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

2. Approval of Minutes
   A) February 4, 2015

3. Citizens wishing to discuss items not on the Agenda

4. Business Items
   A) Neighborhood meeting – Request for a new park in the Meadow Ridge Neighborhood
   B) Natural Resources Division’s Annual Report and Education and Outreach Plan
   C) Review of 2015 Park Board action steps

5. Park Board Member Reports

6. Information Items

7. Upcoming Park Board Agenda Items

8. Adjournment
1. Roll Call

Park Board members in attendance included, Nelson Evenrud, Chris Gabler, Peggy Kvam, Nate Pasko, Elise Raarup and Madeline Seveland. Staff members in attendance included Ann Davy, Jo Colleran, Darin Ellingson, Dave Johnson and Perry Vetter.

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

2. Approval of Minutes

Seveland moved and Kvam seconded a motion to approve the meeting Minutes of January 7, 2015 as submitted. All voted "Yes". Motion carried.

3. Citizens Wishing to Discuss Items Not on the Agenda

None

4. Business Items

A. Request for a new park in the Meadow Ridge Neighborhood

Colette and Charlie Kraemer, 4056 Hunters Hill Way, presented the park board with a petition signed by 18 residents requesting that the city develop a new park at the end of the cul-de-sac on Meadow Ridge road just west of CR 101 and just north of the regional trail. They indicated that their neighborhood does not have adequate access to a neighborhood park and felt the suggested location could provide the neighborhood with a new park. The Kraemer’s indicated that for the most part all residents they spoke to voiced support for the project, although there were a few concerns mentioned as well by residents in close proximity to the proposed site.

Dave Johnson, Recreation Services Director, noted that the neighborhood in question is located in Neighborhood Park Service Area (NPSA) 14 of the City’s POST plan; adding that there is currently only one park located in NPSA 14 and it is a considerable distance from the suggested location for a new park. Johnson explained that NPSA are defined by barriers such as major roadways that reduce one’s ability to access parks safely and conveniently.

Evenrud asked if there are currently any city goals for a park in NPSA 14. Johnson responded that there were not, however as with other NPSA that are deficient of parkland, the park board is always open to suggestions from staff or the public.

Evenrud asked what activities are currently happening on the site. Charlie Kraemer indicated that only informal use and some illegal dumping of grass and brush.

Raarup asked what the non-supportive comments were. Charlie Kraemer responded that one neighbor indicated that they purchased their house with the understanding from the city
that nothing would ever be developed on the suggested parcel. Johnson noted that he and park board member, Kvam had received a letter from a resident at 17720 Meadow Ridge voicing opposition for several reasons including the loss of a buffer to the trail, access to the park though their neighborhood, the fact that there are other parks within driving distance, and the opportunity for misuse of the park by older kids.

Seveland asked for an explanation of how the site is used for drainage. Darin Ellingson, Parks and Streets Superintendent, reported that the area collects storm water from the north off of Susan Drive and has the ability to have standing water. Charlie Kraemer added that the site remained dry all of 2014.

Johnson noted that there are two potential areas that could be developed with amenities consistent with the “Mini Park” designation the city provides. He explained the two locations as being north portion of the lot and the south portion of the lot parallel to the Regional Trail.

Kvam asked if there were any trail related concerns. Perry Vetter, Assistant City Manager, noted that there have been no discussions to date with Three Rivers Park District, however if the project were to move forward, staff would need to work with them. He suggested that the board refrain from trying to design the park at this time and concentrate more on the need for a park in this area of the city.

Gabler commented that he lives in this neighborhood and supports the idea of a park at this location.

Raarup asked about Bennett Family Park (BFP) located just east of CR101, and specifically asked what is located on BFP property east of the ballfields. Gabler, noted that he serves on the BFP board and responded that there is nothing provided in the way of active recreation in the area that Raarup was referring to. He mentioned there is an old abandoned tennis court and unusable play equipment. He also indicated that there is a conservation easement in place that restricts any added amenities of field development in this area.

Evenrud asked how the city’s natural resources division weighs in on the impact to properties like this that are suggested for park use. Jo Colleran, Natural Resources Division Manager responded that based on any designs that would be developed, her division would analyze any tree loss that would be required and work to protect trees that would remain on site.

Raarup said that she was uncommitted at this time, seeing both sides of the issue (pros and cons for a park at this location). She questioned what the best use of city funding was.

Vetter provided some historical perspective noting that most of the city’s parks were constructed on remnant properties provided by developers in place of park dedication funding. He noted that these properties were often difficult to develop because they were not quality building areas. He said that the size of the parcel dictates the type of park to be
constructed, noting that this parcel would be conducive only to a Mini-Park classification that provide minor amenities and limited parking if any.

Raarup asked staff for guidance on next steps. Johnson suggested that the park board consider a process for receiving resident feedback in a public forum. He noted that the meeting would allow the park board to receive information needed to gauge neighborhood interest, desired amenities from the neighborhood, review funding and get a feel for potential tree loss. Johnson added that information received at this neighborhood meeting could then be used for the park board to consider if funding is justified when they review projects to be included in the 2016 – 2020 Capital Improvements Program (CIP).

Kvam asked staff if the park board considers costs involved in a project like this; and if so, could staff provide cost estimates at a later time. Vetter indicated that based on previous projects, staff could provide estimates for certain amenities.

Hearing no further discussion, Seveland moved and Gabler seconded a motion to direct staff to schedule a neighborhood meeting to consider the request for a park at the end of the Meadow Ridge cul-de-sac to determine resident interest, desired amenities, tree loss impact and review funding options if the park addition is desired. All voted “Yes”. Motion carried.

B. Presentation of the Recreation Services 2014 Program Ratings

Ann Davy, Recreation Services Programming Division Manager, provided background information for this item. She reported that the Recreation Services Programming Division evaluates programs and events that are offered throughout the year by sending evaluations to program participants or main contacts. The programs evaluated are chosen by staff and often differ from year to year. Results are included in the department’s annual report. Davy added that the department has several annual goals relating to the survey outcomes.

Davy explained that her division offers a wide variety of programs, classes, leagues, and events are offered each year. In 2014, participation numbers for all offerings totaled 39,566, and provided the following breakdown of participation:

- Programs/Classes 21,607
- Camps 640
- Specialty Programs 396
- Youth Sports 1,083
- Adult Sports 11,248
- Special Events 5,700

Davy explained that in order to continue to improve our programs and services, it is important to gather feedback from the participants. The process of sending surveys allows her division to gain an understanding of what we are doing well and where changes may be needed. She cited an example of receiving concerns from adult softball users of Big Willow
Park that parking was inadequate. From these concerns, Davy explained that Public Works redesigned and added parking at Big Willow which has now eliminated the problem.

