

1. Agenda

Documents:

[\\_4.22.25 PARK COMMISSION AGENDA.PDF](#)

2. Agenda Packet

Documents:

[\\_4.22.25 PARK COMMISSION AGENDA PACKET.PDF](#)

**AGENDA**

**1. CONVENE PARK COMMISSION MEETING**

**ROLL CALL/(LIASON) SCHEDULE**

A. Roll Call

Hirner ()\_\_\_\_\_

Garske ()\_\_\_\_\_

Wenner ()\_\_\_\_\_

Bahneman ()\_\_\_\_\_

Sylvester ()\_\_\_\_\_

Council Liaison Gorham (Jan-June)

Council Liaison Sanschagrín (July-Dec)

B. Review Agenda

**2. APPROVAL OF MINUTES**

A. Minutes from March 25, 2025 Meeting

**3. MATTERS FROM THE FLOOR**

This is an opportunity for members of the public to bring an item, that is not on tonight's agenda, but related to the governance of the City of Shorewood, to the attention of the Commission. In providing this limited public forum, the City of Shorewood expects respectful participation. We encourage all speakers to be courteous in their language and behavior, and to confine their remarks to those facts that are relevant to the question or matter under discussion. Please make your comments from the podium and identify yourself by your first and last name and your address for the record. Please limit your comments to three minutes. No discussion or action will be taken by the Commission on this matter. The Commission may request the issue be forwarded to the City Council or to staff to prepare a report and place it on the next agenda.

**4. GENERAL BUSINESS**

- A. City Event Analysis
- B. Park Commissioner Handbook
- C. Parks Master Plan Update

**5. REPORTS/UPDATES**

- A. City Council
- B. Staff
- C. Commission

**6. ADJOURN**

***Commissioner Hirner will provide a report on the April 22 Park Commission meeting at the May 12 City Council meeting. Commissioner Garske will provide a report on the May 20 Park Commission Meeting at the June 9 City Council meeting.***

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## **MINUTES**

### **1. CONVENE PARK COMMISSION MEETING**

Chair Wenner convened the meeting at 7:00 p.m. and explained that because they had a new Commissioner, she wanted to do a quick round of introductions before beginning the meeting.

The Commission took turns introducing themselves and sharing some of their background and experience on the Commission.

#### **A. Roll Call**

Present: Chair Wenner, Commissioners Hirner, Garske, Bahneman, and Sylvester; City Council Liaison Gorham; Parks and Recreation Manager Czech

Absent: None

#### **B. Review Agenda**

**Commissioner Hirner moved to approve the agenda as written. Commissioner Garske seconded the motion. Motion carried 5-0.**

### **2. APPROVAL OF MINUTES**

#### **A. Park Commission Meeting Minutes of February 11, 2025**

**Commissioner Garske moved to approve the minutes of the February 11, 2025, meeting as written. Commissioner Bahneman seconded the motion. Motion carried 5-0.**

### **3. MATTERS FROM THE FLOOR**

There were none.

### **4. GENERAL BUSINESS**

#### **A. Minnetonka Football Association Presentation**

Parks and Recreation Manager Czech stated that the various associations that use the City's fields have been incredible partners with the City. He explained that tonight, Tony Wixo, Co-Director of the Minnetonka Football Association, was here to give an overview of their association.

Tony Wixo, Minnetonka Football Association, distributed gifts for the Commission and explained that he had been the co-director for the last seven years. He gave an overview of the Tonka Football Association (TFA) and explained that they were a non-profit organization that had around six hundred seventy-five athletes from 2<sup>nd</sup> grade to 8<sup>th</sup> grade and noted that if they included the high school athletes, there were roughly 900 athletes involved. He noted that they have had a good relationship with the City, and one of their larger investments was working on the turf for the

field at Badger Park. He outlined their general schedule of use for the fields; the changes happening in football; projected growth for footballs and the need for space; how the TFA compares to Maple Grove, Wayzata, and Edina; space constraints of the TFA; and information that was in the former Master Plan for Freeman Park that included a football field. He explained that the TFA was financially stable and would like to partner with the City to help bring the Master Plan to fruition because they needed space and noted that they would like the City to consider a possible dome because it would pay for itself with dome fees.

Chair Wenner asked if Mr. Wixo was specifically looking at Freeman Park.

Mr. Wixo explained that they would also love a dome at Badger Park, but he was not sure there would be enough space.

Chair Wenner asked how the soccer season would overlap with the TFA season.

Mr. Wixo clarified that the season for the TFA was the middle of August to the middle of October because for the rest of the year, the high school can accommodate them.

Chair Wenner asked how large of a field they would be looking to have at Freeman Park.

Mr. Wixo explained that, ideally, it would be the size of a regulation football field, which would be 120 yards by 50 yards, and described some possible field configurations.

Commissioner Hirner noted that he believed that if they put on a dome, it would need to be artificial turf and asked about the usage of the field at Manor Park.

Park and Recreation Manager Czech stated that baseball uses the baseball field, but there was also soccer and some lacrosse in the grass field area and noted that they use it in the spring, summer, and fall.

Commissioner Hirner asked how large of a space was needed for the younger players.

Mr. Wixo explained that they practice four teams in the small space available at Minnewashta Elementary so he would guess that they would need a space about 30 yards by 30 yards for practice.

Commissioner Hirner stated that he felt that perhaps the field at Silverwood may be good for a practice field.

Commissioner Garske asked what the TFA was doing for now to address their space constraints.

Mr. Wixo stated that they like to have the entire class/grade in one location because it helps build camaraderie. He explained that they have gone to St. Therese to get space and have also met with the City of Chanhassen. He noted that at the end of every year, they do a survey amongst their members, and every year, the most common answer is a request for additional space.

Chair Wenner asked if Mr. Wixo would forecast that the current football athletes may leave traditional football and move towards flag football or if he felt that there would be more growth for traditional football.

Mr. Wixo stated that he believed that their 2<sup>nd</sup> and 3<sup>rd</sup> grade would be growing.

Commissioner Hirner asked about adaptive options and referenced a baseball field at Minnetonka that could be used by handicapped kids.

Mr. Wixo stated that Wednesday night at the high school is for adaptive play and did not feel that the City would need to provide that type of facility.

Chair Wenner thanked Mr. Wixo for his information and explained that the Park Commission would consider this information.

### **B. Selection of Chair and Vice-Chair for 2025**

Parks and Recreation Manager Czech reviewed the usual process for the selection of Chair and Vice-Chair for the Park Commission.

Chair Wenner nominated Commissioner Garske to serve as Chair for the Commission in 2025.

Commissioner Garske accepted the nomination.

Commissioner Hirner stated that he would like to submit his name for consideration as Chair.

Commissioner Garske stated that with having small children at home, he felt it may be difficult for him to run the meetings and be prepared to discuss things in depth, and explained that he would be willing to continue as Vice-Chair and throw his support to Commissioner Hirner.

**Commissioner Bahneman moved to recommend Commissioner Hirner as Chair of the Park Commission for 2025. Commissioner Garske seconded the motion. Motion carried 5-0.**

**Commissioner Hirner moved to recommend Commissioner Garske to serve as Vice-Chair of the Park Commission in 2025. Commissioner Bahneman seconded the motion. Motion carried 5-0.**

### **C. City Council Liaison Dates**

Parks and Recreation Manager Czech reviewed the calendar for the Park Commission and City Council meetings and explained the need to schedule the Commission for updates at the City Council meetings.

April 14, 2025 – Chair Wenner  
May 12, 2025 - Commissioner Hirner  
June 9, 2025 – Commissioner Garske  
July 14, 2025 – Commissioner Sylvester  
August 11, 2025 – Commissioner Bahneman  
September 8, 2025 – Chair Wenner  
October 14, 2025 – Commissioner Hirner  
November 10, 2025 – Commissioner Garske  
December 8, 2025 – Commissioner Sylvester  
January 12, 2026 – Commissioner Bahneman

Park and Recreation Manager Czech noted that he would send Outlook invitations to the Commission so their assigned dates were on everyone's calendars. He asked if anything came up and they were not able to do the presentations to the Council, that they reach out to him and let him know.

**D. 2025 Park Commission Workplan Draft**

Parks and Recreation Manager Czech explained that the Workplan was intended to serve as an overall guide for the work of the Park Commission throughout the year and also to ensure that they are aligned with the City Council and their priorities. He briefly reviewed information that was included in the draft of the proposed workplan and asked for input from the Commission. He explained that the City Council had not seen the workplan yet but noted that staff had put it together with some directives that have been expressed by the Council. He noted that they were still also planning to schedule a joint meeting with the Council sometime this spring.

Commissioner Garske thanked Park and Recreation Manager Czech for the work he put into the draft workplan. He stated that one item he thought may be interesting to discuss was the possibility that at the June meeting try to have some sort of 'state of the parks' discussion before the CIP discussions. He stated that his thought was that before that meeting, the Commission would independently walk through the parks, and then a few weeks before the meeting, they could share a summary of their observations with Park and Recreation Manager Czech for him to consolidate before the meeting.

Chair Wenner noted that she loved that idea and suggested that they may want to include Public Works in that meeting before the budget meeting. She explained that she also liked the idea of possibly getting some community input as well.

Commissioner Hirner noted that he had expressed concern about dumping the Park Tours for several reasons. He explained that it was one of the times that the Park Commission tended to get people to show up, but usually the Mayor and some Councilmembers, as well as some Public Works staff, have also joined the tours because everyone has an interest in the parks. He stated that he felt that there were a lot of valuable conversations that took place during the Park Tours. He explained that the value he gets out of the tours is that they get to hear what staff has been doing, but also get to give them a laundry list of things that the Commission felt were interesting or that were typically taken care of by Public Works. He explained that he felt it was valuable to hear Public Works' perspective and noted that he felt that the list they put together last year from the park tours, produced amazing results within the City's parks. He stated that with the Park Master Plan, he felt this would not be the right year to dump the Park Tours. He explained that if the City could provide some advance notice that they would be doing the Park Tours and also beginning to work on the Master Plan, they may get more people to come out and attend.

Commissioner Sylvester asked for a description of the Park Tours and what generally took place.

Commissioner Bahneman stated that she enjoyed the Park Tours.

Chair Wenner stated that she also enjoyed the Park Tours, but the Commission had a lot of work to accomplish.

Commissioner Sylvester asked if the tours superseded the usual Park Commission meetings.

Park and Recreation Manager Czech gave a brief overview of what typically took place during the Park Tours. He noted that with everything going on this year, he did not believe it would be a good idea to lose the ability to hold Park Commission meetings in May and June so they could do the Park Tours.

Chair Wenner noted that last year, they had to cancel and reschedule the tours multiple times due to rain.

Commissioner Hirner asked if the Commission could hold two meetings in a month and suggested that one night could be a park tour and the other could be a regular meeting.

Park and Recreation Manager Czech stated that he believed that would be possible but would require additional evenings of City staff.

Commissioner Garske explained that with his earlier suggestion related to a 'state of the parks' meeting, he had hoped to get some community involvement. He stated that he agreed that there was value in walking through the parks and having open discussions. He noted that his idea of having the Commission essentially pre-walk through the parks on their own and submit their notes to Park and Recreation Manager Czech was so that everyone's voice was heard and they would all have the same discussion points to look at. He noted that he felt this would also save the Commission at least one meeting and would allow them to spend more time in places that the Commission didn't normally cover, for example, the woods or Gideon's Glen. He clarified that he was open to anything but acknowledged that they were expecting to have a very busy year.

Park and Recreation Manager Czech noted that he did not believe that the Commission needed to make a hard cut decision tonight about whether they were or were not doing the Park Tours. He suggested that they wait to see what the Parks Master Plan looks like and what the consultants think, which may be an engagement session and having a Park Tour. He stated that the Commission could adapt its schedule, if necessary, but noted that he felt there was consensus from the Commission that some form of tour would be important.

Commissioner Sylvester noted that she liked the idea of doing individual tours and having some pre-work, and stated that one other thing they could also capture would be to see how the park was being used, because they may hit the parks at different times of the day. She stated that the Commission could also pepper in one or two tours throughout the year in addition to the individual tours.

Chair Wenner noted that she would suggest, for this year, that the Commission move forward with the workplan recommendations from staff.

Commissioner Hirner suggested that the Commission tentatively say that they will do one Park Tour on a non-meeting night, as a placeholder.

Chair Wenner asked Park and Recreation Manager Czech to send the bullet point list to the Commission that included the recommendations and priority levels for the various maintenance items.

Park and Recreation Manager Czech stated that he could send the maintenance list to the Commission and suggested that they could also consider working on a rotation of parks to visit

each year on an off meeting night. He reiterated that this particular issue did not need to be figured out during tonight's meeting.

Commissioner Hirner stated that if the Commission did do something like what Commissioner Garske had suggested for the Commission to go out individually and submit a list to staff, he felt it would also be helpful for Public Works and the Police Department to provide a list of what they felt should be worked on within the parks.

Council Liaison Gorham noted that 2025 felt like a unique year, but noted that with the Parks Master Plan, the consultant would need to go out to the parks, which meant some type of tour would need to be done, but did not believe that the Park Commission should piggyback on that tour. He stated that he felt that there would be recommendations that came out of the tours by the consultants as well and stated that he wondered if that would inform what the Commission would gather for looking at the parks. He explained that he kind of wanted to take 2025 on its own, because it was going to be a unique year for how they visit the parks, because someone independent would be looking at them.

Chair Wenner noted that it would be nice for the Commission to know the dates and times when the consultant would be touring the parks, so if anyone was available, they could go ahead and join the tours at that time.

Park and Recreation Manager Czech explained that he felt that they would have ore clarity by the next Park Commission on what the Parks Master Plan process would look like. He noted that he would also like to get a picture of the full Park Commission tonight before they left, so it could be included in the official workplan document.

Council Liaison Gorham asked if the Vegetative Management Plan was something for the Parks.

Park and Recreation Manager Czech noted that it would be coming up at a Council Work Session meeting in April and would be getting direction from them on how to filter the Vegetative Management Plan down for the City.

Commissioner Hirner noted that one of the things he had not seen within the workplan was the state of the trees.

Council Liaison Gorham explained that his understanding was that the trees were part of the Vegetative Management Plan.

Park and Recreation Manager Czech encouraged the Commission to share some possible meeting topics with him if there were things that they wanted to discuss. He explained that he was trying to create a hopper of topics to be placed on the agenda for a future meeting when there was room on the agenda.

Commissioner Garske suggested that if there was an open meeting, they could consider having a Parks Open House meeting for open discussion and feedback from the residents.

Commissioner Hirner noted that he felt it would be interesting if they could find a way to compare Shorewood with similar cities concerning what others were doing with their city parks in order to find out if the City was behind the eight ball or on the leading edge as well as what type of amenities similar communities were offering.

Commissioner Bahneman stated that she was handed a card at a recent City Council meeting from a realtor who told her he was a musician and asked if there was a way to be included in the Concert in the Park events. She asked how they would go about inviting people to be part of things like that.

Park and Recreation Manager Czech explained that those types of inquiries should be directed to him.

Chair Wenner stated that she loved the layout of the draft workplan and commended Park and Recreation Manager Czech for doing an amazing job listening to the Commission and had incorporated much of what they have been saying at their meetings. She stated that when it was finalized she would like to see it posted to the City's website as well. She referenced the goal statement from August 1996 and explained that she felt that it should be updated, so the goal was more recent.

Park and Recreation Manager Czech stated that would likely be something that could come out of the joint meeting with the Council to make sure that they create a goal that was aligned with the City Council.

Chair Wenner referenced the Parks Master Plan and explained that a few weeks ago she had attended an event where she spoke with Davey Resource Group. She stated that through her conversation she learned that they appeared to have a lot of services that they can provide that the City may not be taking advantage of. She asked if the contractor would be working with Davey Resource Group since they were considered the City's official forester.

Park and Recreation Director Czech explained that the Parks Master Plan would not be tree specific so he did not believe they would work with Davey and reiterated that he felt the trees would fall into the Vegetative Management Plan.

Chair Wenner noted that she loved that the various associations would be coming to Commission meetings because she loved that they would be able to see their needs and understand the kinds of things they were looking for. She noted that with the SCEC she believed that the Commission had talked a bit in the past about programming ideas. She asked if they had different programming ideas, whether that would be something that should be discussed during a Park Commission meeting.

Park and Recreation Manager Czech stated that they have Parks and Recreation Programming as one of the other potential topics session. He noted that the City was going to have some larger discussions about the SCEC coming up in the future.

Chair Wenner asked if the Commission would be working through the Park Commissioner handbook next month.

Park and Recreation Manager Czech stated that was slated for next month's agenda.

Chair Wenner suggested that they make sure to include information on communication channels for Commissioners who may have questions, ideas to share, or if it was okay to e-mail anyone on the Council.

Park and Recreation Manager Czech explained that, in general, communications should filter through him, and he can navigate the appropriate channels.

Chair Wenner stated that she also liked the inclusion of the tentative agenda items and asked Park and Recreation Manager Czech to send updates, when necessary, to the Commission.

#### **E. Tonka United Kick-Off Event**

Parks and Recreation Manager Czech noted that the representative from Tonka United was unable to attend tonight's meeting and explained that they have requested to partner with the City and hold a free kick-off event at Freeman Park to help bring some attention to their program. He stated that if this event was successful, they would also like to hold similar events before the summer season ended in late June. He explained that with the involvement of a food truck, it would be considered a Special Event, which would require City Council approval, but he wanted to bring it to the Park Commission first to see what their feelings were on this type of event.

Commissioners discussed details of the event, traffic, parking, partnering with the City, possible public involvement, a possible backup date for the event if there were weather issues, and possible locations for food trucks and inflatables.

**Commissioner Garske moved to recommend approval of the Tonka United Kick-Off event to be held during the week of April 28, 2025, through May 2, 2025, with allowance for a food truck to be parked at the event. Commissioner Sylvester seconded the motion. Motion carried 5-0.**

#### **F. Off-Leash Dog Signage**

Parks and Recreation Manager Czech reviewed examples of the updated off-leash dog signage and asked for Commission feedback.

Commissioner Bahneman stated that she loved the updated signage.

Chair Wenner asked how many total signs there would be.

Park and Recreation Manager Czech explained that if the Commission liked the 3 designs included in the packet, the City could order a few of each sign and rotate them around to various locations, and noted that the intent was for the permanent signs to be at the existing waste stations.

Commissioner Hirner stated that he liked the first two sign examples and felt the third option was okay.

Commissioner Sylvester explained that the third sign was her favorite because that scenario had frequently happened with her and her dog.

The Commission and Council Liaison Gorham discussed a few different layout options for some of the graphics, bolding some text, and suggested some language amendments that shared the same basic information, but were depicted a bit differently.

### **5. STAFF AND LIAISON REPORTS / UPDATES**

**A. City Council**

Council Liaison Gorham gave a brief report on Council discussions and activities from the Council retreat and recent City Council meetings.

**B. Staff**

Park and Recreation Manager Czech stated that Mr. Wixo sent him an e-mail that he had just seen an article that fifty-one schools would be putting forth a girls' flag football team this spring with the help of the Minnesota Vikings. He noted that March 31, 2025, was the deadline for firms to submit their RFP for the Parks Master Plan and explained that earlier in the month, he had a question-and-answer session with eight interested firms. He stated that the City may also have a presenting sponsor for the upcoming Concert in the Park event. He explained that the City would be bringing back the Shalo Lee band with Bach to Rock as the opener. He reminded the Commission that for Movie in the Park they would be showing Lilo and Stitch.

**C. Commission**

Commissioner Hirner stated that for the Concert in the Park, Frankie Torres, lives in Deephaven and may be someone to consider in the future.

Chair Wenner read aloud some information about State of the Parks Three Rivers at Highland Hills and noted that it was so fun. She encouraged the Commission to RSVP if they wanted to attend and noted that it should have come to their email.

Commissioner Hirner cautioned that it would need to be a total of two Commissioners in attendance so they did not violate the open meeting laws.

Park and Recreation Manager Czech stated that if anyone on the Commission intended to go, he asked that they let him know. He stated that he wanted to also officially welcome Commissioner Sylvester to the Park Commission and stated that he was excited to see her perspective be included in their discussions.

**7. ADJOURN**

**Commissioner Hirner moved to adjourn the Park Commission Meeting of March 25, 2025, at 9:06 p.m. Commissioner Garske seconded the motion. Motion carried 5-0.**



## Park Commission Meeting Item

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**Title/Subject:** Parks & Recreation Event Analysis  
**Meeting Date:** April 22, 2025  
**Prepared by:** Mitchell Czech, Parks & Recreation Manager  
**Attachments:** Parks & Recreation Event Analysis

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Item 4A
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### Background

The 2025 Park Commission Work Plan includes analysis of City events as a priority area. The City hosts family friendly community events each year. Arctic Fever, Oktoberfest, Concert in the Park, and Movie in the Park are all free and open to the public to enjoy and attend. The City also partners with the Excelsior Fire District and South Lake Minnetonka Police Department to offer a Safety Camp for those in 3<sup>rd</sup> – 5<sup>th</sup> grade that live in Deephaven, Excelsior, Greenwood, Shorewood, or Tonka Bay for a small fee.

In 2025 the City launched a new sponsorship guide to provide incentives for local businesses to support existing events. This guide provided perks associated with varying levels of sponsorship and has already seen great success. Lucky's Station was the presenting sponsor for the Arctic Fever event that was held in January, and Midco will be the presenting sponsor for Concert in the Park in July. The City is still seeking presenting sponsors for the Movie in the Park and Oktoberfest events. In addition to the current presenting sponsors, Bolten & Menk and Excelsior American Legion Post 259 are gold level sponsors, while Mediacom is a bronze level sponsor. New Horizon Academy also contributed an in-kind donation for the Arctic Fever event.

As the City continues to evolve and interests in the community change, it is important to evaluate current offerings to ensure they fit the needs of the community. General questions to guide the Commission in discussion of events include:

1. What trends has the Commission seen with our events over time?
2. Do our current event offerings fit the needs of the community?
3. Are there activities, vendors, or offerings that could be added to enhance existing events?
4. Are there ideas for other events that should replace one of our current events, or be added as an additional event?

### Action Requested

Discussion regarding City events and guidance for how to properly budget and plan for future events.

# Parks & Recreation Event Analysis

## Sponsorship Allocations

A new Sponsorship program was launched for 2025 events to assist in offsetting costs & growing current City events. As a result of this program, year-long sponsor tiers were created to incentivize participation in the program. Staff gathered the General Fund budget for each event to calculate an overall event budget. Year-long sponsorship amounts are distributed to each event based on the percentage of the event budget. Title sponsorships were only applied to their specific event.

<u>2025 Events</u>	<u>2025 Budget</u>	<u>% of Event Budget</u>
Arctic Fever	\$9,500.00	44%
Oktoberfest	\$5,500.00	26%
Safety Camp	\$2,700.00	13%
Movie in the Park	\$1,800	8%
Concert in the Park	\$2,000	9%
<b>Total Events Budget</b>	<b>\$21,500.00</b>	<b>100%</b>

## 2025 Sponsors to Date

<u>Name</u>	<u>Type</u>	<u>Amount</u>	<u>Tier</u>	<u>Description</u>	<u>Arctic Fever</u>	<u>Oktoberfest</u>	<u>Safety Camp</u>	<u>Movie in the Park</u>	<u>Concert in the Park</u>
Lucky's Station	Monetary	\$1,500	Title Sponsor	Arctic Fever	\$1,500	\$ -	\$ -	\$ -	\$ -
Bolten & Menk	Monetary	\$1,500	Gold		\$662.79	\$383.72	\$188.37	\$125.58	\$140
Excelsior American Legion Post 259	Monetary	\$500	Gold		\$220.93	\$127.91	\$62.79	\$41.86	\$47
Mediacom	Monetary	\$100	Bronze		\$44.19	\$25.58	\$12.56	\$8.37	\$9
New Horizon Academy	In-Kind	\$ -	Event	S'mores for Arctic Fever	\$ -	\$ -	\$ -	\$ -	\$ -
Midco	Monetary	\$750	Title Sponsor	Concert in the Park	\$ -	\$ -	\$ -	\$ -	\$750.00
<b>Total Sponsorship:</b>					<b>\$2,427.91</b>	<b>\$537.21</b>	<b>\$263.72</b>	<b>\$175.81</b>	<b>\$945</b>

The City has received \$4,350 in monetary sponsorship for 2025 to date. Arctic Fever was held in January, and all other events are scheduled for later this year. The City is currently seeking title sponsors for both Movie in the Park and Oktoberfest in 2025 (title sponsorship is not available for Safety Camp).

## Arctic Fever

Budgeting for Arctic Fever is fairly unique, as the event takes place early in the calendar year. A bulk of expenses are paid close to the actual event, but some deposits or materials must be purchased in the calendar year prior to the event. In 2025, the goal of staff was to save at least 30% of the 2025 budget for 2026 Arctic Fever Activities. Due to lack of snow, the Saturday activities were cancelled in 2025. A deposit for dog sleds will carry over for the 2026 event and a 50% refund was received

### 2025 Arctic Fever Budget

Revenues	2024	2025	Total	Notes
General Fund	\$ 2,775.89	\$ 6,500.00	\$ 9,275.89	\$3,000 deducted from 2025 budget for 2026 event
Lucky's Station - Title Sponsor		\$ 1,500.00	\$ 1,500.00	
Bolten & Menk Sponsor		\$ 663.00	\$ 663.00	Green text denotes sponsor amounts that have been split by budget expense for all events
Legion Sponsor		\$ 221.00	\$ 221.00	
Mediacom Sponsor		\$ 44.00	\$ 44.00	
<b>Total</b>	<b>\$ 2,775.89</b>	<b>\$ 8,928.00</b>	<b>\$ 11,703.89</b>	

Expense	2024	2025	Total	Notes
Dog Sleds	\$ 1,100.00	-	\$ 1,100.00	Canceled, deposit good for 2026
Carlson Lovable Llamas		\$450	\$ 450.00	
Three Rivers Geocaching		\$780	\$ 780.00	
Three Rivers Snowshoeing		(\$195)		Canceled, 50% refund received
Decorations		\$ 367.63	\$ 367.63	Decorations will be used for future years and events
Sleigh Rides		-	\$ -	Canceled, no deposit paid
Joey Nova's Pizza		\$ 201.13	\$ 201.13	
Cookies		\$ 375.00	\$ 375.00	
Face Painting/Balloon Art		\$ 750.00	\$ 750.00	
Log Splitter Rental		\$ 78.40	\$ 78.40	
Cub Foods - Plates		\$ 44.98	\$ 44.98	
Hot Chocolate		\$ 81.36	\$ 81.36	
Inflatable Axe Throwing		\$ 704.10	\$ 704.10	
<b>Total</b>	<b>\$ 1,100.00</b>	<b>\$ 3,637.60</b>	<b>\$ 4,737.60</b>	

	2024	2025	Total
Difference	\$ 1,675.89	\$ 5,290.40	\$ 6,966.29

While saving \$3,000 for the 2026 event, an additional \$3,545.22 was saved in 2025. These savings are a result of offsetting expenses with sponsorship, as well as the reduction to a single day event with the lack of snow on Saturday.

### Past Years Budgets

Year	General Fund Budget	Total Expenses	Net
2024 Arctic Fever	\$8,500	\$5,724.11	\$2,775.89
2023 Arctic Fever	\$7,100	\$5,762.59	\$1,337.41

## Oktoberfest

Oktoberfest is run in coordination with the Excelsior Morning Rotary and Excelsior American Legion Post 259. A family friendly event takes place at Badger Park in the early afternoon, while live music, food, and beverages are enjoyed into the evening at the Excelsior American Legion.

<u>Revenues</u>	<u>2025 Amount</u>	<u>2024 Amount</u>	<u>2023 Amount</u>
General Fund	\$5,500	\$5,000	\$2,000
Sponsorship	\$537.21 (To-Date)	\$ -	\$1,350
<b>Total:</b>	<b>\$6,037.21 (To-Date)</b>	<b>\$5,000</b>	<b>\$3,350</b>

<u>Expense</u>	<u>2025 Amount</u>	<u>2024 Amount</u>	<u>2023 Amount</u>
Face Paint/Balloons	TBD	\$750	\$750
Kidsdance DJ	TBD	\$500	\$500
Balloon Arch	TBD	\$250	\$622
Inflatables	TBD	\$2,736.01	\$2,854.68
Event Supplies, Food, and Beverages	TBD	\$617.17	\$393.61
<b>Total:</b>	<b>TBD</b>	<b>\$4,853.18</b>	<b>\$5,120.29</b>

<b>Total:</b>	<b>TBD</b>	<b>\$146.82</b>	<b>-\$1,770.29</b>
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## Safety Camp

Safety camp is an annual program that is held in partnership with the Excelsior Fire District and South Lake Minnetonka Police Department. While this event is included in our sponsorship guide & sponsorship dollars are accounted to the event in this analysis, the overall event is not included for this discussion.



