

**City of Minnetonka Beach
Park Commission Meeting Minutes
June 6, 2017**

Members Present: Chair: Dan Forbes; Vice Chair: Patty Rezabek; Commissioners: Joe Pagano, Diane Rogers, Jody Sperduto

Absent: Gerry Boschwitz

Staff Present: City Clerk Heidi Honey

Council Liaison: Council Member Andrew Myers

Chair Forbes called the meeting to order at 7:00 p.m.

1. Approve the June 6, 2017 Meeting Agenda

Commissioner Pagano asked to amend the agenda and add two items: 1) Maintenance of Lafayette Ridge Association entrance as item #5.5; and 2) Request to partner with St. Martin's Church on the adopting part of the trail as item #5.6; both under New Business.

A motion was made by Commissioner Pagano and seconded by Commissioner Sperduto to approve the June 6, 2017 meeting agenda as amended. With all members voting in favor, motion carried.

2. Approve the May 2, 2017 Park Commission Meeting Minutes

Forbes recommended the following edit: change "suggest" to "suggested" at item # 3.1.2.

A motion was made by Commissioner Sperduto and seconded by Commissioner Rogers to approve the May 2, 2017 meeting minutes as amended. With all members voting in favor, the motion carried.

3. Maintenance Reports

3.1. Basketball Hoop Repair

Clerk Honey reported that the basketball repair person inspected the hoop and said it cannot be fixed. Ben Young offered to attempt to repair it next week. After extensive discussion about the budget, the CIP and enhancements, the commissioners recommended replacing one this year from their budget and asking Council for additional money to replace the other one if they are not repairable. Forbes will discuss this at the next council meeting if Ben Young is unable to repair them. They went discuss that ongoing maintenance is time consuming and they would like more people to assist them so they can also work on long range planning.

A motion was made by Commissioner Rogers and seconded by Commissioner Rezabek directing Chair Forbes to ask Council for funds to replace the second hoop if Ben Young cannot repair them. With all members voting in favor, the motion carried.

3.2. Poison Ivy Ray Peters Park

Commissioner Rezabek stated that there was a complaint of poison ivy by the Arcola docks. She met with Ben Young and he agreed to take care of it. She also expressed concern about poison ivy

near the trails and around the edges at Ray Peters Park with Young. He recommended they contact someone to spray it because he is not able to do it. Last year Rezabek received a quote from AJ's of approximately \$50 per man hour but has not been able to reach him yet. She contacted Prairie Restoration but they did not have time in their schedule this year. The commissioners discussed the areas to be treated and settled on the spraying taking approximately three hours. The money will come from the miscellaneous fund. They suggested adding this spraying to the calendar of duties and the budget next year.

A motion was made by Commissioner Rogers and seconded by Commissioner Rezabek to authorize Rezabek to approve poison ivy treatment at Ray Peters Park in an amount not to exceed \$150 with the funds coming from the miscellaneous fund. With all members voting in favor, the motion carried.

Chair Forbes asked Council Liaison Myers about what they should be thinking about as they examine the budget. Myers stated that if they see areas that they are lacking the funds to maintain, they should have a good reason for why they need additional money and be able to defend their position. Like the basketball hoops, there may be other equipment that is getting old and may need to be replaced so consider those things in the budget discussions. He went on to say that the City has limited ways to generate money outside of raising taxes.

Council Member Myers then stated the beach cleanup is going well but there are a lot more weeds this year than usual. The liaison role is changing and Council wants a designated commission member at each Council meeting to give an update.

Rezabek then discussed the geese at the beach. The dogs scare the geese only when they move. She suggested shiny ribbons. In the past that was not wanted because it is a safety issue and doesn't look nice.

Sperduto asked Myers to spread the word that Parks is looking for another member. Pagano said the commission needs more members and suggested having non-voting members who can try it and move into a voting position if they determine it is a good fit for them. The three year commitment is daunting but there is a long learning curve too.