Davy explained that there are ten key areas included on all surveys and tracked from year to year. Often staff will include additional questions in order to gain information about a specific aspect of a program. She reported that in 2014, surveys were sent to participants of 23 different programs. A total of 330 survey responses were received. Recreation Services strives to keep the “Above Average” and “Excellent” ratings in the 80% and above range. While percentages for these areas were down in most areas from 2013, responses were still very favorable. In comparison, ratings in 2013 increased from 2012 in nine of the ten key areas surveyed. Results have been reviewed by program managers to determine what changes can be implemented in 2015 to improve programs and services.

Gabler commented that he was impressed with the high evaluation ratings given that feedback is often only received from those participants that have a concern.

Evenrud commented that he appreciated the variety of programs offered and knows firsthand the difficulty in staffing such programs.

The park board thanked Davy for the programs and services offered and had no changes to the questions asked in the surveys.

C. Adoption of the 2015 Park Board Strategic Plan

Johnson reported that at the January 7, 2015 meeting, the park board reviewed and made changes to their Strategic Plan including the mission, vision and goals included. He noted that staff has made revisions as directed at the January meeting for the park board to review. Johnson provided an updated draft of the 2015 Park Board Strategic Plan for the board’s review.

Evenrud moved and Seveland seconded a motion to adopt the park board’s 2015 Strategic Plan, including the board’s mission, vision, goals and objectives as drafted. All voted “yes”. Motion carried.

D. Parks for tomorrow update

Colleran provided background to this item noting that the park board developed the Parks for Tomorrow Program which was intended to commemorate the lives, celebrations, special occasions or achievements of Minnetonka’s citizens while reforesting city parkland or providing another park amenity such as a bench. Colleran explained that in 1995, the park board recommended city council approval of the Parks for Tomorrow Program. The council adopted resolution 95-9870 approving the Parks for Tomorrow Program on March 27, 1995.
She noted that since the inception of the program, approximately 140 people have been recognized with trees and park benches.

Colleran explained that this past summer city staff received an inquiry from a resident who wanted to plant a tree in a park, in remembrance of her late husband. During review of the Parks for Tomorrow brochure, staff realized that the information in the brochure does not accurately reflect the current planting practices or costs associated with planting a tree or erecting a structure such as a bench.

Colleran reviewed changes being recommended to the Parks for Tomorrow brochure, including:

- Increase the cost of planting a young sapling tree from the current price of $25 to $125 - $150 to better reflect actual costs.
- Increase the cost of planting a recognition tree from the current price of $150 - $200 to $300 - $500, watering the tree for three years, and replacing the donated tree if it dies within that time frame.
- Increase the contribution amount to the special projects fund from $500 or more to a cost that is generally $700 - $1000, with the exact cost dependent on the options selected.

Colleran asked for feedback from the park board.

Kvam asked about the Minnetonka Parks Priority List and what that involves. Colleran explained that the Parks Division manages that list which includes a broader listing of various park needs that might be donated by interested donors.

Raarup noted that she assumed the city does not profit from the Parks for Tomorrow program. Colleran confirmed that the city did not profit from the program.

Hearing no further comments, Kvam moved and Gabler seconded a motion to approve the changes to the Parks for Tomorrow program as drafted by staff and forward to the city council for consideration. All voted “yes”. Motion carried.

5. Park Board Member Reports

Kvam reported that there are several trees located on city property near Mud Lake that are in poor shape and subject to falling. She noted that this is an area that includes several informal trails not maintained by the city and wondered if staff could look at the trees to determine if they could be taken down. Ellingson noted that staff would look at the situation and report back to the board in March.

Raarup mentioned a recent story in the Star Tribune related to outdoor ice rinks and refrigerated systems. She noted interest given the park board’s CIP project that includes the possibility of doing something similar at Big Willow Park.
6. Information Items

Johnson reviewed the park board’s 2014 annual report included in the meeting packet and made two minor changes as requested by the board. He noted that the report will now be forwarded to the city council.

Johnson reported that the organizer of the 1st annual Hopkins Royal Triathlon held last August at Shady Oak Beach has made a $3,500 donation to the Recreation Services Richard Wilson Scholarship Fund for children in need of financial assistance for recreation programs.

Vetter reported that Ann Cullen-Smith has passed away, noting that the city had acquired her property to be used for agreed upon passive recreational use upon her passing.

7. Upcoming Park Board Agenda Items

Johnson reviewed the park board’s 6-month schedule noting that the Meadow Ridge Park neighborhood meeting would be added to the March 4, 2015 meeting.

8. Adjournment

Raarup adjourned the meeting at 8:45 p.m.
Subject: Neighborhood Meeting – Request for a new park in the Meadow Ridge Neighborhood

<table>
<thead>
<tr>
<th>Park Board related goal:</th>
<th>To renew and maintain parks and trails</th>
</tr>
</thead>
<tbody>
<tr>
<td>Park Board related objective:</td>
<td>Identify areas of the city that are deficient of adequate park or trail amenities.</td>
</tr>
<tr>
<td>Brief Description:</td>
<td>Hold public meeting to gather input to determine park and open space uses for Park Property</td>
</tr>
</tbody>
</table>

Background

At the February 4, 2015 park board meeting, the park board heard a request from residents to construct a park on a vacant lot owned by the city at the end of the cul-de-sac of Meadow Ridge. Since the property does not have an assigned address, it will be referred to as Outlot A for this report.

As part of the Meadow Ridge development, the 1.73 acre lot was deeded to the city in fee in 1974 for park and drainage purposes. The developer originally intended to have three buildable lots in this location, but with an existing 24” storm sewer pipe and judicial ditch crossing the property it was prohibitive to complete the improvements needed to sell the lots individually.

Parcel Features

Outlot A is located within the Meadow Ridge development, at the end of the cul-de-sac. The parcel is bordered on the west, north, and east sides by residential properties, and by the Lake Minnetonka LRT Regional Trail on the south.

The trees on the lot are generally comprised of elm, ash and boxelder. Most appearing to be 12-inches to 20-inches in diameter. The area has succumbed to wind damage with down tree debris on the forest floor as well as some broken and hanging branches suspended in the trees' canopies. Several of the trees are leaning into the center of the lot over a narrow wetland which extends from the NE to the SW. A small prairie also exists on the southern boundary extending onto the railroad authority's property. This prairie is bordered by larger sumac to the north which transitions into the woodland character of the lot.

A wetland delineation would need to be performed and approved by natural resource staff. If the delineation proves that a wetland exists, its function and value would be evaluated using the Minnesota Routine Assessment Method (MNRAM). This would also need to be approved by staff to determine the quality of the wetland which would dictate any required buffer width.

