

**CITY OF SHOREWOOD
PARK COMMISSION MEETING
TUESDAY, JANUARY 9, 2024**

**5735 COUNTRY CLUB RD
SHOREWOOD CITY HALL
7:00 PM**

AGENDA

1. CONVENE PARK COMMISSION MEETING

A. Roll Call

Hirner ()____
DiGruttolo ()_ ____
Garske ()____
Wenner () ____
Czerwonka ()____
Council Liaison _____ (Jan-June)
Council Liaison _____ (July-Dec)

B. Review Agenda

2. APPROVAL OF MINUTES

A. Minutes from October 24, 2023

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. IPM Update
- B. Tree Replacement - 2024
- C. Buckthorn Update

5. OLD BUSINESS

6. STAFF AND LIAISON REPORTS/UPDATES

- A. City Council
- B. Staff
 - a. Freeman Park Trail Update

7. ADJOURN

MINUTES

1. CONVENE PARK COMMISSION MEETING

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

A. Roll Call

Present: Chair Hirner, Commissioners Garske, Wenner, Czerwonka, and DiGruttolo, City Council Liaison Zerby; Parks and Recreation Director Crossfield; Planning Director Darling

Absent: None

B. Review Agenda

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

2. APPROVAL OF MINUTES

A. Park Commission Meeting Minutes of September 12, 2023

Chair Hirner noted that the date was incorrect at the top of the minutes.

Commissioner Wenner referenced a few additional changes needed including: the spelling of Pat Arnst; a change from 'feed' to 'feet' on page two; clarified that a statement was not made by Ms. Arnst about a specific class of bikes being illegal and suggested potential changes; and a typographical error 5 paragraphs below that where it should say 'once', rather than 'one'.

Wenner moved to approve the minutes of the September 12, 2023 meeting, as amended, per discussion. Garske seconded the motion. Motion carried 5-0.

3. MATTERS FROM THE FLOOR

Chair Hirner extended an official welcome to incoming Commissioner DiGruttolo and suggested that they take some time to introduce themselves.

The Commissioner took turns sharing their name and their history of serving on the Park Commission.

4. NEW BUSINESS

A. Shorewood Community and Event Center Fee Structure

Park and Recreation Director Crossfield reminded the Commission that last month they had taken a tour of the Shorewood Community and Event Center (SCEC) and had discussed some of the opportunities available, things that were going well, and areas of challenges. She noted that they

had also reviewed data about the frequency of various renters of the facility. She stated that year to date, the SCEC has brought in rental revenue of \$53,945 and explained that it appears as though revenue was a bit lower over the last few years due to Covid but noted that things have begun trending higher. She noted that they have had to turn away some rentals due to staffing shortages and have also lost rentals because of specific AV needs. She reviewed general cost recovery goals and how they relate to community benefit. She stated that staff have begun training for a phased implementation of the new CivicRec program software that will help with reservations and rentals. She explained that the 2024 CIP has plans and funds allocated for improvements to the restrooms as well as new chairs for the conference room. She stated that based on the conversation at the last meeting, they conducted a market analysis and reviewed the results for rates of residents versus non-residents, and those that offered a special rate for non-profits. She noted that they found all the nearby venues have significantly higher rental rates than the SCEC, but also have a higher capacity.

Chair Hirner stated that the rates shown in the analysis show quite a vast difference in what is being charged, but it looks to him like the SCEC is on the lower side of the ranges.

Park and Recreation Director Crossfield stated that the SCEC is definitely on the lower end of the ranges being charged.

Chair Hirner asked if Park and Recreation Director Crossfield wanted to continue to have a different rate for non-profit organizations.

Park and Recreation Director Crossfield explained that her recommendation would be that they do not completely eliminate the lower non-profit rates.

Commissioner DiGruttolo asked what the total expenditures and costs were to run the SCEC.

Park and Recreation Director Crossfield explained that she had not calculated those total amounts because she had not yet been with the City for a full calendar year.

Commissioner DiGruttolo explained that if they knew how much they were spending on the SCEC to keep it open, that would show them the minimum that they need to make in order to break even. She noted that once they have those figures, then it will be easier for them to discuss what they should be charging. She stated that her thought is that they would not necessarily need to charge what everyone else is charging but explained that she had gone through and broke down some of the data comparison in greater detail and thinks if the City were to charge around \$800-\$900/day for residents they would be in the middle of what everyone else is charging and it would also cover the shortfall that they have been borrowing from the General Fund. She stated that this is a bit of a guess though since she does not know what the total expenditures are. She noted that if they had some additional spreadsheet numbers she believes there is a way to still have a non-profit rate and keep their rates below some of the other venues, provide community benefit and also generate enough revenue to cover its own costs.

Park and Recreation Director Crossfield stated that the fees will ultimately be approved by the City Council. She suggested that the discussion today focus on the categories and the discount options that she had presented. She stated that one thing she did not cover in her review was the separate custodial charge the SCEC has because those duties are done by a third party and all of the other facilities have that included in their rental fee.

Commissioner Garske clarified that Park and Recreation Director Crossfield was only asking for feedback tonight on fee categories and discount rates and not specifics about actual rates.

Park and Recreation Director Crossfield stated that was correct and noted that staff would be making a recommendation to the Council on the actual rate structure.

Council Liaison Zerby asked how they determined whether a non-profit was considered local or non-local.

Park and Recreation Director Crossfield explained that was currently how it was written in the fee structure and she has gone off of the five cities that originally provided funds to the building, but noted that it is primarily Shorewood residents who are renting the facility. She stated that if someone is from outside of the metro area or out of State, they would receive 50% off of the non-resident rate.

Council Liaison Zerby gave the example of the Rotary Club and how a determination would be made about them being consider local.

Park and Recreation Director Crossfield noted that because they would be serving the community, including Shorewood, she would consider them to be local but noted that there was not really a black and white rule on this issue for SCEC. She noted that Minnetonka specifically makes a distinction between a Minnetonka non-profit organization and other non-profit organizations.

Chair Hirner expressed the difficulty with having a smaller community and being able to make some of these distinctions. He noted that he liked the idea of saying that if it was someone from the original five communities from when the SCEC started would be considered local. He stated that during the tour, Park and Recreation Director Crossfield had expressed some concern about the potential loss of non-profit usage, if the rates were increased too much. He asked her to elaborate on those issues and noted that he also had a the idea regarding the possibility of raising the rate but lowering the requirement amount of usage time.

Park and Recreation Director Crossfield explained that it was hard to give an exact answer, but would say that the non-profits that come in have a set amount of hours so she was not sure if lowering the requirement regarding the amount of usage time would greatly impact things. She expressed concern about the few longer term, frequent non-profit renters that would be impacted by the higher rates. She stated that they may decide to look elsewhere, but after having done the analysis for nearby rates, the SCEC rates are pretty favorable, so it may not be an issue and explained that she would worry more about the individual resident and non-resident if fees were raised significantly higher.

Commissioner DiGruttolo stated that the SCEC is far and away lower than all of their competitors. She stated that if they do go ahead and raise their rates but are still not as expensive as others in the community she thinks it may be worth testing the waters to see if they would lose any of their clientele.

Park and Recreation Director Crossfield explained that she would definitely be looking at a rate increase but most likely will recommend taking 'baby steps'.

Commissioner DiGruttolo stated that she felt this was definitely something that needed a plan and noted that they should also have a list of things that need to be upgraded so they can also budget

appropriately. She stated that she thinks the SCEC is a great space that has many advantages that other facilities do not have.

Commissioner Garske stated that he thinks the Commission was in agreement that the rates are not really where they should be. He stated that he thinks having multiple non-profit categories is complicating things more than they need to be and would like to see the distinction just be between resident or non-resident and non-profit or not. He stated that he feels a 20% discount for residents would be fair, but was not sure that non-profits needed to have a 50% discount. He noted that he would like to see a better balance overall of the cost structure.

