

# Minnetonka Parks & Recreation Board Agenda

Minnetonka City Hall  
Boards & Commissions Room  
December 1, 2010  
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"/> Marvin Puspoki |
| <input type="checkbox"/> Tim Goodyear   | <input type="checkbox"/> Elise Raarup   |
|   | <input type="checkbox"/> Patrick Robben |

### 2. Approval of Minutes

- A) October 6, 2010

### 3. Citizens wishing to discuss items not on the Agenda

### 4. Business Items

- A) 2010 Athletic Field Fees summary  
B) Update on recommended changes to park regulations and off leash study locations  
C) Development of the Park Board's 2011 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, Patty Acomb, Kyle Gallagher, Denny Lambert, Marvin Puspoki and Patrick Robben. Staff members in attendance included Geralyn Barone, Nicole Gorman, Dave Johnson, Mike Pavelka and Perry Vetter.

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

**2. Approval of Minutes**

Gallagher moved and Acomb seconded a motion to approve the meeting Minutes of September 8, 2010. All voted "Yes." Motion carried.

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

Cole Feagler presented his plan for his Eagle Scout project. He indicated that he was a sophomore at Hopkins High School and a member of Scout Troup 3208. Feagler informed the board that he developed a plan to protect native plantings in Victoria-Evergreen Park while working with Janet Larson of the city's Natural Resources Division.

Feagler indicated that his plan involves protecting existing plant with the use of casings and truck sleeves; and in addition, removing and treating invasive species of plants that threaten the park. He indicated that the benefits of his project will include increased biodiversity, an increase in native plantings and animals, and reduced invasive species of plants within the park. Feagler noted that funding would be provided by the city of Minnetonka and added that he would be responsible for providing the necessary labor for the project.

Robben thanked Feagler on behalf of the park board and requested that he return to provide a report once his project is complete.

**4. Business Items**

**A. Summer Joint Recreation programming report**

Ann Davy, Programming Division Manager in Recreation Services, provided a programming report and summary for the summer 2010 season. She provided a summary of programs in 19 different categories that totaled 11,237 registrations generating \$459,534 in program registration fees. Davy noted that larger participation programs include aquatics (511), the department's free summer playground program (1,415), and the youth fall soccer program registrations (617) that are processed in the summer. Davy added that the park board's approved Kid's Corner program was again successful in its second year with a full class of 33 participants. Davy informed the board that the department began

accepting summer program registrations in early March, and explained that programs for all ages took place beginning in April and running through August.

Davy noted that in addition to tracking overall participation, Recreation Services began calculating resident participation in program offerings in 2008 based on a formula developed by a graduate study group from the University of St. Thomas. Davy indicated that the students conducted an analysis of the Recreation Services Department in April of 2008, and in their final report, recommended utilizing community participation as a metric for measuring organizational success. To do so, they created a formula for calculating resident participation in programs. Davy reported that staff has implemented this process for determining community participation and for 2009 reported a 42% participation for Minnetonka and Hopkins residents.

Davy asked the park board for their comments and questions.

Robben asked if the Programming Division knows the ages where the most/least programming opportunities exist. Davy responded that the greatest potential is in the area of senior services, adding that while youth programming numbers are on the decline, most programs remain healthy in participation numbers. Robben asked if the increase in senior programming is a result of more people falling into that category; or seniors being more active. Davy responded that both reasons play a part in the increase.

Acomb commented that it appears kids are less committed to formal programming and looking for less structure and asked if that seemed to hold true for city programs. Davy agreed noting that new programs such as the Rink Rat Hockey program remain strong with children participating who are not looking for the demands of traveling hockey.

Puspoki asked if the collected revenue amount of \$459,000 is a gross or net figure. Davy indicated that the revenue amounts are gross figures, noting that the Recreation Services Department has an overall goal of covering 67% of expenditures with revenues. She noted that all programs provided, with the exception of designated free programs such as outdoor ice rink operations and summer playground programs for children, cover 100% of their costs. She added that for several programs, mainly adult programs, an additional "assessment" fee is added to help support the cost of non-revenue producing programs.

Lambert closed by thanking Davy for her work, noting that she has proven to be a strong asset to the city through the work and organization she provides.

**B. Review of the Natural Resources Division's Adopt-A-Spot program**

Janet Larson, Natural Resources Specialist in the Public Works Department, reported that the natural resource division has been working with volunteers on habitat restoration projects over the past five years. Larson reported that volunteer projects are prioritized and organized when the need for volunteers is great (i.e., pulling garlic mustard), or when a volunteer comes forth with a particular interest.

Larson indicated that all volunteer events are overseen by city staff, adding that some individuals have expressed their desire to volunteer on their own, outside of the organized volunteer event. She noted that staff sees value in harnessing this volunteer energy and promoting local, natural resource stewardship. Individuals who receive appropriate training are allowed to work independently on specific city projects. Larson provided examples that include Boy Scout, Eagle projects and the Prospect Trail buckthorn and garlic mustard removal.

Larson explained that to improve project efficiency with regard to productivity, record keeping, and communications with volunteers, a new "Adopt-A-Spot" volunteer program began this past year on a trial basis. She reported that volunteers perform specific manual tasks that improve native plant habitat and diversity, while learning about native and invasive plants in the park they appreciate. Larson explained that "Spot" volunteers are given a yellow volunteer ID card with their photo to verify their city approval to any inquiring party.

Larson provided specific examples of work completed as a result of the trial "Adopt-A-Spot" program that included:

- Garlic mustard pulling in high value wildflower and park areas (May and June);
- Manual control of invasive weeds throughout the growing season;
- Control of buckthorn re-growth in high-value restoration areas (July to April);
- Deadhead burdock plants in fall and winter; and
- Prune cherry black knot disease from wild cherries and plums (winter).

Larson explained that benefits and components of the "Adopt-A-Spot" program include cost efficiency, improving the overall park experience, creation of small approachable restoration areas for individuals to improve, and ensuring that volunteers are knowledgeable.

Larson reviewed prototype signage that has been developed by staff for display in the parks and other locations including the Community Center, and Purgatory and Jidana parks.

Larson asked if there were any questions or recommended changes to the program that park board members had.

Acomb voiced support for the program as described, and indicated that the program seems like a great opportunity for youth to get involved in the parks. Larson agreed, noting that Hopkins West Junior High has been actively involved. She noted that the one drawback is that additional supervision is required when youth are involved.