Comparable Parks

This park would be comparable in size to seven current parks in Minnetonka ranging in size from 0.4 acres to 2.8 acres, each classified as a mini park. The table below indicates what amenities are provided in each of the mini parks.
Given the topography, size, and usable space of the parcel, amenities to consider for a potential park would include playground equipment, benches, picnic tables, garbage can and mutt mitt containers, bicycle racks, and a toilet enclosure. The wetland/drainage ditch and storm sewer pipe limit the location of any amenities to two possible locations on the parcel, noted in the photo below as Site A and Site B. Site A would have close proximity to the street and would take a significant amount of grading to make the site suitable for playground equipment. Site B would be farther from the street, is generally flatter, and has fewer trees than site A. Both sites have convenient access to the regional trail. Should it be decided to move forward with this project, a site survey would be completed to locate the delineated wetland area, property lines, and existing utilities, as well as determine the accurate topography of the parcel.

The National Recreation and Park Association (NRPA) provides guidelines for typical park classifications, number of acres for a public park system, and recommended services levels based on population. Mini parks are recommended be designed to attract residents who live within walking distance to the park, which typically means a ¼ mile radius of service, and should not have to cross any major roads. Mini park service levels are recommended to be 0.25 to 0.5 acres per thousand residents. Based on the Minnetonka’s population of 51,368 in 2013, the overall service level of mini parks is 0.22. The addition of this mini park would raise the service level above the minimum to 0.26. Elmwood-Strand Park is the only park within a 1-mile radius of this location and is located east of County Road 101.
Neighborhood Input/Planning Process

At the February 4 meeting, staff was directed to schedule a neighborhood meeting to consider the request for a park based on resident input and the receipt of a petition from 18 neighborhood residents.

The park board is asked to hold a neighborhood meeting to receive comments on the parcel and its opportunity for development. There are no covenants on the parcel except that it shall be used for park and/or drainage purposes. Residents within 500 feet of the proposed park have been notified by direct mailing.
Minnetonka Park System

The Minnetonka park system consists of 50 park areas totaling over 1,260 acres, of which 985 acres are natural/passive and over 280 acres are active. There are a variety of parks within the system as defined by their use and size, from Elmwood-Strand, the smallest at 0.4 acres to Purgatory, the largest at 158 acres. The system consists of 22 Neighborhood Park Service Areas (NPSA) that are primarily defined by infrastructure barriers that make it difficult for residents and users to access other existing parks. This area, defined as NPSA 14 is currently deficient of park access. There are three additional NPSA that are also deficient of parks, however at this time there are no parcels identified for potential improvement throughout the city.

Discussion Points

- Review the features, limits and orientation of Outlot A.
- Hold the neighborhood meeting and discuss a future course of action for the potential development of a park.
- Does the park board wish to pursue establishing a mini park at this location?

Recommended Park Board Action: Hold the neighborhood meeting and recommend a course of action for potential development of a park at the end of the cul-de-sac of Meadow Ridge.

Attachment:

1. Neighborhood Meeting Notice
2. Area map
3. NPSA map
You are invited…
The Minnetonka Park Board invites you to a neighborhood meeting to provide input for the undeveloped property the city owns at the end of the cul-de-sac on Meadow Ridge. This property was deeded to the city in 1974 with the condition that it be conveyed for park and drainage purposes. Please see map on the back side of this notice.

*Please note that this is the only notice that you will receive for this meeting.* You are receiving this notice because you reside within 500 feet of the park; city code requires us to notify residents within a minimum of 400 feet of a project. We encourage you to take advantage of this opportunity to provide input on this project. Becoming actively involved in the neighborhood meeting process is the best way for you as a resident to provide your input. If you desire to be kept informed, and can’t attend the meeting listed above, please contact the staff noted at the bottom of this letter.

What is being proposed?
In February of 2015, the city received a petition signed by 18 residents of your neighborhood requesting that a public park be constructed at the end of the cul-de-sac of Meadow Ridge. The park board has directed staff to conduct a neighborhood meeting to gauge overall interest of the neighborhood in adding a park.

What happens at the meeting?
The purpose of this public meeting is to obtain neighborhood input regarding the development of a park at this location. The park board will then determine next steps for the request.

Will there be future meetings?
The park board will next meet on April 8, 2015 to review the proposed 2016-2020 Parks and Trails Capital Improvement Program. If the addition of a park at the location described above is supported, the park board will consider the dollar amount and year of allocation at the April 8th meeting. Any park board recommendation would be considered for adoption by the city council at a later date. By attending the neighborhood meeting noticed above, or by contacting a staff representative below, you will be kept informed of any future meetings related to the park property.

Will I be assessed?
There are no assessments being proposed for this project.

Questions?
If you have questions, comments or concerns regarding this neighborhood meeting, please contact Public Works Operations Manager Darin Ellingson at dellingson@eminnetonka.com or (952) 988-8414; Assistant City Manager Perry Vetter at pvetter@eminnetonka.com or (952) 939-8216; or Recreation Services Director Dave Johnson at djohnson@eminnetonka.com or (952) 939-8360.
Subject: Natural Resources Division's Annual Report and Education and Outreach Plan

Park Board related goal: To Protect Natural Resources and Open Spaces

Brief Description: Review the natural resources division's 2014 annual report and the 2015 education and outreach work plan

Background

The Minnetonka Park Board has adopted goals and objectives that pertain to natural resources. These include creating awareness of our natural environment and supporting educational strategies.

Annually, the park board reviews topics and approved projects related to natural resources. These include the stewardship plan and restoration activities undertaken in the park system, updates on volunteer activities, emerald ash borer preparedness and reforestation of public land, water resource monitoring and protection initiatives, low impact and conservation development projects and review of outreach and education programs relating to natural resources.

Summary

Natural Resource staff have included information pertaining to the division’s 2014 accomplishments and the 2015 education and outreach work plan as outlined below;

Natural Resources 2014 Accomplishments

Natural Resources is responsible for water resource protection, development review as it relates to natural resources, development inspection and compliance, forestry programs, restoration of our native ecosystems, and natural resource education.

The division’s annual report highlight’s staffs’ accomplishments for 2014 and is attached for your review.

Natural Resources 2015 Education and Outreach Work Plan

Attached is the outline of planned topics for the Minnetonka Memo, Eco Series of Walks and Talks, and the Clear Channel Billboard submittals. Watch the Minnetonka Memo and city’s website for final details.
Recommended Park Board Action: Provide feedback to staff regarding the details included in this report.

