

**City of Minnetonka Beach
Park Commission Meeting Minutes
May 7, 2019**

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

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

1. Park Commission Administration

1.1. Welcoming Comments

Pagano will send a note of appreciation to Sean Woerner for the benches and skate assists he made for his Eagle Scout project at Ray Peters Park.

1.2. Approve the May 7, 2019 Meeting Agenda

A motion was made by Commissioner Dovolis and seconded by Commissioner Forbes to approve the May 7, 2019 meeting agenda. With all members voting in favor, motion carried.

1.3. Approve Minutes – April 2, 2019 Park Commission Meeting Minutes

Pagano asked to update the Bartlett tree removal bid to \$2,660 which includes \$500 for stump removal.

A motion was made by Commissioner Norman and seconded by Commissioner Forbes to approve the April 2, 2019 meeting minutes as amended. With all members voting in favor, motion carried.

2. 2019

2.1. Review Administrative Calendar

Pagano reviewed the Administration Calendar. Most items are related to the Five-Year Plan.

2.2. Review Operations Calendar

Pagano reviewed the Operations Calendar. They are on track to have the highlighted items completed by the end of May. Lehman recommended keeping the skate park at one park so it doesn't get damaged moving it back and forth. That will be discussed later with the recommendations of hard assets. The Wortman and Boschwitz trees will be selected this month. Rezabek will discuss pine tree treatment at the June meeting. The updated Abdo garden design from Garden Gate is in the packet. The gardener recommended one bench. Bob Abdo was pleased with the updates. Commissioners also liked the plan.

2.3. Review Budget to Date

Pagano and Honey audited year to date expenses and planned future expenses. Of the \$32,800 budget, \$27,000 is committed to be spent. It's too early to allocate some of the additional funds toward warming house updates because other things may come up. They will discuss it later in the year.

2.4. CIP Update – Additional Considerations

At the April 2 meeting, the commissioners approved the following 2020-2024 CIP requests:

- 2020: Playground Equipment - \$30,000 and Utility Vehicle and watering system - \$12,000
- 2021: Recommend moving Phase 11 Access Paths to 2021
- 2024: Add EAB treatment - \$8,000

Pagano recommended the following additions based on findings from the asset inspections:

- 2020: Pavers at the Swim Beach for \$10,000
- 2021: Extending Rip Rap at the swim beach for \$10,000 (requested by council member Myers)
- 2021: Upgrading to LED lighting at Ray Peters for \$5,000 (requested by PW Berent)

Pagano explained that the rip rap extension would be from the swing to the curved area of the shoreline that was cleaned out near County Road 15. It is less than 1,000 square feet so a permit would not be required from the DNR. Rocks would also go near the culvert. Dovolis recommended moving the LED lighting to 2020. He will contact Xcel to see if they have rebates. Commissioners supported that. Honey will forward information she received from Xcel about the lighting upgrade.

A motion was made by Commissioner Forbes and seconded by Commissioner Lehman to approve the 2020-2024 CIP as approved previously and with the following additions: In 2020 – pavers at swim beach for \$10,000 and updated lighting at Ray Peters for \$5,000. In 2021: rip rap extension at the swim beach for \$10,000. With all members voting in favor, motion carried.

2.5. Vice Chair Nominations

Pagano asked commissioners to consider serving as Vice Chair and they can discuss it at the June meeting if they are interested. Forbes described potential responsibilities. Pagano and Boschwitz divided work equally between them.

3. Five Year Plan – Q2

3.1. Hard Asset Evaluation Update

Dovolis, Forbes and Lehman inspected hard assets and their overview is in the packet. Generally, most assets need maintenance that can be done by Berent or volunteers. Based on the volume of work, it will need to be spread out over time. Dovolis and Forbes conducted an additional inspection of the Dahl Library and there may be a few additional items to address with the contractor. No upgrades in heat or electric are needed at this time. The flower boxes are deteriorating, and they need to consider new ones or having Berent try to fix them. Pagano reminded them that up to \$3,000 was approved for the library improvements. Current planned work is under budget and they can spend up to that. Lehman stated that most things are maintenance issues and asked how that is paid. The Park budget covers miscellaneous items and materials. Berent also has a small budget for parks. Pagano stated that they need to look at the list, determine what maintenance items Berent can do now, and prioritize the remaining items. They need to determine who will do the work, the cost to do it, how it will be funded and when it will be done. Forbes, Dovolis, and Lehman will talk with Berent and submit recommendations to Norman by May 22.

3.2. Green Asset Evaluation Update

Pagano stated that their recommendations will follow the hard asset recommendations because some green assets are screening for trash and other items. They identified three items: update the city's tree inventory, (which was last done in 2008), develop a fire lane policy, and a develop a rain garden policy. These items are in the Comprehensive Plan and will be calendarized for 2020 and 2021. They will explore the cost of an EAB evaluation for the city because trees are being treated but some trees are still dying. They will hold off on additional plantings at the Dahl Library and Northview wall until updates are completed.

3.3. Five Year Plan Deadline Review

Assessments and recommendations are due to Norman by May 22. After that, the next step is to prioritize the list of work, determine when it will be done, the cost to do it and how it will be funded. Norman will have a preliminary summary for the June 4 meeting. Breazeale commended Pagano how well organized the commission is and how well they are following their timeline.

3.4. Friends of the Neighborhood

Pagano stated that Rezabek would like to increase volunteerism in the community with parks. He established a connection with the Three Rivers Park District and found they have ideas to improve things

along the trail such as adding more trash cans if the city requests it. Commissioners discussed doggie bag stations. Pagano will get more information from Three Rivers for the June meeting. He also met with Jillian Moriarty and she committed to a revolving list of three projects that Civic will discuss at their meetings for them to complete. Moriarty was enthusiastic about commitment to volunteering. Commissioners then discussed that there is a lot of trash on the trail and more cans may help.

Pagano then stated that the bench at the Dahl library belongs to Three Rivers. He is exploring the idea of replacing it with one of the Abdo garden benches because he thinks it fits the architecture and look of the library. Pagano will get more information on trash cans, doggie bags and the bench from Three Rivers. The commission will need to identify potential items, get public input from residents, and make a recommendation for council.

Pagano and Norman will meet to discuss the formatting of the Five Year Plan.

Forbes mentioned the gutter selection for the library. Dovolis is strongly in favor of using a half round copper gutter because he thinks it is more in style with the building. They work the same as the k- gutter. He will research the costs for the next meeting. He will also research if additional reinforcement is needed prior to installing the gutters. Forbes and Dovolis will work with All Star Construction on this.

Pagano summarized that Dovolis and Forbes will re-evaluate the library work and give an update and recommendation to Parks at the June meeting. They can explore re-allocating the misc. budget funds to the library if costs will be over \$3,000 and there is a compelling reason.

4. Adjournment

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

Chair Pagano adjourned the meeting at 6:12 pm.

Signed the sheet: none

Next meeting: June 4, 2019 at 5:15 pm.

Respectfully submitted,

Heidi Honey, City Clerk