4. Old Business

4.1. 2018-2022 Capital Improvement Program:

4.1.1. Northview Wall & Pavers at the Swim Beach

Chair Forbes edited the comments on the worksheet stating the 2021 comment changed to "Reforestation" and 2022 comment changed to "EAB Treatment". Sperduto reminded the commissioners that in the years there is reforestation, they have that additional amount (\$2,000) to spend on planting trees. Forbes then discussed the stone wall and pavers. Pagano thought the pavers were a wish list item and should be researched further to see if it meets the city's priorities. Commissioners discussed putting in a placeholder for the pavers but then decided to get a bid and add to the CIP next year if they think it is necessary.

Pagano met with Public Works Director Young, City Engineer Amundsen, and George Norling. Amundsen and Norling estimated \$64,800 to repair the wall. There may be a spring under the area, the road is crumbling and the bricks are collapsing. Amundsen recommends moving the wall three feet to the north, adding a curb, and reusing the pavers. Norling agreed that at least 80% of the materials can be re-used. By moving the wall out, less pavers will be

needed so they will likely not need to purchase any additional pavers. Pagano went on to say by moving the wall, the soil will not be disturbed. There is a possibility that the soil is contaminated and it can be tested \$1,200 if they are concerned about it. It's not necessary if they are just moving the stones and not digging up all of the soil. Sperduto thinks this is a City infrastructure item and not a Park Commission item. Pagano agreed that they took on the responsibility to get the information for repairing the wall but he thinks it is time to pass it along to the appropriate group. Rezabek recommended that Council decide whose responsibility it is because it involves water, drainage and the road. Parks recommends that it be handled as a city project. Rogers stated that when the wall was put in, they were supposed to maintain it. She suggested that if the city agrees to do this, Parks could tell Council that they would be willing to oversee that the wall is checked and kept up to date.

A motion was made by Commissioner Sperduto and seconded by Commissioner Rogers to recommend the Northview Road wall be repaired for \$64,800 be put in the CIP for 2018 tax levy but the project be implemented as a city infrastructure project and be assigned to the appropriate commission by the City Council. With all members voting in favor, the motion carried.

Commissioners talked about park enhancements and decided to have them in the budget and not as a CIP item. Having enhancements in the budget allows for more flexibility. She went on to say that the \$500 allotted to Equipment Maintenance has primarily gone to maintaining the hockey boards and rink. There is a lot more than to maintain than the rink. Other things come up like the basketball hoops.

Commissioners then discussed the long-range plan for planting. They have \$4,000 for tree planting and plan to use \$1,000 of it to hire a consultant to develop a long-range plan. Rogers discussed trying to find a different company to work with to buy trees this year. Rezabek discussed focusing on areas of the city and said that the city hall area really needs work. It is the most public place in the city seen by the most people. They could work with John O'Reilly from Otten Bros. at City Hall and simultaneously research other people to work with for the long-range plan.

A motion was made by Commissioner Rezabek and seconded by Commissioner Sperduto to approve the 2018-2022 Capital Improvement Program with the addition of the Northview Road Wall Repair of \$64,800 and with the deletion of the pavers at the swim beach. With all members voting in favor, the motion carried.

4.2. Single Point of Contact (SPOC) – Pagano

Commissioner Pagano said there is more work and tasks than the commissioners can deal with. The intention of the SPOC is to share the work load in an efficient way. Individuals will have an understanding of what they will research and what information they will communicate. It does not mean they are responsible for the work and it is not an approval for actual work to be done. An example of what a SPOC would do is the pavers. The SPOC would get the information and communicate the information to the commission for consideration. If the project is approved, they would then communicate the information to other people involved, such as Ben Young and Darren Amundsen. This eliminates duplication and it is easier of everyone involved. He provided an example of how the SPOC might be designated:

- The Chair would relate to Council and the Council Liaison - Forbes
- Government work/grants - Rezabek

- Water including beach and docks - Boschwitz
- Green softcover - Rezabek
- Infrastructure and hardcover - Pagano

They are the go to person for inquiries and research so commissioners don't have to volunteer. Commissioners think it would be good to try. Commissioners discussed the time it takes to manage the city's assets as well as initiatives. The SPOC program will help to spread out the responsibilities. Commissioners discussed needing the core group and having 3 or 4 interns or non-voting members to help with various projects and become acquainted with everything to step into a commissioner role when one is available. With additional help, some could focus on maintenance and some could focus on forward planning. They will discuss at another meeting possibly expanding the number of people involved to get the work done. Rogers offered to serve as a helper since she is gone for the winter. It would be a good idea when her term expires. Forbes suggested that they try the SPOC program and see how it works.

