

**Tuesday, September 06, 2022, 5:15 PM
CITY OF MINNETONKA BEACH
PARK COMMISSION MEETING MINUTES**

Members Present: Co-Chair Kim Petersen, Co-Chair Joe Pagano; Commissioners: Chris Dovolis, Curt Holt, and Lucian Panait, Patty Rezabek

Special Volunteer:

Absent:

Staff Present: City Clerk Jane Burgess, Public Works Superintendent Jason Hilgers

Council Liaison: Tracey Breazeale

Guests: Laura Paine

Petersen and Pagano opened the meeting at 5:14 pm

Pagano welcomed Laura Paine who attended the meeting to observe and audit it. Introductions and brief history were made.

Pagano stated that Parks is winding down 2022 and beginning financial plans for 2023. He added that by December 5, 2022, all Park Commission work needs to be completed and invoiced by the vendor to set up for payment at City Hall. City Council will approve the checks at their December 12, 2022 meeting.

1. Minnetonka Beach Business

1.1. Approve Agenda – September 6, 2022

Dovolis motion, Holt second to approve the September 06, 2022, meeting agenda. With all members voting in favor, motion carried.

1.2. Approve Minutes – August 2, 2022

Holt stated that there should be a correction on page 5 of the minutes. It should say that Hilgers will aerate not Holt. Burgess will amend.

Rezabek motion, Dovolis second to approve the August 2, 2022 amended meeting minutes. With all members voting in favor, motion carried.

2. Administration

2.1 Administrative Calendar – JP

Pagano referred to the updated 2022 Administrative Calendar on page 7 and stated that November 1st is the final Parks meeting of the year. He stated that the review of assignments will take place at that meeting.

2.2 Budget Audit – JP

Pagano referred to the updated Parks 2022 Budget on page 8 and he went through the annual transaction detail report as of August 30, 2022, of invoices posted to accounting and/or paid. Expenses were matched line by line. Of the \$38,500 annual budget there is \$19,080 left to spend and submit by the December 5th deadline. Pagano noted that the new backboard that was vandalized and broken will be replaced this week. He added that Public Works/Hard Asset team has \$9647 remaining to spend. The Green Team led by Petersen has \$6602 remaining, and City Staff has \$718 for remaining Biff and Swim Beach water testing charges. Panait has \$518 leftover from his \$3500 budget for swim beach maintenance, and he will present where he thinks it should be spent. There is to be a hold back reserve of \$1595. Pagano stated this is a good amount for reserves at this time of year. They discussed options for leftover money to be spent and discussion of actual expenses as well.

2.2.1 Public Works and Hard Asset spend down plan JH, CD

When asked where Hilgers and Dovolis think the remaining \$9647 should be spent they responded with the following items:

Hilgers said he would like \$1400 for tree trimming on Arcola Lane and other places, \$700 for willow trimming at Lafayette Park, \$797 for stump removal, and there are two dead Spruce trees that need removal. He added that the second-year drought is causing problems with City trees. Pagano stated that Hilgers can determine tree removal costs coming out of the \$9647 as well.

Pagano stated that Parks should empower Hilgers to do what he needs to do and asked if there are repairs needed to the warming house, vandalized Margaret Dahl Library, or painting of the hockey rink. He suggested allocating \$600 for Hilgers for maintenance.

Hilgers stated that he will check the heater and everything else at the Ray Peters warming house, and repair newly broken window at the library. Dovolis stated that he may need extra funds for the Lafayette Park Welcome sign. Petersen asked Hilgers if weed removal is done at the Swim Beach Park and Hilgers said he will call in Kohlton if needed to do more there and the commission will circle back on this.

It was suggested that the new basketball backboard that was vandalized not be replaced until spring, but Hilgers stated that the shattered one was made from glass and the new one is plexiglass and shatterproof so it should be fine. The \$995 for the replacement was already accounted for in the spend down budget. Breazeale asked if cameras should be installed at City Hall Playground. Hilgers said that at this time the priority for cameras is City Hall and the City does not have any cameras at this time.

Holt asked if funds can be transferred between groups and Pagano said they can.

2.2.2 Green Team spend down plan – KP

Petersen stated that regarding the Garden Gate invoice in account code 2525, there is actually only \$223 left not \$1405. There was a misunderstanding on this invoice regarding waste removal at \$35/yard. Hilgers stated that he will see what it will cost if he does it next year with a bulk rate. Garden gate did not take their waste to Public Works as discussed in the spring so that's why it is on the invoice and the City will pay it. Garden Gate is coming next week using up the now \$223 of their \$4500 budget to treat invasive Cow Parsnip in the Liza Crear Garden and then they will be done with fall cleanup.