Attachments:

1. Natural Resources 2014 Annual Report
2. Minnetonka Memo 2015 work plan
3. Eco Series of Walks and Talks 2015 calendar
4. Clear Channel Billboard 2015 schedule
5. Billboard examples
To: Brian Wagstrom, Public Works Director
From: Jo Colleran, Natural Resources Manager
Date: February 17, 2015
Subject: Natural Resources Division - 2014 Accomplishments

Natural Resources is responsible for water resource protection, development review as it relates to natural resources, development inspection and compliance, forestry programs, restoration of our native ecosystems, and natural resource education. The following outlines staff’s accomplishments for 2014.

**Water Resource Protection**

- Natural resources and engineering staff collaborated to write the city’s 2014 Municipal Separate Storm Sewer System (MS4) permit and identified and tracked the information required to complete the 2014 annual report.

- Wetland related technical assistance was provided on 191 occasions to land owners and developers.

- Staff processed 18 Wetland Conservation Act applications and took enforcement on 1 violation relating to wetland fill.

- Volunteers monitored and assessed the health of five wetlands in the city as part of the Wetland Health Evaluation Program (WHEP). Volunteers have collected data from 27 wetlands in Minnetonka since 2002 and educate the public about the importance of wetlands.

- Fourth and fifth graders in the six elementary schools were educated on storm water impacts and water resource protection.

- Staff worked with park staff and the ICW Crews to clean out sediment in order to restore infiltration function of the large raingarden at the Williston Fitness Center.

- Staff partnered with the Recycling Association of Minnesota (RAM) for the 6th year to provide rain barrels and compost bins to residents at a reduced cost. The total sales are outlined below;

<table>
<thead>
<tr>
<th>Totals Sold to Date (Minnetonka Residents Only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rain Barrels</td>
</tr>
<tr>
<td>Compost Bins</td>
</tr>
</tbody>
</table>
Development Review

- Staff regularly works with planning and engineering staff on development projects and attends planning commission meetings to address natural resource issues. In 2014 staff reviewed 52 development and engineering projects to ensure protection of the sites’ natural resources; this includes permitting of all wetland issues.

- Fifteen acres of conservation easements were acquired for the protection of wetlands, wetland buffers, and trees. A long-term stewardship plan was also adopted for Tonka on the Creek as well as an “Urban Ecology” plan for the Legacy Oaks development.

- Staff drafted “housekeeping” updates to clarify the wetland and tree ordinances. Additionally updates were drafted for the grading ordinance and ordinance regulating discharges to the city’s storm sewer system in order to comply with Minnesota Pollution Control Agency’s MS4 permitting requirements.

Development Inspection and Compliance

- Staff reviewed 310 building and grading permits in 2014 including two subdivisions with new infrastructure and released escrow deposits on 59 sites.

- Staff, in conjunction with the engineering department, inspected stormwater best management practices (BMPs) that were required to be installed at 24 new home sites. The sites used combinations of different practices including 15 infiltration basins, 7 sites with compost amendments, 3 wetland buffers, and 1 underground infiltration system.

- Staff inspected 5 sites for reported illicit discharges and sent 10 letters to property owners regarding wetland dumping.

Forestry Activities

- The city’s annual tree sale distributed 1,177 trees to 617 households. Fifteen different tree species were sold to residents at close to wholesale cost. The sale is designed to aid in reforestation and increase tree diversity in advance of emerald ash borer’s arrival.

- In November staff presented a forest health update to the park board in order to brief them on the city’s emerald ash borer management plan and the on-going initiatives to manage Dutch elm disease, oak wilt and to promote tree species diversity.
The Tree City USA designation was again received in 2015 for the city’s commitment to trees in 2014. The National Arbor Day Foundation first designated the city of Minnetonka as a Tree City USA in 1994. In order to be eligible for the designation, a city must annually meet four minimum standards which include; having a forestry department or tree volunteer board, having at least one community tree ordinance, having a community forestry program with an annual budget of at least $2.00 per capita, and pronouncing an Arbor Day Proclamation. In 2014, the city spent approximately $19.00 per capita on all forestry-related activities including habitat restoration.

Right-of-way pruning occurred in 15 neighborhoods covering 56 lane miles from December - March by a private contractor and the city’s tree crew. The pruning occurs in advance of the 2014 road reconstruction and rehabilitation projects to minimize tree-equipment conflicts and during the dormant period to optimize the trees’ health.

A private property tree inventory was conducted in partnership with Tree Trust. Community volunteers and seasonal tree inspector staff were trained on specific protocols and inventoried approximately 2,300 trees in several neighborhoods in order to gather a statistically valid sample. There were 182.5 volunteer hours matched with 89 staff hours, for a value of $8,600, not including staff time. The project will advance the city’s emerald ash borer preparedness.

Staff continued to utilize the tree inventory data to prioritize ash tree removals and treatments. The data also informs staff about tree species that are overplanted and what tree species should be planted in the future as the city prepares for EAB. In the maintained parkland areas 408 ash trees have been evaluated and are slated to be injected or removed in a 4-year phased, plan approach.

Approximately 253 of the 491 city outlots have been inspected as part of the ash reduction program. Currently there are approximately 266 ash trees on city outlots that will need to be removed. Right-of-way ash trees are removed on a case-by-case basis when found to be an imminent safety risk to the road, or in poor condition and the homeowner agrees to the removal.

Approximately 297 trees were watered weekly by a seasonal watering technician and tree inspectors. Most of the trees were planted in parks as part of the ash tree reduction and replanting project. The amount of time spent watering equates to one person spending 40 hours per week watering from June through October.
The number of tree inspection requests and sites where tree work occurs throughout the year are tracked using Cityworks, a GIS based program. The number of requests and work orders for Dutch elm disease, oak wilt and emerald ash borer (EAB) as well as street sightline issues, hanging branches and/or dead trees in parks or along the ROW are illustrated below;

![Forestry Tree Inspection Requests 2014](image1)
There were a total of 929 tree inspections

![Forestry Work Orders 2014](image2)
There were a total of 774 work orders

Enforcement of the city’s shade tree disease control ordinance takes place throughout the year:

- Staff completed over 350 compliance inspections on private property to ensure diseased trees and wood were disposed of properly.

- Staff worked with 49 non-compliant/nuisance abatement property owners to bring them into compliance with the city’s shade tree ordinance.

- Staff sent 78 invoices to property owners as part of the shade tree disease control program. The majority was due to the cost share program, which requires property owners to pay half the cost of a diseased right-of-way tree with the remaining invoices accounting for nuisance abatement and non-compliant (forced) removals on private property.

![Number of Trees Removed in 2014](image3)
Twelve oak wilt grants in the amount of $4,200.00 were issued to private property owners who are combatting this disease. The grants reimburse property owners for a portion of their disease control work, but do not cover associated tree removal costs.

A 200 year old bur oak adjacent to the amphitheater on the Civic Center Campus succumbed to wind damage in 2014. Instead of immediately removing this significant park amenity staff evaluated its risk and consulted with the state’s leading expert. As a result mitigation strategies have been implemented in order to save this tree.

