

**CITY OF SHOREWOOD  
PARK COMMISSION MEETING  
TUESDAY, APRIL 12, 2022**

**5755 COUNTRY CLUB RD  
SHOREWOOD CITY HALL  
7:00 PM**

**AGENDA**

**1. CONVENE PARK COMMISSION MEETING**

A. Roll Call

Hirner() \_\_\_\_\_  
Gallivan (Feb 28) \_\_\_\_\_  
Schmid (Apr 25) \_\_\_\_\_  
Tauer (Mar 14) \_\_\_\_\_  
Heinz( ) \_\_\_\_\_  
Council Liaison Callies (Jan-June) \_\_\_\_\_

B. Review Agenda

**2. APPROVAL OF MINUTES**

A. Park Commission Meeting Minutes from March 8, 2022 – (Att.-#2A)

**3. MATTERS FROM THE FLOOR**

(This portion of the meeting allows members of the public the opportunity to bring up items that are not on the agenda. Each speaker has a maximum of three minutes to present their topic. Multiple speakers may not bring up the same points. No decisions would be made on the topic at the meeting except that the item may be deferred to staff or the City Council for more information.)

**4. NEW BUSINESS**

- A. Liaisons for council meetings (Att.-#4A)
- B. Park Commissioner Heinz Park Presentation (Att.-#4B)

**5. OLD BUSINESS**

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

- A. City Council
- B. Staff

**7. ADJOURN**

*Liaison for City Council Meeting on April 25 is Commissioner Schmid Reporting on April 12  
Park Commission Meeting*

## MINUTES

### 1. CONVENE PARK COMMISSION MEETING

Vice-Chair Gallivan convened the meeting at 7:11 p.m.

#### A. Roll Call

Present: Commissioners Gallivan, Heinz, and Tauer; City Council Liaison Callies; Parks and Recreation Director Grout; and Planning Director Darling

Absent: Chair Hirner and Commissioner Schmid

#### B. Review Agenda

Tauer moved to approve the agenda as presented. Heinz seconded the motion. Roll Call Vote: Ayes – all. Motion carried 3-0.

### 2. APPROVAL OF MINUTES

#### A. Park Commission Meeting Minutes of February 8, 2022

Gallivan moved to approve the minutes of the February 8, 2022 meeting, as written. Tauer seconded the motion. Roll Call Vote: Ayes- all Motion carried 3-0.

### 3. MATTERS FROM THE FLOOR

There were none.

### 4. NEW BUSINESS

#### A. Appoint Chair and Vice-Chair

Heinz moved to appoint Commissioner Mike Hirner to serve as Chair of the Park Commission. Tauer seconded the motion. Roll Call Vote: Ayes – all. Motion carried 3-0.

Tauer moved to appoint Commissioner Matt Gallivan to serve as Vice-Chair of the Park Commission. Heinz seconded the motion. Roll Call Vote: Ayes – all. Motion carried 3-0.

#### B. Movie in the Park and Summer Programs

Park and Recreation Director Grout explained that the Zoomobile will not be offered this summer. She noted that she is working with the Excelsior Library on the possibility of doing a story stroll in the park. She gave an overview of the planned activities at Freeman Park including: Minnetonka Community Ed summer camp; FootHolde; and Music in the Park on July 7, 2022 with the Shalo Lee Band. She gave an overview on the Movie in the Park possible dates in September. She stated that staff is recommending selection of the 2016 movie Jungle Book and explained that

they have a jungle photo backdrop that could be put up so people can take pictures prior to the movie. She stated that they would also like to have a winter gear donation drive at the movie so people can donate hats, mittens, gloves, and scarves for charity. She gave an overview of the plans for Badger Park including: KidPower and Kidcreate programs; Dan Carlson Tennis; Pickleball; Paint, Paper, Scissors classes; and possibly some yoga classes. The South Lake Police and Fire Department will hold a Safety Camp on August 10, 2022 from 8:00 a.m.– 3:30 p.m.

Vice-Chair Gallivan commended Park and Recreation Director Grout for her work on the summer programs and noted that he believes it is the best group of activities that he has seen put together since his time serving on the Commission.

