

**AGENDA**

**1. CONVENE PARK COMMISSION MEETING**

**ROLL CALL/(LIAISON) SCHEDULE**

A. Roll Call

Hirner \_\_\_\_\_

Garske \_\_\_\_\_

Wenner \_\_\_\_\_

Bahneman \_\_\_\_\_

Council Liaison \_\_\_\_\_ (Jan-June)

Council Liaison \_\_\_\_\_ (July-Dec)

B. Review Agenda

**2. APPROVAL OF MINUTES**

A. Minutes from November 26, 2024 Meeting

B. Minutes from December 10, 2024 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 Work Plan Discussion

B. 2025 Arctic Fever Event Preview

**5. OLD BUSINESS**

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

A. City Council

B. Staff

**7. ADJOURN**

***Commissioner Garske will provide a report on the January 14 Park Commission meeting at the January 27 City Council meeting. 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 7:03 p.m.

**A. Roll Call**

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

Absent: None

**B. Review Agenda**

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

**2. APPROVAL OF MINUTES**

**A. Park Commission Meeting Minutes of October 8, 2024**

Commissioner Hirner asked if the picture submitted by Mr. Brown should be included in the minutes.

Park and Recreation Manager Czech stated that the picture did not need to be included in the minutes.

**Commissioner Hirner moved to approve the minutes of the October 8, 2024 meeting as written. Commissioner DiGruttolo seconded the motion. Motion carried 5-0.**

**3. MATTERS FROM THE FLOOR**

There were none.

**4. NEW BUSINESS**

**A. Field Use Policy**

Parks and Recreation Manager Czech explained that in conjunction with formalizing agreements with the local athletic associations, the idea of having an actual Field Use Policy came up. He stated that the proposed policy includes details surrounding field usage, facility use objectives, season dates for field use, the reservation process, and the overall expectations for facility use. He noted that staff felt that the policy would allow the City to build and maintain relationships with the associations and also provide clarity to the user groups about use of the City's facilities. He explained that one of the things that has come out of working with the associations on formalizing agreements is their concern about the number of private clubs that have been popping up that

want some of the premier times on the fields. He stated that the athletic associations would like to have a guarantee, on their end, that if they continue to maintain their partnership with the City they will be the ones that have primary access to the fields and this policy essentially outlines that kind of relationship and also provides structure for the new user groups.

Commissioner DiGruttolo asked about the facility use objectives for the policy and suggested that they should possibly include something about equity to ensure that the City is allocating time equitably. She stated that she would like this policy to be very clear and transparent so nobody can say that anyone is receiving preference over another group.

Park and Recreation Manager Czech confirmed that he would add some language related to equity.

Commissioner Hirner read aloud the statement within the priority level of the document that stated, 'Reservations for City-sponsored activities may be taken at any time for any date.' He gave the example of somebody rolling in and one of the sports facilities has a big tournament going on and somebody wants that date and asked who would 'win' in that scenario.

Park and Recreation Manager Czech stated that statement was referring to something like the City's Oktoberfest event. He explained that those dates and events are known well in advance and are communicated and suggested that they could change the wording to say 'in advance' for the City-sponsored activities because that was the intent. He clarified that it was intended to communicate that before the reservation dates are opened, the City-sponsored activities and events will have primary access for what they need. He stated that he can clarify this language to make it more clear that this was referring more to the long-standing events.

Commissioner Hirner referenced I.C. and the statement at the bottom of the page which says, 'The City reserves the right to close fields for a period of time and/or season to properly rest and preserve the turf.' He asked how that was being manifested into the partnership agreements because the associations tend to maintain many of the fields, for example, the baseball fields. He expressed concern about the City taking away game fields during their season.

Park and Recreation Manager Czech explained that it would be sort of a collaborative effort and noted that those expectations were made clear from the beginning. He stated that, for example, if it is raining, the City will close the fields and reiterated that this was an expectation that was set forth from the beginning. He stated that they want to be able to maintain these spaces for long-term use and getting one night of games in would not be looking at the long-term approach. He stated that this statement gets to the point that it makes a stipulation that if a field does get to where it could be damaged beyond repair if it continues to be used, the City needs to be able to reserve the right to close the fields. He noted that this would not be something that would come out of the blue and reiterated that it was a collaborative effort and he has found that the associations have been very understanding of this reality in order to preserve the field.

Commissioner Hirner stated that he felt that the language just needed to have a bit more clarification about the explanation of why the City wanted to be able to reserve the right to do that. He stated that he did not see anything in the document regarding the start-up times. He stated that every spring, baseball, and soccer want to get out on the fields as soon as possible, and he would like there to be some language that talks about how the City was going to address when their use can actually begin.

Commissioner Garske suggested that they also include some sort of statement related to maintenance such as, 'The City reserves the right to determine when the fields are available for use' to ensure that the fields are able to be supported for the long-term.

Commissioner Hirner suggested that Planning Director Darling may be able to offer some assistance in sharing how she has handled this type of communication with the associations in the past.