Robben asked if there might be corporate opportunities to become involved. Larson indicated that corporate involvement would be a good fit, noting that the United Health Group is currently involved in Lone Lake Park.

Assistant City Manager Geralyn Barone suggested that groups and individuals be thanked through recognition in the Minnetonka Memo and asked if there were too many people involved in the various park related "adoption" groups to do so. Larson indicated that she felt there were not too many.

Puppoki suggested a possible connection to the Community Commission in an attempt to generate volunteers.

Hearing no further questions, Robben thanked Larson for her work on establishing the program, noting that the program seems to be going great and volunteer hours increasing.

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

None.

## **6. Information Items**

Barone provided a brief update on joint efforts between the city and Minnehaha Creek Watershed District (MCWD) to develop a facility on property owned by the city that borders the creek. She indicated that the concept is to provide both MCWD office and administrative space; as well as space for community benefit. Barone indicated that the process is currently in the feasibility phase and that future updates will be provided to the park board.

Natural Resources Division Manager Jo Colleran reported controlled burns to manage invasive vegetation are planned for the Burwell property as well as the new Minnetonka Mills Park. Acomb asked who supervises the controlled burns. Larson indicated that the city contracts with Prairie Restoration for implementation and supervision.

Barone reported that a group including Mayor Schneider, City Manager John Gunyou, Assistant Public Works Director Perry Vetter, and herself, recently toured areas of the city for the possible location of a dog park amenity. She noted

that a determination needs to be made on the status of a dog park prior to the city council's review of park board recommended changes to park regulations.

The park board asked for an update on the status of play equipment replacement at Big Willow Park. Staff indicated that an update would be provided at the November meeting.

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

Barone noted that the November meeting will include a joint meeting with the city council. The board reviewed their upcoming 6-month schedule and requested the addition of a tour of the Glen Lake Ski Trail at the February 2, 2011 meeting.

## **8. Adjournment**

Lambert moved and Gallagher seconded a motion to adjourn the meeting at 8:24 p.m. All voted "Yes." Motion carried.

**Minnetonka Park Board Item 4A  
Meeting of December 1, 2010**

<b>Subject:</b>	2010 athletic field use fees summary
<b>Park Board related goal:</b>	To provide quality athletic and recreational facility and programs
<b>Park Board related objective:</b>	Annually review policies related to the operation and management of parks to determine if changes are required
<b>Brief Description:</b>	The park board will review a summary of the 2010 athletic field use fees.

**Background**

The city of Minnetonka provides athletic fields for a variety of community and city sponsored programs including the following:

<b>Program Type</b>	<b>Provider</b>
<b>Youth Softball</b>	Community Associations
<b>Youth Baseball</b>	Community Associations
<b>Youth Football</b>	Community Associations
<b>Youth Soccer</b>	Community Associations / City
<b>Youth Lacrosse</b>	Community Associations
<b>Adult Baseball</b>	Community Associations
<b>Adult Softball</b>	City
<b>Adult Soccer</b>	City

Athletic fields available to reserve are defined in two primary classifications including:

**Dedicated Fields:** Scheduled for a specific sport and used primarily for game play

**Non – Dedicated Fields:** Scheduled for a variety of sports and are used for game play and practice

Dedicated and non-dedicated fields are provided at parks throughout the city, and can be reserved by any interested program that meets the minimum qualifications for liability and participation as required by the city. Dedicated fields are provided at Guilliams, Big Willow, Lone Lake and Civic Center Parks, and non-dedicated fields are provided at Oberlin and Gro Tonka Parks.

The city also provides designated complexes/fields to four youth associations that serve residents of the city. These include two youth baseball fields at Glen Lake Park for the Glen Lake Mighty Mites; three youth baseball fields at Big Willow Park for the Big Willow Baseball Association; one youth softball field at Glen Lake Park for the Girl’s Athletic

League; and one regulation baseball field at Guilliams Park for the Hopkins-Minnetonka Babe Ruth Association.

The park board held a public meeting on October 7, 2009 to solicit feedback from sports organizations that would be impacted by a proposed city-wide field use fee schedule. The regular meeting followed immediately after the public meeting. Input from the public meeting as well as a staff recommendation was considered.

Staff reported that a field use fee schedule would bring consistency to the way reservations and fees are handled and estimated that the recommended field use fees would result in a revenue increase from an estimated \$12,400 in 2009 to an estimated \$24,600 in 2010 if adopted as proposed.

At the October 7, 2009 meeting, the park board recommended to the city council approval of the athletic field fee as proposed, with the exception of a reduction in the fees charged for the civic center fields. As part of their approval, the board recommended that the fees remain in place with no further increases through the 2011 season, and that 67 percent of the amount collected be assigned to general operations, and 25 percent to a capital fund for future upgrades to fields.

The city council reviewed and approved the park board's recommendation, without changes, at their meeting of December 7, 2009.

### **Summary**

In general, the approved fees were accepted well by the user groups in 2010. In comparison to the 2010 estimated hours of use, some fields had less scheduled activity while some had more, but eventually was about 250 hours less than anticipated. The majority of the reduced hours is attributed to one past user group who declined to reserve field space in 2010.

Revenues collected in 2010 were \$23,769, within \$850 of the estimate. Based on the allocation of revenues, \$15,854 (67%) was designated for operational expense and \$7,915 (33%) was designated for capital expense. A summary of 2010 field use hours and revenues is attached.

**Recommended Action:** None. Informational only.

### **Attachments**

1. October 7, 2009 park board meeting minutes
2. Approved 2010/11 fee schedule
3. 2010 Field Use Summary

**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 4<sup>th</sup> 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.

