

***Parks & Recreation  
Board Vision***

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

***Parks & Recreation  
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*

# Minnetonka Parks & Recreation Board Agenda

Minnetonka City Hall—Boards & Commissions Room

December 3, 2008 7:00 p.m.

**1) Roll Call**

___ Jahn Anderson	___ Amber Greves
___ Kyle Gallagher	___ Tess Komarek
___ Bruce Gefvert	___ Denny Lambert
___ Tim Goodyear	___ Patrick Robben

**2) Approval of Minutes**

**A) November 5, 2008**

**3) Citizens wishing to discuss items not on the Agenda**

**4) Business Items**

**A) Review of park dedication fees**

**B) Discussion on the Park Board's 2009 Strategic Plan**

**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 Kyle Gallagher, Bruce Gefvert, Tim Goodyear, Amber Greves, Denny Lambert, and Patrick Robben. Staff members in attendance included GERALYN BARONE, Ann Davy, Jennifer Garvey, Dave Johnson, and Mike Pavelka.

**2. Approval of Minutes**

Komarek moved and Lambert seconded a motion to approve the Minutes of October 1, 2008 as submitted. All voted "Yes." Motion carried.

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

None.

**4. Business Items**

**A. Review recommended changes for the scheduling of outdoor ice rinks for youth hockey**

Recreation Services Programming Division Manager Ann Davy introduced the item and provided a summary of existing practices related to the scheduling of outdoor ice time by local youth hockey associations. Davy noted that ice rinks are maintained at six Minnetonka park locations (Gro-Tonka, Meadow, McKenzie, Spring Hill, Covington and Boulder Creek), as well as two Hopkins School District locations (Gatewood and Glen Lake Elementary Schools. She indicated that MYHA currently reserves Monday through Thursday evenings from 6:00 – 8:30p.m. at all park locations with the exception of Meadow Park. She added that there is currently no charge for use of the hockey rinks, and that schedules for use are posted at each rink site to inform users.

Davy reviewed direction provided by the park board at the October 1, 2008 meeting. She presented a matrix that summarized current practices of other municipalities as compared to a staff recommendation for Minnetonka that included revised reservable times of 7:00 – 9:00 p.m. and improved monitoring of actual hours used. Davy explained that the change in times would allow for general public use of the hockey rinks from 4:30 – 7:00 p.m. Mondays – Thursdays, and non-restricted use Fridays - Sundays.

Goodyear asked for park board comments and feedback to the staff recommendation.

Komarek asked if any restrictions would be placed on the number of hours that an association could reserve. Davy indicated that initially there would not be any restrictions.

Gefvert asked if there would be any implications if the reserved hours were not used. Davy responded that the association representative would be contacted and changes made to the schedule if hours are abused.

Lambert asked if there would be competition between the local associations for the available hours. Davy responded that currently only Minnetonka Youth Hockey has expressed an interest in reserving outdoor ice hours.

Goodyear asked how user groups would be contacted about the changes. Davy indicated that a memo will go out to all the associations later this month explaining the procedures put in place.

Responding to a question from Gefvert, Davy indicated that weekly schedules would be posted at each ice rink location informing users of the hockey rink schedule.

Robben asked if it would be possible to also monitor the amount of usage each hockey rink receives during the times available for public use. Davy indicated that she would have staff monitor the public times as well.

Lambert moved and Robben seconded a motion to approve the staff recommendation as presented, changing the outdoor hockey rink hours available for reservation to 7:00 p.m. to 9:00 p.m. and increasing monitoring of use for both public and organizational use for the 2008-2009 outdoor ice rink season. All voted "Yes". Motion carried.

## **B. Summary of Shady Oak Beach Operations**

Assistant Facilities Manager Jennifer Garvey provided the staff report for this item by providing a summary of accomplishments related to the three goals developed for improvements to Shady Oak Beach operations for the 2008 season. Garvey identified the three goals as 1) Improved Customer Service; 2) Improved revenue forecasts; and 3) Improved technology & systems changes.