Park and Recreation Manager Czech stated that staff is in communication with the associations as things start to warm up and have weekly updates about the likelihood of when they may be able to get out on the fields.

Commissioner Garske referenced the priority levels and asked if they should potentially add a statement about giving people priority for people with recurring use. He referenced F.7. and asked if that should also specifically call out that it includes field marking. He asked if the City cared if they marked the fields and noted that if there are 20 different lines out there from different associations, it can get confusing.

Commissioner Hirner stated that he thinks all of the associations mark the fields and asked if the City may want to specify what kind of marking materials they use and noted that, for example, he didn't think the City would want them using paint, especially with the City's BeeSafe Policy, so it may be a good idea to specify that in this document.

Park and Recreation Manager Czech stated he could make that change in the language, but noted that it would essentially be specifying what the associations were already doing.

Commissioner DiGruttolo stated that there was only one fine listed in the policy and noted that she felt they should have fines for some of the other violations and listed off examples such as disposal of paint cans or trash being left. She suggested that they may want to implement a warning system where they give them two chances, but for the third time, there would be a fine for violations. She stated that she felt that you either needed to incentivize people or punish them and would like to consider implementing fines for some of the other items.

Council Liaison Callies noted that she did not believe the Park Commission could set fines because they were actually set within the ordinance by the City Code. She noted that they would also need to consider enforcement.

Park and Recreation Manager Czech noted that enforcement was the hardest piece and believed that outside of a fine, the City's biggest control is essentially telling them that if they keep up this behavior then their field time will go away.

Commissioner DiGruttolo stated that even making that statement would be helpful to have spelled out within the document.

Park and Recreation Manager Czech referenced section D. and the paragraph that makes the statements that groups of all priority levels were expected to treat the facilities as their own which includes things like field maintenance and trash removal. He stated that this also says that damage to the fields beyond normal wear and tear will result in additional fees and/or loss of field time.

Commissioner DiGruttolo noted that this says that this would result in additional fees, but questioned what those fees would actually be.

Park and Recreation Manager Czech noted that it is hard to spell them out because there are different levels and it would be hard to say there will be a \$50 fee if there is trash left behind because that could mean that there is a whole dumpster's worth on the field or just one water bottle left behind.

Commissioner DiGruttolo noted that she did not think a fine needed to always be financial and could be not being able to use the field for a period of time.

Park and Recreation Manager Czech agreed and noted that would be the direction that staff would be leaning toward field time consequences.

Chair Wenner stated that she would think the fines would be commensurate with having City staff go out and the staff time it took to clean up the field. She suggested that they may want to add language that says 'neglect or damage to fields beyond normal wear and tear' and that they add language that the additional fees would entail covering the time it took City staff to clean up the field.

Commissioner Hirner cautioned that if you put one in there, he felt everything else was excluded because it was not specifically stated, and if they left it worded in a general way, that meant they would all be on the table. He stated that if they just say that it would only relate specifically to City staff time, the City wouldn't really have the flexibility to do what may be warranted based on the situation. He explained that he would rather leave this language more generic and give City staff the flexibility to do whatever is warranted rather than attempt to be very specific.

Commissioner Garske referenced F.6 which calls out that the users were responsible for cleanup and may need to compensate the City for materials or labor if the City has to perform those cleanup services. He asked if most of the users were repeat users.

Park and Recreation Manager Czech stated that recently there have been more private groups that have come in for specialty-type camps, but about 90% of the use would be the associations and repeat users.

Commissioner Hirner asked if most of the users were non-profits and what the City's position was on for-profit entities, such as a private coaching clinic. He asked if the City should make a differentiation between non-profit and for-profit like they do at the SCEC.

Park and Recreation Manager stated that most of them were non-profits and noted that right now, if someone wants to come in and run a camp, they simply rent the field and pay the fees to the City. He stated that there is a fee schedule included in the agreements with the associations but there is also a separate daily rental rate for the fields as well, so there is already a difference between the traditional everyday user groups and someone who would just come in for a day or two.

Commissioner Hirner asked if there would be an agreement that specifies everything for the occasional users.

Park and Recreation Manager Czech stated that there would not be and they would just submit a field use application.

Commissioner Hirner stated that he would like there to be an agreement for both types of use because there is the potential for the same type of field damage whether it is associations or an occasional user for something like a camp.

Chair Wenner stated that she was confused about the use of fields versus facility and asked if this agreement was just referring to fields and courts or if it also referred to buildings.

Park and Recreation Manager Czech explained that this agreement was just referring to fields and courts but explained that there was also the intent to roll out a picnic shelter policy as well. He acknowledged that it may make sense to change the title for item F. to 'Field Use Expectations' rather than use the term 'facility'.

Commissioner Hirner noted that some of the associations were using the concession stand buildings and would assume that use of the building was part of their rental agreement.

Park and Recreation Manager Czech noted that was true but they do have a separate concession agreement.

Chair Wenner referenced the chart and asked if the soccer, lacrosse, and football fields were combined at Manor Park.

