

MEMORANDUM

TO: Council Members and Minnetonka Park Board
FROM: Dave Johnson, Director of Recreation Services
DATE: October 29, 2009
SUBJECT: Agenda Packet for November 4, 2009

Attached is the agenda packet for the annual joint meeting of the park board and city council on November 4, 2009. The meeting begins at 5:30 p.m. at Minnetonka City Hall – Boards & Commissions Room. Dinner will be provided.

Please email or call Dave Johnson djohnson@eminnetonka.com (952) 939-8360 or, Lorry Mendez-Burns lburns@eminnetonka.com (952) 939-8351 if you are unable to attend.

Thank you.

cc:

Terry Schneider, Mayor
John Gunyou, City Manager
Geraldyn Barone, Assistant City Manager
Julie Wischnack, Director of Community Development
Brian Wagstrom, Director of Public Works
Perry Vetter, Park & Trails Manager
Jo Colleran, Natural Resources Manager
Janet Larson, Natural Resources Restoration Specialist
Dean Elstad, Recycling and Trails Coordinator
Todd Kasowski, Park Maintenance Field Supervisor
Marc Drummond, Web Technologies Coordinator

Minnetonka Parks & Recreation Board Agenda

Minnetonka City Hall
Boards & Commissions Room
November 4, 2009
7:00 p.m.

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

1. Roll Call

- | | |
|-----------------------------------------|-----------------------------------------|
| <input type="checkbox"/> Patty Acomb | <input type="checkbox"/> Denny Lambert |
| <input type="checkbox"/> Kyle Gallagher | <input type="checkbox"/> Elise Raarup |
| <input type="checkbox"/> Bruce Gefvert | <input type="checkbox"/> Patrick Robben |
| <input type="checkbox"/> Tim Goodyear | |

2. Approval of Minutes

- A) October 7, 2009

3. Citizens wishing to discuss items not on the Agenda

4. Business Items

- A) Presentation of the 2009 Shady Oak Beach Operations Report
- B) Presentation of the 2009 Gray's Bay Marina Annual Report

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, Patty Acomb, Kyle Gallagher, Tim Goodyear, Elise Raarup, and Patrick Robben. Staff members in attendance included Geralyn Barone, Jo Colleran, Dave Johnson, Mike Pavelka and Perry Vetter.

Chair Goodyear called the meeting to order at 7 p.m.

2. Approval of Minutes

Acomb moved and Raarup seconded a motion to approve the Minutes of September 2, 2009 as submitted. All voted "Yes." Motion carried.

3. Citizens Wishing to Discuss Items Not on the Agenda

Janet Larson, Natural Resources Specialist, introduced Boy Scout Mark Jewell of Pack #340 at Ridgewood Church who presented to the park board the description and outcome of his Eagle Scout Project. He explained that his project included the repair of four existing deer exclosures at Victoria-Evergreen Park.

Jewell noted that his project included 15 hours of pre-planning and 82 labor hours over a two period from August 7 – 8 to complete. Goodyear asked how the project turned out. Jewell responded that the project was completed successfully and on time.

Robben asked what the next step of the process was to earn his Eagle Scout. Jewell explained how this has been a goal for him since he was in the 4th grade. He explained that his Eagle Scout project had to be related to Public Works and approved in advance of starting the project. He is now required to go before a board of review to complete.

The park board thanked him for his work in the park system and Goodyear added that many of these projects would not be completed if not for Eagle Scouts who take them on.

4. Business Items

A. Consideration of 2010 athletic field use fee schedule

Dave Johnson, Recreation Services Director, provided a brief introduction to this item, noting that those in attendance, including the park board, were involved with the public meeting that took place immediately prior to the park board's regular meeting. Johnson added that important input was received and questions asked by those in attendance. He closed by indicating that staff was available to answer any questions and that the desired outcome was to develop a final recommendation regarding 2010 athletic field use fees to forward to the city council for review in late November. Johnson added that an informal review of the park board's final

recommendations will be scheduled as part of the park board/city council joint meeting on November 4.

Gallagher asked if the city's youth soccer program would be required to reserve fees in accordance with the proposed fee schedule. Johnson responded that all city recreation programs that use athletic fields have field use costs built into their participation fees.

