

**City of Minnetonka Beach  
Park Commission Meeting Minutes  
April 2, 2019**

**Members Present:** Chair Joe Pagano; Commissioners: Chris Dovolis, Harlan Lehman, Katie Norman, and Patty Rezabek  
**Absent:** Commissioners Dan Forbes and Jody Sperduto  
**Staff Present:** City Clerk Heidi Honey  
**Council Liaison:** Steve Howarth for Tracey Breazeale

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

**1. Park Commission Administration**

1.1. Welcoming Comments

Howarth discussed the 2019 water improvement project and that there may be tree impacts to be aware of. Engineer Amundsen will be sending those to Pagano. Utilities will be reviewing a pavement management study and Howarth asked Honey to forward it to the commissioners. He thanked the commission for their diligence and comprehensive study of the median paths for their recommendation to council. Council took their recommendation to not apply for the grant for a ten-foot-wide path.

1.2. Approve the April 2, 2019 Meeting Agenda

**A motion was made by Commissioner Norman and seconded by Commissioner Lehman to approve the April 2, 2019 meeting agenda. With all members voting in favor, motion carried.**

1.3. Approve Minutes – March 5, 2019 Park Commission Meeting Minutes

Pagano asked to add to the Action Items that he was tasked to summarize the motions and the five recommendation items for median paths to Council Member Breazeale for her report to Council.

**A motion was made by Commissioner Rezabek and seconded by Commissioner Norman to approve the March 5, 2019 meeting minutes. With all members voting in favor, motion carried.**

1.4. Contracts – consent items

1.4.1. Life's a Beach

1.4.2. Garden Gate

1.4.3. Bartlett Crab Apple Treatment

1.4.4. Tree Removal – 2468 Lafayette Road

The tree removal bid at 2468 Lafayette Road from Bartlett was \$2,660 and from Sunny Skies was \$2,025. The commissioners agreed to recommend Sunny Skies for the tree removal.

**A motion was made by Commissioner Rezabek and seconded by Commissioner Norman to recommend that Council approve the contracts as presented with Sunny Skies doing the tree removal. With all members voting in favor, motion carried.**

1.5. CIP Discussion

Pagano reviewed the Park related items from the 2019-2023 CIP in the packet. Commissioners discussed the following items:

- **Line #3 EAB treatment:** Add \$8,000 in 2024 to follow standard treatment plan.
- **Line #6 Playground equipment at City Hall.** Increase request from \$10,000. Grants may cover some costs. Ordering and paying for equipment in the fall for spring installation could reduce the

cost by 17%. Lehman recommended a minimum of \$30,000 to replace equipment. Howarth suggested they get a real estimate before it goes to Council in June. He also stated that in the fall Council could consider bringing in a project early if there are reserves. Commissioners agreed on this strategy. Lehman will work on an estimate. Increase to \$30,000.

- **Line #12 – Phase 2 of access paths to the median.** Move this to 2021 because commissioners want a better understanding of where the path would go, the cost, and how to address drainage concerns. They also want to see how much use Phase One paths get and determine if additional paths are needed. Pagano suggested that they go through the same process they did for Phase One paths - understand the request, discuss it, and then give a recommendation to Council. Howarth suggested moving this item from streets to the parks section. Council could make that change.
- **Lines #16 & #17 – Utility vehicle and watering system** for Public Works. Rezabek stated that Berent was going to research grants for the vehicle. Lehman expressed concerns that it may be a duplication of equipment. Commissioners agreed that they need more information and an understanding of exactly what can be done or what can be done better with this vehicle. Lehman and Pagano will talk with Berent to get information on the request. Lehman and Pagano will finalize the CIP recommendation based on their conversation with Berent. Howarth suggested that Berent submit written details to Pagano and Lehman about the use of the vehicle.

**A motion was made by Commissioner Rezabek and seconded by Commissioner Dovolis to authorize Chair Pagano to complete the CIP request form with item numbers 3, 6, and 12 as discussed tonight and item numbers 16 and 17 as decided by Pagano and Lehman after they talk with Berent. With all members voting in favor, motion carried.**

1.6. Review Activity Calendar – Administration

Pagano reviewed the Administration calendar and suggested adding a meeting on July 9. They will make the final decision at the June meeting.