Petersen stated that Spruce tips are budgeted at \$275, Annuals have \$176 remaining in budget and Turf Restoration has \$100 leftover. Rezabek stated that invasive Species Buckthorn is usually done in October. Restore the Shore had \$700 budget for 2022 and they are maintaining what was planted one year ago. There is a 5-10 foot strip between rip rap and restored planting area so Langer from Natural Shores Technology came out and said that expert help is needed. He identified removal of items that are encroaching on what was recently planted, and they need cleaning up at a \$1500 estimate. It will then be prepped and ready for planting next spring. She proposed that \$800-\$1000 be moved from Miscellaneous to Restore the Shore's already allotted \$700 budget, to take care of the invasives and fully restore the area for spring planting.

Pagano summarized the 2022 spending for remainder of the year by stating that Restore the Shore is \$700 from existing budget and \$800 requested from Miscellaneous budget or \$1500 total. Invasive Species is \$1000 for the fall and Rezabek said it may be slightly less. So far, 2500 above the Garden Gate, after all the adjustments, is \$223 remaining in budget to spend on Liza Crear Garden and not doing a full fall cleanup.

Rezabek stated that \$2250 for Tree Replacement has not been designated yet and should be used in other places as tree replacement was covered by the Hennepin County Tree Canopy Grant. They agreed to put the \$2250 in Jason's budget.

Holt stated he needs \$500-\$600 for native prairie planting in Lafayette Park. Pagano said \$750 might be a better amount. Holt needs compost or peat moss for application after aeration. He stated that he made a 48 foot 16.5 feet deep area in Lafayette Park so that will be core aerated extensively, then dumping of 2 yards of compost or peat moss and then he will rake it over. In early December, he will buy a custom or pre-made seed mix from Prairie Moon Nursery in Winona so \$750 is a good number.

Pagano summarized the revised spend down as: there is now \$6100 for Green Team spend down; Hilger's new total is \$11,200 for 2022. Of this, \$500 is for painting, \$500 for repairs, \$500 for tree spraying? \$9,000 for tree removal, trimming and stump grinding. Panait has an additional \$500 for Kohlton extended swim beach cleanup, City Hall has \$700 for Biff's and swim beach water testing invoicing. There is now \$500 in Miscellaneous for the rest of the year.

Rezabek asked how will the City continue watering as it should be twice weekly until the ground freezes. She asked if the City needs Kohlton to help with watering all the new trees. Hilgers said he will TRY to water. Hilgers said he has other things to do and waters here and there. Kohlton must have Jason present to work in the City. Rezabek said we need a commitment to watering trees. Rezabek said her grandson Brock can do it and he worked for City of Minnetonka for a summer job.

Holt indicated what he needs watered as well. Petersen said if Hilgers fills the 275 gallon tank twice weekly, she will make sure it gets emptied to water trees. Hilgers said he could turn on hydrant too.

2.2.3 Waterfront Restoration surplus – LP

Panait said it was a good year for the Swim Beach, and he thanked Hilgers and Kohlton saying this summer was the cleanest it has ever been. He requested that Kohlton keep cleaning the beach as residents are still using it as his schedule allows. As there is \$500 or so leftover so the City could have Kohlton clean the beach three hours a session at \$16 an hour to clean up beach. He recommended Kohlton have more beach cleaning hours next year as he does a good job. He suggested that Waterfront Restoration start earlier next year and maybe extend the season.

2.2.4. City Hall spending

Burgess stated that the City will be invoiced \$418 by Biff's for the remainder of the portable potty rentals for this season to budget at the Swim Beach and Ray Peters. The City will be invoiced by Hennepin County \$285 for testing the water at the Swim Beach this summer, \$15 under budget of \$300.

2.2.5 Hold back status/recommendation

2.3. 2023 budget draft

Panait requested to increase the budget for Waterfront Restoration to \$4,000 from \$3500. Petersen recommended that the Garden Gate budget be increased to \$4800 for 2023. Pagano stated that Honey and Burgess told him today that the Public Works budget for 2023 relating to trees and transferred from Park commission is the same budget amount Parks had for 2022.

For 2023 the Public Works tree budget is: \$2,000 for tree trimming, \$5,000 for tree removal, \$1500 for stump removal, and \$4,000 for drought contingency. Pagano stated that Treasurer Zinn requested that Park's budget remain flat for 2023.

