavelka reported two significant occurrences to note for this season:

1. Due to record high water levels, an unprecedented no-wake restriction was imposed on Lake Minnetonka. No-wake restrictions have been enforced in the past, but only within 600 feet of shore. Due to this restriction which lasted approximately six weeks from June through mid-July, gas sales totaled 19,411 gallons; the lowest since the city started operating the marina. This amount is approximately 20% lower than the average amount sold (24,500 gallons). While gas revenues were lower than expected, gas expenses were also lower and therefore off-set the loss in gas revenue.

2. County Road 101 was closed north of the bridge/causeway in late September due to the reconstruction of County Road 101 from Minnetonka Boulevard to Highway 12 (Wayzata Boulevard). This closure will continue through the 2015 season with access to the marina and launch provided from the south on County Road 101.

Pavelka noted the marina closed October 31 for the season however, the boat launch remained open until November 16 when ice formed on the bay. This is the earliest the launch has closed for the season compared to an average closing date of December 1. With the entrance gates to the parking lot closed for the winter season, winter access to Gray’s Bay (ice fishing, snowmobiling, etc.) will be available from the causeway directly north of the bridge on County Road 101.

Pavelka informed the board that renewal leases for the 2015 season were sent to existing slip holders in November. Slip fees for the 2015 season remain at $3,900.

On the financial side, Pavelka reported that with most expenses accounted for, revenues ($223,165) have exceeded estimated expenses ($202,000) by $21,165. This balance will remain in the escrow fund which has an estimated 2014 year-end balance of $358,655.

Pavelka then asked the park board for feedback.

Kist asked if the DNR has been doing any lake related education for water quality control. Pavelka indicated that they have been on site often doing boat inspections.
Puspoki asked for a status update of slip rentals. Pavelka responded that in 2014 all slips were leased, however there were four slips remaining for 2015.

Hearing no further questions or comments, Puspoki thanked Pavelka for his report.

D. Presentation of the 2014 Athletic Field Use Report

Pavelka provided an update on 2014 athletic field use. He noted that 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. Pavelka explained that 67% of revenue assigned to general operations and 33% to a capital fund for future upgrades to fields. He added that the park board has reviewed field fees each year since their implementation. Noting that most recently, the park board increased 2014 fees in category C (less than 50% resident participation OR non-resident).

Pavelka reported that in 2014, field hours reserved totaled 4,657 compared to 4,335 in 2013. Revenues totaled $27,648 compared to $27,055 in 2013. He noted that an attachment included in the meeting packet provided a breakdown by field location and type. He explained that sales tax accounted for $692 of total revenue leaving net revenue at $26,956. Of that amount, Pavelka indicated that $8,895 would be allocated to the capital fund for future field upgrades.

Pavelka closed by indicating that staff is recommending to hold field fees at current rates through the 2015 season.

Kvam asked if staff was still supportive of the fee changes recommended by the park board for 2014. Pavelka indicated that he was.

Kist asked if there are any pending capital upgrades scheduled that require the fund reserve. Ellingson indicated that while field upgrades were scheduled for 2015, none would require use of the field use fee reserve.

Hearing no further questions or comments, Puspoki thanked Pavelka for his report.

5. Park Board Member Reports

Kvam voiced her concerns with the amount of dog feces in Purgatory Park, including full garbage cans that did not allow for pet owners to dispose of their bags in the garbage can. She asked what the schedule for pick-up was. Ellingson noted that there is not a set schedule, however if a problem is reported his division would respond. Kvam asked who residents should call if the pick-up bag dispenser is empty. Ellingson suggested using Minnetonka Mike, or calling Public Works directly. He also mentioned that interested residents could become a volunteer to restock the pick-up bags.
Raarup noted that she has become increasingly aware of the shortage of gym space in the city. Johnson reminded her that the conceptual plan to replace the Glen Lake Activity Center is based on the data that supports her concern that gym space is limited.

Evenrud noted that he recently completed a “Master composter/recycler” program through Three River Park District. He suggested the city explore the possibility of offering a similar program if staff feels there is significant interest.

Kist commented on how well the new pavilion looks at Glen Lake Park, and thanked staff for all the work done to get to this point.

6. Information Items

No additional items were discussed

7. Upcoming Park Board Agenda Items

Johnson reviewed the park board’s 6-month schedule that was included in the meeting packet.

8. Adjournment

Puspoki adjourned the meeting at 9:15 p.m.
Minnetonka Park Board Item 4A
Meeting of January 7, 2015

Subject: Consideration of the 2015 Park Board Strategic Plan

<table>
<thead>
<tr>
<th>Park Board related goal:</th>
<th>Enhance long-term park board development</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Board related objective:</td>
<td>Development of a 2015 park board strategic plan</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>The park board will review goals and objectives in place for 2014 and implement desired changes for 2015.</td>
</tr>
</tbody>
</table>

Background

In 2001, the park board worked with an independent consultant to establish a process for developing and annually refining a strategic plan. As a result of this endeavor, board members developed goals, objectives and specific action steps designed to meet the board’s mission and vision developed earlier in the process.

