

**City of Minnetonka Beach  
Park Commission Meeting Minutes  
January 2, 2018**

**Members Present:** Chair: Dan Forbes; Vice Chair: Patty Rezabek; Commissioners: Joe Pagano, Diane Rogers, Gerry Boschwitz, Betsy Taylor  
**Absent:** Diane Rogers, Chris Dovolis  
**Staff Present:** City Clerk Heidi Honey  
**Council Liaison:**

Rezabek called the meeting to order at 5:00 pm

**1. Minnetonka Beach Business**

**1.1. Approve the January 2, 2018 Meeting Agenda**

Commissioner Pagano asked to move the Comprehensive Plan Input to 1.6 since it is Minnetonka Beach Business.

**A motion was made by Commissioner Pagano and seconded by Commissioner Boschwitz to approve the January 2, 2018 meeting agenda as amended. With all members voting in favor, motion carried.**

**1.2. Approve Minutes**

**1.2.1. December 13, 2017 Park Commission Meeting Minutes**

**A motion was made by Commissioner Rezabek and seconded by Commissioner Pagano to approve the December 13, 2017 meeting minutes. With all members voting in favor, motion carried.**

**1.3. Annual Rules of Procedure – action**

Forbes stated this is an annual requirement. Commission agreed to change the meeting time to 5:00 pm.

**A motion was made by Commissioner Rezabek and seconded by Commissioner Taylor to adopt the Park Commission Rules of Procedure with the time change to 5:00 pm. With all members voting in favor, motion carried.**

**1.4. SPOC Assignments – consider adding foliage maintenance SPOC (EAB, garlic mustard, crabapple)**

Chair Forbes reviewed the SPOCs (Single Point of Contacts) as follows:

- Hardcover/infrastructure/public works/maintenance – Pagano
- Beach/Lake – Boschwitz
- Trees/EAB/Garlic Mustard/invasive species including pruning, planning and maintenance – Rezabek has been doing this with Rogers as assistant. Rezabek continue with EAB and invasive treatment, removal, ash removal and forest walks. Rogers is interested in taking over some responsibility with pruning and planting trees. Forbes and Rezabek will confirm with Rogers.

- Gardening – Taylor. Honey to share her list of gardener responsibilities. Taylor will create a more detailed gardener contract after contacting Jody Sperduto and Forbes for information.
- Dovolis –Utility role with various tasks assigned until a more defined role is developed. He can also research potential grant funding for projects such as the library.

1.5. Quarterly Action Plan –

Rezabek and Forbes will provide updated information to Honey. Honey will include the updated Plan in the February Council meeting packet as part of Parks annual report.

**A motion was made by Commissioner Boschwitz and seconded by Chair Forbes to approve the Quarterly Action Plan with changes discussed. With all members voting in favor, motion carried.**

1.6. Comp Plan

Commissioner Pagano presented the “guiding principles” and “summary of Commissioners’ inputs”. The summary of input and specific details were included in meeting packet. The Commission and Comp Plan Task Force member Tom Seuntjens developed a position on each input. Commissioner Pagano will prepare the first edit of the Parks and Open Spaces portion of the Plan based on those positions for Commissioners to review by 1/5/18. Commissioners to provide comments by 1/10/18. Parks final recommended edit submitted to Task Force by 1/15/18.

2. Park Commission Business

2.1. Protect – no material topics or updates

2.2. Maintain

2.2.1. Tree Removals – Hazardous on private property

Rezabek reported that all scheduled 2017 tree removal and trimming has been completed.

2.3. Improve

2.3.1. Tree Plan – Annual template – Rezabek

The annual seasonal plan that Rezabek designed and discussed at the last meeting is in the packet. The template incorporates seasonal activities such as ordering, trimming, planting and health assessment with potential infrastructure updates and landscape designer recommendations. Rezabek will make updates and incorporate some activities into the Quarterly Action Plan. She welcomed any updates from commissioners. Forbes will work with Rezabek and Rogers on a longer term visionary plan before the March meeting.

2.3.2. Tree Purchases for February – Rezabek

Rezabek does not have specific information from Rogers but it is in process.

3. Miscellaneous

Forbes discussed the pedestrian crossing. A public input session is scheduled for Monday, January 8, 2018. When Jennifer Halverson updated Parks on a potential safe crossing last fall, she explained that a path would be required in Lafayette Park. At that time, Parks was open to the idea of a path but Jennifer did not have a lot of information so they requested additional information before they would be fully supportive. Resident Tom Seuntjens described the current plan for the crossing and path to the commissioners. Rezabek suggested the city explore potential grants and she expressed safety

concerns. Seuntjens suggested Parks review everything and be part of the process before council approves the plan because it will impact the park. Forbes stated that when the plan is more concrete, Parks should be involved. Rezabek will keep Parks updated.

Forbes then discussed the city responsibility on the vacated portion of Lafayette Road. The city attorney's opinion indicates that the city has the authority to treat the right of way there the same as elsewhere in the city. Seuntjens was the city historian and chaired all of the hearings for the vacation. He stated the resident owns the land from the right of way to the lake. He suggested looking at street maps to verify where the road and right of way are located and confirmed that the city can remove or plant within the right of way the same in that area as everywhere else in the city. Honey will add the topic to the March meeting agenda and include the city attorney's opinion in the packet.

#### 4. Adjournment

**A motion was made by Commissioner Boschwitz and seconded by Commissioner Forbes to adjourn the meeting. With all members voting in favor, motion carried.**

Chair Forbes adjourned the meeting at 7:02 pm.

**Respectfully submitted,**

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**Heidi Honey, City Clerk**