

**City of Minnetonka Beach
Park Commission**

Members: Joe Pagano (Chair), Chris Dovolis, Dan Forbes, Harlan Lehman, Katie Norman, Kim Peterson, and Patty Rezabek

Staff: Heidi Honey, City Clerk

Council Liaison: Tracey Breazeale

Guest: Volunteer Joe Tilli

Mission: To Protect, Maintain and Improve the parks and public lands of the
City of Minnetonka Beach for the safe use and enjoyment of its residents.

Tuesday, December 3, 2019 ~ 5:15 p.m.

1. Administration
 - 1.1. Welcoming Comments
 - 1.2. Approve Agenda – December 3, 2019
 - 1.3. Approve Minutes – October 1, 2019 Park Commission meeting
 - 1.4. Review Administrative Calendar – set 2020 meeting dates, calendars
 - 1.5. Budget Audit (All Invoices due Dec. 23)
2. Operation
 - 2.1. Review Operational Calendar
 - 2.2. Commissioner Updates
 - 2.2.1.1. Goose strategy – Vice Chair Norman
 - 2.2.1.2. Ray Peters Warming House Update – Dovolis & Forbes
3. Adjournment **(6:45)**

**City of Minnetonka Beach
Park Commission Meeting Minutes
December 3, 2019**

Members Present: Chair Joe Pagano; Commissioners: Chris Dovolis, Dan Forbes, Harlan Lehman, Kim Petersen, Patty Rezabek
Absent: Vice Chair Katie Norman
Staff Present: City Clerk Heidi Honey
Council Liaison: Tracey Breazeale
Guests: Resident Joe Tilli - volunteerism

Chair Pagano called the meeting to order at 5:15 pm.

1. Administration

1.1. Welcoming Comments

Pagano gave an overview of the meeting.

1.2. Approve the December 3, 2019 Meeting Agenda

Rezabek motion, Forbes second to approve the December 3, 2019 meeting agenda. All ayes, motion carried.

1.3. Approve Minutes – October 1, 2019 Park Commission Meeting Minutes

Forbes motion, Petersen second to approve the October 1, 2019 Meeting Minutes. All ayes, motion carried.

1.4. Review Administrative Calendar

Pagano reviewed the calendar noting the 2020 meeting dates – January 7, February 4, April 4, May 5, June 2, August 4, September 1, November 10 at 5:15 pm. A December meeting can be added if needed for final expenses. Commissioners will work on contracts and asset inspections during first quarter to then plan for the work the following months.

Lehman motion, Dovolis second to approve the 2020 Administrative Calendar including meeting dates. All ayes, motion carried.

1.5. Budget Audit

Pagano reviewed budget to date. Money for Berent repairing the skate park ramps (\$500), Rezabek's tree and stump removal (\$2,000), Norman's goose deterrent lights (\$700), and Dovolis/Forbes (\$3,500) warming house has been accounted for. There is \$3,367 remaining in the budget. Dovolis reported that \$3,500 will be spent in December on the warming house and work for an additional \$3,500 is planned for January which will be paid out of CIP. Dovolis will work with the contractor to see if they can do additional work in December to free up some of the \$3,500 in the CIP for 2020. Rezabek has \$84 left to spend but she has an additional tree removal request for \$500 which is a net request of \$416. Joe Tilli has a request for \$300 for artwork/logo for the volunteerism campaign. If this work is completed, there will be \$2,650 to use toward the warming house. Petersen asked that Dovolis have the warming house window boxes rebuilt in 2020 for standard size for liners and to be attached so they don't rot. Honey stated that at the Truth in Taxation meeting on December 2, the projected year end expenses for Parks was \$32,731 so they were not assuming a surplus in their budget discussions although the \$3,000 remaining was reported.

Forbes motion, Rezabek second to authorize the following work to be completed and billed by December 23, 2019: \$416 for tree removal, \$300 for artwork, and up to \$2,650 for additional work at the warming house that originally planned for 2020. All ayes, motion carried.

2. Operations

2.1. Review Operational Calendar

Pagano reviewed the operational calendar.

Rezabek discussed the tree inventory and a management plan. Erik Paulsen from Bartlett will make a presentation at the January Parks meeting to discuss the deficit in the city's tree canopy and developing a management plan which would be a revolving schedule of planned tree trimming and removal to enhance the canopy of boulevard trees.