## Concert in the Park

Revenues	2025 Amount	2024 Amount	2023 Amount
General Fund	\$2,000	\$750	\$ -
Sponsorship	\$945 (To-Date)	\$ -	\$ -
<b>Total:</b>	<b>\$2,945</b>	<b>\$750</b>	<b>\$ -</b>

Expense	2025 Amount	2024 Amount	2023 Amount
Performance Contract	\$1,800	\$1,800	\$1,600
Event Supplies	TBD	\$ -	\$ -
<b>Total:</b>	<b>\$1,800 (To-Date)</b>	<b>\$1,800</b>	<b>\$1,600</b>

<b>Total:</b>	<b>\$1,145 (To-Date)</b>	<b>- \$1,050</b>	<b>- \$1,600</b>
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## Movie in the Park

Revenues	2025 Amount	2024 Amount	2023 (Event Canceled)
General Fund	\$1,800	\$750	\$ -
Sponsorship	\$175.81 (To-Date)	\$ -	\$ -
<b>Total:</b>	<b>\$1,975.81 (To-Date)</b>	<b>\$750</b>	

Expense	2025 Amount	2024 Amount	2023 Amount
Movie Screen & Sound	\$1,150	\$1,000	\$ -
Movie License	\$490	\$500	\$ -
Event Supplies	TBD	\$15.24	\$ -
<b>Total:</b>	<b>\$1,640 (To-Date)</b>	<b>\$1,515.24</b>	<b>\$ -</b>

<b>Total:</b>	<b>\$335.81 (To-Date)</b>	<b>- \$765.24</b>	<b>\$ -</b>
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Concert in the Park and Movie in the Park are budgeted in the same line under “Entertainment in the Park.” For this analysis, the budget line has been split to accurately represent each individual event. In 2024, necessary materials for the events to take place either weren’t budgeted for or were budgeted out of a different account. This was corrected in the 2025 budgeting process.

## Event Summary

### Estimated Cost per Attendee

Event Name	Total Event Expense	Total Sponsorship	Net Expense	Estimated Attendees	Estimated Cost per Attendee
2025 Arctic Fever	\$3,637.60	\$2,428	\$1,209.60	144	\$8.40
2024 Oktoberfest	\$4,853.18	\$0	\$4,853.18	200	\$24.27
2024 Concert in the Park	\$1,800	\$0	\$1,800	175	\$10.29
2024 Movie in the Park	\$1,515.24	\$0	\$1,515.24	75	\$20.20





## Park Commission Meeting Item

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**Title/Subject:** Park Commissioner Handbook  
**Meeting Date:** April 22, 2025  
**Prepared by:** Mitchell Czech, Parks & Recreation Manager  
**Attachments:** Park Commissioner Handbook Draft

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Item 4B
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### **Background**

During the December 10, 2024 Park Commission Meeting, the Commission discussed items that would be necessary to include in onboarding materials for new Park Commissioners. Staff utilized feedback to form a newly developed handbook that will be utilized to onboard new Park Commission members.

The Appendix of the handbook was not printed for the packet but is included in the digital version. Once finalized, a full print version with an included appendix will be available for Commission members.

### **Action Requested**

Feedback regarding the newly developed Park Commissioner Handbook.



## **Park Commissioner Handbook**

2025

## City of Shorewood Mission Statement of Purpose

The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective efficient, and visionary leadership.

## Management Philosophy

The management philosophy sets the tone for operations throughout the City. It is the blueprint for how we are to function in achieving goals consistent with City values. Our management philosophy is:

1. Be recognized by Shorewood residents and businesses as a model of good government.
2. Respect employees, volunteers, and commissioners not only as our greatest asset, but as team members who, with a shared vision of increasing productivity and accountability, are the key to service excellence.
3. Provide the highest quality services and add value in municipal services.
4. Utilize “user friendly” systems and processes. Association with the City, in any capacity, should be as enjoyable and focused as possible.

## Core City Values & Attributes

The Shorewood City Council, in its governing role, is responsible for setting policies for the City, which are implemented by the Administrator and City employees. Furthermore, the Administrator, employees, and City Commissions propose overall goals, specific objectives, service levels, and action plans for Council consideration and direction. This “team” makes decisions and acts based on a strong set of values. These are:

**Respect:** Showing consideration and understanding for co-workers, council members, and the public and treats them with fairness and dignity.

**Integrity:** Carrying out ones duties and responsibilities with a high degree of professionalism, honesty, and truthfulness.

**Communication:** Information is accurate, complete and provided in clear, direct, and understandable form whether written or verbal and is delivered in a professional manner. Actively listens to co-workers, the public and council and seeks to understand the others point of view.

**Positive Attitude:** Approaches situations, issues and problems with enthusiasm, an open mind and views each challenge as an opportunity.

**Teamwork:** Working cooperatively with other staff by providing constructive input on projects. Shares insights in an honest, respectful manner and is willing to ask for assistance as well as provide assistance to co-workers.

**Responsiveness:** Promptly responds to telephone calls and e-mails e.g. within 24 hours. Organizes workflow based on established deadlines and priorities. Communicates in a timely manner when a deadline will not be met and re-establishes a reasonable completion date.

## Principles of Employee Management Relationship

- People want to be great. Our people should be challenged and encouraged to grow by being given authority and responsibility.
- Learning and responsibility are invigorating.
- We should strive to be self-starting, problem solving, responsible, and independent thinkers.
- We strive to be a group of people who function together in an extraordinary way – who trust one another, complement each other’s strengths and compensate for each other’s limitations, who have common goals that are larger than individual goals, and who produce extraordinary results . . . as a great team.
- Treat people the way you want to be treated.
- Teamwork, creativity, positive attitude, and excellent performance need to be acknowledged.
- Work should be enjoyable. Personal growth and balance between work and home are to be supported.
- New members of the team deserve to have a complete orientation including City vision, values, purpose, budgets, plans and personal expectations.

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## Park Commission Staff Liaisons

### Mitchell Czech

Parks & Recreation Manager  
 mczech@shorewoodmn.gov  
 952-960-7925

## Welcome Letter

### Welcome to the Park Commission!

Congratulations on your appointment to the City of Shorewood Park Commission. Thank you for your willingness to serve our community and play an important role in the spaces our residents enjoy frequently.

The Park Commission serves as an advisory board to the City Council. The Commission plays a key role in providing recommendations to the Council that will shape the future of our parks, trails, and natural spaces.

This handbook is designed to provide you with information regarding your position to help you succeed and become comfortable in your new role. Along with reviewing the documents provided in this handbook, it is good to familiarize yourself with agendas and minutes from recent meetings to understand the recent topics and issues that have been discussed.

Fully understanding your role and developing an effective voice may take time and familiarity. We hope this handbook will serve as a useful tool to get you started and guide you through the process. Please reach out to the Parks & Recreation Manager if you have any questions. Your involvement on this commission is greatly appreciated by the City Council, city staff, and the residents of Shorewood.

Thank You,



Mitchell Czech  
Parks & Recreation Manager  
City of Shorewood

## 2025 Meeting Dates

<b>2025 Meeting Schedule (4th Tuesday of the Month)</b>	
<u>Meeting Date</u>	<u>Council Report Date</u>
January 14, 2025	January 27, 2025
February 11, 2025	February 24, 2025
March 25, 2025	April 14, 2025
April 22, 2025	May 12, 2025
May 20, 2025	June 9, 2025
June 24, 2025	July 14, 2025
July 22, 2025	August 11, 2025
August 26, 2025	September 8, 2025
September 23, 2025	October 14, 2025
October 28, 2025	November 10, 2025
November 25, 2025	December 8, 2025
December 9, 2025	January 12, 2026

Red text denotes meetings moved to an irregular date.

## Park Commission Overview

### Park Commission Goal Statement

The Shorewood Park Commission shall guide the development, implementation, and maintenance of Shorewood's recreational system. The recreational system, consisting of parks and a multi-purpose trail network, shall provide the community and neighborhoods with safe, attractive, and diverse recreational facilities and a designated trail system.

### Regular Meetings

The Park Commission meets on the 4<sup>th</sup> Tuesday of each month at 7:00pm. All regular meetings that fall upon a legal holiday shall be rescheduled by Commission action; additionally, the Commission may re-schedule meetings that fall near a holiday or when a conflict arises among members. All Commission meetings are open to the public and are typically held in the Council Chambers at City Hall. Park Commission meetings are audio recorded.

#### A. Meeting Agendas

A formal Work Plan is developed and approved by the City Council on an annual basis. The staff liaison utilizes this work plan to develop agendas for each meeting. Additional items outside of the work plan may be added as needed by the staff liaison.

#### B. Adding Items to the Agenda

Matters for discussion which do not appear on the agenda shall be discussed during the Reports/Updates portion of the meeting. After discussion, if the Commission would like to add an item, a motion, a second, and a vote to add to a future meeting would occur. A majority vote applies. Any matters added shall be discussed at the appropriate time on the future agenda.

### Park Commission Structure

Membership shall consist of five residents of the city appointed by the City Council. Terms of all members shall be for three years, unless otherwise authorized by Council, and the terms shall be staggered. All appointments shall be made by resolution. Terms of appointment commence on March 1 and terminate on the last day of February, or until the vacancy is filled. The Commission has a Chair & Vice-Chair, both elected by commissioners in March each year. In addition to the commission members, the Parks & Recreation Manager will attend commission meetings as staff liaisons to the commission. Other City staff members may also attend meetings on an as needed basis. A City Council member will also attend commission meetings as the council liaison.

## Preparation for Meetings

Commissioners should thoroughly review the agenda packet, including agenda reports and any other materials *before* the meeting. If there are questions or further clarification is desired, contact the staff liaison prior to the meeting.

## Park Commission Roles & Responsibilities

The Park Commission serves as an advisory board to the City Council. While the commission does not have major decision-making authority, its review and recommendations play a key role in the City parks, recreation, and trails. The Park Commission duties as stated in City Code (202.04 Powers and Duties) include the following:

1. Consider, review, report, and advise on all matters which the Council may refer to the Commission.
2. Plan, on a long-term basis, for the future park and recreational needs of the city and recommend to the Council a feasible means of financing the long-term requirements.
3. Recommend to the Council operating policies and procedures for use of existing parks.
4. Develop and refer to the Council a recommended operational and capital improvement budget for parks for the ensuing year.
5. Submit to the Planning Commission a recommended operational and capital improvement budget for parks for the ensuing year.
6. Review park maintenance and provide comments to the Council on the maintenance program's overall effectiveness in managing park and open space amenities.

The Park Commission plays a role in a number of different policies, procedures, and plans relating to parks and recreation. Core areas of responsibility are included below.

## Commissioner Reports to City Council

After Park Commission meetings, one commissioner is assigned to present a report on the minutes to City Council. A draft of the minutes from the meeting will be provided to the designated commissioner prior to the meeting for reference. Reports should summarize the past meeting to give Council members a brief overview of the key talking points, recommendations, concerns, suggestions, and/or action items. The City Council receives a copy of the draft minutes, so a verbatim report is not required. Commissioner reporting dates for the year will be selected during the March Park Commission meeting. A formal policy regarding expectations and roles of liaisons is included in Appendix C.

## Park Maintenance

Routine park maintenance is performed by the Public Works Department. Park maintenance operations are performed based on the standards approved by City Council, such as the Bee Safe Polies and Procedures included in Appendix E.

The Public Works Director will provide an annual report on park maintenance practices, projects, and operations to the Commission. The Commission is responsible for reviewing and providing feedback on the maintenance practices utilized. Commissioners should be actively engaged in the park system and provide feedback, comments, and suggestions related to park maintenance, as necessary.

## Park Trails

The interconnected trail system within the City is a crucial part of the park system. Commissioners should view the trails similar to the parks as a whole. Understanding and being aware of the variety of trails that connect our City is crucial. Commissioners should be receptive to community input regarding the trails and bring comments to the Commission as needed. A copy of the Trail Plan Implementation Report from October 2011 is included in Appendix H.

## Overlap with Other Commissions

There may be other special projects or topics the park commission discusses over time (such as the Comp plan or new developments), and the commission may also serve as a liaison to other commissions. Through these activities, the park commission instills the parks, recreation, and trails perspective into the local government's decision-making process.

## Park Commission & Staff Expectations

The Park Commission works in conjunction with staff to align with the goals of City Council and enhance the quality of life for residents. To ensure the Commission is effective in meeting it's goals, it is expected that commissioners do the following:

1. Attend and actively participate in the monthly Park Commission meetings.
2. Prepare for monthly meetings by reading and understanding all materials provided in the agenda packet.
3. Ask questions, in advance whenever possible.
4. Examine all of the facts to make the best possible decision for the community.
5. Engage with the community and seek resident input whenever possible.

6. Volunteer for at least two City events per year.
7. Engage with the City Council by providing a detailed report of commission meetings, as scheduled.

To ensure the Park Commission is equipped for success, expectations for the City staff liaison are as follows:

1. Communicate thoroughly in advance to allow Commissioners to be knowledgeable on park related subjects.
2. Provide accurate and current information.
3. Provide short, well-written memos and reports that are absent of personal bias.
4. Provide guidance when requested.
5. Provide several options when suggesting possible solutions for a problem.
6. Be accessible, and provide information equally to all commissioners when requested.

## **Organizational Structure of the Parks & Recreation Department**

The City of Shorewood's organizational chart is included in the appendix for reference and illustrates how the Park Commission and the Parks & Recreation Department fit into the overall structure of local government. As you already know, the Parks & Recreation Manager serves as staff liaison to the Park Commission. But, what does the Parks & Recreation Department actually do, and what other departments play a key role in our department?

The Parks & Recreation Department is responsible for the parks, park amenities, trails, special events, and recreation programs throughout the City. The department also oversees operations of the Shorewood Community & Event Center. A total of 1.5 staff members make up the department, with a full-time Parks & Recreation Manager and a part-time Recreation Specialist. The Shorewood Community & Event Center also employs casual part-time desk attendants, contracts for custodial services, and works with the South Shore Senior Partners, a non-profit group focused on offering senior programming. Public Works supplements the Parks & Recreation Department for many park maintenance needs throughout the city.

## **Parks and Recreation Manager**

The Parks and Recreation Manager reports to the City Administrator and is responsible for providing leadership in the planning, coordinating, directing, communicating, and evaluating of a comprehensive parks and recreation program including the Shorewood Community and Event Center (SCEC). The Parks and Recreation Manager plans, organizes, coordinates, and evaluates park programs and events. The manager will serve as the lead staff representative to the Parks Commission. The manager maintains a wide variety of Parks and Recreation leadership, support, and responsibilities as well as oversees the day-to-day operations of the SCEC. Additionally, this position supervises part-time and volunteer staff at SCEC and recreation programs, collects and receipts payment, schedules staff, provides front-line customer service, website updates and provides administrative support for the Park Commission, as well as other city services.

Key areas include strategic planning and visioning for the department, program research, development, and evaluation, budgeting general fund, special fund and CIP for parks and the SCEC. Creating and executing creative and innovative marketing strategies and community engagement processes for parks, recreation programs and the SCEC. Ensuring a quality and safe park and recreation program by managing policies, emergency preparedness and best practices.

## **Recreation Specialist (Part-Time)**

The Recreation Specialist is a part-time position reporting to the Parks and Recreation Manager. The primary objective of the position is to assist in the coordinator of, and to provide leadership in, a comprehensive parks and recreation program. Support is provided in the planning, organizing, coordinating and evaluation of programs. Focus areas include: field rentals, concessions, community gardens, ice rinks, special events and Summer programming. Additionally, the Recreation Specialist assists in customer service, marketing and other functions of the SCEC as assigned, including function as a Community Center Attendant as needed.

## **Community Center Attendants (6, Casual Part-Time)**

Provides receptionist and general administrative support during open evening and weekend hours at the SCEC. Responsible for opening and closing the facility and reporting any concerns to supervisor. Greets and assists walk-in customers, provides tours of the facility, and provides

information about parks and recreation activities. Provides assistance to parks and recreation activities and events. Occasionally performs general facility cleaning and room set up to assure a well-maintained facility for guests.

### **Custodian (Contracted)**

Provides custodial, building maintenance and room-set up/tear down services for the Shorewood Community and Event Center. Serves as on-call contact for a variety of needs and works up to seven days a week.

### **South Shore Senior Partners (Volunteer Non-Profit Group)**

The SouthShore Senior Partners (SSSP) is a non-profit organization comprised of volunteers that offer senior programming out of the Community & Event Center. The SSSP board plans activities for seniors and develops marketing materials to promote programming. The City assists in minimal marketing and promotion of the programs and activities offered by the SSSP. Volunteers staff the information desk Monday -Thursday from 8:30AM – 3:30 PM and Friday mornings. Volunteers greet and direct guests and answer phones, with their focus being on senior users.

### **Public Works Staff**

Supports the Parks & Recreation Department with needs in park maintenance, special events, and SCEC maintenance. The public works staff supports many areas throughout the city including park maintenance, street maintenance, utilities, and facilities. In regards to parks and recreation, the public works staff are responsible for emptying trash bins, maintaining dog waste stations, mowing lawn, flooding ice rinks, dragging softball and baseball fields, aerating fields, picking litter, invasive species removal and maintenance, maintaining buildings and restrooms, and various maintenance items at Christmas Lake Boat Launch. The Public Works Director and Public Works Supervisor work directly with the Parks & Recreation Manager on a variety of park related items such as turf management, the integrated pest management plan, warming houses and ice skating rinks, and much more.

## The Meeting Agenda, Minutes, Documents

The meeting agenda is the order of business and the required items of business for a given meeting. It includes general information about the meeting time and location, plus standard items such as approval of minutes, new and old business, and so on. It will also include any special actions needed by the Commission. A sample agenda is included in the appendix for reference. Additional items may be placed on or removed from the agenda by request to the Chairperson and vote of the Commission. The Park Commission agenda is posted online and in the front entry of City Hall prior to the meeting. A sample agenda packet including minutes is included in Appendix I.

### Minutes

All Park Commission meetings are recorded, and the audio is sent to the City's recording secretary to create meeting minutes. Minutes are then reviewed by the Commission and the following meeting and approved by a vote of the Commission. Meeting minutes are an important part of ensuring due process and are the official public record of the meeting. The meeting minutes are posted on the City's website after they are approved. Sample minutes are included in the appendix for reference.

### Staff Reports

The Friday prior to the meeting, the Commission will be sent an information packet created by City staff outlining each of the items on the agenda. Staff reports will explain each of the requests and provide relevant review criteria and a recommendation from City staff. A sample information packet is included in the appendix for reference.

### Work Plan

After input from the Commission, a Park Commission Work Plan is formed by City Staff that outlines goals for items to be completed during the upcoming year. The work plan is recommended for approval by the Commission and is officially approved by City Council. This helps to ensure the Park Commission is aligned with the goals and expectations of the City Council.

While agendas will be formulated around the outlined workplan, items may be moved and/or additional items may be added, depending on the materials and priorities. The draft 2025 Park Commission Work Plan has been included in Appendix D.

## Open Meeting Law

The Minnesota open meeting law generally requires that all meetings of public bodies, including the Park Commission, must be noticed and open to the public. This presumption of openness serves three vital purposes:

- It prohibits actions from being taken at a secret meeting where it is impossible for the interested public to become fully informed concerning decisions of public bodies or detect improper influences.
- It ensures the public's right to be informed.
- It gives the public an opportunity to present its views to the public body.

For the Park Commission, City staff publish meeting agendas and packets online prior the meeting.

The most important thing to remember about Open Meeting Law and your role as a Park Commissioner, is that official business should only be discussed during the Park Commission meeting. This doesn't mean you need to hide from your fellow Park Commissioners while you are out and about in public, it just means you should refrain from talking about official Park Commission business. Telephone, email, and social media conversations also all generally fall under the scope of Open Meeting Law. Think of it this way – Park Commissioners should only discuss commission business during the Park Commission meeting. Once the meeting is adjourned, no further discussion related to an item on the agenda should take place.

## Conflict of Interest

A conflict of interest for a Park Commissioner can happen when they have a personal or financial stake in a topic of discussion that could affect their ability to make fair and impartial decisions. This might be the case if a Commissioner stands to gain something from a decision they're involved in or has relationships that could influence their decision. In these situations, the Commissioner should step away, or recuse themselves, from any discussions or votes on that topic to ensure fairness and maintain the public's trust.

If you have questions on a potential conflict of interest, please contact city staff prior to the Park Commission meeting and they can assist in helping you navigate the situation.

# Appendix

- A. Shorewood City Code Chapter 902 – Public Parks and Recreation Areas
- B. Shorewood City Code Chapter 202 – Park Commission
- C. Expectations and Roles of City Council Liaisons to Advisory Commissions and Commission Liaisons to City Council
- D. 2025 Draft Park Commission Work Plan
- E. Bee Safe Policies and Procedures (Resolution No. 14-066)
- F. City of Shorewood Organizational Chart
- G. Shorewood City Map
- H. Shorewood Community Profile
- I. 2009 Parks Master Plan
- J. Trail Plan Implementation Report
- K. Sample Agenda, Minutes, and Staff Reports
- L. Twelve Thoughts About Working Together

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## CHAPTER 202

### PARK COMMISSION

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#### Section

- 202.01 Purpose
- 202.02 Commission created, membership, term of office
- 202.03 Organization
- 202.04 Powers and duties
- 202.05 Amendments

#### **202.01 PURPOSE.**

The city does now operate and maintain public parks for the benefit and pleasure of its citizens, and the city has in the past expended monies for capital improvements and maintenance of these parks. It is the desire of the city to establish a Park Commission for the city as an advisory body to the City Council, to aid that Council in the expenditure of monies so that the greatest benefit may be obtained from the use and maintenance of the parks.

(1987 Code, § 202.01) (Ord. 84, passed 6-23-1975; Am. Ord. 468, passed 5-24-2010)

#### **202.02 COMMISSION CREATED, MEMBERSHIP, TERM OF OFFICE.**

A Shorewood Park Commission is created which will serve as an advisory body to the City Council.

##### Subd. 1. *Membership in the Commission.*

a. Membership shall consist of five residents of the city appointed by the City Council. Terms of all members shall be for three years, unless otherwise authorized by Council, and the terms shall be staggered. All appointments shall be made by resolution. Terms of appointment commence on March 1 and terminate on the last day of February, or until the vacancy is filled.

b. Exception: those appointments made in January 1999 shall be effective immediately upon passage of the appointment resolution.

c. The City Council shall designate one of its members as its liaison to meet with the Park Commission, and it shall direct the Park Commission to designate one member of its body as a liaison person to meet with the Planning Commission.

Subd. 2. *Removals.* The City Council shall have the power to remove any member of the Park Commission.

Subd. 3. *Attendance.* Duly appointed members of the Park Commission shall be required to attend no less than one half (six meetings a year) of the official meetings in a given year. Failure to attend the requisite number of meetings shall be considered resignation from the Park Commission.

Subd. 4. *City policies.* Except where indicated, the Shorewood Personnel Policy Manual shall not apply to Commission members.

(1987 Code, § 202.02) (Ord. 84, passed 6-23-1975; Ord. 264, passed 1-11-1993; Ord. 278, passed 8-23-1993; Ord. 317, passed 12-4-1996; Ord. 349, passed 1-25-1999; Am. Ord. 406, passed 9-13-2004; Am. Ord. 468, passed 5-24-2010; Am. Ord. 469, passed 6-14-2010; Am. Ord. 510, passed 2-24-2014)

### **202.03 ORGANIZATION.**

Subd. 1. *Officers.* The Chair and Vice-Chair of the Park Commission shall be selected by the members of the Commission, and those persons shall serve in their respective positions for a period of one year. The Park Commission may appoint a Secretary from among its members.

Subd. 2. *Meetings.* The Park Commission shall meet at least monthly, and all meetings shall be open to the public.

Subd. 3. *Rules of order and business.* The Park Commission shall adopt rules and regulations governing the conduct of its meetings. A majority of its membership shall be required to conduct official business.

Subd. 4. *Minutes and records.* The Park Commission shall keep minutes of its proceedings, showing the vote of each member upon every question, or if absent or failing to vote indicating the fact, and shall also keep records of its hearings and other official actions. Every requirement, decision, or determination of the Park Commission shall be filed with the City Council and shall be a public record.

(1987 Code, § 202.03) (Ord. 84, passed 6-23-1975; Ord. 102, passed 8-14-1978; Ord. 317, passed 12-4-1996; Am. Ord. 407, passed 9-27-2004; Am. Ord. 468, passed 5-24-2010)

### **202.04 POWERS AND DUTIES.**

The Commission is designated the following responsibilities:

Subd. 1. Consider, review, report and advise on all matters which the Council may refer to the Commission;

Subd. 2. Plan, on a long-term basis, for the future park and recreational needs of the city and recommend to the Council a feasible means of financing the long-term requirements;

Subd. 3. Recommend to the Council operating policies and procedures for use of existing parks;

Subd. 4. Develop and refer to the Council a recommended operational and capital improvement budget for parks for the ensuing year;

Subd. 5. Submit to the Planning Commission comments on any proposed subdivisions, as the same may or may not affect the city's park and playground requirements.

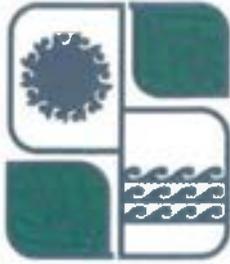
Subd. 6. Review park maintenance and provide comments to the Council on the maintenance program's overall effectiveness in managing park and open space amenities.

(1987 Code, § 202.03) (Ord. 84, passed 6-23-1975; Am. Ord. 468, passed 5-24-2010; Am. Ord. 599, passed 4-10-2023)

### **202.05 AMENDMENTS.**

This chapter shall be amended only upon approval of a majority vote of the entire City Council.

(Ord. 468, passed 5-24-2010)



# CITY OF SHOREWOOD

5755 Country Club Road • Shorewood, Minnesota 55331 • 952-960-7900  
Fax: 952-474-0128 • [www.ci.shorewood.mn.us](http://www.ci.shorewood.mn.us) • [cityhall@ci.shorewood.mn.us](mailto:cityhall@ci.shorewood.mn.us)

## EXPECTATIONS AND ROLES OF CITY COUNCIL LIAISONS TO ADVISORY COMMISSIONS AND COMMISSION LIAISONS TO CITY COUNCIL

The Shorewood City Council wants to foster good and thorough two-way communication with its advisory commissions and committees. For many years this communication has been performed through the role of liaisons.

What is a liaison? One dictionary defines it as follows:

Liaison –(1) Communication between different offices or units of an organization. (2) A channel or means of communication: *He served as the President's liaison with Congress.*

The following points are intended to be a guide—expectations of etiquette, if you will—that will foster productive and respectful liaison relationships.

### City Council Liaisons to Commissions and Committees

The City Council has created advisory commissions and committees in order to study and make recommendations about a course of action that the City Council should take or pursue. Persons on the commission or committee should be providing informed recommendations to the Council, and free from bias or influence from the Council.

Accordingly, the Council liaison should:

- Respect the prerogatives of the commission/committee, and appreciate the separation of roles between the commission/committee and the Council.
- Refrain from active or direct participation in the deliberations of the commission/committee.
- Be willing to provide a perspective of the Council (and not of oneself) on a particular matter under consideration.
- Ask the commission/committee to address issues or points of particular interest to the Council (and again, not of oneself).
- Inform the commission/committee of recent City Council actions or business, as may be relevant or of interest.
- Be able to ask technical questions about the subject/material that would otherwise have to be asked during a council meeting.

EXPECTATIONS AND ROLES OF  
CITY COUNCIL LIAISONS TO ADVISORY COMMISSIONS  
AND COMMISSION LIAISONS TO CITY COUNCIL

November 2003

Page 2

**Commission/Committee Liaisons to City Council**

Persons serving as liaisons at City Council meetings have an opportunity to inform the Council and the public of the activities of their commission or committee. It is expected that the liaison will be a participant during the Council meeting, and accordingly the liaison will have "a place at the table".

In order to be an effective contributor to the Council business, liaisons should:

- Provide a brief overview of the commission/committee activities following their own meeting(s) from "the table", rather than from the podium.
- Not review the minutes of their last meeting(s), but rather highlight matters other than those that may be on the Council's agenda that evening.
- Speak to individual agenda items during the Council meeting that have been reviewed by the commission/committee. Appear at any Council meeting when such items are scheduled on the agenda.
- Provide the Council with a summary of the action by the commission/committee, and relate the minority position(s) stated during its discussion of the matter.

Those seated around the Council and staff tables are expected to be attentive and respectfully listening while liaisons are giving reports of their commission/committee activities.



**City of Shorewood**  
**PARKS & RECREATION**

**2025**

**Work Plan**



**City of Shorewood**  
**PARKS & RECREATION**

# 2025 Park Commission

**Parks & Recreation Manager**

Mitchell Czech

**Public Works Director**

Matt Morreim

**Park Commissioners**

Amy Wenner

David Garske

Janet Sylvester

Mary Bahneman

Mike Hirner

**City Administrator**

Marc Nevinski

**Mayor**

Jennifer Labadie

**City Council Members**

Dustin Maddy

Guy Sanschagrín

Michelle DiGruttolo

Nat Gorham



# Park Commission Overview

The 2025 Work Plan was developed by the Shorewood Park Commission with the input of staff to identify its priorities for the coming year.