Commissioner Czerwonka stated that he feels it should all be predicated on the function of what they are trying to do. He asked whether the idea was to try to satisfy the non-profit entities or the residents. He stated that before they can decide on discount percentages he feels there needed to be additional analysis and then they will be able to determine things like whether it makes sense to raise things by another 5% or 10%. He reiterated that he thinks they first need to look at what they are trying to do and what do they want to provide. He noted that he also liked the idea of trying to simplify the number of fees they have, as suggested by Commissioner Garske.

Commissioner DiGruttolo stated that if they have resident, non-resident, and one non-profit category and asked if there would be situations where there could be a corporate business that would have a separate rate. She gave the example of Hazelwood hosting an employee meeting and asked if they would have a separate rate or if it would fall under the resident rate.

Park and Recreation Director Crossfield explained that the person who would be booking on their behalf would determine if they are a resident or not. She stated that this approach is common among the other cities as well. She noted that she had worked in cities where, if the business was located in the city, or if the individual worked in the city, then they were considered a resident. She noted that this was another area where things are not quite as black and white as you would think.

Chair Hirner asked Council Liaison Zerby if the Council had a thought process on the timeframe of making the SCEC revenue neutral and paying their own way. He asked what they would think if, for example, they recommended some of these changes right now as Step 1, then took another look in a year or two and then recommended additional changes as a Step 2. He asked if they would support that approach or if the thought was to get there as quickly as possible.

Council Liaison Zerby stated that this complicated and noted that the make-up of the Council has changed over the years. He stated that the SCEC sort of ended up in a situation where there was lack of ownership and the City stepped in and have slowly taken the steps to take more of the management from the seniors. He stated that the motivation in the beginning was to just do this for the seniors because they are valuable members of the community and this is a way to keep them engaged and happy. He stated that they decided to make some investments into the building in order to expand to other uses. He explained that he has only been on the Council for about three months this time around and does not get the feeling that this Council has a driving need for it to break even. He stated that breaking even had been mentioned as something they would like to achieve, but did not believe there was a timeframe tied to that sentiment. He stated that he would suggest that the City keep the SCEC going, make some investments, and get it where it needs to be to operate, and work towards the goal of breaking even.

Chair Hirner stated that he stated that he also agreed with the statements already made that the current designations are overly complicated, for example, the non-local non-profit designation. He stated that he was not opposed to the current discount rates but would suggest that instead of basing the non-profit rate on the resident or non-resident that it just be the higher non-resident rate. He stated that he also agreed that the current rates are a bit low and believes that there is room for an overall increase. He explained that he would like it to be simple and just have rates for resident, non-resident, and non-profit.

Commissioner DiGruttolo asked if the rates were adjusted annually for inflation.

Park and Recreation Director Crossfield reminded the Commission that she has been with the City for less than a year. She explained that she had increased the rates slightly about a month after she began work in the City and noted that she believes all the rates stayed pretty flat during Covid. She stated that prior to that time, her understanding was that staff took a look at rates every few years.

Chair Hirner stated that he does not recall ever talking about the rates while he has served on the Park Commission which is about five years and noted that he believed those conversations happened at a staff level.

Park and Recreation Director Crossfield agreed and noted that if you read through the description of the Park Commission duties it would not fall under their duties but she was looking to get more public input on possible changes.

Commissioner Wenner stated that she felt it would be good for the Park Commission to know what percentage of the population of Shorewood was actually using the facility. She stated that she did not think they should be spending more, percentage wise, of taxpayer dollars on something that taxpayers are not even using. She stated that she would like to make sure that the proportionality of this is correct and has been looked at it and feel it aligns with the City's values.

Park and Recreation Director Crossfield noted that they did not have software in the past and now they do, so they should be able to gather that type of information in the future. She noted that what she has seen is that the usage does seem to be a majority of residents. She explained that she was not proposing any changes to the senior rental situation, at the moment, but noted that with another frequent renter, there is sort of a handshake agreement. She stated that this business rents the building and has a special reduced rate but explained that they know that their rate will be changing sometime in the next year. She explained that she was not looking for a specific motion tonight but just wanted Commission feedback and guidance before she brings this to the Council.

Commissioner Garske stated that he thinks a 20% discount for residents is a great idea and would like to see the discount for non-profits be somewhere between 40-50%. He reiterated that he would strongly recommend taking this discount from the non-resident rate, as the baseline.

5. OLD BUSINESS

6. STAFF AND LIAISON REPORTS / UPDATES

A. City Council

Council Liaison Zerby reviewed the discussions and actions from the recent City Council meeting.

B. Staff

Park and Recreation Director Crossfield stated that Oktoberfest was held on September 30, 2023. She thanked everyone who was able to either participate or volunteer for the event. She stated that there were about 400 in attendance which was a great turn out and noted that they received a lot of positive feedback. She stated that the Rotary Club and Legion also had about 2,000 people in attendance at their festivities and were able to raise a significant amount of money for the Hendrickson Foundation. She stated that she believed an event summary would be presented to the City Council in the future.

Chair Hirner noted that there was a buckthorn presentation that took place last week that he and Commissioner Wenner had attended.

Commissioner Wenner stated that the presentation was led by Public Works Director Morreim and noted that he had reviewed the \$50,000 DNR grant that the City received in 2021 for removal of buckthorn from Freeman Park. She noted that they had learned that the project was delayed due to citizen concerns with pesticide usage. She stated that they were waiting for the IPM report which was finished in 2022 and explained that they were now at the point where the work needed to be completed by June 30, 2024 in order to receive the grant funds. She stated that she believes that they are looking at contractors to complete the work this fall. She reviewed the area for the treatment and noted that she believes the handouts with this information were available in the City Hall lobby. She explained that the process would involve stacking the cut buckthorn in areas of the park which would then be burned by Public Works under the supervision of the Fire Department sometime over the following winter. She noted that there were about 15-20 residents in attendance at the presentation and shared some of the comments and concerns that were raised by those individuals. She stated that there was some discussion about creating a volunteer group of some sort to address the buckthorn issues but City Administrator Nevinski had expressed concerns with potential liability issues. She explained that she was a Master Naturalist and Tree Care Advisor and offered to look into some type of situation where was a citizen commission working group of some sort. She stated that this group of residents really want their voices to be heard.

Council Liaison Zerby stated that he believes the City used some funding from the Friends of the Mississippi River to help cover the costs for the goats they used in the park. He stated that there used to be volunteer gardeners for the parks in the past, so he was a bit confused on why City Administrator Nevinski would be concerned about a possible liability issue in this instance.

Chair Hirner noted that he believed the concerns were related to use of power tools. He stated that they had a very lively discussion on this issue and believes that others have utilized volunteer services where they have signed a waiver. He stated that the Council and the City Attorney will have to look at this and see what is required for something like that to be put into place.

Commissioner DiGruttolo asked if this grant was renewable or if the City could ask for an extension since they were delayed in their implementation. She expressed concern that meeting the original deadline may involve rushing and doing a terrible job.

Chair Hirner stated that the answer to both questions was 'no'.

Commissioner Wenner noted that it was not renewable, but it is an annual grant, so the City intends to apply again.

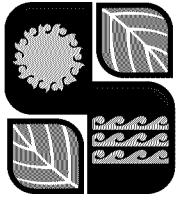
Chair Hirner noted that they discussed the goat usage at the presentation and were told that goats are a good maintenance option but not necessarily a treatment option.