Rezabek motion, Panait second, to submit to City Council the proposed Park Commission budget as amended that modifies the draft budget to include Garden Gate now at \$4800 and Waterfront Restoration at \$4,000 for a total 2023 budget of \$22,475. All ayes the motion carried.

Co-chair Pagano thanked all Park Commissioners for their hard work and thoughtfulness for both the 2022 and 2023 budgets.

2.4. Tree Canopy Grant payment schedule – JB

Administrator Honey will meet with former Park Commissioner Co-Chair Julia Sharma former Park next week to discuss final Hennepin County Tree Canopy Grant submission.

2.5. Skate Park recommendation – CD, JH, LP

Dovolis and Hilgers examined the skateboard equipment at Public Works and took photos to show the condition of equipment. Dovolis stated that a couple of the ramps are in pretty good shape, and a couple ramps, with minimal effort, can be restored to something usable. The top level is in good condition, but it can't be accessed well. T2 x 4 spendy material and labor to replace. They recommend pushing it all off to 2023 in January meeting to discuss. Hilgers is busy and it's the end of the year and he doesn't have time to repair these pieces.

Dovolis stated that that there is not a great location to place the skate park. If it's at Ray Peters Park then it blocks parking, and if it's at City Hall playground then there can be no basketball. They will not move it back and forth as it's too hard on the equipment. Dovolis said a skateboard park home needs to be identified and then people will know where it is. Look for a permanent spot that everyone can have access to it. Push it off for now. Ground prep will be needed perhaps cement.

Holt asked what dimensions are needed for the total skate park. Panait asked if it would fit in swing set location. Hilgers stated that he could make it fit, but they agreed that the answer to all these questions is "it depends." Petersen agreed that a deeper investigation needs to take place.

2.6. CIP – Lafayette Park Sign – CD

Dovolis stated Imaginality looked at the site where the Welcome Sign is located. King would charge \$100 to go see our existing sign. Both companies said they can install a new sign before winter. Both guarantee it will look identical to what is there now. He added that both vendors are very easy to work with and accommodating. Dovolis likes Imaginality signs.

The two bids discussed last month are now modified including the sign is 4 inches thick now which is better for appearance and rigidity, the font is now similar to the Lafayette Club sign, and the existing posts will be replaced as they are not solid and 40 years old. The total cost is \$7500 which is \$1500 over budget, but the original bids were obtained long ago. Parks is hoping the overage will be covered by CIP funds and will ask council for approval of this.

Holt asked about the annuals and perennials planted at the sign and it was decided to remove them to build.

Rezabek stated that she likes that Imaginality came out to view the existing sign and didn't charge for it. She asked where will the extra \$1500 come from. Pagano asked if Imaginality would make the sign for \$7,000. Dovolis explained that they already sharpened their pencils and have discounted the posts that are now \$100 not \$500, and they won't go lower on price.

Pagano asked Breazeale her opinion of the price increase, and if there is a possibility that the additional cost can come out of the CIP. She stated that the CIP can shift if something else isn't needed.

Panait motion, Holt second to authorize Commissioner Dovolis to proceed with procuring the 4 inch sign from Imaginality as submitted. All ayes motion carried.

Rezabek motion, Panait second to approve Park Commission co-chairs Petersen and Pagano to work with Mayor Lindstrom and Treasurer Zinn to determine how much of the additional \$1550 for the Welcome Sign can be funded with extra CIP dollars. All ayes, the motion carried.

3.0 Commissioner and Liaison Comments

Rezabek praised Kohlton as he was such a hard worker and so humble when complimented. Panait agreed. Petersen suggested that they chip in to get Kohlton a gift card. They want to give him a certificate of appreciation as well when he concludes his work for the City of Minnetonka Beach.

Council Liaison Breazeale stated that she loves attending Park Commission meetings and thanked everyone for their service. She stated that meetings are well organized, and she loves being the council liaison.

Rezabek motion, Panait second, to adjourn the September 6, 2022 Park Commission meeting. All ayes, motion carried.

4.0 Closing Comments and Adjournment: Co-Chairs Petersen and Pagano

When asked what Guest Laura Paine thought about the meeting, she stated that she liked the level of care for the City she saw at the meeting. She added that she was disappointed that the Adopt a Park program didn't take off. Pagano hoped that she will come back and perhaps join the Park Commission.

The meeting adjourned at 7:05 pm.

Public in attendance: Laura Paine

Respectfully submitted,

Jane Burgess, City Clerk