Park and Recreation Manager Czech stated that in Manor Park there is just one green space that could be utilized for those uses.

Chair Wenner asked if there was any use for a basketball court.

Park and Recreation Manager Czech clarified that the City did not permit the use of the basketball courts.

Commissioner Garske asked if there were activities that were not allowed on the fields, for example, if someone rent out the field in order to have a petting zoo.

Park and Recreation Manager Czech explained that those requests would be handled on a case-by-case basis.

Commissioner Hirner noted that parking was not included in this document and asked if they should say anything about 'acceptable' parking locations. He gave the example of the baseball season or a soccer tournament where vehicles are parked all over the place.

Park and Recreation Manager Czech noted that he was not sure that would fit into this document and would be more of an issue for SLMPD to handle and explained that they do patrol and have issued tickets related to parking.

Commissioner Hirner stated that he felt this issue was something that they should spend some time thinking about how it may be able to be addressed.

Park and Recreation Manager Czech noted that for tournaments, there is a special application process that includes fees for things like the City marking the parking areas, for example, putting out no parking signs along area streets, such as Eureka. He suggested that he make the updates that were discussed by the Commission tonight and bring it back for possible approval at their next meeting.

## **B. Shorewood Community & Event Center Capital Improvements**

Parks and Recreation Manager Czech gave an update on the ongoing improvements that are taking place at the SCEC including the purchase of new conference chairs, the mechanical system upgrade so they have a functioning furnace system, and some updates and replacement of toilets and faucets in the restroom. He noted that there were additional funds remaining from the restroom portion of the improvements that will be used to replace countertops, sinks, and possibly some light fixtures.

## **5. OLD BUSINESS**

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

Parks and Recreation Manager Czech explained that staff has been working on developing options for signage and other educational materials for both short-term and long-term efforts in order to address concerns regarding dogs that were off-leash. He reviewed the options that staff had come up with for more permanent signs to be posted at places such as the dog waste stations.

***There was consensus of the Commission that they had a preference for the wording on sign Option 2 with the picture from Option 3, if possible.***

Park and Recreation Manager Czech gave an overview of the options staff had come up with for more temporary signage that would be placed on a sandwich board or yard sign placed and moved around different areas of the City.

The Commission discussed the possibility of utilizing all 3 options in order to catch people's attention more readily, that there may be too many words used on the signs, that people should be able to tell what the sign is about just by looking at the graphic, suggested some possible graphic changes and text that they would like to be highlighted or emphasized, that they would prefer, but shared that they liked the overall messaging in Option 2 the best.

Park and Recreation Manager Czech stated that he understood the concerns that have been raised about the amount of text on the signs, but one of their intentions was to educate people which is hard to do with just a few words. He stated that the goal would be that the larger message of keeping their dog leashed would be easily seen, but was hopeful that people would take the time to read the remainder of the text as well that explains the 'why'.

Chair Wenner stated that she also liked the message in Option 1 because it also included a reference to protecting wildlife. She stated that she really liked all three options and would like to see them switched out between different parks or trails in order to grab attention.

Commissioner Garske stated that he was also a fan of having multiple options.

Park and Recreation Manager Czech thanked the Commission for their feedback and noted that he would bring them back for consideration after they have been adjusted a bit based on their input.

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

### **A. City Council**

Council Liaison Callies gave an overview of recent Council discussions and actions.

### **B. Staff**

Park and Recreation Manager Czech stated that the park maintenance update will take place at the next meeting. He noted that he will also present a year-end slide show of things that have been accomplished this year. He asked the Commission to spend some time thinking about what they felt would have been nice to have when they joined the Commission as part of their onboarding process in serving on the Park Commission. He noted that the Council had approved an e-bike ordinance and shared some of the details that were included in the ordinance language.

#### **1. Association Agreement Updates**

Park and Recreation Manager Czech stated work was ongoing for getting agreements in place with the various associations.

#### **2. Arctic Fever Updates**

Park and Recreation Manager Czech stated that they are working hard on Arctic Fever and noted that the new sponsorship guide and policy has been approved, so they were actively looking for sponsors. He noted that they will have a dog sled vendor coming back this year and were planning to work with the Minnetonka Community Education to hold their winter chase event prior to Arctic Fever with the hope that it will garner some additional interest from families. He stated that they are hoping to be able to place a banner at Excelsior Elementary which will help with their promotion efforts.

Commissioner DiGruttolo suggested that the City reach out to Tom Nelson at the VFW because they were interested in sponsoring Arctic Fever. She suggested that the City also speak with the Minnetonka High School band teacher because they are always looking for venues for the band to play in public.

Chair Wenner asked for the dates for Arctic Fever.

Park and Recreation Manager Czech stated that it would be January 17,18, 2025, and gave a brief explanation of the planned activities and contests.

## **7. ADJOURN**

**Commissioner DiGruttolo moved to adjourn the Park Commission Meeting of November 26, 2024, at 8:11 p.m. Commissioner Garske seconded the motion. Motion carried 5-0.**

## MINUTES

### 1. CONVENE PARK COMMISSION MEETING

Vice-Chair Garske convened the meeting at 7:00 p.m.