Commissioner Wenner noted that the problem with goat usage is that while they do a good job of taking care of getting rid of the small seedling buckthorn, they also end up wiping out the other native plants as well. She stated that she has had experience working with spraying of the plants in Minnetonka and feels they are safe and effective, but noted that idea was met with a lot of resistance. She stated that there was discussion about having a follow up meeting on IPM and another meeting where they discussed trees. She stated that there was a question asked by the public about how the Park Commission was overseeing management of the IPM program. She suggested that the Commission address that issue next month. She noted that she would be willing to speak as a tree care advisor to discuss Tree Management.

Park and Recreation Director Crossfield noted that Public Works Director Morreim oversees the budget for trees and has been working on the tree inventory so he would need to be involved in that discussion. She noted that she believes he had planned to bring the IPM issue forward for discussion in January of 2024.

7. ADJOURN

Garske moved to adjourn the Park Commission Meeting of October 24, 2023 at 8:15 p.m. Czerwonka seconded the motion. Motion carried 5-0.



Park Commission Meeting Item

Title/Subject: 2023 IPM Update
Meeting Date: January 9, 2024
Prepared by: Matt Morreim, PW Director
Attachments: 2023 IPM Workplan

Item 4A

Background:

Staff discussed the integrated pest management (IPM) and the draft IPM workplan at the council retreat in February 2023. At that time, council directed staff to obtain resident feedback on IPM activities and proposed workplan. The city hosted an open house on April 19, 2023 where city staff discussed the draft 2023 Integrated Pest Management (IPM) Workplan Council approved the workplan in late April, 2023. The 2023 workplan has the long-term goal of providing high-quality, well-maintained parks, fields and amenities in Shorewood that meet community expectations in an environmentally conscious manner. Following approval, public works staff were tasked with implementing and supervising the IPM workplan. Staff's goals are to maintain public areas with the following guidance by IPM Institute:

- Pesticide free or fully organic treatments focusing on improving soil conditions are preferred.
- Chemicals labeled by the EPA with signal word DANGER that indicate high toxicity are prohibited.
- Chemicals labeled by the EPA with signal word WARNING that indicate moderate toxicity may be used in a targeted manner.

Update:

1. Athletic field maintenance
 - a. Note: Baseball fields at Freeman Park and Cathcart Park are maintained by Minnetonka Baseball Association.
 - b. Aeration of athletic fields – Freeman and Manor Parks
 - i. Softball fields at Freeman and Manor Parks were aerated in June, 2023. Work was contracted through Minnetonka Baseball Association.
 - ii. Future Considerations:
 - Include additional park areas with a priority on athletic field areas (i.e. soccer fields at Freeman Park)
 - Include overseeding when feasible.
 - Research cost effective methods of aerating larger areas with rental or purchased aeration equipment.
 - c. Utilized contractor for turf treatments on athletic fields at Freeman, Cathcart and Manor Parks.
 - i. Turf treatments began in May and were completed every 4-6 weeks through the growing season.
 - ii. Treatments included:

- Broad application fertilizer. 36-0-6 and 20-0-3. Caution level.
 - Spot spray application of weeds using Turflon. Caution level.
 - Additional treatments of warning track areas using vinegar/soap mixture.
 - iii. Future considerations:
 - Review treatments and consider alternatives if necessary.
 - Include soccer field areas at Freeman Park.
2. Manor Park Pond
- a. Pond treatments occurred mid-summer and fall with the goal of reducing algae and phosphorus in the pond.
 - b. Treatments included:
 - i. Mizzen algaecide (copper sulfide) for algae removal. Caution level
 - ii. SparKlear for muck elimination. No advisory, natural product.
 - iii. PhosControl (Alum) for reducing algae and phosphorus in the pond. Treatments are typically 2 times per year, spring and fall. 2023 had one treatment in the fall. Danger level.
3. Freeman Park Buckthorn Removal
- a. City staff solicited quotes from 3 vendors for the buckthorn removal project.
 - b. City staff hosted a resident meeting on October 14, 2023 to discuss the buckthorn removal project and solicate feedback from residents and park users.
 - c. Council approved Prairie Restoration for the buckthorn removal project. It is anticipated to begin the week of January 22nd. Localized and general communication will occur the week prior to work beginning.
4. General Weed Abatement
- a. General weed abatement are weeds that grow along trails, sidewalks and in park areas that are not athletic fields.
 - b. Public works committed to not treating weeds along sidewalks and trails. Weed removal was done by hand using a weed whip or lawnmower.
 - c. Smaller areas (i.e. Badger Park landscaping areas) with weeds were maintained by hand by public works staff and contractors.
 - d. Larger areas (Minnetonka County Club) with weeds were generally unmaintained outside of the trail area. The city is looking for options to effectively and efficiently maintain weeds and invasive species (Canadian thistle) in these areas in the future.
5. Emerald Ash Borer (EAB)
- a. City staff met with Davey Resource Group, the city's forester, to inspect high-priority ash trees located in the city's parks.
 - b. Staff provided a recommendation to council on September 25, 2023 to inject high-priority on a 3-year cycle to extend the life of a select number of high value trees. Council approved the recommendation to move forward with EAB injections.
 - c. Davey Resource Group injected ash trees in Manor, Silverwood and Cathcart Parks on September 27, 2023. Treatment included:
 - i. Direct injection of TREE-age R10. Warning level.

10% <i>Gymnocladus dioicus</i>	Kentucky coffeetree	
<i>Juglans nigra</i>	Black walnut	'Laciniata'
10% <i>Quercus macrocarpa</i>	Bur oak	
10% <i>Quercus rubra</i>	Northern red oak	
<i>Tilia americana</i>	American linden	'Redmond'
<i>Tilia cordata</i>	Littleleaf linden	'Greenspire'
5% <i>Ulmus americana</i>	American elm	'Princeton' 'Valley Forge'

Medium Trees: 31 to 45 Feet in Height at Maturity

Scientific Name	Common Name	Cultivar
<i>Aesculus glabra</i>	Ohio buckeye	
<i>Betula pendula</i>	European white birch	
<i>Gleditsia triacanthos var. inermis</i>	Thornless honeylocust	'Imperial'
10% <i>Ostrya virginiana</i>	American hophornbeam	
<i>Phellodendron amurense</i>	Amur corktree	
<i>Prunus maackii</i>	Amur chokecherry	

Small Trees: 15 to 30 Feet in Height at Maturity

Scientific Name	Common Name	Cultivar
<i>Acer ginnala</i>	Amur maple	
<i>Acer grandidentatum</i>	Bigtooth maple	
<i>Acer tataricum</i>	Tatarian maple	
<i>Crataegus ambigua</i>	Russian hawthorn	
5% <i>Crataegus crusgalli var. inermis</i>	Thornless cockspur hawthorn	'Crusader'
<i>Crataegus viridis</i>	Green hawthorn	'Winter King'
<i>Malus spp.</i>	Crabapple spp.	'Centennial', 'David' 'Harvest Gold' 'Madonna', 'Prairifire' 'Spring Snow'
<i>Prunus cerasifera</i>	Cherry plum	'Newport'
<i>Prunus nigra</i>	Canada plum	'Princess Kay'
5% <i>Prunus virginiana</i>	Common chokecherry	'Canada Red'
<i>Syringa reticulata</i>	Japanese tree lilac	'Ivory Silk'

At this time, coniferous trees are not recommended as one of the main goals is to provide tree canopy across the park areas. Additionally, maple species of trees are not recommended due to the city's higher of maple species across the city. In general, it is recommended that no one species of tree exceed 20% of total tree population. In 2017, maple accounted for approximately 25% of trees.

