

Tuesday, June 03, 2025, 5:30 PM
CITY OF MINNETONKA BEACH
APPROVED PARK COMMISSION MEETING MINUTES

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

Paine opened the meeting at 5:33 pm.

1. Minnetonka Beach Business

1.1. Approve June 3, 2025 Park Commission Agenda

Rezabek requested to add resident's event suggestion. Will be Item 1.3 Wildlife Rehabilitation Center (WRC) Educational Event hosted by WRC Board Member and resident Susan Carlson

Rezabek motion, J. Dovolis second to approve the June 3, 2025 amended meeting agenda. All ayes, motion carried.

1.2. Approve Park Commission Meeting Minutes of May 6, 2025

Gamble requested a clarification for Agenda Item 3.3 SPOC Hard Assets - the expense to redo the sport court "could" be done by a grant, not "will" be done by a grant. Burgess will amend City Administrator Honey's minutes to reflect that change.

Gamble motion, Rezabek second to approve the May 6, 2025 amended Park Commission meeting minutes. All ayes, motion carried.

1.3. Wildlife Rehabilitation Center (WRC) Educational Event in Minnetonka Beach

Rezabek presented the idea that resident and WRC Board Member Susan Carlson for them to host an educational and awareness event in Minnetonka Beach including a rehabilitated animal release back into the wild. She suggested that perhaps the Civic Committee would coordinate the event and is waiting to hear back from her. Commissioners discussed City events where maybe this event could take place including Fall Cleanup, the summer picnic or National Night Out. Rezabek will follow up with Park Commissioners.

2. Administration

2.1. Rules of Procedure - LAP

Paine requested that commissioners read the Rules of Procedure in the packet for a refresher or for the first time for newer commissioners. She also stated three requests that Clerk Burgess had one being that it would be helpful for her in listening to meeting audio for drafting minutes if one commissioner speaks at a time. Paine also requested that commissioners read their meeting packet ahead of scheduled meetings, especially the previous meeting's minutes to eliminate the reading of them at meetings to speed up the approval process. It was also requested that the meeting agenda be followed closely and not jump around from it.

2.2. Administrative Calendar Review - LAP

Paine stated that at the August 5th meeting the election of Officers Chair and Vice Chair will be held. Commissioner J. Dovolis stated that although his term expires August 31, 2025, he would be willing to

continue as a commissioner until a new commission is appointed. Clerk Burgess stated that she will coordinate the annual National Night Out event again to be held the night of the next Park Commission meeting on Tuesday, August 5, 2025 from 6:30 – 8:00 pm in front of City Hall. She will request that Orono Police, Long Lake Fire attend and ice cream will be available as done at previous events in the last few years. Commissioners determined that the Green Asset Inspection tour took place on May 14th. Gamble reviewed upcoming dates for 2026 Parks Budget approval at 8/5 meeting and then City Council approval of Parks 2026 Budget and CIP at their 9/8 meeting.

2.3. Budget Requests for 2026 – draft budget review in August

Paine stated that the draft budget will be approved at the Parks 8/5 meeting. Petersen stated that the 2026 budget will be worked on with Administrator Honey when she returns from vacation prior to the August 5th meeting.

3. Operations

3.1. SPOC Updates

Hard Assets

- Punch List – LP, JH

Petersen stated that the updated Hard Asset Inspection sheet was forgotten for this meeting, so they talked about some items that surfaced from the tour. They discussed sealcoating of the four-square court at City Hall and at Ray Peters. Hilgers stated that he will take care of getting a painter estimate and any other costs for the 2026 Public Works budget and confirm the template design.

- Educational Signage Bid – J. Dovolis

J. Dovolis is working on the 2025 budget approved new educational sign working with Vacker Signs who created the Pollinator Garden sign last year. He reviewed the Vacker sign proposal and estimate that is \$636.00. Petersen stated that Vacker has a gallery on their website of sign templates available, but they do not have any options specific to shoreline. She has a call into Vacker to see if they have any shoreline graphic options that are not on their website. Once designed it can be ordered as funds were approved for 2025. City Council will need to approve the sign and placement at the Swim Beach Shoreline, and Council Liaison C. Dovolis will present it at a future council meeting. Parks will discuss more details about it at their August 5th meeting.