#### A. Roll Call

Present: Commissioners Hirner, Garske, DiGruttolo, Bahneman; Public Works Director Morreim; and Parks and Recreation Manager Czech

Absent: Chair Wenner

#### B. Review Agenda

Commissioner Hirner moved to approve the agenda as presented. Commissioner DiGruttolo seconded the motion. Motion carried 4-0.

### 2. APPROVAL OF MINUTES

### 3. MATTERS FROM THE FLOOR

There were none.

### 4. NEW BUSINESS

#### A. Park Maintenance Update

Public Works Director Morreim noted that the City has seven parks that cover about 100 acres of the City. He reviewed the routine maintenance items and rehabilitation projects that Public Works handles throughout the City parks. He highlighted other work that has been done including: the work being done at Freeman Park on buckthorn removal that included some volunteer efforts; adopt-a-garden volunteer efforts; purchase of a lawn/brush mower to assist with brush removal, such as buckthorn, as well as grass cutting; partnership with Hennepin County on the buckthorn regrowth removal in Freeman Park; and incorporation of the Smithtown Ponds into Freeman Park. He reviewed the additional maintenance and projects that Public Works had undertaken at Southshore Park, Manor Park, Silverwood Park, Cathcart Park, Gideon Glen Park, Badger Park, and Freeman Park.

Commissioner Hirner asked if there were any plans to do similar work to the pond in Silverwood that they did to the pond in Manor Park.

Public Works Director Morreim stated that there were no current plans. He noted that he would have to take a look at the maintenance responsibilities and explained that many of the ponds are not necessarily something that the City has direct responsibility for. He stated that they have gotten a number of questions about treatment for the Minnetonka Country Club and explained

that the City had resisted requests to do additional treatments like that. He stated the issue is that once they get involved in doing other ponds, he suspected that it would essentially snowball.

Commissioner DiGruttolo stated that she noticed that it cost almost \$10,000 for Manor and Badger Park related to the vandalism and asked if the City had spent any money on upgrading their surveillance or security equipment.

Public Works Director Morreim explained that staff was currently looking into that situation and had received two quotes within the last week. He stated that they were moving towards making a recommendation to the Council but noted that in addition to the parks it would be for most of the City's public buildings and the water infrastructures. He stated that the City does have cameras in Badger Park on the bathroom facilities and that was where they were able to get some views of who was there, but they were wearing hoodies so the footage was not that helpful. He noted that there was a prior vandalism event in 2023 that they were able to identify the vandals and was handled by the SLMPD. He noted that Freeman Park is a bit tricky and they would not be looking at covering the entire park, but more towards Eddy Station and some of the infrastructure such as the bathrooms.

Commissioner DiGruttolo stated that she thought the alum treatment was for controlling the goose poop and that the City had talked about some other potential remedies that would move the water so it would not be stagnant. She stated that she understands people don't drink the water or swim in the pond but it does have an impact on the ecosystem around it and also leaks into the water table. She asked if there may be something available that had a 'caution' level rather than a 'danger' level.

Public Works Director Morreim explained that the materials that would be 'caution' level is what they are using as intermittent treatments. He stated the alum treatments were for reducing the algae and the phosphorus that comes from the algae. He noted that something like a fountain would be a different operation and wouldn't guarantee that the algae would be reduced and would just move the water.

Commissioner DiGruttolo stated that Chair Wenner would like to know if the City was planning any additional volunteer events in 2025 in order to get people involved with things like buckthorn removal. She stated that she wanted to know if it would be possible for the City to use some of the wood chips that they create from the stump grinding so they would not need to be purchased for the playground areas.

Public Works Director Morreim explained that the playground chips are a specialized wood chip, so they do not have splinters so they could not use the wood chips from the stump grinding. He stated that a large portion of what they are grinding up is buckthorn, so he would not want to spread that material around the City. He stated that they can reuse some of the larger trees that are taken down for use as firewood for City events such as Arctic Fever. He stated that Public Works has no problem continuing to have volunteer events but noted that, for example, doing buckthorn removal by hand can be difficult because it is very labor intensive.

Park and Recreation Manager Czech stated that he believed the intent was to continue with the volunteer events including areas outside of Freeman Park and explained that he has ideas about other possible volunteer programs such as adopt-a-park.

Public Works Director Morreim stated that he felt that they were able to learn a lot of valuable lessons this past year with the buckthorn removal at Freeman Park and explained that he was hopeful that they would never have to do that much removal again because of what they learned. He shared examples of some of the lessons that they learned this past year related to buckthorn removal that he hopes will help them to be more efficient in the future.

Vice-Chair Garske expressed his appreciation to Public Works Director Morreim and the entire Public Works Department for taking care of the parks and other areas of the City.

