

HOPKINS PARK BOARD AGENDA
Monday, September 27, 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 August 23, 2021, Park Board

V. GENERAL BUSINESS

1. Review of Park Planning Process and Examples
2. Discuss Potential Areas for 2022 Work Plan
3. Select a New Date for the October 25 Park Board Meeting

VI. GENERAL PARK UPDATE

1. 325 Blake Road Update
2. Healthy Tree Canopy Grant Update

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. October 25, 2021 – at Hopkins City Hall, 1010 1st St S.

**HOPKINS PARK BOARD
REGULAR MEETING PROCEEDINGS
AUGUST 23, 2021**

CALL TO ORDER

Pursuant to due call and notice thereof a regular meeting of the Hopkins Park Board was held on Monday, August 23 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 Jefferson, Miller, Pohmer, Stiele, Waitz and Slindee and Youth Commissioners Battur and Burman attending. Staff present included Management Analyst Imihy.

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 Emily Waitz.

Motion to Adopt the Agenda.

Ayes: All.

Nays: None. Motion carried.

CONSENT AGENDA

Motion by Kimberley Stiele. **Second** by Emily Waitz.

Motion to Approve the Consent Agenda.

1. Minutes of the July 26, 2021 Park Board

Ayes: All.

Nays: None. Motion carried.

No public comment.

GENERAL BUSINESS

V.1. Overview of Joint Recreation

Ann Davy from Minnetonka Parks and Recreation attended the meeting to give members an overview of the parks and recreation department and programs that Hopkins shares with Minnetonka. She gave details about the history, costs, facilities, registrations and a general overview of the department. She also answered board member questions.

V.2. Review and Adopt Proposed Changes to the By-Laws

Management Analyst Imihy summarized proposed changes to the Park Board Bylaws. Changes are predominately to modify gendered language and update numbers to reflect current members. Minimal changes otherwise. The board discussed some of the by-laws for clarification.

Imihy called for approval of the changes.

**HOPKINS PARK BOARD
REGULAR MEETING PROCEEDINGS
AUGUST 23, 2021**

Motion by Meg Slindee. **Second** by Anna Pohmer.

Motion to Approve By-Law Changes.

Ayes: All.

Nays. None. Motion carried.

V.3. Park Development Fund and Finances Overview

Management Analyst Imihy provided a short presentation for board members regarding park development funds and finances including details about the general fund, franchise fees and park dedication fees. Parks and recreation programming and skate park finances were also discussed. Imihy answered park board member questions and discussed possible work plan items. Board members expressed concerns over budgets. Imihy expressed how she would like to do a parks plan to assess the level of investment needed for parks.

Chair Figgins called to table this topic for the next meeting.

Motion by Emma Figgins. **Second** by Kimberley Stiele.

Motion to Appoint Emma Figgins Chair of the Park Board.

Ayes: All.

Nays. None. Motion carried.

GENERAL PARK UPDATE

Management Analyst Imihy provided the general park update highlighting the items listed on the agenda, including the 325 Blake Road update and discussing the parks tour. There was an engagement event at Cottageville Park regarding the Blake Road project that was successful. The board discussed a parks tour and agreed to revisit it in the spring.

PARK AREA ASSIGNMENT REPORTS

Chair Figgins stated board members typically update others about concerns or any notable points at their park assignments. She suggested moving forward it might be a good idea to share how members see the parks being used. Due to time, members only shared urgent issues. The park assignments are as follows:

Emma Figgins: Buffer, Central: NTR (nothing to report)

Meg Slindee: Harley Hopkins, Maetzold Field: NTR, National Night Out was great at Maetzold

Anna Pohmer: Burnes, Hilltop: NTR, soccer fields at Burnes are in tiptop shape

**HOPKINS PARK BOARD
REGULAR MEETING PROCEEDINGS
AUGUST 23, 2021**

Dre Jefferson: Cottageville, Park Valley: Wonders what alcohol in parks protocol is, 325 Blake Rd event at Cottageville was very informative

Emily Waitz: Minnehaha Creek Preserve, Valley: NTR, Valley had maintenance issues. Community gardens were super busy

Matthew Miller: Oakes, Hiawatha Oakes Preserve: NTR, light usage at Oakes

Kimberly Stiele: Elmo, Downtown: Need to talk about use of Elmo Park, Downtown Park benches are in need of a paint job

Annika Burman: Interlachen, Shady Oak Beach: NTR, one port a potty needed attention

Misheel Battur: Interlachen, Shady Oak Beach: NTR, Interlachen in good condition

ADJOURNMENT

There being no further business to come before the Park Board and upon a motion by Anna Pohmer, second by Kimberley Stiele, the meeting was unanimously adjourned at 8:16 p.m.

