

1. Agenda

Documents:

[.5.20.25 PARK COMMISSION AGENDA.PDF](#)

2. Agenda Packet

Documents:

[.5.20.25 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 Sanschagrin (July-Dec)

B. Review Agenda

2. APPROVAL OF MINUTES

A. Minutes from April 22, 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. Parks & Recreation Master Plan Update
- B. Shorewood Community & Event Center Task Force
- C. Adopt-A-Garden Update
- D. May 3 Volunteer Tree Planting Event Recap

5. REPORTS/UPDATES

- A. City Council
- B. Staff
 - a. Park Tour Maintenance Items
- C. Commission

6. ADJOURN

Commissioner Garske will provide a report on the May 20 Park Commission meeting at the June 23 City Council meeting. Commissioner Sylvester will provide a report on the June 24 Park Commission Meeting at the July 14 City Council meeting.

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MINUTES

1. CONVENE PARK COMMISSION MEETING

Chair Hirner convened the meeting at 7:00 p.m.

A. Roll Call

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

Absent: Commissioner Bahneman

B. Review Agenda

Commissioner Wenner moved to approve the agenda as written. Commissioner Garske seconded the motion. Motion carried 4-0.

2. APPROVAL OF MINUTES

A. Park Commission Meeting Minutes of March 25, 2025

Commissioner Garske noted small typographical errors on pages 4 and 6.

Commissioner Wenner noted the absence of a reference made by the Tonka Football Association regarding the 150 parent volunteers within their organization that she felt was germane and should be included in the minutes. She noted a reference on page 3 for the Council Liaison dates that still had her listed as 'Chair'.

Commissioner Garske moved to approve the minutes of the March 25, 2025, meeting, as amended. Commissioner Sylvester seconded the motion. Motion carried 4-0.

3. MATTERS FROM THE FLOOR

There were none.

4. GENERAL BUSINESS

A. City Event Analysis

Parks and Recreation Manager Czech noted that the Commission's Work Plan included an analysis of City events as a priority area. He reviewed the launch of a sponsorship guide in 2025 to provide incentives for local businesses to sponsor the existing City events and reviewed the sponsors that have come forward thus far. He highlighted some questions he felt the Commission should consider in taking a broader look at the City events. He noted that he felt the Commission, in addition to having a higher-level discussion about the City's events, should also spend some time discussing Arctic Fever, which, in the past, has been a 2 day event. He stated that for the past 2 years, it has had to be reduced to a 1-day event due to weather conditions, which seemed

to be fairly successful. He asked the Commission if they felt the City should continue trying to hold a 2-day event or if they should just focus on creating a 1-day event.

Commissioner Wenner stated that she did not like the idea of moving Arctic Fever to just a one-day event. She explained that she had heard from a lot of people that they were bummed out that the sled dogs had to be canceled. She stated that one of the trends that she has seen is that more people want to get involved in the community by volunteering, and felt the City should look at setting up more volunteer-type events.

Parks and Recreation Manager Czech stated that a discussion on volunteer events would be a separate discussion.

Commissioner Wenner suggested having a farmers market or a community food share opportunity at some of the City's events. She stated that she would like to see Arbor Day tree planting events, buckthorn removal events, and educational events, but noted that may land under a separate umbrella of discussion as stated by Parks and Recreation Manager Czech. She noted that she knows someone who had a small business selling jerky and asked if the City was looking for vendors like that to be invited to participate in City events.

Parks and Recreation Manager Czech stated that if the Commission had a vendor that they had connections with, he suggested that they pass that information along to him.

Commissioner Wenner asked if the goal was to have the events pay for themselves.

Parks and Recreation Manager Czech explained that the City had a budgeted amount from the General Fund that was included, but noted that sponsorship has helped to offset those costs. He noted that he would like to see if they were able to grow the events while staying within their budgeted window and explained that sponsorships and vendor tables would be a benefit.

Commissioner Wenner asked who was looking for presenting sponsors and if it was just Parks and Recreation Manager Czech trying to find people.

Parks and Recreation Manager Czech clarified that, as a City, they were not allowed to solicit and explained that they have information on the website and social media about sponsorships.

Chair Hirner stated that he felt he had seen some good movement over the last year, but it may be too early to tell. He noted that he would like to see what else Parks and Recreation Manager Czech could do with the events to be able to get more attendance or additional ideas for the events to help grow them before they make a recommendation to discontinue any of them. He explained that he felt there was some energy around some of these things right now, and people are starting to talk about them, which he felt was a good thing. He stated that now that they have a full trail in Freeman Park, he would like to see the City come up with an event that invited people to ride the loop in the Park. He noted that he would like to see the City take better advantage of some of the things that have been done with the parks.