## **B. Park Commissioner Onboarding Materials**

Parks and Recreation Manager Czech explained that with new Commissioners joining the Park Commission, there has been a desire to come up with a more efficient and informative onboarding process for them. He outlined the current process which essentially involved a large binder that is given to the incoming Commissioner and explained that he had hoped that they could have a brainstorming session to discuss what things the current Commission had received that they found helpful and what was not helpful. He reviewed some of the things that staff thought may be helpful such as a table of contents, a frequently asked questions portion, biographies of staff and the Commissioners, a summary of the Park and Recreation programs/events, and a simple 'cheat sheet' of various policies, procedures, and definitions. He noted that he felt that this may be able to be used as a recruitment tool for potential Commissioners that would clearly show what the roles and responsibilities of a Park Commission would be.

Commissioner Hirner stated that one thing he would like to see is a list of everything the Park Commission was responsible for and listed examples of things that extend beyond just the City parks. He stated that there are Master Plans, but they are outdated and there were also priorities within the parks outside of the Master Plan. He explained that he felt it would be a good idea to have a better description of where all of that information is and suggested that it have a yearly update because it was always changing.

Commissioner DiGruttolo stated that she liked that Park and Recreation Manager Czech was planning to outline the procedures, but felt it would also be nice to have a paragraph about how they run the Park Commission meetings. She stated that she agreed with Commissioner Hirner that they almost needed 'lanes in the road' for where the Park Commission would be responsible, but also where they overlap with the Planning Commission or the City Council and how that actually works. She stated that it would be helpful to know what the things are that they need to do something about versus ones they should just know about. She shared that she was confused for her first four or five meetings about how the meetings ran and what she was supposed to take action on. She stated that she felt a copy of the budget would have been helpful to have, specifically the Parks and Recreation budget and the portions that the Park Commission was supposed to be aware of and have input into. She noted that she would also like to see how the parks fit into the City's strategic plan and how that nests with the Park Commission's strategic plan. She explained that she felt that the inclusion of the last six months of meeting minutes would be similar to what is called the arc of the story continuity book that is used in the military. She stated that if incoming Commissioners have that information when they step into place they will already know what has been discussed and what things they should know about.

Commissioner Bahneman stated that she felt it would be helpful when a Commissioner was new and coming in to have a way to meet, look at each other, and talk a little bit, that would not immediately be just sitting at the dais. She stated that she felt the biographies that have been

suggested would be helpful but she would them to be able to have a chance to get to know one another.

Park and Recreation Manager Czech explained that the complication with that was related to Open Meeting laws.

Commissioner Hirner stated that two of the Commissioners could choose to go have coffee but they cannot do that if there would be three or more, because that would constitute a quorum.

Commissioner DiGruttolo stated that she liked Commissioner Bahneman's idea and noted that she believed her first meeting took place at the SCEC. She suggested that perhaps the Park Commission hold the meeting at the SCEC once a quarter which would give them the opportunity to sit around the table and be able to look at each other and converse. She stated that she agreed that sometimes it was easier to have free-flowing ideas if they were talking eyeball to eyeball. She stated that her first meeting had also involved a tour of the SCEC which she thought was great to see what they have done and what things they were thinking about doing there.

Commissioner Bahneman stated that she thought doing the park tours was a fabulous idea.

Vice-Chair Garske stated that many of his ideas had already been raised by other Commissioners. He stated that he would like to see a summary of the milestones or key responsibilities and expectations for the Park Commission. He suggested that there be a few bullet points that tell what they are really doing, why they are doing it, and how it will be leveraged. He explained that when he first joined the Park Commission he was not aware of how flexible certain things were and that they could be moved around, but that the City Council made the final decision about some things. He stated that he liked the idea of including the meeting minutes but suggested that Park and Recreation Manager Czech also put together a list of the top ten things that the Park Commission had discussed over the last year, so they would not have to read through all the meeting minutes. He stated that it would also be helpful to have it outlined about how a Commissioner can get something added to the agenda. He noted that it would also be helpful to have clearly outlined expectations for when the Commissioners present information to the City Council.

Commissioner Bahneman stated that Park and Recreation Manager Czech had put together a great summary before she presented to the Council.

Park and Recreation Manager Czech clarified that Commissioner DiGruttolo had done that because she provided a blueprint for what should be included because the Council already receives copies of the meeting minutes and noted that he wanted to find a way to present the information with a more personal connection.

Commissioner Bahneman stated that she enjoyed presenting to the Council.

Vice-Chair Garske stated that he felt that it would also be nice to have a simple City map. He noted that one thing he would also like to see more clearly defined is Crescent Beach but acknowledged that he did not really remember what their overview is other than he believed it was a partnership with Tonka Bay.

Commissioner DiGruttolo suggested including a brief description of what some of the staff positions do, for example, City Engineer Budde, Public Works Director Morreim, and Park and

Recreation Manager Czech because it would be helpful to have this information so they knew who direct their questions to for certain topics.

Commissioner Hirner stated that there should probably be an explanation for when there is a new development whether they want money or land.

Park and Recreation Manager Czech stated that he planned to start with the creation of a general 'cheat sheet' for incoming Commissioners and then begin developing some of the other things.

