

**City of Minnetonka Beach  
Park Commission Meeting Minutes  
April 18, 2017**

**Members Present:** Chair: Dan Forbes; Vice Chair: Patty Rezabek; Commissioners: Gerry Boschwitz, Joe Pagano, and Jody Sperduto

**Absent:** Diane Rogers

**Staff Present:** City Administrator Susanne Griffin

**Council Liaison:** Council Member Andrew Myers-not present

Chair Forbes called the meeting to order at 7:05 p.m.

**1. Approve the April 18, 2017 Meeting Agenda**

**A motion was made by Commissioner Boschwitz and seconded by Commissioner Sperduto to approve the April 18, 2017 meeting agenda as amended adding 7.2 Clean-up day, and 7.3 Other new business. With all members voting in favor, motion carried.**

**2. Approve the February 22, 2017 Park Commission Meeting Minutes**

The following changes were recommended: Page 1, item 3.1 change first sentence to read “Chair Forbes explained that the amount requested was not communicated...” and “is different than what the commission had requested”; 3.1.2. add “s” to Otten Brothers; page 2, item 4.1, Chair Forbes added that he said Half Moon Park looks good “in the snow”; page 3, item 4.4 typo; page 4, item 5.1 Commissioner Pagano agreed to work only on the Guiding Principles, not a vision statement. Added the words “supporting the mission statement” after Guiding Principles; page 4, item 7.1, Vice Chair Rezabek asked to strike the words “wanted to” in the first sentence; page 5, item 7.2 Chair Forbes asked to substitute the following paragraph for the third paragraph on the page:

He stated that he believes what the commission is saying, and he agrees, is there are precedent reasons to be cautious about removing trees. Also, the city has already made a policy decision to invest \$20,000-30,000 in a Parks Budget in which most funds are allocated to protecting and planting trees, and this would be inconsistent with regularly allowing residents to remove trees. Third, the comprehensive plan indicates that there should be tree-lined streets throughout the city. Fourth is the location of the tree, which is in a “tree sensitive” area in that other trees may need to be removed, and while the trees are not in the Shoreland impact zone requiring protection, they are still close to the water. Finally, the trees soak up excess water from the land around the trees which can be quite wet.

**A motion was made by Commissioner Sperduto and seconded by Commissioner Boschwitz to approve the February 22, 2017 meeting minutes as amended. With all members voting in favor, the motion carried.**

**3. Budget Review**

**3.1. 2017 Budget Recap**

Chair Forbes reviewed the 2017 budget and handed out an updated Parks Budget showing actual approved numbers.

#### 4. Maintenance Reports

##### 4.1. Beach

###### 4.1.1. Raise pavers per Ben Young

Administrator Griffin stated the Ben Young believes the pavers are sinking in some places at the swimming beach. Commissioner Pagano will follow up with Ben Young to get more information for possible bids and will provide an update at the next meeting.

Commissioner Rezabek suggested getting additional goose deterrent “dogs” for the beach and Chair Forbes authorized Rezabek to purchase three new ones.

##### 4.2. Boulevards

###### 4.2.1. Northview Rd – Repair stone wall per Ben Young

Administrator Griffin stated that according to Ben Young the wall is deteriorating due to age and time. He doesn't know if a nearby building project contractor is responsible for the damage.

Commissioner Sperduto thinks there needs to be some way to hold contractors accountable for these types of things. Forbes suggested that the city could collect a fee upfront like a damage deposit, or there could be a fee added for all permits knowing that over time there will be damage to city property. Sperduto thinks pictures should be taken before and after projects. Griffin explained how the performance agreement works and that contractors and homeowners are responsible for any damage to city property and that their certificate of occupancy could be withheld until the damage is repaired.

Commissioner Boschwitz will talk to Ben Young to determine the best solution and identify potential vendors. There may be a spring underground causing a problem. Commissioner Rezabek stated that if there is consideration for some solution besides a stone wall, she prefers stone.

###### 4.2.2. Construction Projects – status of inspection of damaged areas

Commissioner Rezabek expressed concern that construction causes problems and ruts all over town, and agrees with the idea that a fee should be added to building permits to cover these types of expenses. There was discussion about how a fee might be collected and how the money would be allocated for repairs. Commissioner Pagano stated that the issue is that damage is being done to city property due to construction vehicles throughout the city. It's difficult to identify who is actually doing the damage so the suggestion is to consider adding a surcharge to building permits to collect funds to make repairs which is less adversarial and less administratively burdensome.