Goodyear raised a question regarding the fees for the use of the four Civic Center fields should be reduced from the proposed amount of \$10 per field for 1.5 hour block of time. Goodyear proposed that the fee be reduced from \$10 to \$5 per field so that the reservation of the entire site was more in line with the soccer field at Big Willow Park. Johnson replied that the \$5 rate would be more consistent with other fields included on the fee schedule and would reduce revenue approximately \$4,000 however will still increase the anticipated amount significantly from 2009.

Raarup asked for clarification on the residency requirements included in Categories A & B on the fee schedule. Johnson explained that the percentage of 50% was used so that all organizations that serve the Minnetonka or Hopkins School District would meet the minimum requirements. Johnson explained that the percentages were not based on actual participation, but instead potential participation.

Gallagher questioned why the capital funds collected would not be reserved and used for the future development of new fields. Johnson responded that available land for new fields is at a shortage, and if found, the cost is prohibitive. He noted that in the past, funding for new opportunities such as the softball fields at Guilliams Park or the Legacy and Veteran's fields at Minnetonka High School have been able to be planned far enough ahead and funded through the Park Fund. He went on to explain that several of the fields included on the fee schedule under consideration were improved over the past few years with use of Park Renewal bond referendum dollars that will not be available in future years. For that reason, Johnson indicated that staff is focusing efforts on providing funding for future improvements to existing fields.

Jon Brueske, representing the Hopkins Lacrosse Association, commented that the city's fields are of good quality and staff has been excellent to work with. Overall, he felt that the fees being proposed were fair.

Dan McGie representing the Glen Lake Mighty Mites agreed that the fees seemed fair and reasonable.

Hearing no further questions or requests for comment, Acomb moved and Gallagher seconded a motion to recommend to the city council the athletic field fee schedule as proposed with the exception of a reduction in the civic center field charge from \$10 to \$5 per field. The park board further recommends that the fee schedule as recommended remain in place with no further increases through the 2011 season. All voted "Yes". Motion carried.

B. Review of staff recommended policies related to the scheduling of outdoor hockey rinks

Johnson provided an introduction and background to the item, noting that the park board last reviewed the scheduling of outdoor ice rinks at their August 5, 2009 meeting and directed staff to report back to the board with recommendations on a deposit process for the reservation of ice; and scheduling changes including reductions in both available times and locations.

Johnson explained that staff's recommendations included the following:

1. Implement a deposit of \$25/night that will be returned if time reserved is used.
2. Reduce the number of sites available for reservation from six to five (Boulder Creek would be eliminated as an option).
3. Shorten the reservation time to 1.5 hours (7:30 - 9 p.m.).

Johnson closed by indicating that both area youth hockey associations were informed of the recommendations and did not express concerns. Both were also notified of the meeting and invited to attend if interested; however neither is in attendance.

Goodyear suggested that signage be prepared at all impacted sites to assist the attendants in managing any scheduling questions that might arise.

Robben moved and Raarup seconded a motion to adopt the outdoor ice rink scheduling process for the 2009-2010 season as recommended. All voted "Yes". Motion carried.

5. Park Board Member Reports

None

6. Information Items

Johnson noted that there were several informational items in the meeting packet, including updates on three aspects of the Natural Resources Management Program. Natural Resources Division Manager Jo Colleran responded to questions related to the donation of a conservation easement recently made to the city under the Living Legacy program.

Other areas of review included updates on volunteer programs to foster stewardship practices; the water quality improvement project at Lone Lake Park; a 2009 summer recreation programs summary; and possible discussion items for the November 4, 2009 joint meeting of the city council and park board.

7. Upcoming Park Board Agenda Items

The board reviewed their upcoming 6-month schedule and made no additions or changes.

8. Adjournment

The meeting was adjourned at 8:10 p.m.

**Minnetonka Park Board Item 4A
Meeting of November 4, 2009**

Subject:	Presentation of the 2009 Shady Oak Beach Operations
Park Board related goal:	To provide quality athletic and recreational facilities
Park Board related objective:	Annually review policies related to the operation and management of parks to determine if changes are required
Brief Description:	The park board will review Shady Oak Beach operational information for the 2009 season and provide direction for 2010 changes.

