

**Minutes of the Minnetonka Park Board**  
**January 9, 2008**

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**1. Roll Call**

Park board members present included Jahn Anderson, Kyle Gallagher, Bruce Gefvert, Tim Goodyear, Amber Greves and Tess Komarek. Staff members in attendance included Geralyn Barone, Jo Colleran, Dave Johnson, Mike Pavelka and Perry Vetter.

**2. Approval of Minutes**

Goodyear requested a minor change to page 3 of the Minutes. He asked that a sentence related to the tree ordinance discussion read that Goodyear “understands the desire for the ordinance changes but feels this is a private property issue and is not in the park board’s area of expertise.”

Noting Goodyear’s requested change, Gefvert moved and Gallagher seconded a motion to approve the Minutes as amended. All voted “Yes.” Motion carried.

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

None.

**4. Business Items**

**A. Gray’s Bay Marina Annual Report**

Pavelka provided background related to the past experiences and involvement the park board has had with the operation of the Gray’s Bay Marina. He noted that the 2007 season began on April 2 and closed on November 30.

Pavelka reviewed the lease rate structure, informing the board that 2008 slip rates have increased \$176 from 2007, a total of 5% and within the recommendations developed by the park board. He followed with a review of landscaping improvements made by the Natural Resources Division, including a controlled burn and hydroseeding process and explained that the impacts of this work will be seen over the course of the next year.

Pavelka summarized the 2007 gas sales, noting the price of gas varied between \$4.39/gallon to \$4/gallon. He noted that gas sales were down approximately 150 gallons from 2006.

Pavelka opened the floor to any park board questions.

Goodyear asked Pavelka to explain the term limits for slip sales at the marina. Pavelka explained that terms can not exceed eight years for those selected from the waiting list. He noted that initially, terms were staggered with six and eight year terms and that the last of the eight-year terms would expire this year.

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Goodyear asked if Pavelka thought the eight-year limit was too long and Pavelka responded that he felt it was reasonable and allowed an adequate turnover of slip holders to occur. Pavelka added that three slip holders chose not to renew for the 2008 season and that those vacancies were filled from the waiting list.

Gefvert asked if the three slip holders provided their reasons for not renewing. Pavelka responded that one did indicate that price was a factor, and the other two did not provide a reason. Gefvert asked what the waiting list numbers were and Pavelka indicated that 40 people remain on the list.

Pavelka reviewed the Gray's Bay Business Plan and compared 2007 actual revenues and expenditures to date with budgeted figures for the year. Pavelka reported revenues for 2007 to be \$209,046 compared to the budget amount of \$201,500. He noted that revenues exceeded expenditures by \$40,910, indicating that the amount of \$40,910 has been transferred to an escrow account for future capital improvements to the site.

Goodyear asked if future budget summaries could include information as previous years. Pavelka indicated that this was possible and that the change would be made for 2008.

Goodyear noted that revenues included under "Interest on Investments" totaled \$4,989, considerably higher than the budgeted amount of \$1,500, and asked if staff could provide any explanation for this. Pavelka noted that this was due in part to a growing escrow account. Barone added that by practice, the city's finance department is conservative with these figures in the budgeting process.

Goodyear noted that staff wages of \$23,166 were considerably lower than the \$28,000 initially budgeted and asked if there was any particular reason for the reduction. Pavelka noted that since the facility opened, staff has been making adjustments to staffing levels to meet customer service needs. He explained that this is an on-going process.

Greves noted that the expenditure line item of "service contracts" was \$993 compared to a budgeted amount of \$2,500. Pavelka noted that those costs are primarily due to charges the facility receives for milfoil treatments.

Anderson asked if vandalism was a concern throughout the 2007 season. Pavelka indicated that there were no confirmed reports of damage or theft during the year.

Hearing no additional questions, Pavelka closed by indicating that he would return to the park board later in the year to consider slip rates for the 2009 season. The board thanked Pavelka for his report and the overall management of the facility.

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**B. Oakhaven Park Development Update**

Vetter reviewed a matrix that detailed a planned two-phase construction and bidding process. Vetter indicated that, as proposed, Phase I would include hard and soft construction costs, play equipment and swings, basketball court, woodchip nature paths, turf seeding and walkways. Items included in Phase II included the horseshoe court, restroom enclosure, seating areas, picnic shelter, retaining walls, landscaping/buffers and an accessible parking spot. Vetter closed by asking the board to prioritize Phase II items so that potential alternates can be identified for the bidding process.

Greves asked what the potential time delay would be between Phases I and II. Vetter responded that the timing would depend on projects planned for the entire 2009-2013 CIP which will be reviewed in February.