Tilli discussed a list of volunteer opportunities. Honey will update the calendar addendum with volunteer activities related to the various volunteer opportunities. Pagano thought that the Comprehensive Plan states that Civic is responsible for securing volunteers city wide. He will research this further as Breazeale and Rezabek stated that is not their responsibility. They typically only provide volunteers for their own events but there haven't been Parks and Civic joint events in the past.

Breazeale updated the commissioners on CIP items that were moved from 2020 to 2021 by council, which are pavers and rink lighting. Honey will update the calendars for the January meeting.

2.2. Commissioner Updates

2.2.1. Goose Strategy

Lighting was approved with budget discussions. Honey passed along information to Lehman and Norman from the zoning administrator about lighting requirements in the zoning code. The goose lights are low voltage and do not appear to violate code, but the code and lighting information is measured differently. Breazeale stated that the lights are very dim and not noticeable, similar to path lighting.

2.2.2. Ray Peters Warming House Update – Dovolis and Forbes
Update given earlier.

Commissioners reflected on the successes of 2019.

3. Adjournment

Forbes motion, Rezabek second to adjourn the meeting. All ayes, motion carried.

Chair Pagano adjourned the meeting at 6:14 pm.

Signed the sheet: Julia Sharma

Next meeting: January 7, 2020 at 5:15 pm.

Respectfully submitted,

Heidi Honey, City Clerk

PARK COMMISSION

2020 Activity Schedule - Administration

Mission: To Protect, Maintain and Improve the parks and public lands of the city of Minnetonka Beach for the safe use and enjoyment of its residents.

Updated 12.3.2019

	January	February	March	April	May	June	July	August	September	October	November	December
ADMINISTRATIVE												
MEETINGS												
1st Tuesday - 5:15 pm	1/7/20	2/4/20		4/7/20	5/5/20	6/2/20		8/4/20	9/1/20		11/10/20	
Council Updates (annual 2/10) JP		2/10/20										
Civic Events - outdoor	Skating 1/26						Picnic	Natl Nite Out		Halloween		
Civic Events						Monday Fun Days						
5 YEAR PLAN												
Read 5 Year Plan	X											
Hard and Green Asset Inspections ALL	X	X	X									
Recommendations due w/CIP					X							
APPROVE CONTRACTS				X								
CIP												
CIP discussion Parks				X								
CIP approval by Parks				X								
Council approves CIP						X						
BUDGET												
Final previous year review	X											
Mid Year Audit							X					
Year End Audit											X	
Discuss Proposed next year's Budget							X					
Approve proposed next year's budget for council								X				
Council adopts preliminary budget									X			
Council adopts final budget											X	
TERMS												
Terms: 2022-Lehman, Pagano, Petersen; 2020-Dovolis, Forbes; 2021-Rezabek, Norman												
Nominate Parks Candidates								X				
Appointment by Council								X				
Oath of Office									X			
Elect new officers									X			
Review Rules of Procedure											X	
SPOCs												
Review of Assignments									X			
Volunteer			recruit for spring clean up day					Recruit for fall clean up day				