Garvey continued with a review of revenue figures noting that 2008 revenues increased \$16,396 over 2007 totals. She explained that while season pass sales actually decrease by \$422, daily pass sales increased by \$15,111. Garvey added that concession revenue increased \$1,469 and miscellaneous revenue \$238 from 2007 totals.

Garvey indicated the 2008 total expenditures were \$8,613 higher than 2007, due to an additional \$16,668 spent on a one time capital equipment purchase to implement changes made to the beach operations. Garvey noted that total staffing costs were reduced by \$10,717; and concession costs were reduced by \$879 from 2007 totals.

Goodyear asked for park board member feedback and questions.

Lambert asked if there were any impacts on beach operations this past summer due to the Shady Oak Beach road construction. Garvey responded that initially there were impacts related to utility services and that traffic and noise issues were also prevalent, however year end surveys were did not indicate significant concerns by users.

Robben inquired about the swipe card system used and asked if reports could be generated that indicated the range of visits season pass holders made throughout the year. Garvey replied that the card system did provide a wide range of reports and noted that she would look into available reports on number of visits. Robben followed with a question of why lifeguarding costs were less in 2008. Garvey indicated that the most significant reason for the reduction was a turnover in staff that is experienced on a regular cycle resulting in newer staff starting at a lower pay scale.

Gefvert asked if safety was compromised in the lifeguard cost reduction. Garvey indicated that it was not; adding that missing children reports were actually reduced this past season as compared to previous seasons. Gefvert asked for an explanation of the \$3,728 spent on guest services in 2008 for the first time. Garvey explained that this was the new staff position put in place to implement the new changes made in 2008. She added that these staff positions handled all customer service issues related to the new system including sales, printing of cards, etc.

Greves asked what the average age of a lifeguard is at Shady Oak Beach. Garvey responded that the youngest a guard can be is 15, however the city's policy is not to hire until age 16. She estimated that the average age is 19 to 20 years of age. Greves asked if the city paid for staff's Red Cross certification. Garvey indicated that the city did not, however the city does compensate employed staff members for CPR recertification.

Garvey closed by providing results from a post-season survey of the 2008 season pass holders. She noted outstanding to above average ratings for the following questions:

- Customer service at the time of purchase 87%
- Overall beach experience 90%
- Meeting facility expectations 89%
- Customer service at the beach 81%
- Cost of season pass 66%
- Value of the new express entry line 84%

She also provided statistics on the number of times visited, the time of day visited, residency, and how beach users received information on the facility.

Recreation Services Director Dave Johnson noted the effectiveness of the changes made for 2008, explaining that staff worked with park board representatives from Minnetonka and Hopkins to find a price threshold that would not negatively impact facility revenues. He noted that after over 30 years of the previous system, he viewed this as the most significant challenge. He closed by noting the significance of season pass revenues being collected in advance of the beach system, indicating that these sales provide guaranteed revenue despite weather conditions, thus justifying a reduced price.

Assistant City Manager asked Garvey how prospective pass purchasers are informed of pass sales. Garvey indicated that for 2008, all 2007 pass holders were mailed information. She added that for 2009 this would most likely be done using email to reduce expenses.

Gallagher suggested that staff work with local school districts to spread information about the beach, particularly the benefits for teenagers.

The board indicated support for continuing the same operations and costs used for 2008 again in 2009. Johnson noted that one potential change for 2009 that staff is considering would be to provide a late season pass rate similar to the early season rate offered in 2008. Johnson indicated that staff would explore the revenue implications such a rate would have and report back to the board.

The board thanked Garvey for her report and administration of the changes made that resulted in a very successful 2008 season.

### **C. Gray's Bay Marina Annual Report**

Facilities Manager Mike Pavelka provided an introduction and background to the item, noting that park board initially developed recommendations for the operations of the Gray's Bay Marina prior to the facility opening in the spring of 2003. Pavelka explained that the two documents developed by the park board and approved by the city council included an operations plan that regulates how the facility is managed and a business plan that serves as the facility's annual budget.

