

**Tuesday, April 01, 2025, 5:30 PM
CITY OF MINNETONKA BEACH
PARK COMMISSION APPROVED
MEETING MINUTES**

Members Present: Chair Kim Petersen, Vice-Chair Laura Paine
Commissioners: Dave Christiansen, Jace Dovolis, Jolynn Gamble, and Lucian Panait
Absent: Patty Rezabek
Staff Present: City Clerk Jane Burgess and Public Works Superintendent Jason Hilgers
Council Liaison: Chris Dovolis
Guests:

Petersen opened the meeting at 5:34 pm.

1. Minnetonka Beach Business

- 1.1. New Park Commissioner Sworn in – Jace Dovolis
- 1.2. Approve April 1, 2025 Park Commission Meeting Agenda

Dovolis motion, Panait second to approve the April 01, 2025 Park Commission Meeting Agenda. All ayes, motion carried.

- 1.3. Approve Park Commission Meeting Minutes of March 4, 2025

Panait motion, Christiansen second to approve the March 4, 2025 Park Commission meeting minutes. All ayes, motion carried.

- 1.4. Chairs Welcoming Comments – Petersen and Paine
Petersen welcomed the newest and youngest Park Commission member, Jace Dovolis. She stated that the commission is so excited to have him representing the City and help with the parks and public land. She also welcomed and thanked all the commissioners for attending the meeting.

2. Administration

- 2.1. Calendar Review – Paine
Paine stated that the Junior Civic/Park Commission/Resident Spring Cleanup event is on Saturday, April 26th from 10 am until noon. They did not see any other changes that needed to be made. They discussed a date for the Hard Asset Inspections and Petersen reminded Burgess to notice a possible quorum of commissioners that day. Jace and Chris Dovolis will attend along with Hilgers, Paine and Gamble. They are considering doing this on April 10th. Petersen stated that the Progressive Dinner is on May 3rd. Burgess stated that invitations to this event will be mailed to each home.

- 2.2. Budget Review – Petersen
Petersen stated that commissioners should refer to the 2025 budget throughout the year.

- 2.3. Signed Seasonal Contracts due to Jane Burgess by April 1, 2025
 - Waterfront Restoration – Panait stated that the proposal is the same plan and same price as last year at \$3400 for summer beach cleanup.
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Gamble motion Dovolis second to approve the \$3400 Waterfront Restoration proposal for 2025 cleanup at the Swim Beach as presented. All ayes, motion carried.

- Gardens by Lynn – Gamble

Gamble explained the Gardens by Lynn contract for 2025 and that the total for the year is \$6,860. Lynn's hourly rate is the same as 2024 at \$65/hour and she typically charges \$75.00 an hour. They will finish the season at or below budget if not all hours in the proposal are used and they will be monitored monthly. This contract is for the window boxes at the Margaret Dahl Library, City Hall pots front and back, Abdo Garden at City Hall, Ray Peters Park, and the Welcome Sign. Gamble added that some planters will change seasonally.

They discussed that the Margaret Dahl Library is on Hennepin County property not City property, but the City can maintain it. Hennepin County does not spray weeds etc. Christiansen stated that he will pull the newly emerging Snow on the Mountain at the library that was pulled last fall as well. J. Dovolis asked if the City could save money if contracts with vendors such as Gardens by Lynn were signed for more than a one-year project. Petersen said she will ask Lynn and added that contractors are reevaluated every two years or so. They discussed the way they manage hours, and work performed to stay within budget. If Hilgers does leaf removal, then the gardener hours are low for cleanup work. The hillside next to City Hall along Lake Road "Lake Road Garden" was added to this year's gardening contract for weeding. The Liza Creer Garden will be a separate project and budget for the gardener yet to be determined.

Panait motion, Paine to approve the Gardens by Lynn contract in the amount of \$6,860 for 2025 as presented. All ayes motion carried.

- Turf – DJ's Property Maintenance and others – Hilgers
No discussion
- Natural Shore – Petersen stated continue care for shoreline restoration plantings at swim beach. There will be three visits for \$600.

Gamble motion, Dovolis second to approve the Natural Shore Technology contract approved as presented for 2025. All ayes, motion carried.

- Biffs – Burgess

Paine motion, Gamble second, to move \$365.00 from the beach cleanup account used for Waterfront Restoration to the BIFF contract account in order to leave the Biff at Ray Peters Park year-round. All ayes, motion carried.

Christiansen motion, Dovolis second to approve the Biff's Proposal and Budget of \$1,808 with the inclusion of a Biff at Ray Peter Park year-round. All ayes, motion carried.

2.4. CIP (Capital Improvement Project) Requests for 2025

- Additional Funds for Rip Rap – Hilgers
Petersen stated that the only large item that she is aware of needing additional funds is the Crystal Bay City Docks rip rap project. Hilgers restated as in previous meetings that he can't reach Niccum Docks to do finalize the \$37,000 proposal that he received from them. In moving on to consider other vendor proposals received, which were very high, Hilgers recommends the City use JK Landscaping as they provided a reasonable bid totaling \$47,140.00. \$5,750 in CIP money was approved for Dock 2 rip rap in 2023, and another \$30,000 was approved by the council in 2024 for \$35,750 to include rip rap at City Docks 3 and Arcola docks 5-7A shoreline. Hilgers recommends using flat rock at Dock 2 to match the neighboring properties' rip rap at \$14,360 for 60 feet. Dock 3 would have regular rip rap fieldstone rock at 6"-18" for \$9,280 for 60 feet. Arcola Bridge Docks 5-7A would have 250 feet of 6" – 18" fieldstone rock at \$23,500. Bill from Natural Shore recommended JK Landscaping for this project. Hilgers would like the Park Commission to approve a motion for a special request to the council for \$12,000 for the JK Landscaping proposal.