Commissioner Sylvester asked about the leprechaun game that happened in March and if it fell into the City events bucket or if it landed somewhere else.

Parks and Recreation Manager Czech noted that, technically, it would probably fall under a City event, but he considered those things more of a community engagement activity rather than a

special event. He stated that event, and the Park bingo they did last year, which had low to minimal costs as well, and noted that if the Commission had other ideas for free or small budget things, those opportunities could be explored.

Commissioner Sylvester asked about the overall goal of these events and if it was for the community to meet each other or to engage with the park.

Parks and Recreation Manager Czech explained that he felt it was a combination of everything from providing activities for the community, showcasing the City's facilities, and giving the community a chance to come together.

Commissioner Sylvester explained that she thought the Lucky Pot 'O Gold thing was fun and required people to go and look through the parks.

Commissioner Garske stated that he liked the City's current event offerings but would like to see them look into whether they were hitting multiple demographics. He stated that he would also like to see if there may be a way to engage the other City parks because most of their activities took place at Badger Park or Freeman Park. He stated that he agreed with the earlier comments that he wasn't sure that they should remove any events, but acknowledged that he had not attended all of the events yet. He noted that he liked the idea of continuing to try to have Arctic Fever. He suggested that they may be able to add an event like Art in the Park in combination with something like Movie in the Park. He asked if there could be any value in doing something for National Night Out. He noted that in looking at the event costs per attendee, he would like to see general information on what it cost to run each event and what the amount was that the City had to fund.

Parks and Recreation Manager Czech explained that he was not looking for the Commission to take any specific action on this tonight, but the Council has had some discussions about what they wanted to do with events. He noted that what he was hearing from the Commission was a consensus that what they already have, they should continue for another year or two and re-evaluate them in the future, but also look for ways to add to the existing events as efficiently and inexpensively as possible.

Commissioner Garske stated that he felt the Commission would be open to new ideas on things that may change or enhance the existing City events. He asked if the City and the Commission would be open to ideas for add-on events, that would require people to pay a small fee, and gave the example of hosting a 5K, where they ask for a \$20 fee and the participant would get a t-shirt.

Park and Recreation Manager Czech stated that he did not believe there would be any reason that they could not do that, but would need to be strategic in their approach. He explained that he felt that they may need to have a minimum that the City would have to hit before they decided to proceed or cancel the event, but felt it was a good idea to piggyback off of what the City already had.

Commissioner Wenner stated that when she was walking over tonight, she noticed a lot of trash along the sidewalk on Smithtown and suggested that it may be something they could piggyback with events. She explained that the City could provide gloves and bags and give a prize for people who pick up trash in the parks.

B. Park Commissioner Handbook

Chair Hirner noted that he felt much of this would be able to be fleshed out during the Commission's conversation with the Council next week. He asked if the Commission had any general input on the handbook. He explained that he was not sure he would want this handbook to be printed when it was completed and would like to see it put in a place where they would all be able to access it electronically, when needed. He noted that he had been on the Park Commission for 7 years and had a book, but there was nothing in it that was current, which meant he had not looked at it for the last few years.

Parks and Recreation Manager Czech stated that for this agenda, he was looking for high-level discussion on whether the Commission felt things were missing or if something didn't make sense. He stated that if they had smaller corrections, he asked that they just send those to him for him to update.

Commissioner Sylvester stated that she had some high-level thoughts because she was kind of the first guinea pig to get it. She explained that she loved it and liked that it was printed, and noted that the only feedback she would have would be about changing the order a bit. She stated that she felt the welcome letter should be first, then the table of contents, then the City information, and finish up with the information related to the Park Commission. She noted that, overall, she thought the content was fantastic and reiterated that she felt that there was some value in having it printed, but understood Chair Hirner's point about how quickly things can become obsolete. She suggested that they give people the choice of whether they want it printed or in electronic form. She reiterated that, overall, she thought it was fantastic.

Chair Hirner stated that the Commission had not typically talked about trails and that was a big chunk of what had been included, and felt that they needed to get some clarification from the Council on the Commission's responsibility in relation to trails. He stated that another thing included in the handbook was related to staff and noted that the Christmas Lake Boat Launch had typically been included in the purview of the Commission, but they did not usually talk about the Christmas Lake Boat Launch attendants, and asked where that level of staffing would fall.