Staff continued to mentor Green Corps member Monica Sweeney and ensure her project objectives were met and brought to completion by the end of her service in August 2014.

Habitat Restoration Activities

Over 310 acres of public land in parks and natural areas continued to be under restoration with the goal of bringing back diverse, healthy ecosystems and habitats. Staff utilizes contractors, ICW crews and volunteers to accomplish this work.

Management areas in 16 parks were documented in the city’s GIS map system. Over one hundred management areas were identified for; the type of restoration (active, partial or intermittent), special protection and biological control locations. A subset of these areas were selected and letter-graded for the control of buckthorn, garlic mustard and problem weeds which totaled 271 grades.

Forestry staff utilized this newly mapped data to better manage oak wilt disease control and collaborate on best practices within parks undergoing active restoration. The information was presented to Park Board on April 2, 2014. A sample is illustrated below;
Field restoration work was heavily weighted in five of the city’s core parks with substantial acreage: Big Willow, Civic Center, Lone Lake, Purgatory and Minnetonka Mills. In winter months, buckthorn control is the largest component of field work followed by protecting plants from deer and rodents. High-quality 2nd and 3rd generation buckthorn cuts were completed in the west half of Lone Lake Park and the northern third of Big Willow Park. Additional restoration work was completed in nine other parks by staff, volunteers and contractors including Gray’s Bay Marina.

Three new prairie areas are being created in no-mow areas at the Civic Center Campus and at two locations in Lone Lake Park. Due to the extensive weed seed bank in the soil, Minnesota Native Landscapes has been contracted to prepare, seed and maintain the areas for a minimum of three years.

In summer months, noxious weed control continues to be the largest component of restoration activities. Contractors and staff continue to work on:

- Garlic Mustard
- Canada Thistle
- Poison Ivy
- Narrowleaf bittercress

Biological control continues on:
- Leafy Spurge
- Purple loosestrife

New invasives:
- Wild Chervil
- Spotted Knapweed
- Wild Parsnip
- Common Tansy

Coordination of volunteers continues to be one of the top restoration activities from April to October. Special attention was given to groups that expressed interest in helping once per year or multiple times per year. In 2014 Master Naturalists were trained to “adopt” a portion of Minnetonka Mills Park and work independently on restoration activities in this area. Whole Foods employees volunteered twice for a second year in 2014 and expressed interest to adopt a portion of the park as well.

2014 was the third year staff and volunteers harvested wild, Big Woods sugar maple trees from Gray’s Bay Marina for planting in other parks. Since less than 3% of the Big Woods ecotype remains in Minnesota, the trees are from a valuable gene pool. To date these maples have been planted in four parks: Headwaters, Civic Center, Reich, and Kinsel.

Staff, contractors and volunteers planted 148 wildflowers and grasses (32 species) at Headwaters Park. Tree removal and multiple weed control visits were required for site preparation.
The city’s largest known bur oak tree (53.5-inches in diameter) in Kelly Park was pruned by professional climbing arborists to make the area safe for visitors to visit and use the new and refurbished benches provided in a 2013 Eagle Scout project. Woodland restoration will continue at Kelly Park with volunteers.

**Education Activities**

- Natural Resource staff held the fifth Minnetonka Native Plant Market & Eco Fun Fest which hosted 5 native plant vendors. Approximately 500 people attended. Activities at the event included the Zoomobile, a children’s tree climbing area, reptiles and amphibians, a “Creepy Crawlies” display, a puppet show and exhibitors providing natural resource based information.

- The Natural Resource staff continued the Eco Series of Walks and Talks to increase natural resource awareness and education in the community. There is generally one walk or talk offered per month (up to six in April and May) on weekday evenings or weekends to help accommodate working residents’ schedules. In 2014, 25 walks and talks were hosted by natural resources staff.

  ![Graph showing Natural Resource Division Eco Series of Walks and Talks Participation by Month in 2014](image)

  There were a total of 1,725 participants throughout the year

Staff also offered offsite educational opportunities such as the 2014 Shallow Lakes Forum which was sponsored and promoted in collaboration with other agencies. The 96 attendees were educated on how these unique lake ecosystems function and how to help protect them.

- Staff submitted 16 electronic billboards to raise awareness about various natural resource topics including transporting firewood and aquatic and terrestrial invasive species, city sponsored events, controlling buckthorn and garlic mustard, water conservation and protecting surface waters by picking up pet waste, minimizing winter salt use and proper disposal of yard waste.
- Natural resources articles appeared in every issue of the Minnetonka Memo. Additionally, staff submitted a package of articles for the eighth edition of the natural resources pull-out section, which was printed in the April Minnetonka Memo. The 2014 focus was on selecting native wildflowers, trees, and shrubs to attract and feed pollinators as well as identifying some common invasive species for residents to remove.

- The city partnered with the Blue Thumb organization for the seventh year to help promote a consistent message about native plants, rain gardens, and shoreline stabilization.

- A Jeopardy Display was presented at the city’s Open House to educate the public about various natural resource topics.

- The Arbor Day celebrations included the Tree Sale Pick Up on Arbor Day, and a tree planting held at Spring Hill Park on May 22nd. Ten trees were planted by 23 fourth grade students from Gatewood Elementary School.

- Staff continued the educational component of the EAB Management Plan by offering an interactive EAB Field Day at Grotonka Park in August. Approximately 20 residents visited four stations in order to learn how to identify ash trees, treatment options, replanting options, and how to properly plant and care for new trees.

- An EAB booth with a retractable banner was presented at the city’s open house, and the Native Plant Market and Eco Fun Fest. For the second year, a staff member donned an EAB costume for the city’s open house in order to increase awareness.

- Staff collaborated with the city of Chanhassen and three professional green businesses to create a new state-wide buckthorn workshop for cities and residents which was held on February 19, 2014 at the Chanhassen Recreation Center. Seventy people attended the seminar, representing 25 cities and 3 counties.

- Staff was invited by Cargill to host a habitat restoration display at their “Earth Day Showcase” for employees on April 10, 2014. The showcase was held at their Minnetonka campus in the morning and their Hopkins campus in the afternoon.