Dovolis motion, Christiansen second, to approve a special request to City Council for \$12,000 for additional CIP funds needed for the Crystal Bay City Dock Rip Rap project to be completed by JK Landscaping for \$47,140.00 at City Docks 2, 3, and 5-7. All ayes, motion carried.

Operations

2.5. Calendar

- **Hard Asset Inspections – April**
They agreed to do the Hard Assets Inspection on Thursday April 10th at 3:30 pm. Burgess will provide blank spreadsheets, clip boards, and pens.
- **Green Asset Inspections – May**
Petersen stated that Rezabek, Gamble, Paine, Christiansen, and herself will pick a date in May for Green Asset Inspections and may do it over two days. They may work in two groups of three. Burgess will properly notice this for a possible quorum of Park Commissioners. Petersen will get Burgess a copy of the new Green Asset Inspection form.

2.6. Work Assigned SPOC & Teams Updates

Petersen reviewed SPOC assignments below.

Hard Assets

- **Rip Rap – Hilgers**
This was covered previously in agenda item 2.4.

Green Assets

- **Gardener Contract – Gamble**
They discussed this earlier in the meeting.
- **Liza Creer Garden Project – Paine**
Petersen stated that they hope to work with Gardens by Lynn to come up with a plan for the Liza Creer Garden for installation in early summer.
- **Lafayette Park Native Plantings - Petersen**
Petersen stated that another Spruce and Eastern White Pine died at Ray Peters Park. Pines do not do well in drought situations followed by wet soil.
- **Older Plantings – Rezabek**
Petersen stated that the rest of the trees including Birch and Oaks are doing well, but Evergreens are not.
- **Forest Restoration and Planting– Christiansen**
Christiansen stated that Petersen ordered trees and bushes from the Hennepin County Tree Sale at wholesale prices for the Ray Peters Park south entrance and hillside. They will arrive the end of April and commissioners will plant them. A Serviceberry Autumn Brilliance will be planted in the Liza Creer Garden. Some may be planted across from Panait's house on Woodbridge Rd. in the Cedar Forest, which is a priority area for the commission and under assessment. Thinning and eliminating the monoculture of Cedars by diversifying the plants is needed there and light and space is necessary for that to happen. Jace Dovolis asked when a good time to clearcut that area would be and Hilgers said anytime is good. They discussed thinning the area as a first step. They discussed adding woodland plants there as well.
- **Turf Restoration – Hilgers**
Hilgers stated that he has it covered with AJ's for turf restoration.
- **Swim Beach Maintenance – Panait**

This was covered earlier in the meeting with the Waterfront Restoration program at the Swim Beach.

- Docks Liaison Update - Panait
Panait stated that the docks will be installed on April 14 at the Swim Beach. Docks. Dock 15-1 has been relocated to the Arcola Bridge Docks. Burgess stated that Renter Dalsin moved to slip 16-1 to complete the one attrition for this year. She provided an update for the City Dock program to date.
- Restore the Shore – Petersen
Petersen stated that this was discussed earlier.
- City Tree Sale – Petersen
Petersen stated that Paine is going to research the Tree Trust sale. Edina is doing a sale with Tree Trust where two trees per household can be purchased at \$50 a tree. They also discussed that surrounding communities host tree sales. Sales can be an incentive for residents to plant trees.

Administrative & Financials

- Grant – Rezabek
Gamble stated that she and Rezabek met with Hennepin County for guidance with preparation of the Hennepin County Opportunity Grant. Petersen, Rezabek and Gamble meet bi-weekly to strategize for the grant submission and there is no match required. They met with residents and also Bill of Natural Shore for assistance. They will submit the grant application to the council the first week of May for approval.

She added that it is favorable to have so much commitment by the City to restoring the shore initiatives and extremely advantageous for being awarded the grant. They are asking the Lafayette Club if they want to partner with the City and restore their shoreline with native plantings. Gamble stated that as a Grant Liaison, Council Member Bill Whitely wants to hear what they are doing. Also, Hennepin County Commissioner Heather Edelson will meet with them to garner support. Jace Dovolis asked if Parks will seek another grant next year and Gamble doesn't see a reason not to although the Opportunity Grant is a three-year project. They can realistically probably only manage one grant at a time as volunteers. They discussed that there is a great deal of grant money to be had, and Burgess will share with them the grant writing tips she learned at several conferences she attended.

- Volunteerism – Gamble
The Spring Clean-up event with Junior Civic and Residents is Saturday, April 26, 10:00 am – 12:00 pm
Gamble presented an update on how the Civic Committee is working on how to get the next group of young people to join Junior Civic. Gamble noted that Junior Civic Co-President Annabelle Whitaker will attend the spring cleanup. Lund's is once again providing water and donuts to workers.
- Resident Survey – Paine
No discussion

3. FYI's

4. Commissioner and Liaison Comments

Petersen informed commissioners about the Wednesday, April 21st, Three Rivers Park District annual event which will inform everyone of all that they offer. It is a very educational and inspiring event put on by this very large park system. Burgess stated that Mayor Pagano renewed his Mayor's Monarch Pledge for 2025. They discussed a sign for Swim Beach plantings.

6. Closing Comments and Adjournment -KP

Dovolis motion, Gamble second to adjourn the April 1, 2025 Park Commission meeting. With all members voting in favor, motion carried.

The meeting adjourned at 7:13 pm.

Public in attendance:

Respectfully submitted,

Jane Burgess, City Clerk