Parks and Recreation Manager Czech explained that those attendants are handled through an agreement with the Christmas Lake HOA.

Chair Hirner stated that he felt it would be good to reference that and outlined it in the document so the new Commissioners can understand how that fits in. He asked whether the Community Center attendants were City staff or if they were volunteers.

Parks and Recreation Manager Czech stated that the daytime attendants were volunteers through South Shore Senior Partners, evenings and weekend attendants were City staff members.

Commissioner Garske asked if there was a desire to have current satellite images or just images of the parks be included instead of the old Parks Master Plan, which was not true to what the parks are right now.

Parks and Recreation Manager Czech explained that the section would be replaced by the new Parks Master Plan information.

Chair Hirner stated that he liked Commissioner Garske's idea and asked about the possibility of someone with a drone going up and snapping a few pictures. He stated that it would be nice if this could be updated on an annual basis, so any improvements that were made would be reflected in the handbook.

Parks and Recreation Manager Czech stated that he felt that it would be a fairly large expense because the City did not own a drone.

Commissioner Garske stated that he did not think they would need to do that and could just use the Hennepin County Property Maps GIS information because they take annual satellite images.

Commissioner Wenner suggested that they include information on technology and what the Commission should know, as well as a number for tech support. She stated that she also felt it may be a good idea to include parliamentary procedure and information on Robert's Rules of Order.

Parks and Recreation Manager Czech noted that the City was working on a document that would be in alignment with the other Commissions, so there would be a formalized City standard for running the meetings.

Commissioner Wenner noted that the Commission had not updated the Park Commission Goal Statement and suggested that they include something about natural areas and open spaces.

Parks and Recreation Manager Czech noted that was something that needed Council direction.

Chair Hirner stated that he expected the Commission to have more clarity after the meeting next week.

Commissioners discussed the possibility of having different start times for their meetings.

Commissioner Wenner stated that other things she would like to see be included was City Code Chapter 11.03 regarding tree preservation, the City's policy document on tree preservation/replacement, the Natural Resources and Park section of the Comprehensive Plan, and some of their working documents such as the IPM Work Plan, Invasive Species Management Plan, Vegetative Management Plan, Urban Forestry Management Plan, park maintenance checklist items, budgets, Field Use Policy, and event information like the Sponsorship Guide.

Commissioner Garske noted that he would like to see the digital version of this document have hyperlinks built in for easier navigation.

Council Liaison Gorham referenced page 9, where it talks about the park maintenance. He noted that there was a portion that stated that the Public Works Director would give an annual report and asked if that was already happening or if that was something that would happen moving forward.

Parks and Recreation Manager Czech noted that it was already happening on an annual basis and explained that Public Works Director Morreim had presented to the Commission information on what had been done in each of the parks.

Council Liaison Gorham asked if the report information was published.

Parks and Recreation Manager Czech stated that it would be included in the Park Commission packet.

Chair Hirner agreed that it should be published so other people can see it and know what was being done.

Council Liaison Gorham stated that he agreed that it should have more visibility and questioned how many people would download the Park Commission packet.

Commissioner Wenner stated that she would like to get some clarity from the Council regarding the reporting, for example, on the Bee-Safe policy, because the Park Commission was the named oversight body for that policy.

C. Parks Master Plan Update

Parks and Recreation Manager Czech stated that the City had issued an RFP in February and received six proposals. He explained that staff had done an internal review and identified three quality firms to bring in for interviews, which happened last week and landed on one firm that seemed to fit the City's needs. He stated that they would be bringing a recommendation to the Council to move forward with this firm at the next City Council meeting.

5. REPORTS / UPDATES

A. City Council

Council Liaison Gorham gave a brief overview of recent Council discussion and actions.

B. Staff

Park and Recreation Manager Czech reminded the Commission that they have a joint meeting with the City Council on April 28, 2025, at 5:30 p.m. He explained that the goal of this meeting was to provide alignment between the Council and the Commission and reviewed some of the expected discussion topics. He stated that the City would be holding a volunteer tree planting event on May 3, 2025, at Freeman Park from 9:00 a.m. to 12:00 noon and encouraged the Commission to attend, if possible.

Commissioner Sylvester stated that she believed that there was a Spring Clean-Up event on May 17, 2025, and asked if the Park Commission actively participated in that.