**A motion was made by Sperduto, seconded by Rezabek stating that the Park Commission wants the City Council to be aware of this problem, their suggested solution to add a surcharge to building permit fees, and to ask Council to refer this issue to the appropriate committee or commission for review and recommended action. With all members voting in favor, motion carried.**

Commissioner Sperduto noted that the Park Commission would be willing to do the necessary follow up/repairs after a system is put in place to collect fees.

#### 4.3. Ray Peters – Condition of warming house

Chair Forbes stated that a resident brought to the city's attention that the floor and heater may be in need of repair or replacement. Staff asked Ben Young what he thought, and he didn't think the floor was too bad but he had suggestions for the heater. Commissioner Pagano will follow up with Ben Young and get his point of view and staff will get back to resident that Parks is investigating it and will decide what action needs to take place. Commissioners agreed that safety is the biggest issue.

This brought up a discussion about whether anyone is keeping track of things (a checklist) that Ben Young does such as inspect and clean playground equipment, power washing park benches, etc. Administrator Griffin stated that she was working with Ben on his duties and asked commissioners to email items that they think of to make sure they are on the list.

There was some discussion about the potential to outsource the Public Works position duties and the impact of outsourcing. Forbes will follow up with Council Member Myers to get up to speed on what the council is contemplating and will ask Myers to keep them apprised of any movement on this issue.

#### 4.4. Rezabek – status of Action Notes Items

Vice Chair Rezabek reported that:

- The drainpipe at Half Moon Park is active. Rezabek attended the Utilities Commission meeting to ensure they were aware of their concerns. Ben Young wasn't too concerned about the drain because it drains into an existing catch basin. Council Liaison Lindstrom is aware of the issue and their concerns and they will monitor the situation.
- Tree Replacement bids: See Item 6.1
- Remove or move trees at "Welcome to Minnetonka Beach" sign – Rezabek talked to Bartlett who agreed that location can cause visibility problems from Lafayette Road and the trees are only going to get bigger. The trees can be moved. Rezabek asked about Craig Christianson and whether they should talk to him about moving them to another place. It doesn't need to be done right away and can be done after she meets with Otten Brothers and get ideas on where it might be moved to.
- Trimming and spraying crab apples – Due to road restrictions trimming has not been done. There are several groups that need trimming, including further down on Westwood (she's not sure if these are the city's trees). Those don't need trimming because they are young but do need spraying. Bartlett will handle both trimming and spraying.
- City property – triangle piece of city property off Huntington Point Rd E – no EAB problems in this area.
- Stump grinding: this was not in the original bid from Bartlett but they are happy to do it. Rezabek thought A Cut Above might be less expensive so she will ask Tom Houston to do it.
- Kaplan tree review - they have now looked at it 3 times or more. Bartlett said the tree is ok and in the city right-of-way. It does need to be trimmed but hasn't been able to due to road restrictions. They will trim it when road restrictions are removed.

## 5. Strategic Plan

### 5.1. Guiding Principles – Discuss and Adopt

Commissioner Pagano reviewed the draft Guiding Principles that were emailed to commissioners previously. He reviewed the “Who” section which describes the role of the Planning Commission, and the previously approved Mission Statement. No changes were made to those sections.

They discussed the Guiding principles which is are how things are done and the only suggested change was in the first bullet to read: “Support the vision and direction set forth by City Council, Minnetonka Beach’s Comprehensive Plan and Ordinances”

**A motion was made by Commissioner Sperduto and seconded by Commissioner Rezabek to adopt the Guiding Principles as amended. With all members voting in favor, the motion carried.**

## **6. Old Business**

### 6.1. Tree Planting Plan Options

Commissioner Rezabek reviewed a handout showing four vendors for tree planting and services; John Bauman (Ideal), Grant Perl, John O’Riley (Otten Brothers), and Nick from Midland. Rezabek Chair shared that two of the four vendors were not interested in bidding on individual trees. They shared that there were too many other variables that needed to be taken into consideration, for example, placement of trees, if planting was manual or mechanical, if the site needed adaptations. Therefore, it is not possible to arrive at an apples-to-apples comparison. Chair Forbes feels that they need to push back on the vendors to get equal comparisons so they are fiscally prudent. Commissioner Sperduto stated that with a phone call to Otten Brothers, John O’Riley will give a quote on trees as well as consultation time and follow up after planting any time.