Next Steps:

The next steps for tree replacement are:

1. Selection and ordering of trees – Winter/Spring 2024
2. Placement plan – Winter/Spring 2024

2023 INTEGRATED PEST MANAGEMENT WORKPLAN

Introduction

In March of 2022 the Council commissioned a study by the IPM Institute of North America, Inc. to assist the city in developing an integrated pest management plan to provide guidance and recommendations for the City's pesticide and herbicide practices that would be consistent with the 2014 and 2022 council resolutions. Following completion of the study and initial discussions with the Council at its 2023 retreat, staff has prepared the attached workplan to begin implementing and evaluating recommendations from the IPM study during the 2023 growing season. The 2023 workplan is proposed with the long-term goal of providing high-quality, well-maintained parks, fields and amenities in Shorewood that meet community expectations in an environmentally conscious manner.

Actions

1. Athletic Fields – Freeman, Cathcart and Manor Parks

- Based on feedback from the April 17, 2023 open house prioritizing turf maintenance of the athletic fields at Freeman Park is highest, followed closely by those at Cathcart and Manor Parks.
- Turf maintenance of athletic fields to include:
 - Aerating, overseeding, weed control and fertilization.
 - Maintenance completed with the guidance of the IPM Audit and Recommendations:
 - Pesticide free or fully organic treatments focusing on improving soil conditions are preferred.
 - Chemicals labeled by the EPA with signal word DANGER that indicate high toxicity are prohibited.
 - Chemicals labeled by the EPA with signal word WARNING that indicate moderate toxicity may be used in a targeted manner.
- Reference: IPM Audit and Recommendation Report, pages 9-11 & Implementation Plan, pages 47-55
- The city will coordinate turf maintenance of fields as follows:
 - Freeman and Cathcart Park baseball fields: Minnetonka Baseball Association (MBA)
 - Freeman Park softball fields: Minnetonka Girls Softball Association
 - Freeman Park soccer fields: Tonka United Soccer Association
- Mowing responsibilities:
 - Soccer and softball fields at Freeman Park – City
 - Non-athletic field open space in Freeman and Cathcart Parks - City
 - Baseball fields at Freeman and Cathcart Parks – Minnetonka Baseball Association
 - Manor Park - City

2. Manor Park Pond

The city will work with a contractor for the treatment of Manor Pond taking into consideration the recommendations of the IPM Audit and Recommendation Report and Implementation Plan.

3. Freeman Park Buckthorn Removal

The city received a grant from the DNR in the amount of \$50,000 with a \$20,000 match to conduct buckthorn removal in Freeman Park. The city will hire a contractor to mechanically remove as much buckthorn as allowed by the budget. This includes using Pathfinder to keep the buckthorn from regrowing.

The product will be daubed on the stumps to control the application. This method may result in some removal of other species of plants. Future maintenance may include utilizing goats to remove new growth followed by placement of understory plantings, including grasses, trees, and shrubs. Periodic, ongoing maintenance to remove invasives will be needed.

4. General Weed Abatement

- Feedback from the April 17, 2023 open house indicated a higher tolerance for weeds in open areas.
- For general weed abatement on city trails, sidewalks, median, parking lots and any other locations, the city will utilize mechanical (weed whip, lawn mower, etc.) or physical (hand pulling, hand trimmer) means for removal. The method used will depend on the location and conditions.
- Seek input from city staff on continued maintenance of these areas and revise the work plan accordingly.
- Priorities from the April 17, 2023 open house prioritize maintenance of Smithtown Trail and attention to Vine Hill Road Trail. Growth along the trails within the Minnetonka County Club development should be monitored and cut to prevent the spread of invasives.

5. General

- The city will develop formal agreements with all athletic associations that utilize city parks. Agreements will include documented roles, responsibilities and expectations for field maintenance.
- The city will develop a tracking and audit system for work completed by athletic associations, contractors and city forces.

6. Future Projects

- Emerald Ash Borer
 - The City's contracted arborist, Davey Resource Group (DRG), has identified ash trees (see Exhibit B for locations) that have been previously treated to protect from EAB.
 - The city will inspect and review each treated ash tree. Inspection will include whether the trees are viable and their importance to the surrounding area (sun cover, etc.)
 - The city will consult with DRG regarding the identified treated ash trees and the effectiveness of continued treatment and frequency of treatments.
 - Provide recommendations regarding EAB injections to council.
 - Reference: IPM Audit and Recommendation Report, pages 13-14
- Badger Park Recreation Spaces – 2024 Project
 - In 2023, staff will determine feasibility to improve turf restoration in open space areas. Determine if it is best to contract work, complete the project in-house, or a mix of both. (See Exhibit A - subject area at Badger Park.)
 - Consider the following solutions:
 - Amend the soil, treating the deficiencies following the recommendation in the IPM Plan
 - Replace section of turf with black dirt and seed/sod
 - Reference: IPM Audit and Recommendation Report, pages 9, 11-12 & Implementation Plan, pages 47-55

Workplan Estimated Budget

DNR grant match (Buckthorn Removal)	\$20,000
Manor Park Pond Treatment	\$3,500
Freeman, Cathcart & Manor Parks.....	\$15,000
Professional Services (EAB, etc.)	\$6,500
Total (2023)	\$45,000

Exhibit A
Subject Area, Badger Park

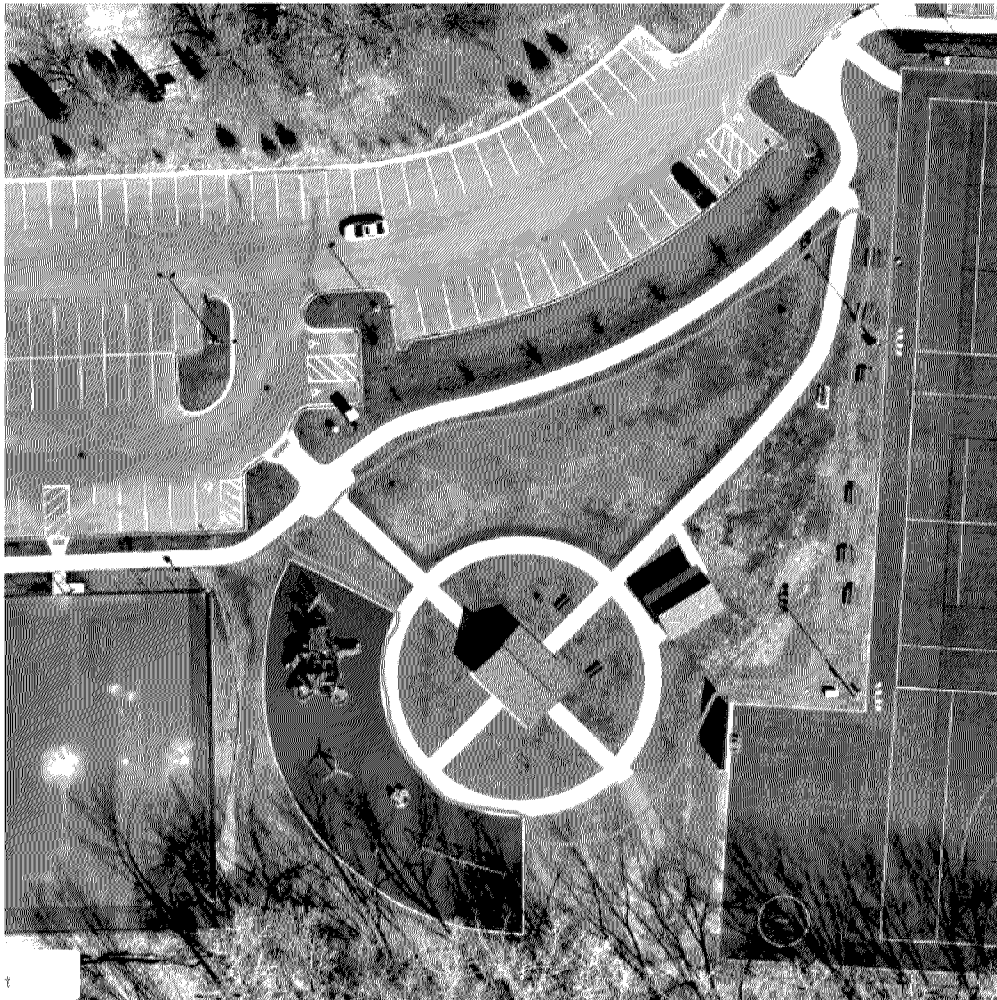


Exhibit B

Key Ash Tree / Treatment Location

FREEMAN PARK

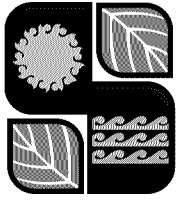




The remainder of trees identified for EAB injections are not yet mapped but are in the following city parks:

- Cathcart Park – 11 ash trees
- Manor Park – 4 trees
- Silverwood Park – 13 trees

3. Planting of new trees – Summer/Fall 2024
4. Future consideration of tree plan and future tree purchases – Spring 2024. Would look to council and parks commission for future direction



City of Shorewood

Park Commission Meeting Item

Title/Subject: Tree Replacement - 2024
Meeting Date: January 9, 2024
Prepared by: Matt Morreim, PW Director
Attachments: n/a

Item
4B

Background:

The City of Shorewood has a significant amount of high value large trees in the City’s parks and recreational areas. A large portion of these trees are ash trees. Currently, the city treats high impact ash trees in park areas and does not have plans to immediately remove ash trees that are healthy and uninfected. The city anticipates the need to plant new trees to replace the aging and dying trees in the City’s parks. As a result, public works asked council for \$10k for new trees in park areas.

Options:

Upon request, Davey, the city’s contractor forester, provided tree species recommendation. Below are their recommendations:

From Davey:

Proper landscaping and tree planting are critical components of the atmosphere, livability, and ecological quality of a community’s urban forest. The tree species listed below have been evaluated for factors such as size, disease and pest resistance, seed or fruit set, and availability. The following list is offered to assist all relevant community personnel in selecting appropriate tree species. These trees have been selected because of their aesthetic and functional characteristics and their ability to thrive in the soil and climate conditions throughout Zone 4 on the USDA Plant Hardiness Zone Map.

Deciduous Trees

Large Trees: Greater than 45 Feet in Height at Maturity

Scientific Name	Common Name	Cultivar
<i>Acer platanoides</i>	Norway maple	‘Cleveland’ ‘Emerald Queen’ ‘Summershade’
<i>Acer rubrum</i>	Red maple	‘Red Sunset’
<i>Betula papyrifera</i>	Paper birch	
5% <i>Catalpa speciosa</i>	Northern catalpa	
20% <i>Celtis occidentalis</i>	Common hackberry	‘Prairie Pride’
<i>Ginkgo biloba</i>	Ginko	‘Autumn Gold’
20 % <i>Gleditsia triacanthos var. inermis</i>	Thornless honeylocust	‘Shademaster’ ‘Skyline’

10% <i>Gymnocladus dioicus</i>	Kentucky coffeetree	
<i>Juglans nigra</i>	Black walnut	'Laciniata'
10% <i>Quercus macrocarpa</i>	Bur oak	
10% <i>Quercus rubra</i>	Northern red oak	
<i>Tilia americana</i>	American linden	'Redmond'
<i>Tilia cordata</i>	Littleleaf linden	'Greenspire'
5% <i>Ulmus americana</i>	American elm	'Princeton' 'Valley Forge'

Medium Trees: 31 to 45 Feet in Height at Maturity

Scientific Name	Common Name	Cultivar
<i>Aesculus glabra</i>	Ohio buckeye	
<i>Betula pendula</i>	European white birch	
<i>Gleditsia triacanthos var. inermis</i>	Thornless honeylocust	'Imperial'
10% <i>Ostrya virginiana</i>	American hophornbeam	
<i>Phellodendron amurense</i>	Amur corktree	
<i>Prunus maackii</i>	Amur chokecherry	

Small Trees: 15 to 30 Feet in Height at Maturity

Scientific Name	Common Name	Cultivar
<i>Acer ginnala</i>	Amur maple	
<i>Acer grandidentatum</i>	Bigtooth maple	
<i>Acer tataricum</i>	Tatarian maple	
<i>Crataegus ambigua</i>	Russian hawthorn	
5% <i>Crataegus crusgalli var. inermis</i>	Thornless cockspur hawthorn	'Crusader'
<i>Crataegus viridis</i>	Green hawthorn	'Winter King'
<i>Malus spp.</i>	Crabapple spp.	'Centennial', 'David' 'Harvest Gold' 'Madonna', 'Prairifire' 'Spring Snow'
<i>Prunus cerasifera</i>	Cherry plum	'Newport'
<i>Prunus nigra</i>	Canada plum	'Princess Kay'
5% <i>Prunus virginiana</i>	Common chokecherry	'Canada Red'
<i>Syringa reticulata</i>	Japanese tree lilac	'Ivory Silk'

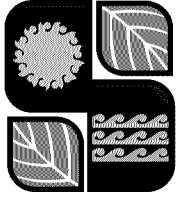
At this time, coniferous trees are not recommended as one of the main goals is to provide tree canopy across the park areas. Additionally, maple species of trees are not recommended due to the city's higher of maple species across the city. In general, it is recommended that no one species of tree exceed 20% of total tree population. In 2017, maple accounted for approximately 25% of trees.

Next Steps:

The next steps for tree replacement are:

1. Selection and ordering of trees – Winter/Spring 2024
2. Placement plan – Winter/Spring 2024

3. Planting of new trees – Summer/Fall 2024
4. Future consideration of tree plan and future tree purchases – Spring 2024. Would look to council and parks commission for future direction



Park Commission Meeting Item

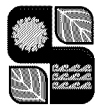
Title/Subject: Buckthorn Update
Meeting Date: January 9, 2024
Prepared by: Matt Morreim, PW Director
Attachments: Council memo and attachments

Item 4C

City council approved the buckthorn removal project at the November 27, 2023 council meeting. See attached.

Since council approval, the city has been in contact with Prairie Restorations regarding a start date. At this time, it is anticipated to begin the week of January 22nd. The project should last approximately 2 weeks. There will be local and general communication the week prior work beginning.

As discussed with council, staff is open to creating an invasive species management plan that would include buckthorn, Canadian thistle and other invasive species affecting Shorewood. Staff would look to the council and parks commission for future direction and goals with invasive species management.



5A

Title/Subject: Award Quote and Service Agreement for Buckthorn Removal Project

Meeting Date: November 27, 2023

Prepared by: Matt Morreim, Public Works Director

Reviewed by: Marc Nevinski, City Administrator

Attachments: October 17, 2023 Buckthorn Meeting Handouts
Responses to Questions at 11/13/2023 Council Meeting
Service Agreement w/ Quote

Background:

Buckthorn is an invasive plant that can displace native vegetation and harm wildlife. In 2021, the City of Shorewood received a \$50,000 MnDNR grant with a \$20,000 city match for buckthorn removal in Freeman Park. The grant deadline to complete buckthorn removal is June 30, 2024. The city met with residents on October 17, 2023 to inform residents of project details (see meeting handouts) and receive feedback on the project.

In order to complete the buckthorn removal work, the city solicited for and received quotes for the removal of buckthorn in Freeman Park from Davey Resource Group, Prairie Restorations, Inc. and Tree Trust. The city evaluated the quotes based on the following criteria:

- Cost
- Experience
- Timeline
- Proposed methods – Mechanized removal or manual removal

Staff recommended to award to Prairie Restorations, Inc. for the buckthorn project during the November 13, 2023 meeting. During the meeting, there were questions raised by a resident and council and council directed staff to provide responses to questions at a later council meeting. Staff attached responses to the questions from the meeting.