Vice-Chair Garske suggested that they could also assign an 'onboarding buddy' to help guide the new Commissioners through the process of joining the Park Commission.

Commissioner DiGruttolo stated that she thought that was a great idea and explained that a similar thing was done in the military.

Park and Recreation Manager Czech stated that he would plan to bring back a draft of at least the initial step for Commission consideration and would expect that it will be reviewed on an annual basis.

### **C. End of Year Recap Slideshow**

Parks and Recreation Manager Czech presented a slideshow to the Commission that showed highlights of what was accomplished throughout 2024 within the Parks and Recreation Department. He explained that this was something that they would like to continue on an annual basis and was trying to encourage taking more before and after photos as they are working on things throughout the City.

Commissioner Hirner suggested that the slideshow be uploaded to the City's website so others could see what they have accomplished.

## **5. OLD BUSINESS**

### **A. Field Use Policy Updates**

Parks and Recreation Manager Czech gave a brief overview of the discussion at the last meeting for a potential Field Use Policy in order to help provide some structure and clarity to their reservation process and expectations for groups that utilize the City's fields. He gave a summary of the amendments that were made to the document following the input from the Commission.

**Commissioner DiGruttolo moved to recommend approval of the Field Use Policy, as presented. Commissioner Bahneman seconded the motion. Motion carried 4-0.**

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

### **A. City Council**

### **B. Staff**

Park and Recreation Manager Czech stated that the City, in partnership with the University of Minnesota, was doing some buckthorn trials at Freeman Park. He stated that at a previous

meeting they had discussed the possibility of putting signage in the area and they have had discussions with Mike Schuster about options and believe that they will be moving forward with some signage, but was not sure about the timeline for when it would be installed. He noted that Mike Schuster had told him that they have sites in Michigan, Wisconsin, Missouri and also Minnesota. He told him that so far the Minnesota sites have not been particularly inspiring with the results they have seen which may have had something to do with their wet spring weather. He noted that the increased frequency of cutting the buckthorn did have an impact on the total regrowth which they were hoping would transfer to differences in the winter survival rates. He reminded the Park Commission that Arctic Fever was coming up and they would be implementing a 'Name the Snowplow' contest which should be fun. He noted that the City started flooding its ice rinks today due to the expectation of colder temperatures. He explained that they held interviews with potential rink attendants over the last few weeks and it looks like they will have eight rink attendants this season. He stated that he would be posting updates on the status of the rinks on the City website. He suggested that they determine which Commissioner can present to the Council at their upcoming meetings.

January – Commissioner Hirner  
February – Commissioner Garske  
March – Commissioner Bahneman

Park and Recreation Manager Czech explained that he would do a calendar invite for presenting at the City Council meeting, so it would be on everyone's calendar.

Vice-Chair Garske suggested that they start adding this information to the agenda so it outlines the next City Council meeting date and who was scheduled to present.

Commissioner Hirner asked if they had dates for the Park Commission meetings for 2025.

Park and Recreation Manager Czech stated that he would send those out to the Commission. He expressed his appreciation to Commissioner DiGruttolo for her service on the Park Commission and wished her well as she moved onto the City Council.

Commissioner DiGruttolo thanked the Commission for their support and extended a special thank you to Commissioner Hirner for all the things that he taught her in her time on the Commission. She stated that she did not have a lot of time working with Park and Recreation Director Crossfield, but in her opinion, things under Park and Recreation Manager Czech were moving along much more smoothly. She stated that she also felt that Park and Recreation Manager Czech had a high-touch involvement and believed he was going to do great things with the City.

Commissioner Bahneman stated that she agreed with Commissioner DiGruttolo's sentiments about Park and Recreation Manager Czech. She stated that she felt he was a treasure and very good at his job which has made serving on the Park Commission enjoyable.

Commissioner Hirner asked when the City would post the opening on the Commission for the replacement of Commissioner DiGruttolo.

Park and Recreation Manager Czech stated that he believed that postings for Commissioners were already live but noted that they did not intend to fill the seat until March when all the new Commissioners would come on board which means that they would only have four

Commissioners for January and February of 2025. He asked the Commissioners to let him know if they would be unable to attend a meeting, so they could ensure that they have a quorum.

**7. ADJOURN**

**Commissioner Bahneman moved to adjourn the Park Commission Meeting of December 10, 2024, at 8:24 p.m. Commissioner DiGruttolo seconded the motion. Motion carried 4-0.**

DRAFT



## Park Commission Meeting Item

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**Title/Subject: 2025 Work Plan Discussion**

Meeting Date: January 14, 2025

Prepared by: Mitchell Czech, Parks & Recreation Manager

**Attachments: 2024 Park Commission Work Plan**

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Item 4A
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### Background

The Park Commission operates off a work plan that is created annually and runs March through the end of February the following year. This schedule allows the commission to account for new members that are appointed at the beginning of March. 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.

As staff works to formalize a work plan for 2025, we are seeking input from commissioners on other priorities they may want included on the plan. Key highlights from the 2024 work plan, along with items scheduled in the 2025 capital improvement plan, are included below.

