

**City of Minnetonka Beach
Park Commission Meeting Minutes
June 7, 2016**

Members Present: Chairperson: Jody Spurduto; Vice Chair: Dan Forbes; Commissioners: Patty Rezabek, Signe Koehler, Diane Rogers, Gerry Boschwitz - arrived late
Absent: None
Staff Present: City Clerk Heidi Honey
Council Liaison: Council Member Jill Bartel

Vice Chair Forbes called the meeting to order at 7:07 p.m.

1) Approve Agenda

A motion was made by Commissioner Rezabek and seconded by Commissioner Spurduto to approve the agenda. With all members voting in favor, motion carried.

2) Approve Minutes for May 3, 2016 Park Commission Meeting

A motion was made by Commissioner Spurduto and seconded by Commissioner Koehler to approve the May 3, 2016 meeting minutes. With all members voting in favor, motion carried.

3) Year End Budget Review

a) Budget

Civic Committee requested a portable toilet at Ray Peters Park in the summer. The commissioners decided to use some of the \$2,500 from the miscellaneous category of the budget to pay for a portable toilet at Ray Peters Park in summer. Clerk Honey will arrange for the Biff to be placed at Ray Peters Park until Labor Day. Chair Spurduto will update the 2017 budget to have a Biff at Ray Peters Park from Memorial Day through Labor Day.

A motion was made by Commissioner Rezabek and seconded by Commissioner Spurduto to approve having a Biff portable toilet installed at Ray Peters Park from Memorial Day until Labor Day. With all members voting in favor, motion carried.

4) Old Business

a) Approve Rules of Procedure

Vice Chair Forbes explained that the Rules of Procedure had been previously discussed and approved pending a change to the duties. The proposed change is highlighted in red in the version in the packet. Commissioner Rezabek suggested removing the words "rapidly and" from 2.3a. because of redundancy. Clerk Honey will update the Rules of Procedure with her suggested edit.

A motion was made by Commissioner Spurduto and seconded by Commissioner Rezabek to approve the Park Commission Rules of Procedure as amended. With all members voting in favor, motion carried.

b) Park System Plan update

i) Maintenance Section

Vice Chair Forbes described the process to create the Maintenance Section. He used the matrix items and other input from Parks commissioners to determine the maintenance needs for the city. He then broke down the needs specific to each park or green area. He went on to explain that this document will likely be updated over the coming months as new maintenance needs are discovered. He was hoping to get approval on the layout of the section and then the commissioners can approval on updates at future meetings. Commissioners thought this section was very helpful. Commissioner Rezabek suggested listing the responsible party with the job title (such as certified arborist) and then have a list of those people as a separate section. Vice Chair Forbes plans to update the section with updates he received tonight and asked commissioners to continue to give him updates before the next meeting. The Park Commission discussed each park and suggested maintenance needs for each. Commissioner Rogers described many areas that have erosion along the road and suggested grass being planted. Commissioner Rogers thinks Parks should brainstorm at a future meeting on what to present to City Council regarding the Public Works Director's

responsibilities for park maintenance. Park commissioners discussed each park and their maintenance requirements. Chair Sperduto stated that Public Works Director showed her that the paver area near the beach gets muddy when it rains and asked that it be added to the maintenance list. The commissioners also discussed people parking on the grass near the beach and the possibility of adding black top to the area where they park or having an asphalt curb.

Commissioners suggested an article in the Beachcomber reminding residents to call the police if there are cars parked without a parking permit in Permit Parking only areas and that the police will be enforcing parking regulations.

ii) Improvements Section

Vice Chair Forbes moved on to the Improvements Section. Commissioner Rezabek suggested prioritizing areas as urgent and not urgent. Chair Sperduto suggested they discuss major improvements at the August meeting and spend time at this meeting determining how to spend the \$4,000 in the budget on vegetation and trees. Commissioners discussed planting trees along CSAH 15 by the beach as well as along Woodbridge Road. Chair Sperduto will talk with Erik Paulsen to determine the types and quantities of trees needed for these locations. Commissioner Rogers will get costs for Erik's list of trees from Gertens and Chair Sperduto will get costs for the same items from Otten Brothers. The Park Commission will decide at the August meeting which company will do the planning based on the research done by Chair Sperduto and Commissioner Rogers.

She showed photos of areas where she suggested an asphalt curb. Commissioners decided this would be a Capital Improvement Program item to submit to Council in the future. Commissioners then discussed posts or a barrier at the beach to possibly help keep people from driving on the grass.

Commissioner Rogers suggested having a system in place to allow residents who plan to tear their home down to meet with a Park Commission representative and determine if they would be willing to donate plants to the city that would be destroyed in the demolition. These plants could be used in the City instead of having to purchase plants. She suggested having a gardener do the work, have a list of specific desired plants and a plan for planting locations.

A motion was made by Commissioner Sperduto and seconded by Commissioner Rezabek to approve up to \$4,000 of the tree replacement budget to be spent on shrub and tree planting based on the recommendations of Erik Paulsen for Woodbridge Road and along CSAH 15 at the beach. The number of trees and shrubs will be based on Erik Paulsen's recommendations. The contract for purchasing and planting will be approved at the August meeting. With all members voting in favor, motion carried.