After reviewing quotes, contractor experience, and considering resident feedback, staff recommends awarding the project to Prairie Restorations, Inc. The city has coordinated with Prairie Restorations, Inc. to complete all buckthorn removal in areas two and three and partial removal of area one. Area one removal will focus on the east side of the area and move westwardly. It is proposed and recommended to perform a foliar spray in the fall of 2024 to inhibit new growth from occurring. The proposed methods detailed in the attachment are in line with the city’s IPM workplan.

Financial or Budget Considerations:

The cost of the buckthorn removal project will be funded through MnDNR grant (\$50,000) and a city match. The city match of \$17,000 would be funded through operations budget for Department 52 – Parks Maintenance. The remainder of the \$20,000 city match (\$3,000) is accounted for with city staff time.

Action Requested:

Motion to approve the contract with Prairie Restorations, Inc. for Buckthorn removal in Freeman Park.

FREEMAN PARK BUCKTHORN REMOVAL PROJECT

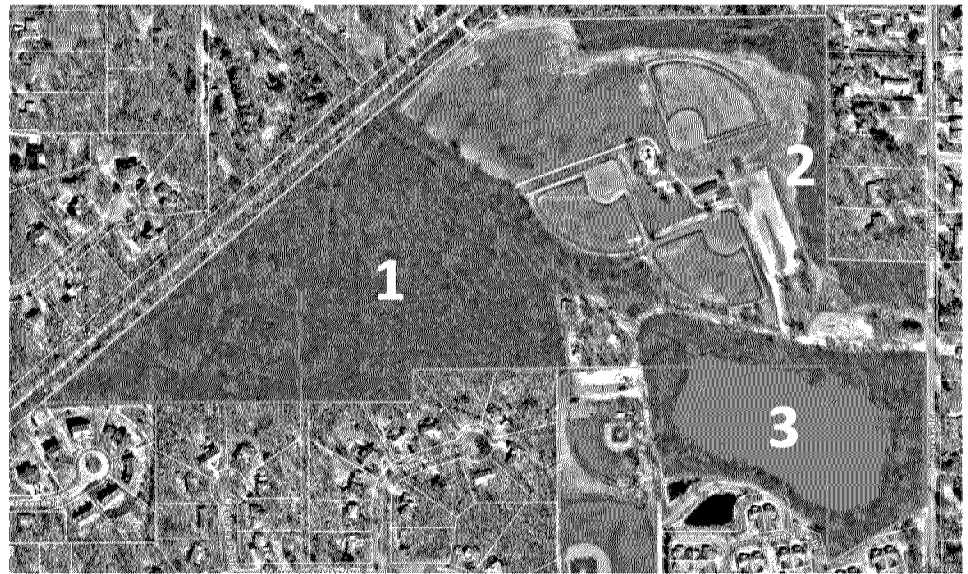
Background:

Buckthorn is an invasive non-native plant that kills off native vegetation. Freeman Park along with other public areas around Shorewood have significant areas where buckthorn is prevalent. In 2021, the City of Shorewood received a \$50,000 MnDNR grant with a \$20,000 city match for buckthorn removal in Freeman Park. The grant deadline to complete buckthorn removal is June 30, 2024.

AREA 1 – 19.55 ACRES

AREA 2 – 3.93 ACRES

AREA 3 – 6.32 ACRES



Process:

Buckthorn removal is typically done through manual removal (chainsaws, etc.) and/or with a larger forestry mower. The forestry mower is more efficient and can remove a larger area in a shorter period of time. However, it can remove more desirable small trees in the area of work if precautions are not taken. The manual method of removal is typically slower but more targeted in the removal of buckthorn. Both methods would involve stacking cut buckthorn on site that would be burned later. Additionally, stumps would be spot treated with Pathfinder or Garlon 4 to prevent regrowth.

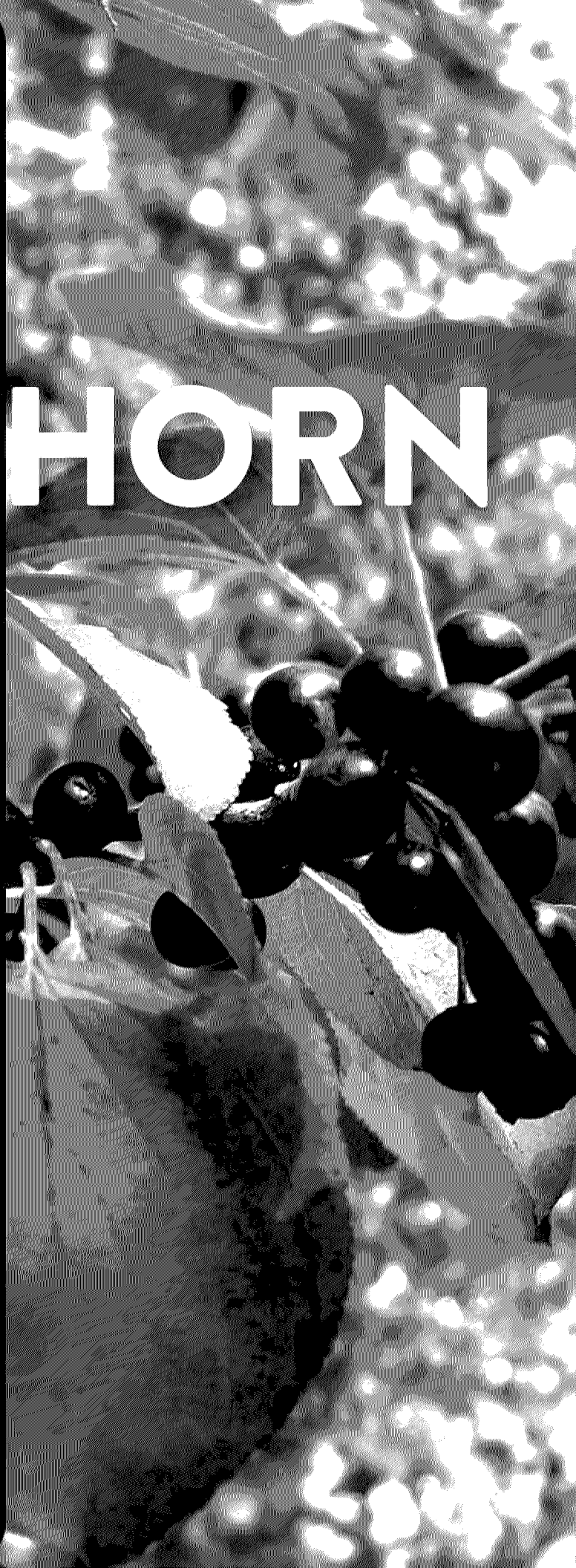
Schedule:

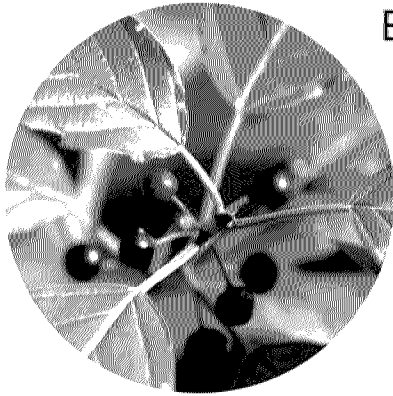
- 2021 – City staff applied for and received grant from MnDNR.
- 2021 – Staff solicited quotes to perform buckthorn removal.
- 2021-April 2023 – Buckthorn project was delayed due to IPM.
- April 2023 – Buckthorn removal included in 2023 IPM workplan and presented to council.
- Late summer/Early Fall, 2023 – Staff solicited quotes from multiple vendors.
- October 14, 2023 – Staff solicited feedback from residents and park users.
- Late October/Early November 2023 – Review feedback, vendor quotes and work methods.
- November 13, 2023 – Provide recommendation to council.
- Winter, 2023-2024 – If recommended and approved, contractor to begin buckthorn removal.
- 2024 – Consider next steps to maintain removed area and expand removal in other public areas.
- Winter, 2024-2025 – City staff to perform controlled burns of buckthorn piles.