Gefvert asked if there were any items listed in Phase II that would have a reduction in cost if they were to be moved to Phase I. Vetter noted that this was taken into account when the phasing was considered, adding that he believes items included in each phase are budgeted in a way that takes timing into consideration.

Following some discussion on prioritization, the board determined the following priority for Phase II improvements:

1. Restroom enclosure
2. Walkways & trails
3. Picnic shelter footings
4. Picnic shelter
5. Seating areas
6. Horseshoe court
7. Accessible parking spot
8. Retaining wall
9. Landscaping

Goodyear noted that the CIP funding table appeared to show that 2009 might be a possible year to include Phase II construction. Barone noted that ending fund balances will need to be reviewed in February to ensure adequate levels are maintained.

Barone asked if the board was comfortable including the top four priority items for Phase II as alternates in the Phase I bids. All agreed.

**C. Adoption of the 2008 Park Board Strategic Plan**

Johnson introduced the item, explaining that the park board reviewed their strategic plan at the December 5, 2007 meeting and provided staff with their

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desired changes for 2008. Johnson noted all changes have been incorporated into the draft presented and requested the park board's review prior to final adoption.

Greves reminded the board of the discussion that took place in December related to the Tree Preservation Ordinance and questioned if the park board's Mission and Vision needed to be amended to refer only to city-owned park properties. In addition to the Mission and Vision, Greves suggested that Objective #5 of goal #1 read "Review and provide feedback" as opposed to "Review" as currently written.

Gefvert recommended keeping the mission, vision and goal #1/objective #5 as written, noting that he believes a review implies the possibility for feedback.

Barone indicated that staff supported keeping the Strategic Plan as written, adding that staff will resist the practice of suggesting the park board's position on an issue and instead, collect feedback on the issue at hand.

Goodyear agreed, stating that he felt the board should review all ordinances that pertain to the natural resources, and then decide if a motion or any formal action is desired. He added that he was comfortable with the Strategic Plan as written.

Gefvert indicated that for objective #5 under the goal "to protect natural resources and open space", he was comfortable in using the wording "review all" ordinances that pertain to natural resources and open space. Greves asked if Gefvert would include issues related to private property. Gefvert responded yes.

Gefvert moved and Anderson seconded a motion to adopt the 2008 park board strategic plan as drafted. All voted "Yes". Motion carried.

**D. Appointment of Park Board Chair/Vice-Chair positions**

Johnson provided background included in the staff report, noting that by ordinance, the terms of Chair and Vice-Chair expire annually on January 31. Greves asked for a summary of those who have served as Chair over the past several years, which staff provided.

Goodyear indicated that, if asked, he was willing to serve as Chair for another term; however he felt that the Chair position should be a revolving one so that one person was not in the position for a long period of time.

Gefvert voiced his appreciation for the leadership Goodyear has provided over the past year and noted the importance he felt Goodyear's involvement in the community played in serving in the position as Chair.

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Gefvert moved and Greves seconded a motion to appoint Tim Goodyear as Park Board Chair for a term to begin on February 1, 2008 and expire on January 21, 2009. All voted "Yes". Motion carried.

Goodyear asked park board members in attendance to indicate their level of interest to serve as Vice-Chair. Anderson indicated that he would be open to serve. Gallagher indicated he was not interested as this point in his term. Greves stated that she was interested, however she stated that this upcoming year would not be a good year to serve. Gefvert noted that due to work related commitments and possible scheduling conflicts he would prefer not to serve. Johnson noted that Lambert was out ill for the meeting and had informed Johnson that he was willing to serve if asked, however was open to someone else gaining the experience.

Goodyear moved and Greves seconded a motion to appoint Jahn Anderson as Park Board Vice-Chair for a term to begin on February 1, 2008 and expire on January 31, 2009. All voted "Yes". Motion carried.

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

Goodyear noted a recent e-mail from an outdoor ice rink volunteer related to concerns about the use of outdoor ice rinks by local hockey associations and the lack of availability to the general public. He asked if this item could be reviewed prior to the 2008-2009 skating season. Johnson indicated that it would be included in the park board's action steps.

Gallagher noted that the ice conditions at Meadow Park were excellent for skating and thanked staff.

#### **6. Information Items**

The park board reviewed attendance figures for the Glen Lake ski trail included in the meeting packet. Johnson noted that an average of 42 skiers per day used the facility over the first two weeks of operation.

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

Barone reminded the park board of the January 31, 2008 Minnehaha Creek Corridor meeting to be held jointly with the EDA, Planning Commission and project partners. She noted that the time of the meeting will be 7:00 p.m.

Vetter reminded the board that the City Council's review of Guilliams and Big Willow Parks park renewal projects is scheduled for January 28 at 6:30 p.m.

#### **8. Adjournment**

The meeting was adjourned at 8:47 p.m.