Parks and Recreation Manager Czech stated that if the Commission would like to volunteer, he knew the City was still looking for some, but there would not be a direct Commission role with the event.

6. ADJOURN

Commissioner Wenner moved to adjourn the Park Commission Meeting of April 22, 2025, at 8:15 p.m. Commissioner Garske seconded the motion. Motion carried 4-0.



City of Shorewood

Park Commission Meeting Item

Title/Subject: Parks & Recreation Master Plan Update
Meeting Date: May 20, 2025
Prepared by: Mitchell Czech, Parks & Recreation Manager
Attachments:

Item 4A

Background

During the April 28 City Council Meeting, the Council approved a professional services agreement with Bolten & Menk to complete a Comprehensive Parks & Recreation Master Plan. This plan will feature a variety of community engagement and assessment of current amenities to help guide the City, Council, Commission, and staff for future years.

A kickoff meeting between Bolten & Menk and Staff is planned for Friday, May 16. Staff will provide an update of the kickoff meeting to the Commission.

Action Requested

No action needed.



Park Commission Meeting Item

Title/Subject: Shorewood Community & Event Center Task Force
Meeting Date: May 20, 2025
Prepared by: Mitchell Czech, Parks & Recreation Manager
Attachments: **April 28, 2025 City Council Work Session Memo, SCEC Task Force Strategy**

Item 4B

Background

During the April 28, 2025 City Council Work Session, the Council discussed recommendations for the formation of a Shorewood Community & Event Center (SCEC) Task Force. Discussion regarding the SCEC is scheduled in the Park Commission Work Plan for May, and conversations will continue throughout the year.

The City Council was largely supportive of forming a task force to evaluate and provide recommendations on the future of the SCEC. The Council was strongly in favor of the proposed timeframe for the task force, as it would allow for budgeting recommendations for the 2027 budget. The Council also discussed goals and outcomes they would like to see from the task force.

Staff has taken input received from the April 28 work session and has begun formalizing a strategy to help provide structure to what the task force may look like so the City can begin the recruitment process.

Action Requested

Commissioner input on the proposed Shorewood Community & Event Center Strategy and recruitment process.



City Council Work Session Item

Title/Subject: Shorewood Community & Event Center Task Force Discussion
Meeting Date: April 28, 2025
Prepared by: Mitchell Czech, Parks & Recreation Manager
Reviewed by: Marc Nevinski, City Administrator
Attachments: None

Item 3

Background

The Shorewood Community & Event Center (SCEC) provides valuable space that is utilized for private rentals, senior programming, and civic events. The SCEC is an aging facility that will be in need of many capital improvements in upcoming years. However, building operating expenses have continued to rise more than revenue has increased.

During the 2025 City Council Retreat, the Council expressed interest in evaluating the long-term viability and potential of the facility. The idea of forming a task force was presented to help analyze the facility and provide recommendations for moving forward. Staff has developed a framework of what a potential SCEC Task Force may look like.

Potential roles and responsibilities for task force members would include:

- Evaluate current state of the facility to determine future investments needed.
- Review current operations including staffing, rental policies, pricing structure, and marketing tactics.
- Research comparable facilities and how they operate.
- Engage residents and facility stakeholders in various formats.
- Explore potential options for future use including renovating, repurposing, or partnerships with local businesses or organizations.
- Identify potential funding sources to assist in operations, enhancements, or repairs.
- Develop a set of recommendations for Council consideration.

The task force would likely consist of monthly meetings that include various phases to develop informed recommendations. A tentative timeline is as follows:

1. **Prepare a Task Force Charter** – May 2025
2. **Task Force Formation:** May – June 2025
3. **Kickoff Meeting:** July 2025
4. **Facility Review and Initial Discussions:** August - September 2025
5. **Community Engagement & Open House:** October 2025
6. **Development of Recommendations and Options:** November – February 2025
7. **Report of Recommendations:** March 2026

Financial or Budget Considerations:

The City currently provides levy support to the SCEC each year to maintain operations. The Council elected to have a balanced budget for 2025 which resulted in a 66% levy increase to support the facility. With the projected levy increases over the next 10 years, there is \$1.8 million in levy support for the SCEC. The SCEC fund balance has also continued to decline, with projections indicating it will fall below 20% in the coming years. The Council recently approved a fund balance policy of having 50% of next year's expenses and 100% of next year's capital expenses in the fund balance reserve.

