

City of Minnetonka Beach Park Commission Agenda

Members: Kim Petersen, Curt Holt, Laura Paine, Lucian Panait, Patty Rezabek, and Chip Zawislak

Staff: Jane Burgess, City Clerk; Jason Hilgers, Public Works Superintendent

Council Liaison: Tracey Breazeale

Guest:

Mission: To Protect, Maintain and Improve the parks and public lands of the City of Minnetonka Beach for the safe use and enjoyment of its residents.

Tuesday, May 02, 2023 ~ 5:30p.m.

1. Minnetonka Beach Business

- 1.1. Approve Agenda –May 2, 2023
- 1.2. Approve Park Commission Meeting Minutes – April 4, 2023

2. Administration

- 2.1. Calendar Review – KP
 - i. July is National Park Month
- 2.2. CIP Requests due May 8
 - i. CIP meeting in June with City Administrator Honey

3. Operations

- 3.1. Hard Asset Inspections – Lucian and Chip
- 3.2. Green Asset Inspections -Kim
- 3.3. SPOC Updates
 - i. The future of Ray Peters Park- Laura
 - ii. Tree and Forest Care – Patty
 - iii. Restore the Shore – Patty and Kim
 - iv. Rip Rap – Chip
 - v. Pavers – Lucian
- 3.4. Punch List Update – Jason

4. FYI's

- 4.1. Spring Clean Up with Junior Civic on May 13th at Swim Beach 10-11:30 am
- 4.2. Soccer Nights June 14 and July 12
- 4.3. Monday Funday changes in the works
- 4.4. 2023 State of the Parks

5. Commissioner and Liaison Comments

6. Closing Comments and Adjournment

Tuesday, April 4, 2023, 5:30 PM
CITY OF MINNETONKA BEACH
PARK COMMISSION MEETING MINUTES

Members Present: Chair Kim Petersen, Vice Chair Laura Paine
Commissioners: Curt Holt, Laura Paine, Lucian Panait, Patty Rezabek, and Chip Zawislak
Absent: Curt Holt
Staff Present: City Clerk Jane Burgess, Public Works Superintendent Jason Hilgers
Council Liaison: Tracey Breazeale
Guests:

Petersen opened the meeting at 5:32 pm

1. Minnetonka Beach Business

- 1.1. Approve Agenda – April 4, 2023

Rezabek motion, Panait second to approve the April 4, 2023, meeting agenda. With all members voting in favor, motion carried.

- 1.2. Approve Minutes – March 7, 2023
Rezabek and Petersen had recommended grammatical edits and Burgess will make them.

Rezabek motion, Paine second to approve the March 7, 2023 amended meeting minutes. With all members voting in favor, motion carried.

- 1.3. Chairs Welcoming Comments KP and LP
Petersen stated Holt is on vacation and welcomed commissioners attending the meeting.

2. Administration

2.1 Calendar Review – KP

Petersen stated that the calendar approved contracts signed needs to be dated 4/4/23 and asked Burgess to update it. She stated that the Hard and Green Asset Inspections will be done when the snow melts. She added that the Junior Civic and Park Commission Spring cleanup will take place on Saturday, May 13th from 10-11:30am. Burgess will create an event flyer for this and bring to the May 2nd Park Commission meeting.

2.2 Budget Review

Petersen explained that the 2023 draft budget was accidentally submitted to City Council for approval instead of the final budget. It all worked out in the end though, and there is a small amount of wiggle room in the budget. She explained that some tree and maintenance items in the 2022 budget that were in Parks budget were moved to Public Works budget so now those items have zeros in the 2023 Parks Budget.

Petersen stated that so many trees were planted last year and the year prior because of the Hennepin County Tree Canopy Grant, tree replacement money was reallocated so there will be no tree planting this year. The reallocation will help cover the new gardener, \$200 towards Kohlton for beach cleanup, Restore the Shore, turf, and the unbudgeted electrical repair at the ice rink. Panait asked if Public Works Seasonal Employee Kohlton Beck's hours are still budgeted to clean up the beach. Hilgers stated that Kohlton will work four hours each day, five days a week at \$18 an hour, cleaning the swim beach.