The primary purpose of the work plan is to establish priorities for the year and ensure alignment among the Council, Commission, and staff. The work plan is a guide and should be followed, but objectives or priorities may shift or change over the course of the year. Review and evaluation of the work plan occurs annually.

The work plan has been reviewed and approved by the City Council. The Commission takes its direction from the Council and its role is advisory in nature. This means that its focus should align with goals and objectives identified in the work plan, and support other City adopted plans and directives of the Council. In practice, this might include recommending policy, setting project or funding priorities, relaying resident and user feedback regarding park facilities, and evaluating the City’s level of service, among other activities.



### City of Shorewood Mission Statement

The City of Shorewood is committed to providing residents quality public services, a healthy environment, a variety of attractive amenities, a sustainable tax base, and sound financial management through effective efficient, and visionary leadership.



### Park Commission Goal Statement (August 1996)

The Shorewood Park Commission shall guide the development, implementation, and maintenance of Shorewood’s recreational system. The recreational system, consisting of parks and a multi-purpose trail network, shall provide the community and neighborhoods with safe, attractive, and diverse recreational facilities and a designated trail system.

# Focus Area #1

## Parks Master Plan

### Background

The Parks Capital Improvement Program (CIP) has dedicated funding for a Parks Master Plan. The Parks Master Plan will provide an outlook on all City parks with a focus on developing a conceptual master plan for South Shore Park. The plan will include a variety of components that are outlined in the Scope of Services below. The Park Commission will play an integral role in many of the components while developing the plan. Official tasks will evolve with selection of a consultant and development of the plan.



### Anticipated Schedule of Events

Consultant Selection & Contract Approval

**April  
2025**

Project Initiation

**May  
2025**

Project Completion

**December  
2025 to  
Early 2026**

Commission Involvement

**Ongoing**



### Scope of Services

#### Assess Existing Park Inventory, Conditions and Opportunities

The City reviews its 10-year Capital Improvement Plan on a yearly basis. The Commission's input will be valuable in the assessment of current amenities, along with identifying potential opportunities that may be lacking.

#### Community Engagement

Community engagement will be a critical component in the development of the Parks Master Plan. Commissioners will be involved with the planning and execution of engagement strategies and events.

#### Clear Vision, Goals, and Objectives

The Commission will provide valuable feedback in developing and recommending approval of community driven, future focused, vision with clear goals and objectives.

#### Funding Mechanisms

The Commission will review the Capital Improvement Plan and recommend a finalized plan to City Council. They may also recommend potential grant opportunities or other funding sources as they arise.

#### Guidelines for Implementation

The Master Plan will provide clear guiding principles for staff, the Park Commission, and City Council moving forward to successfully implement.



# Focus Area #2

## Event Analysis

### Background

The City hosts a variety of free, family friendly, community events each year. These events include Arctic Fever, Oktoberfest, Concert in the Park, and Movie in the Park. In 2024, efforts were made to enhance current events including new activities, partnerships, and promotional items. Staff will provide statistics regarding current events including attendance numbers, expenses, and funding of events. The Commission will provide valuable input on current events and recommend changes or new events for future years.



**Anticipated Discussion Date**

**April 2025**

# Focus Area #3

## Athletic Associations

### Background

Local athletic associations have been a valued partner within our parks system. The various athletic associations that utilize our City facilities will attend Commission meetings throughout the year to provide background on their organization, City field use, trends, challenges, and opportunities to continue to grow our partnership and strengthen our relationships.



**Anticipated Discussion Date**

**Beginning March 2025.**

**A different association will attend and present throughout the year.**

# Focus Area #4

## Community & Event Center

### Background

The Shorewood Community & Event Center (SCEC) is available for rental and hosts a number of celebrations, parties, meetings, and special events each year. The SCEC also partners with the South Shore Senior Partners, a non-profit group focused on providing activities to seniors age 55+. At the 2025 City Council retreat, the Council expressed a desire to make a data driven decision regarding the future of the SCEC. The Commission will discuss and evaluate the current state of the SCEC including current utilization, rates, marketing, and future potential. A consultant may be involved, and a task force may be created to assist with assessing the facility.



**Anticipated Discussion Date**

**Beginning May 2025**

# Focus Area #5

## Cathcart Park Playground

### Background

The Cathcart Park Playground has been identified as needing replacement in the 2025 Capital Improvement Program. With the Parks Master Plan taking place, it may make sense to postpone the project to 2026 so facilities and amenities can be properly evaluated. Planning will begin in 2025 to allow the City to apply for grants and discounted playground components if the project were to move forward after the master planning phase.



**Anticipated Discussion Date**

**Beginning September 2025**

# Tentative Agenda Items

## March

- Selection of 2025 Chair & Vice Chair
- City Council Liaison Dates
- 2025 Draft Workplan
- Minnetonka Football Association Presentation
- Off-Leash Dog Signage

## April

- Park Commissioner Handbook
- **Event Analysis**

## May

- **Shorewood Community & Event Center (SCEC) Discussion**
- **Park Master Plan Kick-off**
- Association Presentation TBD

\*Generally when park tours would take place.

## June

- Concert in the Park Preview
- Tonka United Association Presentation

\*Generally when park tours would take place.

## July

- CIP Discussion
- Park Maintenance Items
- Safety Camp Preview
- Association Presentation TBD

## August

- Concert in the Park Recap
- Safety Camp Recap
- Association Presentation TBD

Note: Agenda items are subject to change. This is meant to provide a brief overview of the yearly schedule. Some agenda items will be brought back in future meetings (likely items indicated in red), and many items regarding the parks master plan will be added.



# Tentative Agenda Items

## September

- Cathcart Park  
Playground Planning
- Oktoberfest Preview

## October

- Oktoberfest Recap

## November

- TBD

## December

- Year-end Slideshow
- Park Maintenance  
Yearly Recap

## January

- 2026 Work Plan  
Discussion
- Arctic Fever Preview

## February

- Arctic Fever Recap
- Movie in the Park  
Selection

Note: Agenda items are subject to change. This is meant to provide a brief overview of the yearly schedule. Some agenda items will be brought back in future meetings (likely items indicated in red), and many items regarding the parks master plan will be added.

# Other Potential Topics



## Parks & Recreation Programming

The City has attempted to offer programming in the past with minimal success. There is potential to implement and expand programming to help the department thrive. The Commission may discuss potential ideas, vendors, and formats for programming moving forward. Staff is meeting with Minnetonka Community Education to explore partnerships that may be discussed.



## Vegetative Management Plan

In 2024, the City prepared a draft Invasive Species Management Plan that was presented to the Commission and received with positive feedback. The Invasive Species Management Plan is a portion of an overall Vegetative Management Plan that the City intends to implement, and will require Commission involvement



## Off-Leash Dogs

The Commission began discussions on ways to mitigate the issue regarding off-leash dogs in parks in 2024. Discussions will likely continue in 2025 on potential signage and ways to continue to educate park users.



## Volunteer Program & Events

Community members have shown strong dedication and support for City parks over the years, most recently with the Freeman Park cleanup events. The Commission should explore or develop a volunteer program, such as “Adopt a Park,” that creates an avenue for volunteers to contribute. The Commission should also explore potential volunteer events within the City.



**CITY OF SHOREWOOD**

**RESOLUTION NO. 22-135**

**A RESOLUTION REAFFIRMING THE CITY'S COMMITMENT TO "BEE-SAFE" BEST MANAGEMENT PRACTICES**

**WHEREAS**, bees and other pollinators are integral to a wide diversity of essential foods including fruit, nuts, and vegetables; and

**WHEREAS**, native bees and honey bees are threatened due to habitat loss, pesticide use, pathogens and parasites; and

**WHEREAS**, research suggests that there is a link between pesticides that contain neonicotinoids and the die-off of plant pollinators, including honey bees, native bees, butterflies, moths, and other insects; and

**WHEREAS**, on July 28, 2014, the Shorewood City Council adopted Resolution No.14-066 "A Resolution Endorsing "Bee-Safe" Policies and Procedures; and

**WHEREAS**, the City Council remains committed to the goal of becoming a Bee-Safe City and recognizes the importance of taking further steps towards achieving that goal; and

**WHEREAS**, the City has since contracted with IPM Institute of North America and its Midwest Grows Green sustainable landscaping initiative to audit its current landscape maintenance practices, assess compliance with Resolution No.14-066 and make recommendations to improve Bee-Safe best management practices; and

**WHEREAS**, by this Resolution, which supersedes Resolution No. 14-066, the City desires to confirm its commitment to protecting pollinators and provide further clarification in the ongoing process of becoming a Bee-Safe City.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Shorewood:

1. The City desires to be a Bee-Safe City and to undertake best management practices in the use of plantings and pesticides on Shorewood city property.
2. The City shall gradually reduce the use of systemic pesticides on Shorewood City property including pesticides from the neonicotinoid family consistent with the integrated pest management plan.
3. The City shall plant flowers favorable to bees and other pollinators in the City's public spaces.
4. The City shall designate Bee-Safe areas in which future City plantings are free from systemic pesticides including neonicotinoids consistent with the integrated pest management plan.

5. The City shall communicate to Shorewood residents the importance of creating and maintaining a pollinator-friendly habitat and shall publish a Bee-Safe City Progress Report on an annual basis.

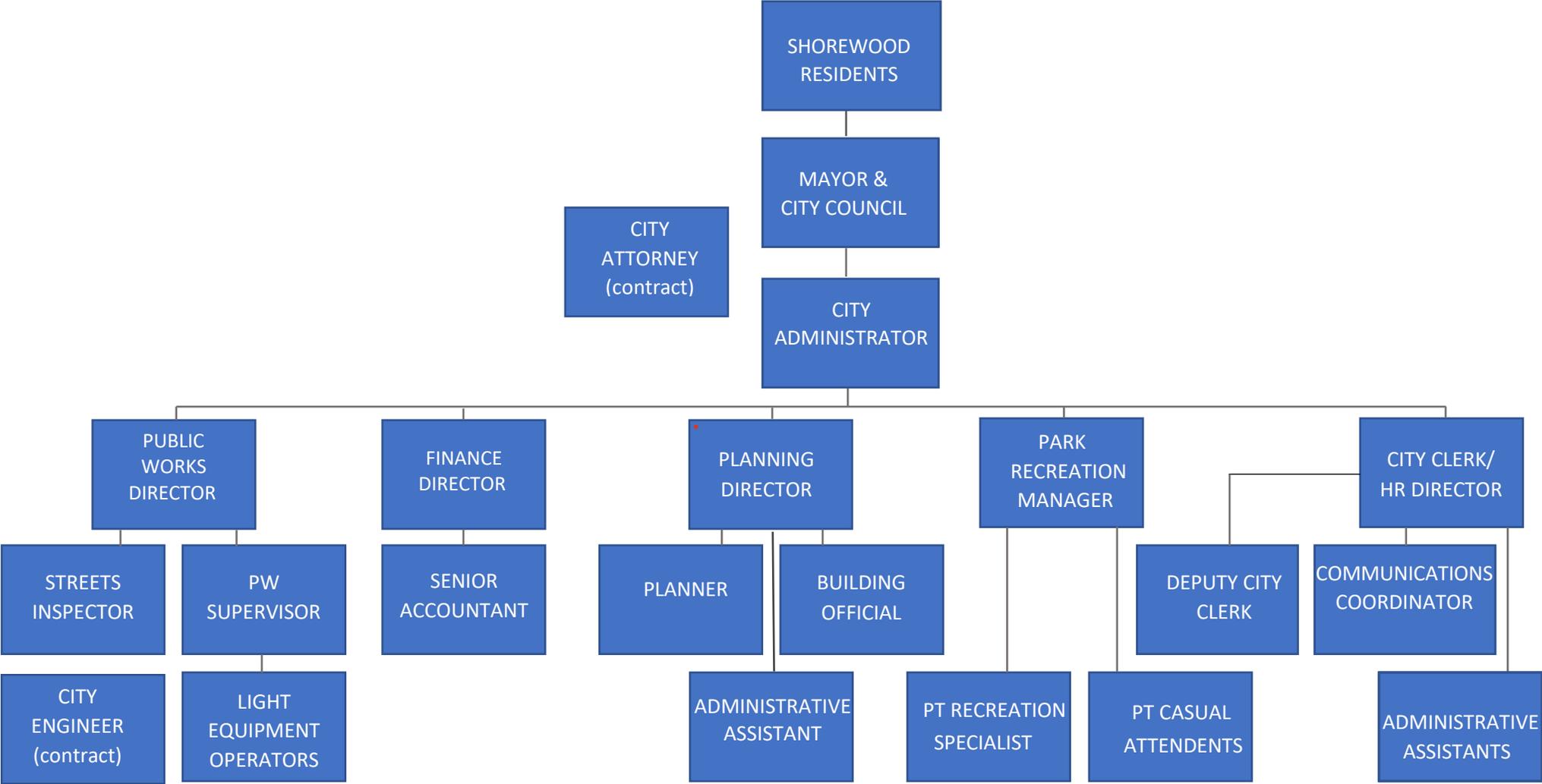
**ADOPTED BY THE CITY COUNCIL OF THE CITY OF SHOREWOOD** this 12th day of December 2022.

  
\_\_\_\_\_  
Jennifer Labadie, Mayor

**ATTEST:**

  
\_\_\_\_\_  
Sandie Thone, City Clerk

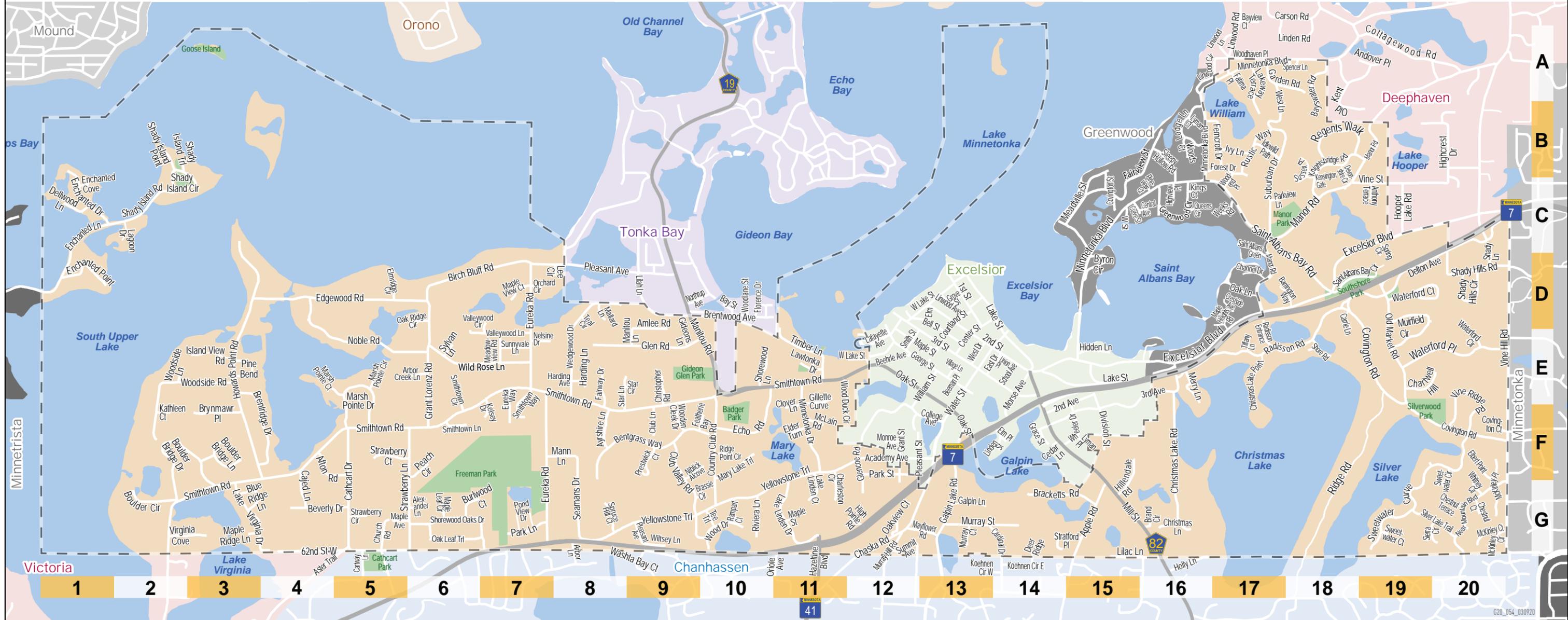
# CITY OF SHOREWOOD • ORGANIZATIONAL CHART





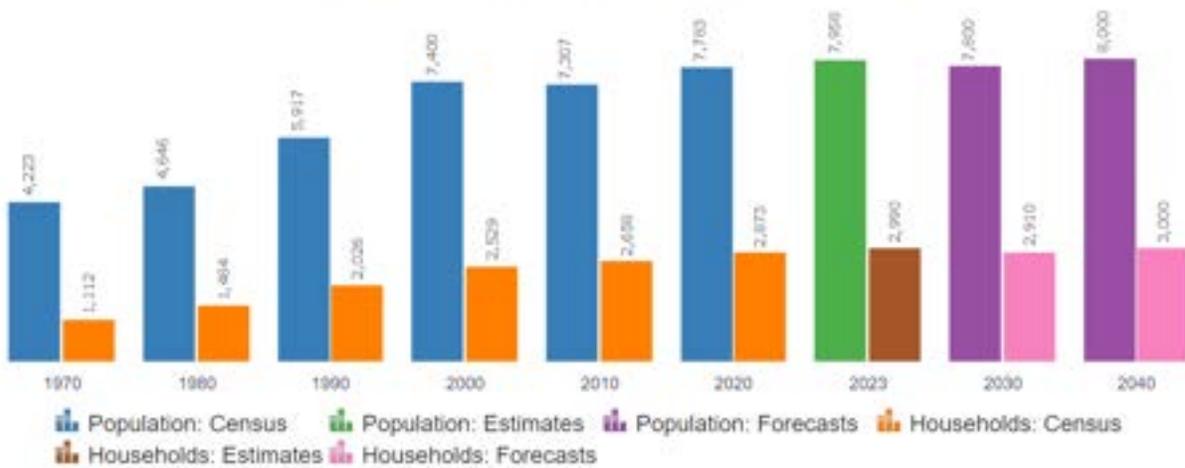
# Shorewood, MN Street Map

3rd Ave . . . . . E16	Cathcart Dr . . . . . F-G5	Enchanted Cove . . . . . C1	Idlewild Path . . . . . B17	Marsh Pointe Cir . . . . . E5	Park Ln . . . . . G7	Silver Lake Trl. . . . . G19-20	Valleywood Cir . . . . . D7
62nd St W. . . . . G4-G6	Charleston Cir. . . . . F-G11	Enchanted Dr . . . . . B-C1	Island View Rd . . . . . E3	Marsh Pointe Ct. . . . . E4-5	Park St . . . . . F12	Smithtown Cir. . . . . E6	Valleywood Ln . . . . . E6-7
Academy Ave . . . . . F12	Chartwell Hill . . . . . E19	Enchanted Ln . . . . . C-D1	Ivy Ln . . . . . B17	Marsh Pointe Dr. . . . . E5,F5	Parkview Ln. . . . . C17	Smithtown Ln . . . . . F6	Vine Hill Rd . . . . . C-G20
Afton Rd. . . . . F4-5	Chaska Rd . . . . . G12	Enchanted Point . . . . . D1	Kathleen Ct . . . . . F2	Mary Lake Trl . . . . . F10	Peach Cir . . . . . F6	Smithtown Rd. . . . . G2-3,F3-6,E7-12	Vine Ridge Rd . . . . . E20,F20
Alexander Ln . . . . . G6	Chestnut Ct . . . . . G20	Eureka Rd. . . . . D-G7	Kelsey Dr . . . . . E-F7	Mayflower Rd . . . . . G12-13	Pine Bend . . . . . E3	Smithtown Way . . . . . E-F7	Vine St . . . . . C18-20
Amlee Rd . . . . . D9	Chestnut Terrace . . . . . G20	Eureka Way . . . . . E-F7	Kensington Gate . . . . . B-C18	Mckinley Cir. . . . . G20	Pleasant Ave . . . . . G9	Spencer Ln . . . . . A18	Virginia Cove . . . . . G2-3
Anthony Terrace . . . . . C19	Christmas Lake Point . . . . . E17	Excelsior Blvd. . . . . C18-C20,D17-18	Knightsbridge Rd . . . . . B-C18	Mckinley Ct . . . . . G20	Pondview Dr . . . . . G7	Spring Cir . . . . . C19	Waterford Cir . . . . . E20
Apple Rd . . . . . F15,G15	Christmas Lake Rd . . . . . E-G16	Fairway Dr . . . . . E8	Lafayette Ave . . . . . E12	Mckinley Pl . . . . . F-G20	Prestwick Ct. . . . . F9	Spruce Hill Ct . . . . . G8	Waterford Ct . . . . . D19
Arbor Creek Ln . . . . . E6	Christmas Ln . . . . . G16	Fatima Pl . . . . . A17	Lagoon Dr . . . . . G20	McLain Rd . . . . . F-G11	Radisson Entrance . . . . . D-E17	St. Albans Bay Cir. . . . . D18-19	Waterford Pl. . . . . E19-20
Ayrshire Ln . . . . . F8	Christopher Rd . . . . . E9	Featherie Bay . . . . . F9-10	Lake Linden Ct . . . . . F-G11	Meadowview Rd . . . . . E7	Radisson Rd . . . . . D18,E16-18	St. Albans Bay Rd. . . . . C16-17,D18-19	Wedgewood Dr . . . . . D-E8
Barrington Way . . . . . D17-18	Church Rd . . . . . G5	Ferncroft Dr . . . . . B16-17	Lake Linden Dr . . . . . G11	Merry Ln . . . . . E16	Rampart Ct . . . . . G10	Star Cir . . . . . E9	West Lake St . . . . . E12
Bayswater Rd . . . . . A18,B18	Clover Ln . . . . . E11	Forest Dr . . . . . B16-17	Lake Virginia Dr. . . . . G3	Mill St . . . . . F15,G15-16	Regents Walk . . . . . B18	Star Ln . . . . . E8	West Ln . . . . . A-B17
Bentgrass Way . . . . . F8-9	Club Ln . . . . . F9	Galpin Lake Rd . . . . . F13,G13	Lakeway Terrace . . . . . A-B17	Minnetonka Blvd . . . . . A17-18,B16-17,C16	Ridgepoint Cir. . . . . G18,F18-19,E19	Stratford Pl . . . . . G14-15	Whitney Cir . . . . . G20
Beverly Dr . . . . . G4-5	Country Club Rd . . . . . E10,F10,G10	Galpin Ln . . . . . G13	Lawtonka Dr . . . . . E11	Minnetonka Dr . . . . . E11,F11	Ridge Rd . . . . . G18,F18-19,E19	Strawberry Cir. . . . . G5	Wild Rose Ln . . . . . E6-7
Birch Bluff Rd . . . . . D6-8	County Rd 19 . . . . . A-B10,B-D9,E10	Garden Rd . . . . . A17-18	Lee Cir . . . . . D8	Muirfield Cir . . . . . D19,E19	Riviera Ln . . . . . G10	Strawberry Ct. . . . . F5	Wiltsey Ln . . . . . G9
Blue Ridge Ln . . . . . G3	Covington Ct . . . . . F20	Gideons Ln . . . . . E9	Linwood Cir . . . . . A16	Murray Ct . . . . . G13	Rustic Way . . . . . B17	Strawberry Ln . . . . . F-G5	Wood Dr . . . . . G10
Boulder Bridge Dr. . . . . F2-3,G2	Covington Rd . . . . . D18,E18-19,F19-20	Gillette Curve . . . . . E11	Linwood Rd . . . . . A17	Murray Hill Rd. . . . . G12	Seamans Dr. . . . . F-G8	Suburban Dr . . . . . B-C17	Wood Duck Cir . . . . . E-F11
Boulder Bridge Ln. . . . . F3	Deer Ridge . . . . . G14	Glen Rd . . . . . E8-9	Mallard Ln . . . . . D8	Murray St . . . . . G13-14	Shady Hills Cir . . . . . D20	Summit Ave . . . . . G12	Wooden Cleek Dr . . . . . F9
Boulder Cir . . . . . G2	Dellwood Ln. . . . . C1	Glencoe Rd . . . . . F-G12	Manitou Ln . . . . . E9	Near Mountain Blvd. . . . . G20	Shady Island Cir . . . . . B2-3	Sunnyvale Ln . . . . . E7	Woodend Pl. . . . . B-C17
Bracketts Rd . . . . . G14-15	Delton Ave . . . . . D18-20,C20	Grant Lorenz Rd . . . . . D-F6	Manitou Rd . . . . . D9-10,E10	Nelsine Dr . . . . . E7	Shady Island Point . . . . . B2	Sussex Pl. . . . . B18	Woodside Ln . . . . . E2
Brand Cir . . . . . G16	Devonshire Cir . . . . . B18	Grant St . . . . . F12	Mann Ln . . . . . E8	Niblick Alcove . . . . . F9-10	Shady Island Rd . . . . . C2-3	Sweetwater Cir . . . . . F-G20	Woodside Rd . . . . . E2-3,F2
Brassie Cir . . . . . G9-10	Division St. . . . . F15	Harding Ave. . . . . E8	Harding Ln . . . . . E8	Noble Rd . . . . . D4,E4-6	Shady Island Trl. . . . . B2	Sweetwater Ct . . . . . G19	Yellowstone Trl . . . . . G8-10,F11-12
Brentridge Dr . . . . . E3-4,F4	Echo Rd . . . . . E-F10	Hazeltine Blvd. . . . . G11	Hazeltine Blvd. . . . . G11	Oak Leaf Trl. . . . . G6	Shady Ln . . . . . C20,D20	Sweetwater Curve . . . . . G19,F19-20	
Brynmaur Pl . . . . . F3	Edgewood Rd. . . . . D3-6	High Pointe Rd . . . . . G12	High Pointe Rd . . . . . G12	Oak Ridge Cir . . . . . D6	Shore Rd . . . . . E18	Sylvan Ln . . . . . E6	
Burlwood Ct. . . . . G6	Elbert Point . . . . . F20	Hillendale Rd . . . . . F15,G15	Hillendale Rd . . . . . F15,G15	Oak St. . . . . F13	Shorewood Ln . . . . . E10	Teal Cir . . . . . D8	
Cajed Ln . . . . . F-G4	Elder Turn . . . . . F11	Holly Ln . . . . . G16-17	Holly Ln . . . . . G16-17	Oakview Ct . . . . . G12	Shorewood Oaks Dr . . . . . G6	Tee Trl. . . . . G10	
Cardinal Dr . . . . . G14	Elmridge Cir. . . . . D5	Howards Point Rd. . . . . C-F3	Howards Point Rd. . . . . C-F3	Old Market Rd . . . . . D-E19	Sierra Cir . . . . . G20	Tiffany Ln . . . . . E17	
Carrie Ln . . . . . D18				Orchard Cir . . . . . D7		Timber Ln . . . . . E11	



# SHOREWOOD COMMUNITY PROFILE

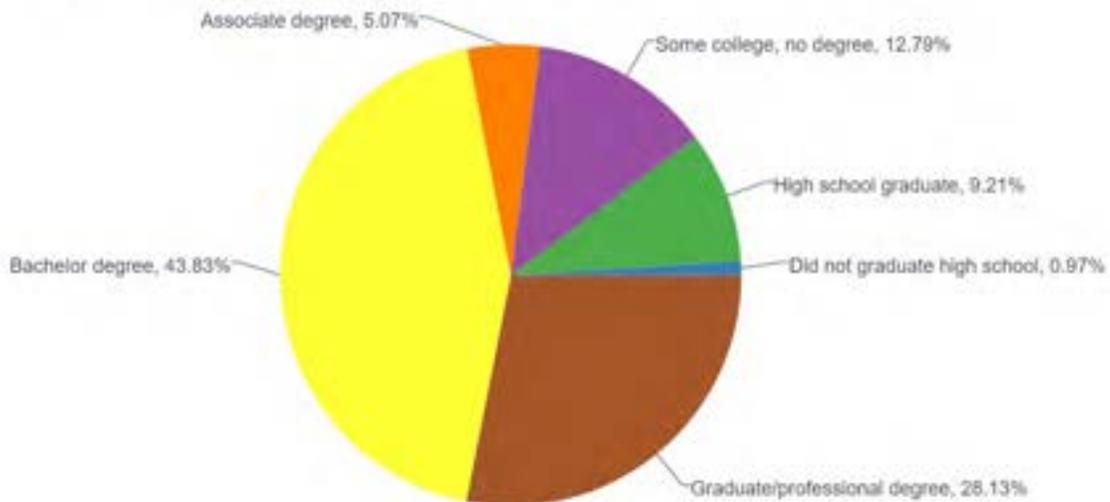
## Population and Households in Shorewood



Click a population column for the mix of population in households and population in group quarters (not available for forecast years).

Sources: U.S. Census Bureau Decennial Census, Metropolitan Council Annual Estimates, and Metropolitan Council Forecasts.

