

# HOPKINS PARK BOARD AGENDA

Monday, June 26, 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 March 27, 2023, Park Board Meeting
2. Minutes of May 15, 2023, Special Park Board Meeting

V. **GENERAL BUSINESS**

1. Three Rivers Park District Presentation, Rexine
2. Park Board Events; Imihy Bean
3. PSMP Update, Imihy Bean
4. Recognition of Outgoing Members, Imihy Bean

VI. **GENERAL PARK UPDATE**

1. Public Works Update, Pavek
2. Recreation Update, Davy

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. Rachel Dachenbach: Interlachen, Hiawatha
8. Jon Lyksett: Shady Oak Beach, Hilltop

VIII. **ANNOUNCEMENTS**

1. Next Meeting: Monday, July 24, 2023 – at Hopkins City Hall, 1010 1<sup>st</sup> St S.

IX. **ADJOURN**

**CALL TO ORDER**

Pursuant to due call and notice thereof a regular meeting of the Hopkins Park Board was held on Monday, March 27, 2023, at 6:30 p.m. in the Council Chambers at City Hall, 1010 1<sup>st</sup> Street South, Hopkins, Minnesota 55343.

Chair Stiele called the meeting to order with Vice Chair Hanneman, Members Dachenbach, Lyksett, Miller, Waitz, and Youth Member Johnson present. Member Slindee was absent. Staff present included Special Projects and Initiatives Manager Imihy Bean, Deputy City Clerk Vidoloff, and Parks and Streets Operations Supervisor Pavek.

**ADOPT AGENDA**

**Motion** by Miller. **Second** by Waitz.

**Motion** to Adopt the Agenda.

**Ayes: All.**

**Nays: None. Absent: Slindee. Motion carried.**

**COMMUNITY COMMENT**

None.

**CONSENT AGENDA**

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

**Motion** to Approve the Consent Agenda.

1. Minutes of February 27, 2023, Park Board Meeting

**Ayes: All.**

**Nays: None. Absent: Slindee. Motion carried.**

**GENERAL BUSINESS**

**V.1. Nine Mile Creek Clean-Up Presentation, Zembal**

Education and Outreach Coordinator from the Nine Mile Creek Watershed District (NMCWD), Gael Zembal presented on the upcoming Valley Park Creek Cleanup Event on Saturday, May 06, 2023, at Valley Park in Hopkins. Coordinator Zembal shared about the work of the NMCWD and invited the Park Board members to participate in the upcoming event.

**V.2. Events Working Group Update; Stiele, Hanneman**

Chair Stiele and Vice-Chair Hanneman presented the results of the Events Working Group that met after the last Board Meeting. After some discussion, the Board Members concluded that they would like to accomplish the following: 1) be more visible to the residents; 2) pair with other groups or help promote other park needs (such as seasonal hiring for Recreational and maybe Public Works jobs); and 3) promote all the Parks to residents.

**GENERAL PARK UPDATE**

**V.1. Minnetonka Recreation Update, Imihy Bean**

Strategic Planning and Initiatives Manager Imihy Bean provided an update on Hopkins-Minnetonka Recreation Programming provided by Recreation Superintendent, Ann Davy.

**V.2. Public Works Update, Pavek**

Parks and Streets Operation Supervisor Pavek provided an update on maintenance and care of local parks.

**PARK AREA ASSIGNMENT REPORTS**

The park assignments were reported as follows:

- Meg Slindee: Burnes, Buffer: Absent
- Kimberly Stiele: Park Valley, Oakes: Noted lots of snow in the park.
- Kristin Hanneman: Maetzold, Valley: Noted lots of snow in the park
- Emily Waitz: Harley, Elmo: Noted lots of snow, puddles, and ice
- Matthew Miller: Downtown, Central: Nothing to report (NTR)
- Carsyn Johnson: Cottageville, Minnehaha Creek Preserve: NTR
- Rachel Dachenbach: Interlachen, Hiawatha: Impressive snow removal work being done at Interlachen in anticipation of Arbor Day event; NTR
- Jon Lyksett: Shady Oak Beach, Hilltop: Mentioned to the board that Shady Oak Beach opens up on June 10

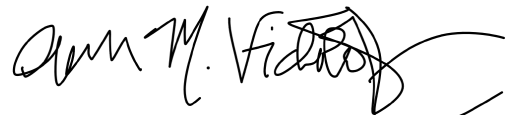
**ANNOUCEMENTS**

Next meeting is Monday, April 24, 2023 – at Hopkins City Hall, 1010 1<sup>st</sup> St. S at 6:30 p.m.