2.3 Signed Seasonal Contracts due to Jane Burgess by April 4, 2023

- i. Beach – Panait

Panait stated that he received a quote from Waterfront Restoration for six diving swim beach cleanups this summer. Summer Public Works employee, Kohlton Beck, will be cleaning the beach this summer beginning the day after Memorial Day.

They discussed many different frequency, placement and coverage options for Waterfront Restoration to stay within budget and arrived at changing Priority 1 to deeper water since Waterfront Restoration has divers who will make six visits during the summer. The pulled weeds will be placed in the location where Hilgers wants them. Contract negotiations will continue in time for the council meeting approval, and Burgess will help with that.

Zawislak also suggested that Parks consider obtaining an electrical or battery-operated solar panel fan that sweeps the bottom of the lake and keeps the weeds from growing by generating a current. Zawislak said the DNR has rules about the length of time these devices can run each day. They discussed various options to make something like this work. Breazeale stated that Parks should research this type of option and Zawislak said he would do so. There could be an issue due to private docks at Swim Beach docks at City rented slips.

ii. Gardener – Holt

Holt provided the quote from Gardens by Lynn, who was selected after interviewing two final candidate gardener options. Her quote shows her scope of service, product rates and her hourly rate, which she lowered for the City in hopes of gaining more exposure for her business. Lynn also services Excelsior and Petersen stated that she is very much on her game. Gardens by Lynn will also service the City's annuals and winter spruce tip pots plus everything else for \$5105.00. She won't plant anything at the warming house as it is too hot, and plants die there. Pots will be changed out twice this year instead of three times due to late winter season.

iii. Turf – Holt and Hilgers

Hilgers reported that AJ's Property Maintenance provided a good quote for a variety of services to be completed in Minnetonka Beach. Efforts are still underway for going green, although at a slower speed, at Ray Peters Park and the LRHA cul de sac circle grass. Hilgers added that everywhere else in the City will receive one and done weed spray which is an inexpensive way to handle weeds and it will work. Petersen added that it will be best to clear the slate first, then start over and not use as many chemicals as has done in the past. She suggested that commissioners go visit Commissioner Holt's Garden and turf as they have the best turf in the City and have for over 7 years. It takes time to accomplish a great look with going chemical free or reduced chemicals. Hilgers said soybean meal will be used as a trial and they will feed the grass what it needs to grow. Petersen added that it is a process that doesn't happen in just one season, and is healthier for pets, kids, lakes etc.

iv. Crab Apple Trees – Rezabek

Rezabek stated that the Bartlett Trees quoted best management practices for treating Crabapple trees. Their contract is \$478.00, and parks budgeted 600.00. Hilgers stated that Rainbow bid the job and then Bartlett lowered their quote to \$450.00 from \$478.00. Burgess will receive a new contract for council approval.

v. Restore the Shore Natural Shore – Petersen

The plantings at the beach are in their third year since planting, and this is last season they need attending to, to remove invasive weeds so native grasses and flowers can thrive. Rezabek suggested that more mulch be added and Hilgers stated that he has a lot of mulch at public works. \$550 is the contact price for them.

Rezabek motion, Panait second, to recommend for approval by City Council Park Commission contracts for Gardens by Lynn, Waterfront Restoration, pending approval of three revisions, Bartlett Trees, AJ's Property Maintenance, and Natural Shores. With all members voting in favor, the motion carried.