The task force is expected to be comprised of volunteers within the community who have insights in areas such as marketing, hospitality, finance, and recreation. User perspectives should also be included on the task force or in the analysis somehow. Minnetonka Community Education has expressed a willingness to participate as well.

Prior to establishing a committee, staff recommends the Council establish a charter for the task force to clearly articulate the goals and expected outcomes of the task force, define the role of its members, provide operational guidelines, and establish a timeline. Clarity around these will produce better outcomes, better manage expectations and assist in recruitment.

Considerable staff time will likely be needed to organize the task force, prepare for meetings, execute meetings, and formalize documentation. If a consultant is brought in to assess the facility and its current conditions, there would be an additional expense. The Shorewood Community & Event Center Capital Improvement Plan currently has \$5,000 allocated in 2025 for a study of the commercial kitchen and \$30,000 in 2026 for a remodel of the kitchen.

Discussion Requested:

1. What are the primary goals and outcomes of a potential task force?
2. What backgrounds or expertise should be sought for the task force to ensure a quality mix of perspectives to provide balanced and informed recommendations?
3. Does the timeline seem reasonable and fit the expectations of Council? Are there other phases or deliverables that should be considered?
4. Should a consultant be involved in conducting a facility study or needs assessment?

Shorewood Community & Event Center Task Force Strategy

1. Background

The City of Shorewood owns and operates the Shorewood Community & Event Center (SCEC), located next to the Badger Park turf field. The SCEC is home to the South Shore Senior Partners (SSSP), a local non-profit organization that provides programming to seniors Monday – Thursday from 8:30am – 3:30pm and Friday from 8:30am – 12:00pm. Outside of the SSSP programming, the SCEC is open for rentals for a variety of events including weddings, birthday parties, memorial services, classes, business meetings, etc. It is an aging facility with many capital investments needed in the near future, and operating costs have risen drastically without the necessary revenue to offset costs.

2. Purpose of Task Force

The City Council has expressed a desire to evaluate current state of the Shorewood Community & Event Center and investigate the future potential of the space through a community task force. The ideal task force will be comprised of residents and community members that offer a diverse perspective of programming, marketing, facilities, and community engagement. City staff will lead the task force and provide direction to ensure the needs of the Council are met.

3. Task Force Member Duties

Members of the task force duties include but are not limited to the following:

- Attend monthly meetings.
- Attend and assist in facilitating community engagement opportunities, stakeholder listening sessions, and open houses.
- Review all necessary materials provided by City staff.
- Seek input from residents and community groups and share with task force members.
- Provide feedback on ideas and potential options.
- Assist in creating quality recommendations to the City Council.

Once a final set of recommendations are created, the task force will disband and the members will no longer have official duties relating to the future of the Shorewood Community & Event Center.

4. Task Force Goals

The primary goal of the task force is to develop a set of recommendations the City Council can utilize to make an informed decision on the SCEC moving forward. Recommendations

will be developed through community input and engagement, task force member expertise, evaluating current operations, and potential needs of the community. A financial plan should be included with each set of recommendations.

5. Task Force Timeline

The task force would likely consist of monthly meetings that include various phases to develop informed recommendations. A tentative timeline is as follows:

1. **Prepare a Task Force Charter** – May 2025
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7. **Report of Recommendations:** March 2026

Task Force Member Recruitment Strategy

1. Recruitment Goals

Recruit a community driven task force of 8-10 members with a diverse skillset to represent a broad range of stakeholders in the SCEC. The ideal task force will have a variety of perspectives which will lead to informed recommendations. Applicants who have relevant facility, marketing, programming, community engagement, and strategic planning experience will be prioritized.

2. Target Task Force Members

- A. City Staff Liasian
- B. Commissions
 - o 1 Park Commissioner (with alternate to substitute as needed)
- C. Local Experts
 - o 5-8 local experts containing skillsets in the following areas
 - Community engagement
 - Facilities
 - Marketing
 - Programming
 - Strategic planning
- D. Consultant (if necessary)

3. Stakeholder Groups

It is important for the task force to seek input from current stakeholders of the facility. Conducting listening sessions with different stakeholder groups or inviting the stakeholder groups to open houses and community engagement sessions should be considered. Potential stakeholder groups are included below:

- A. South Shore Senior Partners
 - a. Board members
 - b. Program participants
- B. Badger Park Field Users: Minnetonka Lacrosse & Tonka Football Association
- C. Current Renters and Rental Groups
- D. Community Based Organizations
 - a. Minnetonka Community Education
 - b. Excelsior Rotary
 - c. Excelsior-Lake Minnetonka Chamber of Commerce

4. Recruitment Process

To recruit a diverse skillset for the SCEC Task Force, a variety of recruitment tactics will be utilized.