Background

In 2009, Shady Oak Beach was open June 5 – August 23. The weather was unseasonably cold during the season and the beach was closed for six days due to cold or rainy weather. Days of operation were moved up one week due to the Hopkins School District calendar and school starting on August 30 this year.

The season pass system that was implemented in 2008 remains a valuable service with 47% of season passes sold at the beach. This represents an increase from the 41% of passes sold in 2008. Staff will provide more details regarding the fee structure at the park board meeting.

Summary

Expenditures

Expenditures to date for 2009 total \$166,177, approximately 23% under budget. This was primarily due to the cold/rainy weather, and the adjustments made to staff hours on those days.

Revenues

While revenues for concessions and daily admissions fell short of expectations, season pass sales were up considerably. For the season, revenues totaled \$186,969, approximately 19% lower than expectations.

Overall, the beach still operated with a net profit of \$20,792 for the 2009 season. Attached is a detailed summary of revenues and expenditures, including the 2010 approved Shady Oak Beach budget.

Discussion Points

- Does the park board recommend any operational changes for the 2010 Shady Oak Beach season?

Recommended Park Board Action: Review the 2009 Shady Oak Beach operating summary and direct staff to implement any desired changes for 2010.

Attachment:

1. Expenditure/Revenue Report

Expenditure/Revenue Report

Expenditures		Budget 2009	Actual 2009	Budget 2010
6112	Salaries	\$104,500	\$88,005	\$104,500
6131	Social Security	\$8,000	\$6,737	\$8,000
6132/6133	PERA/Work comp	\$2,000	\$1,935	\$2,000
6224	Clothing	\$3,000	\$2,158	\$3,000
6229	Other Operating Supplies	\$4,500	\$3,880	\$4,500
6231	Bldg Maintenance	\$10,500	\$363	\$500
6240	Small tools	\$300	\$88	\$300
6321	Telephone	\$3,000	\$2,309	\$3,000
6331	Car	\$250	\$0	\$250
6333	Training	\$1,500	\$1,400	\$1,500
6345	Printed Forms	\$1,000	\$0	\$0
6347	Recruitment	\$200	\$0	\$200
6352	Natural Gas/Electricity	\$3,500	\$3,897	\$3,500
6353	Water/Sewer	\$1,100	\$351	\$1,000
6361	Bldg/Structure	\$0	\$0	\$0
	Park Maintenance Hopkins	\$20,000	\$25,000 ⁽¹⁾	\$20,000
6363	Machinery	\$700	\$0	\$1,000
6367	Service Contracts	\$6,000	\$2,183	\$6,000
6530	Furniture/Equipment	\$0	\$0	\$4,000
6712	Food/Beverage	\$31,000	\$27,871	\$31,000
	Sales Tax	\$15,500	\$0 ⁽²⁾	\$15,500
	TOTAL	\$216,550	\$166,177	\$209,750
Revenues		Budget 2009	Actual 2009	Budget 2010
	Season Pass	\$ 82,000	\$70,242	\$82,000
	Daily Admission	\$ 88,000	\$66,195	\$88,000
	Rentals	\$ 400	\$ 400	\$ 400
	Concessions	\$ 60,000	\$50,132	\$55,000
	TOTAL	\$230,400	\$186,969	\$225,400
	NET	\$13,850	\$20,792	\$15,650

⁽¹⁾ \$25,000 is the 2008 invoice we receive in January

⁽²⁾ Sales tax expenses for 2009 are included in the final revenue figures

**Minnetonka Park Board Item 4B
Meeting of November 4, 2009**

Subject:	Presentation of the 2009 Gray's Bay Marina Annual Report
Park Board related goal:	To provide quality athletic and recreational facilities
Park Board related objective:	Conduct an annual review of the Gray's Bay Marina Operations and Business Plans
Brief Description:	The park board will review the report for the 2009 season and review the Operations and Business Plans.

Background

From the fall of 2001 through September 2002, the park board was involved with a number of decisions that helped shape Gray's Bay Marina operations. Their involvement and contributions included a Business Plan, an Operations Plan, lease of boat slips and lottery process. The marina opened for operation in the spring of 2003.