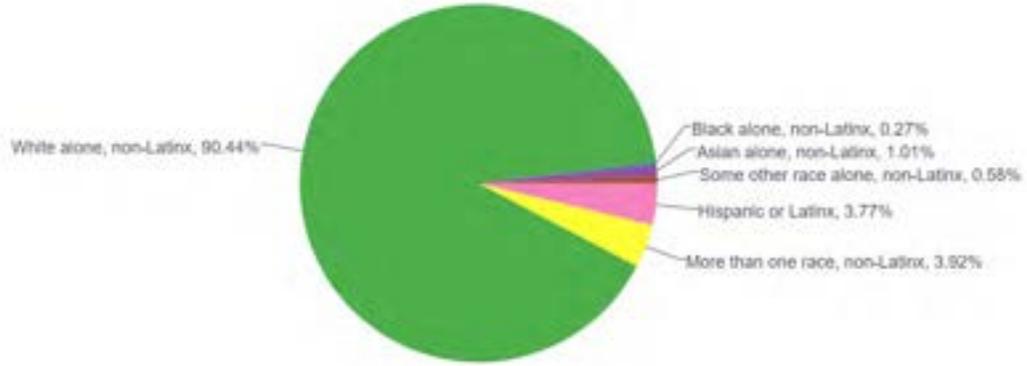
## Highest Level of Education Attained by Shorewood Residents



Source: U.S. Census Bureau Decennial Census or American Community Survey.

# SHOREWOOD COMMUNITY PROFILE

## Population by Race and Ethnicity in Shorewood



Source: U.S. Census Bureau Decennial Census or American Community Survey.

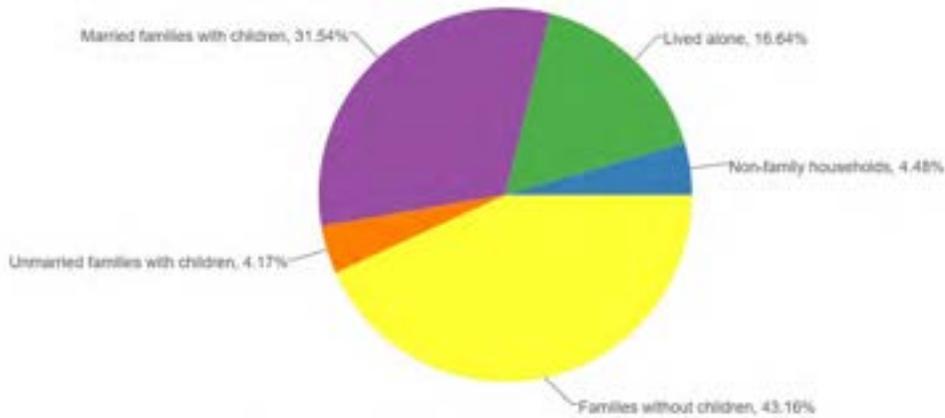
## Median Household Income in Shorewood (in \$000s)



Source: U.S. Census Bureau Decennial Census and American Community Survey

# SHOREWOOD COMMUNITY PROFILE

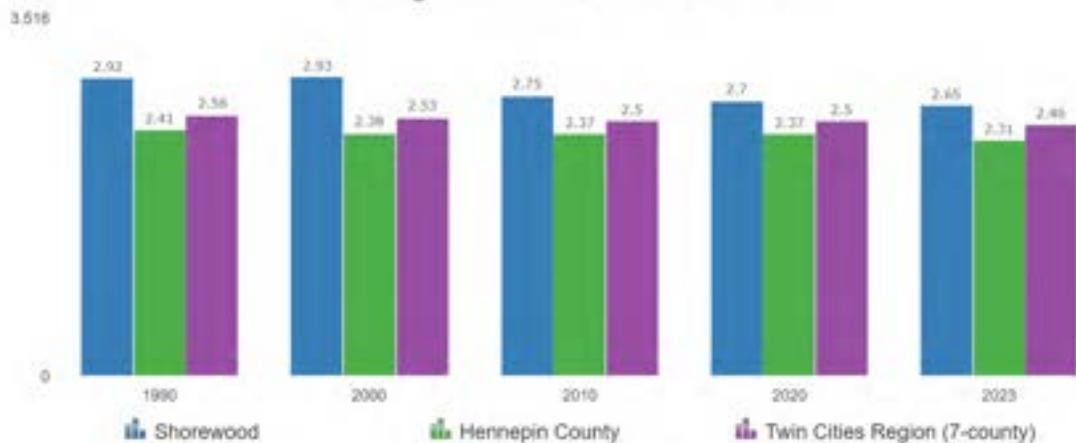
## Household Type in Shorewood



The Census Bureau started classifying same-sex married couples as married in the 2009-2013 ACS release; previously, it had treated them as unmarried partners. Use caution when comparing household type categories in pre-2013 and 2013-onward ACS releases as well as in the 2010 and 2020 Census data.

Source: U.S. Census Bureau Decennial Census or American Community Survey.

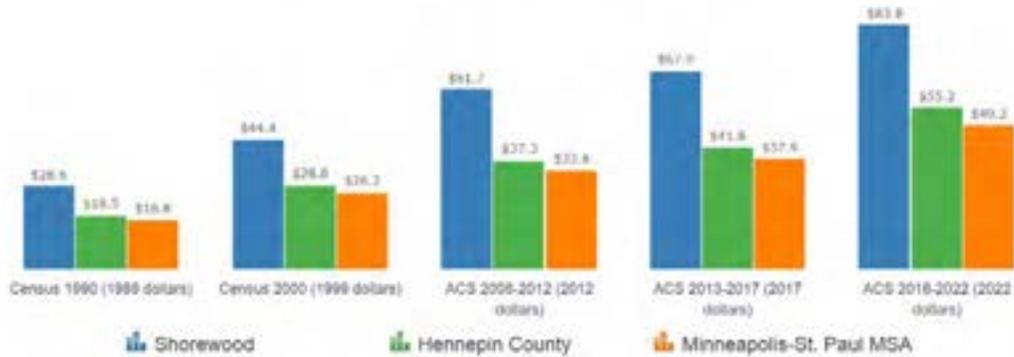
## Average Household Size in Shorewood



Sources: U.S. Census Bureau Decennial Census and Metropolitan Council Annual Estimates.

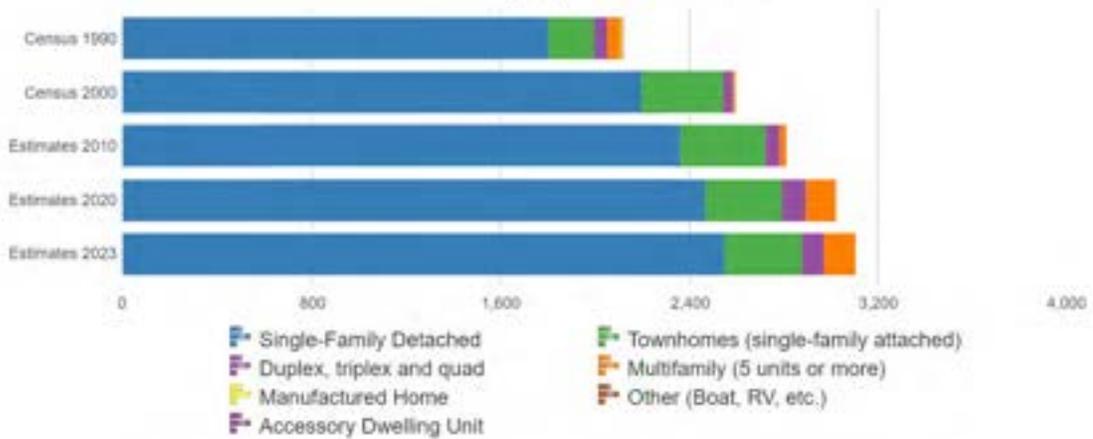
# SHOREWOOD COMMUNITY PROFILE

Per Capita Personal Income in Shorewood  
(in \$000s)



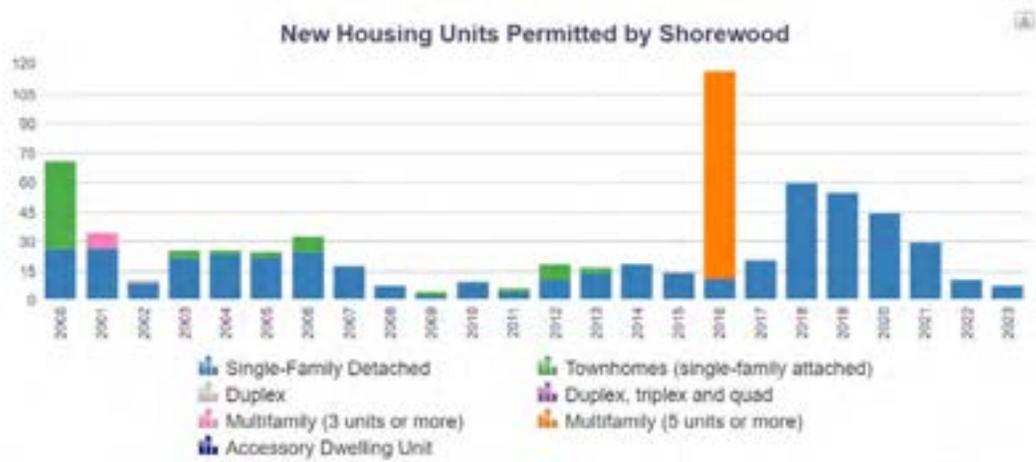
Source: U.S. Census Bureau Decennial Census and American Community Survey

Housing Type in Shorewood



Source: U.S. Census Bureau Decennial Census and Metropolitan Council Housing Stock Estimates.

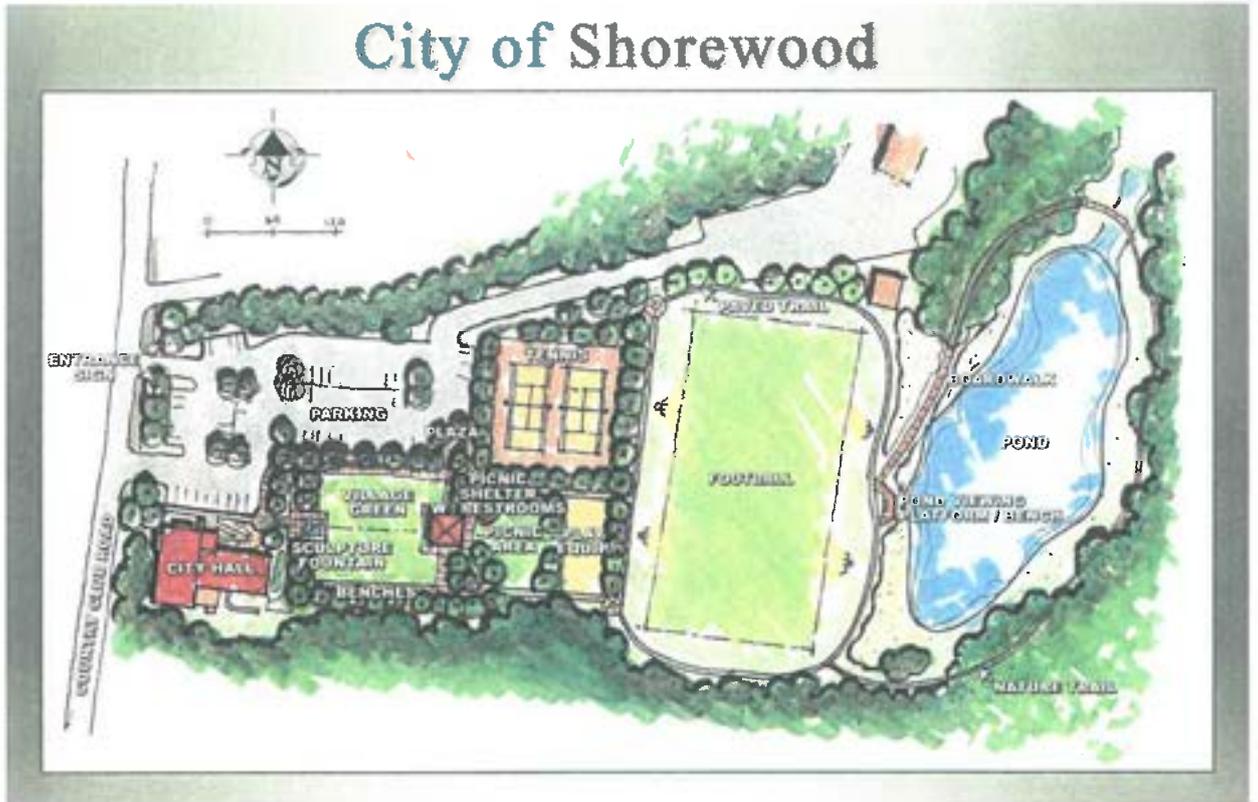
# SHOREWOOD COMMUNITY PROFILE



Note: Between 2003 & 2004 housing unit type definitions changed: Duplex category was expanded to include duplex, triplex and quad, and the definition of multifamily changed from 3 or more units to 5 or more units.  
 Source: Metropolitan Council Residential Building Permit Survey

# PARKS MASTER PLAN UPDATE

## City of Shorewood



*Shorewood, Minnesota*

June 9, 2009  
Project No. 14358.000

**TKDA**

ENGINEERING • ARCHITECTURE • PLANNING

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        Meeting Notes

        Concept Drawings

# Parks Master Plan Update

## City of Shorewood

June 9, 2009

### OVERVIEW

The City of Shorewood completed a Master Plan for its parks in 2002. The community is nearly fully developed and is not planning to add new park sites. The existing parks are considered adequate in size and location to meet the future needs of the community. This update to the City's Master Plan for its parks focuses on taking a fresh look at five of the City's parks and includes a Master Plan for each park. The City will implement the Master Plans in a phased approach as resources are available to achieve the communities' ultimate, long-term development goals for each of the parks. The master plans for each of the parks create a framework that allows the City to develop its parks in manageable phases. The master plans also provide a basis for the City to apply for different avenues of funding from outside sources.

The five parks reviewed under the Master Plan Update study include Badger Park, Freeman Park, Cathcart Park, Manor Park, and Silverwood Park. In addition to looking at these parks individually, the study looked at how the different parks work together to provide the community with desired overall park system recreational facilities. Design elements were identified that could be repeated throughout the park system to help develop visual continuity and create an identifiable image for the City of Shorewood park system. These elements are described under Unifying Elements following this section of the report.

The Master Plan Update study also included development of a building prototype that could be used in all of the parks to provide architectural continuity throughout the entire park system.

Concept level itemized cost estimates were developed for each of the parks to assist in developing budgets and making informed decisions for phased development of the park system.

### PLANNING PROCESS

Park planning efforts were facilitated by the following process:

- Initial kickoff meeting and parks tour with several members from the Park Commission and City staff.
- Evaluation of existing park facilities and development of initial concepts/options for potential future park development and for park structure prototype.
- First Park Commission Meeting to review concepts and options to determine the preferred direction for master plan development in the different parks and for a park structure prototype.

- Refinement of master plan graphics and park structure prototype to reflect input from first Park Commission Meeting. Development of concept level estimate of probable construction cost.
- Second Park Commission Meeting to review refined concepts, park structure prototype, and cost estimates.
- Finalize master plan graphics, park structure prototype, cost estimates, and develop narrative of Park Master Plan Updates to include as an appendix to City Park Master Plan document reflecting input from the Park Commission Meetings.
- Provide City with electronic copy of park graphics, park structure prototype, cost estimates, narrative, and one set of full sized boards of park plans and park structure prototype for public display.

### UNIFYING ELEMENTS FOR THE SHOREWOOD CITY PARK SYSTEM

Several park design elements were identified during the planning process that could be repeated throughout the park system to develop visual continuity and create an identifiable image for the City of Shoreward park system and are listed below.

- Central gathering spaces - a place to identify as the focus of each of the parks (Central Lawn, Village Green, Gathering Plaza, etc.). This would be the one place in each park that a visitor would identify as the space to meet someone.
- Park structures – common design theme and materials for all structures including picnic structures, warming shelters, restrooms, etc.
- Entrance signs – common design theme and materials for all park signage, with an emphasis on substantial, solid looking entrance signs using the same materials as in the park buildings, including the type of stone used on the renovated City Hall.
- Community gardens.
- Trails/walks to define and connect spaces.
- Trees and plantings to define and reinforce park spaces.
- Emphasis on native plantings and green design.
- Each park to develop its own signature species of tree(s) in a significant portion (central gathering space) of the park, to identify that park as the one with the tall white pines, the grand old oak trees, the sun dappled aspens and birches, etc.

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## BADGER PARK

### Background

Badger Park, located adjacent to the Shorewood City Hall, is somewhat centrally located within the City. It currently provides facilities for football, a warming house for hockey and free skating, play equipment, and two tennis courts. It was determined during the initial kickoff meeting that the football field should remain in this park due to recent investments in the field and lighting system, and the high use and popularity of this facility. Kickoff meeting attendees indicated that there could potentially be more flexibility in the retention or reconfiguration of the other park facilities. The warming shelter needs maintenance or replacement if skating remains in this park.

The Park Commission also noted that a key issue for Badger Park is connecting the Park to the City Hall, including physical connections as well as creating a unifying aesthetic between the park and City Hall.

### Concept Plan Review

Two concepts were developed and presented at the Park Commission Meetings.

**Concept A** retained all the major recreation components in their current locations (football, hockey and tennis), and focused on developing the spaces in between and adjacent to the major components to provide trails, walks, and spaces for gathering and social interaction.

**Concept B** retained the football field in its current location, but rearranged the rest of the park to provide a strong connection to the adjacent City Hall and created a civic campus that could facilitate community gathering and uses for more passive recreation activities than currently exist in the primarily active recreation venues of the existing park. A "Village Green" was developed in the area currently occupied by the tennis courts to provide a more open and inviting entrance to the park from the City Hall. The tennis courts and play equipment were moved to new locations, a new picnic /warming shelter was proposed, with free skating indicated in the Village Green area. Hockey was deleted from the recreation facilities offered at this site. Trails are included to provide a looped walking trail connecting the active and passive recreation areas of the park.

**The Park Commission recommended Concept B** with modifications including removal of skating entirely from this site and providing the hockey and free skating at Freeman Park. The warming shelter would also be removed and a picnic shelter/restroom provided at Badger Park. The plaza area creates a strong connection between the City Hall and Badger Park. The concept includes signage near the City Hall entry that provides information about the park as well as City Hall. It also includes creation of a buffer between the park and adjacent businesses to the north, as recommended by the Park Commission.

### Final Master Plan Summary

The Badger Park Master Plan provides a variety of spaces and recreation facilities that offer opportunities for both active and passive recreation. A primary feature of the design is a "Village Green"

at the City Hall side of the park that can serve as a gathering space for the community and a front yard for both the park and City Hall. The Park Master Plan includes the following components:

- A "Village Green" that visually connects the City Hall to the Park and provides opportunity for a community gathering area.
- Concrete and decorative paver walkways/plaza areas under a colonnade of shade trees to define the Village Green space.
- Benches looking into the Village Green from the surrounding walk/plaza areas encourage socializing and leisure activities.
- A picnic shelter with restrooms forms a focal point on axis at the east end of the Village Green and incorporates the natural stone of City Hall to visually tie the design together.
- A sculpture and/or water feature is shown opposite the shelter on axis at the west end of the Village Green and may also incorporate the City Hall stone into its design.
- A picnic area is provided just east of the picnic shelter/restrooms.
- Play equipment is located just to the east of the picnic area.
- Two tennis courts north of the picnic and play equipment areas.
- Existing, lighted football field will remain in its current location.
- Bituminous paths to connect spaces and help define different park use areas.
- Pond viewing platform with a bench for observing wildlife.
- Boardwalk and woodchip trail to provide a varied walking experience and access to the more natural areas of the park.
- Use of tree plantings to define the various park activity areas.
- Common design entrance signs at entrance to park/City Hall campus.
- Landscaping along north side of property to provide a green screen between the park and the businesses to the north.
- Site lighting and signage

# City of Shorewood



## Badger Park Master Plan

**Badger Park**  
**City of Shorewood**  
**Master Plan Improvements**  
**Concept Level Estimate of Probable Construction Cost**  
TKDA Project No. 14358-000  
9-Jun-09

<u>Description:</u>	<u>Unit:</u>	<u>Quantity:</u>	<u>Unit cost:</u>	<u>Total:</u>
Misc. Removals / Demolition	LS	1	20,000	20,000
Site Grading/soils correction	LS	1	100,000	100,000
Concrete curb and gutter	LF	100	15	1,500
Bituminous parking lot patching	SF	1,000	3	3,000
Bituminous Trail	LF	1,600	20	32,000
Concrete walks/plaza areas/stairs	SF	3,000	5	15,000
Decorative paver walks/plaza areas	SF	3,000	8	24,000
Wood Chip Trails	LF	700	8	5,600
Boardwalks	LF	200	300	60,000
Wood viewing platforms	LS	1	10,000	10,000
Tennis Courts	EA	2	60,000	120,000
Picnic Shelter/Restrooms w/ stone (Type C)	EA	1	240,000	240,000
Utility services	LS	1	20,000	20,000
Entrance & Misc. Signage	LS	1	25,000	25,000
Misc. Site Furnishings (Benches/Tables, etc.)	LS	1	20,000	20,000
Play Equipment Allowance	LS	1	100,000	100,000
Landscaping Allowance	LS	1	50,000	50,000
Sculpture/Fountain Allowance	LS	1	100,000	100,000
Storm water management	LS	1	15,000	15,000
Site restoration	LS	1	20,000	20,000
<b><u>Optional Items</u></b>				
Tennis court Lighting Allowance (optional)	LS	1	30,000	30,000
Misc. Site Lighting Allowance (optional)	LS	1	100,000	100,000
Information Kiosk (optional)	EA	1	20,000	20,000
<b>Total:</b>				<b>1,131,100</b>

**Note:** Above figures are planning level estimates in 2009 dollars for construction costs only. They do not include design fees, permits, material testing, etc., and should be adjusted annually to reflect changes in construction costs due to inflation.

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## FREEMAN PARK

### Background

Freeman Park is the City's largest park and provides a range of activities from picnicking to sporting venues and is the site of the City's popular "Music in the Park" festival. Eddy Station, centrally located in the northern quadrant of the park, is designed as a multiuse building and includes restrooms, concessions, a picnic shelter, storage, and provisions to serve as a warming shelter (although not used for this purpose yet). This northern portion of the park is heavily used for sporting events, but lacks elements to help define spaces and provide a human scale to the use areas. One suggestion during the kickoff meeting was to remove one of the softball fields, provide a venue for winter activities, and utilize Eddy Station as a warming shelter.

The central area of the park, located within a grove of trees, is very popular for picnicking and functions well in its current condition. The southern portion of the park is reserved primarily for organized sports organizations such as little league baseball. Community gardens are planned for an open area south of the little league field area.

### Concept Plan Review

A concept plan was developed for the northern portion of the park and presented at the Park Commission Meetings. Shade trees were proposed to help break up large expanses of sports fields into more comfortable human sized spaces and to provide shade for spectators and players. Trees were placed around the edges of the lawn space on the west side of Eddy Station to provide better definition of this space as the central gathering area of the northern portion of the park, and to block the low western sun from shining in the eyes of the musicians when performing from the picnic shelter portion of Eddy Station. Several picnic shelters have been added to the perimeter of this space to provide a greater diversity of recreation opportunities to this primarily sports-focused area of the park.

The softball field on the north side of Eddy Station has been removed and replaced with hockey, free skating/open lawn area, and a pair of tennis courts. Landscaping that emphasizes restoration of different specific plant communities is proposed around the perimeter where the existing bituminous trail is located. An entrance plaza off of the LRT bike trail welcomes visitors that arrive by bicycle or on foot.

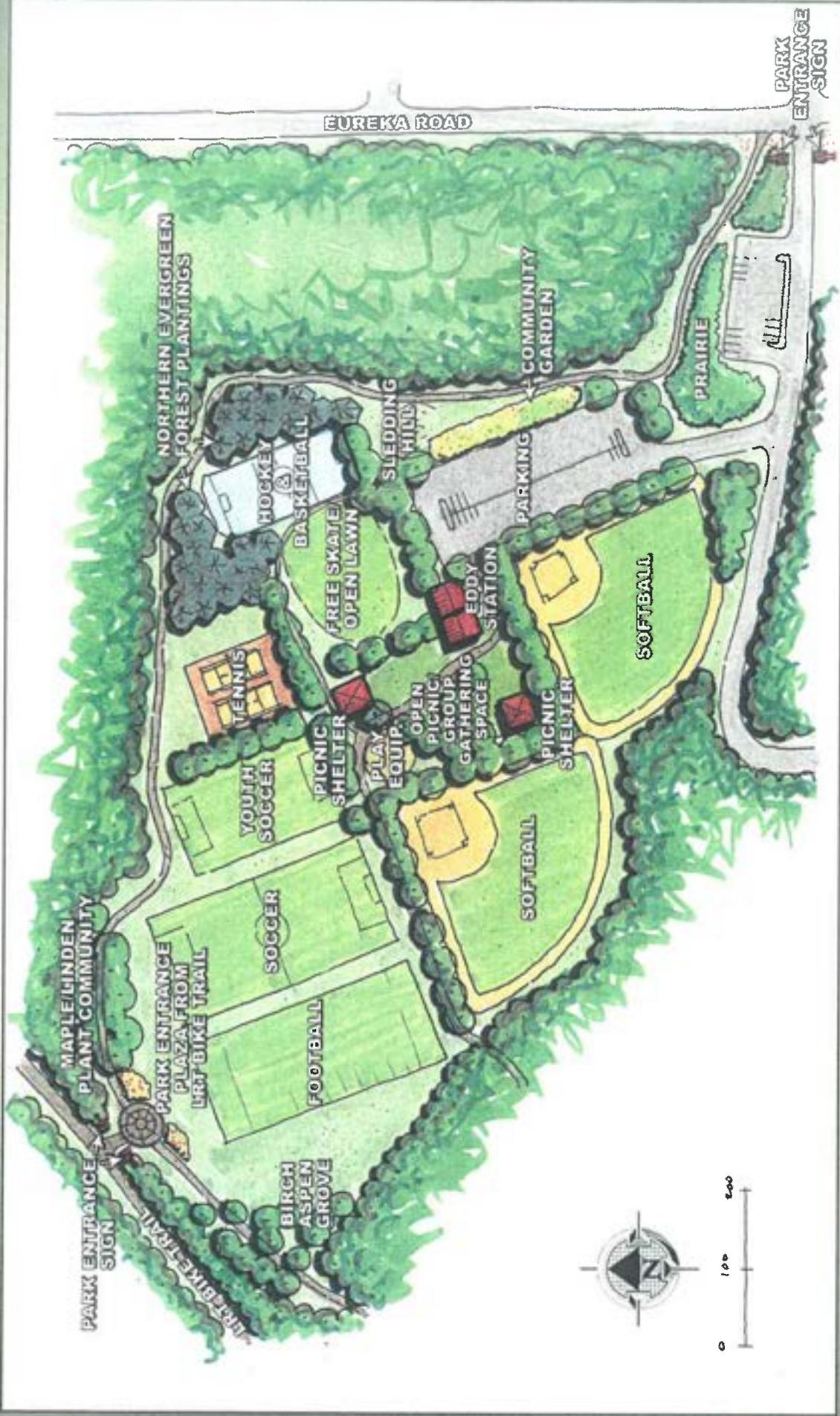
Following review of the concept plan, the Park commission recommended providing space for a community garden next to the parking lot (where the oak/savanna plant community was noted), providing multiuse of the hockey rink by also using the area for basketball in the summer, and adding a bituminous trail from the parking lot to basketball and tennis areas.

### Final Master Plan Summary

The Freeman Park Master Plan increases the variety of recreation facilities offered for both summer and winter visitors. It focuses on more clearly defining use areas, and specifically further developing the space on the west side of Eddy Station as an identifiable central gathering space for the northern portion of the park. The Park Master Plan includes the following components in the north portion of the park:

- A well-defined space through tree plantings and picnic shelter placement on the west side of Eddy Station to serve as the “Central Lawn” and focal point of the northern part of the park.
- Two new picnic shelters to increase picnicking and leisure activities in the park.
- Combination hockey rink and basketball facility.
- Free skate/open lawn area.
- Sliding hill.
- Two new tennis courts.
- Community gardens.
- Bituminous paths.
- Park entrance plaza from LRT bike trail.
- Common design entrance signs at entrance to park from LRT bike trail and from Eureka Road.
- Specific plant community restoration along existing perimeter trail.
- Shade tree plantings to define major use areas.
- Retention of two existing softball fields, youth soccer field, soccer field, and football field.