**ADJOURNMENT**

There being no further business to come before the Park Board and upon a motion by Waitz, second by Hanneman, the meeting was unanimously adjourned at 7:50 p.m.

Respectfully Submitted,



Ann M. Vidoloff, Deputy City Clerk

**HOPKINS PARK BOARD  
SPECIAL MEETING PROCEEDINGS  
MAY 15, 2023  
Page 1 of 1**

**CALL TO ORDER**

Pursuant to due call and notice thereof a special meeting of the Hopkins Park Board was held on Monday, May 15, 2023, at 6:06 p.m. in the Raspberry Room at City Hall, 1010 1<sup>st</sup> Street South, Hopkins, Minnesota 55343.

Chair Stiele called the meeting to order with Vice Chair Hanneman, Members Dachenbach, Lyksett, Miller, Slindee, and Youth Member Johnson present. Staff present included Special Projects and Initiatives Manager Imihy Bean, Assistant City Manager Ari Lenz, and Recreation Superintendent Davy.

**ADOPT AGENDA**

**Motion** by Waitz. **Second** by Miller.

**Motion** to Adopt the Agenda.

**Ayes: All.**

**Nays: None. Motion carried.**

**GENERAL BUSINESS**

**V.1. Park System Master Plan Update**

Representatives from Confluence presented the concept plan for the Park System Master Plan. Discussion ensued on certain options of the plan and feedback was given to the representatives.

**ANNOUCEMENTS**

The meeting on Monday, May 22, 2023, was cancelled. The next meeting shall be June 26, 2023, at Hopkins City Hall, 1010 1<sup>st</sup> St. S at 6:30 p.m.

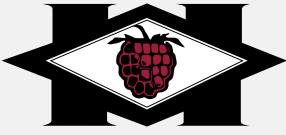
**ADJOURNMENT**

There being no further business to come before the Park Board and upon a motion by Waitz, second by Hanneman, the meeting was unanimously adjourned at 8:41 p.m.

Respectfully Submitted,



Ann M. Vidoloff, Deputy City Clerk



# Park Board Event Planning Worksheet

*Please fill out this form when planning a Park Board event.*

## 1. Event Information

Event Name \_\_\_\_\_ Event Date \_\_\_\_\_

Event Location \_\_\_\_\_

Who is the target audience? \_\_\_\_\_ How many people might attend? \_\_\_\_\_

What is the overall goal of the event

How does this event further the mission of the Park Board?

What will the Park Board need at the event? *(Tables, chairs, access electricity, food, etc.)*

What support is needed from the staff liaison?

## 2. Communications

How would you like to advertise the event? *(Please fill out Communications Request form)*

How will Park Board members advertise the event? *(Handing out flyers, tabling at other events, sharing on social media, etc.)*

## 3. Budget

What is the estimated budget for the event? *(Please provide a breakdown of estimated costs)*

Was the event budgeted for in the annual budget?    Yes            No

Was the event part of the Park Board's workplan?    Yes            No



Tasks to be completed	Person Responsible	Due Date
confirm date and times		
create email and announcement language		
create volunteer registration form		
confirm with public works to pick up cut trees		
announce volunteer opportunity		
confirm glyphosate and cutting tools		
confirm liability waiver		
Assign who will demonstrate how to, provide supervision for volunteers		



# Event Communications Request Form

Please fill out this form to request communications for an upcoming event.

