

## **City of Minnetonka Beach Park Commission Amended Agenda**

**Members:** Kim Petersen (Chair), Laura Paine (Vice Chair), David Christiansen, Jolynn Gamble, Lucian Panait, and Patty Rezabek

**Absent:** Curt Holt

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

**Council Liaison:** Tracey Breazeale

**Guest:**

***Mission: To Protect, Maintain, and Improve the parks and public lands of the  
City of Minnetonka Beach for the safe use and enjoyment of its residents.***

### **Tuesday, October 01, 2024 ~ 5:30 pm**

#### **1. Minnetonka Beach Business**

- 1.1. Approve Agenda – October 1, 2024
- 1.2. Approve Park Commission Meeting Minutes – August 6, 2024
- 1.3. Oath of Office – Dave Christiansen and Patty Rezabek

#### **2. Administration**

- 2.1. Administrative Calendar – LP
- 2.2. 2024 Budget Audit – KP
  - Public Works and Hard Asset spend down plan – JH
  - Green Team spend down plan – CH
  - City Hall spending – JB
- 2.3. 2025 Draft Budget Review and Approval - KP
- 2.4. Parks 2025-2029 Five Year Plan
  - Final Draft to City Council – October 7
  - Project Recommendations
    1. Shoreline Restoration
    2. Reforestation of Arcola Woods Water Treatment site
    3. Forest Restoration and Stewardship

#### **3. Operations**

- 3.1. SPOC Updates
  - Green Asset Team – CH, KP, PR, DC
  - Hard Asset Team – JH, LP
  - Administrative & Financial - PR, JG, LP

#### **4. Commissioner and Liaison Comments**

#### **5. Closing Comments and Adjournment: Co-Chairs**

**Tuesday, August 6, 2024, 5:30 PM**  
**CITY OF MINNETONKA BEACH**  
**PARK COMMISSION MEETING MINUTES**

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

Petersen opened the meeting at 5:30 pm.

**1. Minnetonka Beach Business**

1.1. **Approve Agenda – August 6, 2024**

**Rezabek motion, Paine second to approve the August 6, 2024, meeting agenda. With all members voting in favor, motion carried.**

1.2. **Approve Minutes – June 18, 2024**

Holt requested a correction in the pollinator garden update, and Petersen asked for correction of evergreen species. Burgess will make the requested revisions.

**Holt motion, Gamble second to approve the June 18, 2024 meeting minutes as amended. With all members voting in favor, motion carried.**

**2. Administration**

**2.1. 2025 Budget Review and Approval– KP**

Petersen noted some changes made since the last meeting working with staff to simplify the budget. They combined Tree Maintenance and Removal as one category in 2524. Also in 22524 is Tree Spraying which is in question as to how best to move forward with it and is on the CIP. Arborist inspections are budgeted at \$500.00, also in 2524.

Petersen noted the other budget increase items for 2025. Account Code 2525 for Gardening, Landscaping & Maintenance was increased to \$5500 for next year from \$5,000 and he gardener budget for annuals increased to \$1400 from \$1050 as prices have risen. The Miscellaneous category for Garden, Landscape & Maintenance increased to \$2000 for 2025 up from \$1250. Under account 2527 there is \$1000 budgeted for invasive species removal in Ray Peters Park. There is \$550 budgeted for an educational sign for the swim beach shoreland restoration area as part of the education requirement in the Mayor’s Monarch Pledge. Restore the Shore has \$600 budgeted for 2025. There is \$4,000 budgeted for the Liza Crear Garden at City Hall under account 2529 as the entire garden needs to be redone as aggressive Snow on the Mountain took over. They potentially can use \$1000 in the miscellaneous budget for invasive species on the bank from Half Moon Park up to Ray Peters. Petersen went through the budget line by line and also noted the items moved to be done in 2026 including the EEWF mulch refreshing.

The Contingency for Drought budget item was depleted after the nearly three-year drought so that item was moved to the Public Works Tree Budget and was used for storm damage. Petersen explained there was \$4250 that was budgeted for tree replacement this year. If the money is not spent it can’t be earmarked so it goes back to the General Fund. She asked commissioners to consider the possibility of using that money for tree companion planting this fall and Petersen and Hilgers will determine places for trees. When Hennepin County decides to remove the Ash trees along the Dakota Trail, the City needs to be prepared to plant and have a contingency fund to

be able to plant larger trees. Petersen added that Tree Trust would love to work with the City so Petersen will ask them if they are having any community tree sales.

**Rezabek motion Holt second to approve the Draft Park Commission Budget for 2025. All ayes, motion carried.**

## **2.2. Officers for 2024/2025 – KP**

Petersen stated that Christiansen and Rezabek will renew their commissioner roles for another term. They will be sworn in at the October 1<sup>st</sup> meeting. She added that officers can be determined at this meeting.

