

Tuesday, January 2, 2024, 5:30 PM
CITY OF MINNETONKA BEACH
PARK COMMISSION MEETING MINUTES

Members Present: Chair Kim Petersen, Vice Chair Laura Paine
Commissioners: Dave Christiansen, Curt Holt, Lucian Panait, and Patty Rezabek
Absent: none
Staff Present: City Clerk Jane Burgess, Public Works Superintendent Jason Hilgers
Council Liaison: Tracey Breazeale
Guests: Jolyn Gamble

Petersen opened the meeting at 5:32 pm.

1. Minnetonka Beach Business

1.1. Approve Agenda – January 2, 2024

Rezabek motion, Christiansen second to approve the January 2, 2024, meeting agenda. With all members voting in favor, motion carried.

1.2. Approve Minutes – November 7, 2023

Panait motion, Holt second to approve the November 7, 2023 meeting minutes. With all members voting in favor, motion carried.

2. Administration

2.1. Power Point – **Caring for the Park System** - KP

Petersen reviewed Caring for the Park System, People, Purpose & Process that was created by Mayor Pagano in November of 2022 when he was a Park Commissioner. The presentation covers:

- The Drivers of Progress which include Talented People, Common Purposes, Sustainable Processes and Well Funded. The City's new water treatment plant is costly, so the City's focus is on that project at this time.
- Scare Resources which are Time and Capital. Summer and fall are busy times of the year for Parks.
- Parks Process Cycle which includes Evaluation, Planning, and Execution then back to Evaluation
- Cornerstone Process which includes Inspect, Recommendations to Council, Prioritize and Fund
- Big Aha includes Exceeding Time Limits and 2023 Implications which include narrowing the priority list and clarifying roles and responsibilities.

2.2. Review of 2024 Administrative Calendar– KP

Petersen stated that final Park Commission meeting dates are reflected in the Administrative Calendar and City Council meeting dates as well. At the February 12th City Council meeting Petersen will present a Park Commission update to council and welcomes any help with this from commissioners. She stated that the Civic Committee Skating Park is on February 4th and hopefully it will be cold enough to have good ice. She added that the DNR published *The Winter That Wasn't* which happened in 1877 and 1878 experienced a similar pattern for winter and lack of as Minnesota experienced this year. She noted that Rezabek and Christiansen's terms will end in August of this year, but she hopes they both will extend their service to the Park Commission.

2.3. Meeting Date Changes for 2024 - KP

Park Commission meetings for 2024 are on: 1/2, 3/12, 4/2, 5/7, 6/4, 8/6, 10/1, 11/14 at 5:30 pm at City Hall.

Paine motion, Rezabek second to approve the 2024 Park Commission Amended Meeting Dates as listed above. All eyes, the motion carried.

2.4. SPOC System Assignments

i. Hard Assets – Dock Committee Liaison

Petersen stated that Panait offered to be the Dock Committee Liaison to Parks as he is on the Dock Committee. He will begin Hard Asset inspections if weather continues to be ice out.

ii. Green Assets – Petersen recommended per Mayor Pagano a vendor Kevin Crutch of Lake Restoration for Beach Park water quality. Assignments below

iii. Administrative & Financial Oversight
Assignment listed below.

SPOC SYSTEM:

The Park Commission relies heavily on the Single Point of Contact (SPOC) system. Commissioners are responsible for gathering information and making a recommendation to the Commission on a specific topic. If approved the SPOC is responsible for implementation unless the work is assigned to a vendor or Public Works.

2024 Proposed SPOC Assignments are:

<u>Responsibility</u>	<u>SPOC</u>
1. Hard Assets	
Punch List	LP/JH
Rip Rap	JH
2. Green Assets	
Garden Beds and Gardener Contract	CH
Window Boxes and Planters	CH/ KP
Restore the Shore & Native Plantings	CH/ KP
Tree Plantings & Seasonal Tree Care	PR
Forest Restoration (Invasives)	DC/PR
Turf Maintenance and Restoration	JH
Swim Beach Maintenance & Docks Liaison	LP
Environmental Health & Safety	ALL
2. Administrative & Financial Oversight	
Budget Process and Monitoring	KP/LAP
CIP Process	ALL
Grants	PR/LAP
Updating Calendar & Spreadsheets	KP/LAP/JB
Volunteerism & Donations	JB
Park Usage Survey April & July in City utility bills	LAP

2.5. The 5 Year Plan 2025 – 2029 Objectives

- i. Primary: Restoration and Preservation of Natural Assets, Forest Restoration and Management Plan 2005 – 2006 guiding document which Petersen stated that this Plan is the supplement to the Primary Restoration and Preservation of the Natural Assets Plan. Two design groups were hired to create these documents and Rezabek was on the Park Commission at that time.

She explained that she and Pagano laid out the primary and secondary goals with restoration and preservation of natural assets as the primary goal. In 2005, the Parks Enhancement Plan was created, and Rezabek was on the Park Commission at that time. It is ready to step into. Each park was designed, and the plan shows what was originally planted there. It was suggested that boulders be placed around Half Moon Park 20+ years ago and that educational signs be created throughout the Park system as well. Petersen concluded that Parks is on the right track as many of these things are being done.

- ii. Secondary: Usage, who are intended users and what type of amenities we are going to provide. Petersen stated that the question is who are we as Minnetonka Beach and what can we provide? Decide Parks purpose for the City.
- iii. Getting it done, the “How”
 - Sustain existing proven processes.
 - Collaboration, working across silos with all committees.
Petersen explained that Parks is focusing more on this item. She stated that that everyone does a great job in their bucket, but now Parks is collaborating with the Dock Committee, City Staff, and other City committees and commissions so all are on the same page. They are determining priorities and timelines.

Petersen stated that Park Commissioners should have their vendor contracts in place for approval at the April 2nd Park Commission meeting and then at the April 8th City Council meeting.
- iv. Priorities and timeline TBD

3. FYIs

Copies of 2024 budget were distributed and Breazeale confirmed that City Council approved it as proposed.

Helpful information

- Comprehensive (Comp) Plan, Chapter 3, pages 36-51
- 5 YR Plan link: <https://www.ci.minnetonka-beach.mn.us/index.asp?SEC=26D1DD99-2F3E-41B1-A51D-A69157257644&DE=836261BF-194B-4A12-BC8C-BD9E0BF686E1>.

4. Commissioner and Liaison Comments

Rezabek stated that there are two separate Hennepin County Restore the Shore Grants. The smaller grant is for \$25,000 for restore the shore plantings that could be included with the Arcola Bridge City Docks 5-7, and Docks 2 and 3 all located along Crystal Bay shoreline rip rap project. Rezabek added that the larger grant includes rain gardens that could be placed in areas known to have large runoff into the lake. Rezabek suggested that a meeting be planned for Petersen, Burgess, Pagano, and herself to discuss grants and make decisions. She added that if there are more plantings then there is less rock rip rap needed. Petersen stated that a plan of rock rip rap plus plantings will qualify for a grant, and there is no match by the City required. Petersen will check on the submission dates, one may be in November, but confirmed that one is rolling. Rezabek added that there are other grants that could address large amounts of runoff into the lake.

Petersen stated that Ray Peters Park is in good shape with Buckthorn eradication, so the shift for this effort should go to the Arcola Bridge area.

5. Closing Comments and Adjournment: Co-Chairs

Rezabek motion, Panait second to adjourn the January 2, 2024 Park Commission meeting. With all members voting in favor, motion carried.

The meeting adjourned at 6:15 pm.

Public in attendance: Jolynn Gamble

Respectfully submitted,

Jane Burgess, City Clerk