The Commission discussed date options for Movie in the Park

**Tauer moved to select September 9, 2022 as the night for Movie in the Park and Jungle Book 2016 as the movie. Heinz seconded the motion. Roll Call Vote: Ayes – all. Motion carried 3-0.**

Vice-Chair Gallivan encouraged staff to keep Encanto on the list for future movies because it is very popular.

## **5. OLD BUSINESS**

### **A. Review and Discuss Donation of a Bench at Freeman Park**

Park and Recreation Director Grout stated that she had spoken with Mr. Babcock who was interested in donating a bench for Freeman Park. Mr. Babcock would like to donate a 6 foot cast-iron bench in a charcoal color. She stated that Mr. Babcock indicated that he would like columns to be installed to support the bench rather than a full concrete slab. She explained that she had spoken with Public Works Director Brown who explained that columns will be necessary because of the weight of the bench but he would also recommend the concrete slab for maintenance purposes, especially for mowing. She reviewed the estimated costs that staff had come up with for concrete pad installation and the possibility of completing the work at the same time as the fence repairs are happening at Freeman Park.

Vice-Chair Gallivan asked what color most of the City's benches currently are.

Planning Director Darling stated that they are brown.

Commissioner Tauer noted that Mr. Babcock has not yet agreed to the concrete slab so she believes this item will need to be tabled for another month to allow him time to make the decision on whether he is willing to do that.

Commissioner Heinz stated that he would like to see if the City could support this desire for Mr. Babcock to make a donation to the City and asked if there may be a way to blend some of the work into another project. He stated that he doesn't want this added cost to lose the City a willing donor.

Vice-Chair Gallivan asked the Commission how they felt about the differing aesthetic with the charcoal cast-iron versus the usual brown.

The Commission discussed the bench aesthetics and expressed their support for the differing aesthetics of the proposed bench. The Commission discussed the options for the cost for the concrete slab.

Council Liaison Callies asked if there was any money available in the Park Foundation Fund that may be able to be used to help cover the cost for the concrete slab.

Park and Recreation Director Grout noted that there is not much money left in that fund. She noted that she does not think Mr. Babcock wants the concrete slab at all because he wants the bench to look more natural.

Planning Director Darling explained that the reason for the concrete slab is because of maintenance and stated that without it, the weeds will grow up, under, and through the bench. She stated that Public Works has asked for the concrete slab so they do not have to do hand trimming or use a push mower that can get underneath the bench.

Vice-Chair Gallivan stated that he would like to see if there may be any funds available to assist with the concrete slab costs from the Park Foundation or some other way within the budget to cover those additional costs.

Park and Recreation Director Grout stated that she will speak to the Park Foundation and find out if there may be any funds available.

**Gallivan moved to recommend approval to accept the donation of the park bench from Mr. Babcock and that the City work the Park Foundation or Public Works to ensure that a concrete slab is also installed. Tauer seconded the motion. Roll Call Vote: Ayes – all. Motion carried 3-0.**

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

### **A. City Council**

Council Liaison Callies gave an overview on recent Council activities.

### **B. Staff**

Planning Director Darling gave an update on the progress at Silverwood Park and noted that the playground has been completely installed. The engineering division is working on getting bids to complete the rest of the improvements which include sidewalks, erosion improvements and repairs to the existing steps and handrails. They bids will be advertised soon and staff anticipate acceptance of the bids at the City Council on April 11.

Park and Recreation Director Grout stated that the City is doing the Pot O' Gold search in the parks. She gave an overview of how it works and how people can get prizes. She stated that they have had a lot of participation and it has gotten lots of positive feedback.

Vice-Chair Gallivan asked when the City thinks everything will be done at Silverwood Park and if there will be some type of grand opening event like the City did for Badger Park.

Planning Director Darling stated that they may be able to have an event sometime in August before school is back in session. She noted that it will have to be done on a smaller scale than Badger Park, because there is less parking available.

Vice-Chair Gallivan stated that he would like to make sure that a date for this grand opening is able to be published in the City newsletter in time to get the word out.