**A motion was made by Commissioner Norman and seconded by Commissioner Rezabek to tentatively add a meeting on July 9, 2019. With all members voting in favor, motion carried.**

2. Park Commission Operations

2.1. Review Park Commission 2019 Activity Schedule – Operations

2.1.1. Updates

Commissioners moved the meeting outside to view the City Hall grounds, gardens, and park. After moving the meeting back inside, commissioners agreed that the park and surrounding areas look neglected, outdated and that they don't look like they are a priority. Lehman suggested removing and replacing the play structure because it does not meet current safety or ADA standards, maintaining the existing swing, getting a new backboard for basketball, possibly adding a concrete curb around the mulch area, fixing the bench and adding some color. Abdo garden benches need to be power washed and the garden will be refreshed this spring. Rezabek suggested adding evergreens to the Abdo garden for winter interest. Some items are already planned and budgeted for and others are not. Lehman explained that some parks are neighborhood parks and others are community parks. City Hall, Ray Peters and the swim beach are community parks that draw the most use and host community events. Howarth suggested that the commissioners put recurring maintenance items in their operating budget. Pagano explained that they set aside money for maintenance and basic services but they will also be evaluating all hard and green assets in the city this year as part of the Five Year Plan. They will determine if assets will be maintained or replaced and the related costs.

2.1.2. Addendum and Additional Considerations

Pagano reviewed the Activity Schedule Operations. Contracts for buckthorn and garlic mustard will be moved to the May meeting.

Pagano then reviewed the Addendum Section:

- Benches and picnic tables have been refurbished by Berent.
- Remove tree and stump removal because it was approved tonight.
- Berent will fix the zipline platform right away.

Additional considerations that will be discussed in May include updating the warming house, landscaping at the beach where overgrown vegetation was removed, additional plantings at the library, exploring a guardrail on County Rd 15, and treatment of pine trees in Lafayette Park.

## 2.2. Five Year Plan – Q2

Pagano explained the process to evaluate all of the hard and green assets in the city and the timeline to complete the Five Year Plan. Commissioners were tasked with the following:

1. Complete evaluation forms: catalog and take photos of assets, evaluate the condition of the assets, identify the cost of what needs to be done and identify who does the work. Honey will email the forms to commission.
2. Work together to complete the evaluation forms. Green assets are Rezabek, Sperduto, and Pagano with Berent as a subject matter expert to consult with as needed. Hard assets are Forbes, Dovolis and Lehman with Berent and Pagano as subject matter experts. Norman is working on the Five Year Plan document template and will input all of the data from the forms. Honey is also administrative support as needed.
3. Evaluation forms will be reviewed at the May 7 meeting and any issues or problems that may have come up can be discussed. Final evaluations are due to Norman by May 22. On June 4, Norman will give a preview of what the Five Year Plan document will look like. Proposals and bids are due July 2. At the July 9 meeting, all of the forms will be summarized. Commissioners will prioritize and calendarize the work to be done, and identify potential funding sources for the work (budget, CIP, grants, donations). On August 6, they will review the draft of the final document and on September 10 they will approve the final draft. The final Five Year Plan will be presented to City Council on October 9. Pagano would like all of the commissioners to attend the meeting.

Commissioners discussed that this will be a great framework for now and future park commissioners. If they don't maintain the parks, the value of the community goes down. Pagano will follow up with Sperduto and Forbes to explain the process. Teams can decide how to divide the work.

Rezabek asked to add "friends of the neighborhood" to the next meeting agenda to discuss how residents can participate in beautifying the city with clean ups or sharing perennials. It will be on the May agenda.

## 3. Adjournment

**A motion was made by Commissioner Norman and seconded by Commissioner Rezabek to adjourn the meeting. With all members voting in favor, motion carried.**

Chair Pagano adjourned the meeting at 6:45 pm.

Signed the sheet:

Next meeting: May 7, 2019 at 5:15 pm.

**Respectfully submitted,**

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**Heidi Honey, City Clerk**