Pavelka provided a brief summary of 2008 operations noting that the facility opened on April 18 and closed on October 31. He noted that the park board recommended a slip fee increase of 2.7% for 2009, adding that renewal notices have been sent to qualifying residents.

Pavelka reviewed facility revenues and indicated that 2008 revenue estimates are \$229,700 compared to \$219,800 which was budgeted. Pavelka noted that the revenue increase was primarily due to increased gas revenues, adding that the additional expense to purchase gas was added to expenditures as well.

Pavelka informed the park board that the estimated net operating surplus of \$22,000 was \$4,500 higher than budgeted and will be transferred to the Gray's Bay Marina escrow account for future capital needs for the site.

Goodyear asked for an explanation of the Marina budget responsibility towards the city's portion of the Lake Minnetonka Conservation District's (LMCD) budget. Pavelka explained that initially, it was projected that the Marina budget would assume 20% of the city's LMCD responsibility in 2007 and increase that amount by an additional 20% annually as long as the market allowed. Citing concern for too high of an increase in slip rates, Pavelka noted that the park board recommended only an additional 10% increase for 2008, and to keep the total at 30% for 2009.

Assistant City Manager Geralyn Barone explained that the LMCD sets the rate for each city that is associated with the LMCD and that prior to 2007, 100% of the city's responsibility was budgeted to the city council's budget. It was then determined that the Marina budget would be a more appropriate source. She noted that 70% of the total LMCD payment remains in the city council's budget.

Robben expressed appreciation for staff's management of the budget to actual expenses and revenues which resulted in a better than expected bottom line. Goodyear echoed Robben's comments by noting the importance of placing additional dollars in the escrow account.

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

Greves inquired about the status of future Williston Center upgrades and programming. Johnson indicated that the pool improvements are scheduled for 2010, followed by the designated building improvements in 2011. He informed the park board of staff's plans to begin a summer recreational camp program at the Williston Center that would provide summer long programming for up to 45 children, with the possibility of expanding to 100. Johnson explained that the program would be geared towards health and fitness and will incorporate a variety of activities for children entering grades 1 through 6.

Greves followed with a question of the timing for development of the new Mills Park. Barone responded that work will begin in 2009 and that plans will come to the park board before being presented to the council. She added that required Community Investment Fund hearings will most likely be scheduled for summer 2009.

## **6. Information Items**

The park board discussed possible topics for discussion with the city council at their joint meeting scheduled for December 3, 2008.

**7. Upcoming Park Board Agenda Items**

The park board reviewed the tentative upcoming meeting schedule included in the meeting packet. Johnson noted that the city council is scheduled to consider the park board's recommended changes to the Comprehensive Athletic Field Use Policy at their meeting of November 24, 2008. Both Goodyear and Gefvert indicated they could represent the park board at that meeting.

**8. Adjournment**

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

**Minnetonka Park Board Item 4A  
Meeting of December 3, 2008**

<b>Subject:</b>	Review of park dedication fees
<b>Park Board related goal:</b>	To Renew and Maintain Parks
<b>Park Board related objective:</b>	Conduct an annual review of park dedication fees
<b>Brief Description:</b>	The park board will review current park dedication fees for Minnetonka and a comparison of fees in comparable cities to determine if an increase is necessary for 2009.

**Background**

The Park Dedication Fund (PDF) is managed by the city to allow for parks and trail related capital improvements included in the 5-year Capital Improvements Program (CIP). The park board annually reviews the PDF in association with park and trail improvements planned for the CIP. This process typically takes place at the February meeting.