If you have any questions or would like more information about our accomplishments please contact me.
<table>
<thead>
<tr>
<th>Month</th>
<th>Article Content/Title</th>
<th>Author</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>Five easy ways to save energy in your home this winter</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>Get ready for the annual spring tree sale</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Thank you to Minnetonka's natural resources volunteers</td>
<td>JVS</td>
</tr>
<tr>
<td>February</td>
<td>Protect Minnetonka's natural resources by picking up after pets</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>Intro to shrub, small tree pruning Feb. 18</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>2015 tree sale orders due Friday, Feb. 27 [with order form]</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Recognizing Japanese hedge parsley</td>
<td>JVS</td>
</tr>
<tr>
<td></td>
<td>Adopt a native tree or shrub in Minnetonka</td>
<td>JVS</td>
</tr>
<tr>
<td></td>
<td>Buckthorn removal volunteers needed</td>
<td>JVS</td>
</tr>
<tr>
<td>March</td>
<td>Rain barrel sale</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Construction and tree protection</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Pet waste pick-up event at Purgatory Park Mar. 14</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>Hire a tree contractor</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Intro Series of Walks and Talks: winter buckthorn tips &amp; buckthorn workshop #1; Heather Holm pollinators Mar. 18</td>
<td>JC/JVS</td>
</tr>
<tr>
<td></td>
<td>Sunday volunteers needed for buckthorn removal at Kelly Park</td>
<td>JVS</td>
</tr>
<tr>
<td>April</td>
<td>Centerpiece for NR pullout (related to Oct 2014 Open House presentation) - Take the Stewardship Challenge</td>
<td>all</td>
</tr>
<tr>
<td></td>
<td>Conserve water</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Spring yard care - water conservation side note</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>WHEP program overview; volunteers needed</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>New ash treatment program</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Plant a diversity of plants, shrubs and trees</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Stop pruning oaks</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Eco Series of Walks and Talks - Apr/May</td>
<td>JC/JVS</td>
</tr>
<tr>
<td></td>
<td>Plant native species for pollinators</td>
<td>JVS</td>
</tr>
<tr>
<td></td>
<td>Volunteers needed for garlic mustard pull</td>
<td>JVS</td>
</tr>
<tr>
<td>May</td>
<td>Native Plant Market and Eco Fun Fest</td>
<td>all</td>
</tr>
<tr>
<td></td>
<td>Spring bird walk, May 16</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Rain barrel sale - 2nd reminder</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Nature News - woodland wildflowers (Larry Wade)</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>Pollinators and turf</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>ROW ash injection program</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Arbor Month planting plan</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Shade tree disease control program</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Garlic mustard seed tops and disposal - workshop #2</td>
<td>JVS</td>
</tr>
<tr>
<td></td>
<td>May/June events</td>
<td>JVS</td>
</tr>
<tr>
<td>Month</td>
<td>Article Content/Title</td>
<td>Author</td>
</tr>
<tr>
<td>------------</td>
<td>------------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>June</td>
<td>NPMEFF reminder</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Bird walk - June 13</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Minnetonka named Tree City</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>EAB</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Boundary issues (dumping, outbuildings, etc on city property)</td>
<td>JC</td>
</tr>
<tr>
<td></td>
<td>Invasive weeds and wild nasties workshop</td>
<td>JVS</td>
</tr>
<tr>
<td></td>
<td>June events</td>
<td>JC</td>
</tr>
<tr>
<td>July</td>
<td>Lake protection and regulations</td>
<td>AS/JC</td>
</tr>
<tr>
<td></td>
<td>Effects of pet waste in your yard</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>Bur oak blight</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Conserve water and energy (focus on condos and businesses)</td>
<td>JC</td>
</tr>
<tr>
<td></td>
<td>Invasive species - European bellflower</td>
<td>JVS</td>
</tr>
<tr>
<td></td>
<td>Pollinators</td>
<td>CP</td>
</tr>
<tr>
<td>August</td>
<td>Wetland protection reminder</td>
<td>AS/JC</td>
</tr>
<tr>
<td></td>
<td>Nature News [topic to be determined]</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>Deer/rodent damage to trees</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>EAB - update, Field Day, Arbor tree ID walk</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Plant walk</td>
<td>JVS</td>
</tr>
<tr>
<td>September</td>
<td>Fall yard care</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Firewood</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Water trees until the ground freezes</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Learn to grow fruit trees and shrubs</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Buckthorn workshop #2</td>
<td>JVS</td>
</tr>
<tr>
<td>October</td>
<td>Choose the best way to dispose of leaves</td>
<td>AS</td>
</tr>
<tr>
<td></td>
<td>Consider an energy audit</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>EAB</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>Buckthorn workshop #3</td>
<td>JVS</td>
</tr>
<tr>
<td></td>
<td>Pollinator needs for winter</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>Spotlight on some part of the city</td>
<td>JC</td>
</tr>
<tr>
<td>November</td>
<td>Salt reduction at home</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>Pet waste reduction campaign update</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>DED/OW thank you</td>
<td>EB</td>
</tr>
<tr>
<td></td>
<td>ROW pruning</td>
<td>EB</td>
</tr>
<tr>
<td>December</td>
<td>Nature News - hibernating animals (Larry Wade)</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>City's salt reduction strategies</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>Winter safety - thin ice, snowmobiles, etc.</td>
<td>CP</td>
</tr>
<tr>
<td></td>
<td>Trees' winter survival strategies</td>
<td>EB</td>
</tr>
</tbody>
</table>
## Eco Series of Walks & Talks
### 2015 Schedule and Attendance