The 2009 operating season opened to slip holders and boat launch users on April 3. Fuel became available for sale April 17, and amenities including water, restrooms and sewage pump-out were available April 22.

In October, renewal leases for 2010 were sent to existing slip holders with slip fees remaining at \$3,800 as recommended by the park board. Any vacant slips will be filled using the existing wait list.

The marina was closed for the season October 31; however the boat launch remains open until ice forms on the lake. At that time the entrance gates to the parking lot will be closed for the winter season. Winter access to Gray's Bay (ice fishing, snowmobiles, etc.) is available from the causeway directly north of the marina.

Summary

While the site remained popular this past season, parking lot use was reduced moderately from 2008. In addition, gas sales decreased approximately 700 gallons from the 2008 season, or about 3%. The primary reason for lower use can be attributed to the unusually cool summer weather.

As indicated in the Gray's Bay Marina Operations Plan, the park board will review the Operations and Business Plans annually. The Operations Plan and the

Business Plan, with estimated 2009 year-to-date revenues and expenses, are included as attachments to this report.

Discussion Points

- Does the park board wish to make any changes to the Operations Plan?
- Does the park board wish to make any changes to the Business Plan?

Recommended Park Board Action: Review the Operations and Business Plans and approve the existing plans or if desired, provide recommended changes to be forwarded to the city council for consideration.

Attachments:

1. Business Plan/Estimated 2009 Revenues & Expenses
2. Operations Plan

Gray's Bay Marina Business Plan

	2009 Budget	2009 Estimated*	2010 Budget
Revenues			
Slip Rental	\$110,200	\$111,500	\$110,200
Gas Sales	\$116,500	\$84,600	\$84,500
Waste Pump-Out	\$1,500	\$1,600	\$1,500
Vending	\$200	\$100	\$200
Interest on Investments	\$8,000	\$8,000	\$8,000
Miscellaneous	\$200	\$200	\$200
Total Revenue	\$236,600	\$206,000	\$204,600
Expenditures			
<i>PERSONAL SERVICES</i>			
Attendant Wages	\$26,000	\$23,000	\$24,000
Overtime	\$1,500	\$500	\$1,000
Social Security	\$2,300	\$1,900	\$2,300
PERA	\$400	\$1,000	\$400
Workers Compensation	\$700	\$500	\$700
 <i>SUPPLIES</i>			
Office Supplies	\$500	\$200	\$500
Gas & Oil	\$96,500	\$62,600	\$63,500
Janitorial Supplies	\$500	\$200	\$500
Building	\$6,000	\$5,000	\$6,000
Turf	\$5,000	\$5,000	\$5,000
 <i>OTHER SERVICES & CHARGES</i>			
Telephone	\$2,500	\$2,300	\$2,500
Credit Card Fees	\$3,700	\$3,700	\$3,700
Use of Personal Vehicle	\$300	\$300	\$300
Electricity	\$3,200	\$3,800	\$4,000
Waste Disposal	\$500	\$500	\$500
Service Contracts	\$2,500	\$1,500	\$2,000
LMCD	\$19,900	\$19,900	\$19,900
Other Miscellaneous	\$3,500	\$1,500	\$2,500
 <i>CAPITAL OUTLAY</i>			
Furniture & Equipment	\$5,000	\$5,000	\$5,000
 <i>TRANSFERS</i>			
Transfer to General Fund	\$27,900	\$27,900	\$28,700
Transfer to Insurance Fund	\$9,300	\$9,300	\$9,500
Transfer to Escrow	\$18,900	\$30,400	\$22,100
Total Expenses	\$236,600	\$206,000	\$204,600
NET +/-	<u>\$0</u>	<u>\$0</u>	<u>\$0</u>

* estimated as of 10/26/09 - invoices will be received and expenses will be incurred through 12/31/09

Gray's Bay Public Access and Marina

Operations Plan

(Revised 4/22/02)

Facility Definition

The City of Minnetonka has worked cooperatively with the Department of Natural Resources (DNR), Hennepin County, Lake Minnetonka Conservation District, Minnehaha Creek Watershed District, City of Wayzata, and the Gray's Bay Task Force to acquire the property known as the Gray's Bay Public Access.