2.4. CIP (Capital Improvement Project) Requests for 2024

Petersen explained the CIP process, guidelines and form requests. Petersen stated there is a placeholder of \$4,000 to replace the Dahl library roof in 2024, but they agreed that it can wait longer. The replacement of the City Hall roof in 2026 can wait longer as well. Inspections will show things including the condition of the roofs at the Dahl library and City Hall, and then the best year for replacement can be determined and

perhaps they be done at the same time. They discussed pushing out the City Hall flagpole slated for 2024 at \$3,000. Burgess can perhaps publicize a request for donations for a Veteran's Memorial flagpole. They discussed the need for additional money in the CIP for Crystal Bay rip rap at City Docks 2 and Docks 5-7. The only thing holding the shoreline in place at Docks 5-7 is tree roots and the land is eroding under the bank. The placeholder is out two years, but they discussed looking for grant money for erosion control especially at Docks 5-7. The rip rap could look similar to the homes around Docks 5-7 but it's not necessary. Hilgers recommended using flat rocks at Docks 5-7, but he and Petersen agreed that Dock 2 doesn't need flat rocks. Breazeale stated that flat rocks, although more expensive, have worked very well at their home. When the snow melts, they will measure the areas, and determine what land belongs to the railroad and what is City land.

Petersen recommended the above be placed as a placeholder, and that Park's 2024 CIP request should be for \$10,000 on top of the \$5,000 already there for the rather urgent rip rap projects at the Arcola Bridge Docks. They discussed how busy the boat traffic is in that area, and how well flat rocks would work there for critical erosion control. Zawislak offered to get accurate numbers for this CIP request in time for Administrator Honey's 5/8 deadline. However, the amount needed will most likely be more than that. They agreed to leave the flagpole on the CIP request for \$3,000 although it may cost \$4,000.

3. Operations

3.1 Calendar

i. Hard Asset Inspection – March/April Zawislak, Petersen, Paine, Panait and Hilgers Lucian, Chip, Kim and Jason will pick a date in the next week or two to do this.

ii. Green Asset Inspections - May/June

Petersen said that inspections will happen after the May meeting.

3.2 Work Assigned SPOC & Teams Updates

i. Skate Park Survey – Laura P

Breazeale stated that there was discussion at the last Civic Committee meeting and there was some support for a new skate park and locations were considered. She stated that some members don't want it at City Hall and there was some support for it at Ray Peters Park. She added they discussed what Ray Peters Park should be used for including pickleball or wider age use activities but just for pre-teens. Breazeale stated that there should be discussion as to what do with Ray Peters Park – how much green space, soccer use, paving, parking should be considered. Park Commissioners discussed researching the cost of a new skate park and pickleball courts and other multi-age use options. They discussed how dry it is at Ray Peters so it's difficult to grow grass there and the park seems infrequently used in the summer months. Winter use is good with the ice rinks. Turning the hockey rink into a dog park like Wayzata does was discussed Surveys and a possible task force were mentioned to see what residents want and what the vision is for that park. The negative side of that idea is how would a dog park be controlled and managed and it would impact soccer and baseball there as first base is actually in the rink area Hilgers stated that he sees a lot of people walking and walking dogs there. Dog waste that does not get picked up is a problem there. Paine offered to help take the lead on further research.

ii. Tree and Forest Care – Rezabek

Rezabek stated that she is grateful for all the moisture we have received this winter after a two-year drought. Evaluations will be done later to determine the health of the City's trees, etc. She added that they have looked at the structure of boulevards and parks, but what about the City's forests, including Arcola and Ray Peters' Woods? Rezabek stated that she hopes that the U of M professor, who she has communicated with, is very interested in the health of forest floor in terms of everything it is providing. She hopes he will still want to walk the City with her as they discussed previously. He and his students are looking at remnants of the old Big Woods specifically Oak, Maple, Basswoods forests which are part of our Central Minnesota forest. she said she wants to help determine what needs to be done to keep the tree canopy healthy.

iii. Restore the Shore – KP
Petersen reviewed this earlier.

iv. Rip Rap – CZ
Zawislak stated that he will work on this once the snow melts and the weather is better

v. Pavers – L.Panait and CZ
Zawislak spoke to Norling's, sent them the site survey, and they will go look at the project and quote it. Like's Landscaping is the other bid he will get and he will look for a third bid, but stated that \$3500 is not much to work with so it may be hard to get a quote within budget. Hagen's was recommended (possibly) as well from Chanhassen.

vi. Green Asset spreadsheet update – KP
Petersen stated that Green Asset Inspections will be discussed at the May meeting.