# 2010 / 2011 ATHLETIC FIELD FEE SCHEDULE

	Big Willow Soccer	Big Willow Soccer with lights	Big Willow Softball (2 fields)	Big Willow Softball with lights	Big Willow Reg. Baseball	Big Willow Reg. Baseball with lights	Guilliams Reg. Baseball	Civic Center Soccer (4 fields)	Lone Lake Soccer (2 fields)	Guilliams Youth Softball (2 fields)	Glen Lake Youth Softball	Glen Lake/Big Willow Youth Baseball (2/3 fields)	Glen Lake/Big Willow Youth Baseball with lights	All Non-Dedicated (2 fields)
<b>Category A</b>														
Minimum of 50% Minnetonka/Hopkins resident participation & open registration	\$20 1.5 hour block	\$30 1.5 hour block	\$20 1.5 hour block	\$30 1.5 hour block	\$40 2.3 hour block	\$55 2.3 hour block	N/A	\$5 1.5 hour block per field	\$10 1.5 hour block	\$10 1.5 hour block	N/A	N/A	N/A	\$10 2 hour block
<b>Category B</b>														
Minimum of 50% Minnetonka/Hopkins resident participation & closed registration/Residents for personal use	\$25 1.5 hour block	\$35 1.5 hour block	\$25 1.5 hour block	\$35 1.5 hour block	\$45 2.3 hour Block	\$60 2.3 hour Block	\$25 2.3 hour Block	\$7 1.5 hour block per field	\$15 1.5 hour block	\$20 1.5 hour block	\$20 1.5 hour block	\$15 2 hour block	\$20 2 hour block	\$15 2 hour block
<b>Category C</b>														
Less than 50% Minnetonka/Hopkins resident participation	\$40 1.5 hour Block	\$50 1.5 hour Block	\$35 1.5 hour Block	\$45 1.5 hour Block	\$65 2.3 hour block	\$80 2.3 hour Block	\$35 2.3 hour Block	\$20 1.5 hour block Per field	\$40 1.5 hour block	\$40 1.5 hour block	\$40 1.5 hour block	\$25 2 hour block	\$35 2 hour block	N/A

## 2010 Athletic Field Use City of Minnetonka

<b>Dedicated</b> Field Complex	Non-city Programs			City-sponsored Programs			Revenue		
	2009 Actual Use Hours	2010 Estimated Use Hours	2010 Actual Use Hours	2009 Actual Use Hours	2010 Estimated Use Hours	2010 Actual Use Hours	2009 Actual	2010 Estimated	2010 Actual
Big Willow Baseball	451	440	504	0	0	0	\$9,055	\$9,300	\$9,652
Big Willow Soccer	43	29	60	218	220	205	\$790	\$600	\$903
Guilliams Softball	483	204	187	0	0	0	\$0	\$3,500	\$1,194
Lone Lake Soccer	162	100	128	393	400	570	\$420	\$1,000	\$1,513
Civic Center	1218	1212	768	838	840	780	\$0	\$4,900	\$3,706
Big Willow Softball	144	45	131	1123	1125	1186	\$2,127	\$1,600	\$3,056
<b>TOTAL</b>	<b>2501</b>	<b>2030</b>	<b>1778</b>	<b>2572</b>	<b>2585</b>	<b>2741</b>	<b>\$12,392</b>	<b>\$20,900</b>	<b>\$20,024</b>

<b>Non-Dedicated</b> Field Complex	Non-city Programs			City-sponsored Programs			Revenue		
	2009 Actual Use Hours	2010 Estimated Use Hours	2010 Actual Use Hours	2009 Actual Use Hours	2010 Estimated Use Hours	2010 Actual Use Hours	2009 Actual	2010 Estimated	2010 Actual
Gro Tonka Field	144	100	0	52	50	24	\$0	\$0	\$0
Oberlin Field	205	150	6	87	90	28	\$0	\$0	\$45
<b>TOTAL</b>	<b>349</b>	<b>250</b>	<b>6</b>	<b>139</b>	<b>140</b>	<b>52</b>	<b>\$0</b>	<b>\$0</b>	<b>\$45</b>

<b>Designated</b> Field Complex	Non-city Programs	Revenue		
	2010 Est. Use Hours	2009 Actual	2010 Estimated	2010 Actual
Big Willow - Youth BB	1560	\$0	\$1,500	\$1,500
Glen Lake Youth BB	1200	\$0	\$700	\$700
Guilliams Youth BB	455	\$0	\$1,100	\$1,100
Glen Lake Youth SB	324	\$0	\$400	\$400
<b>TOTAL</b>	<b>3539</b>	<b>\$0</b>	<b>\$3,700</b>	<b>\$3,700</b>

<b>TOTAL REVENUE ALL FIELDS</b>	<b>\$12,392</b>	<b>\$24,600</b>	<b>\$23,769</b>
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### Capital/Operations Allocation

Revenue Allocated to Operations (66.7%) \$15,853.92

Revenue Allocated to Capital (33.3%) \$7,915.08

**Minnetonka Park Board Item 4B  
Meeting of December 1, 2010**

<b>Subject:</b>	Update on recommended changes to park regulations and off leash study locations
<b>Park Board related goal:</b>	To provide quality athletic and recreational facilities
<b>Park Board related objective:</b>	Annually review policies related to the operation and management of parks to determine if changes are required
<b>Brief Description:</b>	Review recommended changes to the park ordinance and off leash study areas after input received during the November 3, 2010 joint city council and park board meeting.

### **Background**

During the November 3, 2010 city council and park board joint meeting, recommended changes to the Park Ordinance 1135 (park regulations) were reviewed. These changes were approved by the park board in the fall of 2008 after receiving input from residents and staff during spring and summer meetings. The park board intended to present all updates to the city council all at once. Based on the joint meeting discussion on the voice and sight command requirements, staff has revised the regulations without a permit system and kept the remaining requirements in order to clarify and define the privilege. That text is included in the revised regulations as an attachment.

The major recommended changes still include the following:

- A requirement of horses to be ridden in designated areas only and for owners to pick up and dispose of feces in a proper manner.
- Prohibition of electric or motorized scooters designated for recreational use in park facilities.
- Allowances for geocaching and the placement of caches within the park system.
- Prohibition of fishing from boardwalks, trails or bridges designed for pedestrian use.
- Clarification on the voice command regulations as they pertain to dogs off leash in the park system. Those clarifications include:
  - Dogs are off leash but must stay within sight and under control
  - Only two dogs per handler may be off leash at any given time
  - Handler must have a leash for each dog they are walking
  - Recommended designated off leash areas include Big Willow Park, Purgatory Park, Victoria-Evergreen Park and Jidana Park

Since the park board’s recommendations last year, reports of negative encounters between voice and sight command users and non-dog users have dwindled. Staff can only attribute this to the discussions that took place with park users and their willingness to self police and educate other users about the privilege. If approved, the changes would go into effect after an intensive educational effort, utilizing various formats including the city website, Minnetonka Memo and announcements at specific park locations.

**Alternate Off Leash Location Study**

Staff has reviewed potential locations for multiple off leash areas. While the potential for locations may seem abundant due to the number of parks and the corresponding acreage, each location has unique characteristics that either eliminates or allows for further discussion. This past September, staff toured locations for off-leash sites with Mayor Schneider. Ultimately eight locations were toured and three locations were eliminated during the joint meeting. Staff has included the remaining five locations for further discussion.

Site	Residential Impacts	Environmental Impacts	Infrastructure Needed	Displacement of current activity/Notes
<b>Big Willow Park</b>	Minimal	Minimal	Minimal	Big Willow Park is currently targeted to remain a voice and sight command area. An area could be dedicated for off-leash use south of the railroad tracks, east of Plymouth Road in an area accessible via trail.
<b>Lake Minnetoga</b>	Medium	Medium	Major	Lake Minnetoga has an adjacent 48 acre drainage easement to the east of the lake. This area is primarily dry for a large part of the year and is used informally by walkers who have established informal trails within the area. The area is adjacent to the Three Rivers Park District Regional Trail, although no formal access is provided to this area. Access and parking infrastructure would need to be considered as part of establishment.

**Item 4B – Update on recommended changes to park regulations and off leash study locations**

**December 1, 2010**

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Site	Residential Impacts	Environmental Impacts	Infrastructure Needed	Displacement of current activity/Notes
<b>Tower Hill Park</b>	Medium	Medium	Major	Tower Hill is a unique site that primarily consists of open space, however under the native plantings is a 5,000,000 gallon water reservoir. Because of the dual use of the site and the sensitivity of a secure water system its inclusion in an off leash dog study should be carefully weighed.
<b>Crane Lake Park</b>	Minimal	Medium	Medium	Crane Lake is located in the northern most portion of the city, east of Ridgedale and south of I-394. There is an area south of the North Frontage Road and north of the lake, east of Ridgedale Drive that would allow for an off-leash opportunity. The area is currently accessed via a telecommunications structure parking lot that would potentially require a use agreement. It is also feasible that off-leash users would venture out onto the lake during winter months, increasing risk and environmental impacts.
<b>Kelly Park Gardens</b>	Minimal	Medium	Minimal	Primarily used as a community garden location, the area is connected to Purgatory Park via a trail tunnel and parking is located at Well 13. Displacement of the garden use would require finding an alternate location, such as the previously proposed area of Lone Lake Park (Shady Oak Road and Bren Road).

The criteria listed below were used as a guide for staff evaluated locations as the park system was studied for available off leash locations.

Location Selection Criteria	Location Evaluation Criteria
<b>a. Property within a park</b>	a. Residential Impacts
<b>b. City owned property within a park</b>	b. Environmental Impacts
<b>c. City owned property</b>	c. Infrastructure Needed.
<b>d. Private property (use/lease agreement)</b>	d. Displacement of current activity/use

Following a review of off-leash locations, staff will develop a master plan(s) for an off-leash area at selected locations for park board and public input. If after this review of locations it is determined that an off-leash area is not feasible, the references to an off-leash area would be removed and the regulation changes go forward for review and adoption.

### **Discussion Points**

1. Are there any comments on the park board approved updates to the Park Ordinance?
2. Which, if any, of the proposed off-leash (dog park) sites should be further explored with a detailed master plan?

**Recommended Action:** Review the five evaluated locations considered as options for a future designated dog park and provide staff with direction so master plans can be prepared. Review the modifications made to the Park Ordinance after the input received during the joint meeting and recommend the modified Park Ordinance be adopted by the city council.

### **Attachment**

1. Updates to the Park Regulations

ORDINANCE NO. 2010-xx

AN ORDINANCE AMENDING CITY CODE SECTION 1135  
REGARDING PARK REGULATIONS

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The City of Minnetonka Ordains:

Section 1. Section 1135 of the city code is amended as follows:

1135.005. Purpose.

The rules in this section are enacted to ensure the quiet, orderly, and responsible use and enjoyment of the city's public park facilities. The rules apply in all areas owned or operated by the city as park facilities.

1135.010. Definitions.

For the purpose of this section, the following terms have the meanings given below.

1. "Director" means the department director to whom the specific duties have been assigned by the city manager.
2. "Park facility" means any area owned or operated by the city of Minnetonka as a public park, beach, recreational trail, athletic field, ~~nature preserve~~, skating rink, or other recreational facility, excluding indoor ice arenas, indoor recreation centers, and marinas.
3. "Picnic area" means that portion of a park facility containing a picnic shelter and picnic tables and all area within 50 feet of the shelter and tables.
4. "Public swimming beach" means any public land adjoining public waters, which has been or may be used in connection with swimming in the adjacent water.
5. "Sexual conduct" means human masturbation, sexual intercourse, or any touching of the genitals, pubic areas or buttocks of the human male or female, or the breasts of the female, whether alone or between members of the same or opposite sex or between humans and animals in an act of apparent sexual stimulation or gratification.
6. "Watercraft" means any device designed or used to transport a person on water, whether motorized or not. It does not include a device which is designed to have a portion of the person in the water at all times during use.

(Amended by Ord. #2003-05, adopted March 17, 2003)

7. "Voice and Sight Command" means that method to control an animal in a city park having a dog off-leash, but it stays within your sight and under your voice control. This means that when you command your dog to come, it does so the first time. You must have a leash for each dog with you. Only two dogs may be off-leash at once (per person). Specifically: (a) The person exhibiting the voice control is present and within sight of the animal and monitors all of its activities; (b) The person exhibiting the voice

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The ~~stricken~~ language is deleted; the underlined language is inserted.

control is capable of directing all of the animal's movements and activities by voice commands; and (c) The animal under voice control follows all of the vocal commands quickly and accurately or (d) the animal is controlled by a competent handler through electronic collar. Voice and sight command areas are in Jidana Park, Big Willow Park, Purgatory Park and Victoria-Evergreen Park. From time to time, Voice and Sight Command privileges will be suspended in Jidana Park to allow permits granted by Recreation Services priority full use of the park.

#### 1135.015. Hours of Operation.

1. Public parks will be open for public use only between 5:00 a.m. and 10:00 p.m. of each day, except that lighted athletic fields and adjacent areas may remain open ~~20 minutes after the final inning or quarter of a scheduled game~~according to the comprehensive field use policy adopted by the city council.
2. Public swimming beaches at Shady Oak Park and Libbs Lake Park will be open for swimming only during the times and days designated and posted by the director.
3. Recreational trails will be open for public use only between 5:00 a.m. and 10:00 p.m. of each day.
4. Further restrictions on the hours and days of operation may be adopted by the director on a temporary basis when deemed necessary in the public interest and will become effective upon posting in each affected area.
5. No person and no vehicle, except authorized city personnel and vehicles, are permitted in or on any park facility when it is not open to the public.

