

**City of Minnetonka Beach
Park Commission Meeting Minutes
February 4, 2020**

Members Present: Chair Joe Pagano; Vice Chair Katie Norman; Commissioners: Chris Dovolis, Harlan Lehman, Kim Petersen, Patty Rezabek
Absent: Dan Forbes, Tracey Breazeale
Staff Present: City Clerk Heidi Honey, City Administrator Pat Melvin
Council Liaison: Tracey Breazeale
Guests: Erik Paulsen – Bartlett Tree Services

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

1. Administration

1.1. Welcoming Comments

1.2. Approve the February 4, 2020 Meeting Agenda

Rezabek motion, Dovolis second to approve the February 4, 2020 meeting agenda. All ayes, motion carried.

1.3. Approve Minutes – January 7, 2020 Park Commission Meeting Minutes

Norman motion, Dovolis second to approve the January 7, 2020 Meeting Minutes. All ayes, motion carried.

1.4. Tree Management Plan Presentation – Erik Paulsen, Bartlett Tree

Paulsen has been working with the city with various tree projects over many years. Bartlett has created a tree management plan that includes inventory of trees (age, species, health, structural integrity, risks, exposures to invasive species and monetary value) and a management plan including treatments, pruning cycles, removal dates, and noted items. The City of Excelsior has been using it since 2017. Paulsen stated that it is good for a smaller city without forestry staff. He recommended starting with the trees in the parks and right of ways. Rezabek said that the city does not currently have a good system to manage all of the trees in the city for ongoing and long range planning. This tree management plan would identify high risk trees and a plan to manage and maintain them. It would also be used to budget for future expenses to manage valuable trees. New trees can be added to the database if the city chooses to purchase the ArborScope license.

Pagano stated the Comprehensive Plan calls for a tree inventory and forestry plan. Paulsen stated the cost for doing the trees in the parks and right of way would be approximately \$3,600 for inventory, licensing would be \$1,200-1,500. If they don't get the license, the city would get the data to use as it wishes. The value of the trees in Excelsior Commons at \$1.4 million. Norman stated that once you realize the value of the trees, it is important to have a management plan and invest in them.

1.5. City Council Presentation – for February 10, 2020 City Council meeting

Pagano reviewed the presentation in the packet that he will use for his annual report to Council. He will report that Parks is confident going into 2020 and the asset inspection process is the cornerstone of their operating model. He will also present what Parks will focus on in 2020. The Park Commission mission is to protect, maintain and improve the park system for the safe use and enjoyment of residents and visitors. The commissioners are committed to the city, there is a great deal of respect for them and their opinions, and they are making a difference in the community. He went on to say there has been a transformation in

mindset: it takes a village to care for the parks, protection is a top priority, Parks is responsible for both hard and green assets, and commissioners must spend time in the parks. The asset inspection process was missing but it is now the center of their operating model. Field inspections take place annually. The commissioners draft recommendations from inspection results, they prioritize work, determine funding needs and sources, and schedule the work. This process is part of the Five Year Plan and the plan is efficient and sustainable going forward. Commissioners discussed updating the presentation by adding that commissioners are committed to the city, there is respect for them and their opinions, and they are making a difference in the community to the presentation for council. The commissioners approved of the presentation and thanked Pagano for his work on it.

1.6. Contracts and Asset Inspections

Pagano suggested changing the asset inspection deadline to April 15 because CIP requests are due in May. Asset inspections include determining the work to be done, who will do it, when it will be done, the cost to do the work and how it will be funded. Filters are safety, functionality and ambience. After the inspections are completed, Pagano and Honey will create a document summarizing the work to be done. Contracts are due by the April meeting for approval.

Dovolis motion, Petersen second to move the deadline for asset inspections to April 15. All ayes, motion carried.

Commissioners discussed if Erik Paulsen has evaluated the trees that would need to be removed to build the new water tower. They recommended asking him to determine the value of the trees at both locations and the impact of removals on the forest. Chair Pagano can present the information to Council on February 10. Petersen discussed the impact of removing trees in two areas versus one. Rezabek would support keeping the area with trees of higher value or better canopy if there are no other variables to consider.

Dovolis motion, Petersen second to authorize Pagano and Rezabek to meet with Erik Paulsen and have him provide information to Pagano to give to council regarding the impact of tree removals on the forest, the value of those trees, and limiting the impact/disruption on the areas where the trees would need to be removed. the impact of tree removals. Pagano will also summarize the commissioner discussion for Council. All ayes, motion carried.

Commissioners agreed that a reforestation plan is needed after the work is complete. Commissioners then discussed that the tree inventory was in the budget and a portion of the cost will be paid by grant funds.

Rezabek motion, Norman second to proceed with the inventory and management plan with Bartlett Tree Services in the amount of \$3,000 to 4,000. All ayes, motion carried.

Park commissioners will consider purchasing the license at a later date. Rezabek stated that the proposal from Bartlett is not the full amount of the grant. There was \$3,000 budgeted in 2020 for the inventory and the grant requires the city to match \$1,125. Parks also planned to budget an additional \$3,000 in 2021 for the inventory. Commissioners recommended working with Bartlett on maintaining the plan since the city does not have staff to work with it or continuously update it.

2. Operations – no items to review

3. Chair Wrap Up and Adjournment

Rezabek suggested having commissioner updates at the end of the meetings if they have an update that was not discussed earlier in the meeting. They will try this at the next meeting but don't want people to feel obligated to talk or extend the length of the meeting. Pagano summarized the meeting action items: Asset inspection information is due April 15, Rezabek and Pagano will work with Erik Paulsen on the water tower tree items

Approved Park Commission Meeting Minutes

for the council meeting, Rezabek will work with Bartlett on the tree inventory and management plan, and Pagano will update the presentation with the items recommended by the commissioners.

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

Chair Pagano adjourned the meeting at 6:36 pm.

Signed the sheet: none.

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

Respectfully submitted,

Heidi Honey, City Clerk