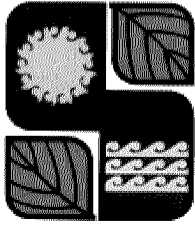
Commissioner Heinz noted that he is planning to share the document that he has been working on regarding the parks at the next meeting.

Vice-Chair Gallivan reminded Commissioner Tauer that she will be reporting at the March 14, 2022 Council meeting.

**7. ADJOURN**

**Tauer moved to adjourn the Park Commission Meeting of March 8, 2022 at 7:58 p.m. Gallivan seconded the motion. Roll Call Vote: Ayes – all. Motion carried 3-0.**

DRAFT



# CITY OF SHOREWOOD

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To: Park Commission

From: Twila Grout, Park & Rec Director

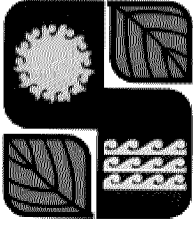
Memo Date: April 12, 2022

Re: Determine Liaison to City Council Meetings

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Listed below is a schedule for the Park Commissioners to determine who will be the liaison to the City Council meetings.

Park Commission Meeting	Report at City Council Meeting	Liaison
May 10, 2022	May 23, 2022	
June 14, 2022	June 27, 2022	
July 12, 2022	July 25, 2022	
August 23 and September 13, 2022	September 26, 2022	



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To: Park Commission  
From: Twila Grout, Park & Rec Director  
Meeting Date: April 12, 2022  
Re: Park Commissioner Heinz Park Presentation  
Attachments: Park Commissioner Heinz Document

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Attached you will find Park Commissioner Heinz document which he shares his thoughts and views on Shorewood's Park and recreation. Park Commissioner Heinz will present his document at the April 12 Park meeting for review and discussion with the Park Commissioners.

CITY of SHOREWOOD PARK & RECREATION SYSTEM

JIM HEINZ REVIEW OF PRESENT STATUS AND FUTURE OPPORTUNITIES

Draft #1 March 30, 2022

**INTRODUCTION:**

As a new Shorewood Park Commissioner in 2021, I had the opportunity to look at our Shorewood Park and Recreation System from a whole different perspective.

NOTE: (Please remember this is only the Jim Heinz perspective and these thoughts will be shared with our other Park Commissioners and City Officials.)

As a resident of the Shorewood Oaks neighborhood since 1990 (32 years) I have used the park system as a regular user. We walk our dogs in our parks. I coached our daughters' soccer teams there. I have attended little league baseball games and other sports as a fan in-the-bleachers and we take our grandkids to several park playground, swings etc.

However, this past year 2021, I visited all the Shorewood Parks in my new role as a Park Commissioner. (Our dog was along to assist me on many visits.) With this process I try to look at all our parks as they appear to our park users, visitors, guests. I have talked to these many users as they visit the parks and many more in the neighborhoods I meet coming and going to our parks.

**MY PROCESS FOR THIS DOCUMENT:**

From my 32 years of experience in Marketing, Market Research, Communications with Colle & McVoy (1969 - 2001), one of Minnesota's oldest and largest marketing and communication agencies, and 18 1/2 years at University of Minnesota (2001 - 2020) we always wanted to know as much as possible about our client's TARGET AUDIENCE(S) also known as "CUSTOMER or END USER. I used much of the same process in my analysis and thoughts on our Shorewood Park and Recreation System for this exercise.

While this process is only ONE person's thoughts and comments (mine) it is my hope this will aid our entire Park Commission's work in planning, reviewing, and identifying



new opportunities for the Shorewood City Council and City Staffs to consider as they work to keep the Shorewood Park and Recreation System a First Class and a fun and safe place to enjoy through all seasons.

**FIRST STEP: CITY OF SHOREWOOD DEFINITION:**

First, I started with "How is the City of Shorewood itself is defined since Parks and Recreation are a big part of community use in so many ways". In my mind and many others, I am sure it would read something like this.....

" THE CITY OF SHOREWOOD IS A UNIQUE AND VARIED COLLECTION OF RESIDENTIAL NEIGHBORHOODS, ALL ENJOYING THE BEAUTY OF THE WOODS, WATERS, PARKS, AND DESIGNATED TRAILS OF THIS SOUTH LAKE MINNETONKA AREA."