#### 1135.020. General Rules.

The following rules apply in and on all park facilities.

1. Horses are permitted only in areas designated by the director for their use. Horses must be maintained under control at all times and cannot be ridden in a manner which endangers the safety or property of any person. The person in control of the horse must clean up and dispose of the animal's feces in a sanitary manner away from park facilities.
2. ~~With the exception of seeing-eye Service dogs and police dogs, are permitted in all park facilities. dogs and cats~~Animals are not permitted within a beach area, nature center area, refuge area, picnic area, designated athletic field, and park building, ~~and on any developed, improved or maintained area of turf, asphalt, and hard surface,~~ and in any other unauthorized area. In all park facilities, an animal must be maintained on a leash no longer than six feet in length, and the person in control of the animal must at all times be in possession of a method to dispose of the animal's feces in a sanitary manner away from the park facilities and must pick up the animal's feces and dispose of

it accordingly. In areas that are ~~not improved and not maintained~~ designated sight and voice command, an animal ~~dog or cat~~ must be kept under human control either by a leash or voice command. ~~On all trails, a dog or cat must be maintained on a leash no longer than six feet in length, and the person in control of the dog or cat must clean up and dispose of the animal's feces in a sanitary manner away from the park facilities.~~

2. (CLEAR VERSION) Service dogs and police dogs are permitted in all park facilities. Animals are not permitted within a beach area, nature center area, picnic area, designated athletic field, park building and in any other unauthorized area. In all park facilities, an animal must be maintained on a leash no longer six feet in length, and the person in control of the animal must at all times be in possession of a method to dispose of the animals feces in a sanitary manner away from park facilities and must pick up the animals feces and dispose of it accordingly. In areas that are designated sight and voice command, an animal must be kept under human control either by a leash or voice command.

3. Wild animals including birds may not be fed, except pursuant to a city sponsored program.

4. Wild animals may not be killed, trapped, pursued, caught, or removed, except when necessary to protect the immediate safety of a person or domestic animal. This prohibition does not apply to a law enforcement officer, or other person authorized by the director, who is performing official duties.

~~5. A person must not plant, cut, burn, damage, disturb, or remove any vegetation, except as permitted by the city. No person may cut, remove or damage any tree, stone wall, natural element or feature, including fossils and minerals, or shrub vegetation except with written permission from the city. No person may deface or alter any structure, sign, or other public property or improvements. Digging holes, and removing geological formations, archeological relics or ruins, or vegetation is prohibited.~~

6. A person must not start or maintain a fire, except in grills, fire slabs, or fire rings provided as part of the park facility. A person responsible for a fire must obtain a recreational fire permit from the fire department before starting the fire and must safely and completely extinguish the fire before leaving. The smoking of cigarettes, cigars and pipes does not constitute a fire regulated by this section.

7. A person must not deposit or discard upon land or water any bottles, glass, cans, paper, ashes, garbage, trash, rubbish, litter, snow or other substance that would mar the appearance, create a stench or a nuisance, adversely affect the cleanliness or safety of the land, or be likely to injure any person, property, or animal. A person must not discard large items and items unrelated to use of the park facilities into dumpsters or other garbage containers located at the park facilities.

8. A person must not distribute leaflets or other written or printed materials without first notifying the director of the proposed activity and depositing an amount determined by the director to be sufficient to reimburse the city for any cleanup costs resulting from the activity.
9. Only motorized vehicles that are currently licensed to travel on public streets may be in or on a park facility, and those are permitted only on parking lots and roadways that provide access to the park facilities. Exceptions to this prohibition are (a) city and public safety vehicles and (b) electric-powered wheelchairs and small electric carts operated by physically handicapped people wherever this can be done safely. A person must not operate a snowmobile, all-terrain vehicle, ~~or~~ trail bike, or electric or motorized scooter or tricycle designed for recreational use on park facilities anywhere.
10. A person must park motorized vehicles only within designated parking stalls in parking lots. If parking is allowed by permit only, the city permit must be conspicuously displayed on the vehicle at all times while it is parked.
11. A person must not operate a motorized vehicle at a speed in excess of 15 miles per hour or other posted speed limit.
12. A person must not use recreational equipment, ~~such as frisbees and skateboards,~~ on or across parking lots and driveways.
13. A person must not use a golf club to hit, drive, or otherwise propel a golf ball or other object.
14. A person must not camp in, or erect, a tent or other structure without a city permit, except as part of a city- sponsored program.
15. A person ~~must not~~may use a sled, toboggan, or other means of sliding on snow and ice ~~in areas where this activity is prohibited by sign~~only in an area that is designated for such activities and maintained by the city.
16. A person must not sell or offer for sale any item or service, except as authorized by the director.
17. A person must not engage in sexual conduct or commit the offense of public indecency as provided in city code section 1045.015.
18. A person must not have any glass container in a park facility.
19. A person must not use or operate a radio, musical instrument, phonograph, stereo, or other device used for reproduction of sound, in a manner to disturb the peace or comfort of others in its vicinity. Prima facie evidence of a violation of this provision exists when the device is operated so that it is plainly audible 50 feet away in any direction.

20. A person must not use loudspeakers or other amplifying systems without obtaining and being in compliance with a permit from the city, as provided below in section 1135.030. Action constituting disorderly conduct, as defined by state law, is prohibited. A person engaging in disorderly conduct may be expelled from a park facility.

21. A person must not possess, consume, or serve any alcoholic beverage without obtaining and being in compliance with a permit from the city, as provided below in section 1135.030.

22. A group of 25 people or more must not gather for any reason without obtaining and being in compliance with a permit from the city, as provided below in section 1135.030.

23. Non-motorized bicycles are permitted only on parking lots, roadways, and trails established and maintained by the city and in areas designated and signed for bicycle use. A person must not ride a bicycle in other areas of a park.

24. Closure of park facilities and roads and trails may occur if environmental conditions warrant.

25. Geocaching is allowed in park facilities, except in playground areas, beaches, and athletic fields. Caches must not be placed in an area that may cause damage to environmental conditions or interfere with maintenance and operation of park facilities. Caches must have the name of the cache on the exterior and must not be buried. Caches must not contain items that are offensive, dangerous or perishable. Park hours apply to those hiding and seeking caches. The city may remove a cache having an undue negative impact on a park facility.

#### 1135.025. Special Rules.

In addition to the general rules, the following special rules are applicable to the areas designated.

1. In or on Shady Oak Lake Park and Libbs Lake Park, a person must not engage in the following conduct:

a. be in water within 50 feet of the shoreline that is not specifically designated for swimming;

b. be in the designated swimming area adjacent to a public swimming beach when the beach is closed to public use;

c. be in the designated swimming area adjacent to the Shady Oak Lake Park public swimming beach when no lifeguard is on duty or after written or verbal notice that the lifeguard is going off duty;

- d. use floatation devices beyond the areas designated for their use;
  - e. fish in water designated as a swimming area or no fishing area;
  - f. take cans, bottles or glass objects of any kind other than eyeglasses onto a public swimming beach;
  - g. possess, use, or launch a watercraft on any land within the parks, except authorized city personnel in the performance of life-saving or law enforcement duties; and
  - h. occupy a watercraft in the designated swimming area adjacent to a public swimming beach or in water up to 50 feet away from that area, except authorized city personnel in the performance of life-saving or law enforcement duties.
2. On any recreational trail, each person must:
- a. provide sufficient room for other trail users traveling in the opposite direction;
  - b. use caution when passing another user traveling in the same direction;
  - c. stay on the improved portion of the trail;
  - d. when riding a bicycle, yield the right of way to pedestrians and comply with state laws governing the use of bicycles on public roads;
  - e. obey all official signs and traffic control markings and signals;
  - f. yield to motor vehicle traffic at intersections with roadways;
  - g. comply with the following prohibitions:
    - (1) no lurking and loitering in violation of section 508 of the city code;
    - (2) no horses in areas which are not designated for their use;
    - (3) no dogs unless each is on a leash no longer than six feet in length and unless the person in control of the dog is in possession of a method to dispose of the dog's feces in a sanitary manner away from park facilities and picks up the animal's feces and disposes of it accordingly cleans up the dog's feces; and
    - (4) no motorized vehicles except those permitted in section 1135.020(9); and
    - (5) no fishing from a boardwalk, trail, or bridge designed for pedestrian and non-motorized vehicle use.
- 1135.030. Permits.
1. Applications for permits for alcoholic beverages, large group events, and sound

amplification must be submitted to the city in accordance with procedures and fees prescribed by the director. The director may deny a permit application when the proposed activity may adversely affect the public health, safety, or welfare, or the condition of the park facility. The director may add conditions to any permit to mitigate potential adverse effects or to ensure the quiet and orderly use and enjoyment of the park facility. Any person aggrieved by action of the director may appeal to the city council by submitting a request in writing to the director within 10 days after notice of the action.

2. Permits for alcoholic beverages are subject to the following requirements.
  - a. Permits will be only for beer and wine in non-glass containers.
  - b. Permits will be issued only to groups of 25 people or more and for parks that have facilities available for large group picnics.
  - c. Permitted alcoholic beverages may be possessed and consumed only in picnic areas. Alcoholic beverages are not permitted on any athletic field, tennis court, skating rink, or adjacent areas and not in any parking lot.
  - d. The person responsible for the gathering must remain on the park premises at all times that alcoholic beverages are being served, must have the permit in possession, and must display it upon the request of authorized city personnel.
  - e. Alcoholic beverages are not permitted between 9:00 p.m. and 10:00 a.m.

#### 1135.035. Park Administration.

1. The director may regulate the use of recreational facilities such as picnic areas and ~~ballfields~~ athletic fields within a park facility. This includes the authority to require advance reservations.
2. Upon recommendation of the park board and approval by the city council, the director may require permits for the parking of vehicles in any of the park facilities and may establish fee schedules for those permits. The requirement for a parking permit must be conspicuously posted at the facilities affected.
3. The director or any city law enforcement officer may declare that any part or all of a park facility is closed to the public for any interval of time or for any particular use, as reasonably determined necessary in the public interest.
4. The city may designate one or more park locations for the provision of an enclosed off leash dog park. Each location will include a defined area and will have rules for use clearly posted.

#### 1135.040. Penalty.

A violation of a provision of these park rules and any regulations established by the

director is a petty misdemeanor, except that the following are misdemeanors:

1. a violation which is committed in a manner or under circumstances which endanger or are likely to endanger a person or property; and
2. a violation of any of these park rules when preceded by two or more violations of these rules within the previous 12 months.

Violations are punishable in accordance with chapter 13 of the city code.

Section 2. A violation of this ordinance is subject to the penalties and provisions of Chapter XIII of the city code.

Section 3. This ordinance is effective 30 days after publication.

Adopted by the city council of the City of Minnetonka, Minnesota, on

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Terry Schneider, Mayor

ATTEST:

---

David E. Maeda, City Clerk

**ACTION ON THIS ORDINANCE:**

Date of introduction:

Date of adoption:

Motion for adoption:

Seconded by:

Voted in favor of:

Voted against:

Abstained:

Absent:

Ordinance adopted.

---

The ~~stricken~~ language is deleted; the underlined language is inserted.

Date of publication:

CERTIFIED COPY:

I certify that the foregoing is a correct copy of an ordinance adopted by the city council of the City of Minnetonka, Minnesota, at a meeting held on

---

David E. Maeda, City Clerk

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The ~~stricken~~ language is deleted; the underlined language is inserted.

**Minnetonka Park Board Item 4C  
Meeting of December 1, 2010**

<b>Subject:</b>	Development of the 2011 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 2011 park board strategic plan
<b>Brief Description:</b>	The park board will review goals and objectives in place for 2010 and implement desired changes for 2011.

### **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 2010 Park Board Strategic Plan adopted last February. The park board will review this document and provide direction to staff regarding any desired changes for 2011. 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, 2011 meeting for review.

### **Discussion Points**

- Does the park board desire any changes to the strategic plan goals and objectives for 2011?

**Recommended Park Board Action:** Review the Park Board's Strategic Plan and provide staff with any desired changes for 2011.

### **Attachments**

1. 2010 Strategic Plan

# **Minnetonka Park & Recreation Board 2010 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: Assist staff in managing the open space process through successful completion
- Objective #3: Continue to review and comment on the implementation of the natural resources stewardship plan
- 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: Promote the city's efforts of protecting and enhancing the community's natural resources by creating awareness and supporting educational strategies

### **To renew and maintain parks and trails**

- Objective #1: Develop recommendations for scheduled 2010 park renewal projects
- Objective #2: Involve park board member participation in park & trail projects
- Objective #3: Conduct an annual review of park dedication fees
- Objective #4: Identify areas of the city that are deficient of adequate park or trail 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 and programs**

- 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 2009 – 2010 Glen Lake Golf Course cross-country ski trail operations and develop recommendations for 2010-2011
- 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: Ensure that park amenities and programs address future community needs and changing demographics

### **Enhance long-term Park Board development**

- Objective #1: Define CIP projects for 2011-2015 related to parks, trails & open space
- Objective #2: Enhance council relations- serve as a voice to the council
- Objective #3: Increase community awareness of park board initiatives
- Objective #4: Schedule board member involvement in annual park board and city related activities
- Objective #5: Annually assess the park board strategic plan
- Objective #6: Develop a program for recognizing volunteers who complete pre-approved projects to benefit the park system

**Minnetonka Park Board Item 6  
Meeting of December 1, 2010**

<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.

**Recreation Services Winter/Spring Brochure**

The Hopkins-Minnetonka Recreation Services winter/spring 2010/11 brochure has been delivered to the post office and will be mailed to approximately 35,000 households in Hopkins and Minnetonka. Registration for residents begins on Thursday, December 2, and open registrations begins on Thursday, December 16<sup>th</sup>.

The brochure was posted online for viewing only on Tuesday, November 9<sup>th</sup>. An added enhancement to the online brochure is the ability to link directly to “Destination Recreation” online registration by clicking on the Course # assigned to a class or program. Because not all classes/programs are eligible for online registration, those classes eligible for online registration are distinguished in the brochure by ***bold italics***. The outside cover of the brochure features a photo from the 2009 photo contest winner. The inside back cover features the newly remodeled Williston Fitness Center.

The following are a sample of a few programs featured in the brochure: “Get Active!” coupon, cross country skiing, special events, youth programs, youth camps, youth sports, teen programs, adult programs, and the start of garden plots and picnic shelter reservations.

**Williston Fitness Center Indoor Playground**

The city council approved the indoor play structure purchase at the November 22, 2010 council meeting. The contract awarded to Clearwater Recreation, LLC will cost \$170,000.

The project is scheduled for completion by March 15, 2011. Elise Raarup served as the park board’s representative for this project. A copy of the approved plan is included as an attachment.

**Attachment**

1. Hopkins-Minnetonka Recreation Services Brochure
2. Williston Fitness Center Plan Option

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Project Name:

**Williston Fitness Center  
OPTION A**

Revision No: 003  
Date: November 8, 2010  
Scale: N.T.S.  
Drawn by: B.E.  
Checked By: C.R.

Notes:

**Renderings 1**  
**[36'-0" x 36'-0" x 19'-0"]**  
**(10.97m x 10.97m x 5.79m)**



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Project Name:

**Williston Fitness Center  
OPTION A**

Revision No: 003  
Date: November 8, 2010  
Scale: N.T.S.  
Drawn by: B.E.  
Checked By: C.R.

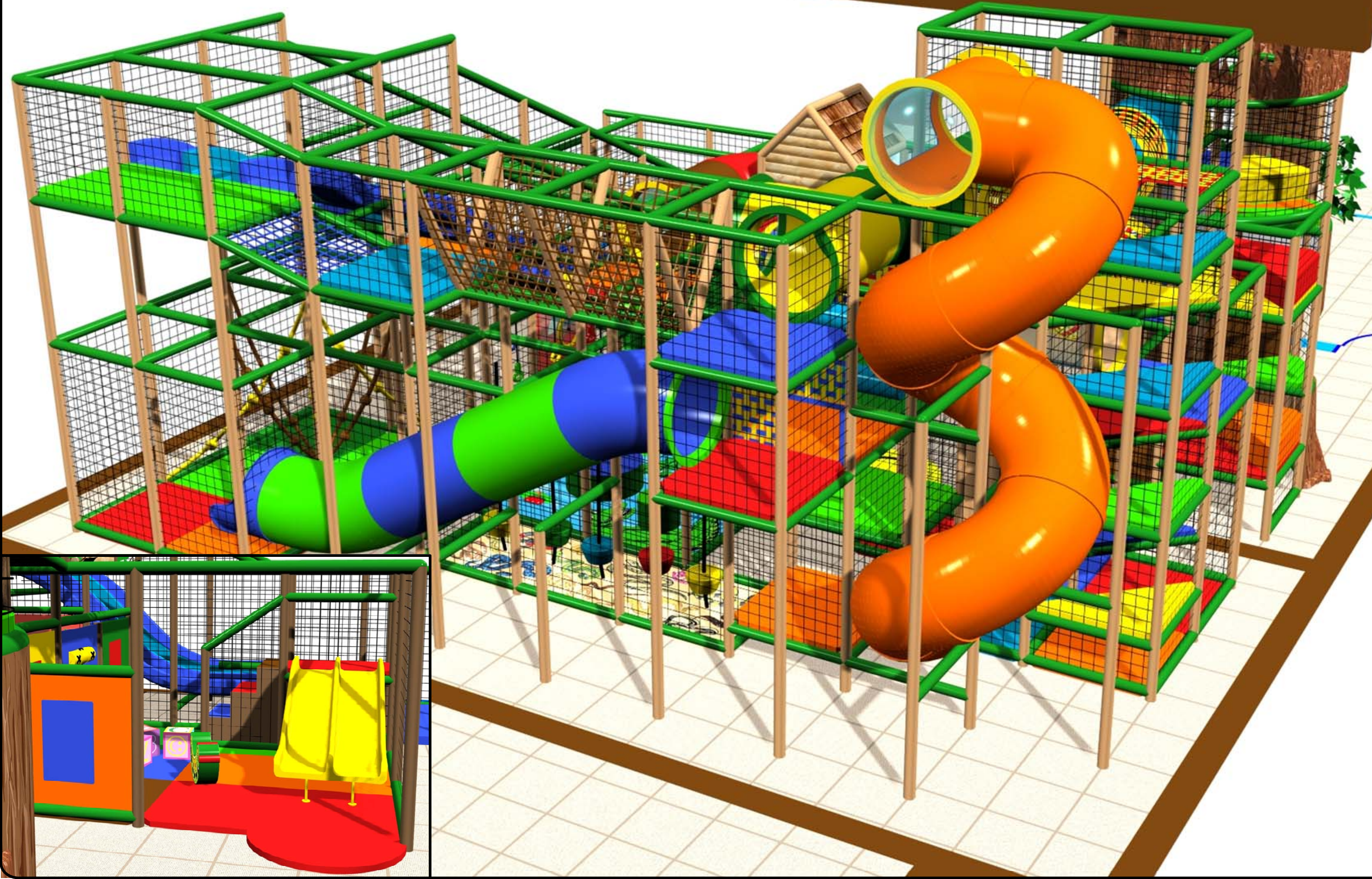
Notes:

**Renderings 2**  
**[36'-0" x 36'-0" x 19'-0"]**  
**(10.97m x 10.97m x 5.79m)**



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Project Name:

**Williston Fitness Center  
OPTION A**

Revision No: 003

Date: November 8, 2010

Scale: N.T.S.

Drawn by: B.E.

Checked By: C.R.

Notes:

**Renderings 3**

**[36'-0" x 36'-0" x 19'-0"]**

**(10.97m x 10.97m x 5.79m)**



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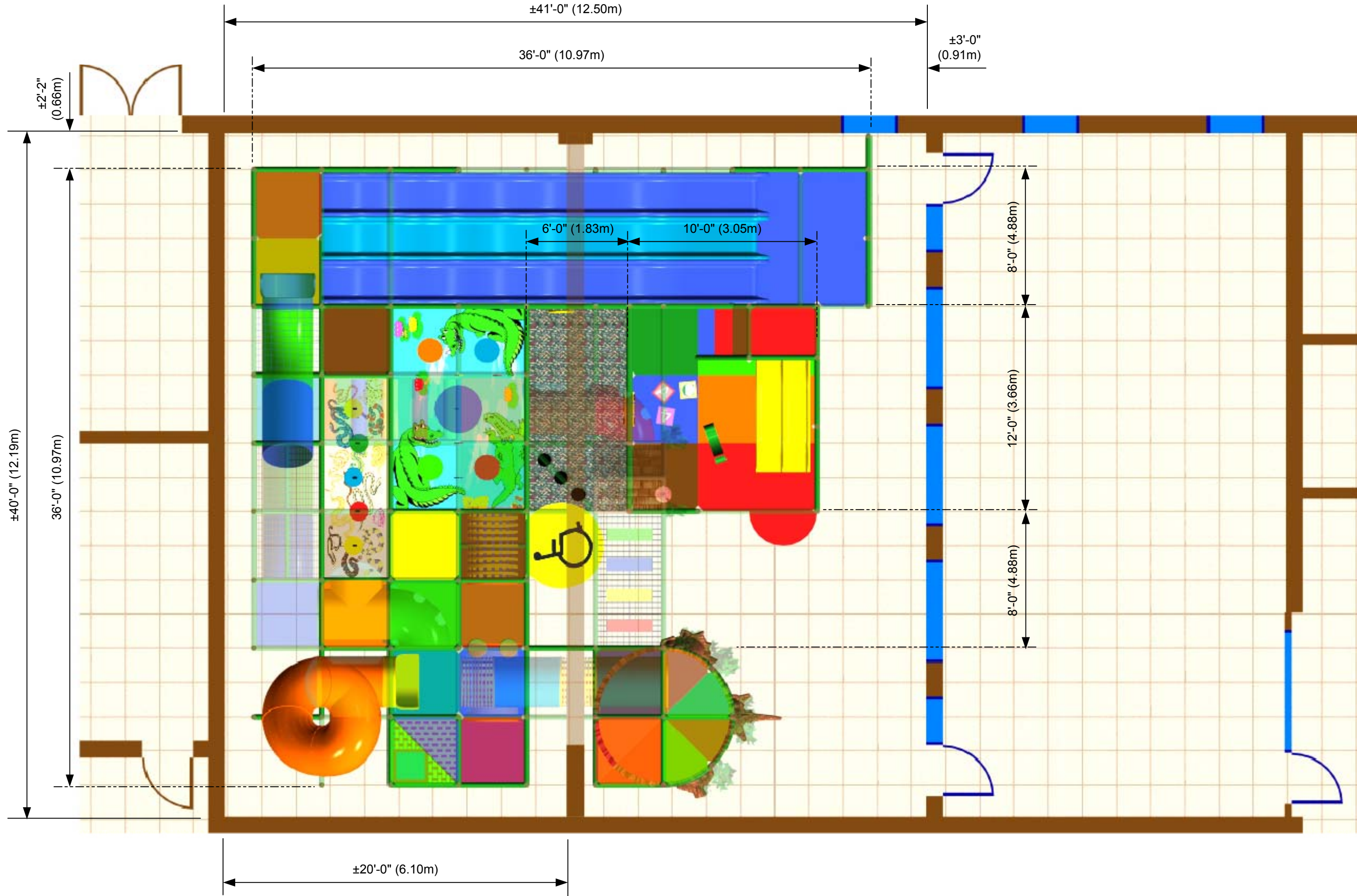
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Project Name:

**Williston Fitness Center  
OPTION A**

Revision No: 003  
Date: November 8, 2010  
Scale: N.T.S.  
Drawn by: B.E.  
Checked By: C.R.

Notes:

**Layout**  
**[36'-0" x 36'-0" x 19'-0"]**  
**(10.97m x 10.97m x 5.79m)**



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**Minnetonka Park Board Item 7  
Meeting of December 1, 2010**

<b>Upcoming Meeting Schedule</b>				
<b>Day</b>	<b>Date</b>	<b>Meeting Type</b>	<b>Agenda Business Items</b>	<b>Special Notes</b>
<b>Wed</b>	1/5/11	Regular	<ul style="list-style-type: none"> <li>Adoption of 2011 strategic plan and action steps</li> </ul>	
<b>Wed</b>	2/2/11	Regular	<ul style="list-style-type: none"> <li></li> </ul>	
<b>Wed</b>	3/2/11	Regular	<ul style="list-style-type: none"> <li>2012 – 2016 CIP projects review</li> </ul>	
<b>Wed</b>	4/6/211	Regular	<ul style="list-style-type: none"> <li></li> </ul>	
	5/4/11	Regular	<ul style="list-style-type: none"> <li></li> </ul>	
	6/1/11	Regular	<ul style="list-style-type: none"> <li></li> </ul>	

**Other Meetings/Activities to Note**

<b>Date</b>	<b>Description</b>	<b>Special Notes</b>
Sunday, February 13	<ul style="list-style-type: none"> <li>Kids' Fest</li> </ul>	1 – 5 p.m.

**Items to be scheduled:**