Funding for the PDF comes primarily from the city's tax levy. However, one additional way that funds are secured is through the process of collecting park dedication fees. When a property is developed or subdivided, the city has the option of requiring the dedication of at least 10% of the site for park, trail, playgrounds or open space purposes; or the city can require a cash fee. Revenues from fees collected are then used to help fund the purchase or develop new park land to meet the needs of new development in the city. The city can't however use revenues collected by way of park dedication fees to fund improvements to existing parks or on-going operations and maintenance needs.

The park board last reviewed park dedication fees in November of 2006. Park board recommendations were then considered by the planning commission and city council, with new fees going into affect on August 6, 2007. The following is a summary of the previous changes made:

	<b>2006 Fees Minnetonka</b>	<b>2006 Average of cities</b>	<b>2007 Park Board Recommendation</b>	<b>2007 Actual</b>
Residential Single Dwellings	\$2,375/unit	\$5,166/unit	\$5,000/unit	\$5,000/unit
Residential Multiple Dwellings	\$2,375/unit	\$4,866/unit	\$5,000/unit	\$5,000/unit
Commercial	\$5,700/acre	\$8,867/acre	\$8,500/acre	\$8,000/acre
Industrial	\$5,475/acre	\$7,867/acre	\$7,500/acre	\$7,000/acre

The PDF includes budgeted park dedication fee revenue amounts of \$70,000 per year in the 2009-2013 CIP.

## Summary

Staff recently contacted the cities of Eden Prairie, Edina, Maple Grove and Plymouth to compare Minnetonka's existing 2008 fees to those of comparable sized cities. The following is a comparison of Minnetonka's current park dedication fees to the average of the other cities surveyed:

	2008 AVERAGE (does not include Edina)	2008 MINNETONKA
Residential Single Dwellings	\$6,333/unit	\$5,000/unit
Residential Multiple Dwellings	\$5,566/unit	\$5,000/unit
Commercial	10,000/acre	\$8,000/acre
Industrial	\$8,500/acre	\$7,000/acre

A complete summary of those cities surveyed is included as an attachment.

## Discussion Points

- Does the park board recommend any changes to the existing park dedication fee schedule for 2009?

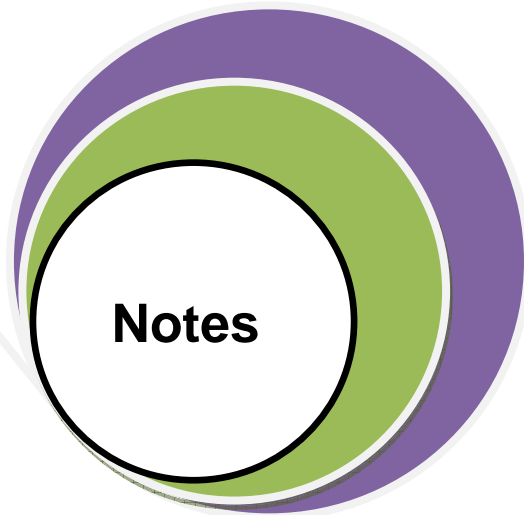
**Recommended Park Board Action:** Review existing park dedication fees and forward recommendations for 2009 fees to the planning commission for consideration.

## Attachments

1. Survey of other cities
2. Park Dedication Fund Table (2009-2013)

# COMPARISON OF 2008 PARK DEDICATION FEE RATES

	EDEN PRAIRIE	EDINA*	MAPLE GROVE**	PLYMOUTH	AVERAGE (does not include Edina)	MINNETONKA
Residential Single Dwellings	\$6,000/unit	\$10,500/unit	\$6,500/unit	\$6,500/unit	\$6,333/unit	\$5,000/unit
Residential Multiple Dwellings	\$5,000/unit	\$10,500/unit	\$5,200/unit	\$6,500/unit	\$5,566/unit	\$5,000/unit
Commercial	\$11,000/acre	\$10,500/acre	\$11,000/acre	\$8,000/acre	10,000/acre	\$8,000/acre
Industrial	\$11,000/acre	\$10,500/acre	\$6,500/acre	\$8,000/acre	\$8,500/acre	\$7,000/acre



\* Edina uses a flat rate of 7% of the property value. For comparison purposes, a value of \$150,000 per .5 acre parcel is used in the table above. This estimation for Edina was not used to compute the fee averages listed above.