Vice Chair Forbes and Commissioner Rogers then discussed a rack for small water craft such as kayaks and craft that does not fit on the canoe rack. Vice Chair Forbes has researched them and determined a rack would cost approximately \$400 for these items. There was discussion about requiring all water craft to be registered with the City. Chair Sperduto requested that Clerk Honey put a note in the Beachcomber explaining that the racks are for resident use only and that all water craft should be removed at the end of the summer or registered with the City. Any craft not removed or registered by Nov. 1, 2016 will be removed by the City. Clerk Honey will review the ordinance with City Administrator Griffin. Vice Chair Forbes offered to review the draft article.

A motion was made by Commissioner Sperduto and seconded by Commissioner Koehler to approve purchasing a small rack for small watercraft to be placed next to the canoe rack for up to \$500. With all members voting in favor, motion carried.

Commissioner Rogers asked if Public Works Director Young could add gravel around the lift station on Woodbridge and the boat launch area because she does not like how it looks. Clerk Honey will ask PWD Young about adding gravel in these areas. Vice Chair Forbes will compile a list of improvements from the commissioners.

5) Maintenance Reports

a) Beach

Clerk Honey reported that the beach worker will start on Monday, June 13. Chair Sperduto requested that next year they have beach cleaner start cleaning prior to the Memorial Day weekend. Vice Chair Forbes researched and found there is no good way to keep the goose poop cleaned up at the beach. The best way to do this is to use a rake and shovel to remove it as well as add new sand to the beach.

b) Boulevard and Forest

i) Tree Removal and Replacements

(1) 2462/2466 Lafayette Rd

Chair Sperduto stated that a resident was concerned about the health of a tree. The tree was inspected by Erik Paulsen and he determined it was not diseased but some branches need to be removed. Erik Paulsen will send an estimate to the City and will take care of the trimming because it is an ash tree. Chair Sperduto contacted the resident who reported the tree and explained the proposed solution.

(2) List of Needs/Improvements

This was discussed earlier in improvements.

ii) Buckthorn

Commissioner Rezabek reported that she and John Condon walked the parks. Arcola Woods look good. The western side of Ray Peters Park looks good overall. They will work on the southeastern part of Ray Peters Park this fall. She went on to discuss Garlic Mustard. There is a large patch near Soukup's tennis court. Public Works Director Young is not licensed to spray chemicals so he cannot spray them. If Prairie Restoration sees any rosettes in the fall, they will spray them. Parks will leave \$850 in the budget to cover the cost to spray in the fall.

iii) Ray Peters Woods

Commissioner Rezabek does not have an estimate yet from the forester who will be assessing what needs to be done to maintain a sustainable forest. The assessment will cost approximately \$200. The work should be done in the fall. If the Park Commission has money left, they may be able to have the forest work completed in the fall. It would cost \$50 per person per hour for AJ's to do the cleanup work in the fall. Commissioner Rezabek discussed a dead tree by the trail across from the Forbes residence which she would like to have removed in the fall if there is money left.

Commissioner Rezabek went on to discuss trimming crabapple trees which should be done annually and has never been done. Vice Chair Forbes asked if the crabapple trees can be included in the existing tree trimming and removal budget. Tom Houston trims trees as requested but there is no annual schedule for tree trimming. Commissioner Rogers suggested they be inspected to determine if they need to be sprayed also. Crabapples need to be trimmed early spring so they would need to be done by next May or this fall. Chair Sperduto will ask Erik Paulsen to look at them for potential trimming and spraying of the crab apple trees.

c) Parks

i) Playground/Hennepin County Grant

Commissioner Rezabek reported that the original bid from Flagship did not include a concrete underlayment. The concrete underlayment will cost an additional \$5,760. The City got another bid from MN/WI Playground. Commissioner Rezabek explained that engineered playground mulch can be used in place of the poured in place material because it is ADA compliant. Commissioners compared the price of the two bids. Commissioner Rezabek suggested using Flagship for Half Moon Park as planned and not do anything at City Hall with the poured in place material. Park Commissioners reviewed the MN/WI Playground bid and divided the cost between the two parks. The estimate from MN/WI Playground for Half Moon is \$8,635 and from Flagship is \$12,748. She would prefer to use Flagship for the work because their equipment fits the current equipment at Half Moon Park and she has been working with them for two years to figure this out. At City Hall Park, they will keep the engineered playground mulch and add the ADA swing. They will not use all of the grant money because of this reduction in the cost. Commissioner Rezabek suggested it's possible that the extra money could be applied toward the sidewalk. Commissioner Rezabek will check with Public Works Director Young to see if the mulch at City Hall is adequate.

A motion was made by Commissioner Rezabek and seconded by Commissioner Sperduto to approve final confirmation with Flagship to create the second swing bay at Half Moon Park. With all members voting in favor, the motion carried.

d) **Library**

Jessica Redmond is maintaining the library. The donated books need to be shelved.

e) **Fire Lanes – Maintenance**

Commissioner Rezabek suggested adding fire lanes to the maintenance part of the Park System Plan specifically related to trees, buckthorn and garlic mustard.

6) New Business

a) **Civic Reimbursement for Flowers**

Commissioner Rezabek will check with Civic at the meeting on June 8th. They typically give \$85 to the Park Commission for flowers.

7) Adjournment

A motion was made by Commissioner Boschwitz and seconded by Commissioner Sperduto to adjourn the meeting. With all members voting in favor, the motion carried. Meeting adjourned at 9:53 pm.

Respectfully submitted,

Heidi Honey, City Clerk