

**City of Minnetonka Beach  
Park Commission Meeting Minutes  
September 4, 2018**

**Members Present:** Chair: Dan Forbes; Commissioners: Joe Pagano, Chris Dovolis, and Diane Rogers  
**Absent:** Vice Chair Patty Rezabek, Commissioners Betsy Taylor & Gerry Boschwitz  
**Staff Present:** City Clerk Heidi Honey  
**Council Liaison:** Paul Kozloski

Forbes called the meeting to order at 5:37 pm.

**1. Minnetonka Beach Business**

1.1. Oath of Office – Diane Rogers

Clerk Honey administered the Oath of Office to Commissioner Rogers for a three-year term ending August 31, 2021.

1.2. Approve the September 4, 2018 Meeting Agenda

**A motion was made by Commissioner Pagano and seconded by Commissioner Dovolis to approve the September 4, 2018 meeting agenda. With all members voting in favor, motion carried.**

1.3. Approve Minutes – August 7, 2018 Park Commission Meeting Minutes

**A motion was made by Commissioner Pagano and seconded by Commissioner Dovolis to approve the August 7, 2018 meeting minutes. With all members voting in favor, motion carried.**

1.4. Chair and Vice Chair Nominations

Pagano and Boschwitz expressed interest in leadership roles at the last meeting with the intent to approach the division of responsibilities as co-chairs. Honey and Pagano had confirmed with Boschwitz his willingness to serve as Vice Chair.

**A motion was made by Commissioner Rogers and seconded by Commissioner Forbes to nominate Commissioner Pagano as Chair of the Park Commission. With all members voting in favor, motion carried.**

**A motion was made by Commissioner Rogers and seconded by Commissioner Forbes to nominate Commissioner Boschwitz as Vice Chair of the Park Commission. With all members voting in favor, motion carried.**

1.5. Expenses to Date

Chair Pagano reviewed the mid-year budget audit. After completing the audit, Pagano, Boschwitz and Honey discussed items that they now have bids for and the costs could be covered in the 2018 budget under Miscellaneous, Equipment Maintenance and Ray Peters Park. These items are:

- Refurbish picnic tables (\$500)
- A new event sign had been needed for years and requested by Civic and Public Works (\$600),
- The Northview Road wall (west side) needs to be weeded, replanted and refreshed (\$300 to prep/weed)
- The Abdo Garden needs to be refreshed per the Comprehensive Plan (\$750)
- Berent to repaint the hockey boards (\$200)
- Electrician to hook up the existing timer lights at the ice rink (\$500)

Commissioners discussed the CIP. Honey stated that Council would like them to get an inspection at the library to determine any immediate safety issues and get estimates prior to work being done. Forbes and Dovolis will get an assessment done and get bids for the work. Forbes will now be the infrastructure SPOC. Rogers discussed splitting hosta at the library which could be done by commissioners and volunteers. Dovolis offered to help with that and they can determine what a gardener should do.

Pagano discussed developing a three year planting plan. Rogers will be working with Berent regarding cleanup and planting at the swim beach entrance off County Road 15 to see what he can do. Pagano proposed that he, Boschwitz, Rogers and Berent meet to identify what should be planted this year.

Pagano then discussed the addition of the two Northview wall gardens to the gardener budget for 2019. Commissioners agreed that both gardens need a lot of work. They then discussed the repair of the east Northview wall.

Rogers then reviewed the planting plan she presented at the August meeting and stated that trimming is also needed. Pagano stated that after the budget audit, he and Boschwitz were going to talk with Rogers to help prioritize planting. Rogers discussed the previous meeting where she was granted permission to combine the trimming and planting budgets to get the work done and she thought she was authorized to move forward with the planting. Forbes, Dovolis and Kozloski felt comfortable with her moving forward with her planting plan. Rogers thinks it is a good idea to develop a three year plan for future planting.

After reviewing the mid-year audit, it was determined that there is approximately \$1,000 of unallocated funds but other expenses may come up by year end. Rogers recommended buying mulch to use the following year.

## 2. Park Commission Business

### 2.1. Protect

#### 2.1.1. Update on Planning Commission recommendation regarding variance request (2422 Lafayette Road)

Honey stated that the Planning Commission is recommending that Council approve a land use application for dividing the current property at 2422 Lafayette Road into two buildable lakeshore lots.

#### 2.1.2. Capital Improvement Program (CIP) Update

Honey stated that the City Council approved the 2019-2023 CIP, including:

- 2019 – irrigation at City Hall, \$5,000
- 2019 - Margaret Dahl Library improvements pending an inspection by a contractor and updated bids by Parks, \$20,000
- 2020 – Scheduled EAB Treatments, \$8,000
- 2020 - Updated playground equipment for City Hall, \$10,000

### 2.2. Maintain

#### 2.2.1. Contract Updates

Honey reported that Boschwitz thinks they can expect a similar contract with Life's a Beach next year.

She also reported that Taylor is very happy with the gardener service and that the contract next year will be similar to this year with the possible addition of some items that will be discussed as part of the 2019 budget. The gardener stated that they may need to charge a bit more for City Hall but have not sent a specific updated quote for that yet. Honey is waiting for a mulch bid from the gardener for City Hall which was requested by Berent.

2.2.2.2019 Budget

Pagano stated that the changes from 2018 are:

- Tree Replacement: Increase of \$2,000 for EAB tree replacements because it was moved from the CIP. The \$2,000 increase will be in odd number years.
- Gardener: Increase of \$2,030 for the addition of maintenance at the two Northview wall gardens and the library. It also includes recategorizing \$500 of annual flower budget to the gardener because they spend approximately \$500 on annuals each year but bill them with their regular maintenance billing. This leaves the remainder of \$300 in the annual flower budget for city hall pots which is purchased by staff or others.

**A motion was made by Commissioner Forbes and seconded by Commissioner Dovolis to approve the 2019 Park Commission Budget recommendation of \$33,855.00 as prepared with the changes as listed. With all members voting in favor, motion carried.**

2.3. Improve

2.3.1. Misc. Equipment Updates - Updates reviewed during budget discussion earlier

2.3.2. Tree Planting Plan

Rogers already discussed earlier.

**3. Adjournment**

**A motion was made by Commissioner Forbes and seconded by Commissioner Pagano to adjourn the meeting. With all members voting in favor, motion carried.**

Pagano adjourned the meeting at 7:15 pm.

Respectfully submitted,

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Heidi Honey, City Clerk