4.3. Four Square Games at Ray Peters

Commissioner Rezabek will follow up with Ben Young about resurfacing and painting a court. She will also determine the associated costs and report back.

5. New Business

5.1. Rules of Procedure

Clerk Honey stated that Council and staff reviewed the Rules of Procedure. Council would like the Rules of Procedures to be more consistent between committees. The proposed changes are to remove the liaison's ability to vote in the event of a tie and reviewing and approving the Rules periodically instead of annually.

A motion was made by Commissioner Rogers and seconded by Commissioner Rezabek to approve the Rules of Procedure with the proposed changes: removing "except to break a tie" and to be reviewed periodically as opposed to annually. With all members voting in favor, the motion carried.

5.2. 2018 Budget

Chair Forbes thought the budget is too specific and Sperduto agreed that they should merge together certain line items such as perennials instead of listing each location for them. The commissioners will review the budget and be prepared to discuss it at the next meeting. Pagano suggested a couple of commissioners review the budget ahead of time to have a draft before the July meeting. Rogers and Rezabek volunteered. Sperduto will also fill in the blanks on the worksheet. Clerk Honey will send the proposed budget worksheet to Rogers, Rezabek and Sperduto.

5.3. Comprehensive Plan

Vice Chair Rezabek stated that Council is not looking at large changes to the plan but she thinks it needs a close review. Forbes suggested they all thoroughly read the comp plan to be familiar with it to discuss at a future meeting. Rezabek thinks this is a SPOC item and they can compile input from the commissioners and communicate recommendations.

5.4. Public Works Responsibilities for Park Commission

Rezabek had made assumptions about things Ben automatically does for parks and found out that they are done when asked but not automatically. Ben may have done things in past years but is no longer able to do them because he has more responsibilities. Commissioners discussed having a list of things they need to have done by public works and getting approval of the list by the Mayor or Council. If there are items on the list that public works cannot do, they will look at hiring someone to do them. Rogers and Rezabek will review the list of seasonal duties and forward updates to city hall. Parks needs to build a relationship with the new public works director. Sperduto thought a SPOC for public works would be helpful. Sperduto requested that watering of new plants and perennials be added to the list.

5.5. Lafayette Ridge Entrance

The parcel of land which has the Lafayette Ridge entrance sign in the cul de sac is owned by the city and has not been kept up. Pagano said the association is requesting that the sign be stained or painted. Plantings are also needed. Pagano offered to get estimates on the project. He also said if it was stained and power washed this year it would look a lot better and further beautification could be budgeted for next year. Sperduto recommended coming up with the money to power wash it and stain or it and budget for additional beautification next year. Pagano will ask Ben Young about power washing the sign.

5.6. St. Martins Adopt a Trail

Pagano said St Martins asked if the City would be willing to partner with them to adopt a section of trail to keep it clean. After discussion, the commissioners decided not to partner with them because they cannot take on more responsibilities at this time.

Rezabek brought up a tree in the right-of-way in front of Rogers home that is dying and needs to be removed. She said there are three trees in the community that appear to be same variety that are dying. She said some trees are not budding out because of the freeze and thaw patterns in early spring. Rogers said hers has been in this condition for four years. Erik Paulsen will look at it. Sperduto suggested that she and Paulsen do a thorough walk through instead of calling him out numerous times. He is contracted for two walkthroughs. If he is coming out frequently on an informal basis, he may increase his contracted fee. Rezabek should keep track of how often he comes out.

6. Adjournment

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

The meeting adjourned at 10:00 p.m.

Respectfully submitted,

Heidi Honey, City Clerk