Green Assets

- Green Asset Inspection Results – LAP, JG

Paine led the discussion in reviewing each line item in the Green Asset Inspections and results. Action notes were added to the spreadsheet items if deemed necessary. It was determined who would do certain activities and a sign-up sheet was passed around for commissioners to volunteer to water the flower boxes at the Dahl Library. It was also determined what Public Works will take care of and what commissioners and Gardens by Lynn will take care of. They discussed if Gardens by Lynn should bring in pure mulch and that will be determined once Paine finds out what Gardens by Lynn will charge for mulch. They discussed that at this time watering is not an issue due to good rainfall, but by August they will discuss this again especially as it pertains to Arborvitae watering. The irrigation does not reach it. Gamble stated that she will use the hose and water them if needed. Rezabek offered to help as well. Hilgers said he will clean up the playground area at City Hall. They discussed fall trimming for certain shrubs like Bridal Wreath Spiraea – fall is best. They discussed managing the Gardens by Lynn budget to make sure hours are available if needed for certain projects as they arise. With all the rain this spring and summer the weeds and invasive species are prolific. Christiansen offered to weed at the library where needed. Hilgers will check the Oak Trees

and stakes at the beach. The wind off the lake is hard on them. Petersen will plant the beach pots with Lantana and Rezabek will help water them.

The 18 Ash trees at the Swim Beach will need to be removed. Hilgers may take this to the council to shift EAB treatment funds to Ash tree removal in phases. The \$7200 in CIP for EAB treatment could be used for removal and then a variety of new replacement trees would be planted. He will review with Patty and walk the area and report back to the commission in August. Rezabek suggested increasing the CIP for tree planting.

- Gardens and Planters – LAP, JG
Commissioners signed up for water scheduling for watering the window boxes at the library. The water system Chris Dovolis installed which allows the watering to last a week.
- Native Plantings
They discussed this earlier and may increase the amount in future discussions
- Tree Plantings – Rezabek
They discussed removing the cages around the Birches in the park and will do so. Rezabek asked about the tree near Dock 16 that isn't doing well and Petersen confirmed that this is the Maple tree planted in honor of Park Commissioner Gerry Boschwitz, and it is completely scarred and dying. There are some Evergreens in that area as well that are not doing well Petersen added. They discussed the tree donated by Evelyn Haas and other former residents who planted a tree in honor of Frank and Audrey Zelle. The deer damaged it, but it is surviving. They asked what the replacement plan is, and a policy needed for replacement when one dies that came to be by donation. Those answers are needed.
- Forest Restoration – DC
Christiansen stated that he has nothing new to report. He added that when commissioners walked with City with Cody he recommended cleaning up the Cedar Forest floor to mitigate a fire hazard. They discussed thinning and trimming of that area and perhaps generating new mulch with it. They also discussed creating a future replacement process for that area as well.
- Turf – Hilgers
Hilgers stated that the turf in the City is doing well and Petersen thanked Hilgers for all the seeding he has done. All the rain this year has helped.
- Swim Beach and Docks – LP
In Panait's absence Burgess reported that Waterfront Restoration has cleaned the swim beach twice so far and the beach looks great.

Administrative & Financial

- Budget 2025 Review – KP
Petersen stated that urgent things to consider are new trees and tree removal. She suggested that in the spend down plan at the end of the year, perhaps the tree planted in honor of Park Commission Gerry Boschwitz can be replaced as it is not doing well.
- Grant Writing – PR, JG
Gamble stated that due to funding cuts the Hennepin County Opportunity Grant was cut for 2025. It may be available in 2026, and they are working with Hennepin County Commissioner Heather Edelson on this. They discussed looking into grants that the DNR may have and also MCWD.

- Volunteerism – JG
Gamble suggested September 13th as the date for the City Fall Cleanup event from 10:00 am – 12:00 pm. The cleanup location can be determined by Hilgers, and needs will be prioritized by him as well. She added that it is hoped that new Junior Civic members will join in as well.
- Resident Tree Sale - LAP
Paine stated that she will report on this at the August 5th meeting.

4. FYI's

4.1. July is National Parks Month

Burgess showed the commissioners what she created for the Beachcomber in honor of National Parks Month. They agreed that this was a great idea for future publications encouraging residents to enjoy City parks.

4.2. Annual Resident Summer Picnic

Sunday, July 13th, is the date for the annual Civic Committee Resident Summer Picnic and Fun Run.

5. Commissioner and Liaison Comments

No discussion

6. Closing Comments and Adjournment

J. Dovolis motion, Petersen second to adjourn the June 3, 2025 Park Commission meeting. With all members voting in favor, motion carried.

The meeting adjourned at 7:29 pm.

Public in attendance: none

Respectfully submitted,

Jane Burgess, City Clerk