Commissioners then discussed the idea of a long-range plan again. Forbes summarized that a strategic approach and a three-year plan being put out for bids is still the preferred method. One of the ways to compare is to develop a strategic plan and then get bids. Vendors can be asked to put together a strategic design or landscape plan for tree planting, three to five years out. There was much discussion about tree planting and tree selection in the short term and long term.

There was discussion about identifying specific locations for tree placement such as the Welcome to Minnetonka Beach sign, swimming beach area, and the area in front of city hall on the city portion along the Dakota Trail (promenade).

Chair Forbes stated that they could wait until a plan is developed and not plant trees this year, however, after much discussion it was decided to use part of the 2017 budgeted funds (\$4,000) to plant trees based on consultation with Otten Brother’s and purchase trees from Otten Brothers. Other 2017 budgeted funds (\$1,000) will be used for soliciting bids from one or more consultants to design a written plan for tree planting over the next three years.

Commissioner Rezabek was authorized and agreed to take the lead on both the short-term tree planting plan using Otten Brother’s, and the long-term plan to solicit bids for a consultant. The long-term plan may involve using a sub-committee of commissioners who have history and experience.

### 6.2. Decision on Beach Cleaning Service –

Commissioner Boschwitz reviewed bids received from three vendors: Lakescape, Dive Guys, and Life’s a Beach. He explained that he is still gathering info and would like more time to review and better compare the bids and try to negotiate the price. He also wants to get and check references and suggested tabling the decision to the May 2<sup>nd</sup> meeting. However, after further discussion about the

known quality of Life's a Beach (they do other work in town), it was determined that Commissioner Boschwitz be authorized to negotiate with Life's A Beach for a contract with a "not to exceed" amount of \$5,000. Commissioner Rezabek pointed out that cleaning up goose droppings was not in the bids.

**A motion was made by Commissioner Boschwitz and seconded by Commissioner Sperduto to negotiate with Life's a Beach on a contract for 2017 Beach clean-up not to exceed \$5,000. With all members voting in favor, the motion carried.**

## **7. New Business**

### 7.1. 2018-2022 Capital Improvement Program

Administrator Griffin reviewed the Capital Improvement Program process with commissioners including the timeline for providing input. Chair Forbes will work with Administrator Griffin to prepare a draft CIP Worksheet for the next meeting.

7.2 Cleanup Day – April 29<sup>th</sup> will be the city's designated clean-up day. Commissioners Pagano and Rezabek are heading up garlic mustard pull with the help of St Martin's church. A volunteer is needed to greet volunteers at City Hall and Ray Peters Park for the city clean up project. Commissioner Boschwitz is unavailable but Rezabek will ask the Mayor. The timeframe is to start with donuts and juice at 9 a.m. with clean up between 9:30 and noonish.

## **8. Chair Report**

8.1. Chair Forbes mentioned that Park Commissioners terms expiring in August include Sperduto and Forbes. Sperduto is not interested in being reappointed. Chair Forbes is willing to be reappointed and willing to remain chair until August 2018. There will be a Park Commission opening starting in September. City Council will be notified so that so that the opening can be noticed in the Beachcomber. Commissioner Pagano suggested that the new Guiding Principles be included in the Beachcomber article.

### 8.2. Liaison Roles and Responsibilities

Chair Forbes pointed out the recently adopted Council Liaison Roles and Responsibilities in the packet. Council Member Myers was not at the meeting, but asked the Commission to think about what level of involvement they would like of him as council liaison for Parks. Chair Forbes told him he is always welcome to attend the meetings. There was agreement amongst Commissioners that the liaison should be involved and attend each of the meetings. Committee/Commission chairs will report at council meetings rather than the liaison. It will be up to the Mayor whether they will be on the next Council agenda.

## **9. Adjournment**

**A motion was made by Commissioner Boschwitz and seconded by Commissioner Rezabek to adjourn. With all members voting in favor, the motion carried. Meeting adjourned at 10:15 p.m.**

Respectfully submitted,

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Susanne Griffin, City Administrator