

City of Minnetonka Beach Park Commission

Members: Kim Petersen (Chair), Laura Paine (Vice Chair), Dave Christiansen, Curt Holt, Lucian Panait, and Patty Rezabek.

Absent:

Staff: Jane Burgess, City Clerk, Jason Hilgers, Public Works Superintendent

Council Liaison: Tracey Breazeale

Guests: Jolynn Gamble

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, January 02, 2024 ~ 5:30 pm

1. Minnetonka Beach Business
 - 1.1. Approve Agenda –January 2, 2024
 - 1.2. Approve Park Commission Meeting Minutes – November 7, 2023
 - 1.3. Chair Welcoming Comments
2. Administration
 - 2.1. Power Point – ***Caring for the Park System*** -KP
 - 2.2. Review of 2024 Administrative Calendar – KP
 - 2.3. Meeting Date Changes for 2024
1/2, 3/12, 4/2, 5/7, 6/4, 8/6, 10/1, 11/14 (red = revised)
 - 2.4. SPOC System Assignments
 - i. Hard Assets - Dock Committee liaison
 - ii. Green Assets -Lake Restoration, Kevin Crutch contact for Beach Park water quality
 - iii. Administrative & Financial Oversight
 - 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
 - ii. Secondary: Usage, who are intended users and what type of amenities are we going to provide.
 - iii. Getting it done, the “How”,
 - Sustain existing proven processes
 - Collaboration, working across silos with all committees
 - Identify stress points; motorized vehicles in parks, culverts into lake, etc
 - iv. Priorities and Timeline TBD
3. FYIs

Helpful information

 - Comprehensive (Comp) Plan, Ch. 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>. Hard copies in packet.
4. Commissioner and Liaison Comments
5. Closing Comments and Adjournment – KP

**Tuesday, November 7, 2023, 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: City Clerk Jane Burgess
Staff Present: Public Works Superintendent Jason Hilgers
Council Liaison: Tracey Breazeale
Guests:

Petersen opened the meeting at 5:30 pm.

1. Administration

- 1.1. Call to Order – 5:30pm
- 1.2. Approve Agenda – November 7, 2023

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

- 1.3. Approve Park Commission Meeting Minutes – September 5, 2023

Rezabek motion, Holt second to approve the Park Commission September 5, 2023 Meeting Minutes. All ayes, the motion carried.

1.4. 2023 Administrative Calendar Updates

- 11/24 - Last Day for City credit card and Navarre Hardware charging usage
- 12/04 - Last Day to turn in receipts and vendor invoices to City Hall
- SPOC Assignments will be determined in early 2024. Breazeale stated that a council priority for 2024 will be looking at the docks at the beach and maximizing dock use along with enjoyment of the beach for all residents so there will be some work involving docks and the beach park. She recommended a Docks/Parks liaison. Panait offered to serve as liaison with both the Dock Committee and Park Commission since he is a member of both.
- Civic Update - Tea and Toddies is expected to be Sunday, December 10th. The Junior Civic/Parks/Volunteers Clean up event at Ray Peters Park on Saturday, November 4th went well. Paine reported that it was a successful event. An enormous pile of leaves was cleared at the rink, but they did not get to the brush. 11 residents attended and some winter coats were donated to Sharing and Caring Hands, Mary's Place and WeCan. Coats can still be dropped off at City Hall.
- The final budget will be approved by Council on December 11th.

1.5. 2024 Meeting Dates

- Proposed Dates: 1/2, 3/5 (now 3/12), 4/2, 5/7, 6/4, 8/6, 9/3, 10/1, 11/14 (Election Day delay)
Commissioners removed discussed removing August 6 since it is usually a short meeting and National Night Out and meeting March 5 instead of February 6.

Holt motion, Paine second to approve the 2024 Park Commission meeting dates with the change to replace February 2 with March 5 and removing August 6. All ayes, the motion carried.

- First Tuesday of month @5:30 pm
- Plan on 90-minute meetings

1.6. The Next 5 Years, 2025 – 2029 5 Year Plan Outline

Petersen stated that the framework has been established from the current 5 Year Plan for the 2025-2029 Plan. Over the past five years, the implementation of the plan has been successful. Hard assets have been restored that were ignored in the past. Green assets are in the restoration process.