Respectfully Submitted,
Lizzie Miller, Administrative Assistant

ATTEST:

Emma Figgins, Park Board Chair



CITY OF HOPKINS

Memorandum

To: Park Board Chair and Members of the Park Board
From: PeggySue Imihy, Management Analyst
Date: September 23, 2021
Subject: Park Master Planning Discussion

Purpose

As part of conversations regarding park finances have continued Staff would like to begin a discussion around the idea of a master park plan to ensure that future park improvements best meet the needs of Hopkins residents as well as to plan for increased development and the current and future financial situation.

Discussion

Over the past few park board meetings, members have expressed concerns regarding the financial picture of the park improvement fund and the number of projects which were planned but never executed. While many projects have moved forward such as the pickleball courts in Central Park and the improvements in Burns Park there have also been several projects which never proceeded. In all cases, very little if any community engagement was included as part of the projects. Staff feels that without large scale community engagement it would be difficult to know if proposed CIP project adequately meet the needs of the community and the continuing diversity we have experienced since parks were initially developed. Additionally, a park master plan would help the Park Board, City Council and Staff better understand how our parks can be responsive to climate impacts, correctly meet increase demand due to light rail development and better understand the fiscal needs for our park system.

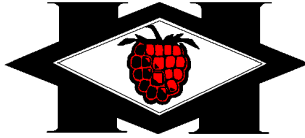
There are a large variety of plans which can be explored as examples for a parks master plan:

- [City of Bloomington Master Parks and Recreation Plan](#)
- [City of Shakopee Master Parks Plan](#)
- [Minneapolis North + South Master Plans](#)

If the Park Board was interested in pursuing a Master Planning process it could be incorporated into the 2022 work plan and staff and the Park Board can begin determining what an RFP for the plan might look like.

Next Steps

Tonight, the park board should discuss whether a park master plan should be considered as a potential item for the 2022 work plan.



Administration

CITY OF HOPKINS

Memorandum

To: Park Board Chair and Members of the Park Board
From: PeggySue Imihy, Management Analyst
Date: September 23, 2021
Subject: 2022 Work Plan Preliminary Discussion

Purpose

Over the summer Staff has continued to discuss the creation and use of work plans by boards and commission which would be reviewed and approved by the City Council. Work Plans could include:

- Long term planning efforts such as a Master Parks and Recreation Plan
- Short term planning efforts such as specific park improvements
- Environmental projects such as native and pollinator garden planning or tree canopy planting

Discussion

Direction of the work plan is drafted by the Park Board and ultimately approved by the City Council. Items in the work plan can include ideas related to both parks and sustainability and can be goals which can be accomplished in the calendar year or should be pursued by this body long term. These goals will drive agendas and any working groups created in 2022. Staff recommends setting goals which are "S.M.A.R.T"; specific, measurable, actionable, realistic, and timely.

Next Steps

Tonight, the park board should begin preliminary conversations on which types of goals they would like staff to put in the work plan. These ideas will be translated into a draft work plan which will be finalized at the October Park Board meeting and then reviewed by the City Council for comment.

Board/Commission: Park Board

202X Annual Work Plan Proposal

Initiative	<input type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> On-Going Initiative	Target Completion Date	Budget Required	Project Lead(s)	Staff Support Required	Council Approval
Progress Report -						

Initiative	<input type="checkbox"/> New Initiative <input type="checkbox"/> Continued Initiative <input type="checkbox"/> On-Going Initiative	Target Completion Date	Budget Required	Project Lead(s)	Staff Support Required	Council Approval
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Board/Commission: Park Board

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Progress Report –						

Ongoing Responsibilities

Other Work Plan Ideas Considered for Current Year or Future Years

Staff Comments:	
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Council Comments:	
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