

AGENDA

1. CONVENE PARK COMMISSION MEETING

ROLL CALL/(LIASON) SCHEDULE

A. Roll Call

Hirner ()_____

Garske ()_____

Wenner ()_____

Bahneman ()_____

Sylvester ()_____

Council Liaison Sanschagrin (July-Dec)

B. Review Agenda

2. APPROVAL OF MINUTES

A. Minutes from June 24, 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. Minnetonka Lacrosse Presentation

B. Parks Master Plan Update

D. Park Maintenance Items

E. CIP Discussion

5. REPORTS/UPDATES

A. City Council

B. Staff

C. Commission

6. ADJOURN

Commissioner Bahneman will provide a report on the July 22 Park Commission meeting at the August 11 City Council meeting. Commissioner Wenner will provide a report on the August 26 Park Commission Meeting at the September 8 City Council meeting.



Park Commission Meeting Item

Title/Subject: Minnetonka Lacrosse Association Presentation
Meeting Date: July 22, 2025
Prepared by: Mitchell Czech, Parks & Recreation Director
Attachments:

Item 4A

Background

Representatives from Minnetonka Lacrosse Association will provide a brief presentation on their association.

Action Requested

No action required.



Park Commission Meeting Item

Title/Subject: Parks Master Plan Update
Meeting Date: July 22, 2025
Prepared by: Mitchell Czech, Parks & Recreation Director
Attachments:

Item 4B

Background

Representatives from Bolton & Menk, the consultant leading our Parks Master Plan project, will provide an update on the current status of the project. The project team will allow time for a brief discussion period regarding the Shorewood Park System with Commissioners.

Action Requested

No action required.



Park Commission Meeting Item

Title/Subject: Park Maintenance Items
Meeting Date: July 22, 2025
Prepared by: Mitchell Czech, Parks & Recreation Director
Attachments: 2024 Park Tour Maintenance Items

Item 4C

Background

Following the 2024 park tours, staff compiled the maintenance items noted during the tours onto a spreadsheet to allow for simplified tracking. Throughout the year, the Public Works team has worked to continue to cross items off the list. They have also provided notes about how often some practices are performed as part of their routine maintenance schedule.

The Park Commission has decided to forego park tours this year with the ongoing master planning process. In lieu of the tours, Commissioners plan to do self-guided tours as they are able to through the City parks. Commissioners should check on completed items, note any new items found, and provide those notes to staff so the spreadsheet can be updated. Staff will provide an updated copy with the new maintenance items at the August Park Commission meeting.

Action Requested

Park Commissioners should visit all City parks as they are able to prior to next month's Park Commission meeting.

2024 Park Tour Maintenance Items

Items categorized on a scale of 1 - 5.

Budgetary Needs: 1=cost effective, general maintenance practice, 5= a long term, capital improvement project
(budgetary needs are an estimate of staff time & materials and may change as fix & needs are investigated)