She then reviewed the outline for the 2025 – 2029 Plan and that will be delivered to council in October 2024. Commissioners will work on the new plan over the coming months. The focus on the next five years will be to: evaluate existing amenities, both hard and green assets; assess park usage, consider capacity of funds and labor, investigate and implement environmental restoration, and process and adjust based on what they have learned. Panait stated they seem to be missing community involvement in what is desired in Parks. They discussed ways to get people involved and getting their opinions. They discussed doing an electronic survey and utility bill insert followed by a town hall meeting.

Petersen reviewed the hard and green asset maintenance process of evaluation, planning and execution which works very well for the commission and projects.

Park usage - they would like to review amenities and gather resident feedback. Commissioners should ask their neighbors what they think. They also discussed a resident survey.

Capacity – Limited by Funds (budget, CIP and grants) and Labor (staff, volunteers, and vendor hours), Environmental Restoration – Review forests, tree canopy and lakeshore.

What was learned – Grants should be matched with specific projects and hidden labor requirements were exposed and need to be managed.

2. Operation Updates

- Bike Trail Discussion and Guidelines – KP

Petersen stated some bike trails were developed in an area of Ray Peters that is not on the walking path or used much. They have developed extensive trails. A resident was concerned about the usage and if it was appropriate for the woods. The trails have now grown into a large track from Ray Peters and Lafayette Park. There has been construction debris left in the parks. E-Bikes are also being used on grassy areas and creating a great deal of ruts and tracks. Parks has been asked to discuss and give recommendations of how to deal with this activity. Petersen referred to the Comprehensive Plan stating there are some inconsistencies in the language. She added that the skate park has been out of commission for a couple of years and the youth have created their own. They are to make a recommendation if they think mountain bikes should be allowed in the park. Petersen talked with adjacent neighbors and parents of those using the trails and she has received positive feedback from all except one person who was concerned about the trails. The forester said there is no damage to the forest or trees. Hilgers has been managing the activity to the best that he can. Petersen stated that council wants Parks position and parameters for this use in the park. Bikes are allowed in the parks, but motorized vehicles are not on walking trails. Hilgers stated the kids are innovative and excited, but they need to contain this activity because they are building ramps all over. Panait stated they could endorse it but contain it to an area. Hilgers stated the city could build dirt hills, but they could not endorse large constructed ramps. The discussion was that e-bikes are heavier and create more damage. Breazeale stated if they don't allow e-bikes in the woods, they should explain why they aren't allowed (damage to trail, etc) Petersen asked for their parameters based on the Comprehensive Plan. Christensen stated they probably know who the participants are, are they crafting something for 2-3 kids? Hilgers stated it is approximately 10 kids, ages 10 - 16 years old. He stated he does not think they all live in the Beach but are likely friends with residents. Paine stated it is likely younger kids will take the place of those kids as they outgrow the activity. Christensen stated this is a tough one. Paine stated they cannot build big ramps

for safety and liability. There is no budget to build a track for them but that could be explored in the future. Hilgers stated if kids build the track, they will maintain it. Breazeale said they are having fun doing the building. With the construction materials they are using, there is potential for liability and if the city knows they are building structures it should be dealt with.

Petersen summarized no construction debris, no hard structures, no digging holes, no cutting trees.

Rezabek thought Park commissioners take an oath to protect but the canopy is not being affected. The ground that serves the woods is being compacted. They don't want it expanded.

Petersen stated they picked a good spot away from the walking path and there were invasives there so compacting the ground does not harm the area. The neighbors who were asked did not have objections to this use. Petersen suggested containing the area from Crescent Road to the neighboring property and the walking trail.

Hilgers stated that it is important to let 15-year-olds have fun or they will go somewhere else.

Christensen discussed limiting them to dead, natural materials. There was support for that. They discussed eBikes and how they are heavy and not allowed as they are motorized. They discussed marking off the new pollinator garden at Lafayette Park to protect it from bike riders. They also discussed having a mountain bike special meeting to discuss parameters for the riders and getting input from them and others. Parks will draft proposed mountain bike trail regulations to help avoid conflict and Breazeale can present this to council at the 11/13 meeting. It was suggested to have a cleanup day of the debris in the bike trail areas with the kids who use it. Hilgers stated that he will work with those kids on this event.