### 2024 Work Plan Items

- Update 2025 Park Capital Improvement Plan
- Southshore Park Planning
- Natural Areas
- Integrated Pest Management Plan
- Additional Goals
  - o SCEC Fee Structure
  - o Athletic Associations
  - o Athletic Field Conditions
  - o Other

### 2025 Parks Capital Improvement Plan Items

- Cathcart Park Playground Equipment (\$200,000)
- Parks Master Plan (\$40,000)

A formalized work plan for 2025 will be developed and a draft will be provided to the commission for review at a later date. The work plan will then be reviewed, updated, and approved by City Council. It is important to remember that 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.

**Action Requested**

Feedback on priorities to be included on the 2025 Park Commission work plan.



## Shorewood Park Commission 2024 Workplan

The 2024 Work Plan was developed by the Shorewood Park Commission with the input of staff to identify its priorities for the coming year. City code identifies the Park Commission's responsibilities as follows:

- *Consider, review, report, and advise on all matters which the Council may refer to the Commission;*
- *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;*
- *Recommend to the Council operating policies and procedures for use of existing parks;*
- *Develop and refer to the Council a recommended operational and capital improvement budget for parks for the ensuing year;*
- *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.*
- *Review park maintenance and provide comments to the Council on the maintenance program's overall effectiveness in managing park and open space amenities. (2023)*

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. It is important to remember that 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.

### **1. Update 2025 Park Capital Improvement Plan**

#### **Goal**

The Commission will review the City's parks in May and June and update the CIP in July to recommend park improvements and investments to the Council for inclusion in the 2025 budget. Staff will provide information about each park prior to the tours. Commissioners should view *Gideon Glen*, the *Christmas Lake Boat Landing*, *Crescent Beach*, and the



*Country Club Trails* on their own prior to the July Park Commission meeting. Tours of the parks will occur on the following schedule:

May

*Manor Park*

*Southshore Park*

*Silverwood*

*Badger Park*

June

*Freeman*

*Cathcart*

**Schedule**

May to July

**2. Southshore Park Planning**

**Background**

Southshore Park is minimally developed. It currently includes a park lot and community garden plots. It is a relatively small park and is adjacent to Highway 7. There is interest in developing this park further with more amenities and uses. To do so, plans must be developed and included in the City's CIP.

**Goal**

To obtain public input regarding possible uses and activities in Southshore Park to use in developing plans in 2025. Activities proposed to obtain public input include:

- Holding in-person tabletop opportunities at City events, such as Movie in the Park and Oktoberfest, with staff and Park Commissioners to provide information and ask for ideas, preferences, and input.
- Engage specifically with residents near the Park and garden users.
- Develop a survey tool.

**Schedule:** Review process and feedback in approximately August and December or January.

**3. Natural Areas**

**Background**

Several of the City's Parks include areas that are less developed or improved and are not programmed for any specific activity. Although such areas require less attention and maintenance by Public Works staff, they are important areas that provide environmental benefits and enjoyment by the public. Suggestions for increased maintenance, attention and planning for such areas has emerged. Although attention to these areas will require the



City to reallocate or increase resources (i.e. staff, funding, equipment), guidance and prioritization will help in developing budgets and work plans.

### **Goal**

Identify potential issues in natural areas, establish priorities, and discuss possible approaches for maintenance and improvements. Use this to establish more specific work plans and budget in 2025 and beyond.

### **Schedule**

Commissioners should review natural areas during the Park Tours but formal discussion is planned for the September meeting.

## **4. Integrated Pest Management Plan**

### **Background**

In 2022 the City undertook an audit of its landscape management practices in order to better align practices with its goal of being a Bee Safe community. Following the audit, the City Council revised its Bee Safe Resolution with the goal of reducing the use of pesticides, and developed a work plan to avoid using chemicals labeled Danger or Warning and applies an intentionally environmental approach to landscape maintenance.

### **Goal**

Review the IPM work plan objectives and outcomes and discuss possible updates to the workplan.

### **Schedule**

October Park Commission meeting.

## **5. Additional Goals**

The above goals already have some degree of momentum, alignment with Council, and dedicated resources. The following goals reflect issues which can be described as secondary in importance, require less resources, or are primarily administrative in nature. These goals may also represent emerging issues that could require increased attention in the future. Regardless, these are areas of interest to the Park Commission and to which due attention should be given.

- **SCEC Fee Structure** - In 2024 the City Council approved a revised fee structure for the SCEC to align it with the market. The Commission would like to know how this is working.
  - Target Discussion: September Meeting



- **Athletic Associations** – The City collaborates and hosts many athletic associations at its parks and facilities. Associations are valued partners that provide recreational opportunities for residents and help care for the facilities. The current arrangements with the associations can be characterized as “hand-shake deals” and limited documentation appears to exist regarding the parties’ responsibilities, roles, and obligations. Although the relationships between the associations and the City are strong, the inevitable changes in leadership among all parties have prompted a desire and need to document and formalize the relationships. Staff will work with the associations to develop agreements in 2024, informing the Commission of progress, and finally presenting to Council for approval.
- **Athletic Field Conditions** – Park Commissioners and staff should observe the conditions of the various athletic fields over the spring, summer and fall seasons. Discussion may inform management and maintenance practices, increase understanding of use and demand, or identify future investments.
  - Target Discussion: September Meeting
- **Other** – The Commission also discussed other broad concepts relating to parks, such as educational outreach, pollinators, and trees. Additional discussion and direction is needed regarding the need, priority, strategy or resources required of such concepts before a scope of work can be developed.



