

**MINUTES OF THE  
MINNETONKA PARK BOARD  
December 3, 2003**

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**1. Roll Call**

Park Board Members Jim Calkins, Bruce Gefvert, Paul Lehman, Freinde Mills and Sue Woodrich were present. Attending staff were Geralyn Barone, Dave Johnson, Mike Pavelka, Craig Sinclair and Perry Vetter.

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

**2. Approval of Minutes – November 5, 2003.**

Gefvert moved and Mills seconded a motion to approve the Minutes of November 5, 2003 as submitted. All voted “yes”. Motion carried.

**3. Citizens wishing to discuss items not on the agenda**

No requests were made.

**4. Business Items**

**A. Review of Marina operations report**

Pavelka provided a summary of the staff report for this item. He indicated that from staff’s perspective, the Marina’s initial season was a success.

Pavelka noted two concerns that arose over the course of the season, traffic congestion and one minor case of theft. To improve traffic congestion, Pavelka indicated that signage was added to the site to better direct users. He noted that by mid-season, parking problems were significantly reduced. Pavelka described the minor incident of theft describing that the perpetrator accessed boats in the slip area from the water, taking a CD player and boogie board. Pavelka noted that staff has surveyed other marinas to research how theft is monitored and controlled. He added that concerns regarding theft seem to be consistent among all marinas.

Pavelka provided an overview of the Operations and Business Plans for the Marina. He indicated that revenues of \$149,430 were slightly below the projected amount of \$153,700, while expenses were down by an equal amount. Pavelka noted that expenses included an escrow of \$23,380 to be held for future improvements to the facility.

Pavelka then asked for any questions from the Board.

Calkins asked if there is expected to be any turnover of slips for the 2004 season. Pavelka replied that nine of the 27 slips will not be renewed for 2004. Of the nine, Pavelka noted that two people moved out of the city and were no longer eligible. Two people sold their boats and five were for unknown reasons.

Calkins expressed concern regarding the maintenance of landscaping within the site, noting that there were a considerable amount of weeds. He added that

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shore plantings were a major disappointment. Sinclair responded that the City's Environmental Resources Coordinator is preparing a plan for maintenance to be in place for 2004.

Chair Lehman opened the floor to any comments from the audience.

Bob Crump, 301 Bay Street, complimented staff on a successful first season of operation. He noted that while he was prepared for increased traffic throughout his neighborhood, he felt that traffic was actually reduced from past years. Crump voiced one concern regarding the City's liability during late fall and early winter to thin ice when the main gate is left open. He asked if the City planned to fence off the area around the docks. Sinclair responded that crews would fence off the area once ice conditions are safe. Pavelka added that the main gate is now closed for the season as agreed to by the DNR.

Pavelka noted that two slips remain available for 2004 and informed the Park Board that a lottery will be required to fill the two slips and replenish the waiting list. The Park Board decided to conduct the lottery as part of a special Park Board meeting to be scheduled on February 11, 2004.

**B. Consideration of 2004 Park Board Strategic Plan**

Johnson introduced the item. He noted that once approved, staff will prepare action steps designed to address each objective included in the strategic plan.

No changes were recommended to the Park Board's Vision or Mission Statements.

Under Goal #1: "To protect resources and open space", Calkins questioned if Objective #2 regarding the natural resources stewardship plan should be revised. The Board requested that the City Forester review this objective and recommend any changes. A new objective "to renew options to enhance natural resources and open space" was added as Objective #4.

Under Goal #2: "To renew parks", the Board revised Objective #2 to read, "Develop and implement maintenance and funding plans for ensuring the long-term viability of parks".

Under Goal #3: "To provide quality athletic and recreational facilities", the Board revised Objective #5 to read, "Implement the overall plan for cross country ski trails".

Objective #7 was revised to read "Anticipate, review and respond to community needs not previously identified". Mills requested that an action step be

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developed under Objective #7 regarding individual Park Board member reviews of parks with reports back to the Board. A new Objective #8 was added to read, "Conduct an overall evaluation of the trail system".

Under Goal #4: "Enhance long term Park Board development ", a new objective #3 was added to read, "Develop a procedure for ongoing park updates to the POST Plan".

Johnson informed the Board that the revised strategic plan would be brought back to the Board for final review at the January 7, 2004 meeting.

**C. Review of Neighborhood Match Policy for Open Space Acquisitions**

Barone introduced the item and reviewed the draft policy included in the staff report. She noted that \$500,000 in funding will be designated to the program that provides matching grants for up to 50% of the cost for long-term preservation of natural areas. Barone added that the maximum amount for a single grant is recommended to be \$50,000.

Calkins asked if easements would qualify for the grant program. Barone indicated they would. Calkins responded that with easements being eligible, the program could have tremendous potential.

Calkins moved and Woodrich seconded a motion to approve the Neighborhood Matching Grant program for open space preservation as developed by Staff and forward to the City Council for review. All voted "yes". Motion carried.

**5. Park Board Member Reports**

Woodrich thanked Lehman for chairing the Joint Meeting with the City Council.

Mills informed the Board that she has received calls regarding the condition of the fence at Mini Tonka Park. Johnson informed Mills that Staff was aware of the problems related to the plastic fencing and plans to replace the fence early next spring. Johnson added that this fence product has not been and will not be used in any other park projects.

Calkins asked that staff perform post-Park Renewal surveys to residents to solicit their feedback regarding each project.

Woodrich informed the Board that she is assisting a 15-year old resident looking for an Eagle Scout project within the park system. She noted that she has met with staff to review different possibilities.

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**6. Information Items**

Vetter and Sinclair reviewed a request from residents to create an access trail into Purgatory Park on an existing easement south of the park. Vetter noted that this request has come through the park renewal project for Purgatory. Sinclair noted that the easement is specified for "utility easement/trail purposes". Vetter noted that due to the steep elevating, landscaping and close proximity to existing homes, the access would cost an estimated \$350,000 to develop.

**7. Upcoming Park Board Agenda Items**

Barone noted that the Civic Center Master Plan review will be added to the January meeting agenda.

Lehman noted that the special meeting to conduct the marina slip lottery will be scheduled for February 11,2004.

**8. Adjournment**

Woodrich moved and Mills seconded a motion to adjourn the meeting at 8:42p.m. All voted "Yes". Motion carried.