\*\*Maple Grove also provides a low income housing rate of \$4,875/per unit for residential properties.

Table VIII  
CIP 2009-2013  
PARK DEDICATION FUND  
Funding Sources and Expenditure Projections

	2009	2010	2011	2012	2013	Unfunded
<b>FUNDING SOURCES</b>						
Tax Levy	\$330,000	\$330,000	\$330,000	\$330,000	\$330,000	
Park Dedication Fees	70,000	70,000	70,000	70,000	70,000	
Interest on Investments	3,000	3,000	3,000	5,000	5,000	
Miscellaneous Income	14,000	6,500	46,500	6,500	6,500	
<b>TOTAL FUNDING SOURCES</b>	<b>\$417,000</b>	<b>\$409,500</b>	<b>\$449,500</b>	<b>\$411,500</b>	<b>\$411,500</b>	
<b>EXPENDITURES</b>						
Burwell House/City Housing	\$30,000	\$15,000	100,000	15,000	15,000	
Miscellaneous Trail Connections	25,000	25,000	25,000	25,000	25,000	
POST Plan Update	50,000					
Trail Rehabilitation	35,000	35,000	25,000	25,000	25,000	
Oakhaven Park Phase II	100,000					
Glen Lake Area Skate Park	55,000					
Park & Trail Investment Plan		55,000	80,000	80,000	145,000	
Off Leash Dog Areas	30,000					
Paving of Outdoor Ice Rinks	30,000					
Athletic Field Partnerships	195,000	100,000				
Upper Minnehaha Creek Corridor	\$60,000					
Trail Improvement Plan		285,000	250,000	250,000	250,000	
Trail Segments - Unfunded						\$11,900,000
<b>TOTAL EXPENDITURES</b>	<b>\$610,000</b>	<b>\$515,000</b>	<b>\$480,000</b>	<b>\$395,000</b>	<b>\$460,000</b>	<b>\$11,900,000</b>
<b>SURPLUS (DEFICIENCY) OF FUNDING SOURCES OVER EXPENDITURES</b>	<b>(\$193,000)</b>	<b>(\$105,500)</b>	<b>(\$30,500)</b>	<b>\$16,500</b>	<b>(\$48,500)</b>	
<b>ESTIMATED BEGINNING FUND BALANCE</b>	<b>457,554</b>	<b>264,554</b>	<b>159,054</b>	<b>128,554</b>	<b>145,054</b>	
<b>ESTIMATED ENDING FUND BALANCE</b>	<b>\$264,554</b>	<b>\$159,054</b>	<b>\$128,554</b>	<b>\$145,054</b>	<b>\$96,554</b>	
<b>Fund Balance Guideline</b>	<b>\$128,750</b>	<b>\$120,000</b>	<b>\$98,750</b>	<b>\$115,000</b>	<b>\$100,000</b>	

**Minnetonka Park Board Item 4B  
Meeting of December 3, 2008**

<b>Subject:</b>	Consideration of the 2009 Park Board Strategic Plan
<b>Park Board related goal:</b>	Enhance long-term park board development
<b>Park Board related objective:</b>	Development of a 2009 park board strategic plan
<b>Brief Description:</b>	The park board will review goals and objectives in place for 2008 and implement desired changes for 2009.

### **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 2008 Park Board Strategic Plan adopted in January. The park board will review the goals and objectives in place for 2008 at the December meeting and provide direction to staff regarding any desired changes for 2009. 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 January 7, 2009 meeting for review.

### **Discussion Points**

- Does the park board desire any changes to the goals and objectives in 2009?

**Recommended Park Board Action:** Review the Park Board's Strategic Plan and provide staff with any desired changes for 2009.