## 2024 Park Commission Meeting Schedule

March 12, 2024	Sept 10, 2024
April 9, 2024	Oct 8, 2024
May 21, 2024*	Nov 26, 2024***
June 11, 2024	Dec 10, 2024 (If Needed)
July 9, 2024	Jan 14, 2025
Aug 27, 2024** (If Needed)	Feb 11, 2025

### Notes:

\*Meeting moved to third Tuesday due to election.

\*\*Meeting move to fourth Tuesday due to primary election Aug 13<sup>th</sup>.

\*\*\*Meeting moved to fourth Tuesday due to Veteran's Day Monday Nov 11 and City Council shifting to Tuesday Nov 12.



## Park Commission Meeting Item

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**Title/Subject: 2025 Arctic Fever Event Preview**

Meeting Date: January 14, 2025

Prepared by: Mitchell Czech, Parks & Recreation Manager

**Attachments: Arctic Fever Flyer**

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Item 4B
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### Background

The City of Shorewood's annual Arctic Fever event will be held on Friday, January 17 at the Shorewood Community & Event Center from 5:30pm – 7:30pm. Traditionally, this event is a two-day event with outdoor activities at Freeman Park during the day on Saturday. However, due to a lack of snow the Saturday portion of the event has been cancelled.

This year's Arctic Fever event is presented by Lucky's Station, the title sponsor for our 2025 Arctic Fever event. As part of our new sponsorship program, we have also welcomed Bolten & Menk and Excelsior American Legion Post 259 as Gold Level sponsors for our 2025 events. Current Bronze Level sponsors include Mediacom and New Horizon Academy.

A fun filled lineup of activities is currently planned for Friday, January 17. Those that visit the Shorewood Community & Event Center between 5:30pm – 7:30pm can expect a variety of activities including:

- Pizza provided by Joey Nova's
- Cookie Decorating provided by Polly's Gourmet Foods
- Geocaching provided by Three Rivers Park District
- Face Painting & Balloon Art provided by Amazing Balloons
- Llamas provided by Carlson's Loveable Llamas
- Instrument Petting Zoo & Music provided by Bach to Rock Minnetonka
- Axe Throwing
- Bonfires
- S'mores provided by New Horizon Academy
- Photo Booth

Prior to the event, we took submissions for the city sponsored coloring contest. Participants applied their creativity to a coloring sheet and submitted their work by December 31. Submissions will be displayed at our Kick-Off party where attendees will vote on their favorite entry. The winning entry will have their art printed on 2026 Arctic Fever materials!

New this year, we have introduced a "Name a Snowplow Contest" that will allow Arctic Fever attendees to submit a name for one of our Shorewood Snowplows. Names can only be submitted during the kick-off event, and the top submitted names will be posted for voting on the city website from January 20 – January 31. The winning name will be displayed on one of

our snowplows, and the winner will have the opportunity to have their picture taken with the plow and enjoy a ride in the plow.

The City of Tonka Bay will be hosting Arctic Fever activities on Saturday, January 18 from 10:00am – 1:00pm at Country Club Lanes. Attendees can enjoy live music, drawings for prizes, Pizza provided by the City of Tonka Bay, and donuts provided by South Lake PD. Glow bowling will be available for \$13.99 a person plus tax or \$10.99 a person plus tax with a food donation. This consists of 1.5 hours of bowling, shoe rental, and small pop or juice box. Reservations are recommended to participate in glow bowling.

**Action Requested**

No action required.



Lucky's Station presents

January 17-18, 2025

# Arctic Fever

## FREE WINTER FUN FOR ALL AGES!

### Kick-Off Party

Friday, January 17 5:30 p.m.-7:30 p.m.

Shorewood Community & Event Center

5735 Country Club Rd, Shorewood



Join us for face painting, balloon art, a kids DJ & dance, geocaching, food & beverages, llamas and more. Participants will have the opportunity to name a snowplow and vote on their favorite coloring contest entry that will be used in next year's marketing materials!

### GLOW Bowling

Saturday, January 18 10:00 a.m.-1:00 p.m.

Country Club Lanes

5601 Manitou Rd, Excelsior



Enjoy music, fun games, and prize drawings while GLOW bowling! \$13.99 bowling package per person includes shoes, 90 minutes of GLOW bowling, and soda OR \$10.99 per person with a food donation for Westonka Food Shelf. Pizza provided by City of Tonka Bay and donuts provided by South Lake Minnetonka Police Department.

Sponsors



# ArcticFever.net