

# HOPKINS PARK BOARD AGENDA

Monday, March 28, 2022

6:30 pm

THIS AGENDA IS SUBJECT TO CHANGE  
UNTIL THE START OF THE PARK BOARD MEETING

The public may attend this meeting via zoom.

I. **CALL TO ORDER**

II. **ADOPT AGENDA**

III. **COMMUNITY COMMENT**

1. *At this time, any interested resident may come to speak on an item not on the evening's agenda.*

IV. **CONSENT AGENDA**

1. Minutes of the February 28, 2021, Park Board Meeting
2. Minutes of the March 14, 2021, Special Park Board Meeting

V. **GENERAL BUSINESS**

1. Review and Recommend a Consultant for the Master Park System Plan

VI. **GENERAL PARK UPDATE**

1. Minnetonka Recreation Update

VII. **PARK AREA ASSIGNMENT REPORTS**

1. **Megan Slindee (Chair):** Harley Hopkins Park, Maetzold Field
2. **Kimberly Stiele (Vice Chair):** Elmo Park, Downtown Park
3. **Emma Figgins:** Buffer Park, Central Park
4. **Anna Pohmer:** Hilltop Park, Burns Park
5. **Dre Jefferson:** Cottageville Park, Park Valley Park
6. **Emily Waitz:** Minnehaha Creek Preserve, Valley Park
7. **Matthew Miller:** Oakes Park, Hiawatha Oaks Preserve
8. **Annika Burman & Misheel Battur:** Shady Oak Beach, Interlachen Park

VIII. **ADJOURN**

1. April 25, 2022 – at Hopkins City Hall, 1010 1<sup>st</sup> St S.

**HOPKINS PARK BOARD  
REGULAR MEETING PROCEEDINGS  
FEBRUARY 28, 2022**

**CALL TO ORDER**

Pursuant to due call and notice thereof a regular meeting of the Hopkins Park Board was held on Monday, February 28 at 6:30 p.m. in the Council Chambers at City Hall, 1010 1<sup>st</sup> Street South.

Chair Emma Figgins called the meeting to order with Commissioners Jefferson, Miller, Stiele, Waitz and Slindee and youth members Battur and Burman. Staff present included Management Analyst Imihy.

**ADOPT AGENDA**

**Motion** by Stiele. **Second** by Waitz.

**Motion** to Adopt the Agenda.

**Ayes: All.**

**Nays: None. Motion carried.**

**CONSENT AGENDA**

**Motion** by Waitz. **Second** by Jefferson.

**Motion** to Approve the Consent Agenda.

1. Minutes of the January 24, 2022 Park Board

**Ayes: All.**

**Nays: None. Motion carried.**

Waitz requested a change to the January minutes under the park area assignment reports. At Valley Park, the exterior doors to the bathrooms were barricaded. She wanted to clarify it was the exterior doors.

Figgins noted to change vice chair Figgins to chair in the second paragraph.

No public comment.

**GENERAL BUSINESS**

**V.1. Vote on Chair and Vice Chair Assignments**

This meeting served as the board's annual meeting. The board selected chair and vice chair positions as the departing board members terms are done in July. Stiele nominated Slindee for the chair position.

**Motion** by Stiele. **Second** by Miller.

**Motion** to Approve Slindee as chair.

**Ayes: All.**

**HOPKINS PARK BOARD  
REGULAR MEETING PROCEEDINGS  
FEBRUARY 28, 2022**

**Nays: None. Motion carried.**

The board discussed vice chair. Slindee nominated Stiele.

**Motion** by Slindee. **Second** by Miller.

**Motion** to Approve Stiele as vice chair.

**Ayes: All.**

**Nays: None. Motion carried.**

## **V.2. Review 2022 Annual Calendar**

Imihy discussed and reviewed the annual calendar with the board. She let the board know that there were minor edits to the calendar given the timeline moved due to the RFP. The master park plan is not yet reflected in the calendar. Miller inquired about sustainability and the park board's role. The board discussed possible outcomes. Sustainability could be added into the 2023 plan if it was decided the board would want to take it on as another task.

## **GENERAL PARK UPDATE**

Minnetonka Parks and Recreation Update

Kelly from Minnetonka Parks and Recreation discussed the recreation summer brochure with the board. He explained registrations and summer catalog logistics. He also answered questions from the board, including scholarship funding and information in the catalog about Hopkins parks. The board also discussed Williston Fitness Center, marketing of programs and summer staffing.

Hopkins Academy

Imihy explained Hopkins Academy to the board.

RFP Interviews & Questions

Imihy discussed the process for the RFP and reviewed consultant questions about the proposal. She answered questions from the board about equity for consultants. Proposals were due on March 1 and staff will review and evaluate them. They will narrow it down to three or four proposals from the expected seven to ten. Board members will receive a flash drive with proposals to review and score. Imihy explained the process of reviewing proposals and consultant interviews. She answered board questions and explained the timeline for interviews.

## **PARK AREA ASSIGNMENT REPORTS**

The park assignments are as follows:

Emma Figgins: Buffer, Central: Path at Central Park has been busy.