3.3 Punch List Update – Hilgers

Hilgers stated that he will determine what needs to be done after the snow melts

4. FYIs

4.1 Spring Clean Up with Junior Civic – May 13th

There is concern with May 14th as a rain date as it is Mother's Day. Will discuss again.

5. Commissioner and Liaison Comments

Rezabek stated that she and Petersen are working with Hennepin County on a Restore the Shore grant. She added that Hennepin County Forestry is having a spring tree sale. An anonymous donor told Rezabek they may donate purchased bareroot, seedling trees. The tree varieties include: Shagbark Hickory, American Basswood, Sugar Maples, American Hazelnut, River Birch, and more. This would be great to have a tree sale at the City for residents. Rezabek added that 65% of the City's inventoried trees are now mature. She also suggested planning an Earth Day Celebration next year.

Burgess stated that an additional Park Commissioner is still needed.

6. Closing Comments and Adjournment

Rezabek motion, Zawislak second to adjourn the April 4, 2023 Park Commission meeting. With all members voting in favor, motion carried.

The meeting adjourned at 7:15 pm.

Public in attendance:

Respectfully submitted,

Jane Burgess, City Clerk

PARK COMMISSION

2023 Activity Schedule - Administration

Mission: To Protect, Maintain and Improve the parks and public lands of the city of Minnetonka Beach for the safe use and enjoyment of its residents. Updated 04/27/23

	January	February	March	April	May	June	July	August	September	October	November	December
MEETINGS												
1st Tuesday - 5:30 pm	1/24/2023		3/7/2023	4/4/2023	5/2/2023	6/6/2023		8/1/2023	9/5/2023		11/7/2023	
Council Updates		2/13/2023										
Council meetings	1/9/2023	2/13/2023	3/13/2023	4/10/2023	5/8/2023	6/12/2023	7/10/2023	8/14/2023	9/11/2023	10/10/2023	11/13/2023	12/11/2023
National Parks Month							X					
Civic Events - outdoor		skate 2/5/23					7/16 or 7/23/2023	Natl Nite Out 8/1		Spooky Walk		
Civic Events						Monday Fun Days 6/13 to 8/22			Progressive 9/30			T&T
Soccer Night in the Park - LP						6/14/202	07/12 or 7/19?					
Clean Up Days				recruit	5/13/2023							
Adopt a Park Recruitment-TBD			X	X								
5 YEAR PLAN												
Hard Asset Inspection Process CZ/LP/JH		X	X	X								
Public works punch JH					5/2/2023							
Green Asset Inspection Process PR/KP/CH					X	X	X	X				
Recommendations for CIP & Budget					Due 5/8/2023							
APPROVE CONTRACTS				4/21/2023								
CIP												
CIP approval by Parks						6/6/2023						
CIP Review Committee meeting						TBD						
Council approves CIP							7/10/2023					
BUDGET												
Final previous year review	1/24/2023											
Mid Year Audit JB							X					
Year End Audit ALL										X	X	X
Approve proposed next year's budget for council									9/5/2023			
Council adopts preliminary budget									9/11/2023			
Council adopts final budget												12/11/2023
SCHEDULE FOR YEAR END FISCAL CLOSE												
Last day for City credit card use											11/24/2023	
Last day to charge at Navarre Hardware											11/24/2023	
Last day to turn in receipts to City Hall												12/4/2023
Council approves final check run of 2023												12/11/2023
TERMS (end 8/31/of year)												
3 yr Terms Expire: 2023 Panait, Zawislak; 2024 Rezabek, vacancy seat; 2025 Holt, Petersen, Paine												
Oath of Office									TBD			
Elect new officers								8/1/2023				
Review Rules of Procedure						6/6/2023						
SPOCS												
Review of Assignments	X					6/6/2023					11/1/2023	