**Rezabek made a motion to nominate Petersen for Park Commission Chair and Paine as Vice-Chair for another term. All ayes the motion carried.**

## **2.3. 2025 – 2029 Five Year Plan – update to City Council - KP**

Petersen will be presenting the 2025 – 2029 DRAFT Five Year Plan to City Council at the August 12<sup>th</sup> meeting and will present the final 2025 – 2029 Five Year Plan City Council at the October 7<sup>th</sup> meeting. She thanked Paine and Breazeale for all their help with this project. The plan focuses on restoration of green assets as all the hard assets are up to par now and the commission is at maintenance level with them.

## **3. Operations**

### **3.1. SPOC (Single Point of Contact) Updates**

#### **-Green Asset Team**

- Gardens and Planters – CH

Holt stated that Hilgers is doing a great job mowing the pollinator garden in Lafayette Park and thanked him for his work there. He recommended that it be mowed down to four inches when it reaches 12 inches, and it may need one mowing in the spring.

He stated that Gardens by Lynn invoiced \$178.75 to the City for June hours. The remaining budget balance is \$1413.75 of the starting balance of \$5,000 so they are on a good pace. Lynn has only used 21.75 hours in the budget. Holt stated that he weeded the Welcome Sign as Lynn has not weeded here. She will be sending Linda here to weed soon as the weeds are growing so fast this year, and Holt stated that the Welcome Sign and City Hall are important for weeding.

They discussed Holt's two proposals for options to eradicate the Snow on the Mountain problem in back of City Hall. One proposal was comprehensive submitted by Prairie Restoration and one was a two-application spraying submitted by Grounds Crew. They discussed all options including mowing down the garden, spraying all the perennials as well as Hosta and when to mulch. Petersen recommended that Hilgers spray the Hosta along the sidewalk and seed the area as the Hosta turn brown anyway. They discussed having one of the companies who submitted proposals, as they are licensed, spray the gardens by the end of August. Holt will follow up with both companies and he and Petersen will make a decision as there is not a September meeting.

- Native Plantings – Holt covered the pollinator garden above.
- Tree Plantings – JH  
The Arborist's Report of the Condition of Newly Planted Evergreens is in the packet. Arborist Manuel Jordan indicated that pine trees were planted in crappy soil, and didn't outroot so there is no growth. He recommended applying C20 watering it in around the trees and mulch them. Holt stated that AJ's Property Maintenance uses this product to. says AJ uses this too. We don't know how much it costs. How many trees are affected. One is so bad it should come out as is a goner after planting three yrs ago.

Jordan told Jason to apply the C20 as the budget allows around the Black Hills Spruce in Lafayette Park. Petersen agreed and stated that Miscellaneous budget funds could be used. They discussed which trees to save and which ones to not save. Petersen stated that the Ash tree by Whitaker's house on the beach looks bad and has been declining over the last few years. A companion tree was suggested by Petersen after this tree is removed as this is a high traffic area. Petersen asked Hilgers if there are any areas in the City that will sustain a great loss of Ash trees this year and he said no, unless there are storms then possibly. There have been a lot of trees that have fallen this year due to storms in the City including large Sugar Maples.

Petersen asked if crushed rock can be put down on the elevated walkway in Lafayette Park as it is hard to walk and bike on it and push a stroller. It would complement the new Welcome Sign and new pollinator garden there. Hilgers stated that he will look into this. Petersen suggested that perhaps Spend Down dollars could be reallocated for this. Breazeale spoke of the history of contentiousness with this walking path and not wanting it to bring people into the community from the trail. She suggested that Petersen get council approval for the added crushed rock. They discussed how wet Lafayette Park is from all the rain this summer and the ducks love the ponds that form.

- Forest Restoration – DC  
They discussed the hillside between Half Moon Park and Ray Peters Park on the path as it is so bad and needs to be cut and start over as a woodland area. The invasives are going to be more invasive so maybe it should be a woodland area, and these could be fall projects. They discussed the possibility of cutting or having Grounds Crew spray that area as it has tons of nasty plants and ragweed. Petersen will discuss this with Holt. They discussed possibly tree planting in fall there. Petersen, Christiansen and maybe Rezabek will walk the area tomorrow.
- Turf – JH  
Hilgers stated that the turf at Lafayette Ridge looks great this year and is not weedy.
- Swim Beach and Docks - LP  
Panait absent but Petersen stated that the swim beach looks great. Breazeale stated that Dock Committee Chair Jeff Steinke will be presenting a possible Swim Beach Docks reconfiguration plan to City Council. Docks will then have a recommendation to council at a later date as well. Burgess stated that there have not been any Swim Beach closures this summer. Unknown reason.

#### **-Hard Asset Team**

- Punch List – JH  
Christiansen will weed whip the Snow on the Mountain at City Hall and it will be raked. They will look at the possibility of saving plants too. Transplanting plants is not recommended due to pests.

#### **-Administrative & Financial**

- 2024 Budget Review – KP  
Petersen reviewed the 2024 Budget with commissioners. They discussed ways to simplify and beautify specific areas in the City including the unapproved Diane Rogers garden by Arcola Lane and Shoreline Drive. Hilgers will contact Hennepin County to discuss removal. They discussed that Hennepin County is closing watching the privatization of their land along the Dakota Trail. Also, the Mirror Garden at the swim beach should be eliminated. They discussed how problematic it is when there is no water source like at the Welcome Sign. Less annuals planted there would be better. Blight has hit Lilac shrubs in the metro area this year due to too much rain. Although the leaves are turning brown, they will come back next year.