Meg Slindee: Harley Hopkins, Maetzold Field: Nothing to report (NTR)

Anna Pohmer: Burnes, Hilltop: N/A

Dre Jefferson: Cottageville, Park Valley: NTR

**HOPKINS PARK BOARD  
REGULAR MEETING PROCEEDINGS  
FEBRUARY 28, 2022**

Emily Waitz: Minnehaha Creek Preserve, Valley: Returned to Valley Park for clarification on the bathroom situation and it was a signage issue that was reported to Imihy. Waitz passed on recommendations for signage. There are one of three unmarked doors for bathrooms. There were skaters on the rink. She also went by the Minnehaha Creek Reserve after dark and saw someone was in the park. Questioned if there any concerns about safety in the park(s) after dark. Imihy let the board know to call the non-emergency PD line if you see something suspicious.

Matthew Miller: Oakes, Hiawatha Oakes Preserve: NTR

Kimberly Stiele: Elmo, Downtown: NTR. Downtown Park has port a potties and someone mentioned to her that the city needs more portable bathrooms. The board then discussed port a potties and accessible bathrooms.

Annika Burman: Interlachen, Shady Oak Beach: NTR

Misheel Battur: Interlachen, Shady Oak Beach: NTR

**ADJOURNMENT**

There being no further business to come before the Park Board and upon a motion by Waitz, second by Stiele, the meeting was unanimously adjourned.

Respectfully Submitted,  
Lizzie Miller, Administrative Assistant

ATTEST:

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Emma Figgins, Park Board Chair

**HOPKINS PARK BOARD  
REGULAR MEETING PROCEEDINGS  
MARCH 14, 2022**

**CALL TO ORDER**

Pursuant to due call and notice thereof a special meeting of the Hopkins Park Board was held on Monday, March 14, 2022 at 6:30 p.m. in the Raspberry Room at City Hall, 1010 1<sup>st</sup> Street South.

Chair Slindee called the meeting to order with Park Board Members Jefferson, Miller, Pohmer, Waitz and Figgins present. Park Board Member Stiele was absent. Staff present included Management Analyst Imihy Bean, Director of Public Works Stanley, Community Development Coordinator Youngquist and Parks Supervisor Davy.

The purpose of the special meeting was to interview firms that submitted a proposal for the Parks Master Plan. The firms of Asakura Robinson and Confluence Design presented their proposals and members asked questions various questions throughout the interviews.

**ADJOURNMENT**

There being no further business to come before the Park Board and upon a motion by Member Waitz, second by Member Pohmer, the meeting was unanimously adjourned at 9:06 p.m.

Respectfully Submitted,  
PeggySue Imihy Bean, Management Analyst

ATTEST:

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Meg Slindee, Park Board Chair



Administration

**CITY OF HOPKINS**

## **Memorandum**

To: Park Board Chair and Members of the Park Board  
From: PeggySue Imihy Bean, Management Analyst  
Date: March 28, 2022  
Subject: Recommendation of Consultant for Master Park System Plan

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### **Purpose**

At the March 28 Park Board meeting, Staff will provide an overview of the Master Park System Plan Process:

- An overview of the RFP and interview process
- A recap of the interviews on March 14, 2022
- Guide the Park Board to make a recommendation to the City Council to select a Master Park System Plan at the April 5, 2022, City Council meeting

### **Background**

For the past several months, the Park Board has worked to create an RFP for a Master Park System Plan which looks to comprehensively plan for park redevelopment and residential growth for the next twenty years. The goal of the plan is to be rooted in deep community engagement and resident feedback that centers equity and accessibility.

At the January 24, 2022, Park Board meeting, the Park Board directed staff to release the RFP. Proposals were due March 1<sup>st</sup>, and the City received six submissions. Following the process outlined in the RFP, staff from Administration, Economic Development, Public Works, and Minnetonka Parks and Recreation reviewed the proposals and shortlisted two consultants to be interviewed. Many factors were considered in the shortlisting of consultants, including equity scoring criteria, completeness of the proposal, and comparable project experience.

At a special meeting of the Park Board on March 14, 2022, members of the Park Board along with the above-mentioned staff interviewed two consultants. Each consultant was given 15 minutes for a presentation, and 30 minutes for a question-and-answer session. Following the interviews, the budget for each proposal was revealed to the Park Board. Members discussed proposals briefly and ended the session.

### **Proposals**

The two firms which were interviewed were Asakura Robinson and Confluence, a summary of their proposals is below:

- **Asakura Robinson:**
  - **Team:** Asakura Robinson, Tecolotl, Matrix Consulting Group
  - **Timeline:** April 2022 – March 2023, Engagement begins late summer 2022 (TBD)
  - **Budget:** \$145,438
  
- **Confluence:**
  - **Team:** Confluence, Putting Change in Motion, Pros Consulting
  - **Timeline:** April 2022 – June 2023, Engagement begins June 2022
  - **Budget:** \$112,589

**Key Questions to Consider:**

- Does the proposal show the ability to address the items located in the Purpose section of the RFP? (*Page 3*)
- Does the proposal have adequate community engagement? Does it adequately center high-priority populations?
- Do the responses to the supplemental questions show a clear understanding and tactics to address these issues? (*Page 12*)
- Are the proposal deliverables consistent with needs identified by the Park Board (i.e., engagement, implementation, financial assessments)

**Next Steps**

Tonight, Staff is looking for the Park Board to make a recommendation to the City Council to select a consultant team for the Master Park System Plan.