

HOPKINS PARK BOARD AGENDA

Monday, August 23, 2021

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 July 26, 2021, Park Board

V. **GENERAL BUSINESS**

1. Overview of Joint Recreation – Ann Davy, Minnetonka Parks and Recreation
2. Review and Adopt Proposed Changes to the By-Laws
3. Park Development Fund and Finances Overview

VI. **GENERAL PARK UPDATE**

1. 325 Blake Road Update
2. Discuss Parks Tour

VII. **PARK AREA ASSIGNMENT REPORTS**

1. **Emma Figgins (Chair):** Buffer Park, Central Park
2. **Megan Slindee (Vice Chair):** Harley Hopkins Park, Maetzold Field
3. **Anna Pohmer:** Hilltop Park, Burns Park
4. **Dre Jefferson:** Cottageville Park, Park Valley Park
5. **Emily Waitz:** Minnehaha Creek Preserve, Valley Park
6. **Matthew Miller:** Oakes Park, Hiawatha Oaks Preserve
7. **Kimberly Stiele:** Elmo Park, Downtown Park
8. **Annika Burman & Misheel Battur:** Shady Oak Beach, Interlachen Park

VIII. **ADJOURN**

1. September 27, 2021 – at Hopkins City Hall, 1010 1st St S.

**HOPKINS PARK BOARD
REGULAR MEETING PROCEEDINGS
JULY 26, 2021**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins Park Board was held on Tuesday, July 26 at 6:30 p.m. in the Council Chambers at City Hall, 1010 1st Street South.

Vice-Chair Emma Figgins called the meeting to order with Commissioners Miller, Pohmer, Stiele, Waitz and Slindee and Youth Commissioners Battur and Burman attending. Staff present included Management Analyst Imihy and Director of Public Works Stadler.

ADOPT AGENDA

Management Analyst Imihy provided an overview of the agenda format but did not propose any changes to the agenda.

Motion by Kimberley Stiele. **Second** by Matthew Miller.

Motion to Adopt the Agenda.

Ayes: All.

Nays: None. Motion carried.

CONSENT AGENDA

Motion by Meg Slindee. **Second** by Kimberley Stiele.

Motion to Approve the Consent Agenda.

1. Minutes of the June 21, 201 Park Board

Ayes: All.

Nays: None. Motion carried.

GENERAL BUSINESS

V.1. Introductions

Management Analyst Imihy and the Park Board Members introduced themselves, shared background information and their experience and passion for serving on the Park Board.

V.2. Park Board Orientation and Handbook Review

Management Analyst Imihy provided a Park Board orientation by reviewing the newly created handbook with the Park Board. She answered questions from members and discussed the work plan and other topics in the handbook.

V.3. Review of Proposed Changes to By-laws

Management Analyst Imihy summarized proposed changes to the Park Board Bylaws. She will be checking with the city clerk to confirm some of the proposed changes. It is anticipated that the Park Board will consider the changes at their regular meeting in August.

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V.4. Election of Officers

Management Analyst Imihy provided the new timeline for the annual meeting. She requested that the board appoint an interim Chair and Vice-Chair until the annual meeting.

Vice-Chair Figgins called for nominations for the Chair position.

Motion by Emma Figgins. **Second** by Emily Waitz.

Motion to Appoint Emma Figgins Chair of the Park Board.

Ayes: All.

Nays. None. Motion carried.

Chair Figgins called for nominations of the Vice-Chair position.

Motion by Kimberley Stiele. **Second** by Matthew Miller.

Motion to Appoint Slindee Vice-Chair of the Park Board.

Ayes: All.

Nays. None. Motion carried.

V.5. Review of 2021 Work Plan

Management Analyst Imihy shared information about the 2021 Work Plan and expectations, timeline and ideas moving forward.

GENERAL PARK UPDATE

Management Analyst Imihy provided the general park update highlighting the items listed on the agenda, including the Little League State Tournament held at Maetzold Field, National Night Out, a Minnetonka Recreation update and an update on the project at 325 Blake Road. The board discussed parks funding at length with questions and information regarding park dedication fees, park development funds and funding structures. In August, Imihy will bring forward where the board stands financially. Members had many questions about specifics of updating park equipment and other improvement projects. Chair Figgins made a motion to continue the conversation about park dedication fees to the August meeting.

Ayes: All.

Nays. None. Motion carried.

PARK AREA ASSIGNMENT REPORTS

Management Analyst Imihy stated the expectations for park assignments and the reports. She wants to ensure each board member has two parks. Members discussed and swapped parks assignments. The park assignments are as follows:

Emma Figgins: Central

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Megan Slindee: Harley Hopkins, Maetzold
Anna Pohmer: Burnes, Hilltop
Dre Jefferson: Cottageville, Park Valley
Emily Waitz: Creek Reserve, Valley
Matthew Miller: Oakes, Hiawatha Oakes Preserve
Kimberly Stiele: Elmo, Downtown
Annika Burman: Interlachen, Shady Oak Beach
Misheel Battur: Interlachen, Shady Oak Beach

ADJOURNMENT

There being no further business to come before the Park Board and upon a motion by Kimberley Stiele, second by Emily Waitz, the meeting was unanimously adjourned at 7:59 p.m.