# City of Shorewood



# Freeman Park Master Plan

**Freeman Park****City of Shorewood****Master Plan Improvements****Concept Level Estimate of Probable Construction Cost**

TKDA Project No. 14358-000

9-Jun-09

<u>Description:</u>	<u>Unit:</u>	<u>Quantity:</u>	<u>Unit cost:</u>	<u>Total:</u>
Misc. Removals / Demolition	LS	1	20,000	20,000
Site Grading & Soil Correction	LS	1	100,000	100,000
Concrete walks/plaza areas	SF	500	5	2,500
Concrete for hockey rink/basketball	SF	17,000	5	85,000
Dasher boards for hockey rink	LS	1	60,000	60,000
Tennis Courts	EA	2	60,000	120,000
Basketball Court Appurtenances	LS	1	20,000	20,000
Picnic Shelters (Type A)	EA	2	100,000	200,000
Entrance & Misc. Signage	LS	1	30,000	30,000
Misc. Site Furnishings (Benches/Tables, etc.)	LS	1	20,000	20,000
Landscaping Allowance	LS	1	50,000	50,000
Storm water management	LS	1	15,000	15,000
Site restoration	LS	1	20,000	20,000
<b><u>Optional Items:</u></b>				
Add Stone to Picnic Shelters (Type A) (optional)	EA	2	10,000	20,000
Lighting for hockey rink (optional)	LS	1	40,000	40,000
Tennis court lighting (Optional)	LS	1	30,000	30,000
Misc. Site Lighting Allowance (optional)	LS	1	50,000	50,000
Information Kiosk (optional)	EA	1	20,000	20,000
<b>Total:</b>				<b>902,500</b>

**Note:** Above figures are planning level estimates in 2009 dollars for construction costs only. They do not include design fees, permits, material testing, etc., and should be adjusted annually to reflect changes in construction costs due to inflation.

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## CATHCART PARK

### Background

Cathcart Park is located in the City of Chaska at the southwest Shorewood border. The Park is heavily used for little league baseball in the summer and for hockey and free skating in the winter. Sewer service is not available at this site so rest room facilities with portable toilets will need to be provided. There is a parking deficiency at this site during little league games. At the kickoff meeting it was stated that major reconfiguration of spaces would be acceptable; provided that the general open space character of the park and the existing recreation facilities were provided with the new layout. In addition, the shelterbelt along the southern portion of the park should be retained.

### Concept Plan Review

Two concepts were developed and presented at the Park Commission Meetings.

**Concept A** retained the parking (with increased capacity) and little league field in their current locations, shifted hockey to the west to provide more parking, a lawn area for free skating beyond the little league field, added an additional tennis court, provided court games between hockey and tennis; and worked picnicking, play equipment, community gardens, and lawn games into the southern portion of the site.

**Concept B** shifted parking (with increased capacity) to the east edge of the park along Church Street and rearranged the little league field and free skate area. The layout of the remaining park components was similar to Concept A.

Following review of the concept plans, **the Park commission recommended the general layout of Concept A** with several modifications:

- Shift the hockey rink to the south towards the tennis courts and eliminate the designated court games area.
- Provide basketball in the hockey rink area in the summertime.
- Reconfigure the parking in a free flowing alignment and extend into the space north of the hockey rink.
- Provide screening of the community gardens from residents to the south.
- Arrange the community gardens into pods to provide spaces in between for resident access to the park.

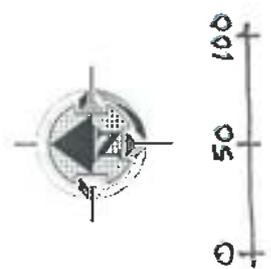
### Final Master Plan Summary

The Cathcart Park Master Plan provides the following park components:

- Little league baseball field in its current location.
- Realigned increased capacity parking for 50 cars.
- Combination hockey rink/basketball court facility.

- Free skate area beyond the little league outfield area (helps preserve field turf quality).
- Warming shelter without plumbing in close proximity to parking, free skate, hockey, and portable toilets.
- Portable toilet within screen fence.
- Two tennis courts.
- Play equipment area in close proximity to picnic area.
- Picnic shelter and picnicking area nestled into existing shelterbelt.
- Bocce ball, shuffleboard, and horseshoes nestled between rows of shelterbelt trees.
- Community gardens on south side of shelterbelt.
- Common design entrance signs at entrance to park.
- Bituminous paths to connect spaces and help define different park use areas.
- Use of tree plantings to define the various park activity areas.

# City of Shorewood



# Cathcart Park Master Plan

**Cathcart Park**  
**City of Shorewood**  
**Master Plan Improvements**  
**Concept Level Estimate of Probable Construction Cost**  
TKDA Project No. 14358-000  
9-Jun-09

<u>Description:</u>	<u>Unit:</u>	<u>Quantity:</u>	<u>Unit cost:</u>	<u>Total:</u>
Misc. Removals / Demolition	LS	1	20,000	20,000
Site Grading & soil correction	LS	1	100,000	100,000
Concrete curb and gutter	LF	1,000	15	15,000
Bituminous parking lot	SF	20,000	3	60,000
Bituminous Trail	LF	1,600	20	32,000
Concrete walks/plaza areas	SF	1,000	5	5,000
Concrete for hockey rink/basketball	SF	17,000	5	85,000
Dasher boards for hockey rink	LS	1	60,000	60,000
Basketball Court Appurtenances	LS	1	20,000	20,000
Warming Shelter (no plumbing) (24' x 24')	LS	1	150,000	150,000
Screen fence for portable toilets	LS	1	2,500	2,500
Tennis Courts	EA	2	60,000	120,000
Picnic Shelter (Type A)	EA	1	100,000	100,000
Play equipment allowance	EA	1	100,000	100,000
Entrance & Misc. Signage	LS	1	25,000	25,000
Misc. Site Furnishings (Benches/Tables, etc.)	LS	1	10,000	10,000
Landscaping Allowance	LS	1	30,000	30,000
Storm water management	LS	1	15,000	15,000
Site restoration	LS	1	20,000	20,000
<b><u>Optional Items:</u></b>				
Add stone to warming shelter (optional)	LS	1	15,000	15,000
Add stone to picnic shelter (optional)	LS	1	10,000	10,000
Lighting for hockey rink (optional)	LS	1	40,000	40,000
Lighting tennis courts (optional)	LS	1	30,000	30,000
Misc. Site Lighting Allowance (optional)	LS	1	50,000	50,000
<u>Information Kiosk (optional)</u>	EA	1	20,000	20,000
<b>Total:</b>				<b>1,134,500</b>

**Note:** Above figures are planning level estimates in 2009 dollars for construction costs only. They do not include design fees, permits, material testing, etc., and should be adjusted annually to reflect changes in construction costs due to inflation.

## MANOR PARK

### Background

Manor Park serves the function of a community park for the eastern portion of the City. The pond is popular for skating in the winter, and provides a visual amenity in the summer, although geese and odors have been a problem at times. MCES would be interested in using this park in the summer for educational activities if indoor plumbing was available at the warming shelter. The existing shelter is undersized and in need of renovation or replacement. At the kickoff meeting, it was indicated that a central gathering plaza may be desirable at this park. The Park Commission members also noted that the location proposed for community gardens at the northwest corner of the park is controversial. The existing tennis courts are in need of renovation.

### Concept Plan Review

A concept plan was developed for Manor Park and presented at the Park Commission Meetings. The emphasis of the concept plan was to develop a central lawn space that would serve as the focal point for the park, around which all other park elements would be organized. A new multipurpose building with warming, picnic, and restroom facilities fronts on the central lawn in one direction, and looks out over the pond in another direction. A plaza space and terraced outdoor classroom area also border the central lawn. A play equipment area and two tennis courts enclose the central lawn on the north side. Views to the pond are left open from the central lawn. The plaza area provides access from the reconfigured, increased capacity, parking lot to the central lawn and the park shelter. A bituminous trail is added to connect and define park spaces. Community gardens are shown to the west of the tennis courts. The existing softball field location is retained.

Following review of the concept plan, the Park commission recommended using the general layout shown with several modifications. Eliminate the pond overlook structure and use this area to provide paved access to the pond for ice maintenance during the winter. Move the community gardens to the south side of the softball field and provide screen plantings between the gardens and Manor Drive. Provide an aeration fountain in the pond during the summer and pond lighting for ice-skating.

### Final Master Plan Summary

The Manor Park Master Plan provides the following park components:

- Multipurpose park building with restrooms, warming shelter, and covered picnic space with views of the pond and the central lawn.
- Central lawn space to serve as organizational hub of park plan components.
- Plaza/gathering area.
- Outdoor classroom space with terraced hillside seating.
- Reconfigured parking for 30 vehicles.

- New play equipment.
- Two tennis courts.
- Pond for free skate/pond hockey with lighting.
- Aeration fountain for pond in summer.
- Community gardens.
- Common design entrance signs at entrance to park.
- Bituminous paths to connect spaces and help define different park use areas.
- Use of tree plantings to define the various park activity areas.
- Buffer plantings around pond for geese control.

# City of Shorewood



## Manor Park Master Plan

**Manor Park**  
**City of Shorewood**  
**Master Plan Improvements**  
**Concept Level Estimate of Probable Construction Cost**  
TKDA Project No. 14358-000  
9-Jun-09

<u>Description:</u>	<u>Unit:</u>	<u>Quantity:</u>	<u>Unit cost:</u>	<u>Total:</u>
Misc. Removals / Demolition	LS	1	20,000	20,000
Site Grading & Soil Correction	LS	1	100,000	100,000
Concrete curb and gutter	LF	500	15	7,500
Bituminous parking lot	SF	17,000	3	51,000
Bituminous Trail	LF	3,000	20	60,000
Concrete walks/plaza areas	SF	12,000	5	60,000
Warm./Picnic Shelter w/ Restrooms (Type D)	LS	1	300,000	300,000
Utility services	LS	1	20,000	20,000
Tennis Courts	EA	1	60,000	60,000
Play Equipment Allowance	LS	1	100,000	100,000
Outdoor Theater/Classroom w/ stone slab seating	LS	1	50,000	50,000
Aeration fountain	LS	1	15,000	15,000
Misc. Signage	LS	1	20,000	20,000
Information Kiosk (optional)	EA	1	20,000	20,000
Misc. Site Furnishings (Benches/Tables, etc.)	LS	1	10,000	10,000
Landscaping Allowance	LS	1	40,000	40,000
Storm water management	LS	1	15,000	15,000
Site restoration	LS	1	25,000	25,000
<b><u>Optional Items:</u></b>				
Add stone to warming shelter (optional)	LS	1	30,000	30,000
Pond lighting for skating (optional)	LS	1	40,000	40,000
Lighting tennis courts (optional)	LS	1	25,000	25,000
Misc. Site Lighting Allowance (optional)	LS	1	50,000	50,000
Information Kiosk (optional)	EA	1	20,000	20,000
<b>Total:</b>				<b>1,138,500</b>

**Note:** Above figures are planning level estimates in 2009 dollars for construction costs only. They do not include design fees, permits, material testing, etc., and should be adjusted annually to reflect changes in construction costs due to inflation.

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## SILVERWOOD PARK

### Background

Silverwood Park is a small neighborhood park in the eastern portion of the City. It's the City's one park that has any significant hills, and is therefore popular for winter sledding and for the slide that's built into the hillside. The slide does not meet current safety standards and needs to be removed or rebuilt to meet today's standards. City sewer is not available at this site so portable toilets will need to be utilized.

### Concept Plan Review

A concept plan was developed for Silverwood Park and presented at the Park Commission meetings. A more geometrically defined central lawn/open play area was shown at the base of the hill, with the play equipment, renovated court surface, pond overlook, and picnic shelter bordering the lawn area. The plan notes that the slide and stairs need to be rebuilt. New bituminous trails with benches are proposed to provide an accessible route to the top of the hill to capitalize on views from this vantage point. Additional woodchip trails through the woods extend to the northeast to provide community connections in that direction. A portable toilet was shown on the west side of the parking lot.

Following review of the concept plan, the Park commission recommended using the general layout shown with several modifications:

- Move the picnic shelter to the parking lot side of the central lawn area.
- Add a nature trail with benches along the pond and connect to the trail on top of the hill to provide a looped trail experience.
- Move the portable toilets to be a minimum of 50' away from the well house.

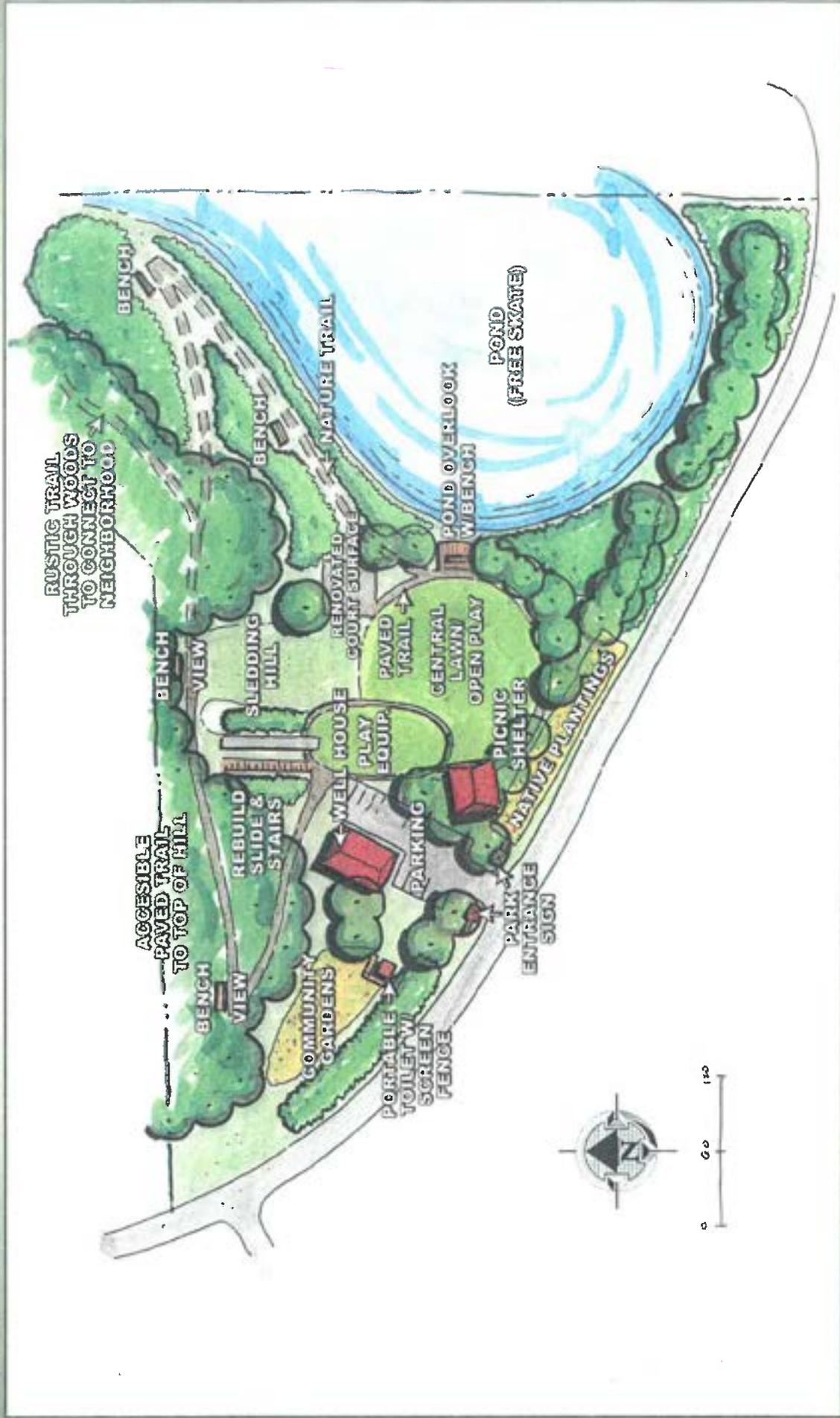
### Final Master Plan Summary

The Silverwood Park Master Plan provides the following park components:

- A Central lawn/open play area forms the basic structure for the developed portion of the park.
- Picnic shelter.
- Pond overlook with bench.
- Community gardens screened from Covington Road.
- Rebuilt slide and stairs.
- Play equipment.
- Portable toilets with screen fence.
- Common design entrance sign at entrance to park.

- Bituminous paths with benches to provide access to top of hill, connect spaces, and help define different park use areas
- Woodchip trails with benches provide a varied walking experience, access to the more natural areas of the park, and park access for residents to the northeast
- Use of tree plantings to define the various park activity areas

# City of Shorewood



# Silverwood Park Master Plan

**Silverwood Park**  
**City of Shorewood**  
**Master Plan improvements**  
**Concept Level Estimate of Probable Construction Cost**  
 TKDA Project No. 14358-000  
 9-Jun-09

<u>Description:</u>	<u>Unit:</u>	<u>Quantity:</u>	<u>Unit cost:</u>	<u>Total:</u>
Misc. Removals / Demolition	LS	1	10,000	10,000
Site Grading	LS	1	20,000	20,000
Bituminous Trail	LF	1,000	20	20,000
Concrete walks/plaza areas	SF	500	5	2,500
Wood Chip Trails	LF	2,000	8	16,000
Wood viewing platforms	LS	1	10,000	10,000
Play equipment & hillside slide/stairs allowance	EA	1	100,000	100,000
Renovate Court Surface	LS	1	2,000	2,000
Screen fence for portable toilets	LS	1	2,500	2,500
Picnic Shelter (Type A)	EA	1	100,000	100,000
Misc. Signage	LS	1	20,000	20,000
Misc. Site Furnishings (Benches/Tables, etc.)	LS	1	10,000	10,000
Landscaping (allowance)	LS	1	15,000	15,000
Storm water management	LS	1	10,000	10,000
Site restoration	LS	1	8,000	8,000
<b><u>Optional Items:</u></b>				
Add Stone to Picnic Shelter (optional)	EA	1	10,000	10,000
Misc. site lighting allowance (optional)	LS	1	25,000	25,000
Information Kiosk (optional)	EA	1	20,000	20,000
<b>Total:</b>				<b>401,000</b>

**Note:** Above figures are planning level estimates in 2009 dollars for construction costs only. They do not include design fees, permits, material testing, etc., and should be adjusted annually to reflect changes in construction costs due to inflation.

## PARK STRUCTURES BUILDING PROTOTYPE

### BACKGROUND

The Shorewood Park Commission wants to create a building prototype that can be used in all of the parks to provide architectural continuity throughout the entire park system. This template would include a common design theme and materials for all structures including picnic structures, warming shelters, restrooms, etc. The buildings would need to be durable, vandal resistant, and easy to clean and maintain. The Commission is envisioning a “timeless look” that reinforces the images of the City such as “natural, trees, lakes, rural flavor, etc.” The Commission expressed a preference for the visual warmth that natural wood provides, but were concerned with durability and maintenance of this material.

### CONCEPT PLAN REVIEW AND PROTOTYPE SELECTION

Two series of concepts were developed and presented at the Park Commission Meetings.

The Concept A Series utilized a more compact, square footprint with a hipped roof. The Concept B Series illustrates a more linear, expansive footprint with gabled rooflines. Both series incorporated the use of cost effective, durable materials. Design cues were taken in part from historic structures of state and national parks of the WPA era. These structures used materials of the land, often times with foundations and columns consisting of heavy stone and masonry construction, and an abundant amount of heavy timber for the framing and roofs. Both concepts emphasize strong sheltering rooflines and solid masonry or stone base.

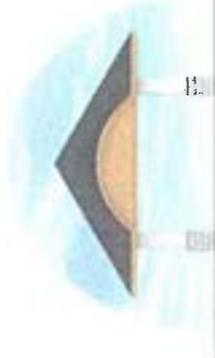
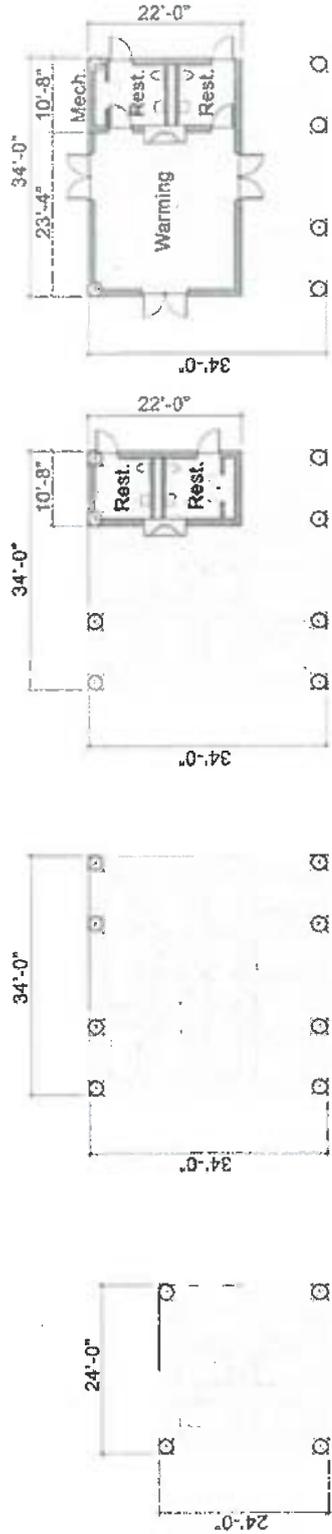
Exact replicas of these structures would be quite expensive in today’s construction climate, but the visual strength and warmth that they portrayed can be emulated with proper proportions and strategic use of modern construction materials. The proposed structures incorporate integrally colored, rock-faced concrete block on the lower walls and columns to provide a strong foundation. Higher up, the walls switch to a broad band of smooth-face masonry accentuating the heavy masonry base and warm wood roof framing. Natural wood is reserved for the structures’ roof framing and ceilings and fascia for maximum visual impact in a less accessible and less heavy wear area.

Following review of the concept plans, **the Park commission recommended adopting the Concept A Series with several suggestions.** The smaller footprints of the Concept A series was deemed to be more appropriate for Shorewood’s park needs. It was suggested that the stone used in the City Hall renovation be considered on some of the structures. The Park Commission requested that basic structure footprint dimensions be added to the drawings and that each of the structure types be labeled and correspondingly referenced in the cost estimates for each of the parks.

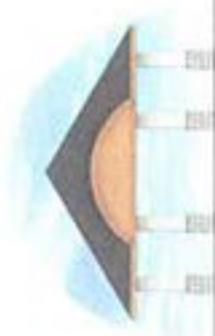
## PARK STRUCTURES BUILDING PROTOTYPE SUMMARY

Two series of graphics were created to show the park structure prototype. The first series uses the integrally colored, rock-faced concrete block on the lower walls and columns. The second series shows natural stone (stone that was used in the City Hall reconstruction) in this same area. The remainder of both images show the same materials being used as proposed in the original concept drawings. Use of the natural stone should be considered at high visibility sites. Use of the rock-faced block may be considered at high vandal prone sites. Two sizes of open picnic shelters are depicted, along with a combination picnic shelter/restroom, and a combination picnic shelter/restroom/warming shelter.

# City of Shorewood



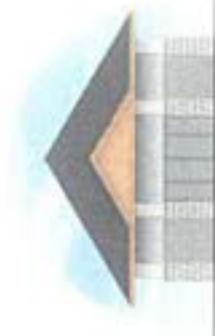
Picnic  
(Type A)



Picnic  
(Type B)



Picnic w/Restrooms  
(Type C)



Picnic w/Restrooms & Warming  
(Type D)

## Park Shelter Concept (with Concrete Block)

Parks Master Plan Update  
City of Shorewood  
June 5, 2009

Park Shelters  
Concept Level Estimate of Probable Construction Cost

<u>Structure Type</u>	<u>With Concrete Block</u>	<u>With Natural Stone</u>
Type A Small Picnic Shelter (24' x 24')	\$100,000	\$110,000
Type B Large Picnic Shelter (34' x 34')	\$175,000	\$190,000
Type C Picnic w/ Restrooms (34' x 34')	\$220,000	\$240,000
Type D Picnic w/ Restrooms & Warming (34' x 34')	\$300,000	\$330,000
Warming Shelter w/out Restrooms (24' x 24') (not shown on graphic)	\$150,000	\$165,000
Optional Fireplace, Add:	\$25,000	

**Note:** Above figures are planning level estimates in 2009 dollars for construction costs only. They do not include design fees, permits, material testing, etc., and should be adjusted annually to reflect changes in construction costs due to inflation.

PLANNING PROCESS MEETING NOTES AND GRAPHICS

# Site Visit Notes

## March 4, 2009

### City of Shorewood Parks

#### General Park Info

- Eddy Station was last major project.
- Looking to improve infrastructure.
- Parks have gone from passive to active use through programming in parks, along with surrounding communities.
- Community garden program.
- Make parks more hangoutable – plaza spaces, etc.
- Music in the parks.
- Look for elements to “tie together” park components/image.
- Image to present in all parks.
- First – short-term improvements – for example, Community Ed will use Manor Park for programming if a new facility with running water is provided.
- Tennis courts need ongoing maintenance.
- Volunteer gardeners get \$100/year for garden at Manor Park.
- Frisbee golf?
- Splash pad? – Freeman Park?
- Fountains?
- Consider use of land on south side of City Hall (house bought for storm water imp.)
- Platform tennis, horseshoes, shuffleboard, volleyball (Manor has one that isn't used/ Freeman has two that are used), bocce ball, chess tables, etc.?
- More demonstrations of natural plantings – rain gardens, prairie restorations, etc.
- Going green types of elements.
- Add recycling.
- Suggest trees and plantings that are wildlife friendly.
- Lots of active recreation provided – consider uses for passive recreation and older users.

#### Park Shelter Info

- Image to present in all parks.
- Easy care/functional / secure.
- Some vandalism at Eddy station – currently spending \$7,000 on re-staining.
- Multifunctional building to accommodate winter and summer uses.
- Restroom/shelter/water/grills/warming house.
- Image: natural/trees/lakes/rural flavor.
- Timeless look.
- Like uplifting feeling of soaring ceiling with laminated wood of Eddy Station picnic overhang vs. low, flat ceiling of Manor Park picnic overhang.
- Like buildings at Lake Minnewashta Park – rough block outside/laminated wood ceilings – low maintenance but looks good.

#### Badger Park

- Like stacked stone look of City Hall.
- Need storage.
- Need to redo pavement around warming shelter.
- Warming shelter suffers from vandalism / needs maintenance and/or new shelter/add picnic shelter with viewing of tot lot.
- High water table complicates construction.
- Heavy team use of hockey rink – could shift rink but lighting should stay (new).
- Free skate area is too small.
- New lighting recently installed at football field and hockey rink.
- Football field – well used by Tonka youth football – leave (would need a really good reason to move).
- Tennis popular – courts well used.
- Existing parking capacity – 80 cars.
- Future of Senior Center Building uncertain.
- Lots of active recreation provided – consider uses for passive recreation and older users.
- Connections to City Hall – plaza area? Interpretation?

### Freeman Park

- So far – no ice at Freeman Park – ice takes a lot of effort – Eddy Station designed to serve as warming shelter if needed – free skate pond?
- Currently use Eddy Station building for MCES.
- “Music in the Park” – bands under picnic shelter with audience on lawn – evening sun in band’s eyes.
- Community gardens planned at south end of Freeman Park at old r/w from Hwy. 7.
- Little league/Babe Ruth fields at south end of park to remain unchanged.
- Wetland restoration study has been done for storm water/water quality improvements in west part of park with woods and trails – plan for this area?
- Perimeter trail connects with regional trail – should it be widened for combo bike/pedestrian use?
- Heavy group picnic use in wooded south picnic area.
- Look at an Option 2 that shows tennis courts, hockey rink, and free skate near Eddy Station.
- Temporary pile of snow informally used as sliding hill – not many hills in Shorewood for sliding.
- Is parking efficient, or could it be laid out better?

### Cathcart Park

- Free canvas – maybe same activities, but reorganized – keep hockey and tennis.
- Ball field – little league – small kids only – gets good use.
- Park extends south past trees on south side to house fences/storage sheds, etc.
- Good to save trees – can work around with compatible park use within.
- Need a new permanent warming shelter – water and sewer not available, so portable toilets likely.
- Parking deficiency.
- Tennis practice board – need new and larger.
- Swings – play area too small - add more.

- Open space area – maintain.

### Silverwood Park

- Steel slide poses maintenance and insurance issues (but is popular) – different material? Slide/hill area has erosion problems, safety/liability issues – long term may need a different option, but residents like the big slide.
- Needs picnic shelter/sitting areas – maybe closer to wetland?
- Use of portable toilets here would be ok.
- Drinking fountain would be nice – maybe by well house?
- Sliding hill is popular – leave bottom of hill unobstructed.
- Trail potential? Tennis?
- Update area under play equipment.
- Maintenance – basketball court.
- Trail connections to neighborhood.