## 1. Department

Department Name Park Department

## 2. Event Information

Event Name Buckthorn Removal Event Contact \_\_\_\_\_

Event Co-Sponsors (if any) \_\_\_\_\_

Date of Event November 4th Time of Event 10 AM to 12 PM

Location of Event Shady Oak Pond, Cambridge Road Communications Budget \_\_\_\_\_

## 3. Type of Communications Requested

- Cable channel slide
- Electronic signs (maximum of 54 characters)
- Flyer (to be placed in City buildings or community bulletin boards)
- Hopkins Connections
- Hopkins Highlights
  - Supplemental page (about \$750)
- Media ad (see attached for rates)
- Nextdoor
- Press release
- Printed mailer, poster or brochure (see attached for rates)
- Promotion at City Council meeting
- Social media (Facebook & Twitter)
  - Regular post
  - Boosted Facebook post (Budget: \_\_\_\_\_)
- Think Hopkins event calendar
- Videography (see attached for rates)
- Website
  - Calendar item
  - Hopkins News item

## 4. Estimated Cost

Hopkins Highlights supplemental page \_\_\_\_\_

Media ad \_\_\_\_\_

Printed materials \_\_\_\_\_

Social media \_\_\_\_\_

Videography \_\_\_\_\_

**Estimated Total Cost** \_\_\_\_\_

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# Printing Costs from Snap Print in Hopkins

Allow for 2-4 business days for printing, depending on quantity.

## Postcards: 4 x 6

Full color 2 sides

Quantity:

- 100 - \$46.00
- 250 - \$83.00
- 500 - \$113.00
- 1,000 - \$160.00
- 2,500 - \$298.00

## Postcards: 5 x 7

Full color 2 sides

Quantity:

- 100 - \$72.00
- 250 - \$111.00
- 500 - \$157.00
- 1,000 - \$236.00
- 2,500 - \$465.00

## Invitations: 10 x 7 flat, 5 x 7 folded

Full color 2 sides

Scored and folded

Includes printed envelopes

Quantity:

- 100 - \$226.00
- 250 - \$316.00
- 500 - \$456.00
- 1,000 - \$743.00
- 2,500 - \$1,344.00

## Tri-fold Brochure: 8.5 x 11 flat, 8.5 x 3.625 folded

Folded

Quantity:

- 100 - \$145.00
- 250 - \$186.00
- 500 - \$249.00
- 1,000 - \$386.00
- 2,500 - \$494.00

## Poster

Unmounted - \$24.00

Mounted to foam-core - \$45.00

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## June Hopkins Minnetonka- Recreation Programming Update

### Shady Oak Beach

Shady Oak Beach opened for the season on Saturday, June 10. To date, there have been 2,383 season passes sold. A new sound system was installed in the off-season so music can now be played throughout the grounds. The inflatable obstacle course will be available for patrons to use on Sundays, Tuesdays and Wednesdays from 1-5 p.m. New additions to the concession stand this year that have been popular include locally made frozen yogurt and buddle tea drinks.

### Park Adventures

The Park Adventures program began June 12. This low-cost program is held at Interlachen and Burnes Park in Hopkins, as well as six Minnetonka parks, weekdays through July 14. Staff lead participants in games and crafts during the daily 3-hour program. A carnival will take place the evening of July 14 at Burnes Park for all of the participants and their families. The carnival will include inflatables, games and a free meal.

### Adult Leagues

Summer adult sports leagues are in full swing. Here is a summary of team registrations in each of the summer leagues:

- Co-Rec, Men's & Women's Softball (Big Willow Park & Central Park) – 54 teams
- Co-Rec Soccer (Big Willow Park) – 16 teams
- Men's Basketball (Royals Athletic Center & Hopkins West Junior High) – 12 teams
- Co-Rec Kickball (Central Park) – 7 teams
- Co-Rec & Women's Sand Volleyball (Valley Park) – 40 teams

### Raspberry Festival Tournaments

A softball tournament is held annually in conjunction with Hopkins Raspberry Festival and a pickleball tournament was recently added to the festivities. Both tournaments take place at Central Park. There are currently 9 teams registered for the July 15 softball tournament and 16 teams registered for one of the divisions (men's, women's, doubles) of the July 16 pickleball tournament.