**SECOND STEP: WHAT THE CITY OF SHOREWOOD IS NOT:**

In my opinion, the City of Shorewood "IS NOT" a "Lake Area Tourist Stop" or NOT a "Retail District" or NOT a "Historical Destination". We leave those distinctions to our neighboring communities, who by way, the Shorewood residents visit, shop, dine, relax in support of the area's "Buy Local Economy".

**THIRD STEP:**

As stated above in First Step, Shorewood "IS" primarily a large residential area located next to several other nice western suburbs. It consists of a broad mix of multiple neighborhood residences. For example, following is a short list what I have seen:

- \* Many are original lake area summer cabins now lived in year-round
- \* Others are summer cabins converted to year-round homes with remodeling
- \* Others are newer constructed homes positioned in wooded lots
- \* And even more of a few newer developer-planned neighborhoods in recent years, which are higher density developments with a broad mixture of design and architecture placed on a smaller lot in more open spaces.

## **CITY OF SHOREWOOD DEMOGRAPHICS:**

Now let's take a look at WHO makes up the various demographic groups.

These Demographic categories of the residents who make up the City of Shorewood neighborhoods and the other folks who live outside of Shorewood, but who use the parks and trails on a more in-frequent basis, gives us a good sampling.

Shorewood seems to be a city with one family home ownership (always some exceptions).

The Homeowner Demographics include most all categories of possible home occupants:

- \* Young Couples with No Children (Yet?)
- \* Parents with School Age Children (Pre-School, Elementary, Middle School)
- \* Parents with High School Age or College Age or Young Adults with a new career
- \* Parents are "Empty-Nesters" (Children have moved out and on with life.)
- \* Retired Folks (Celebrating the "kids" are finally out and on their own (hopefully)
- \* Seniors but still working full-time or part-time
- \* Seniors fully retired but enjoy casual walks in our parks or just sitting on benches.
- \* Single Folks and Teens/Young Adults meeting friends at the park to just "hang-out"
- \* Teenage and Adults in small groups who ride bikes into the parks

(NOTE: The Shorewood Parks and Designated Trails also serve many categories who reside outside of the City of Shorewood but use the parks on a regular or drop-in basis.)

- \* Single Folks and Teens from other cities meeting friends to just "hang-out".
- \* Teenager and Adult-Age who meet on various courts, ball fields or rinks for pick-up games or just a solo practice session including golf
- \* Fans attending various games held on Shorewood Parks courts and fields
- \* Adult Couples, Families, Friends to attend events like "Music-in-the-Park, Movie-in-the-Park, Winter Artic Blast etc.
- \* People/Dog Trainers working new puppies and older dogs on basic commands.
- \* Hunters working their dogs on various hunting skills.
- \* Businesspeople taking a break between appointments or making cell calls
- \* Other folks looking for a nice spot to eat a lunch, drink coffee, eat donuts

NOTE: There are properly addition groups of users I have not encountered so far. Hopefully, the other Park Commissioners and others can help with other user categories served by our parks.

**SHOREWOOD PARKS OPPORTUNITIES & CHALLENGES:**

Following is the Jim Heinz list of Opportunities and Challenges for our Park Commission are future factors before making any recommendations to City Council and City Staff with timing and budgets as key factors as well.

Each of the Shorewood City Parks and Designated Trails has its own personality. You all know from previous visits that the park and trails vary greatly in size, and each has a different mix of equipment, activities, wooded areas, open spaces, and parking. I feel all our parks and trails provide a very nice experience for all our Shorewood community members, our visitors, and our guests. Now my list.

**1. ENTRY SIGNAGE**

You always want to make a great first impression. Right?

So, branding our Parks and Trails with quality and consistent design for our entry signs. Most of these main entry signs reflect the rustic, comfortable and quality of the Shorewood Park System. And the warm colors and sign shape reinforce the quality the user will experience.