Attached is the 2014 Park Board Strategic Plan with annual objectives updated for 2015. The park board will review this document and provide direction to staff regarding any desired changes for 2015. 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 February 4, 2015 meeting for review.

Discussion Points

- Does the park board desire any changes to the current Mission or Vision in the 2015 Strategic Plan?
- Does the park board desire any changes to the Strategic Plan’s goals and objectives for 2015?

Recommended Park Board Action: Review the 2014 strategic plan and provide staff with any desired changes for 2015.

Attachments

1. 2015 strategic Plan - Draft
Vision for Minnetonka Parks and Recreational Facilities
A city with outstanding parks and recreational opportunities within a balanced natural environment.

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- Protect and enhance Minnetonka’s natural environment.
- Promote quality recreation opportunities and facilities
- Provide a forum for citizens interested in our parks, trails, athletic facilities, and open space.

Goals and Objectives (order does not reflect priority)

To protect natural resources and open space
Objective #1: Provide feedback to assist staff in managing the open space process
Objective #2: Continue to review and comment on the implementation of the natural resources stewardship plan
Objective #3: Review options to enhance natural resources & open space
Objective #4: Promote the city’s efforts of protecting and enhancing the community’s natural resources by creating awareness and supporting educational strategies

To renew and maintain parks and trails
Objective #1: Involve park board member participation in park & trail projects
Objective #2: As needed. Conduct an annual review of park dedication fees
Objective #3: Identify areas of the city that are deficient of adequate park or trail amenities
Objective #4: Conduct a comprehensive review of the trail system to identify missing links and required future improvements
Objective #5: Renew, expand and maintain a trail system to encourage outdoor recreation, and improve the connectivity and walkability of community.

To provide quality athletic and recreational facilities and programs
Objective #1: Perform an annual review of the Gray’s Bay Marina operations plan
Objective #2: Anticipate, review and respond to community needs not previously identified
Objective #3: Annually review policies related to the operation and management of parks to determine if changes are required
Objective #4: Ensure that park amenities, recreational facilities and programs address future community needs and changing demographics
Objective #5: Conduct a review of the athletic field fee schedule developed for 2015 and make recommended adjustments for 2016
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 2015-2019 related to parks, trails & open space
Objective #2: Enhance council relations- serve as a voice to the council
Objective #3: Increase community awareness of park board initiatives
Objective #4: Schedule board member involvement in annual park board and city related activities
Objective #5: Annually assess the park board strategic plan
Objective #6: Conduct a review of the park board’s program for recognizing volunteers who complete pre-approved projects to benefit the park system
Subject: Appointment of Chair and Vice-Chair positions

Park Board related goal: Enhance long-term park board development

Park Board related objective: N/A

Brief Description: By ordinance, the park board is required to select a Chair and Vice-Chair to serve beginning with the February meeting.

Background

By ordinance, the park board is required to select a Chair and Vice-Chair to serve beginning with the February 2015 meeting. The current terms of Chair Marvin Puspoki and Vice-Chair Elise Raarup will expire on January 31, 2015. New appointments will serve a term from February 1, 2015 through January 31, 2016.

Recommended Park Board Action: Recommend appointments for the Chair and Vice-Chair positions for a term beginning February 1, 2015 through January 31, 2016.
Upcoming 6-Month Meeting Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Meeting Type</th>
<th>Agenda Business Items</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed.</td>
<td>2/4/15</td>
<td>Regular</td>
<td>• Adoption of 2015 strategic plan and Action Steps • Services programs and participant evaluations</td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>3/4/15</td>
<td>Regular</td>
<td>• Consideration of the 2016 – 2020 CIP</td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>4/1/15</td>
<td>Regular</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>5/13/15</td>
<td>Tour</td>
<td>• Annual tour of parks</td>
<td>5:15 p.m. start</td>
</tr>
<tr>
<td>Wed.</td>
<td>6/3/15</td>
<td>Regular</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Wed.</td>
<td>7/1/15</td>
<td></td>
<td>• NO MEETING</td>
<td></td>
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</table>

Other meetings and activities to note:

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Description</th>
<th>Special Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>2/8/15</td>
<td>Kid’s Fest</td>
<td>12:00 – 3:00 p.m. Community Center &amp; Ice Arena</td>
</tr>
<tr>
<td>Wed</td>
<td>2/11/15</td>
<td>State of the City Address</td>
<td>7:30 a.m. Community Center</td>
</tr>
</tbody>
</table>

Items to be scheduled:

- Parkour presentation