The City of Minnetonka and the DNR have entered into an agreement to allow the City to operate the site as a public boat launch facility.

The site will include general parking for 112 vehicles and trailers and 21 car only spaces. In addition, the City of Minnetonka will own and operate 29 permanent boat slips and a building that will include an office, vending, public restrooms, and storage. Of the 21 car only spaces, 14 will be reserved for boat slip lessees.

Existing boat launches on the causeway and at the Gray's Bay headwaters will be closed following completion of this project.

Operating Season

The operating season is estimated to be April 1 – October 31, weather and ice-out dates permitting.

Hours of Operation

There will be 24-hour access to the facility during the operating season. Staffing hours will be at the discretion of the City of Minnetonka.

Services

Services are expected to include the following:

- Vending (snacks, beverage, oil, maps)
- Gas
- Waste Pump Out
- Other services not provided by the City of Minnetonka
 - All services contracted by any Gray's Bay Public Access user must be approved by City of Minnetonka Facility Management

Maintenance of Facility

The City of Minnetonka is responsible for City owned facilities that include the building and boat slips. Other amenities including the landing, launch, boarding docks, and parking lot will be jointly managed and maintained by the City of Minnetonka and the DNR.

Eligibility for Boat Slip

Boat slips will be leased to Minnetonka residents only, including residents of rental properties, with one application accepted per residence. The city of Minnetonka must be the principle place of residence and applicant must reside at the residence listed on the application. Registration of the boat moored in the slip must match the name and address of the applicant to whom the slip is leased.

Allocation of Boat Slips

A lottery of all eligible applicants will be held to fill any boat slip vacancies and to develop a 50 person wait list for the purpose of filling future vacancies. Any applicants not drawn will be filed and kept for notification of future lotteries. A lottery to pick additional applicants for the waiting list will be held any time the current waiting list is reduced to 10 or less applicants. The first person on the wait list will be the first person contacted for any vacancy that arises. Each applicant will receive one chance in the lottery.

Lease

Term Length–

One-year lease term with a courtesy option to renew each year until the slip holder no longer wants the slip, no longer qualifies under eligibility requirements, or a special circumstance dictates the slip cannot be renewed, for a maximum of eight years. In the initial lottery, the first 15 draws will be reserved for a maximum term of eight years and the next 14 draws will be reserved for a maximum term of six years. Any vacancies that occur after June 1, 2003 will be filled with a maximum term of eight years.

Use of Boat -

Use of boat moored in slip is for personal use only. Park regulations included in the City of Minnetonka ordinances will be enforced on marina grounds.

Fees

Fees related to the operation of the Gray's Bay Public Access are defined in the facility business plan.

Operations Plan Review

The Park Board will review the operations and business plans during a public meeting on an annual basis with recommended changes forwarded to the City Council for consideration.

**Minnetonka Park Board Item 6
Meeting of November 4, 2009**

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

**Minnetonka Park Board Item 7
Meeting of November 4, 2009**

Upcoming Meeting Schedule				
Day	Date	Meeting Type	Agenda Business Items	Special Notes
Wed	12/2/09	Regular	<ul style="list-style-type: none"> • Consideration of 2010 park board Strategic Plan 	
Wed	1/6/10	Regular	<ul style="list-style-type: none"> • Appointment of 2010 Park Board Chair and Vice-Chair positions • Consideration of 2010 Park Board Action Steps 	
Wed	2/3/10	Regular	<ul style="list-style-type: none"> • Review/adoption of 2011 – 2015 CIP parks and trails projects 	
Wed	3/3/10	Regular	<ul style="list-style-type: none"> • 	
Wed	4/7/10	Regular	<ul style="list-style-type: none"> • 	
Wed	5/5/10	Tour	<ul style="list-style-type: none"> • Tour of parks, trails and recreational facilities 	5:15 p.m. start

Other Meetings/Activities to Note

Date	Description	Special Notes
Sunday, February 14, 2010	Kids' Fest	Civic Center & Williston Center 12 – 5 p.m.

Items to be scheduled:

- Park renewal plans for Oberlin Park
- Review of programming locations
- Review of CGP to identify areas deficient of parks/trails
- ADA Audit of park facilities