<u>Park Name</u>	<u>Park Location</u>	<u>Note</u>	<u>Category</u>	<u>Budgetary Needs</u>	<u>Current Status</u>	<u>Notes</u>
Freeman Park	Eddy Station	Fix gap between concrete pads on south side of pavilion	Contracted Service	4		Would likely involve pouring another cement pad in empty space
Freeman Park	Eddy Station	Add picnic tables in grass surrounding the pavilion/ball fields	Purchase	4		If more tables need to be purchased, could be more CIP related
Freeman Park	Baseball/Softball Fields	Fix fence caps off/missing on chain-link fence posts	General Maintenance	1	Routine Maintenance	Completed every spring
Freeman Park	Baseball/Softball Fields	Correct drainage behind field 5 that runs to the creek	Contracted Service	5		
Freeman Park	Baseball/Softball Fields	Replace field signs (current ones are faded and hard to read)	Purchase	3		May want to consider bulk "sign upgrade" for consistency between fields & parks
Freeman Park	Plaza Area	Concern regarding maintenance of monument area	General Maintenance	1	Complete	This is part of our "Adopt a Garden" program. Volunteers maintain area.
Freeman Park	North Playground	Clear rocks on pad leading into playground - concerns regarding accessibility	General Maintenance	1	Routine Maintenance	Completed every few years during the warmer months.
Freeman Park	North Playground	Straighten "rocker" chair with spring	General Maintenance	2	Complete	Base was broken, equipment was removed.
Freeman Park	North Playground	Replace rocks on surface area with rubber or wood chips	General Maintenance	3		
Freeman Park	Soccer Field	Regrade uneven playing fields	Contracted Service	5		
Freeman Park	Soccer Field	Remove dead trees behind field 6 - concerns regarding Emerald Ash Borer	Trees	4		
Freeman Park	Soccer Field	Install fence in northwest corner to prevent balls from going to Smithtown Ponds	Purchase	4		
Freeman Park	Trails	Correct/rebuild trails that flood in woods	Contracted Service	5		
Freeman Park	Trails	Mosquito treatment - more often?	Contracted Service	3		
Freeman Park	Trails	Enforce off-leash dog ordinance. Add signage?	Purchase	3		May want to consider bulk "sign upgrade" for consistency between fields & parks
Freeman Park	Trails	Mud buildup on edge of trail leading to Shorewood Oaks - correct drainage?	Contracted Service	5	Complete	Repair around trail was completed by the contractor
Freeman Park	Volleyball	Remove weeds	General Maintenance	1	Routine Maintenance	Coupleted every few weeks
Freeman Park	Volleyball	Add sand to playing surface - safety concern with sand level below wood edging	Purchase	3	In Progress	Will be completed Summer 2025
Freeman Park	South Playground	Refresh woodchips	General Maintenance	3	Routine Maintenance	Done bi-annually
Freeman Park	Parking	Fix ruts in grass left by vehicles	General Maintenance	1	Completed	
Freeman Park	Parking	Stripe south parking lot lines	Contracted Service	4	Completed	Sir-lines-a lot completed through 2024 contract.
Freeman Park	Field 3 Batting Cage	Correct posts that are starting to lean	General Maintenance	2		
Freeman Park	Baseball Fields 1,2,3	Field 1 fence replacement w/ sleeves - outfield fence footings are exposes	Contracted Service	5		
Freeman Park	Baseball Fields 1,2,3	Chain link fence needed between ends of batting cages by field 1	Purchase	4		
Cathcart Park	Hockey Rink	Paint boards: idea to collaborate with volunteer groups to complete painting was discussed	Contracted Service	4		
Cathcart Park	Hockey Rink	Replace portions of chain link fence above boards	Contracted Service	3		Fence will need to be stretched
Cathcart Park	Hockey Rink	Trim branches around light pole on north end of rink	General Maintenance	1	In Progress	Will be completed Summer 2025

Cathcart Park	Playground	Woodchip refresh in playground & swing area	General Maintenance	3	Completed	
Cathcart Park	Playground	Remove weeds in swing area	General Maintenance	1	Routine Maintenance	Weeding completed every few weeks
Cathcart Park	Playground	Trim shoots off of trees near playground	General Maintenance	1	Completed	Can be routine maintenance - needed again even after 2024 completion
Cathcart Park	Tennis Court	Fix cracked surface	Contracted Service	4		
Cathcart Park	Tennis Court	Replace signs on entrances	Purchase	3		May want to consider bulk "sign upgrade" for consistency between fields & parks
Cathcart Park	Tennis Court	Paint and adjust tennis backboard	Contracted Service	3		
Cathcart Park	Tennis Court	Replace tennis net	Purchase	2		
Cathcart Park	Basketball Court	Blow leaves & helicopters off court in the fall	General Maintenance	1	Completed	
Cathcart Park	Baseball Field	Fix leaning fence posts	General Maintenance	2	Completed	
						May want to consider bulk "sign upgrade" for consistency between fields & parks
Manor Park	Picnic Shelter	Add surveillance signs	Purchase	3		
Manor Park	Pond	Investigate solar lighting option for rink use	Purchase	5		
Manor Park	Pond	Continue routine treatment of pond	Contracted Service	3		
Manor Park	Playground	Check railroad ties around edge of playground and replace as needed	General Maintenance	3	Completed	Rotten timbers replaced
Manor Park	Playground	Remove thistle on exterior edge of playground	General Maintenance	1	Completed	Completed without treatment, will come back and require routine maintenance
Manor Park	Tennis Court	Trim branches around court	General Maintenance	1	Completed	
Manor Park	Tennis Court	Remove weeds from court	General Maintenance	1	Completed	
Manor Park	Tennis Court	Restripe pickleball lines	Contracted Service	3		
Southshore Park	East side of Park	Remove & replace dead trees as necessary	Trees	4	In Progress	
Southshore Park	Community Gardens	Add signage to deter "dog park" use	Purchase	3		May want to consider bulk "sign upgrade" for consistency between fields & parks
Silverwood Park	Playground	Refresh woodchips around slides	General Maintenance	3	Completed	Done every other year
Silverwood Park	Picnic Shelter	Add signage directing to restrooms	Purchase	3		May want to consider bulk "sign upgrade" for consistency between fields & parks
Silverwood Park	Pond	Remove & replace dead trees	Trees	4	In Progress	
Silverwood Park	Pond	Stump grind remaining stumps	Trees	2	Done	
Silverwood Park	Pond	Remove buckthorn	General Maintenance	3	In Progress	Utilizing Sentence to Serve for buckthorn removal
Silverwood Park	Well Station	Add surveillance system	Contracted Service	5	In Progress	Verkada surveillance system will be installed in 2025
Silverwood Park	Well Station	Monitor and correct retaining wall - may be leaning	General Maintenance	4		
Badger Park	Tennis Court	Add garbage cans by main entrance	Purchase	2	Completed	
Badger Park	Tennis Court	Ensure proper maintenance techniques to keep court in pristine condition	General Maintenance	3		
Badger Park	Park Shelter	Add bike racks	Purchase	4	In Progress	Will be installed Summer 2025
Badger Park	Park Shelter	Add signage of "no bikes in shelter"	Purchase	3		May want to consider bulk "sign upgrade" for consistency between fields & parks
Badger Park	Park Shelter/Restrooms	Add surveillance signs	Purchase	3		
Badger Park	Wooded Area	Clean garbage	General Maintenance	1	Routine Maintenance	Completed weekly
Badger Park	Parking Lot	Remove dead trees on north side of lot	Trees	4	Completed	



Park Commission Meeting Item

Title/Subject: Parks Capital Improvement Plan Discussion
Meeting Date: July 22, 2025
Prepared by: Mitchell Czech, Parks & Recreation Director
Attachments: 2025 – 2034 Parks CIP

Item 4D

Background

The Park Commission typically discusses the Parks Capital Improvement Plan (CIP) during the July meeting. The CIP is a 10-year plan for larger scale projects, typically costing \$5,000 or more, that assists in the strategic planning of our parks system. In 2025, the City had budgeted \$40,000 to conduct a Parks Master Plan which is currently underway and projected to complete in December of 2025. There was also \$200,000 allocated towards the Cathcart Park Playground in 2025. However, with the ongoing master planning process this project has been put on pause.

The master plan that is in development will assist the Commission and staff in prioritizing capital expenditures based on community wants and needs, along with local, regional, and national trends in Parks & Recreation. The 2026 budgeting process is well underway, and staff is working with the finance department on how to properly provide CIP recommendations to the City Council. With the consultant for the Parks Master Plan in attendance for the meeting, staff is requesting the Commission discuss current projects to provide valuable background information for the consultant.

Action Requested

Discussion of the upcoming projects currently included in the CIP, along with potential projects to add.

2025 through 2034
Capital Improvement Plan
 Shorewood, Mn

Department	Project #	2025	2026	2027	2028	2029	2030	2031	2032	2033	2034	Total
402 - Park Capital Improvement												
Freeman Park North Playground	P0110			350,000								350,000
Cathcart Park Resurface Tennis Court	P0200						18,000					18,000
Cathcart Park Hockey Boards	P0201						150,000					150,000
Cathcart Park Playground Equipment	P0202	200,000										200,000
Badger Park Tennis Courts	P0301		22,500									22,500
Manor Park Outdoor Ampitheatre & Perimeter Trail	P0403									150,000		150,000
Manor Park Surface	P0404								250,000			250,000
Manor Tennis Court Striping/Retaining Wall/Nets	P0405		22,500									22,500
South Shore Park Master Plan	P0700	40,000										40,000
South Shore Park Reconstruction Project	P0701				90,000	350,000						440,000
402 - Park Improvements		240,000	45,000	350,000	90,000	350,000	168,000		250,000	150,000		1,643,000
Source Grand Total		240,000	45,000	350,000	90,000	350,000	168,000	0	250,000	150,000	0	1,643,000