- A. Application form for all to apply hosted at shorewoodmn.gov.
- B. Direct invitations to apply to known local experts.
- C. Flyers and/or advertisements in the Shore Report, Parks & Recreation Newsletters, e-mail distribution lists, social media, and printed at the SCEC.
- D. City Council & Commissioner referrals.

Any interested applicants will apply online. The City Council will approve the task force charter and bylaws, and the Council will appoint candidates to serve on the task force.



Park Commission Meeting Item

Title/Subject: Adopt-A-Garden Update
Meeting Date: May 20, 2025
Prepared by: Mitchell Czech, Parks & Recreation Manager
Attachments: Adopt-A-Garden Waiver, 2025 Locations, Adopt-A-Garden Location Photos

Item 4C

Background

In 2000, the City launched an Adopt-A-Garden program to encourage volunteerism within the parks. The program started with five dedicated areas for volunteers to manage and maintain. Additional areas have been added over the years, and the program currently has ten dedicated areas for volunteers, including the addition of the City Hall Monument Sign this year.

Volunteers register for the program in the spring of each year and receive a \$100 allowance for flowers and plants at their location. Past gardeners are invited back to tend to their same area each year, and any open areas are available to new interested gardeners. Many gardeners have returned year after year, with some beginning as a volunteer as early as 2010. The City has the program available for registration online at shorewoodmn.gov/register and also includes it as an option on the volunteer sign-up form on the City website. Staff also promotes opens via newsletters, social media, e-mail, and word of mouth as necessary.

During the 2024 parks tours, the Commission expressed an interest in learning more information regarding the program. A map of locations and photos of each location is included in the attachments. The volunteer waiver is also included for details regarding the program and volunteer responsibilities.

In recent years, staff has received comments wondering if some Adopt-A-Garden areas are still being maintained. It seemed as if some park users had different levels of expectations than others. Staff is also wondering if a level of recognition for the volunteer gardeners may be appropriate, such as signage at the garden location.

Action Requested

Discussion regarding the Adopt-A-Garden program and any potential changes or improvements..

The objective of this program is to continue with enthusiasm the commitment to beautify and protect our City Parks for the enjoyment and benefit of future generations. City park entrances will need to have flowers planted and regular care. Groups and individuals who adopt these responsibilities for a particular garden will greatly enhance the appearance of our City Parks and encourage visitors to visit our community.

SPONSOR AGREES TO THE FOLLOWING:

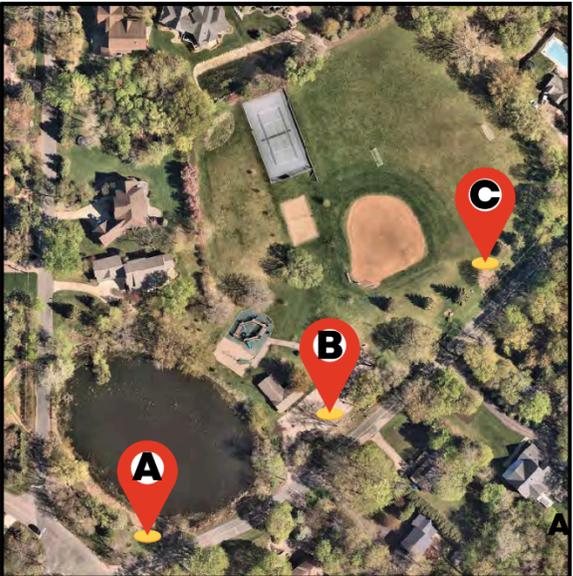
1. Clean up the green space at least one time each season and deposit the garbage at a site designated by the City of Shorewood
2. Furnish plants if space allows
3. Keep plants properly watered, maintained, and weeded
4. Refrain from using fertilizers, herbicides, or pesticides without written permission
5. Maintain clear walking paths where designated.
6. If landscaping fabric is used, it must be removed at the end of the season.
7. Obey all traffic and parking restrictions in the area where people are working. No vehicles shall be driven or parked on green spaces except for immediate loading or unloading of materials
8. Protect all monuments, signs, and equipment
9. Garden needs to be cleaned out and ready for winter no later than October 15th, 2025.