Staff Contact: Matt Morreim, PW Director, mmorreim@ci.shorewood.mn.us, (952)960-7913

BUCKTHORN

What You Should Know.
What You Can Do.





Buckthorn leafs out early and retains its leaves late into the fall, creating dense shade that helps it to out-compete many native plants.



A little history

Common, or European, buckthorn, and glossy buckthorn are the two non-native, invasive buckthorn species found in Minnesota. These buckthorn species were first brought here from Europe as a popular hedging material. They became a nuisance plant, forming dense thickets in forests, yards, parks and roadsides. They crowd out native plants and displace the native shrubs and small trees in the mid-layer of the forest where many species of birds nest.

Glossy buckthorn has been sold by the nursery trade in three different forms, so its appearance can vary. The cultivar *Frangula alnus* 'Columnaris' is narrow and tall; the cultivars *Frangula alnus* 'Asplenifolia' and 'Ron Williams' have narrow leaves that give them a fern-like texture.

Why is buckthorn a problem?

Buckthorn:

- Threatens the future of forests, wetlands, prairies, and other natural habitats.
- Out-competes native plants for nutrients, light, and moisture.
- Degrades wildlife habitat.
- Contributes to erosion by out-competing plants on the forest floor that help hold soil in place.
- Serves as host to other pests, such as crown rust fungus and soybean aphid.
- Creates messy fruits that stain sidewalks and driveways.
- Lacks "natural controls," such as insects or disease that would curb its growth.



**STOP INVASIVE SPECIES
IN YOUR TRACKS.**

PlayCleanGo.org

Common buckthorn

Rhamnus cathartica

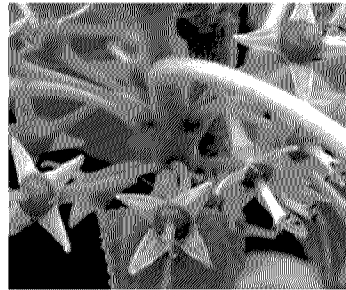
SHAPE OF PLANT

10–25 feet tall; oval form; upright; frequently multi-stem



HABITAT

Dry to moist areas such as woodlands, savannas, abandoned fields, roadsides. It will grow in both full sun and in shade.



LEAVES

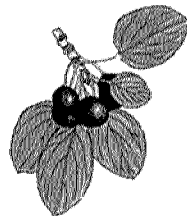
Oval, dark green, dull to glossy; with finely toothed edges; 3–5 pair of curved leaf veins. Leaves stay dark green and on the tree late into fall. Easily confused with dogwoods, plums, and cherries.

FLOWERS

Small, yellow-green color; 4 petals; produced in May.

STEMS

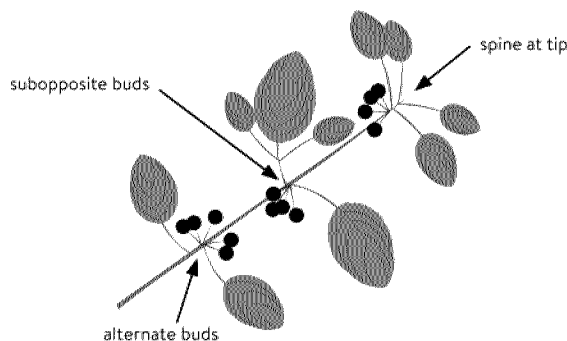
Buds are most commonly subopposite, but can be opposite or alternate; short, 1/8–1/4-inch sharp spine at tip of the twig.



Mark Muller

FRUIT AND SEED

Round, berry-like fruit arranged in clusters; 1/4-inch diameter; green (unripe) to black (ripe) color. Each fruit has 3–4 seeds. Berries persist throughout mid-winter.



Glossy buckthorn

Frangula alnus

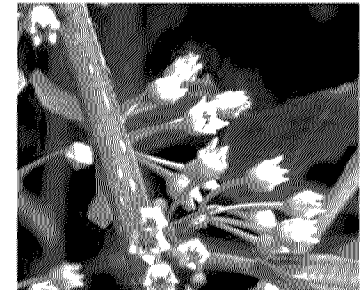
SHAPE OF PLANT

10–18 feet tall; oval form; upright



HABITAT

Primarily wet areas (bogs, marshes, riverbanks, wetlands, pond edges), but also will grow in dry areas. It will grow in both full sun and in shade.



LEAVES

Oval, smooth, dark green, glossy, with toothless edges; 8–9 pair of leaf veins. Leaves get fall color. Easily confused with native chokecherry.

FLOWERS

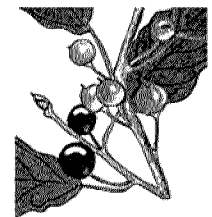
Small, creamy-green color; 5 petals; produced in late May–June.

STEMS

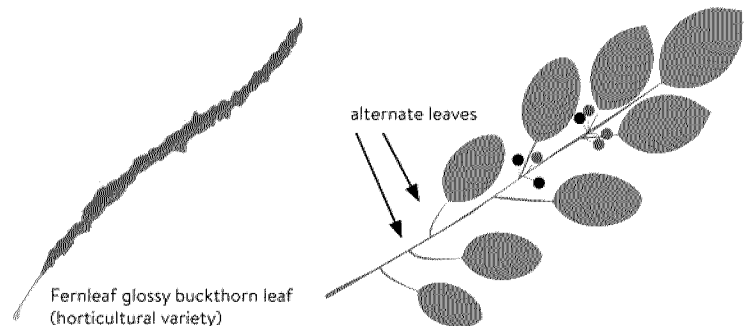
Buds are alternate, fuzzy and brown, and lack scales; no spine at tip of the twig.

FRUIT AND SEED

Round, berry-like fruit; 1/4-inch diameter; less fruit than common buckthorn; red-brown (unripe) to black (ripe) color. Each fruit has 2–3 seeds. Berries do not persist.



Mark Muller



Reference to chemical brand names and other product brand names in this document does not imply endorsement of those products. The herbicides listed in this brochure may be available under other brand names with the same active ingredient that are equally effective.

What you can do to control buckthorn

Cut stump treatment

Buckthorn plants that are 2 inches in diameter or larger are best controlled by cutting the stem at the soil surface and then treating the cut stump with herbicide or covering the stump to prevent re-sprouting. This can be done effectively with hand tools, chain saws, or brush cutters. Stumps should



be treated within two hours after cutting. Treat with an herbicide containing glyphosate (Roundup, Rodeo, etc.) or triclopyr (many brush killers, Vastlan, Garlon 4, etc.) to prevent re-sprouting. Herbicides can be applied to cut stumps with a paintbrush,

wick applicator, dauber, or a low-volume sprayer. Apply the herbicide to the outermost growth rings next to the bark (see photo). The best time to cut and chemically treat the stumps is in late summer (avoid May and June) and throughout the fall. Always follow herbicide label instructions.



Janet Van Sloun, City of Minnetonka

In cases where more than a few plants are treated, add an indicator dye (available where pesticides are sold) to the herbicide to mark the cut stumps you have treated. Colored flags can help mark cut stumps because the stumps are easily covered and lost under cut brush and leaves.