The read-ability of the signs is important. Most of our entry signs are very readable. There is some variance in the plantings below and around these entry signs. Who handles the plantings and edging around these entry signs? Are they working from the same plan at all locations? Are there large entry signs at the main entrances to all our walking/jogging trails through the woods? Since these trails are part of Park property in most case then proper signage will give credit to Shorewood and support to branding of a high-quality park system.

Smaller signage at the many parks' interior should feature the same color and lettering as the Shorewood graphic standards require. Excellent way-finding inside all our parks reflect quality and fine aids to our guests/users.

## **2. PARKING:**

Each of our parks has various amounts of free parking depending on the park size. Many are paved asphalt while the others are unpaved with gravel or crushed rock surfaces. Minnesota weather is tough on all our park roads and parking surfaces. What is the long-range plan on the various parking areas? Winter snow melt and Spring and Summer rains and most of our unpaved lots have standing water and deep tire ruts.

## **3. PLAYGROUND EQUIPMENT:**

I understand most of the playground, swings, slides etc. are on a cycle basis for upgrades. Use varies from park to park. How does the upgrade system work? I note that most of our parks with swings have a paved pathway up to the swings. That provides easy access for wheelchairs and others. That is a great program. Nice work. Keep that one going as needed. Another is the Silverwood Park. The pandemic slowed that project, but the end is in sight. That is looking great.

## **4. OTHER PARK AMENITIES:**

As mentioned earlier each park has a different mix of amenities and equipment. Some of our parks have full access rest rooms (in-season) and many parks have porta-potties, some year-round. Drinking fountains are available (in-season).

Some park users I interviewed would like to see various exercise stations along the designated trails. That concept has several pros and cons for us to discuss.

## **5. PARK PICNIC SHELTERS:**

Several of the parks have excellent picnic shelters for use by various size groups and organizations on a reservation basis. These shelters can

provide shade on hot sun on steamy day and coverage during any pop-up rain showers. Many of our park users prefer a picnic table in the shade. Many picnic tables in park locations to choose from.

#### **6. PARK ICE RINKS:**

I notice our ice in our parks' ice rinks in use both in the Winter and in other warmer seasons for dog training inside the boards. Some even bring a roll of light-weight vinyl mesh fencing to block the one wide maintenance opening to keep their dogs contained for training. These folks also seem very responsible in cleaning up any dog droppings.

Often a group of teenagers arrive and play a touch football game on the grass inside to hockey rink when the ice is out. So, our hockey rinks are in use in many ways, in many seasons.

#### **7. VANDALISM:**

Most any public park has to deal with vandalism, but it has to be on the Park Commissions list to review on a regular basis for Shorewood.

(I have not done any research on park vandalism to date, but we can discuss with City Staff. A meeting with our South Lake Police Department would be helpful as well.

#### **8. GROUND WATER AND DRAINAGE:**

We know ground water and drainage are a major concern with several of our park properties. The high-water table is high and does cause some challenges. I know some solutions are in the works, but timing is an unknown.

#### **9. PARK POLICIES & RULES AND INSURANCE COVERAGE:**

- \* Several items come up. Park hours, noise restrictions. (These affect the neighborhoods that border our parks.)
- \* Scope of insurance coverage on damage and vandalism.

\* D & O coverage for Shorewood Park Commissioners and other volunteers.

**10. SUMMARY COMMENTS:**

From my process outlined in this document I have come away with a an even more positive impression of the City of Shorewood. Visiting with park users (guests as I like to call them), the mayor, the city council members, the city officials, and staff, some of the public works folks, the community event center staff .... all have been a very helpful experience in preparing this report.

- \* Shorewood has a fine park system in an attractive part of the Twin Cities.
- \* I find the mayor and city council very approachable, very strategic and all very dedicated.
- \* I have found the city management, city hall staffs, public works very strong on great customer service. (My favorite good business trait).

**IN CLOSING:**

This has been a great learning project for me, and I look forward to our up coming Park Commission meetings where we can brain-storm solutions to the challenges and further identify the additional opportunities.

We have a very nice "Brand" for the Shorewood Park & Recreation System.

Much has been well established by the previous Park Commissioners. Now we can enhance the Brand with additional ideas and hopefully have fun doing it.

JIM HEINZ