Respectfully Submitted,
Lizzie Miller, Administrative Assistant

ATTEST:

Emma Figgins, Park Board Chair

CITY OF HOPKINS

PARK BOARD COMMISSION BYLAWS

ARTICLE I IDENTITY

- 1.1 This organization shall be known as the ~~City~~-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 ~~City~~-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 ~~citizen resident~~, business, and community involvement and expression on the ~~above mentioned~~above-mentioned elements.

ARTICLE IV MEMBERSHIP

- 4.1 **Number.** Said Commission shall consist of (i) ~~five-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. ~~Citizen-Resident~~ member terms of office shall be for two years, and youth members shall be for one year.-
- 4.2 **Terms.** ~~Three-Five resident citizen~~ 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. ~~Citizen-Resident~~ members appointed to complete a current term of office will not be considered a term of office. ~~shall be considered to have served a term of office if the appointment is to an office that is less than half completed. If the appointment is to an office which is more than half completed the appointment will not be considered a term of office.~~ Citizen-Resident and youth members shall serve no more than ~~three-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 ~~two- 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 ~~his~~ 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 ~~his~~ 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 (~~three~~ 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 ~~July~~ February of each year, ~~where the e-~~ Election of officers shall be conducted ~~and, proposed amendments to by-laws may be acted upon.~~
- 7.2 **Regular Meetings.** -Regular meetings of the Commission shall be held on the ~~third-~~ fourth Monday of every other 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. ~~as 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 ~~three~~ 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 ~~Public hearings~~
- 5) General Business
- ~~6) General Park update~~
- 7)6) Park area assignment reports

- ~~8) Hopkins/Minnetonka Joint Recreation Board reports~~
- ~~9) New business items~~
- ~~10) Next meeting date~~
- 11)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 (~~three~~ five) shall constitute a quorum for meeting purposes; however, no less than ~~two~~ 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 (~~three~~ 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 ~~thirty-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 ~~his~~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 ~~he/she~~ they may from time to time deem necessary.

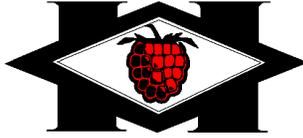
ARTICLE XI AMENDMENT OF BY-LAWS

- 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 (~~three~~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 ~~May 1, 1992~~ August 23, 2021, and shall supersede all bylaws which might have been earlier established for the Park Board Commission of Hopkins.

Amended _____



CITY OF HOPKINS

Memorandum

To: Park Board Chair and Members of the Park Board
From: PeggySue Imihy, Management Analyst
Date: August 23, 2021
Subject: Park Board Finances Overview

Purpose

At the August 23 Park Board meeting, Staff will provide an overview of the finances related to park development and maintenance such as:

- An overview of the 2022 CIP and Park Dedication Fund cash flows
- Funding and payments related to the Joint Recreation Agreement with Minnetonka Parks and Recreation
- A history of Park Dedication Fees collected since 2015

Background

At the July 26 meeting, the Park Board requested a more comprehensive overview of the finances related to park development and funding of joint recreation services. Staff has worked to assemble a picture of the current financial situation as well as some historical information relating to park development funding. Parks and their related services are not intended create profit and often times do not generate any revenue but are rather intended to be a public service to residents.

Park funding at this time is provided by three sources:

- *Park Development funds:* Park Development fund are a fee that municipalities are allowed to charge related to the subdivision of land per Minnesota State Statute 462.358. These funds “*must be used only for the acquisition and development or improvement of parks, recreational facilities, playgrounds, trails, wetlands, or open space based on the approved park systems plan.*” These fees are only charged when there is the creation of new lots through subdivision of land. Currently, the city charges \$3000 per dwelling unit for multi-family units, \$1000 per single family home, or 5% of land values for commercial or industrial development. If a development does not subdivide land, development fees are not charged.
- *General Tax Levy:* Items like staff salaries and benefits for parks maintenance employees or contracted services used to maintain parks such as landscaping services are paid for by the City’s General Fund. In 2021, this was budgeted for about 1.16 million dollars.
- *Franchise Fees:* Franchise fees are collected by the electric and gas companies and then paid to the city. These fees are a charge to the company for utilizing the city’s right-of-way. Franchise fees have been used in the park improvement fund

since 2014. Since 2017, franchise fees have been used to pay debt related to park development at Cottageville Park, in 2021 franchise fees paid for debt service on Burns park.