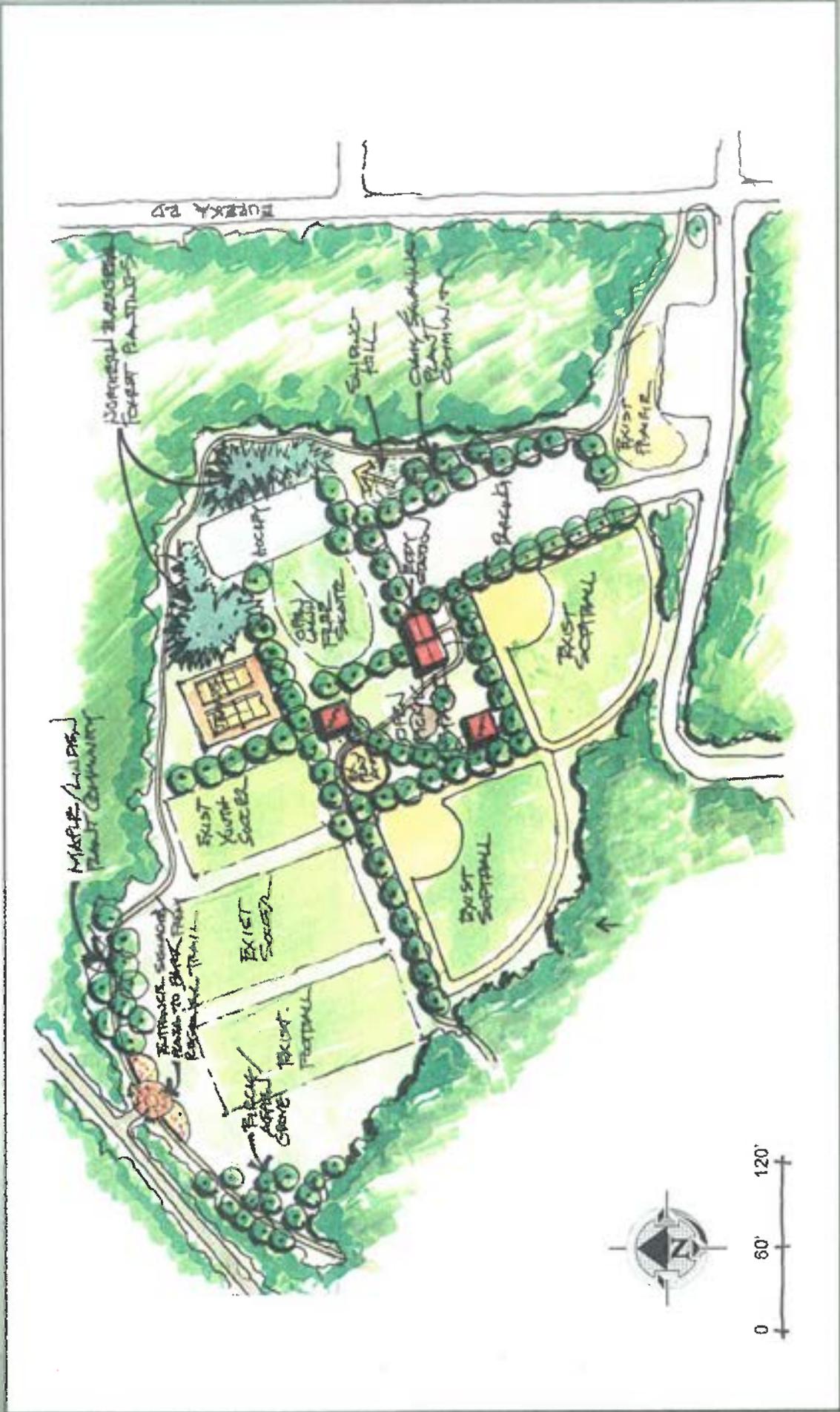
### Manor Park

- Shelter needs about half as much space as Eddy Station – add on to existing or demo and build new, whichever makes the most sense – needs to include rest rooms, multipurpose room (warming shelter in winter), and picnic overhang.
- Add more lighting for skating on pond.
- Pond used for free skate/pond hockey.
- Currently no trail exists in park.
- Neighbors like benches.
- Tennis courts are in disrepair – high water table makes it a continuous maintenance issue – if courts are rebuilt consider at a higher elevation.
- Consider a plaza in this park for neighborhood gathering space, with revolving art?
- Consider adding hockey to park.
- Location of softball field – open to relocation/reorientation – consider youth size baseball field (75' +/- baselines).
- Will begin community gardens in Manor Park (possibly south of tennis courts in lower area of park).

### Skate Park

- Small picnic shelter(s)/picnic area and sitting areas would be nice.
- Horseshoes?

# City of Shorewood



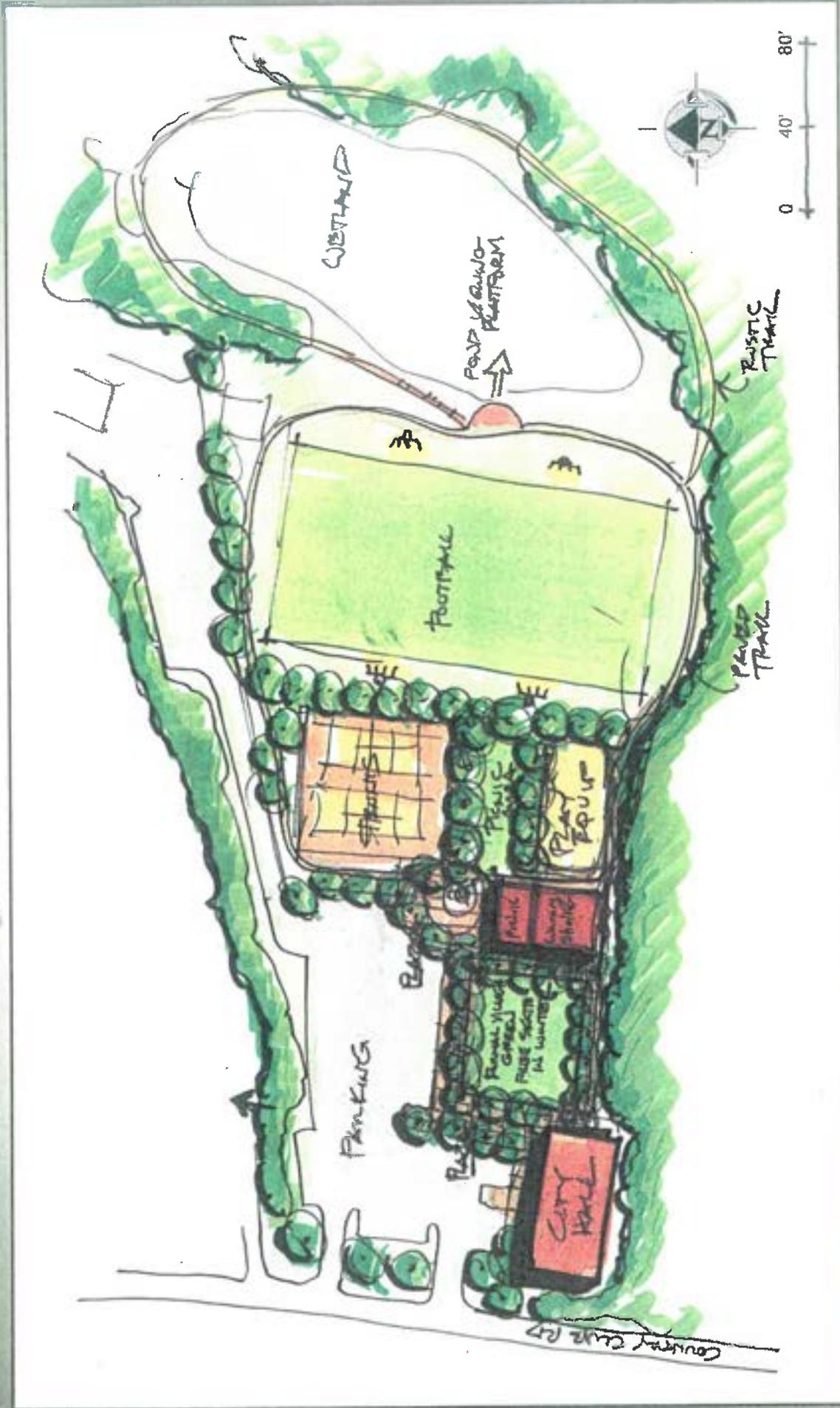
## Preliminary Parks Master Plan Freeman Park - Concept 'A'

# City of Shorewood



## Preliminary Parks Master Plan Badger Park - Concept 'A'

# City of Shorewood



## Preliminary Parks Master Plan Badger Park - Concept 'B'

# City of Shorewood



## Preliminary Parks Master Plan Manor Park - Concept 'A'

TKDA

ENGINEERS-ARCHITECTS-PLANNERS

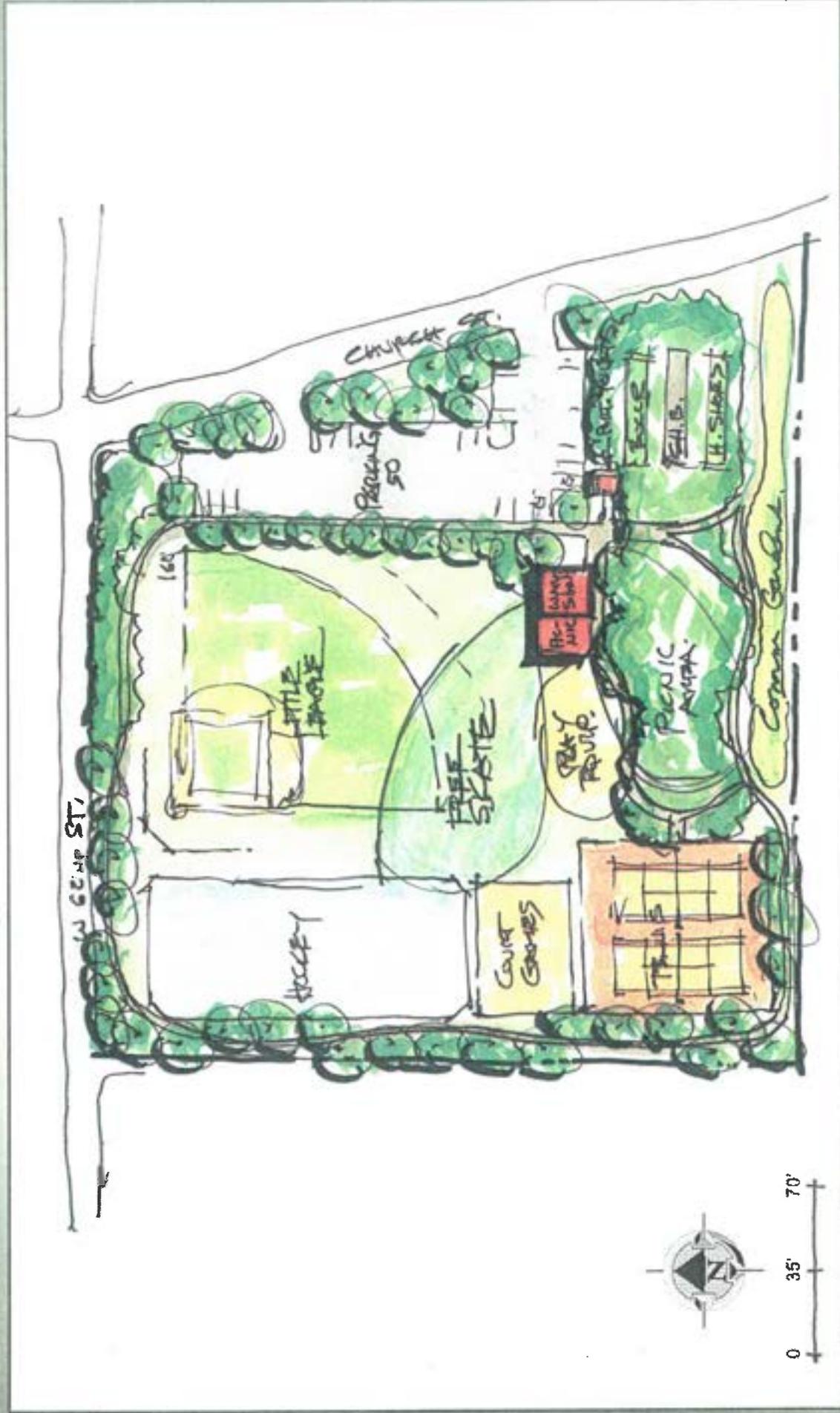
APRIL 2009  
COMM. # 0014358.000

# City of Shorewood



## Preliminary Parks Master Plan Cathcart Park - Concept 'A'

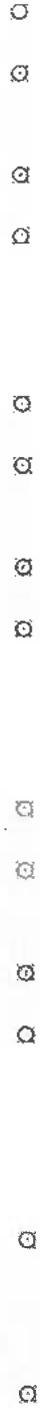
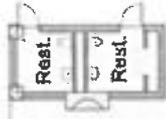
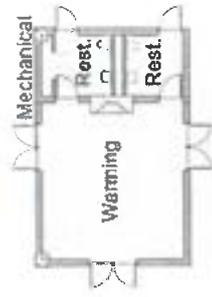
# City of Shorewood



## Preliminary Parks Master Plan Cathcart Park - Concept 'B'



# City of Shorewood



Picnic



Picnic



Picnic w/Restrooms & Warming



Picnic w/Restrooms

## Conceptual Park Shelter Concept 'A'

# City of Shorewood



Picnic w/Restrooms



Picnic w/Restrooms & Warming

## Conceptual Park Shelter Concept 'B'

# Shorewood Parks Commission Meeting

## May 12, 2009

### Comments on Parks Concept Plans

#### General

- Like the idea of using stone that matches the stone on City Hall as a material in the park signs.

#### Badger Park

- Include bathrooms with the picnic shelter.
- Provide a natural green fence with plantings along the north side of the drive and parking area to screen businesses to the north.
- Repeat the stone from the City Hall in the architecture of the picnic shelter.
- The structured plaza areas around the "Village Green" will likely incorporate a combination of concrete walks and decorative pavers, while bituminous paths will be used in less structured areas of the park, and transitioning to woodchip trails in the more natural portion of the park by the pond.
- Consider painting or screening for the existing garage. This building may become a storage shed.
- Retaining available parking spaces is critical.
- Larry will provide information for the cost estimate related to soils issues.

#### Freeman Park

- Provide a bituminous trail from the parking lot to the basketball and tennis courts.
- Replace the oak savanna with community gardens – show as alternate.
- Provide combination basketball courts/hockey rink in the area shown as hockey and delete basketball from next to the tennis courts.
- Change the budget for storm water management from \$10,000 to \$15,000.
- Larry will provide information on soils correction costs for the cost estimate.
- Extent of tree plantings to create "outdoor rooms" should be evaluated – there may be a desire to keep some of the views a little more open.
- Provide information for our sign cost estimate (materials, size, general info).

#### Cathcart Park

- Provide combination basketball courts/hockey rink in the area shown as hockey.
- Provide screening of community gardens from residents to south.

- Configure community garden into pods to provide gaps for park access for residents to the south.
- Residents to the southwest are concerned with drainage from the park - solution will require cooperation with City of Chanhassen

### **Manor Park**

- Provide a planted buffer around the pond for geese control.
- Add lighting to the pond area for skating.
- Pond access path needs to be paved for equipment access.

### **Silverwood Park**

- Delete the community garden by the road and retain the other community garden (may need to be terraced due to topography).
- Portable toilet needs to be a minimum of 50 feet from the well house – either move farther away or to other side of parking lot.
- Move the picnic shelter to be in the proximity of the parking lot.
- This is the most highly vandalized park in the system – durability of materials will be especially important here.

### **Building Drawings**

- Label as Type A, Type B, Type C, and Type D and provide corresponding costs and labeling in the cost estimate. Provide basic footprint dimensions on drawings for reference.

# City of Shorewood



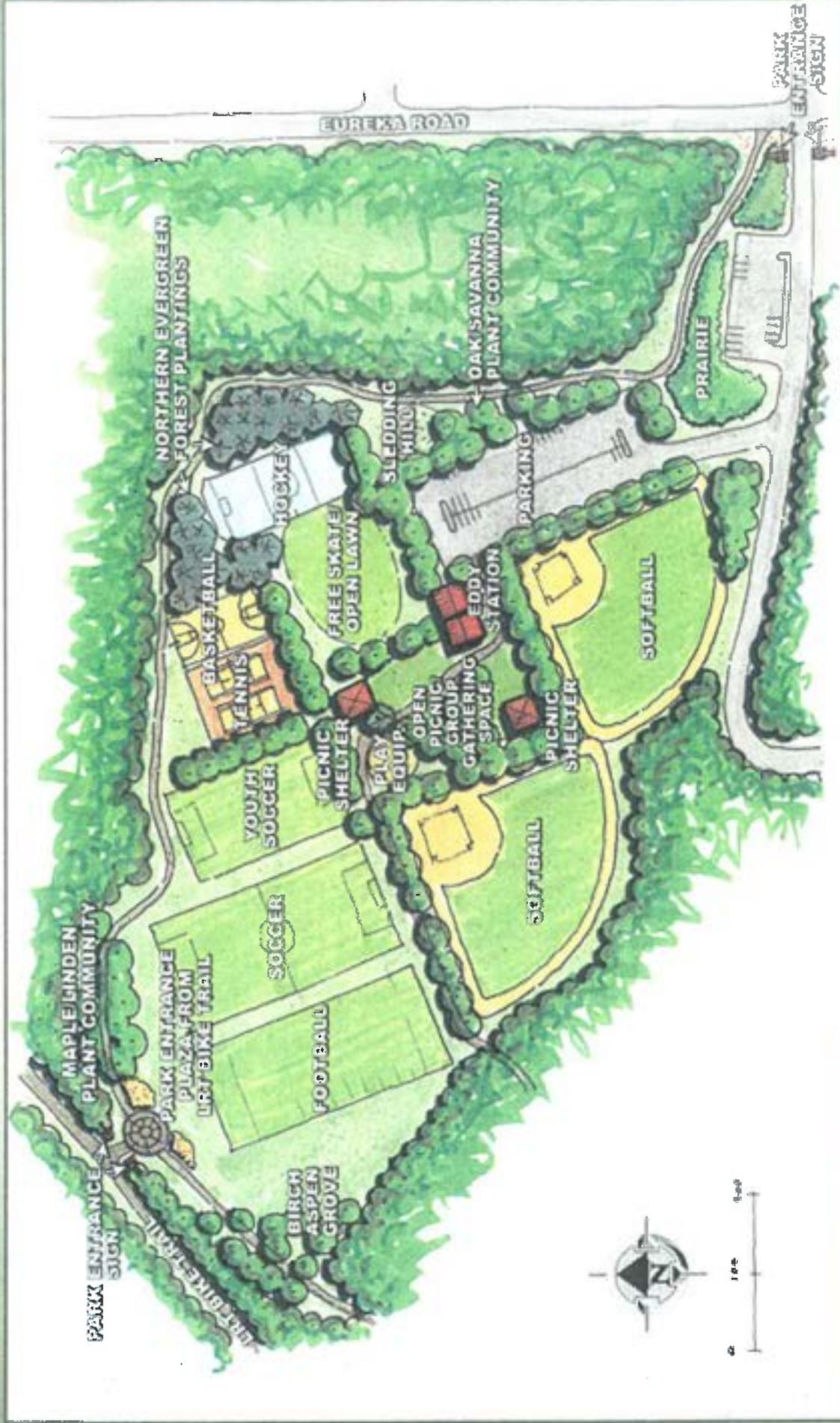
## Badger Park Master Plan

TKDA

PLANNING ARCHITECTURE LANDSCAPE

MAY 2019  
CONTRACT # 1914358.000

# City of Shorewood



## Freeman Park Master Plan

TKDA

# City of Shorewood



## Cathcart Park Master Plan

TKDA

# City of Shorewood

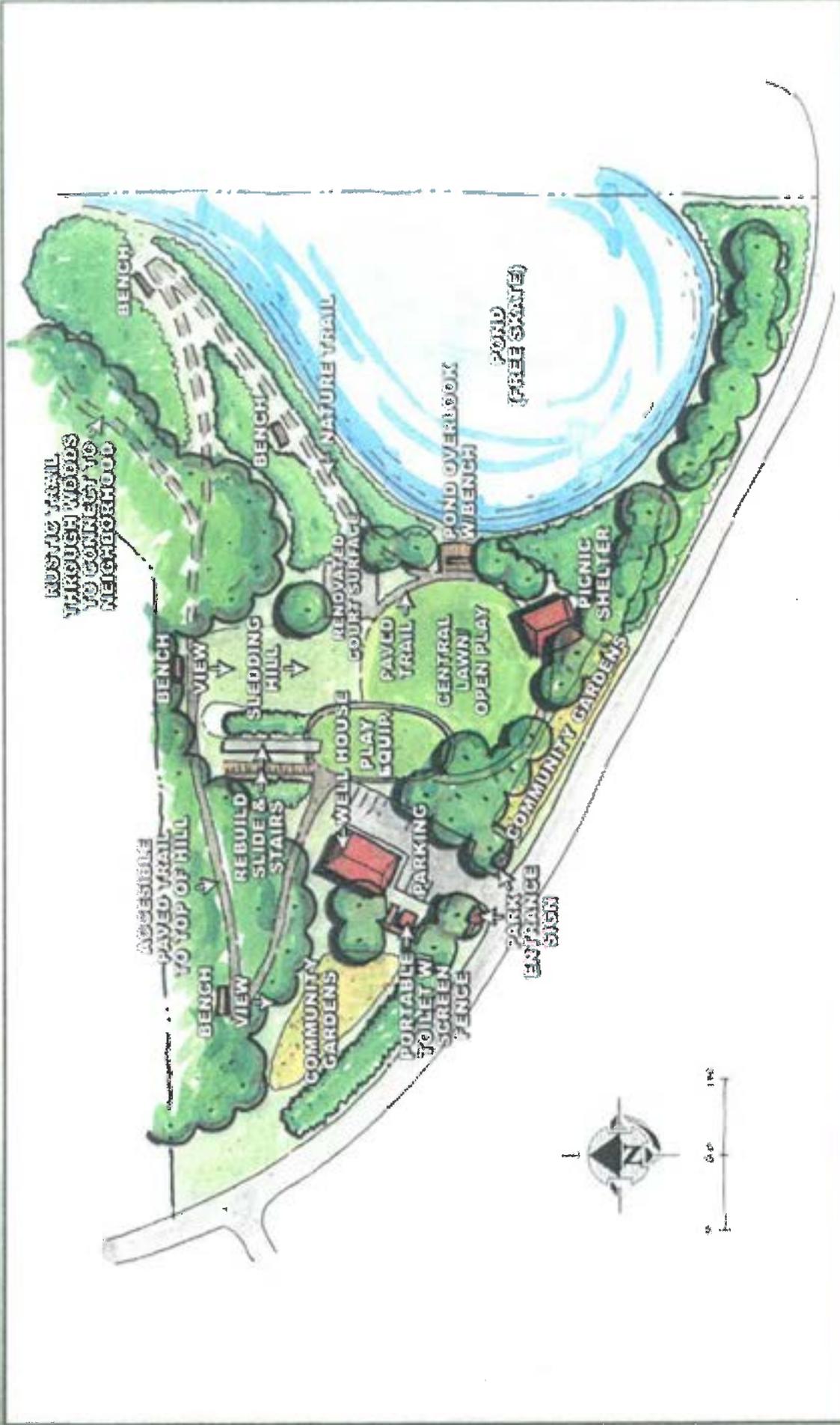


## Preliminary Parks Master Plan Manor Park - Concept 'A'

TKDA

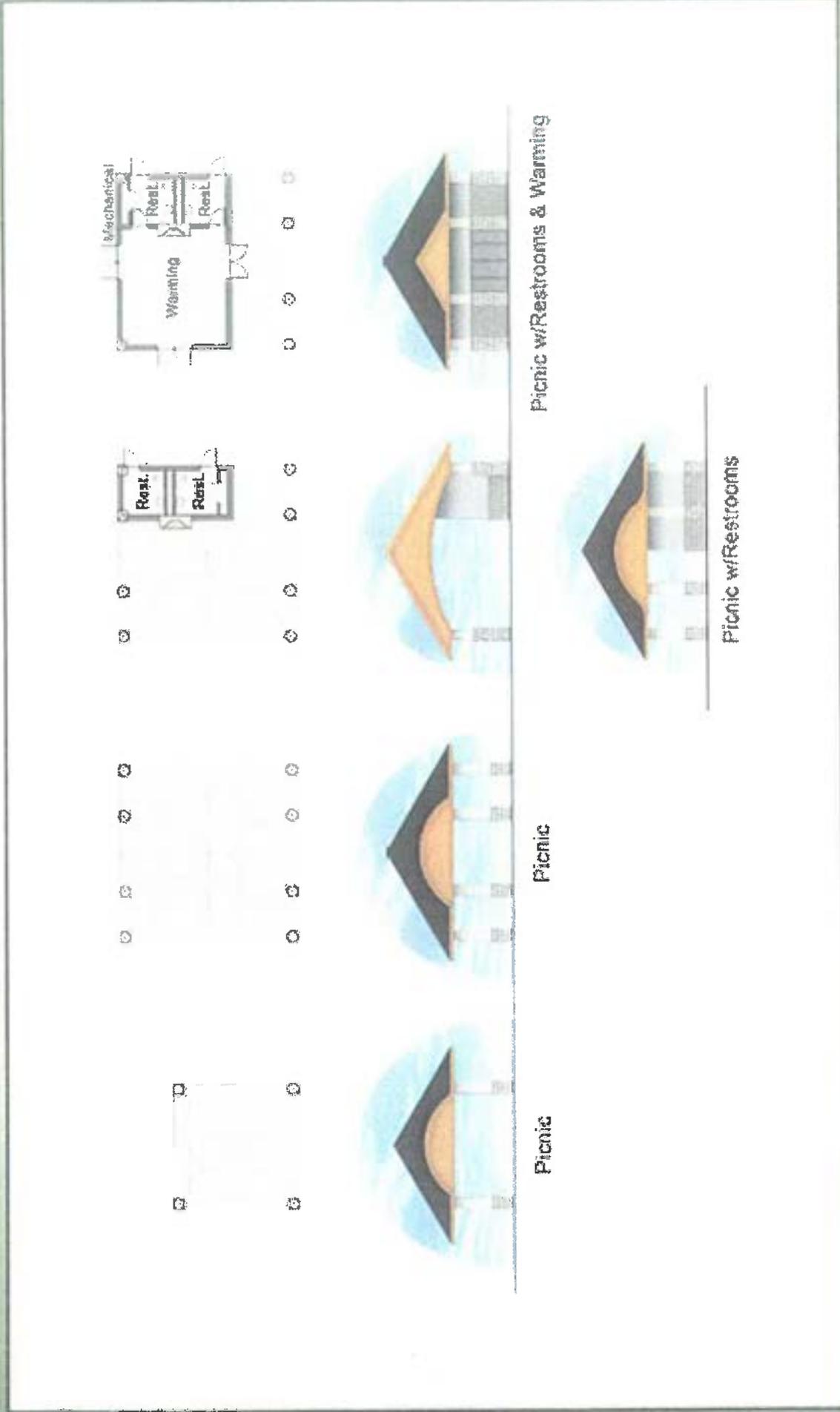
ENGINEERS • ARCHITECTS • PLANNERS

# City of Shorewood



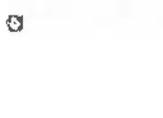
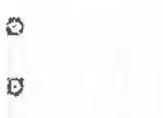
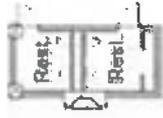
## Silverwood Park Master Plan

# City of Shorewood



## Park Shelter Concept (with Concrete Block)

# City of Shorewood



Picnic



Picnic



Picnic w/Restrooms & Warming



Picnic w/Restrooms

## Park Shelter Concept (with Natural Stone)

# **Trail Plan Implementation Report City of Shorewood**

Prepared by the Ad Hoc Trail Committee  
October 2011

*A special thanks to the volunteers who spent many hours in the preparation of this report:*

Ad Hoc Trail Committee:

Debbie Siakel, City Council  
Laura Hotvet, City Council  
David Hutchins, Planning Commission  
Chair - Ed Hasek, Planning Commission  
Steve Quinlan, Park Commission  
Bob Edmondson, Park Commission  
Mary Donahue, Resident at Large  
Michael Dodd, Resident at Large

City Staff:

Brian Heck, City Administrator  
Larry Brown, Public Works Director  
Brad Nielsen, Planning Director

## I. Introduction

The Transportation Chapter of the Shorewood Comprehensive Plan includes a Trail Concept Plan map that illustrates a potential system of trails for the City of Shorewood. The purpose of that plan is to serve as a guide for development proposals and street construction projects, and derives from goals, objectives and policies set forth in the Transportation Plan. The goal specific to trails is worth repeating here:

“The City should establish a plan for an interconnected system of trails, enhancing the safe movement of pedestrians, bicyclists and other modes of non-motorized travel.”

Although the City constructed several trail segments of varying designs over the years, a drastic reduction in land development and limited financial resources have resulted in little trail construction in the past few years.

The City’s recent discussions on sustainability sparked renewed interest in implementing the Trail Concept Plan. The City has elected to participate in the Minnesota GreenSteps Program sponsored by the Minnesota Pollution Control Agency. One of the “best practices” set forth in the program includes the promotion of walking and biking.

To this end, the Shorewood City Council established an Ad Hoc Trail Committee, consisting of two Planning Commission members, two Park Commission members, two members of the City Council and two at-large residents. The Committee was charged with reviewing the current Trail Concept Plan, prioritizing trail segments to be constructed, and recommending implementation strategy – primarily how the construction of trails could be incorporated into the City’s Capital Improvements Plan.



