

Tuesday, June 6, 2023, 5:30 PM
CITY OF MINNETONKA BEACH
PARK COMMISSION MEETING MINUTES

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

Petersen opened the meeting at 5:31 pm

1. Minnetonka Beach Business

1.1. Approve Agenda – June 6, 2023

Panait motion Rezabek second to approve the June 6, 2023, meeting agenda. With all members voting in favor, motion carried.

1.2. Approve Minutes – May 2, 2023

Petersen stated that regarding the Food Truck and Soccer nights at Ray Peters Park the dates are June 14 and July 12th need to be corrected in body of minutes. The heading was correct.

Holt motion, Panait second to approve the amended May 2, 2023 meeting minutes. With all members voting in favor, motion carried.

2. Administration

2.1. Dave Christiansen – New Commissioner Welcome and Sworn In

Chair Petersen welcomed Christiansen to the Park Commission and thanked him for donating his time and talent to the commission. Rezabek added that Christiansen has been on the Park Commission before, so he has great experience. Clerk Burgess read Christiansen his Oath of Office officially swearing him in to office as Park Commissioner.

2.2. CIP Discussion – June 5th meeting with City Administrator Honey

Petersen stated that at the City's CIP meeting the night before Park Commission's CIP requests were resubmitted. The swim beach paver repair project was moved out a year since grading the area may correct the problem so that will be done first. More money was added to the CIP request for the Crystal Bay rip rap project for Docks 2,3 and 5-7 for 2024 since they are heavily eroding Petersen added. The total request for 2024 is now \$35,750. The next phase in process is the June Planning Commission public hearing. The previous motion approved at the May 2nd meeting for a CIP request of up to \$20,000 needs to be amended with the new request amount.

Holt motion, Rezabek second, to amend the CIP request motion approved at the May 2, 2023 meeting to now recommend for approval by City Council, Park Commission's 2024 CIP request of \$30,000 for rip rap repair for Crystal Bay City Docks. In addition, the \$5750, 2023 CIP funds approved for Crystal Bay rip rap repair will be rolled into 2024 for a total of \$35,750. With all members voting in favor, the motion carried.

2.3. Rules of Procedure – KP

Petersen reviewed the Rules of Procedure for Park Commission are included in the packet and asked that commissioners review them. She would like to see 7 members at each meeting – attendance has been more like 6 she added. Burgess stated that she will find out if officer reappointment is needed for Kim to continue as Chair and

Laura as Vice-Chair for the next term when this current term ends 8/31/23. Burgess thinks this is an annual appointment but will confirm at next the meeting.

Petersen also reminded everyone that if there is a quorum meeting of 4 or more commissioners Burgess will need to post a Notice of Possible Quorum three days in advance and the meeting details. She also stated that the attendance rule is if there are 4 or more absences by a commissioner in a calendar year that becomes problematic. She referred to the Roberts Rules of Order and reminded commissioners that the Park Commission's role is to make recommendations to City Council.

2.4. SPOC List of Responsibilities

Petersen stated that former Parks Chair Pagano created a SPOC Assignment List of Responsibilities to help manage projects and match commissioners with areas they are most interested and talented in. Assignments can be adjusted along the way. The commission is in the "get it done" phase of the year at this time.

3. Operations

3.1 Green Asset Inspection Review – KP, LP, CH, PR

Petersen stated that a few weeks ago she and Paine, Holt, Rezabek walked the City looking at green assets and created a list of things that need attention. They created zones to make the Green Asset Inspection Review easy. They determined that the gardens at City Hall need mulching along sidewalks, and at the Liza Crear garden. She reviewed items that need addressing including the trimming of Lilacs at City Hall. There are plans to build a type of housing for the trash carts as well. They noted that many of the new Arborvitae died from winter burn so they will not be replaced. They will add water bags to the newly planted trees at City Hall. Resident high school Public Works volunteers Kyle Zinn and Kyle Lewis will help with these activities as Hilgers sees fit.

Petersen stated that at the CIP meeting it was identified that a plan needs to be determined for the corner of Lafayette Rd. and Woodbridge Rd. to improve drainage, and Hilgers added that a solution will be determined. They discussed the options of rain gardens to help with the drainage problem there. They discussed staking the new Oak trees at Swim Beach Park.

Paine asked how the Green Asset list gets completed. Petersen stated that she and Paine will meet with Hilgers and combine this list with his punch list and use the two Kyle's to help with projects this summer.

Burgess will look for a Zone Map as Christiansen asked if one exists.

3.2 Gardens by Lynn Update – CH

Holt stated that he and Petersen met with Lynn and her foreman from Gardens By Lynn to discuss annual plantings. Lynn was given free reign this year for plant selection, and he stated that they did an excellent job as there is plenty of color, with minimal maintenance. There are some suggestions for Lynn for next year. Her total budget is \$5105.00 and spring cleanup was the hardest, installation was the most time consuming, and she did not bill the City her actual time spent working – she billed less as it took longer than expected. The City has been invoiced \$3715.00 to date or 2/3 of the budget. Holt added that there was definitely a learning curve for both commissioners and Lynn, and they will meet in two weeks, and she welcomes compliments and criticism. Next year the annual plants budget will be trimmed as there were too many plants in the Abdo Garden. Holt stated that six hours was not enough for Lynn's spring cleanup budget and her team bagged and removed a great deal of leaves they were not expecting, especially at City Hall. Hilgers said he can blow the leaves out before Lynn's team comes next year. Hilgers stated that last year the gardener would call him before she came, and he would blow leaves before she arrived.