- Park Welcome Sign Lighting

They discussed finding a solar up light sign at the entrance to Minnetonka Beach. Christiansen stated that he has an inexpensive solution for a solar light from Home Depot for approximately \$35. Petersen will follow up with Christiansen on this. Also, a resident offered to donate lighting for the sign at a Civic Committee meeting.

- 2023 Budget Spend Down – KP

Petersen stated that the Park Commission did not go over budget in 2023. Below is how the year ended:

- Under Tree & Forest Maintenance acct #2524 there was \$1100 allocated and there is \$268 remaining.
- General Landscape & Maintenance acct #2525 there was \$9200 allocated and there is \$2632 remaining
- Half Moon Park acct #2526 there was \$800 allocated and there is zero remaining
- Ray Peters Park acct #2527 there was \$1900 allocated and \$-2372 remaining due to light pole and wiring repair. and window repair
- Swim Beach Park acct #2528 there was \$6100 allocated and \$841 remaining
- City Hall acct #2529 there was \$1000 allocated and zero remaining.
- The Remaining gross spend down funds in the budget totaled \$1369; \$941 of that will go to Lynn. The net remaining budget dollars to spend is \$428.00. Of that the new pollinator sign will be paid for with this remaining balance plus some public works money for the sign which totals \$636.00.
- Gardens by Lynn hours went over budget due to labor time removing leaves in spring at City Hall; plus, creation of one pollinator sign at \$636 for new pollinator garden totaled \$941 so net budget balance for 2023 is \$428. Burgess will check with Honey on the additional new Gardens by Lynn invoices that are not included, and they are for September and October. Holt explained the Gardens by Lynn misunderstanding with the \$275 winter greens which now should be moved to labor for the winter

greens pots. The November invoice will be for \$275.00. Lynn is honoring the lower than her normal prices, but higher prices can be expected for next year. \$5,000 labor for next year can be expected in Lynn's proposal and \$1050 for annuals including winter greens.

Gardens by Lynn estimated they invoiced the City \$1300 for removal of two years of leaves at City Hall. The miscommunication that took place was that Lynn should have let the City know they were starting spring work and Hilgers could have removed the leaves.

Rezabek asked if there are funds available for additional Buckthorn removal to be done at the Arcola Bridge City Docks. Hilgers stated that he has about \$3,500 in his drought contingency money. She suggested that next year the budget should include the option to redirect work allocated for Ray Peters Park to be able to shift to another project such as Buckthorn removal at Arcola Bridge Docks. They approved ordering the new Pollinator sign for the Pollinator Garden. The sign can be changed out using new inserts for messaging for \$190. Changes in the sign graphics are only \$35 each. They discussed a future pollinator sign for the native plantings at the Swim Beach Park. The signs could have a QR code linked to the City website for pollinator information. The sign could be placed at bottom of hill at Lafayette Park Pollinator Garden, so it is hidden from Shoreline Drive and doesn't look like a lectern standing all by itself. It can be moved as the garden matures at approximately four feet. Holt stated the seeds have been sewn at the Pollinator Garden and next spring he needs to know when AJ's will be doing preemergent application. Holts planted 100 Daffodil bulbs as well.

- 2023 Punch List – JH
Petersen stated that Paine updated the Five-Year Plan Inventory of Assets – Hard Assets Spreadsheet which also serves as an end of year Punch List. Noted is what projects were completed and when and also indicating which projects will be completed by Public Works or other. Pink highlighted items are action items and there are none for the remainder of 2023. This working document will have additions to it going forward and it serves as a running inventory and planning tool. The special playground mulch only has to be replaced every five years not every two years as thought.
- Swim Beach Dock Removal - JH
Petersen and Hilgers stated that the dock removal of City Docks went well this year. They discussed the October 15th deadline for dock removal and the October 8th removal of boats from slips date. There were weather issues between the 8th and the 15th which delayed the removal at Swim Beach Docks, but Hilgers was informed of the removal issues. All dock parts and accessories must be removed by October 15th for safety at Swim Beach Park.