Five-foot concrete walk - Minnewashta Elementary

It should be noted that the term “trail”, as used in the Comprehensive Plan and in this report, is intended to include the entire gamut of pedestrian/bicycle facilities in Shorewood. Considerable thought has been given as to whether these facilities should be called pathways, sidewalks, trails, “linear pedestrian ways”, bike paths, etc. The consensus is that the term *trails* addresses all of the various types of facilities. Further, a trail may simply be a designated route along an existing street in some cases.

## II. Comprehensive Plan Update

The Trail Committee reviewed the Transportation Chapter of the Shorewood Comprehensive Plan relative to Bicycle/Pedestrian Trails and found it to be up-to-date and pertinent. As such, the Committee does not propose changes to the text of the Comprehensive Plan. The Committee does, however, suggest revisions to the Trail Concept Plan map as follows:

- The title, Trail Concept Plan, should be changed to Trail Plan
- A trail should be added along Strawberry Lane
- A trail should be added along Eureka Road
- The trail south of Highway 7 on Covington Road should be deleted
- The segment of trail on Manor Road, south of St. Albans Bay Road should be deleted
- Consider changing the legend on the map from “Possible Trail” to Future Trail

The proposed changes are illustrated on the map on the following page.

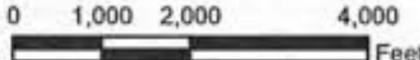


**Six-foot bituminous trail near Silverwood Park**

# CITY OF SHOREWOOD



## Trail Plan


  

  
 Shorewood Planning Department
   
 10/11

- Existing Trail
- - - - - Future Trail
- Parks/Open Space
- \* Connecting Points

### **III. Trail Plan Priorities**

“Health, safety, and the general welfare” is a phrase that drives much of what the City does. These words are quite pertinent in the planning of trail facilities. The Shorewood Comprehensive Plan recognizes trails not only as providing an alternative to the use of automobiles, but as an important recreational aspect of the community. The Trail Plan map, found in the Transportation chapter of the Comprehensive Plan, shows the location of existing and proposed trails in Shorewood. Aside from a process for public involvement, the Transportation Plan lacks an implementation strategy for the construction of trails.

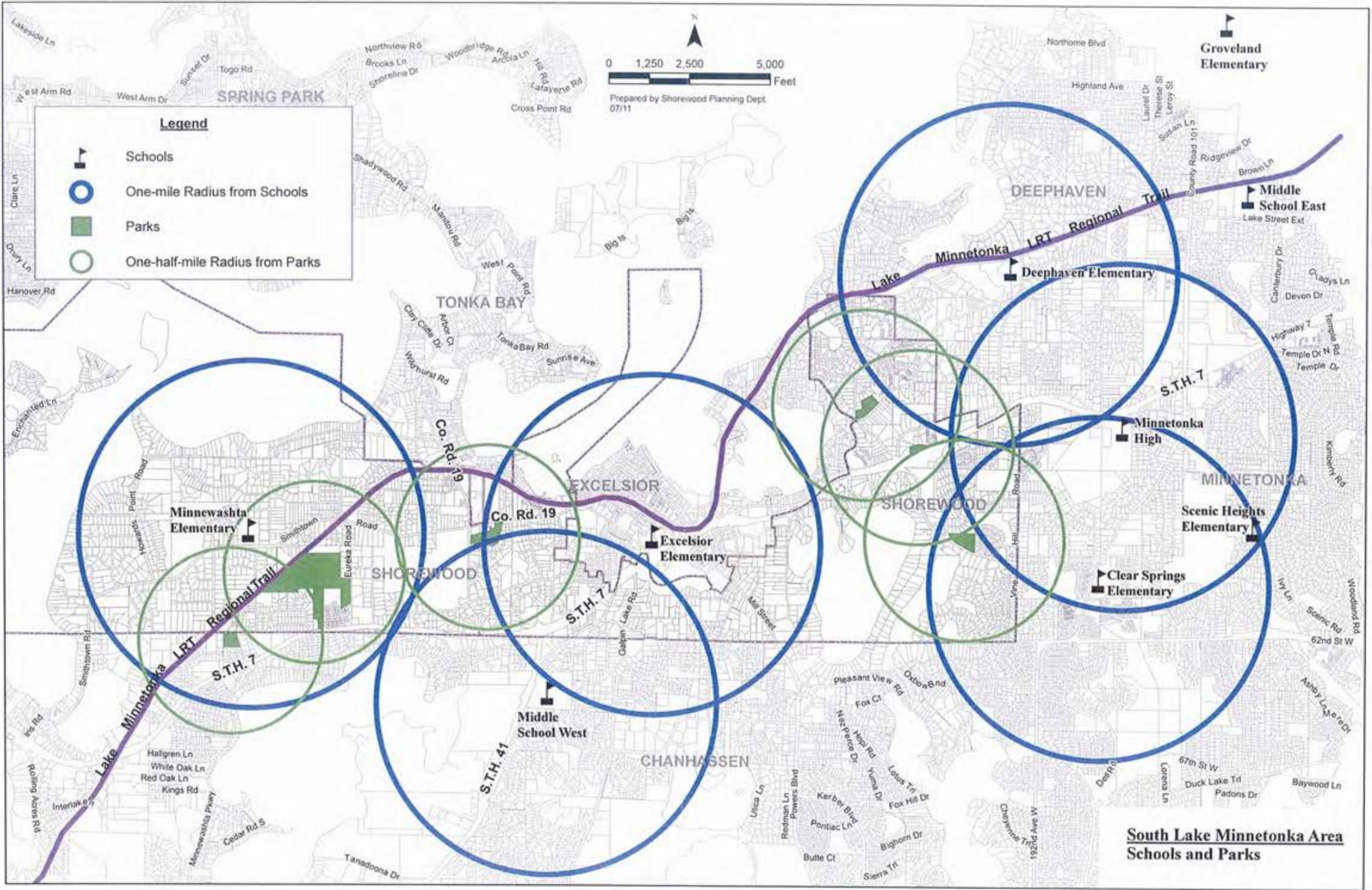
In identifying trail priorities, the Committee considered the following issues:

- Health. Walking and bicycling are recognized as contributing to the overall health of the community.
- Safety. In order to promote walking and bicycling as healthy activities, it is critical that these activities be made as safe as possible. In this regard the separation of trail facilities from streets should be pursued to the extent feasible.
- Connectivity. It is important that trails go somewhere. Providing safe routes to schools has been identified as a top priority, especially in light of School District policy that eliminates bussing for students within one mile of school. Connecting existing trails to other trail systems (i.e. the LRT Regional Trail and trail systems in other communities) adds miles to the system that Shorewood can provide on its own. Lastly, it is important to tie neighborhoods to other neighborhoods and to other destinations within the community.

With these criteria for guidance, the Trail Committee broke the Trail Plan into four priority groups. It was suggested that Priority I trails would be completed in the next three to five years. Priority II trails would be scheduled for years 5-10 and Priority III trails would happen in 10-15 years. Priority IV trails would not be programmed until after 15 years. Following is a brief description of the priorities:

#### **Priority I (3-5 years)**

1. County Road 19, Smithtown Crossing to LRT Trail. This segment is part of the County Road 19 Corridor Study, adopted in 2003. Its high priority is based on availability of existing right-of-way, anticipated lack of neighborhood resistance and its function of connecting the Smithtown Crossing and Shorewood’s civic campus with the LRT Trail.
2. Smithtown Road, Shorewood/Victoria boundary to Minnewashta Elementary School. This segment enhances safety for people on the west end of Shorewood to walk or bike to school and connects to the trail system in Victoria. There appears to be some neighborhood support for this connection.
3. Mill Street, Shorewood/Chanhassen boundary to Shorewood/Excelsior boundary. This segment connects Shorewood residents living south of Highway 7 with both the City of Excelsior and the Chanhassen trail system. Again some level of neighborhood support has been expressed.

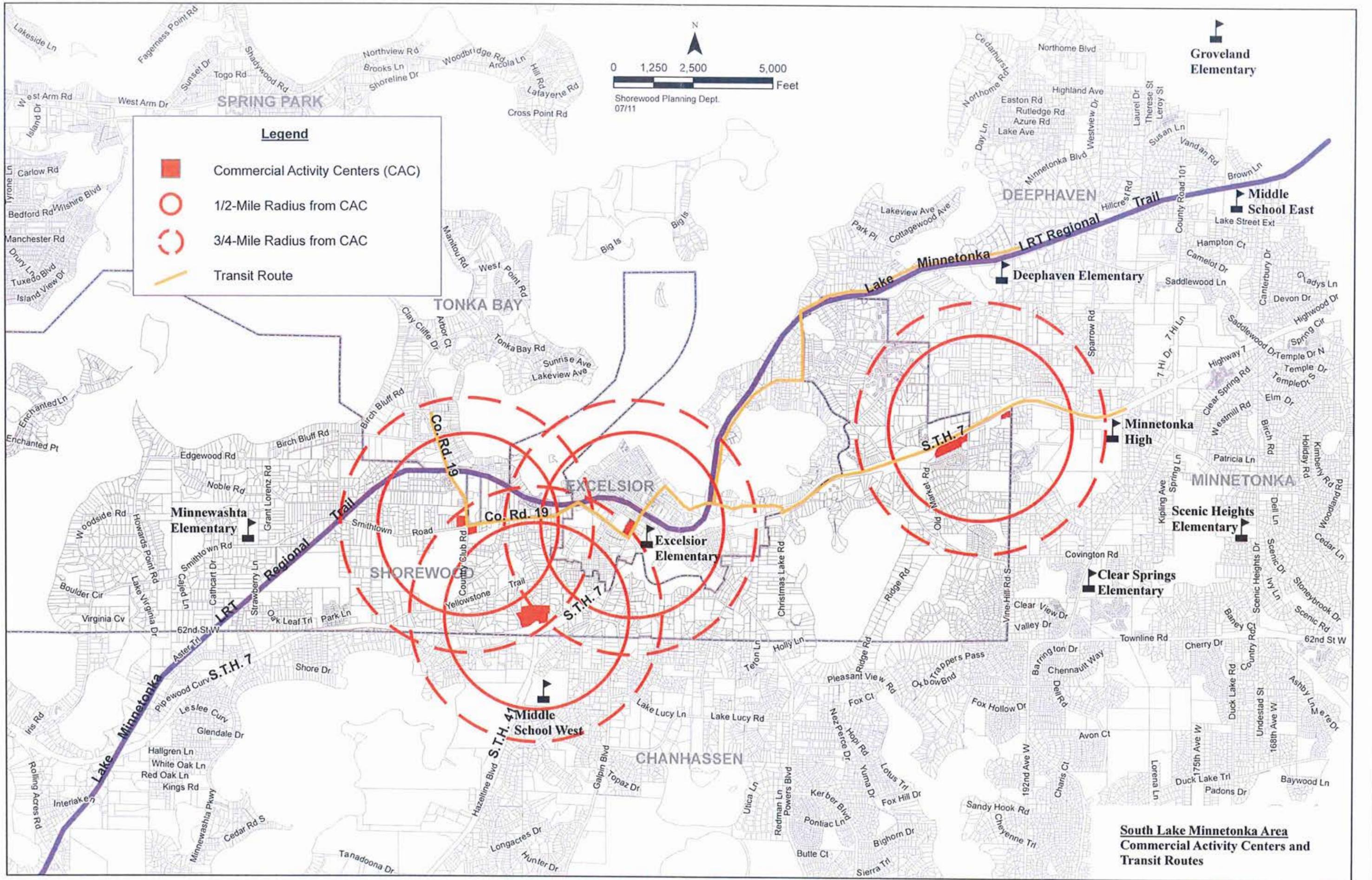


**Legend**

-  Schools
-  One-mile Radius from Schools
-  Parks
-  One-half-mile Radius from Parks

0 1,250 2,500 5,000 Feet  
 Prepared by Shorewood Planning Dept.  
 07/11

**South Lake Minnetonka Area  
 Schools and Parks**



**Legend**

- Commercial Activity Centers (CAC)
- 1/2-Mile Radius from CAC
- ⊖ 3/4-Mile Radius from CAC
- Transit Route

N

0 1,250 2,500 5,000 Feet

Shorewood Planning Dept.  
07/11

**South Lake Minnetonka Area  
Commercial Activity Centers and  
Transit Routes**

4. Galpin Lake Road, Shorewood/Chanhassen boundary to Shorewood/Excelsior boundary. (See 3. above).

**Priority II (5-10 years)**

1. Lake Linden Drive to Highway 7/41 intersection. This segment is a short connection between the existing trail on Lake Linden with the trail system to the south in Chanhassen.

2. Smithtown Road, Minnewashta Elementary School to Smithtown Crossing. This segment is intended to enhance safety for residents east of the Minnewashta Elementary school, connecting with the existing sidewalk system at Smithtown Crossing and providing a loop to the LRT Trail.

3. Country Club Road and Yellowstone Trail, Smithtown Crossing to Lake Linden. This segment connects the existing sidewalk on Lake Linden Drive with the existing pedestrian circulation system at Smithtown Crossing.

4. County Road 19, Shore Road to Shorewood/Excelsior boundary. This segment extends the sidewalk system at Smithtown Crossing eastward toward Excelsior, providing another loop to the LRT Trail.

5. Strawberry Lane, West 62<sup>nd</sup> to Minnewashta Elementary. The Committee recommends adding this segment to the Trail Plan. It provides pedestrian/bicycle access from adjoining neighborhoods to the Minnewashta Elementary School.

6. Eureka Road, north. This segment has been added by the Committee and provides neighborhoods north of Smithtown Road with access to the Minnewashta Elementary School and to the LRT Trail.



End of the trail. Six-foot concrete – Victoria.

**Priority III (10-15 years)**

1. St. Albans Bay Road, Manor Park to Highway 7. This segment links Manor Park to the South Shore Skate Park and provides an extension connecting across Highway 7 to the sidewalk system on Old Market Road
2. Howards Point Road, Edgewood, Grant Lorenz loop. This proposed loop would provide area residents with a connection to Smithtown Road and quite possibly could be a designated route on existing streets.
3. Vine Hill Road, existing trail north to State Highway 7. This segment provides safe access for the Shady Hills neighborhood along a relatively busy collector street.

**Priority IV (15+ years)**

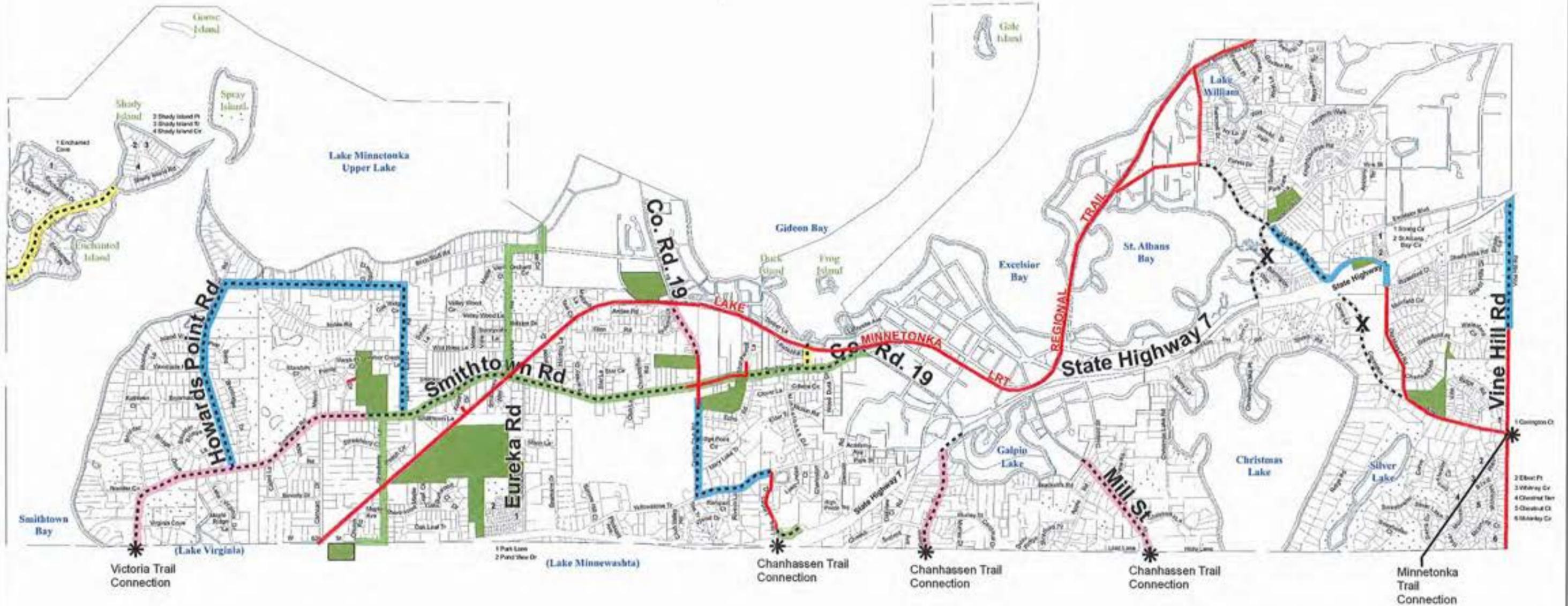
1. Link east of Public Safety facility, County Road 19 to LRT Trail. Assuming topography issues can be overcome, this segment provides a link and a loop from County Road 19 to the LRT Trail.
2. Timber Lane, County Road 19 to LRT Trail. This short segment of trail provides one more link/loop from County Road 19 to the LRT Trail.
3. Enchanted Lane, Minnetrista border to Shady Island bridge. This segment may be limited to road and right-of-way improvements to enhance walking and bicycling.

The Trail Plan map on the following page color codes the trail system into the four priority groups.

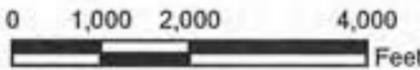


**Family waits to cross County Road 19**

# CITY OF SHOREWOOD



**Trail Plan Priorities**

 Shorewood Planning Department  
 09/11

 Existing Trail  
 Possible Trail  
 Parks/Open Space  
 Connecting Points

 Priority I (3-5 years)  
 Priority II (5-10 years)  
 Priority III (10-15 years)  
 Priority IV (15+ years)

**IV. Draft Trail Capital Improvement Plan**

**(Reserved for Future Use)**

## V. Public Participation

The Trail Committee strongly believes and supports getting residents involved in the trail development process and making sure the affected neighborhoods and property owners receive as much information about the projects as possible. To that end, the Committee suggests using several approaches to disseminate information, gather feedback, and garner support for the development of the trail infrastructure in the city.

City News Letters: The City produces a monthly newsletter, the ShoreReport, and distributes it to each household in the community. This is a static method the Committee can use to provide general information on the planning process and as a method to direct interested residents to additional resources and information.

City Website: More detailed information on the trail plan can be placed on the website. Some items to include on the website after acceptance of the plan: a map of the plan identifying trail segments by priority, a listing of segments by priority, information on how priorities were determined, proposed budget information, pictures of trail in other communities, and information on the benefits of trails.

Neighborhood Meetings: The Committee or select members of the Committee would meet with individual neighborhoods affected by planned trail segments. This provides an opportunity for the neighborhood to ask questions, walk the proposed route, and provide input and suggestions on material, location, potential hazards, etc. Before these meetings, it might be beneficial for the Committee to identify a neighborhood “champion” to help organize the meeting, walk, and be a contact person on behalf of the neighborhood.

These neighborhood meetings will also be beneficial in identifying any potential issues that need addressing.



Six-foot bituminous trail - Covington Road

Direct Mailing: The City could prepare a direct mailing to residents in the affected area outlining the proposed project and include specific information on the planned design, location, benefits, drawbacks, and address common questions such as maintenance and winter shoveling. These mailings might be more beneficial a couple weeks before a planned neighborhood meeting.

Public Hearing: This is a more formal and traditional method used to garner residential input and may not be the most effective communication and public participation methodology. These forums are generally poorly attended unless the issue is contentious and controversial. This is not the recommended method for gaining public input or support for the program and plan.

Targeted Polling: This method involves sending a poll or survey questionnaire, either paper or electronic, to the impacted residents or households asking specific and targeted questions related to the issue of trail construction. This tool can be used prior to a direct mailing and/or neighborhood meeting to gather basic information on feelings and possible issues related to the implementation of the trail plan.

Face to Face individual meetings: This process involves Committee members meeting with one or two residents in the neighborhood, or having the “champion(s)” and a Committee member, meeting one on one, or with a couple of neighbors, to informally talk and promote the idea of the trail plan, the benefits of a comprehensive trail system, to answer questions, and provide information and additional resources. The benefit of this method – it is not “the government” promoting its own plan, but residents who are also affected individuals promoting the plan.



Four-foot bituminous trail - Near Mountain

## **VI. Trail Implementation Process**

This outlines the general process the city will follow in implementing the trail plan.

- July – September the park commission reviews the trail plan and available funding then makes recommendations to the Council.
- December, the Council adopts the final Capital Improvement Plan for Trails as indicated in the plan and/or recommended by the Park Commission.
- During the months of January – April staff prepares rough cost estimates for the project based on general design standards e.g. 6' bituminous, researches easements, conducts preliminary review with the Watershed District, and identifies stakeholders.
- May – August the proposed plan is reviewed by the park commission and neighborhood meetings and walks are held to go over the project, answer questions regarding funding, timing, maintenance, etc.
- September – December staff prepares final plans and specifications for the trail segment based on feedback provided by residents and park commission.
- January – February staff publishes plans and specifications trail construction.
- March – April staff provides recommendation to Park Commission on lowest responsible bidder and Park Commission provides recommendation to Council to proceed with award of the project.
- May – August trail construction underway and completed.

**AGENDA**

**1. CONVENE PARK COMMISSION MEETING**

**ROLL CALL/(LIASON) SCHEDULE**

A. Roll Call

Wenner ()\_\_\_\_\_

Garske ()\_\_\_\_\_

Hirner ()\_\_\_\_\_

Bahneman ()\_\_\_\_\_

Council Liaison Gorham (Jan-June)

Council Liaison Sanschagrín (July-Dec)

B. Review Agenda

**2. APPROVAL OF MINUTES**

A. Minutes from January 14, 2025 Meeting

**3. MATTERS FROM THE FLOOR**

This is an opportunity for members of the public to bring an item, that is not on tonight's agenda, but related to the governance of the City of Shorewood, to the attention of the Commission. In providing this limited public forum, the City of Shorewood expects respectful participation. We encourage all speakers to be courteous in their language and behavior, and to confine their remarks to those facts that are relevant to the question or matter under discussion. Please make your comments from the podium and identify yourself by your first and last name and your address for the record. Please limit your comments to three minutes. No discussion or action will be taken by the Commission on this matter. The Commission may request the issue be forwarded to the City Council or to staff to prepare a report and place it on the next agenda.

**4. NEW BUSINESS**

A. 2025 Park Commission Meeting Dates

B. 2025 Arctic Fever Recap

C. 2025 Movie in the Park

D. Parks Master Plan

**5. OLD BUSINESS**

A.

**6. COUNCIL, STAFF, & COMMISSIONER REPORTS/UPDATES**

A. City Council

B. Staff

C. Commissioner

**7. ADJOURN**

***Commissioner Bahneman will provide a report on the February 11 Park Commission Meeting at the February 24 City Council meeting.***

**MINUTES**

**1. CONVENE PARK COMMISSION MEETING**

Chair Wenner convened the meeting at 7:02 p.m.

**A. Roll Call**

Present: Chair Wenner, Commissioners Garske, Bahneman; City Council Liaison Gorham; Parks and Recreation Manager Czech

Absent: Commissioner Hirner

**B. Review Agenda**

**Commissioner Garske moved to approve the agenda as written. Commissioner Bahneman seconded the motion. Motion carried 3-0.**

**2. APPROVAL OF MINUTES**

**A. Park Commission Meeting Minutes of November 26, 2024**

**B. Park Commission Meeting Minutes of December 10, 2024**

**Commissioner Garske moved to approve the minutes of the November 26, 2024, and the December 10, 2024 meetings, as written. Commissioner Bahneman seconded the motion. Motion carried 3-0.**

**3. MATTERS FROM THE FLOOR**

There were none.

**4. NEW BUSINESS**

**A. 2025 Work Plan Discussion**

Parks and Recreation Manager Czech explained that the Commission operates off a work plan that is created on an annual basis so tonight's discussion was surrounding how they wanted to proceed beginning in March of 2025. He stated that its primary purpose was to establish some priorities for the year and to ensure that they were in alignment with the Council. He asked the Commission to give him some input on things that they might like to see included in the updated work plan and clarified that this was intended as a discussion item and a formal work plan would be brought back for review before it was sent to the City Council for approval.

Chair Wenner explained that the first thing she would like to request from the Council was a list of their guiding principles and goals because she felt the Commission has struggled for the past few years on how to organize its work plan.

Commissioner Garske asked about the budget that had been set aside for the Master Plan that was included in the Parks Capital Improvement Plan and what the outcome goal was for that plan.

Parks and Recreation Manager Czech noted that a big part of it was to get some ideas and directions on Southshore Park and to get an update on the City's facilities to determine if they were meeting the needs of the residents. He stated that he felt that there would end up being a lot of community outreach associated with that in order to get input.

Commissioner Garske noted that the \$40,000 in the budget for this item would not cover a holistic new Master Plan.

Parks and Recreation Manager Czech explained that they will essentially take the old plan and update it and would not start from scratch.

Chair Wenner asked if the plan was to hire contractors to do this update.

Park and Recreation Manager Czech confirmed that they would plan to hire contractors for the updates.

Chair Wenner asked if there was also a past discussion about using a certain amount of the money to put together a survey or some other type of community outreach.

Park and Recreation Manager Czech explained that would all be part of the Master Plan process and assured the Commission that they would be updated on the process along the way.

Chair Wenner stated that she felt that they would want to start this in the spring in order to capture people in the area during different usage times. She asked if the Commission needed to formalize the process for gathering input from the community.

Park and Recreation Manager Czech suggested holding off on that until they find a consultant.

Commissioner Garske stated that one of his thoughts on their work plan was to find a way to put pickleball to rest.

Chair Wenner asked if the new Cathcart Park playground equipment would be installed in 2025.

Park and Recreation Manager Czech stated that yesterday, Commissioner Hirner had presented to the Council and one of the discussion points from that meeting was a desire to take another look at the CIP because they were not sure that Cathcart should actually be a priority. He stated that the Council did approve the CIP so he was still trying to navigate whether this was something that came from the full Council or just an individual. He clarified that currently, it was in the current CIP budget for 2025.

Chair Wenner noted that she did not think the playground equipment at Cathcart Park was that bad.

Commissioner Garske admitted that this was something he was torn on, but noted that he understood that Cathcart had not been upgraded in a long time but he felt that Freeman Park's main playground needed an update because of the amount of use it has. He asked if the Council

discussion was whether Cathcart Park should get the funds or whether the funds should be spent on a new playground.

Park and Recreation Manager Czech noted that the CIP currently listed it as the playground at Cathcart but believed that if there was a consensus among the Commission that, for example, the funds should be spent at Freeman, they could bring that request to the Council. He noted that the Cathcart playground was installed in August of 1995.

Council Liaison Gorham arrived at the meeting.

Chair Wenner explained that they were currently discussing the Work Plan for 2025 and she had asked staff to provide them with the Council's goals and missions in order for the Park Commission to be able to align their work under that umbrella.

Council Liaison Gorham noted that one of the items that came up for discussion yesterday was the \$200,000 for Cathcart Park playground equipment. He noted that he was on the Park Commission in 2017 and that item was on the CIP and kept getting pushed back and asked about the current condition of the equipment.

Commissioner Garske stated that he felt it depended on which portion of the playground you were looking at and gave the example of the swing set area that was kind of in disrepair.

Council Liaison Gorham asked what kind of attention the hockey rink needed and asked about the \$150,000 included in the CIP.

Commissioner Garske stated that he believed that Public Works Director Morreim was planning to take some of the fencing from Badger Park and replace some of the fencing behind the boards.

Chair Wenner noted that she believed the \$150,000 in the CIP had been pushed to 2030.

Commissioner Garske stated that he believed that was to replace the boards.

Council Liaison Gorham explained that when he thinks of features in the park system, he thinks about the ice rink at Cathcart which he felt was more popular than the Cathcart playground area. He noted that he had played pickleball last summer at Cathcart and noted that the tennis courts were in rough shape. He explained that the reason they went to Cathcart was because they had tried to go to Badger and people had set up shop and were not intending to leave anytime soon. He asked what the plan would be for the \$200,000, if they chose not to do the playground at Cathcart and noted that he assumed that this plan was a result of the prioritization done by the Commission.

Chair Wenner stated that it had originally been \$175,000, but having noted that it was installed in 1995, she felt it was probably due for this even though her initial thought was whether the City should spend that kind of money.

Council Liaison Gorham asked if the public had asked for this or if there had been any kind of public outcry.

Chair Wenner stated that she was not sure if people were calling for this or not and explained that they do not really have a system where they get public input for things like that unless they are at a table at an event and someone brings it up.

Park and Recreation Manager Czech stated that he also had not really heard anything brought up about this. He stated that updating the Parks Master Plan was also in the CIP for this year and the Commission had briefly discussed going through that process which should bring in more community feedback and input.

Council Liaison Gorham stated that he was not sure \$40,000 would be enough to actually do anything with the Parks Master Plan and brought up the point that Southshore Park was essentially the first thing people see when they enter the City and suggested that they may want to use some of the money to actually design something for Southshore.