3.3 New Tree Water Schedule – PR

Rezabek said she read the watering recommendations from Otten Brothers for the trees and asked Hilgers if he and Kohlton can water the new trees at least once a week IF there is normal rainfall. If rainfall is less than normal, they may need to be watered twice weekly. Hilgers stated that he and Kohlton can water once a week. He added that the watering bags last 12-18 hours, but Rezabek stated that she does not think they last that long. Some she checked were more like 8 hours. Petersen stated that an inch of water a week should be ok for Year 2 trees. Hilgers agreed.

He said he can fill the watering tank for commissioners to help water and together they can create a system like last year. Rezabek suggested increasing the mulch diameter around the trees to keep Oak's disease resistant and suggested not placing mulch against the trunks of trees. Rezabek will inventory the broken watering bags for warranty replacement opportunities. They discussed plants at the Welcome Sign in the future that do not require as much watering such as Sedum. They discussed how the Turf Maintenance Plan is on track, but it is so difficult as we are in a third-year drought which is not helping. The grass at Half Moon Park looked great when we were receiving rain.

3.4 Lafayette Park Pollinator Garden – CH

Holt explained the project at the 600 sq ft elevated trail in Lafayette park near Hill Rd. This fall he will purchase a seed blend with wildflower flowering booster and hand sow it. There is little labor involved other than preparing the bed. He added that a preemergent should not be applied there next spring as the seeds will be germinating, and Hilgers stated that one was not put down this spring either. AJ did the core aeration and composting. Breazeale said City Council approved the pollinator garden sign depending on cost. She added that Administrator Honey had photos of similar pollinator messaging signs near her home that are less expensive. Council was very receptive, and they would like to stay in the loop for awareness of it. They requested placement near Hill Road for best visibility, and they liked the QR code idea for easy updates, she added. Holt cautioned that printed commercial signs, not made of wood, can be easily stolen as this happened to his Turtle Crossing signs. The Mayor's Monarch Pledge requires education and that will go towards that requirement.

3.5 Tree and Forest Health – JH

Hilgers stated that he and Arborist Manuel identified some City Oak trees that have Chestnut Borer, including a big old Oak behind City Hall near the basketball court, and others at Half Moon Park and Ray Peters Park that have Oak Wilt. Hilgers added that the continued drought causes trees to weaken allowing possible disease infestation to take over. Hilgers added that Manuel recommended treating the Oak trees. Bartlett agreed recommending treatment of Oaks instead of trying to save Ash trees that are going to die anyway due to EAB. Hilgers received a bid from Bartlett to treat the Oaks instead of Ash trees. Hilgers stated that The seven Ash trees that were treated before were treated again. This shift in plan needs Council approval as it is a change from the approved CIP funds plan.

Rezabek motion Holt second to recommend reallocation of \$7200.00 of 2023 CIP funds for making Oaks the priority to be treated for Oak Wilt along with select significant Ash trees with these funds originally allocated for a larger EAB treatment program of City Ash trees. All ayes, the motion carried.

They discussed the selection process for identifying which Ash trees will be treated going forward. The City is still waiting for Shane from Hennepin County to come to the City regarding tree inventory system and other issues.

3.6 Hard Asset Inspections Update – LP, CZ

Panait stated that he and Hilgers will meet to create a punch list together and use this for their meeting with Petersen, and Paine.

3.7 Punch List Update – JH

Hilgers stated that he has been working on his list and Kohlton will be helping him now this summer. He added that tree contractors are reporting that Basswoods and Maples are breaking and parts of them falling or the entire tree probably due to the continued drought. They discussed that everyone should water Basswoods well at this time along with other tree varieties too.

4. FYIs

4.1 Beach Park and Docks – Best Year Yet!

Petersen reported that the Swim Beach dock installation went very well and said that Zawislak helped make that happen along with the new installation company, North Country Barge/Thomas Pivec.

4.2 Jr Civic Beach Park Clean-up

5. Petersen said the Swim Beach Park Spring Cleanup with Junior Civic was incredible and the park was ready for them. There was an excellent crew of volunteers with the junior civic kids unclogging the drainage area removing sludge, mulching, and much more. She added that Panait's boys were excellent and the parents who volunteered were awesome as well.

4.3. July is Parks Month

4.4. Soccer Nights – LP

Panait stated that Pfeffer's Meat Wagon will be the food truck for the June 14th event. Calaveras will be the food truck for the July 12th event. They discussed adding badminton and volleyball to Ray Peters in the future. Burgess will advertise the need for coaches to help with the two soccer nights and put the words food truck first in the event title and the soccer part second. Burgess will include the menus in the advertising, and that residents can get food to go if they cannot stay for the event. Burgess will make sure the events are advertised on the Shoreline Drive message board as well, the beachcomber and weekly SPLASH! eblasts. De-emphasize the soccer part and promote the food truck aspect. They discussed options for creating shade as Civic does for the picnic.

6. Commissioner and Liaison Comments

Rezabek stated that resident Carole Knudsen has maintained Docks 8-9 with mulch and flower plantings. She added that Knudsen should be reimbursed and will give her receipts to Burgess.

7. Closing Comments and Adjournment

Petersen thanked commissioners for helping keep everything alive in the City with watering during the continued drought.

Paine motion, Rezabek second to adjourn the June 6, 2023 Park Commission meeting. With all members voting in favor, motion carried.

The meeting adjourned at 7:00 pm.

Public in attendance:

Respectfully submitted,

Jane Burgess, City Clerk