Basal bark treatment

In this method, chemical is applied through the bark. Low-volume spray applications can be made with Garlon 4, Pathfinder II, and similar oil-based products. This application method uses triclopyr ester mixed with an oil dilutant (e.g., Bark Oil Blue, kerosene, or diesel oil) applied directly to the bark of uncut buckthorn from the root collar up about 12–18 inches. This treatment works best on stems less than 5 inches in diameter. An ultra low-volume



spray wand should be used to minimize herbicide use and reduce the potential for non-target injury. Buckthorn treated in this fashion can be left standing or cut at a later date after the plant dies.

When treating in the fall and winter

Follow herbicide label instructions regarding temperatures at which the herbicide can be applied. Water-soluble herbicides like glyphosate (Roundup, Rodeo, etc.) or triclopyr amine (Vastlan, brush killers, etc.) can be applied to cut stumps when the temperature is above freezing (32° F). Oil-based products of triclopyr ester (Garlon 4, Pathfinder II) can be applied when the temperature is below freezing (below 32° F).

For non-chemical control

Cover the cut stump with a tin can or black plastic (such as a Buckthorn Baggie) to prevent re-sprouting. After cutting the tree, apply the can or plastic over the cut stump and root flare. Use nails to affix the can or a tie to affix the black plastic. Leave in place for one to two years.

If you wish to hand pull plants greater than 3/8-inch, use a hand tool that pulls the shrub out, such as a Root Talon. Hand-pulling tools cause soil disturbance so tamp loose soil back into the ground. Not recommended for sensitive sites or steep slopes. Removing buckthorn by hand is easier if the soil is moist.

Seedlings and small buckthorn plants

If individual plants are less than 3/8-inch in diameter, remove them by hand. Small seedlings can be pulled and will not re-sprout. If pulling individual plants is impractical, spray foliage of short buckthorn or seedlings with herbicide. Glyphosate will kill all actively growing vegetation on which it is sprayed. Triclopyr will kill broadleaf plants and conifers, but not grasses when applied properly. Spray after native plants have gone dormant (about mid-October). Follow all herbicide label instructions. Applications exceeding maximum labeled amounts may result in a non-target injury.

Before you pull or dig buckthorn, contact Gopher State One Call at 651-454-0002 or 800-252-1166 to make sure there are no buried utilities in the area.

Finding buckthorn

Common buckthorn is easily found in late fall when many native shrubs and trees have lost their leaves. Common buckthorn will often have green leaves through November.

Glossy buckthorn does not stay green as late as common buckthorn.

Caution! Many native trees look similar to buckthorn and some native trees hold their leaves into the winter. Before you cut, make sure you are cutting buckthorn and not a native tree.

Disposing of buckthorn

In general, it is best to leave noxious weeds on-site to prevent seed spread. If you must remove material, contact yard waste facilities to see if they accept noxious weeds. Transport for disposal is allowed.

Follow-up is critical

Most viable buckthorn seeds in the soil germinate within two years. Additional seeds may be introduced to the site by animals.

Follow-up control of seedlings that emerge after initial control efforts is important on all sites. With no follow-up control, buckthorn will come back.

Fire offers a long-term management option in grassland or savanna cover-types. Burning will need to be done every two to three years. If burning is not an option, a follow-up treatment of pulling or spraying the seedlings is needed.

Healthy planting alternatives

Here are a few examples of environmentally-friendly species available at garden centers and nurseries.



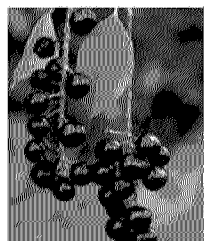
High-bush
cranberry
Viburnum
trilobum



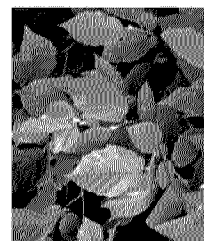
Nannyberry
Viburnum
lentago



Pagoda
dogwood
Cornus
alternifolia



Chokecherry
Prunus
virginiana



American
hazelnut
Corylus
americana



Black
chokeberry
Aronia
melanocarpa

Woodland management

Managing your woodland is an ongoing process. Removing buckthorn not only will benefit the environment, it provides opportunities to create wildlife habitat, redesign your landscape, and beautify an area. Do not make hasty decisions with your land after you have removed or controlled buckthorn. Think about the goals and objectives you have for your property.

Short-term recommendations include:

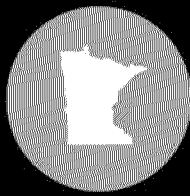
- Follow-up buckthorn control in areas where you have previously removed buckthorn.
- Remove any fruit-bearing buckthorn trees.
- Monitor relatively buckthorn-free areas and control buckthorn plants if detected.

Long-term recommendations include:

- Replant desirable tree, shrub, and herbaceous species if species do not return from the seed bank. Check with a local nursery, extension service, Soil and Water Conservation District, or the Minnesota Department of Natural Resources, for assistance on species recommended for your area.
- If you are managing a large area, consider fire as part of a forest management plan.

Legal status

The Minnesota Department of Agriculture lists common buckthorn and glossy buckthorn as restricted noxious weeds. This means that the sale, transport, or movement of these plants is prohibited statewide.



mn DEPARTMENT OF
NATURAL RESOURCES

ECOLOGICAL AND WATER RESOURCES

500 Lafayette Road, St. Paul, MN 55155-4025

888-646-6367

www.mndnr.gov



City of Shorewood

TO: Mayor and Council
FROM: Matt Morreim, PW Director
DATE: November 21, 2023
SUBJECT: Follow-up Questions/Answers from November 13 Council Meeting

1. Is chemical treatment required by the grant?
 - a. **Section 2.8 of the grant states:**
Follow all Invasive Species regulations, policies and procedures of the Department of Natural Resources (DNR) to prevent or limit the introduction, establishment, and spread of invasive species (see section 4.2). This requirement applies to all activities performed on all lands under this grant contract and is not limited to lands under DNR control or public waters.
2. Will there be silt fence installed around the wetland area in area 3?
 - a. **No. Silt fence is designed to remove silt and suspended solids from running off.**
3. When will the chemical be sprayed or applied?
 - a. **For manually cut trees, Garlon 4 will be applied shortly after the buckthorn is cut directly to the stump, within 1-2 hours. For the forestry mowed areas, a foliar spray application is recommended the following fall.**
4. How close to the wetland will chemicals be applied?
 - a. **Treatments will be applied by licensed applicators to the affected areas in accordance with their application guidelines.**
5. What are DNR recommendations close to wetland?
 - a. **DNR suggests using aquatic version of triclopyr or glyphosate.**
6. Concerns about the temperature for chemical application?
 - a. **Oil based products like Garlon 4 can be applied under 32F. The foliar treatment is a water-based product that would be applied next fall when temperatures are above 32F.**
7. How does triclopyr get treated in our drinking water system.
 - a. **Drinking water systems (public and private) are wells and not surface water. Triclopyr rapidly breaks down in surface water. When exposed to sunlight, the half-life of triclopyr ranges from 3 hours to less than 5 days (US Forest Service). Field studies by US Forest Service found very little indication of leaching in loamy soils. Generally, Shorewood soil is loamy or clay soil.**
8. What will happen to restoration of the area?
 - a. **Steps will be taken to minimize any turf or trail disturbance. Any damage will be restored by the contractor or City.**
9. Plan for future maintenance?
 - a. **City staff plan to plant small trees following a foliar treatment to develop the understory with native plants. City staff would look for direction from the council on a future direction of buckthorn removal around the city, including budget and methods for removal. A draft plan could be developed in the first half of 2024.**

10. Additional cost for fire department and public works employees.

- a. **It is anticipated that there will be no involvement from the fire department as part of this project. Public works staff will be utilized for inspection and miscellaneous functions as needed. These functions are normal job duties that city staff perform for projects that occur in the city.**