Park and Recreation Manager Czech stated that in 2028 they have \$90,000 allocated for a Southshore reconstruction project and \$350,000 in 2029. He noted that whatever comes out of this Parks Master Plan would essentially begin the design phase prior to 2028.

The Commission discussed various ideas of how Southshore may be able to be used in the future and the importance of getting feedback from the community.

Commissioner Garske stated that he felt the discussion regarding the different ideas for the use of Southshore Park summed up the need for an updated Parks Master Plan.

Chair Wenner stated that she was confused because they had said the \$40,000 was going to be used to hire contractors to update the Parks Master Plan for all the City parks and asked if it was also intended to include community outreach for Southshore Park and creation of a new Parks Master Plan.

Park and Recreation Manager Czech stated that the master planning process was all encompassing and would include updating the current Parks Master Plan.

Commissioner Garske stated that he thought the intent had been to combine the Parks Master Plan holistic view and with the Shoreshore plan.

Park and Recreation Manager Czech stated that he believes the last time the Parks Master Plan had been updated was in 2012.

Chair Wenner noted that there were a lot of things included in that plan that had not been completed and there was public outcry when the residents saw them and thought the City may be doing some of them.

Park and Recreation Manager Czech stated that when they had discussed the CIP last July, the intent had been to update the current Parks Master Plans and encompass Southshore within that planning and reiterated that with that process, there would typically be some community outreach in order to develop those plans.

Council Liaison Gorham stated that he felt what Park and Recreation Manager Czech had just described would be a two-year process and would cost more than \$40,000. He asked if this was a topic that was planned to be discussed at the upcoming Council retreat.

Park and Recreation Manager Czech stated that he did not believe this was included as a topic of discussion for the Council retreat.

Council Liaison Gorham suggested that if it was not discussed at the retreat that it be an agenda item at a regular Council meeting in order to get feedback from the Council.

Park and Recreation Manager Czech stated that he felt it would most likely be a topic for discussion at a Council Work Session in order to garner their input.

Council Liaison Gorham asked when the Park Commission would begin their plans to utilize the \$200,000 for Cathcart Park based on the current CIP plans.

Park and Recreation Manager Czech stated that it would just take place sometime this year.

Chair Wenner noted that Park and Recreation Manager Czech would be taking information from their discussion and putting together a proposed 2025 Work Plan for the Commission that he would bring back for their consideration. She stated that she wanted to make a few comments on the current CIP and explained that one of the things that has been difficult for the Commission is that they do this in July as part of the budget process. She suggested that they have a meeting earlier in the year to talk about the budget, other possible funding sources, overlapping with Public Works, and the athletic contracts. She stated that her thought would be that for every meeting they would be able to have that budget in front of them so they would have that information in their heads at each meeting.

Park and Recreation Manager Czech noted that the CIP was a working document that laid out a 10-year plan.

Chair Wenner stated that many Commissioners have a hard time getting their heads around different budgets and what they can actually impact. She stated that she had never seen any brainstorming happen about any other possible funding streams, for example, sponsorships, fundraisers, grants, or legacy bricks. She reiterated that she would like the Commission to be able to have a budget and finance discussion earlier in the year.

Commissioner Bahneman asked if there was someone on staff who researched grant writing and noted that she felt it was a specific talent.

Park and Recreation Manager Czech explained that this duty, in general, fell on staff.

Commissioner Garske asked if Park and Recreation Manager Czech was looking for input on timelines and planning for the year or just about the topics that they wanted to discuss.

Park and Recreation Manager Czech stated that if the Commission had ideas on when they felt things should be discussed, he would be interested in that kind of feedback.

Commissioner Garske stated that he felt staff did a great job, but asked if they needed support or additional discussion around things like education and events that they run. He asked if those kinds of things should be added to the Work Plan in order to be able to have meaningful discussions about how they can support staff for these events. He stated that he would also like to see generating park funds included somewhere in their Work Plan.

Chair Wenner noted that she would not mind writing a grant because that was something within her purview.

Commissioner Garske noted that for the events in the park, he was not sure what Park and Recreation Manager Czech's capacity was but shared an example of a visit to Florida where they had an 'Art in the Park' event. He asked if there was interest or if they had the capacity to have some brainstorming sessions on possible events or educational activities that the City could hold in their parks. He explained that if they did not have the capacity for it, he didn't think they should take the time to discuss those ideas. He clarified that he, as a Commissioner, would not be running this type of programming or event and did not want to overextend staff.

Chair Wenner stated that she agreed and noted that she felt the City's programming had been an abysmal failure. She stated that she would love to have input and share ideas for different children's programming and noted that she could even do some type of environmental programming for different seasons. She suggested that the Commission add education programming into their Work Plan.

Park and Recreation Manager Czech stated that he felt this was something where they would need some guidance from the Council on their vision for the overall Parks Department and whether programming was something that they saw as beneficial.

Council Liaison Gorham stated that one of the things that frustrated him as a long-time Planning Commissioner was with the divide between the Council vision and what they actually did. He stated that he felt that it was very disjointed and one of his hopes in now serving on the City Council was that there would be more connection. He suggested that perhaps instead of bringing the proposed Work Plan to the Council at a regular meeting, they bring it to a Work Session for a more thorough and less rigid type of discussion. He stated that he felt having a discussion like this with a new Council, getting to know each other, and also having a discussion about priorities would be a good idea to do before the Work Plan as a way to get on the same page about priorities.

Chair Wenner asked if the Commission could schedule a Work Session meeting with the Council.

Council Liaison Gorham stated that at the next City Council meeting he would bring this up for discussion.

Park and Recreation Manager Czech stated that he would also bring it up with City Administrator Nevinski about the possibility of scheduling this as a Work Session topic.

Chair Wenner noted that one of the Commission's responsibilities was laid out that they submit comments to the Planning Commission on things like proposed subdivisions. She explained that at her first meeting, there was this type of discussion and she did not vote because she had pulled up all the things in the Comprehensive Plan about how the City should be sustaining topography and old-growth trees. She stated that for the last two years, she has been wondering how she was supposed to tell them that she did not agree with what was happening and whether she was supposed to even have that kind of input or power.

Council Liaison Gorham stated that he felt that the City would want to do something smaller, aesthetically, at Cathcart.

Chair Wenner asked if the Park Tours went under the CIP on their Work Plan. She noted that they had discussed the possibility of spreading them out over several months for scheduling purposes and asked if that would still be possible or if they could hold them on non-meeting dates as a work session.

Park and Recreation Manager Czech explained that park tours was one of the questions he had for the Commission. He stated that in his experience, park tours are not really an annual thing in other cities. He asked for the Commission's opinion and noted that he thought the tours this past year were kind of a way for them to hear about all the negatives on the parks even though there are a lot of positive things happening. He stated that he did think it ended up being very valuable because they were able to get a giant list that the maintenance team was now working through. He stated that he felt the Park Commission should routinely be out in the parks checking them out and not just waiting for the park tour.

Chair Wenner suggested that Public Works do park tours for the neighborhood and collect information and then the Park Commission could be invited to come along. She stated that it felt like the Commission was doing less inspecting and more just listening to Public Works tell them what was going on which she felt was a bit redundant. She noted that she felt that public input would be more important than Commission input.

Park and Recreation Manager Czech cautioned that they should be careful of adding more to everyone's plate, including adding more dates to do tours or having Public Works provide additional tours.

Commissioner Garske explained that he liked the idea of having a rotating schedule where they were not touring every City park on an annual basis. He stated that once the Parks Master Plan was updated, he liked the idea of spending a meeting at the different parks in order to discuss possible options for them. He reiterated that he did not believe it was necessary to tour every park, every year.

Chair Wenner stated that she agreed that they did not need to tour each park every year and suggested that perhaps they could just tour the ones that were coming up in the next few years for budget items.

Council Liaison Gorham stated that if they were updating the Parks Master Plan, he felt that having the whole Council there to have eyes on the parks would also be beneficial.

Chair Wenner stated that she felt doing the park tours sometimes ended up being a momentum killer for things the Commission was getting done because then they had to take time out from their regular work to go on the tours.

Council Liaison Gorham suggested that since they were updating the Parks Master Plan this year, the park tours could happen separately, outside of the regular meeting schedule as part of prep for the Parks Master Plan.

Chair Wenner stated that she had also thought that the Commission could go tour one specific park each month, but in pairs, and then could report back to the full Commission.

Park and Recreation Manager Czech stated that staff could develop inventory sheets for each park that Commissioners to use to check conditions and make notes on what they saw.

Chair Wenner stated that she felt this would also be helpful for when they look at the natural areas and stated that she felt these areas could also be visited independently and then provide a report afterward.

Council Liaison Gorham asked if Smithtown Ponds was officially part of the City's trail network.

Park and Recreation Manager Czech stated that the trail goes through the area and connects from the LRT to Smithtown Road and explained that there were currently two memorial benches in that location.

Chair Wenner stated that the main thing she wanted to talk about with relation to the Work Plan was the IPM, since the Council had given them oversight of this in April of 2023. She stated that she felt that the Commission was still struggling to get all the information that they needed and gave the example of Greener Blade coming to spray at Freeman Park and then there was a room full of angry residents, but the Commission did not know anything about it. She explained that they did not know what chemicals were in there which concerned her because she felt like they were not doing their due diligence. She stated that the Commission is supposed to do oversight and review the plan for ongoing compliance and accountability and was also supposed to be consider planned maintenance works in parks/provide feedback on an annual basis. She stated that Public Works Director Morreim had given the Commission an update on this, but that seemed like they were getting updates from the people that they were supposed to be monitoring. She suggested that the Commission start a reporting process and do the report every year. She explained that she would be happy to work with City staff to get this started by getting an overview of things like all the chemicals used in all the parks so they can have that information in one place. She stated that as part of the IPM plan, in addition to cutting back on harmful pesticides, they are supposed to be planting flowers for bees and designating bee-safe areas. She stated that she knows that the City has those areas, but they are not accounted for at this point in time. She explained that she felt it would be helpful to have a mapping tool and include it in the report and make it public. She acknowledged that this would be something that would be difficult to do by sitting in their chambers and suggested that perhaps one or two Commissioners could take the reporting and interviews that would need to take place every year. She asked if the SCEC fee structure was in the purview of the Commission.

Park and Recreation Manager Czech acknowledged that they needed some direction from the Council.

Chair Wenner stated that, in her opinion, that could be removed from the Commission's Work Plan. She stated that she also felt it would be helpful for the Commission to have information about the athletic contracts, such as who the City had agreements with and how this may affect their budget, but was not sure it needed to be included within their Work Plan. She stated that she would like to see something on their Work Plan that formalized how they get their public input and a clearer definition of what the Commission's role is for community outreach.

Park and Recreation Manager Czech stated that a lot of what he heard the Commission saying would be able to solve when they have new Commissioner onboarding handbooks in place.

Chair Wenner noted that she had found the Shorewood Park Commission Goal Statement and read it aloud to the Commission which was from August 1996 and explained that she felt that it should be updated.

Park and Recreation Manager Czech stated that would most likely be a Council discussion.

Council Liaison Gorham asked about the Commission's role related to IPM and explained that he was not aware that the Commission had such a central role in its oversight.

Chair Wenner explained that it was a brand new responsibility in 2023 and then they ended up a brand-new Public Works Director and City Administrator. She stated that the Commission has been asking for advice on how they were supposed to do this which has been an ongoing process. She explained that she was looking at the April 10, 2023, City Council meeting where they revised Chapter 202 containing the Park Commission responsibilities, and then at the Council Retreat they directed staff to assign the Park Commission as the reviewing body for the IPM.

Council Liaison Gorham stated that he did not want the Commission thinking that they were set up for failure with the IPM oversight and believes that they could have further discussion on that and make sure that the Commission has the necessary tools to do this work.

Chair Wenner stated that she would like to know if the Council felt it would be a good idea to have the kind of report she had described earlier and reiterated that Public Works has been telling the Commission what they have been doing rather than the Commission monitoring them.

Council Liaison Gorham noted that the IPM was something that he had worked on before he left the Council in 2022 and felt that the Council serving since that time wanted the Park Commission to lead the process, but it sounded like they had not provided enough of a structure ahead of time. He stated that he felt that the Commission could go ahead and write up the report and felt it would be fair to point out that they were getting information, after the fact, from Public Works. He stated that he felt it would be fair to point out that the Commission had been tasked with this but instead of being engaged in the process were simply receiving reports.

Commissioner Bahneman stated that to be fair to Public Works, she wondered if all the changes have made it unclear to everyone how things were actually supposed to be going.

Park and Recreation Manager Czech explained that he would take this input back to City staff and try to get a clear understanding of what the expectations actually were.

Chair Wenner noted that she felt that they did have a strong IPM maintenance plan in place, but noted that, for example, they do not hear from Davey Tree, and do not know what they were doing, for example, with their treatment for Emerald Ash Borer.

Council Liaison Gorham asked if Public Works Director Morreim was the one who did all the ordering for the products and directed staff on what to do to.

Chair Wenner stated that she believed he would be the one that would do that but, would not be involved in what Davey Tree or Greener Blade was doing or using.

Park and Recreation Manager Czech stated that it was clear that the Commission needed more clarification and structure surrounding their duties related to the IPM.

**B. 2025 Arctic Fever Event Preview**

Parks and Recreation Manager Czech stated that Arctic Fever would be taking place on January 17, 2025, from 5:30 to 7:30 p.m. at the SCEC. He noted that traditionally it has been a two-day event that included outdoor activities at Freeman Park, but with the lack of snow, they had to cancel that portion of the event. He stated that it was unfortunate because this year, the City had partnered with Minnetonka Community Ed to do their family chase which he had been hoping would drum up excitement for the event. He gave a brief overview of the events planned for the diminished event and noted that the title sponsor for the event was Lucky's Station and also had Gold Level sponsors with Bolton & Menk and the Excelsior American Legion Post 259 and Bronze Level sponsors that included Mediacom and New Horizon Academy. He stated that the City took over the coloring contest and submissions would be on display at the event in order for people to vote on their favorite and explained that the winning entry would have their art printed on the 2026 Arctic Fever materials. He explained that the City had also introduced a 'Name a Snowplow Contest' and noted that submissions can only be submitted at Arctic Fever. He noted that voting on the City website for the winner submission will be done from January 20 through January 31, 2025, and the winner would have the opportunity to have their picture taken with the plow and also enjoy a ride in it. He noted that the City of Tonka Bay would also be hosting some Arctic Fever events on January 18, 2025, from 10:00 a.m. to 1:00 p.m. at Country Club Lanes.

**5. OLD BUSINESS**

**6. STAFF AND LIAISON REPORTS / UPDATES**

**A. City Council**

Council Liaison Gorham gave a brief overview of the discussion and decisions made at the January 13, 2025 Council meeting.

**B. Staff**

Park and Recreation Manager Czech noted that the Council had approved the Field Use Policy at last night's meeting and it was being sent out to the associations. He stated that the City's warming houses were up and running again.

**7. ADJOURN**

**Commissioner Garske moved to adjourn the Park Commission Meeting of January 14, 2025 at 8:35 p.m., Commissioner Bahneman seconded the motion. Motion carried 3-0.**



## Park Commission Meeting Item

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**Title/Subject:** Park Commission Meeting Dates  
**Meeting Date:** February 11, 2025  
**Prepared by:** Mitchell Czech, Parks & Recreation Manager  
**Attachments:** 2025 Meeting Date Options

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Item 4A
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### Background

During the Park Commission meeting on January 14, 2025, commissioners inquired about the possibility of moving commission meetings to the 4<sup>th</sup> Tuesday of the month.

Currently, commission meetings are scheduled for the 2<sup>nd</sup> Tuesday of each month. However, due to regular scheduling conflicts in August, October, and November, the meetings are typically rescheduled to later in the month. Moving all meetings to the 4<sup>th</sup> Tuesday would create a more consistent meeting schedule with adequate time between meetings.

If meetings were to move to the 4<sup>th</sup> Tuesday, two meetings per year would likely be affected by the change. Meetings in May and December would need to be moved to a different date due to the Memorial Day & Christmas holidays. The 2025 proposed schedule would move the May meeting to the 3<sup>rd</sup> Tuesday of the month and the December meeting to the 2<sup>nd</sup> Tuesday of the month.

The current 2025 meeting schedule and a proposed schedule with a change to the 4<sup>th</sup> Tuesday of the month is attached for review.

### Action Requested

A motion to approve changing the regular Park Commission meeting dates to the 4<sup>th</sup> Tuesday of the month.

## 2025 Park Commission Meeting Date Options

Current 2025 Meeting Schedule (2nd Tuesday of the Month)	
Meeting Date	Council Report Date
January 14, 2025	January 27, 2025
February 11, 2025	February 24, 2025
March 11, 2025	March 24, 2025
April 8, 2025	April 28, 2025
May 13, 2025	May 27, 2025
June 10, 2025	June 23, 2025
July 8, 2025	July 28, 2025
August 26, 2025	September 8, 2025
September 9, 2025	September 22, 2025
October 21, 2025	November 10, 2025
November 25, 2025	December 8, 2025
December 9, 2025	January 12, 2026

Proposed 2025 Meeting Schedule (4th Tuesday of the Month)	
Meeting Date	Council Report Date
January 14, 2025	January 27, 2025
February 11, 2025	February 24, 2025
March 25, 2025	April 14, 2025
April 22, 2025	May 12, 2025
May 20, 2025	June 9, 2025
June 24, 2025	July 14, 2025
July 22, 2025	August 11, 2025
August 26, 2025	September 8, 2025
September 23, 2025	October 14, 2025
October 28, 2025	November 10, 2025
November 25, 2025	December 8, 2025
December 9, 2025	January 12, 2026

Red text denotes meetings moved to an irregular date.  
Green text denotes meetings that have already taken place.



## Park Commission Meeting Item

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**Title/Subject:** 2025 Arctic Fever Recap  
**Meeting Date:** February 11, 2025  
**Prepared by:** Mitchell Czech, Parks & Recreation Manager  
**Attachments:** None

Item 4B
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### Background

The annual Arctic Fever event was held on Friday, January 17 from 5:30pm – 7:30pm at the Shorewood Community & Event Center. Due to lack of snow, the planned activities at Freeman Park on Saturday were canceled. Attendees enjoyed a number of family friendly activities that included pizza, hot chocolate, balloon art, face painting, live music, inflatable axe throwing, llamas, geocaching, cookie decorating, bonfires, and s'mores. Attendees could also vote for their favorite coloring contest submission and submit a name into the new "Name a Snowplow" contest. Staff received 8 submissions for the coloring contest and 50 potential snowplow names.

It is estimated that roughly 144 people attended this year's event. While prior attendance data is not on record, those that were involved with the event in years past said it was higher attendance than usual for the Friday portion. Indoor activities were the most popular, as cold weather and extreme winds made being outdoors unpleasant.

Lucky's Station was the presenting sponsor for this year's event, the first presenting sponsor for a City event since the launch of the new sponsorship guide. Bolten & Menk and the Excelsior American Legion Post 259 joined the sponsorship program as Gold sponsors, while Mediacom and New Horizon Academy joined as Bronze sponsors.

### Future Considerations:

- The new partnership with Bach to Rock was viewed as a success. They provided live kids bands that played during the event, as well as an instrument petting zoo. The partnership was beneficial for both sides, and we hope to evolve with future events as well.
- Outdoor activities were hard to evaluate as cold conditions kept people indoors.
- The addition of face painting and balloon art to the indoor activities was well received and one of the most popular stations.
- Adding additional lighting to the parking lot may increase participation in inflatable axe throwing, llamas, and other activities.

### Action Requested

Feedback on the Arctic Fever event and suggestions for future years is appreciated. Otherwise, no action is required.



## Park Commission Meeting Item

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**Title/Subject:** 2025 Movie in the Park  
**Meeting Date:** February 11, 2025  
**Prepared by:** Mitchell Czech, Parks & Recreation Manager  
**Attachments:** List of Potential Movies

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Item 4C
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### **Background**

The City of Shorewood's 2025 Movie in the Park is scheduled for Friday, August 22 at Sunset. The event will once again take place at Eddy Station at Freeman Park. Staff has selected a list of movies that are available for showing for the Commission to select from.

As we work to evolve our community events, the Commission should consider potential activities, food trucks, or other engagement ideas that can be incorporated with the selected movie.

### **Previous Years Movies:**

2011: Tangled (2010)  
2012: Big Miracle  
2013: The Odd Life of Timothy Green  
2014: Frozen (2013)  
2015: Big Hero 6  
2016: Aladdin (1992)  
2017: Sing  
2018: Despicable Me 3  
2019: Mary Poppins Returns  
2020: Back to the Future  
2021: The Lion King (1994)  
2022: The Jungle Book (2016) RAIN OUT  
2023: The Jungle Book (2016) RAIN OUT  
2024: Migration

### **Action Requested**

A motion to select and approve a movie for the 2025 Movie in the Park Event.



### Cloudy With A Chance of Meatballs- 2009

An inventor and a weather- reporter intern try to discover why the sky is raining food instead of water in this adaptation of the children’s book.



### Dolittle- 2020

Robert Downey Jr. electrifies one of the literature’s most enduring characters in a vivid reimagining of the classic tale of the man who could talk to animals



### Freaky Friday- 2003

A stressed- out mother and her sullen daughter magically swap bodies in this charming remake of the 1977 comedy.



### IF- 2024

From writer and director John Krasinski, IF is about a girl who discovers that she can see everyone’s imaginary friends- and what she does with that superpower- as she embarks on a magical adventure to reconnect forgotten IFs with their kids



### Jumanji- 1995

Two kids discover an old board game and when they start playing it they are greeted by a man who has spent years trapped inside the game since playing it at age 12. His only hope for freedom involves finishing the dangerous game.



### Lilo & Stitch- 2002

In Lilo & Stitch, get ready to crash -land on Earth with Stitch, a runaway genetic experiment from a faraway planet. As he wreaks havoc on the Hawaiian islands, he comes the mischievous adopted alien “puppy” of an independent little girl named Lilo and learns about loyalty., friendship and ‘ohana, the Hawaiian tradition of family



### Little Big League-1994

A typical 12 year old boy, riding bikes, teasing girls and managing a major league baseball team? While other kids trade baseball cards, Billy Heywood trades actual players in this high spirited story of a little boy with a major problem. When Billy inherits the Minnesota Twins professional baseball team, the game he loves becomes a business he can’t control as the players care more about pay than play. Now it’s up to Billy to rekindle his players’ love for the game to save his team.



### Space Jam- 1996

Michael Jordan makes his starring film debut opposite the celluloid skills of Warner Bros’ Looney Tunes. Jordan must help the Looney Tunes win a basketball game against a group of outer-space creatures who plan, if they win, to kidnap the Looney Tunes and take them to an interplanetary theme park as the latest attraction.



### The Incredibles- 2004

Known to the world as superheroes Mr. Incredible and Elastigirl, Bob Parr and his wife Helen were among the world’s greatest crime fighters, saving lives and battling evil on a daily basis. Fifteen years later, they have been forced to adopt civilian identities and retreat to the suburbs to live “normal” lives with their three kids. Itching to get back into action, bob gets his chance when a mysterious communication cummons him to a remote island for a top secret assignment.



## Park Commission Meeting Item

**Title/Subject:** Parks Master Plan  
**Meeting Date:** February 11, 2025  
**Prepared by:** Mitchell Czech, Parks & Recreation Manager  
**Attachments:** None

Item  
4D

### Background

The Parks Capital Improvement Plan (CIP) indicates funding for a Parks Master Plan in 2025. This plan will help develop a vision to guide the long-term development and improvements to our City parks. The City last completed a Master Plan for its parks in 2002, with an update completed in 2009. Many of the recommended components in the prior Parks Master Plan were successfully implemented, and the Commission recommended an updated plan during CIP discussions in 2024.

Staff is formalizing a Request for Proposal (RFP) to solicit bids from qualified consultants that will lead the City through the process of developing a Master Plan. In the RFP, the scope of services is set to include the following:

- Assessment of Existing Park Inventory, Conditions, and Future Opportunities
- Community Engagement
- Potential Funding Mechanisms
- Clear Vision, Goals, & Objectives
- Guidelines for Implementation of the Master Plan

Staff is seeking input on the scope of services, and if there are specific goals or outcomes the Commission desires from the Master Plan. A final scope of services will be negotiated and finalized with the selected consultant.

A tentative timeline in the master planning process is included below.

Event	Date
Request for Proposals Issued	February 12, 2025
Questions from Consultants Due	February 28, 2025
Consultant Submissions Due	March 7, 2025
Consultant Interviews	Mid-March, 2025
City Council Contract Approval	April 2025
Project Initiation	May, 2025
Project Completion	December 2025/Early 2026

### Action Requested

Staff is requesting input on specific goals or outcomes the Commission would like from the Parks Master Plan. No official action needed.

## **Twelve Thoughts About Working Together**

### **I. Listen**

Learn to listen so that you hear clearly what your fellow commissioners have to say, what citizens have to say, and what staff has to say. Focus on listening, rather than on what you will say in response. State what you think you heard and ask for clarification before responding, in an effort to enhance understanding. Listen with respect for the individual speaking and for what is being said in order to build trust. Listen with an open mind. Urge persons of various points of view to speak and promise to listen to these positions seriously.

### **II. Seek Consensus**

By listening with an open mind, it is possible to discern common ground among many competing viewpoints. Seeking this common ground and creating a consensus means that the process may be more important than the product. Sometimes more study on an issue helps to create consensus and may offer opportunities for finding commonalities of interest.

### **III. Disagree Agreeably**

Reasonable people with good intentions may disagree with one another. Disagreement is not bad as long as the opinions of others are treated with respect. Don't lose sight of the issue at hand during a heated debate. Avoid grandstanding—reasonable arguments clearly backed up by careful homework may win a debate rather than making other commissioners uncomfortable with hyperbole. Conflicts can be an opportunity for new insights, learning, and individual and organization growth. Disagreements can illuminate a topic in helpful ways and can present solutions to problems that previously had not been seen. The successful resolution of conflict can bind people together in powerful ways.

### **IV. Respect the Will of the Majority**

Live with the results of a vote on an issue. Debate may be lively and heated, but once a decision is made and a vote taken, it is important to recognize this decision as the intent of the majority of the commission and take no actions to undermine this decision. Move on, without rancor.

### **V. Respect the Rights of the Minority**

Be sensitive to the feelings and concerns of those who do not agree with the majority. Respect their rights of conscience.

### **VI. Treat Everyone with Respect**

Do not publicly embarrass or humiliate fellow commissioners, citizens, or staff. While disagreements are expected and acceptable, always maintain an atmosphere of good will and respect, no matter who is speaking. Focus on ideas and suggestions instead

of questioning people's motives, intelligence, or integrity. Do not ask questions or make statements in a way that will intimidate or judge others.

#### **VII. Share Information**

Always share relevant information with fellow commissioners and staff, so that everyone has the same information. Staff members also must make certain that information is shared with all commissioners in a timely manner.

#### **VIII. Make Decisions in the Open**

Create an environment in which the City's business is conducted in the open and in which debate is encouraged and valued. Adhere not only to the letter, but also to the spirit of the Open Meetings law. Avoid speaking for the Human Rights Commission as a group outside of Commission meetings.

#### **IX. Nurture the Value of the Individual; Recognize the Strength of the Team**

Individual commissioners have differing strengths, interests, and abilities. Take advantage of these differences when discussing issues—not everyone can be an expert on every issue. Learn what perspectives individuals bring to discussions. However, never lose sight of the fact that the Commission's legal and political strength comes from working as a team. Constituents expect their elected and appointed officials to learn to work together and with citizens to further the best interests of the City as a whole.

#### **X. Trust Your Judgment; Make Tough Decisions**

Commissioners are appointed to make informed decisions and recommendations. Seek many opinions on an issue. Ten calls on a particular issue may not represent the feelings of all residents. Find out who is impacted by decisions. Trust your judgment to decide what is best for the City as a whole, while protecting the rights of individual citizens.

#### **XI. Avoid "Meeting Night" Tunnel Vision**

Resist the temptation to form a perception about how the City functions based on what happens on Commission meeting evenings. Problems are resolved, projects are planned, citizens receive service, and decisions are made throughout the week. Keep what happens at Commission meetings within the context of the operation of the entire City.

#### **XII. This Too Shall Pass**

Controversial issues may cause sleepless nights. However, there will always be another issue looming on the horizon that may be just as controversial. Over time, it will be difficult to remember what was controversial a mere three months earlier. Keep a balanced perspective, and above all, maintain a healthy sense of humor.

*—ideas taken from Shoreview's Council Manual; Loveland, Colorado's Council Orientation Guide; and the 204<sup>th</sup> General Assembly of Presbyterian Church guidelines.*



City of Shorewood

## Park Commission Meeting Item

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**Title/Subject:** Parks Master Plan Update  
**Meeting Date:** April 22, 2025  
**Prepared by:** Mitchell Czech, Parks & Recreation Manager  
**Attachments:** None

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Item 4C
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### **Background**

Staff will provide an update on the Parks Master Plan to the Commission.

### **Action Requested**

No action needed.