3. Commissioner Comments

4. Liaison Comments

5. Closing Comments and Adjournment

Holt motion, Rezabek second to adjourn the November 7, 2023 Park Commission meeting. With all members voting in favor, motion carried.

The meeting adjourned at 7:16 pm.

Public in attendance:

Respectfully submitted,

Jane Burgess, City Clerk

Caring for the Parks System



PEOPLE, PURPOSE & PROCESS

NOVEMBER 1, 2022

Drivers of Progress



1. Talented People
2. Common Purpose
3. Sustainable Processes
4. Well Funded

Scarce Resources



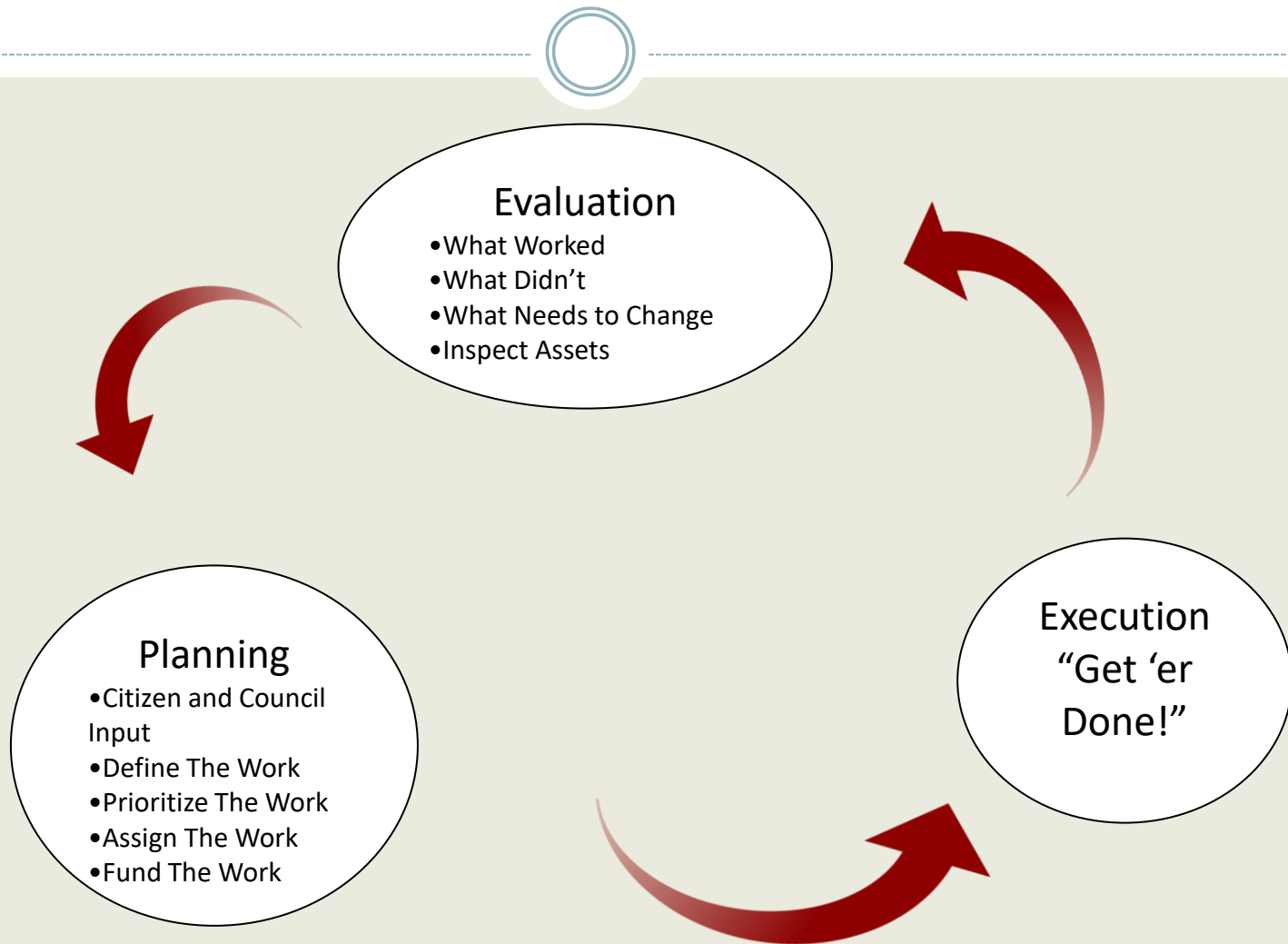
✦ Time



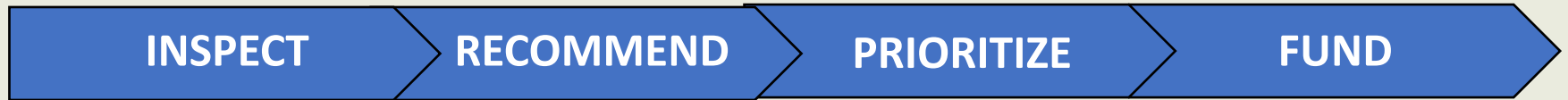
✦ Capital



Parks Process Cycle



Cornerstone Process



- Safety
- Functionality
- Ambiance

- Maintain
- Repair
- Replace
- Eliminate

- Volunteers/
staff
- Budget
- CIP
- Grants

Identify

what needs to be done
who will do it
how funded
schedule work

Big “Aha”



- Exceeded our Capacity (time) Limits
- 2023 Implications
 - Narrow Priority List
 - Clarify Roles and Responsibilities

PARK COMMISSION

2024 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.

	January	February	March	April	May	June	July	August	September	October	November	December
MEETINGS												
1st Tuesday - 5:30 pm	1/2		3/12	4/2	5/7	6/4		8/6		10/1	11/14	
Council Updates		2/12								10/7		
Council meetings	1/8	2/12	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/7	11/12	12/9
National Parks Month							X					
Civic Events - outdoor		skate 2/4					Picnic 7/xx	Natl Nite Out 8/6				
Civic Events					Progressive?	Monday Fun Days 6/xx to 8/xx						T&T TBD
Soccer Night in the Park - LP												
Clean Up Days				recruit	5/xx						11/xx	
5 YEAR PLAN												
Hard Asset Inspection Process LP/DC/JH		X	X	X								
Public works punch JH					5/2							
Green Asset Inspection Process PR/KP/CH					X	X	X	X				
