

HOPKINS PARK BOARD AGENDA

Monday, February 27, 2023

6:30 pm

THIS AGENDA IS SUBJECT TO CHANGE
UNTIL THE START OF THE PARK BOARD MEETING

The public may attend this meeting in-person.

I. **CALL TO ORDER**

II. **ADOPT AGENDA**

III. **COMMUNITY COMMENT**

1. *At this time, any interested resident may come to speak on an item not on the evening's agenda.*

IV. **CONSENT AGENDA**

1. Minutes of the November 28, 2022 Park Board Meeting
2. Minutes of January 23, 2023 Park Board Meeting

V. **GENERAL BUSINESS**

1. Review of Bylaws and Election of Officers, Imihy Bean
2. Presentation from the Hopkins Activity Center, Kivett
3. Review of Cottageville Phase 2, Operations and Maintenance Agreement and Cottageville Park Agreement with Minnehaha Watershed District, Heyman

VI. **GENERAL PARK UPDATE**

1. Minnetonka Recreation Update, Imihy Bean

VII. **PARK AREA ASSIGNMENT REPORTS**

1. Meg Slindee: Burnes, Buffer
2. Kimberly Stiele: Park Valley, Oakes
3. Kristin Hanneman: Maetzold, Valley
4. Emily Waitz: Harley, Elmo
5. Matthew Miller: Downtown, Central
6. Carsyn Johnson: Cottageville, Minnehaha Creek Preserve
7. Future Board Member 1: Interlachen, Hiawatha
8. Future Board Member 2: Shady Oak Beach, Hilltop

VIII. **ADJOURN**

1. March 27, 2023 – at Hopkins City Hall, 1010 1st St S.

**HOPKINS PARK BOARD
REGULAR MEETING PROCEEDINGS
JANUARY 23, 2023**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins Park Board was held on Monday, January 23 at 6:30 p.m. in the Council Chambers at City Hall, 1010 1st Street South.

Chair Slindee called the meeting to order with Members Lyksett, Waitz, Miller, Hanneman and Stiele. Member Dachenbach and Youth Member Johnson were absent. Staff present included Management Analyst Imihy Bean.

ADOPT AGENDA

Motion by Waitz. **Second** by Hanneman.

Motion to Adopt the Agenda.

Ayes: All.

Nays: None. Absent: Dachenbach. Motion carried.

GENERAL BUSINESS

V.1. Welcome New Park Board Members; Imihy Bean

Rachael Dachenbach and Jon Lyksett were appointed in January with terms ending June 30, 2024, Carsyn Johnson was also appointed in January as a Youth Member through June 30, 2023. Management Analyst Imihy Bean shared brief information about open meeting law.

V.2. Review Template for Park Board Events; Imihy Bean

Management Analyst Imihy Bean requested that the Park Board reviewed the form and the proposed process. The goal of the form is to provide structure for events. Ms. Imihy Bean added that the members would discuss forming work groups at a future meeting. After brief discussion about upcoming events and different ideas for events, Ms. Imihy Bean stated this is for existing events where City is already using staff and within budget and scope. She reminded members about the role of the Park Board especially during City events. The Park Board would like to be included on City events and have the opportunity to provide park swag to attendees. Member Stiele suggested having a subcommittee to work on an events timeline and opportunities to participate. Greater discussion was held about work plans, working groups of three or less, potential park plan initiatives and events a subcommittee could strategize.

Motion by Stiele. **Second** by Waitz.

Motion to Create a Working Group for Events on the Park Board

Ayes: All.

Nays: None. Absent: Dachenbach. Motion carried.

**HOPKINS PARK BOARD
REGULAR MEETING PROCEEDINGS
JANUARY 23, 2023**

The work group will consist of Member Stiele and Hanneman. Ms. Imihy Bean reminded members that the work group cannot have more than three members due to the open meeting law.

V.3. Park Valley Playground Renaming Options; Imihy Bean

Management Analyst Imihy Bean reviewed names submitted in the Park Valley Playground naming contest. Ms. Imihy Bean was looking to provide a new name recommendation to the City Council. Discussion was held about naming parks after Hopkins figures or people and implications that may arise naming a park after a specific person. The Park Board shared their top three choices for park names. After reviewing members' choices, the Park Board narrowed their choice to Raspberry Park.

Motion by Waitz. **Second** by Lyksett.

Motion to Make a Recommendation to City Council to rename Park Valley Playground to Raspberry Park.

Ayes: All.

Nays: None. Absent: Dachenbach. Motion carried.

Ms. Imihy Bean will hold off on bringing the name recommendation to City Council until the draft Parks Master Plan is ready. She added the renaming would be a great opportunity for the Park Board to have an event after formal adoption.

GENERAL PARK UPDATE

Recreation Superintendent Davy provided an update on parks and various recreation registration opportunities to the Park Board. Management Analyst Imihy Bean provided a progress update on the Parks Master Plan.

PARK AREA ASSIGNMENT REPORTS

The park assignments were reported as follows:

- Meg Slindee: Burnes, Buffer: NTR (nothing to report)
- Kimberly Stiele: Park Valley, Oakes: NTR
- Kristin Hanneman: Maetzold, Valley: Noticed an off leash dog park a Maetzold.
- Emily Waitz: Harley, Elmo: NTR
- Matthew Miller: Downtown, Central: Central has really good ice skating.

Member Lyskett chose to do future reporting on Shady Oak Beach and Hilltop Park. Member Dachenbach will do future reporting on Interlachen and Hiawatha.

**HOPKINS PARK BOARD
REGULAR MEETING PROCEEDINGS
JANUARY 23, 2023**

ADJOURNMENT

There being no further business to come before the Park Board and upon a motion by Miller, second by Stiele, the meeting was unanimously adjourned at 7:35 p.m.

Respectfully Submitted,
Amy Domeier, City Clerk

ATTEST:

Meg Slindee, Park Board Chair

**HOPKINS PARK BOARD
REGULAR MEETING PROCEEDINGS
NOVEMBER 28, 2022**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins Park Board was held on Monday, November 28 at 6:30 p.m. in the Council Chambers at City Hall, 1010 1st Street South.

Chair Meg Slindee called the meeting to order with Commissioners Miller, Stiele, Hanneman and youth member Johnson. Staff present included Management Analyst Imihy.

ADOPT AGENDA

Motion by Stiele. **Second** by Miller.

Motion to Adopt the Agenda.

Ayes: All.

Nays: None. Motion carried.

No public comment.

CONSENT AGENDA

Motion by Stiele. **Second** by Hanneman.

Motion to Approve the Consent Agenda.

1. Minutes of the October 24, 2022 Park Board

Ayes: All.

Nays: None. Motion carried.

GENERAL BUSINESS

Park System Master Plan Update

Confluence staff members Brad Aldrich and Liz Hixon attended the meeting to give the board an at length update regarding the parks system master plan. Confluence gave the board an overview of what they have been working on, community engagement events in person and online, potential partnerships, and areas of growth. The board asked questions throughout and participated in interactive polls. The board discussed results from the community engagement events with Brad and Liz including safety and lighting. Confluence reviewed findings with the board and discussed access. They are hoping to move forward and make recommendations for Hopkins parks. The board also discussed what their looking for in regards to racial equity and park quality. Confluence will continue the conversation with staff and possibly again with the board.

**HOPKINS PARK BOARD
REGULAR MEETING PROCEEDINGS
NOVEMBER 28, 2022**

PARK AREA ASSIGNMENT REPORTS

The park assignments are as follows:

Meg Slindee: Burnes, Buffer: NTR (nothing to report)

Kimberly Stiele: Park Valley, Oakes: NTR

Kristin Hanneman: Maetzold, Valley: Valley had some trash. The boards were up for hockey, looked repainted. Noticed volleyball nets up. Maetzold had graffiti.

Emily Waitz: Harley, Elmo: N/A

Matthew Miller: Downtown, Central: NTR

Carsyn Johnson: Cottageville, Minnehaha Creek Preserve: Cottageville had some trash.

Future Board Member: Interlachen, Hiawatha: N/A

Future Board Member: Shady Oak Beach, Hilltop: N/A

ADJOURNMENT

There being no further business to come before the Park Board and upon a motion by Stiele, second by Miller, the meeting was unanimously adjourned.

Respectfully Submitted,
Lizzie Miller, Administrative Assistant

ATTEST:

Meg Slindee, Park Board Chair



Administration

CITY OF HOPKINS

Memorandum

To: Park Board Chair and Members of the Park Board
From: PeggySue Imihy Bean, Special Projects and Initiatives Manager
Date: February 27, 2023
Subject: Review of Bylaws and Election of Officers

Purpose

To elect a new chair and vice chair of the Park Board.

Background

In 2021, the Park Board reviewed the bylaws and made some changes to amend them for minor changes such as the change of he/him pronouns to they/them. The review of bylaws also included the change to have the Park Board's annual meeting and election of officers in February to allow for overlap in the transition of leadership. This change allows for the outgoing Park Board Chair and Vice Chair to help mentor the incoming persons in these positions.

Tonight, Staff would seek the Park Board to nominate and elect a new Chair and Vice Chair. As Vice Chair Stiele's term is not ending in July, she may choose to stay in that role if desired.

Next Steps

Nominate and Elect a new Chair and Vice Chair.

CITY OF HOPKINS

PARK BOARD COMMISSION BYLAWS

ARTICLE I IDENTITY

- 1.1 This organization shall be known as the Park Board Commission of the City of Hopkins.
- 1.2 The administrative offices and mailing address of the Commission shall be Hopkins City Hall, 1010 First Street South, Hopkins, Minnesota 55343.

ARTICLE II ORIGIN AND POWERS

- 2.1 The Park Board Commission was created by Ordinance No. 335. The Commission serves in an advisory capacity to the Hopkins City Council.

ARTICLE III DUTIES AND OBJECTIVES

- 3.1 The objectives of the Commission are to advise the Council in conducting a Public recreation program for the City and its immediate vicinity; and to that end shall advise in the providing, conducting and supervising of recreation areas, facilities, services and programs for public recreation in its broadest sense, including playgrounds, parks, playfields, swimming pools, beaches, camps, indoor recreation centers, and any and all other recreation facilities and activities either within or outside the corporate limits of the City, upon property under the custody and management of the City, or on other public or private property with the consent of the owners of such property. To bring about the achievements of these objectives the Commission shall:
 - (a) establish objectives and policies,
 - (b) make development plans,
 - (c) increase public understanding and acceptance of practices and policies,
 - (d) coordinate actions of the Hopkins/Minnetonka Joint Recreation Board,
 - (e) make recommendations relating to acceptance of Park Dedication land or funds,
 - (f) advise the Council in the operation of parks and recreation areas and facilities now owned or hereafter acquired by the City, and may

- advise the City to enter into agreements of a cooperative nature with other public and private agencies, organizations or individuals when in the judgment of the board, such procedure would prove advantageous,
- (g) review all matters relating to or affecting the physical development of park and forestry land in the city,
 - (h) serve as a forum for resident, business, and community involvement and expression on the above-mentioned elements.

ARTICLE IV MEMBERSHIP

- 4.1 **Number.** Said Commission shall consist of (i) seven persons who have been a resident of the city for one year or more on the date of appointment, (ii) two youth members as ex-officio members, and (iii) the staff liaison, as ex-officio member. Each member except youth members and the staff liaison shall have the right to vote on all matters before the Commission. Resident member terms of office shall be for two years, and youth members shall be for one year.
- 4.2 **Terms.** Five resident members shall be appointed on July 1 of each odd numbered year and two shall be appointed on July 1 of each even numbered year. Youth members shall be appointed on July 1 of each year. Resident members appointed to complete a current term of office will not be considered a term of office. Resident and youth members shall serve no more than two consecutive terms of office.
- 4.3 **Removal.** Members may be subject to removal by the Mayor for cause, but only after Council approval after notice an opportunity for a hearing before the Council.
- 4.4 **Absenteeism.** If any member fails to attend four regular meetings of the Commission per year, notice of such failure may be cause for removal and forwarded by the Chair to the Mayor and Council with the request for removal of such member from the Commission.
- 4.5 **Expenses.** Members shall serve without salary but cost of sending notices, preparing and distributing minutes and other clerical expenses shall be paid by the city from the general fund together with such extraordinary expenses as are authorized by the City Council.

ARTICLE V TITLES AND DUTIES

- 5.1 **Titles**. The elected officers of this Commission shall be a chair and vice-chair. The position of secretary shall be held by the staff liaison or their designee.
- 5.2 **Duties of the Chair**. The chair shall preside at all meetings; appoint committees; rule on procedural questions subject to reversal by a two-thirds vote of members in attendance; exercise the same voting rights as the other commissioners; assist City administration in preparing annual Commission budget; and carry out such other duties as are assigned by the Commission.
- 5.3 **Duties of the Vice-Chair**. The vice-chair shall act in the absence or inability of the chair to act and in such instances shall have the powers and functions of the chair.
- 5.4 **Duties of the Secretary**. The secretary shall oversee the notifying of all members of meetings; drafting and circulating agendas; keeping on file all official records and reports of the Commission; keeping written record of commission meeting, transactions and actions; serving required notices of all public hearings and public meetings; maintaining and circulating information and carrying out such other duties as are assigned by the Commission.

ARTICLE VI ELECTION OF OFFICERS

- 6.1 **Term**. Offices of chair and vice-chair shall be nominated by motion and elected by verbal voting at the annual meeting of the Commission. Terms of office shall be for one year and no member shall hold the office of chair or vice-chair for more than two years consecutively. Officers shall serve until replaced by a duly elected officer in accordance with these procedures. The office of the secretary shall be held by the staff liaison or their designee for the length of their employment by the City.
- 6.2 **Majority Required**. Candidates for office receiving a majority vote of the entire voting membership (five) shall be declared duly elected.
- 6.3 **Date of Office**. Newly elected officers shall take office immediately upon election.
- 6.4 **Vacancies**. Vacancies occurring in offices of the Commission shall be filled forthwith by regular election procedure.

ARTICLE VII MEETINGS

- 7.1 **Annual Meetings.** An annual organizational meeting shall be held at the regular meeting in February of each year, where the election of officers shall be conducted.
- 7.2 **Regular Meetings.** Regular meetings of the Commission shall be held on the fourth Monday of every month, beginning in January, at a time and place agreed upon by the Commission at a prior meeting. In the event that the regular meeting date falls on a legal holiday, the meeting shall be rescheduled per the calendar of city meetings as adopted by the City Council. Meeting dates may be moved the Commission deems appropriate due to staff or quorum issues
- 7.3 **Special Meeting.** Special meetings may be called at the discretion of the chair, or by the written request of at least five members who shall convey such request to the secretary.
- 7.4 **Notice of Meetings.** Notice in writing of annual meetings setting forth the time and place thereof shall be delivered to all Commission members at least twenty days in advance of such meetings; notice in writing of each regular meeting shall be sent to all Commission members at least four days in advance of such meeting; and notice in writing of any special meeting shall be sent to all Commission members at least five days prior to such meeting and shall state the time, place, purpose, and agenda of such meeting.

ARTICLE VIII MEETING PROCEDURE

- 8.1 **Agenda.** The agenda for each meeting of the Commission shall be developed in writing by the secretary of the Commission. Order of business at regular meetings shall be generally as follows:
- 1) Call to order
 - 2) Roll call or determination of quorum
 - 3) Consideration of minutes
 - 4) Community Comment
 - 5) General Business
 - 6) Park area assignment reports
 - 7) Adjournment
- 8.2 **Rules of Order.** Unless otherwise specifically designated Roberts rules of Order, as most recently revised, shall govern meeting procedures.

However, deliberative sessions of the Commission shall be conducted as informally as possible.

- 8.3 **Quorum.** A majority of the membership of the Commission (five) shall constitute a quorum for meeting purposes; however, no less than five affirmative or negative votes shall be required to transact business or make binding decisions on behalf of the Commission.
- 8.4 **Conflict of Interest.** Whenever a Commission member shall have direct or indirect personal or financial interest in a matter before the Commission, such member shall declare such interest and shall not participate in any hearing on said matter; shall absent themselves from all deliberative sessions or Commission discussion on said matter; and shall in no event vote upon said matter. When there is question as to the existence of a conflict of interest, the Chair shall make ruling thereon.
- 8.5 **Suspension of Rules.** The Commission may temporarily suspend its rules by a three-fourths vote of members in attendance.
- 8.6 **Dispensation.** A motion must be made and voted upon in order to dispense with any item on the agenda. No binding or final action shall be taken on any agenda matter except at public, annual, regular or special meetings.
- 8.7 **Non-Agenda Matters.** No binding or final action may be taken on any matter not on the written agenda except by unanimous vote of the members in attendance or three-fifths vote (five) of the entire membership.
- 8.8 **Continuing.** A continuing motion, if passed, has the effect of laying the matter over until the next regular meeting unless otherwise specified.
- 8.9 **Tabling.** A tabling motion, if passed, has the effect of laying the matter over indefinitely or until removed from the table.

ARTICLE IX PUBLIC HEARING PROCEDURE

- 9.1 **Time Limits.** The proponents and opponents of any matter shall be limited to a total presentation period of three minutes each.
- 9.2 **Order of Appearance.** The proponents shall proceed first, and no person shall speak more than once on a matter before the Commission unless in answer to a question by a Commission member or staff member or following suspension of the rules, except that the proponents of the matter or their representative may be granted not more than seven minutes to rebut the opposition presentation.

- 9.3 **Termination of Hearing.** Upon close of public hearing no further presentation shall be allowed except upon suspension of the rules.

**ARTICLE X
SPECIALIST**

- 10.1 **Special Committees & Observers.** The chair may appoint such special committees and chairpersons thereof as they may from time to time deem necessary.

**ARTICLE XI
AMENDMENT OF BY-LAWS**

- 11.1 **Amendment Procedure.** These by-laws and rules of procedure may be amended at any regular meeting by three-fifths vote of Commissioners in attendance and notice and copies of any proposed amendments shall be given all Commissioners along with meeting notice. Each Commissioner will receive at least thirty days written notice of intent to amend, including the date, time, and place such amendment will be voted on, and an exact copy of the amendment as proposed. Amendments require three-fifths vote of the entire membership of the Commission (five) for passage; and in such instance only, Commission members will be allowed to vote by written proxy.

**ARTICLE XII
EFFECTIVE DATE**

- 12.1 These by-laws shall take effect August 23, 2021, and shall supersede all bylaws which might have been earlier established for the Park Board Commission of Hopkins.

Amended _____



Administration

CITY OF HOPKINS

Memorandum

To: Park Board Chair and Members of the Park Board
From: PeggySue Imihy Bean, Special Projects and Initiatives Manager
Date: February 27, 2023
Subject: Review of Cottageville Phase 2, Operations and Maintenance Agreement and Cottageville Park Agreement with Minnehaha Watershed District,

Motion

Staff recommends the Park Board make a motion: **Recommending the City Council enters into an Operations and Maintenance Agreement and Cottageville Park Cooperative Agreement with the Minnehaha Watershed District.**

Background

Since 2010, the City and Minnehaha Creek Watershed District (MCWD) have had a cooperative agreement for the land where Cottageville Park is located. This agreement outlines the responsibilities associated with the development of the park and those associated with future development of what was referred to as Cottageville Phase II, a triangular portion of land at the intersection of Lake Street and Blake Road.

As part of the development occurring at 325 Blake Road, MCWD has begun planning for Cottageville Phase II and associated improvements south of Lake Street. In conversations with City Staff and MCWD, it was determined that changes were necessary to the cooperative agreement to allow for faster development of Cottageville Phase II. This development is a generous gift from MCWD to the City of Hopkins with the understanding that maintenance of these areas will be completed by Hopkins Public Works. Staff from MCWD will present plans for these improvements, in addition to the plans for revised operations and maintenance agreements and an updated cooperative agreement.

Tonight, Staff would seek the Park Board's feedback on the proposed operations and maintenance agreement and cooperative agreement with the Minnehaha Watershed District and make a motion to recommend the City Council enters into the agreements.

Next Steps

Make a motion to the City Council recommending they enter into an Operations and Maintenance Agreement and Cottageville Park Cooperative Agreement with the Minnehaha Watershed District.