

**City of Minnetonka Beach  
Park Commission Meeting Minutes  
September 5, 2017**

**Members Present:** Chair: Dan Forbes; Vice Chair: Patty Rezabek; Commissioners: Joe Pagano, Diane Rogers, Gerry Boschwitz

**Absent:**

**Staff Present:** City Clerk Heidi Honey

**Council Liaison:** Council Member Andrew Myers

**Guest:** Jennifer Halverson, Planning Commission & Safe Crossing Subcommittee

**1. Approve the September 5, 2017 Meeting Agenda**

Rezabek asked to add 8.3 Comprehensive Plan and 8.4 Continuation of Park System Plan.

**A motion was made by Commissioner Boschwitz and seconded by Commissioner Rogers to approve the September 5, 2017 meeting agenda as amended. With all members voting in favor, motion carried.**

**2. Oath of Office**

Clerk Honey gave the Oath of Office to Dan Forbes.

**3. Election of Officers**

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

**4. Approve the August 1, 2017 Park Commission Meeting Minutes**

**A motion was made by Commissioner Boschwitz and seconded by Commissioner Pagano to approve the August 1, 2017 meeting minutes. With all members voting in favor, the motion carried.**

**5. Safe Crossing Update – Jennifer Halverson, Planning Commission & Safe Crossing Subcommittee**

Halverson reported that David Sheen and Bob Byers from Hennepin County met with the safe crossing subcommittee and proposed installing an island on CSAH 15 and adjusting the curve of the road near Arcola Lane for improved sight lines. The City would be required to provide a path through Lafayette Park to Woodbridge Rd. The subcommittee will involve Three Rivers in discussions. If the City agrees to design the crossing as the county has proposed it, the county will pay up to 50% of the path. Commissioners expressed concerns that Lafayette Park is very wet. Overall the commissioners were supportive but they would like additional information on costs and a plan for the path.

**6. 2017 Budget to Date**

Chair Forbes reviewed the expenses to date and explained that the Garden Gate and Life's a Beach contracts will be paid in the next month or two. The City will purchase and trim trees yet this year.

Commissioners discussed the process if they have extra money in one budget category toward the end of the year and would like to use it toward tree trimming. Myers suggested they make a motion to recommend to Council that they be allowed to spend the remaining money in a different category. Rezabek will attend the September Council meeting and Rogers will attend the October Council meeting for Forbes.

## 7. Maintenance Reports

### 7.1. Beach

#### 7.1.1. Rope/Buoys at swim beach

Boschwitz stated it would be \$300 for the rope and buoys. He was previously authorized to make the purchase so he will purchase them. He went on to say they will assess the Life's a Beach work at the end of the season and update the Life's a Beach contract next year to incorporate weed pulling and possibly have a more specific scope of work.

### 7.2. Half Moon

Vice Chair Rezabek said Chad from Flagship has not returned her messages. She is waiting for the breakdown on invoicing and is trying to schedule a time for them to fix the grading. Myers offered to help her contact Flagship.

### 7.3. City Hall Plantings and Landscape Blocks – no discussion

## 8. Old Business

### 8.1. Tree Planting Plan – 2017

Forbes would like the tree purchases to be approved tonight so they can move forward on purchasing and planting. He suggesting approving more trees than is on the plan in the event that they have extra money or a specific tree cannot be planted. It would give them flexibility in planting. Rezabek explained their approach with Erik Paulsen and John O'Reilly in determining the tree varieties and locations. Some residents did not want to have trees planted on the City right of way adjoining their property. They created a comprehensive planting plan for one area of the city this year and will focus on different areas of the city in coming years. The list of trees fits the \$3,800 left in the budget for tree planting.

Pagano asked if the City has ever planted trees in Lafayette Ridge.

Myers discussed having a policy for dealing with planting trees on City Right of Way and what to do if residents object. Forbes said a policy or procedures could be done with the three to five year plan. Pagano supported the work Rogers and Rezabek did in determining types of trees, placement and staying in budget. He thinks it will work well to follow that process for other locations in the City. Trees are scheduled to be planted next week.

**A motion was made by Boschwitz and seconded by Rezabek to approve the 2017 Tree Planting Plan and allow substitutions in variety and location as recommended if necessary. With all members voting in favor, the motion carried.**

### 8.2. Tree Planting Plan – 3 to 5 year

Rezabek stated that she and Erik Paulsen walked the beach and Paulsen identified locations to plant trees over the next 3 to 5 years. Rogers discussed the vacated Lafayette Road area by Kaplan/Mayer and Rosenblum properties. Her understanding from a resident is that the homeowners own all of the land and there is no City Right of Way. The Park Commission will

need to research this. Rezabek suggested approving the plan for the locations as specified on page one so they can get estimates to purchase the trees for next year. Pagano discussed the Lafayette Ridge sign that is the City's responsibility to maintain. The Park Commission decided to review the 3-5 year plan at the next meeting.

### 8.3. Comprehensive Plan

### 8.4. Park System Plan

Forbes discussed the Park System Plan update which began approximately 18 months ago. At that time, the old plan was reviewed and commissioners determined what projects had and had not been completed. They determined maintenance needs for each park area and that needs to be updated. Forbes said the old plan is not very easy to update and they may want to do a Park System Plan in a different format. He said it is difficult to have a long range plan when they are constantly putting out fires. The next step is visioning the plan and Forbes suggested a subcommittee to focus on it. Forbes went on to discuss having a representative from Parks attend Comprehensive Plan meetings to provide information and get feedback. Pagano volunteered to attend meetings as well as reading the Plan and reporting back to the commission on sections he thinks needs their review. They can decide on how to update it. Rogers went on to review a document she handed out with examples of the city's goals, strategy and tactics which support the vision. Pagano will begin researching the guidelines for the Comprehensive Plan. He also offered to review the Park System Plan updates.

## 9. New Business

### 9.1. SPOC & Communication Flows

Forbes explained that he has encountered situations where he thinks communication flows could be improved. He said multiple commissioners should not be contacting a vendor. The first person should be the SPOC and they can communicate with the vendor. He also suggested routing communications to public works through Clerk Honey and she can forward the request.

### 9.2. Amend Section 904 of City Code

Forbes provided reasons for increasing the number of members of the Park Commission. Rogers is out of town for the winter so another commissioner will help them have a quorum for every meeting, an additional member will be another set of hands to ease the work load, and the liaison's ability to vote was removed in a prior amendment of Section 904 so having another member will replace that liaison member for voting purposes.

**A motion was made by Commissioner Pagano and seconded by Commissioner Rogers to recommend to Council to amend Section 904 of City Code to increase the number of Park Commission members from six to seven voting members. With all members voting in favor, the motion carried.**

## 10. Adjournment

Chair Forbes adjourned the meeting at 9:20 pm.

Respectfully submitted,

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Heidi Honey, City Clerk