THE CITY OF SHOREWOOD AGREES TO:

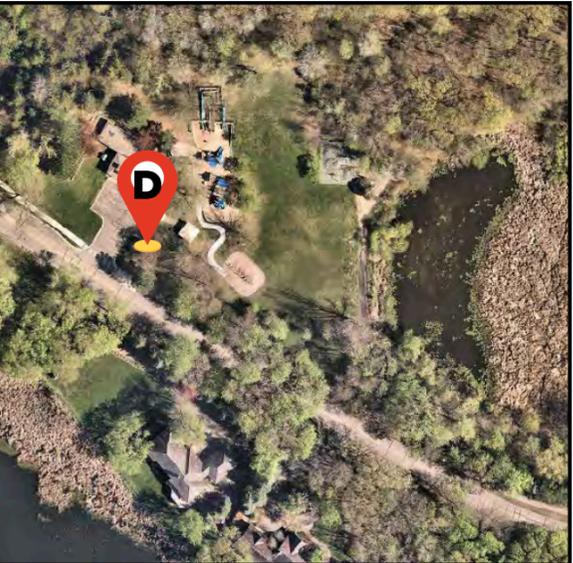
1. Prepare soil for planting
2. Furnish trash bags
3. Pick up garbage collected by the sponsor at a designated site and dispose of
4. Advise the sponsor regarding the management of the garden

It is further agreed that the City of Shorewood reserves the right to terminate this agreement at an earlier date when, in the sole judgment of the Adopt-A-Garden Coordinator, it is found that the Sponsor has not satisfied the terms and conditions of this Agreement.

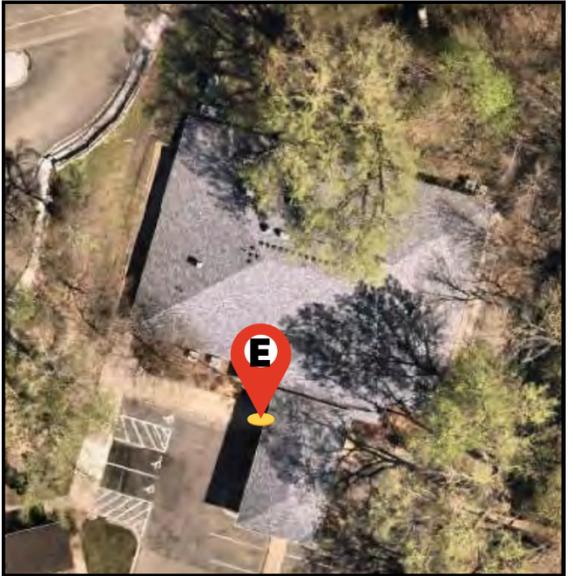
ADOPT-A GARDEN



Manor Park: 20620 Manor Road



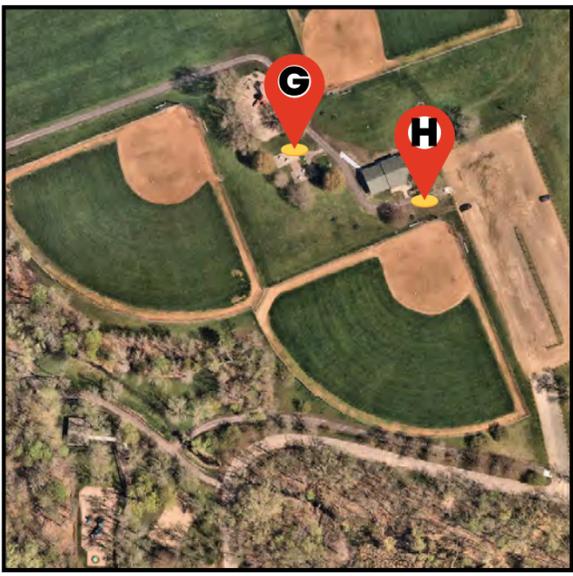
Silverwood Park: 5755 Covington Road



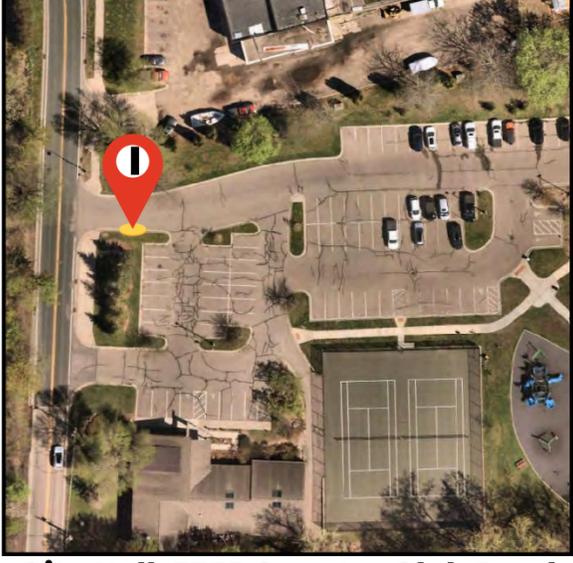
Community & Event Center: 5735 Country Club Road



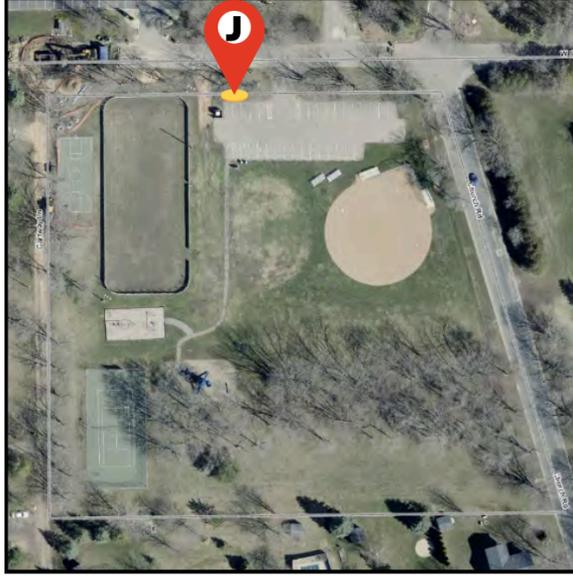
Freeman Park



Freeman Park North: 6000 Eureka Road



City Hall: 5755 Country Club Road



Cathcart Park: 26655 West 62nd Street



**SHIRLEY RICE
MEMORIAL GARDEN**



**FREEMAN
RAIN GARDENS**



**MANOR
MONUMENT SIGN**



**CITY HALL
MONUMENT SIGN**



**MANOR
FLOWER GARDEN**



**CATHCART
MONUMENT SIGN**



**SILVERWOOD
MONUMENT SIGN**



**COMMUNITY & EVENT
CENTER
FRONT ENTRANCE**



**FREEMAN
MONUMENT SIGN**



FREEMAN PLAZA

ADOPT-A GARDEN



Shirley Rice Memorial Garden:
20620 Manor Road



Freeman Park North:
6000 Eureka Road



Manor Monument Sign:
20620 Manor Road



Freeman Plaza:
6000 Eureka Road



Manor Park:
20620 Manor Road



Freeman Rain Gardens:
6000 Eureka Road



Silverwood Park:
5755 Covington Road



City Hall:
5755 Country Club Road



Community & Event Center:
5735 Country Club Road



Cathcart Park:
26655 West 62nd Street



**SHIRLEY RICE
MEMORIAL GARDEN**



FREEMAN PLAZA



**MANOR
MONUMENT SIGN**



**FREEMAN
RAIN GARDENS**



**MANOR
FLOWER GARDEN**



**CITY HALL
MONUMENT SIGN**



**SILVERWOOD
MONUMENT SIGN**



**CATHCART
MONUMENT SIGN**



**COMMUNITY & EVENT
CENTER
FRONT ENTRANCE**



**FREEMAN
MONUMENT SIGN**



Park Commission Meeting Item

Title/Subject: May 3 Volunteer Tree Planting Event Recap
Meeting Date: May 20, 2025
Prepared by: Mitchell Czech, Parks & Recreation Manager
Attachments:

Item 4D

Background

The City held a volunteer tree planting event at Freeman Park on Saturday, May 3 from 9:00am – 12:00pm. Public Works pre-drilled 59 holes throughout Freeman Park for trees to be planted. On the day of the event, an estimated 30 of the 59 total trees were successfully planted, mulched, and watered. Public Works and the Parks staff completed the rest of the plantings the week following.

The City would like to thank Tonka United Soccer Association for participating in the event. Two representatives from Tonka United were in attendance for the duration of the event, and staff greatly appreciated their efforts. Staff would also like to thank the park commissioners that were in attendance for the event.

Action Requested

No action needed.