<table>
<thead>
<tr>
<th>Month</th>
<th>Date</th>
<th>Topic</th>
<th>Assigned</th>
<th>Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>January 21</td>
<td><strong>Tree Sale Sneak Peak</strong></td>
<td>Emily</td>
<td>30</td>
</tr>
<tr>
<td>February</td>
<td>February 18</td>
<td><strong>Small Tree Pruning</strong> (Rebecca Koetter)</td>
<td>Emily</td>
<td>40</td>
</tr>
<tr>
<td>March</td>
<td>March 4</td>
<td><strong>Buckthorn Workshop #1</strong></td>
<td>Janet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>March 18</td>
<td><strong>Creating a Pollinator-Friendly Garden Habitat with Native Plants</strong></td>
<td>Jo</td>
<td></td>
</tr>
<tr>
<td>April</td>
<td>April 23</td>
<td><strong>Garlic Mustard Workshop #1</strong></td>
<td>Janet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>April 25</td>
<td><strong>Shallow Lakes Forum</strong></td>
<td>Jo</td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>May 1-2</td>
<td><strong>Tree Sale Pick –Up</strong></td>
<td>NR Division</td>
<td></td>
</tr>
<tr>
<td>May 2 and 4</td>
<td>Rain Barrel &amp; Compost Bin pick-up <a href="http://www.recycleminnesota.org">www.recycleminnesota.org</a></td>
<td>Aaron</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 7</td>
<td>Plant Walk #1: Purgatory Park</td>
<td>Janet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 13</td>
<td>Garlic Mustard Workshop #2</td>
<td>Janet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 16</td>
<td>Spring Bird Walk: Lone Lake Park</td>
<td>Aaron</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 21</td>
<td>Plant Walk #2: Big Willow Park</td>
<td>Janet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May 27</td>
<td>Plant Walk #3: Lone Lake Park</td>
<td>Janet</td>
<td></td>
<td></td>
</tr>
<tr>
<td>May</td>
<td>Arbor Month Planting w/School Group</td>
<td>Emily</td>
<td></td>
<td></td>
</tr>
<tr>
<td>June</td>
<td>June 3</td>
<td><strong>Native Plant Market &amp; Eco Fun Fest</strong></td>
<td>NR Division</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 13</td>
<td><strong>June Bird Walk: Minnetonka Civic Center</strong></td>
<td>Aaron</td>
<td></td>
</tr>
<tr>
<td></td>
<td>June 17</td>
<td><strong>Invasive Weeds &amp; Wild Nasties</strong></td>
<td>Janet</td>
<td></td>
</tr>
<tr>
<td>August</td>
<td>Aug 12</td>
<td><strong>Plant Walk #3</strong>: Lone Lake Park</td>
<td>Janet</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Aug TBD</td>
<td><strong>Seed collecting Workshop</strong></td>
<td>Janet/ 9MCWD</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Sept. 23</td>
<td><strong>Buckthorn Workshop #2</strong></td>
<td>Janet</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Oct. 8</td>
<td><strong>Buckthorn Workshop #3</strong></td>
<td>Janet</td>
<td></td>
</tr>
<tr>
<td>Month</td>
<td>Topic</td>
<td>Assigned</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>-----------------------------------------------------------------------</td>
<td>-------------------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| January   | Salt Reduction  
Pick up the Poop                                           | Aaron/Jo         |
| February  | Salt Reduction  
Pick up the Poop  
Shallow Lakes Forum                                       | Aaron/Jo         |
| March     | Shallow Lakes Forum  
Cut buckthorn - Remove plants with berries first  
Birds need Native plants       | Aaron/Christine  |
| April     | Shallow Lakes Forum  
Support pollinators, plant natives  
Birds need Native plants  
Storm water                      | Aaron/Christine  |
| May       | Support pollinators, plant natives  
Garlic Mustard (May/June)  
Storm water  
Native Plant Market  
Give Invasives the Boot Planting  
Tree Tip – Mulch                        | Aaron/Christine  |
| June      | Let it Soak In (Blue Thumb)  
Garlic Mustard (May/June)  
Support pollinators, plant natives  
Storm water  
Native Plant Market  
Give Invasives the Boot                      | Aaron/Christine  |
| July      | Conserve Water (sprinkler)  
Aquatic Invasives - Boating  
EAB Don’t Transport Firewood                  | Aaron/Christine  |
| August    | Conserve Water (sprinkler)  
Aquatic Invasives – Boating  
EAB Don’t Transport Firewood                  | Aaron/Christine  |
<table>
<thead>
<tr>
<th>Month</th>
<th>Tasks</th>
<th>Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>September</td>
<td>Plant Natives (next generation acorn)</td>
<td>Aaron/Christine</td>
</tr>
<tr>
<td></td>
<td>Planting Tip Protect From Deer</td>
<td></td>
</tr>
<tr>
<td></td>
<td>EAB Don’t Transport Firewood</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Yard Clean Up (Don’t Dump)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Storm water</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Yard Clean Up (Don’t Dump)</td>
<td>Aaron/Christine</td>
</tr>
<tr>
<td></td>
<td>Storm water</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Don’t Transport Firewood</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Plant Natives (next generation acorn)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Planting Tip Protect From Deer</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>Cut Buckthorn</td>
<td>Aaron/Jo</td>
</tr>
<tr>
<td></td>
<td>Pick up the poop</td>
<td></td>
</tr>
<tr>
<td>December</td>
<td>Birds need native plants</td>
<td>Aaron/Christine</td>
</tr>
<tr>
<td></td>
<td>Salt Reduction</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Cut Buckthorn</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pick up the poop</td>
<td></td>
</tr>
</tbody>
</table>
Billboard Examples

Use salt only if *needed...*  
...shovel *first*  
Help keep our waters *clean.*

Don’t transport aquatic invasives!  
Clean, drain & dry your boat!

Support pollinators...  
...plant natives.

GIVE INVASIVE SPECIES THE BOOT.  
Help prevent the spread of invasive plants and animals

Buckthorn is INVASIVE  
Remove trees with black fruit *FIRST*

Install TREE GUARDS now!  
PROTECT tree trunks from DEER in FALL and WINTER
Minnetonka Park Board Item 4C
Meeting of March 4, 2015

Subject: Review of 2015 Park Board Action Steps

| Park Board related goal: | Enhance long-term park board development |
| Park Board related objective: | Annually assess the park board strategic plan |
| **Brief Description:** | At the February 4, 2015 meeting, the park board adopted the 2015 Park Board Strategic Plan. Staff has since prepared a draft of the 2015 action step plan for the board’s review. |

**Background**

At the February 4, 2015 meeting, the park board reviewed their 2015 strategic plan including the mission, vision, goals and objectives. Based on the plan adopted by the park board, staff has developed a draft plan of action steps to be accomplished in 2015. These action steps will serve as a working document to help guide and schedule park board discussions throughout the year. Staff will review this document with the board at the March 4, 2015 meeting.

**Discussion Points**

- Does the park board recommend any changes to the draft 2015 action step plan?

**Recommended Park Board Action:** Review the draft 2015 strategic plan and action step document and make changes as desired.

**Attachment:**

1. Draft of 2015 Action Steps Plan
GOAL #1: TO PROTECT NATURAL RESOURCES AND OPEN SPACE

Objective #1
Provide feedback to assist staff in managing the open space process
Action Steps:

1. Receive updates as the city acquires property and as privately owned parcels are developed using conservation development techniques
2. Review stewardship plans for acquired open space properties

Objective #2
Continue to review and comment on the implementation of the natural resources stewardship plan
Action Steps:

1. Continue to review restoration and management activities in community parks as outlined in the 20 Year Restoration Plan for Minnetonka Parks
2. Receive periodic updates on the progress of the natural resource stewardship program
3. Tour selected restoration and management areas within the park system
4. Review natural resources informal educational opportunities in the field for park and trail users

Objective #3
Review options to enhance natural resources & open space
Action Steps:

1. Review and comment on a volunteer program to foster stewardship practices within the city’s parks and public lands. This program may include components such as plant rescues, loosestrife control, control of buckthorn and garlic mustard and adopt a storm drain
2. Receive information about park designated water quality improvement projects
3. Review any interpretive signage developed by staff to highlight natural areas within the trail system
4. Receive information and updates regarding the park system’s forest health

Objective #4
Promote the city’s efforts of protecting and enhancing the community’s natural resources by creating awareness and supporting educational strategies
Action Steps:

1. Review and comment on the natural resource division’s 2015 outreach and education plan
2. Review the natural resource division’s year-end report
3. Implement a pet waste pick up promotional plan
Goal #2: TO RENEW AND MAINTAIN PARKS AND TRAILS

Objective #1
Involve park board member participation in park & trail projects
Action Steps:

1. Park board members will be part of neighborhood meetings and recommendation discussions

Objective #2
As needed conduct an annual review of park dedication fees
Action Steps:

1. Conduct a survey of comparable cities to review park dedication fees

Objective #3
Identify areas of the city that are deficient of adequate park or trail amenities
Action Steps:

1. Include study areas as part of POST Plan

Objective #4
Conduct a comprehensive review of the trail system to identify missing links and required future improvements
Action Steps:

1. Conduct an annual review of the Trail Improvement Plan
2. Develop a rehabilitation program and schedule to protect the long term investment of the trail system
3. Conduct a review of park and trail way finding and signage practices to determine if changes are needed

Objective #5
Renew, expand and maintain a trail system to encourage outdoor recreation, and improve the connectivity and walkability of community.
Action Steps:

1. Identify a vision for future trail links and the intrinsic value they bring to the city
2. Involve regional agencies as partners to expand opportunities
Goal #3: TO PROVIDE QUALITY ATHLETIC AND RECREATIONAL FACILITIES AND PROGRAMS

Objective #1
Perform an annual review of the Gray’s Bay Marina operations plan
Action Steps:

1. Conduct an annual review of the Marina Operations and Business plans; and develop recommended changes as desired

Objective #2
Anticipate, review and respond to community needs not previously identified.
Action Steps:

1. Host a neighborhood input meeting to determine if a new park is feasible for the Meadow Ridge neighborhood and recommend next steps

Objective #3
Annually review policies related to the operation and management of parks to determine if changes are required
Action Steps:

1. Conduct a review of the Comprehensive Athletic Field Use Policy
2. Develop changes to the existing summer playground program registration criteria that allow for expanded opportunities for residents to participate
3. Review and consider previous considerations for park regulation changes related to off-leash usage
4. Develop an agreement for youth sports associations designated priority field space on city athletic fields
5. Review the 2015 Shady Oak Beach weather related closing policy and make changes as need for 2016

Objective #4
Ensure that park amenities, recreational facilities and programs address future community needs and changing demographics
Action Steps:

1. Provide quarterly reports of programs and services provided by the Joint Recreation Division
2. Develop recommendations for use of park properties acquired by the city
3. Review the results of the feasibility study for the proposed new Glen Lake Activity Center and provide input on desired amenities
4. Conduct a review of outdoor ice rink operations and recommend to the city council any desired changes for the 2015/2016 skating season
Objective #5
Conduct a review of the athletic field fee schedule developed for 2015 and make recommended adjustments for 2016

Action Steps:

1. Review 2015 field use fee outcomes to determine if adjustments are needed for 2016

Objective #6
Review drafts of the updated POST Plan

Action Steps:

1. Provide input on the Organizational, Analysis and Implementation and the Technological Enhancement phases of the POST Plan

Objective #7
Offer a full range of programs for people of all ages and ability levels.

Action Steps:

1. Utilize program evaluations as a source for data collection
2. Conduct seasonal reviews of programs and services offered and provide direction to staff on any desired changes

Objective #8
Responsibly maintain our parks, trails and recreational facilities, while fairly balancing user fees with general community support.

Action Steps:

1. Conduct a survey of comparable facilities in neighboring cities to ensure that rates are within desired ranges
Goal #4: ENHANCE LONG-TERM PARK BOARD DEVELOPMENT

Objective #1
Define CIP program for 2016-2020 related to parks, trails & open space
Action Steps:

1. Review all CIP projects related to parks, trails and open space and recommend funding status
2. Recommend park, trails and open space CIP budget for city council consideration

Objective #2
Enhance Council relations - serve as a voice to the council
Action Steps:

1. Have a minimum of one park board member in attendance for all council reviews of park board recommendations
2. Conduct a joint meeting of the park board and city council
3. Provide park board input regarding park related issues reviewed by other city boards or commissions, including creating a sense of place within the community

Objective #3
Increase community awareness of park board initiatives
Action Steps:

1. Publish an article related to park board activities in the Minnetonka MEMO at least two times in 2015

Objective #4
Schedule board member involvement in annual park board and city related activities.
Action Steps:

1. Provide park board representation at various city events including the State of the City address, Kids’ Fest, Summer Festival, annual open house, and an environmental event
2. Schedule an annual park board tour of parks and trails
3. Schedule a park board/staff canoe trip down Minnehaha Creek
4. Review park board member park assignment schedule and make changes as needed

Objective #5
Annually assess the park board strategic plan
Action Steps:

1. Adopt the park board’s 2015 strategic plan
2. Prepare action steps to address the park board’s 2015 strategic plan and provide periodic progress updates
Objective #6
Conduct a review of the park board’s program for recognizing volunteers who complete pre-approved projects to benefit the park system

Action Steps:

1. Make adjustments as desired from the 2014 volunteer recognition event and schedule a date for the 2015 event
Minnetonka Park Board Item 6  
Meeting of March 4, 2015

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

Recreation Services 2015 Summer Brochure

The Recreation Services summer brochure was posted online by mid-February, and delivered to Hopkins and Minnetonka residents, local libraries, and community education offices by February 23. Registration for Hopkins & Minnetonka residents begins at 8 a.m. on Monday, March 2 (Non-residents March 16). Registration for swim lessons begins on May 6 (Non-residents May 13).

Our largest publication of the year and the only one that is mailed to residents, includes 64 pages of programming and a variety of community events and family activities including, the Minnetonka Summer Festival, Shady Oak Beach, Music in the Park, Theater in the Park, and the Minnetonka Farmers’ Market. This issue features registration for Williston Center health and fitness and tennis programs, playground programs, youth and teen programs, adult activities and leagues, aquatics program, Minnetonka senior services, canoe rental and shuttle service, day camps, golf, ice skating, facility reservations, REACH For Resources, and the beginning of registration for youth fall soccer.
# 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>4/8/15</td>
<td>Regular</td>
<td>• Outdoor Ice Rink Report</td>
<td>Note date change of meeting from 4/1/15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- 2014/2015 use</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>- 2015/2016 locations</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>Regular</td>
<td>• NO MEETING</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>8/5/15</td>
<td>Regular</td>
<td>•</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>9/2/15</td>
<td>Regular</td>
<td>•</td>
<td></td>
</tr>
</tbody>
</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></td>
<td></td>
<td>•</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>•</td>
<td></td>
</tr>
</tbody>
</table>

### Items to be scheduled: