



Minnetonka Parks & Recreation Board Agenda

Minnetonka City Hall – Boards & Commissions Room
June 1, 2011
7 p.m.

Parks & Recreation

Board Vision

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

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

___ Patty Acomb
___ Kyle Gallagher
___ Tim Goodyear
___ Denny Lambert
___ Marvin Puspoki
___ Elise Raarup
___ Madeline Seveland

2. Approval of Minutes

A) April 6, 2011

3. Citizens wishing to discuss items not on the Agenda

4. Business Items

A) Report on outdoor ice rink operations
B) Status report on prospective dog park master plans
C) Park board park assignments

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, Denny Lambert, Marvin Puspoki, Elise Raarup and Madeline Seveland. Staff members in attendance included Geralyn Barone, Dave Johnson, Kathy Kline and Perry Vetter.

Chair Lambert called the official meeting to order at 7p.m.

2. Approval of Minutes

Lambert noted one typo correction. Goodyear moved and Puspoki seconded a motion to approve the meeting Minutes of March 2, 2011. All voted "Yes." Motion carried.

3. Citizens Wishing to Discuss Items Not on the Agenda

None.

4. Business Items

A. Approval of Park Renewal Concept Plan for Oberlin Park

Chair Lambert asked Perry Vetter, Assistant Public Works Director, to provide a staff report on the Oberlin Park renewal planning process. Vetter informed the board that Oberlin Park was classified as a neighborhood park, approximately 14.7 acres in size and located in the northeastern portion of the city. He noted that neighborhood meetings were held on February 9, and March 9, 2011 in order to obtain resident feedback.

Vetter followed with a review of targeted improvements including:

- Improve the trail surface (done in conjunction with street overlay project)
- Improve and relocate the playground area with separate 2 – 5, 5 –12 and swing appropriate activities
- Improve and relocate the ½ basketball court to work with full court system
- Upgrade the tennis and basketball court playing surfaces
- Improve and provide ADA access to the playground
- Improve seating areas around playground and trails
- Remove concrete piers that are tipping
- General amenity enhancements

Vetter asked for feedback from the park board members.

Seveland asked if a divider is provided to separate the two basketball courts. Vetter responded there was not a divider; however a backboard post pad is included to protect anyone in case they run in to the pool. He noted that the exterior of both the tennis and basketball courts would be fenced.

Seveland asked what the trail surface is proposed to be. Vetter responded that the existing surface is a combination of crushed aggregate and pavement; however the entire trail would be paved as part of the project. Seveland asked what type of pavement is used, and does the city allow the use of cold tar sealants. Vetter indicated that the trail would be paved with two layers of bituminous pavement and that while cold tar sealants are not banned, the city does not use them.

Goodyear asked if there were any drainage related corrections that needed to be made at Oberlin Park. Vetter indicated that there were no drainage problems, however noted that Oberlin is part of the areas overall storm water management system. Goodyear asked if this has caused any problems in the past. Vetter indicated that there have been some street related issues but not park related issues.

Hearing no further questions from the park board, Lambert opened the floor to public comments. Hearing none, Lambert closed the floor to public comments and asked for a motion from the board.

Gallagher asked if there was any water available at the park. Vetter indicated that there was. Gallagher asked if signage from primary streets and roads could be added, noting that Oberlin can be difficult to find. Vetter noted that he would check with the County to see if a sign off of Hopkins Crossroads could be added. He noted that he would report back to the board.

Goodyear moved and Acomb seconded a motion to approve the park renewal plan for Oberlin Park and develop a long-term maintenance plan for the site. All voted "Yes." Motion carried.

B. Approval of Park Renewal Concept Plan for Mayflower Park

Lambert asked Vetter to provide a staff report on the Mayflower Park renewal planning process. Vetter informed the board that Mayflower Park was classified as a mini park by the city's standards, and was approximately 3.5 acres in size. He noted that neighborhood meetings were conducted on February 9, and March 9, 2011 in order to obtain resident feedback. Vetter explained that the park renewal process includes direct mailings to residents living within 1,500' of the park, noting that this exceeds the city's 400' minimum requirements.

Vetter followed with a review of targeted improvements including:

- Improve trail accessibility within the park
- Renovate the existing play structure (2012)
- Enhance accessibility and seating area/deck
- Remove modified full court basketball and replace with half court adjustable
- Split rail fencing to delineate park boundaries
- Add engineering warning signs of playground ahead
- Increase landscaping for future shading of the play areas
- General amenity enhancements

Vetter noted that park board Acomb attended at the second neighborhood meeting.

Raarup asked if there was ample shade in the play and picnic areas. Vetter noted that trees would be transplanted and planted to improve shade long-term. In addition, design enhancements could be incorporated into the plan to provide shade for needed areas.

Lambert noted that the park description indicated the need for more play equipment and asked how that would be accomplished. Vetter noted that the play equipment selection process includes a separate meeting where those interested (children, parents, grandparents) could assist in selecting the equipment. He added that this is typically broken into two play areas, one for ages 2 – 5 and one for ages 5 – 12.

Goodyear noted that the POST plan recommended a connection to Hilloway Park and asked if that existed. Vetter indicated that it did not, however on-road access was available. Vetter indicated that there is nothing planned in the way of an off-road connection at this time.

Hearing no further questions from the park board, Lambert opened the floor to public comments. Hearing none, Lambert closed the floor to public comments and asked for a motion from the board.

Gallagher moved and Raarup seconded a motion to approve the park renewal plan for Mayflower Park and develop a long-term maintenance plan for the site. All voted "Yes." Motion carried.

C. Presentation of Adaptive Recreation Services agreement with Reach for Resources

Ann Davy, Recreation Services Programming Division Manager, explained that the city of Minnetonka has an adaptive recreation programming agreement with Reach for Resources (RFR) to provide both programming and inclusion services for residents with special needs. Davy introduced Becca Stenzel, Director of Recreation and Inclusion for RFR.

Stenzel provided background on RFR, noting that REACH is an acronym for Recreation, Education, Advocacy, Counseling and Health, all services provided by RFR. She explained that RFR has both education and counseling departments and has been in existence since 1986 with a long history of contracting with Minnetonka.

Stenzel reported that in 2010, RFR provided 101 different programs; and received 301 registrations from Minnetonka residents. In addition, eight children with special needs benefitted from inclusion services provided by RFR so that they could participate in programs offered through Recreation Services.

Stenzel asked park board members for feedback.

Lambert asked if RFR was a service provider for Hennepin County. Stenzel explained that they were not, but instead contracted with two consortiums of cities, one being Minnetonka, Hopkins, Chaska, Chanhassen and St. Louis Park. Lambert asked if participants paid a fee and Stenzel responded that they do, with scholarships also being available.

Goodyear asked for an overview of program growth over the past few years. Stenzel reported that over the past 6 years, programming staff have added 15 – 20 new programs designed to meet current trends in programming and the interests of participants.

Hearing no further questions, Lambert thanked Stenzel for her time and the programs and services offered by RFR.

D. Update on Adopt-A-Sign Program

Kathy Kline, Senior Services and Facilities Secretary, provided an update on the Adopt-A-Sign program from the initial board meeting held on February 2, 2011. Kline reported that to date, 23 volunteers have signed up to maintain 25 gardens at park signs throughout the city.

A discussion initiated at the February 2, 2011 meeting, included the need to recognize volunteers. Kline provided the board with a sample recognition sign that could be placed at each garden, and asked for their review and comments.

Acomb voiced support for the sample presented, and asked how residents interested in the program could check on availability. Kline indicated that residents could contact her directly, or by checking the City's website.

Acomb indicated that she did not feel the Adopt-A-Sign name was the best fit for the program. Kline agreed and noted that she has referred to the program as the Adopt-A-Park Sign program which has seemed to provide newcomers with a better understanding. Acomb indicated that she liked that description better.

Puspoki asked if the city is required to maintain any signs. Kline reported the city is not, and added that signs not adopted are not maintained for the season.

Puspoki asked if the volunteer recognition plates could also be used to advertise signs currently not adopted. Kline indicated that this would be a possibility and she would check into it.

Lambert asked how many signs were not adopted in 2010. Kline's response was 6-7. Lambert suggested contacting the Hennepin County Master Gardeners organization for possible interest if signs are not adopted. Kline indicated that this was a good suggestion.

Raarup agreed that the Adopt-A-Sign name was not descriptive of the program and suggested using gardening in the description. Kline responded that with several gardening clubs and the community garden plots that are provided by the city, describing the program as "gardening" may become confusing. She noted that with the program already in progress for 2011, she would take the park board's suggestions for changing the name of the program into consideration for 2012.

Lambert indicated that using "park sign" as a description is much better than simply "sign".

Hearing no further comments or questions, Lambert thanked Kline for the work she has done on the program.

5. Park Board Member Reports

Puspoki noted that he and his family recently became members of the Williston Center. He noted that he was surprised that his two young children enjoyed the play pool more than the large pool available at the previous facility they belonged to.

6. Information Items

In response to the scholarship fund report provided in the packet, Lambert asked how donations are made to the fund. Johnson explained that the city's share of the Hennepin County Active Living initiative go towards the scholarship fund, as well as proceeds from the sale of neon products at the Summer Festival and general donations received with individual registrations. He noted that the latter option has been reduced over the past few years due to the increase in on-line registrations. Acomb asked if the option for donating on-line is available. Johnson indicated that he was not sure and would check to see if that option remains on-line.

7. Upcoming Park Board Agenda Items

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

8. Adjournment

Lambert adjourned the meeting at 8:05 p.m.

**Minnetonka Park Board Item 4A
Meeting of June 1, 2011**

Subject:	Report on outdoor ice rink operations
Park Board related goal:	To provide quality athletic and recreational facility and programs
Park Board related objective:	Annually review policies related to the operation and management of parks to determine if changes are required
Brief Description:	Staff will report on the results of outdoor ice rink hockey rink scheduling and changes to the staffing implemented for the 2010/11 season.

Background

At the September 1, 2010 park board meeting, staff proposed a change on how to staff warming houses. The approved proposal by the board resulted in a successful 2010/11 warming house season.

Summary

Staffing

By decreasing the number of employees from approximately thirty to eleven, staff hired responsible employees who opened facilities on time and also returned keys at the end of the season. With less warming houses to staff and a rotating staff schedule, coverage at these sites was easier to manage during unexpected absences.

Saturday Extended Hours

The extended hours for warming houses on Saturdays, resulted in approximately 1,845 users, an increase from the previous year. The parks with the lowest number of users occurred at Gatewood, Covington and Boulder Creek. The parks with the highest number of users occurred at Meadow, McKenzie, Gro Tonka and Glen Lake. Staff is recommending continuation of extended hours on Saturdays for the parks with the highest number of users for the 2011/12 season.

Overall Budget Comparison

Expenditures increased by \$1,453, compared to last year's budget, but were still below the proposed budget of \$21,150 for the season. The increase in expenditures was due to staff changes and extended hours on Saturdays. Please note that no bonuses or mileage allowances were provided for the 2009/10 season.

Expenditures				
Season	Salaries	Bonus	Mileage	Total
2009/10	\$17,178	\$553	\$0	\$17,178
2010/11	\$16,910	\$384	\$1,337	\$18,631

Youth Hockey Reservations

Staff does not recommend any changes at this time to the hockey rink reservation process used during the 2010/11 season. See attachment.

Discussion Points

- Does the park board recommend any further changes to the hockey rink scheduling process used last season?

Recommended Park Board Action: Review summary and youth hockey rink reservations implemented for the 2010/11 season and make recommendations for 2011/12.

Attachments

1. Youth Hockey Reservation Season Summary for 2010/11

Reserved	Covington	Gro-Tonka	McKenzie	Spring Hill	Boulder Crk	
12/15/2010	T	0	0	T, W, TH	W	
1/3/2011	T	0	0	TH	0	turned back time in note field

Notes: Reservations started 1/4/11
 Boulder Creek was not used (all time requested [5 Wednesdays] was turned back)
 1/20/11 cancelled by city because of weather
 31 ice rink reservations originally scheduled
 19 reservations cancelled 1/3/11 at no charge (Wed @ Boulder; Tue & Wed @ Spring Hill)
 1 reservation added on 1/5/11
 13 ice rink reservations - final (2 of the 13 cancelled by snow and warm weather)
 Of the 13, 5 were at Covington and 8 at Spring Hill
 MYHA paid \$25 for one no-show at Covington 1/25/11 (0 no-shows in 2010)
 MYHA used 41% of the originally scheduled time in 2011
Comparing to 2010:
 MYHA **requested** 59% less time in 2011 than they did in 2010
 MYHA **used** 43% less time in 2011 than they did in 2010
 Gro-Tonka and McKenzie were not requested in 2011. They were in 2010.

**Minnetonka Park Board Item 4B
Meeting of June 1, 2011**

Subject:	Status report on prospective dog park master plans
Park Board related goal:	To provide quality athletic and recreational facilities and programs
Park Board related objective:	Anticipate, review and respond to community needs not previously identified.
Brief Description:	Status report on planning process for the consideration of potential off-leash dog park locations.

Background

At the December 2, 2010 park board meeting, staff was directed to proceed with the development of master plans for consideration of Big Willow, Crane Lake and Kelly parks as potential dog park locations. These reviews will contain similar detailed information that was provided in the unapproved master plan for Lone Lake Park. In addition to a background summary for each site, staff will provide details on:

Site Characteristics

Staff will study existing topography, vegetation materials, existing circulation and use of the areas. This will provide planning details for the basis of the study recommendations. This will take approximately two weeks to gather this information.

Site Definition

The site definition will propose the limits for the proposed off leash areas within the context of the entire parcel or park. The definition will include access routes and potential usage within the area. This will take approximately one week to gather this information.

Proximity to Existing Surroundings

This phase will relate all current amenities both public (park) and private to the proposed area. Existing park features and their intended use will be evaluated to identify any potential conflicts. Private property will be highlighted within close proximity and the setbacks will be inventoried. Trail routes, parking and emergency access will be included; along with any potential conflicts, environmental impacts, site specific issues and separation distances. This will take approximately three weeks to gather this information.

Operational Plan

Staff will propose a brief operational plan for each location. This plan will include hours of operation, rules for use, maintenance procedures and informational signage. Staff plans to involve a small focus group of residents for this portion of the project who have indicated an interest to assist. This will take approximately three weeks to gather this information.

Non – Minnetonka Related Facilities

Staff will gather information on similar facilities immediately adjacent to Minnetonka; as well as those located within the western suburbs. This will take approximately one week to gather this information.

Utility/Infrastructure Extensions

There may be a need during the site planning process that certain infrastructure needs would need to be extended to service the proposed sites. Staff anticipates this will take approximately one week should this need arise.

Cost Estimation

Staff will estimate a cost for each of the study locations. Factors provided by staff will include construction, operational maintenance and capital replacement costs. This will take approximately one week to gather this information.

Staff will compile the above information and compile master plans for the three identified locations within the next 10 – 12 weeks and anticipates submitting results at the park board meeting on September 7, 2011.

Discussion Points

- Does the park board agree with the planning process for the study of off-leash dog areas?
- Do the park board members request additional items staff should consider in the master planning process?

Recommended Park Board Action: Review processes presented by staff and recommend any desired changes.

**Minnetonka Park Board Item 4C
Meeting of June 1, 2011**

Subject:	Park board park assignments
Park Board related goal:	Enhance long-term Park Board development
Park Board related objective:	N/A
Brief Description:	The park board will review their designated park assignment and make changes as needed

Background

For the past several years, the park board has maintained a listing of city parks, with a park board member assigned as a resource for each park. This schedule has not been updated since 2009 due to changeovers in the board.

Discussion Points

- None

Recommended Park Board Action: Review the current assignment schedule and make changes/additions as needed.

Attachments

1. Park Board Member Park Assignment Schedule

**2011 PARK BOARD MEMBER
PARK ASSIGNMENTS**

PARK	ASSIGNED MEMBER
BIG WILLOW	LAMBERT
BOULDER CREEK	GOODYEAR
BURWELL	GALLAGHER
CIVIC CENTER	LAMBERT
COVINGTON	GOODYEAR
CRANE	LAMBERT
ELMWOOD-STRAND	
FORD	LAMBERT
GLEN LAKE	LAMBERT
GLEN LAKE STATION	LAMBERT
GLEN MOOR	
GRAY'S BAY CAUSEWAY	
GRAY'S BAY MARINA	
GREEN CIRCLE	
GROVELAND	
GRO TONKA	
GUILLIAM	LAMBERT
HEADWATERS	
HILLOWAY	LAMBERT
HOLIDAY LAKE	GOODYEAR
JIDANA	GALLAGHER
JUNCTION	
KELLY	GOODYEAR
KINSEL	
KNOLLWAY	
LAKE CHARLOTTE	GOODYEAR
LAKE ROSE	
LIBBS LAKE	
LINNER	LAMBERT
LONE LAKE	
MAYFLOWER	
McKENZIE	
MEADOW	GALLAGHER
MILLS	GALLAGHER
MINI TONKA	
MOONEY	
OAKHAVEN	
OBERLIN	GALLAGHER
ORCHARD	
PIONEER	
PURGATORY	GOODYEAR
REICH	GOODYEAR
SHADY OAK BEACH	
SPRING HILL	GOODYEAR
SUNRISE RIDGE	
TOWER HILL	
VICTORIA - EVERGREEN	
WESTWOOD	
WILSON	
WOODGATE	GOODYEAR

**Minnetonka Park Board Item 6
Meeting of June 1, 2011**

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.

Park Renewal

At their meeting on May 16, 2011, the city council approved the park board's recommendations without changes for the Oberlin and Mayflower park renewal projects. This completes the park renewal approval process, with 46 parks being completed since 2002.

Staff conducted a play equipment open house for both park projects on Wednesday, May 25 at Oak Knoll Lutheran Church (located to the east of Oberlin Park). This open house provided an opportunity for both children and parents to provide input on both equipment and color preferences. Perry will provide a summary at the park board meeting.

Native Plant Market and Eco Fun Fest

The 2nd annual Native Plant Market and Eco Fun Fest will be held at Civic Center Park June 9, between 3 – 7 p.m. The event will take place in the city hall parking lot, rain or shine.

Attachment

1. Native Plant Market EFF

NATIVE PLANT MARKET



ECO FUN FEST

Thursday June 9, 2011

3:00 – 7:00 p.m.

City of Minnetonka Civic Center Campus

City Hall Parking Lot

14600 Minnetonka Blvd. Minnetonka, MN 55345

Native Plant Market

Five Vendors 3 – 7 p.m.

Location: City hall parking lot

Dragonfly Gardens

Minnesota Native Landscapes

Natural Shore Technologies, Inc.

Out Back Nursery, Inc.

Prairie Restorations, Inc.

Visit www.eminnetonka.com for a complete list of native plants by vendor. Plant lists will be posted in mid April.

Information Tent 3 – 7 p.m.

Audubon Society
Blue Thumb display
Heather Holm, Mtka resident
Master Naturalists
Master Gardeners
Minnesota's Boreal Forest at Risk (tent.)
MN Native Plant Society (tentative)
Tree Care Advisors
Tree House of Horrors
Watershed District(s)

Free Native Plant to the first 200 visitors

Plant a plug in a pot 3 – 7 p.m.

Black eyed Susan (*Rudbeckia hirta*) plugs will be available to "upgrade" into a larger pot. Limit one per person. Bring a 4" pot or we will provide one.

Raptor Booth 4 – 6 p.m.

Three Rivers Park District

Zoo Mobile 4 – 6 p.m.

Minnesota Zoo

See native and exotic animals.

Reptiles and Amphibians 4 – 6 p.m.

Minnesota Herpetological Society

Tree Planting Demonstrations

3 – 7 p.m. (ongoing)

Learn more about tree planting and care.

Tree Climbing Demo 3 p.m.

Minnesota Society of Arboriculture

30-minute demo

Tree Climbing Activity*

3:30 – 7 p.m. (ongoing)

Minnesota Society of Arboriculture

Kids can learn to climb a tree with a rope and saddle.

* *Guardian signature on liability waiver required for participation.*

Native Plant Walk 5 - 6 p.m.

Led by Minnetonka Natural Resources Staff

See native plants and restoration progress in two habitats on the Civic Center campus: oak woodland and creek floodplain forest.

Location: Plant walk leaves from the intersection above the amphitheater bowl.

**Minnetonka Park Board Item 7
Meeting of June 1, 2011**

Upcoming Meeting Schedule				
Day	Date	Meeting Type	Agenda Business Items	Special Notes
Wed	7/6/11	Regular	<ul style="list-style-type: none"> • CANCELLED 	
Wed	8/3/11	Regular	<ul style="list-style-type: none"> • Consideration of 2012 Gray's Bay Marina slip fee rates • Consideration of the Glen Lake ski trail agreement for 2011-2012 	
Wed	8/3/11	Regular	<ul style="list-style-type: none"> • 	
Wed	9/7/11	Regular	<ul style="list-style-type: none"> • Report on summer recreation programs • Review of dog park master plans 	
Wed	10/5/11	Regular	<ul style="list-style-type: none"> • 	Tentative
Wed	11/2/11		<ul style="list-style-type: none"> • Joint Meeting with the city council (5:30 p.m.) • Regular Meeting (7:00 p.m.) 	

Other Meetings/Activities to Note

Day	Date	Description	Special Notes
Thurs	6/9/11	<ul style="list-style-type: none"> • Native Plant Market & Eco Fun Fest 	3 – 7 p.m. city hall parking lot
Sat.	6/25/11	<ul style="list-style-type: none"> • Summer Festival / Ice Cream Social 	Ice Cream Social: 11 a.m. – 4 p.m. Sumer Festival: 4 – 11 p.m.