PARK COMMISSION

Exhibit B

Action Required

Five Year Plan Inventory of Assets - Hard Assets

	Zone	Recommendation	2019	2020	2021	2022	2023	2024	Who
Asphalt playground rec area/4 square	1	Fill/sealcoat/paint		X					PW
Balance beam	1	Maintain							PW
Basketball backboard/net	1	Replace backboard			X				PW
Benches - City Hall Abdo Garden cedar/cast iron, qty 1	1	Maintain	stained			stain			PW
Benches - City Hall Liza's Garden, qty 1	1	Maintain							PW
Benches - City Hall Park qty 1 anchored	1	Replace			X				PW
Benches - City Hall Park qty 1 mobile	1	Maintain							PW
Benches - Dahl Library cedar/cast iron	1	Maintain	stained			stain			PW
Border edging - playground, 9 sections rubber	1	Replace w/new playset			X				CIP
Fence - split rail	1	Maintain	repaired						PW
Path lights	1	Eliminate			X				PW
Pavers Abdo limestone	1	Maintain							PW
Pavers Crear garden limestone	1	Maintain							PW
Dahl Library	2	Maintain		paint					budget
Benches - Swim Beach qty 4	4	Maintain							PW
Benches - swim beach composite memorial qty 1	4	Maintain							PW
Fence - trash can screen	4	Maintain	stained			stain			PW
Pavers swim beach	4	Replace/maintain		replace(CIP)					PW
Asphalt playground rec area/4 square	5	Fill/sealcoat/paint		X					PW
Softball backstop	5	Maintain							PW
Softball bases - qty 4	5	Maintain							PW
Basketball backboard/net	5	Maintain							PW
Benches - Ray Peters Park - 2	5	Maintain							PW
Fence - trash can screen	5	maintain		stain			stain		PW
Fence - porta potty shelter	5	Maintain		stain			stain		PW
Heater - gas	5	Inspect	repaired	X	X	X	X	X	PW
Lights - for rink, qty 5	5	Maintain/replace?		replace (CIP)					PW
Message Board in woods, replace at warming house	5	Replace			replace				PW
Benches - Half Moon Park, cedar qty 2	7	Maintain							PW
Benches - Public Works	8	Eliminated	eliminated						PW
Bike Rack - public works	8	Eliminate	eliminated						PW
Mulch - playground	1,5	Replace/maintain			X		X		PW
Park and Firelane signage	all	Maintain							PW
HARD ASSETS									

Zones - 1-City Hall, 2-Dahl Laibrary, 3-Dakota Trail (Incl Northview walls and Arcola dock areas, 4-swim beach, 5-Ray Peters Park, 6-Lffayette Park, 7-Hall Moon Park, 8-Arcola Woods
 9-Lafayette Ridge, 10-ROW/boulevards No. of Shoreline Dr, 11-ROW/boulevards So. of Shoreline Dr.

PARK COMMISSION

Exhibit B

Five Year Plan Inventory of Hard Assets 2020-2024

	Zone	Recommendation	2019	2020	2021	2022	2023	2024	Who
Pedestal Crear limestone	1	Maintain							PW
Picnic Tables - City Hall qty 1	1	Maintain	powerwashed						PW
Playground Equipment City Hall	1	replace, maintain		\$ 30,000.00					CIP
Steps - cedar and stone to playground	1	Maintain							
Swingset city hall	1	Maintain							PW
Timbers	1	Maintain							PW
Trash Bin	1	power wash, stain	stained			stain			PW
Picnic Tables - Swim Beach - qty 3	4	Power wash	powerwashed						PW
Planters swim beach - qty 2	4	Maintain							PW
Rip Rap swim beach	4	Maintain, replace			replace (CIP)				
Swim buoys	4	Maintain							PW
Swing - tire	4	Maintain							PW
Volley ball	4	Maintain							
Picnic Tables - Ray Peters - cedar qty 2	5	Maintain, level	powerwashed						PW
Rink hockey boards	5	Maintain - paint		X	X	X	X	X	PW
Rink hockey nets- qty 2	5	Maintain							PW
Sign - Ray Peters Park cedar	5	Maintain							PW
Skate assists - dogsled style	5	Repair, maintain		repair					PW
Skate assists - pvc, new in 2019	5	Maintain	new						PW
Soccer goals/nets - qty 2	5	Maintain							PW
swingset Ray Peters	5	Maintain							PW
Warming house door	5	replace door and frame	replace						
Warming house exterior bench seating, wood	5	Maintain	repair	repair					
Warming house exterior siding - cedar	5	Repair/stain	repair	repair					
Warming house interior flooring	5	Maintain							
Playground Equipment Half Moon	7	Maintain							PW
Posts around exterior of park	7	replace tops, maintain		repair					PW
Swingset Half Moon	7	Maintain							PW
Sign - Lafayette Ridge Welcome	9	Stain, maintain		X			X		PW
Skateboard park ramps	1, 5	repair decking, maintain	repair decking						PW
Tetherball	1,4	replace ball, paint	replaced ball						PW
Safety signs for equipment, no tobacco	1,4,7	Replace		X					PW

Zones - 1-City Hall, 2-Dahl Library, 3-Dakota Trail (Incl Northview walls and Arcola dock areas), 4-swim beach, 5-Ray Peters Park, 6-Lafayette Park, 7-Half Moon Park, 8-Arcola Woods
 9-Lafayette Ridge, 10-ROW/boulevards No. of Shoreline Dr, 11-ROW/boulevards So. of Shoreline Dr.