Park Development Fee Collection:

Questions were raised by the park board regarding how frequently park development fees were negotiated as part of development agreements. Since 2015, only two of the last 7 projects had fees negotiated to a reduced amount. In 2018, one project overpaid park dedication fees to allow a less dense project where a denser project had been allowed. The recently approved Trilogy project at Blake Road and Excelsior Blvd will not pay park development fees as the project does not currently propose to subdivide the land. It is still too early to know what if any fees the 325 Blake Road project would bring to the city.

Year	Fee	Development	Amount Paid	Cost/Unit	Explanation
2015	\$1,500	None	None	n/a	
2016	\$1,500	Oxford Village, 51 Units	\$40,700	\$798	Negotiated
2017	\$3,000	The Moline, 241 Units	\$180,750	\$750	Negotiated
2018	\$1,000	Sanctuary at Oak Ridge, 4 sf units	\$27,000		A prior approval was for a condo building, as part of approvals for single family homes they paid dedication fees for the condo project.
2019	\$1,000	Capstone Homes, 2 SF units Align Building/Remodeling, 1 SF unit	\$2,000 \$1,000		
2020	\$3,000	Vista 44, 50 Units Raspberry Ridge II, 43 Units	\$150,000 \$129,000	\$3,000 \$3,000	

Staff recommends that any further proposed negotiations to park development fees be brought forward to this body for a recommendation and to keep the board informed of these conversations.

Joint Recreation with Minnetonka

Recreation services such as athletic leagues, fitness classes and youth programming are provided by the City of Minnetonka, with a cost sharing agreement of 1/3 paid by Hopkins and the remaining 2/3rds paid by Minnetonka. This extends to any updates or costs related to Shady Oak Beach.

In 2019, the City of Minnetonka generated a revenue of approximately \$1 million on parks and recreation, which includes youth and adult programming, Shady Oak Beach

revenues and rental reservations of shelters and field. Minnetonka also had expenditures of approximately \$1.6 million. The gap between expenditures and revenues was split 1/3, or \$209,680, paid by the City of Hopkins and the remaining 2/3 paid by the City of Minnetonka. This expenditure is paid by the city's general fund.

Concessions from Shady Oak Beach are included in the above revenue figure, however concessions sold at Maetzold Field by Hopkins Area Little League (HALL) are not. Currently, HALL has purchased and/or owns all the equipment, purchases all produce and keeps all the profits or losses.

Overpass Skate Park

The skate park located underneath US HWY 169 is owned by the City of Hopkins and operated by 3rd Lair skate park on property owned by the Minnesota Department of Transportation. Annually, the city contributes \$7,000 for ongoing maintenance of the skatepark facilities. While 3rd Lair does charge admission to the skate park, the revenue generated generally covers staff time and ongoing maintenance.

Proposed 2022 – 2026 Capital Improvement Plan

The City Council as part of the city budget process will adopt a CIP to pay for capital costs related to the parks, this has been proposed to the City Council and is scheduled to be improved in November.

The projected cashflows for the fund are shown below. In 2022, there are five major expenditures:

1. Overpass Skate Park Annual Contribution – Paid for with Franchise Fees
2. Central Park Shelter Rehab – This cannot be paid with park dedication fees unless we replace the shelter, so at this time we need to evaluate the need to replace or repair. If repair, this will be paid with Franchise Fees
3. Central Park West Playground Replacement – Paid for with Park Dedication Fees
4. Shady Oak Beach Improvements – Paid for with Franchise Fees
5. Debt Service for Cottageville Park – Paid for with Franchise Fees.

This leaves a balance of \$179,000 of funds which can be used on park development and a balance of \$143,574 which can be used on maintenance, development, or debt service. The fund will have an ending balance of \$322,574.

Park Improvement Fund - Projected Cash Flows

	2021	2022	2023
Beginning Fund Balance	43,357	302,300	322,574
Revenues & Other Financing Sources			
Franchise Fees	300,200	305,022	305,022
Park Dedication Fees	279,000	-	-
Interest Earnings	43	452	473
Total Revenue & Other Financing Sources	579,243	305,474	305,495
Expenditures & Other Financing Uses			
Current Expenditures	7,000	7,000	7,000
Capital Projects	53,300		
Shady Oak Beach Improvements		8,200	3,300
Central Park Picnic Shelters Rehab		60,000	-
Central Park East Play Equipment Replacement		100,000	-
Improve Courts at Oakes and Cottageville Park		-	190,000
Debt Service Transfers			
Cottageville Park Bonds	110,000	110,000	110,000
Burnes Park Bonds	150,000	-	-
Total Expenditures and Other Financing Sources	320,300	285,200	310,300
Increase (Decrease) in Fund Balance	258,943	20,274	(4,805)
Projected Ending Fund Balance	302,300	322,574	317,769

Next Steps

At this time, Staff is not looking for any action from the Park Board but would like to open space for discussion on the financial picture of the park system.