### **Attachments**

1. 2008 Strategic Plan

# Minnetonka Park & Recreation Board 2008 Strategic Plan

## Vision for Minnetonka Parks and Recreational Facilities

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

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

- Protect and enhance Minnetonka's natural environment.
- Promote quality recreation opportunities and facilities
- Provide a forum for 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: Conduct an ongoing evaluation of the open space process
- Objective #2: Continue to review and comment on the implementation of the natural resources stewardship plan
- Objective #3: Assist staff in managing the open space process through successful completion
- Objective #4: Review options to enhance natural resources & open space
- Objective #5: Review all proposed changes to the city's code of ordinances that pertain to natural resources and open space
- Objective #6: Actively participate in development of the city's Minnehaha Creek Visioning Plan
- Objective #7: Consider a program to recognize historical aspects of the park system

### To renew and maintain parks and trails

- Objective #1: Develop recommendations for scheduled 2008 park renewal projects
- Objective #2: Involve park board member participation in park projects
- Objective #3: Conduct an annual review of park dedication fees
- Objective #4: Utilizing completed updates to the Comprehensive Plan and the POST Plan, identify areas of the city that are deficient of adequate park amenities
- Objective #5: Conduct a comprehensive review of the trail system to identify missing links and required future improvements

### To provide quality athletic and recreational facilities

- Objective #1: Implement recommendations for athletic field improvements as defined in the 2004 Athletic Field Needs Update
- Objective #2: Perform an annual review of the Gray's Bay Marina operations plan
- Objective #3: Evaluate 2007 – 2008 Glen Lake Golf Course cross-country ski trail operations and develop recommendations for 2008-2009
- Objective #4: Anticipate, review and respond to community needs not previously identified
- Objective #5: Annually review policies related to the operation and management of parks to determine if changes are required
- Objective #6: Review data related to changing demographics to ensure that park amenities address future community needs

### Enhance long-term Park Board development

- Objective #1: Define CIP projects for 2009-2013 related to parks, trails & open space
- Objective #2: Enhance council relations- serve as a voice to the council
- Objective #3: Actively participate in the process developed for updating the POST Plan
- Objective #4: Increase community awareness of park board initiatives
- Objective #5: Provide park board participation in the development of the city's Comprehensive Plan
- Objective #6: Schedule board member involvement in annual park board and city related activities
- Objective #7: Annually assess the park board strategic plan
- Objective #8: Receive and respond to a staff update of 2008 changes made to the Parks for Tomorrow Program

**Minnetonka Park Board Item 6  
Meeting of December 3, 2008**

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

**Minnetonka Park Board Item 7  
Meeting of December 3, 2008**

<b>Upcoming Meeting Schedule</b>				
<b>Day</b>	<b>Date</b>	<b>Meeting Type</b>	<b>Agenda Business Items</b>	<b>Special Notes</b>
Wed.	1/7/09	Regular	<ul style="list-style-type: none"> <li>• Appointment of Chair &amp; Vice-Chair positions</li> <li>• Adoption of the 2009 Park Board Strategic Plan</li> <li>• Parks For Tomorrow Update</li> <li>• Dog Park Master Plan</li> </ul>	
Wed.	2/4/09	Regular	<ul style="list-style-type: none"> <li>• Consideration of the 2010 – 2014 CIP</li> </ul>	
Wed.	3/4/09	Regular		
Wed.	4/1/09	Regular		
Wed	5/6/09	Tour	<ul style="list-style-type: none"> <li>• Annual tour of parks, trails and amenities</li> </ul>	

**Other Meetings/Activities to Note**

<b>Date</b>	<b>Description</b>	<b>Special Notes</b>

Items to be scheduled:

- Natural areas interpretive signage
- 2009 park renewal neighborhood meetings (Mayflower & Oberlin)
- Historical signage for designated parks
- Trails system review
- Review of park dedication fees
- Park locations/programming assessment
- Analysis of existing park amenities