PARK COMMISSION

Five Year Plan Inventory of Hard Assets 2020-2024

	Zone	Recommendation	2019	2020	2021	2022	2023	2024	Who
Zip line	1	Replace or eliminate		X					
window boxes library	2	maintain							
Warming house interior seating	5	Maintain							
Warming house interior siding	5	Maintain							
Warming house porch - wood	5	Maintain							
Warming house shutters, green	5	Repair - 1 is broken	repair						
Window boxes Ray Peters	5	TBD							
Welcome Sign	6	Maintain							

Zones - 1-City Hall, 2-Dahl Library, 3-Dakota Trail (Incl Northview walls and Arcola dock areas), 4-swim beach, 5-Ray Peters Park, 6-Lafayette Park, 7-Half Moon Park, 8-Arcola Woods
9-Lafayette Ridge, 10-ROW/boulevards No. of Shoreline Dr, 11-ROW/boulevards So. of Shoreline Dr.

PARK COMMISSION

Exhibit B

Five Year Plan Inventory of Green Assets 2020-2024

	Zone	Qty	Contract	Recommendation	2019	2020	2021	2022	2023	2024	Who	Notes
Abdo Garden-perennials, annuals, shrubs	1		Y	Maintain							Gardener	
Liza Crear Garden - perennials, shrubs	1		Y	Maintain							Gardener	
Lake Road Side Garden	1		Y	Maintain							Gardener	
City Hall Shrubs	1		N	Maintain							Public works	
City Hall walkway garden - hostas	1		Y	Maintain							Gardener	
Planters - pots at city hall and post office	1	5	N	Maintain							Volunteers	
Trees	1		N	Maintain							PW & Vendors	
Dahl Garden - perennials, shrubs	2		Y	Maintain							Gardener	
Window boxes - annuals	2	4	Y	Maintain							Gardener	
Hedges	2		N	Maintain							Public works	
Northview wall east -garden	3		N	Eliminate								
Northview wall west - garden	3		N	Eliminate								
Trees	3		N	Maintain							PW & Vendors	
Small garden	4		N	Maintain								
Hedges	4		N	Maintain							Public works	
Planters - annuals in pots at beach	4	2	N	Maintain							Volunteers	
Trees	4		N	Maintain							PW & Vendors	
Hedges	5		N	Maintain							Public works	
Planter boxes	5	3	N	TBD							Public works	
Garden - perennials	5		Y	Maintain							Gardener	
Ray Peters woods	5		N	Maintain							Vendors	
Arcola Woods	8		n	Maintain							Vendors	
Arcola Lane Garden	10		N	Maintain							Public works	
ROW trees	10		N	Maintain							PW & Vendors	
ROW trees	11		N	Maintain							PW & Vendors	
Trees	all			inventory							Vendors	
Trees	all			EAB							Vendors	
Trees	all			Trimming							PW & Vendors	
Trees	all			Removal							PW & Vendors	
Trees	all			Planting							PW & Vendors	

Zones - 1-City Hall, 2-Dahl Library, 3-Dakota Trail (Incl Northview walls and Arcola dock areas), 4-swim beach, 5-Ray Peters Park, 6-Lafayette Park, 7-Half Moon Park, 8- Arcola Woods, 9-Lafayette Ridge, 10-ROW/boulevards No. of Shoreline Dr, 11-ROW/boulevards So. of Shoreline Dr.

**Park Commission Asset Management
Hard Asset Evaluation Form**

Asset	Description	Qty	Zone	Recommendation					Year	Work	Who does the work	Cost Estimate	Photo Avail
				Maintain	Repair	Replace	Eliminate	Move					

Zones: 1- City Hall, 2-Margaret Dahl Library, 3-Dakota Trail area (incl Northview walls and Arcola dock areas, 4-Swim Beach, 5-Ray Peters Park, 6-Lafayette Park, 7-Half Moon Park, 8-Arcola Woods, 9-Lafayette Ridge, 10-ROW/boulevards No. of Shoreline, 11-ROW/boulevards So. of Shoreline Dr

