

**City of Minnetonka Beach
Park Commission Meeting Minutes
January 7, 2020**

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

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

1. Administration

1.1. Welcoming Comments

Pagano welcomed Tracey Breazeale for another year as liaison. Applauded commission follow up on December action points. Erik Paulsen will attend the February 4, 2020 meeting instead of tonight. Pagano gave an overview of the meeting. First quarter is most important for asset inspections to determine needs and work for 2020 and budgets, CIP requests, and planning for the next five years.

1.2. Approve the January 7, 2020 Meeting Agenda – remove 1.4 Erik Paulsen

Forbes motion, Petersen second to approve the January 7, 2020 meeting agenda as amended. All ayes, motion carried.

**1.3. Approve Minutes – December 3, 2019 Park Commission Meeting Minutes
Change April meeting to April 7.**

Forbes motion, Norman second to approve the December 3, 2020 Meeting Minutes as amended. All ayes, motion carried.

1.4. Tree Management Plan Presentation – Erik Paulsen, Bartlett Tree – removed from agenda

1.5. Review Administrative Calendar

Pagano reviewed the Administrative Calendar. He will report to council in February and asked commissioners to re-read the 5 Year Plan. The document will be used extensively in 2020. Asset inspections will take place during first quarter.

1.5.1. Final 2019 Budget

Pagano stated that the budget for 2019 was \$32,800 and expenses for 2019 came in at \$31,100. New shutters and the door for the warming house missed the payment cutoff for 2019 and they were approximately \$1,700.

1.5.2. Asset Inspection Procedures

Honey handed out a Benefits of Using the 5 Year Plan (5YP) document and a new document will be created to summarize work to be done after all asset inspections have been completed. The 5 Year Plan reduces commissioner and staff stress, validates the 5YP importance, efficiently delivers a safe and functional experience, manages council and resident expectations, simplifies budget and CIP process, provides ample time to consider bids, and provides a roadmap for future park commissioners. Pagano then reviewed the commissioner responsibilities. Asset inspections including specific work to

be done, costs and competition dates are due to Honey by March 23, 2020. Commissioners will also discuss, prioritize, and appropriate funds for 2020 project and 2021-2025 CIP at the April 7 meeting.

2. Operations

2.1. Review Operational Calendar

Pagano stated the focus is on inspecting the assets and completing forms. Norman stated that Parks will be experimenting with two low voltage lights which will be installed at the swim beach to see how they work for deterring geese. They deter geese from nesting in the area and the lights are within lighting restrictions of the city's zoning code. Using them may reduce beach cleaning costs in the future. Water units are also available.

2.1.1. Contracts

Commissioners will review the 2020 gardener and beach contracts with the vendors during the first quarter.

2.1.2. Community Engagement Update

Pagano stated that Joe Tilli has been asked by Mayor Lindstrom to broaden the concept of community engagement beyond the Park Commission to the entire city. Joe Tilli reviewed his presentation that he will be giving to council on January 13. Tilli and Pagano recently met with Civic Committee President Heather Ellis to discuss the initiative because it will also involve Civic. She was very excited about it and asked that he give a presentation to Civic on January 8. Civic members are the crusaders for community involvement. Tilli discussed accentuating and celebrating the city's "villageness" and the I'm a Villager (identifying prideful membership in the community), Be a Villager (call to action to participate and contribute to the community) concept and some logos associated with it. Tilli then discussed creating a process for volunteer requests and fulfilling them. He suggested that a city committee needing volunteers would submit a detailed request to Civic and communicated to residents via eblasts and the website by City Hall and the requesting committee would be responsible for following up to make sure the work is completed. He also recommended recognition. Details of the process need to be developed. Tilli will meet with Civic January 8 and report back on feedback.

3. Chair Wrap Up and Adjournment

Pagano reminded commissioners that first quarter is the most important for planning and commissioners should take a five-year view when doing asset evaluations.

Rezabek arrived late and asked to amend the minutes as follows: 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 assessment of the city's boulevard tree canopy and development of an inventory and management/replacement plan which would be a revolving schedule of planned tree trimming, removal and replanting to enhance the canopy of boulevard trees.

Rezabek motion, Forbes second to amend the December 23, 2019 meeting minutes as stated. All ayes, motion carried.

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

Chair Pagano adjourned the meeting at 6:14 pm.

Signed the sheet: no residents in attendance. Next meeting: February 4, 2020 at 5:15 pm.

Respectfully submitted,

Heidi Honey, City Clerk