

## **1. Roll Call**

Park Board members in attendance included, Patty Acomb, Kyle Gallagher, Tim Goodyear, Denny Lambert, Marvin Puspoki and Elise Raarup. Staff members in attendance included Geralyn Barone, Dave Johnson, Kathy Kline and Perry Vetter.

This meeting was held at the Glen Lake Golf Course, 14350 County Road 62. The cross country ski trail program is operated jointly by Three Rivers Park District, Hennepin County and the City of Minnetonka. A tour of the facility and cross country ski trail began at 4:30 p.m.

Chair Lambert called the official meeting to order at 6 p.m.

## **2. Approval of Minutes**

Goodyear moved and Puspoki seconded a motion to approve the meeting Minutes of January 5, 2011. All voted "Yes." Motion carried.

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

None.

## **4. Business Items**

### **A. Overview of the Adopt – A – Sign program**

Kathy Kline, Senior Services and Facilities Division Secretary attended the meeting to provide the park board with an overview of the Adopt – A – Sign program that she administers. She indicated that she would review:

- What the program is
- Who can be involved
- The program's structure
- New ideas for 2011
- Locations available to adopt and participation numbers

Kline indicated that the Adopt – A – Sign program grew from a park board idea back in 1998. She noted that the initial concept being a new sign design with a landscaped perimeter that included a cherry tree, boulder and native grasses. The volunteers were then expected to water and maintain the plantings throughout the summer months.

Kline went on to explain that the native grasses were eliminated a few years later when a hot and dry summer damaged the native grasses at most locations. At that point, the program changed and volunteers started planting flowers and greenery in the flowerbed area beneath the park sign. Currently, volunteers are given a \$50 credit at Tonkadale Greenhouse to use towards purchasing flowers and plants.

Kline reported that in 2010, a total of 25 participants adopted 32 signs (some locations have more than one sign). She added that volunteers who register for the program include individuals, families, organizations and local businesses. She explained that planning for the program begins in March when letters go out to the previous year's participants for commitments. The next step is to advertise the program in publications such as the Minnetonka Memo, Recreation Services summer brochure, and the Minnetonka Script. In May, volunteers can select their plants and flowers at Tonkadale and begin planting.

Kline informed the board and requested input related to planned program changes for the 2011 season. She noted that advertising of the 2011 program would be placed on the city's website; and presented a template of a recognition sign that would be placed at each location.

Kline closed with a review of program participation from 2002 – 2010, noting that the both the 32 locations and 25 adopted locations were the most ever for the program; and presented a slide that include the 37 sign locations available to adopt on an annual basis.

Kline asked for any park board member questions or comments.

Acomb thanked Kline for her presentation and indicated that she was previously not aware the program.

Lambert voiced support for the recognition sign and asked Kline if she was supportive of the change. Kline indicated that she was supportive of the change, but was not sure what the final design should be for the sign.

Goodyear agreed with Lambert that the program was an excellent one and suggested that all scout troops within the city be notified of the program, adding that he felt several more would be interested. Goodyear added that he supported the addition of a recognition sign but thought staff should develop a recommendation on design based on maintenance considerations.

Goodyear followed with a suggestion for staff to consider a different name for the program, adding that he felt the existing "Adopt – A – Sign" name might be confusing to some. The board in general agreed and Kline indicated that she would develop some recommendations and bring them back to the board for consideration.

Lambert asked if any board members were opposed to a recognition program for volunteers. All indicated that they were in favor. Perry Vetter, Assistant Public Works Director, suggested that individuals and groups be contacted first, noting that some may not want recognition. Goodyear suggested that the recognition program be automatically added to the program with an option for those not interested to opt out. The board agreed.

Barone noted that the general practice in Minnetonka Parks is to keep signage to a minimum and suggested that the signs be as small as possible. Gallagher suggested a medallion theme, possibly reflecting the volunteer's years of service. Kline indicated that these comments would be taken into account.

**B. Review of the 2012 – 2016 CIP planning process**

Assistant Public Works Director, Perry Vetter, provided background, noting that the park board annually reviews and recommends to the council park and trail related items that are included in the Park Dedication Fund (PDF) portion of the Capital Improvement Program (CIP). He explained that the CIP is the city's five – year plan to provide and maintain public facilities for the citizens and businesses of Minnetonka.

Vetter explained that projects included in the CIP are ranked to determine their funding priority using the following rankings:

- 1. Projects necessary for public health and safety, or to meet legal mandates.*
- 2. Projects which help maintain or make existing systems more efficient. Cost benefits and coordination with related projects will be considered.*
- 3. Projects expanding existing systems, providing new services, or for general community betterment.*

Vetter closed by reviewing the funding categories for park and trail related projects that included Athletic Field Improvements, Building Improvements, New Trail Construction, Existing Trail Rehabilitation, Existing Park Improvements, New Park Improvements, Natural Resources Stewardship, and Park Related Studies. Vetter provided project pages from the current CIP, and noted that 2012 – 2016 CIP projects will be reviewed by the park board at their March meeting.

Lambert asked if any of the work completed in the early stages of the park renewal process was now obsolete. Vetter indicated that while nothing was obsolete, some of the first parks completed are nearing 10 years old, and improvements such as play equipment will need to be changed in the upcoming years. He added that challenges with finding equipment that is beneficial to children of all ages is still challenging.

Assistant City Manager, GERALYN BARONE, noted that while park dedication fees and other revenues contribute a small percentage of the funding available for park and trail improvements, most of the funding comes from the city's annual tax levy.

Lambert asked if the Marina was the only escrow that is maintained for future improvements. Barone responded that other facilities such as the ice arena and Williston Center also fund for improvements, however the Gray's Bay Marina was the only park related escrow that is maintained. Johnson noted that the new athletic

field fee system accounts for an escrow fund that will assist partially in funding athletic field related improvements once the fund matures.

Goodyear asked if the amount allocated to rehabilitation of existing trails is sufficient, adding that he is concerned that the development of new trails could make continued maintenance of existing trails even more difficult. Lambert agreed. Vetter indicated that the current level of allocated funds is sufficient, but noted that he is required to prioritize needs and often is required to move projects ahead or back as needed. Barone noted that new trail additions are often tied to road projects scheduled at the same time, adding to both cost and scheduling efficiencies.

Puspoki commented that it appears throughout the CIP process that maintenance of both new and existing park and trail amenities is a priority.

Hearing no further comments, Vetter indicated that staff will bring the proposed 2012 – 2016 CIP back for consideration at the March meeting.

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

None.

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

In addition to the information provided in the meeting packet, Barone noted that the city council recently approved purchase of two homes in the Minnehaha Creek Corridor that will benefit future park improvement plans.

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

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

#### **8. Adjournment**

Lambert adjourned the meeting at 7:08 p.m.