

**HOPKINS PARK BOARD  
REGULAR MEETING PROCEEDINGS  
JANUARY 25, 2022**

**CALL TO ORDER**

Pursuant to due call and notice thereof a regular meeting of the Hopkins Park Board was held on Tuesday, January 25 at 6:30 p.m. via Zoom and 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, Pohmer, Waitz and Slindee. Staff present included Management Analyst Imihy.

**ADOPT AGENDA**

**Motion** by Waitz. **Second** by Miller.

**Motion** to Adopt the Agenda.

**Ayes: All.**

**Nays: None. Motion carried.**

**CONSENT AGENDA**

**Motion** by Miller. **Second** by Waitz.

**Motion** to Approve the Consent Agenda.

1. Minutes of the December 13, 2021 Park Board

**Ayes: All.**

**Nays: None. Motion carried.**

No public comment.

**GENERAL BUSINESS**

**V.1. Review of Adopted 2022 Park Board Work Plan and Calendar**

Management Analyst Imihy let the board know the work plan was approved by City Council at their December meeting after Vice Chair Slindee presented it to them. Imihy informed the board that the plan may change and it is approximate. Imihy also answered questions from board members.

**V.2. Review of Draft RFP for Master Parks System Plan and Implementation Plan**

Imihy explained there was a request for proposals for services for the City of Hopkins parks system master plan. It was explained that the idea is the board will receive similar plans from consultants and be able to score them adequately and evenly. Imihy explained there were also members of the Public Works and Planning departments that contributed and that the Economic Development Authority will be paying for a portion of the plan as well.

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The board discussed the purpose statement. Member Miller had submitted comments regarding access to nearby municipal park systems and how they influence Hopkins parks. Chair Figgins also noted in the fifth bullet point race was not mentioned and it was decided that it would be added in the demographic portion.

Pages 2-4 of the plan explain what type of community Hopkins is. Imihy answered questions from board members and members commented on some of the statements regarding high priority populations for community engagement involvement. The board continued to discuss community engagement and sports groups place in that plan. Member Waitz wanted to clarify that the section is trying to say that the board wants their plan to ensure it addresses groups that are unlikely park users and to be aware of issues. Imihy will clarify on the document. They also discussed adding a bullet point for people who are not in walking distance to the parks.

Pages 4-7 of the plan are the scope of services and tasks. Imihy briefly explained this portion of the plan to the group and noted that it was the largest part of the plan. The board discussed implementation and the role of the park board within said implementation. The board discussed community engagement opportunities and the number of them. The board decided they would separate the recreation and capital expenditures to help see the difference with finances. Imihy proposed an overall timeline to the board and a timeline for recommending a consultant. The board will interview 2-4 consultants. Member Miller noted that zoning will be putting on community engagement events at the same time this spring and Imihy suggested the park board combine with them to reach more residents. The board continued to discuss community engagement and a consultant's role in it. Imihy explained the process after a firm is chosen to the board. Imihy suggested a special meeting in March or April for consultant interviews and to choose a firm after members expressed concerns about doing both in one meeting. Imihy provided a timeline to the board of a special meeting the week of March 14. March 28 they would make a recommendation to the city council unless they decide on a consultant at March 14 meeting.

Imihy explained to the board that pages 9-12 of the plan are submittal requirements. Pages 13-14 of the plan are evaluation criteria. She also recommended to the board to first grade the firms without budgets. Members discussed the scoring system/rubric for consultants and Imihy told the board that some City staff will also review and attend interviews. The board will leave the rubric as a point scale and also have the ability for the full range of points.

## **APPROVAL OF REQUEST FOR PROPOSALS**

**Motion** by Figgins. **Second** by Miller.

**Motion** to Approve Request for Proposals.

**Ayes: All.**

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**Nays: None. Motion carried.**

**V.3. Prepare and Discuss Annual Meeting + Chair/Vice Chair Assignments**

The annual meeting is in February and the board will vote on chair and vice chair positions at that time instead of voting in July when new members onboard. Positions are voted on annually. Imihy gave the board a rundown of what the positions entail and the members in the positions currently described what their tasks are. Member Steile expressed interest in the vice chair position and other members also expressed support for vice chair Slindee to step in to the chair role.

**GENERAL PARK UPDATE**

**Warming House Hours**

Imihy reported to the board that the City of Minnetonka has cut warming house hours during the weekdays due to a lack of staffing and a lack of skaters during those hours. Central Park and the Pavilion are open during the day if residents need a place to skate. Shady Oak Beach is also going to begin hiring for summer. Vice chair Slindee commented she would like to see the beach open longer during the summer and Imihy will pass that along to Minnetonka.

**PARK AREA ASSIGNMENT REPORTS**

Imihy asked the board members to note the last time they visited their parks and something they observed there. This agenda topic can be revisited next meeting to see if the board would like to keep the reports on the agenda.

The park assignments are as follows:

Emma Figgins: Buffer, Central: NTR (nothing to report)

Meg Slindee: Harley Hopkins, Maetzold Field: Maetzold Field turns in to a toddler sledding hill on the side of 12<sup>th</sup> Ave and it's a popular spot for small kids to sled.

Anna Pohmer: NTR

Dre Jefferson: Cottageville, Park Valley: NTR

Emily Waitz: At Valley Park there was no one there for the first time and the exterior doors to the bathrooms were barricaded with garbage cans.

Matthew Miller: Oakes, Hiawatha Oakes Preserve: NTR but wanted to give a compliment to the parks department for closing the speediest slide at Burnes Park as it was very fast. Suggested that these park updates are submitted before the meeting so members can see them, but not take up any time during the meetings.

Kimberly Stiele: Elmo, Downtown: Some the parks are more used at different times of the year so maybe this is a seasonal question/agenda topic.

Annika Burman: Interlachen, Shady Oak Beach: N/A

Misheel Batur: Interlachen, Shady Oak Beach: N/A

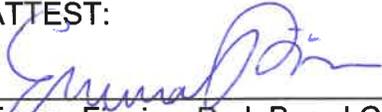
**ADJOURNMENT**

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There being no further business to come before the Park Board and upon a motion by Emily Waitz, second by Anna Pohmer the meeting was unanimously adjourned at 8:30 p.m.

Respectfully Submitted,  
Lizzie Miller, Administrative Assistant

ATTEST:

  
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Emma Figgins, Park Board Chair