Recommendations for CIP & Budget					Due 5/8							
APPROVE CONTRACTS				4/xx								
CIP												
CIP approval by Parks						6/4						
CIP Review Committee meeting						6/x						
Council approves CIP								9/9				
BUDGET												
Final previous year review	1/xx											
Mid Year Audit JB							X					
Year End Audit ALL										X	X	X
Approve proposed next year's budget for council									9/9			
Council adopts preliminary budget									9/9			
Council adopts final budget												12/9
SCHEDULE FOR YEAR END FISCAL CLOSE												
Last day for City credit card use											11/22	
Last day to charge at Navarre Hardware											11/22	
Last day to turn in receipts to City Hall												12/2
Council approves final check run of 2023												12/9
TERMS (end 8/31/of year)												
3 yr Terms Expire: 2024 Rezabek, Christiansen; 2025 Holt, Petersen; 2026 Paine, Panait, open seat for CZ exp 2023												
Oath of Office									10/1			
Elect new officers								8/6				
Review Rules of Procedure						6/4						
SPOCs												
Review of Assignments	X					6/4					11/14	

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. The proposed list of SPOC assignments for 2024 is:

Proposed 2024 SPOC Assignments

<u>Responsibility</u>	<u>SPOC</u>
1. Hard Assets	
Punch List	_____
Rip Rap	_____
2. Green Assets	
Garden Beds and Gardener Contract	_____
Window Boxes and Planters	_____
Restore the Shore & Native Plantings	_____
Tree Plantings & Seasonal Tree Care	_____
Forest Restoration	_____
Turf Maintenance and Restoration	_____
Swim Beach Maintenance & Docks Liaison	_____
Environmental Health & Safety	ALL
2. Administrative & Financial Oversight	
Budget Process and Monitoring	_____
CIP Process	ALL
Grants	_____
Updating Calendar & Spreadsheets	_____
Volunteerism & Donations	_____
Park Usage Survey	_____