**Park Commission Asset Management
Hard Asset Evaluation Form**

Asset	Description	Qty	Zone	Recommendation					Year	Work	Who does the work	Cost Estimate	Photo Avail
				Maintain	Repair	Replace	Eliminate	Move					
RAY PETERS													

Zones: 1- City Hall, 2-Margaret Dahl Library, 3-Dakota Trail area (incl Northview walls and Arcola dock areas, 4-Swim Beach, 5-Ray Peters Park, 6-Lafayette Park, 7-Half Moon Park, 8-Arcola Woods, 9-Lafayette Ridge, 10-ROW/boulevards No. of Shoreline, 11-ROW/boulevards So. of Shoreline Dr

**Park Commission Asset Management
Green Asset Evaluation Form**

Exhibit C

Asset	Decription	Qty	Zone	Maint. Contract-y/n	Recommendation			Date	Who does work	Cost estimate	photo-y/n
					Maintain	Update	Eliminate				

Zones: 1- City Hall, 2-Margaret Dahl Library, 3-Dakota Trail area (incl Northview walls and Arcola dock areas, 4-Swim Beach, 5-Ray Peters Park, 6-Lafayette Park, 7-Half Moon Park, 8-Arcola Woods, 9-Lafayette Ridge, 10-ROW/boulevards No. of Shoreline, 11-ROW/boulevards So. of Shoreline Dr

PARK COMMISSION

2020 Activity Schedule - Operations

Mission: To Protect, Maintain and Improve the parks and public lands of the city of Minnetonka Beach for the safe use and enjoyment of its residents.

	January	February	March	April	May	June	July	August	September	October	November	December
PROTECT - MAINTAIN - IMPROVE												
CONTRACTS/ARRANGEMENTS												
Beach Cleaning - Lifes a Beach contract presented and approved- KN				X								
Gardener - Garden Gate contract presented & approved - KP				X								
Crab apple treatment-Bartlett contract presented and approved- PR				X								
EAB/Ash-Bartlett contract presented & approved - PR				X								
EAB Treatment- even years, \$8,000 CIP												
EAB reforestation (Plant & remove)-odd years, \$2,000 budget												
Buckthorn-Prairie Restorations contract proposed/approved - PR				X								
Garlic mustard-Prairie Restorations contract proposed/approved - PR				X								
Skate Park - Brian Move to City Hall even years, Ray Peters odd years - BB					X							
Ray Peters - Brian inspect warming house heater - BB										X		
Biffs (beach/Ray Peters:Mem-labor days) - HH		Out -Rink			IN-beach&RP				OUT-beach&RP			In-rink
Temaca reminders - HH				X					X			
Trees - PR												
Crab apple treatment date					X							
EAB/Ash treatment date								X				
Tree/shrub Planting proposed - PR							X					
Tree/shrub Planting Proposal vetted (visit locations)							X					
Tree/shrub Planting plan approval								X				
Tree/shrub Planting -actual planting month										X		
Tree trimming plan proposal - PR									X			
Tree trimming plan approval										X		
Tree trimming - actual trimming month											X	X
Invasives - PR												
Buckthorn treatment date PR										X		
Garlic mustard treatment date PR										X		
EQUIPMENT												
Berent equipment inspection and report to Parks - BB		X	X	REPORT								

Addendum to Activity Calendar

	January	February	March	April	May	June	July	August	September	October	November	December
Work Plan Details Committed/Budgeted 2020:												
Tree Inventory (grant/budget)												
Library paint (budget)												
Warming House Updates (CIP)												
Tree stump removal policy approval												
Planter boxes-sign, city hall, RP, beach, library (budget)												
Goose contract or devices												
Additional 2020 Requests Not Budgeted												
Restore the Shore												
Firelane policy												
Tree Management Plan (Bartlett)												
Volunteer Opportunities												
Spring clean up (incl. garlic mustard)					X							
Garlic mustard picking					X	X						
Swim Beach Gooming 3-4 days/week						X	X	X	X	X		
Park grooming (2x/mo)						X	X	X	X	X		
Garden watering (3x/wk)						X	X	X	X	X		
Ray Peters stain warming house						X						
Library paint						X						
Fall Cleanup										X		
2021 Requests (from 2020)												
Beach Pavers (2021 CIP)												
Ray Peters LED lighting (2021 CIP)												