- Grant Writing – PR, JG  
They are in a holding pattern until they receive council approval.
- Volunteer Opportunities – JG  
The Junior Civic, Parks, Resident Fall Cleanup event will be on Saturday, September 28<sup>th</sup> from 9-11am at Ray Peters Park. They will clean the walking trails of branches as Hilgers stated there have been complaints received. Treats will again be donated by the Navarre Lunds store. Hilgers will remove leaves for the skating rink at a later date.
- Resident Survey – LP  
Jane will eblast the survey in the weekly SPLASH! and extend the deadline to the end of August.

**4. FYI's**

4.1. National Night Out – Tonight from 6:30 – 8 pm in front of City Hall. Long Lake Fire Department will come with a fire truck and Orono Police will attend as well. Ben & Jerry's Ice Cream cart will be selling ice cream.

**5. Commissioner and Liaison Comments**

**6. Closing Comments and Adjournment**

**Rezabek motion, Gamble second to adjourn the August 6, 2024 Park Commission meeting. With all members voting in favor, motion carried.**

**The meeting adjourned at 7:00 pm.**

**Public in attendance:**

**Respectfully submitted,**

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**Jane Burgess, City Clerk**

**PARK COMMISSION**  
**2024 Activity Schedule - Administration**

Mission: To Protect, Maintain, and Improve the parks and public lands of the City of Minnetonka Beach for the safe use and enjoyment of its residents. **UPDATED: 09/26/2024**

	January	February	March	April	May	June	July	August	September	October	November	December
<b>MEETINGS</b>												
1st Tuesday - 5:30 pm	1/2		3/12	4/2	5/7	6/18		8/6		10/1	11/14	
Council Updates		2/12								10/7		
Council meetings	1/8	2/12	3/11	4/8	5/13	6/10	7/8	8/12	9/9	10/7	11/12	12/9
National Parks Month							X					
Civic Events - outdoor		skate 2/4					Picnic 7/21	Natl Nite Out 8/6		Spooky Walk 10/13		
Civic Events						Thursday Fundays 6/22-8/29						T&T TBD
Soccer Night in the Park - LP												
Clean Up Days				4/28					9/28			
<b>5 YEAR PLAN</b>												
Hard Asset Inspection Process LP/LAP/JH		X	X	4/17								
Public works punch JH					5/2							
Green Asset Inspection Process PR/KP/CH					5/10	X	X	X				
Recommendations for CIP & Budget					Due 5/8			X				
<b>APPROVE CONTRACTS</b>				4/2								
<b>CIP</b>								x				
CIP approval by Parks						6/18						
CIP Review Committee meeting						5/21						
Council approves CIP								9/9				
<b>BUDGET</b>												
Final previous year review	1/xx							x				
Mid Year Audit JB							X					
Year End Audit ALL										X	X	X
Approve proposed next year's budget for council								x				
Council adopts preliminary budget									9/9			
Council adopts final budget									9/9			12/9
<b>SCHEDULE FOR YEAR END FISCAL CLOSE</b>												
Last day for City credit card use											11/22	
Last day to charge at Navarre Hardware											11/22	
Last day to turn in receipts to City Hall												12/2
Council approves final check run of 2023												12/9
<b>TERMS (end 8/31/of year)</b>												
3 yr Terms Expire: 2024 Rezabek, Christiansen; 2025 Holt, Petersen, Paine; 2026 Panait, Gamble												
Oath of Office Rezabek, Christiansen									10/1			
Elect new officers Petersen, Paine								8/6				
Review Rules of Procedure						6/18						
<b>SPOCs</b>												
Review of Assignments	X					6/18					11/14	

Parks 2024 FINAL Budget 09.26.2024	2023	2023 PW	Notes	2024 APPROVED	2024 YTD SPENT	PW 2024 yellow = PW	2025	2025 YTD SPENT	2026
<b>T&amp;FM 2524</b>									
EAB Tree Replacement	0			2000 bi-annual					2000
Tree Maintenance & Removal	0	2000	Public Works		7600-Joe L.	8500	8500		
Tree Spraying (S. Lk Ash Shield) bi-annual	600		Done for yr	500	450 (under budget)				500
Tree Replacement	0			2250 bi-annual	1447.16 Lee's Spruce; 2217 Spikes=3664.16				2250 bi-annual
Arborist Insp. Bartlett & Heritage (Manual)	500			500	No invoices to date		500		
<b>Subtotal</b>	<b>1100</b>	<b>12500</b>		<b>5250</b>		<b>12500</b>	<b>9000</b>		
<b>GL&amp;M 2525</b>									
Gardner - Gardens by Lynn Labor	5275			5000	3900		5500		
Gardens by Lynn-Seasonal Annuals	500			1050	1050		1400		
Library Maintenance	0	0	Public Works			0			
Equipment Maintenance.	0	1000	Public Works			0			
Misc.	3275			1250			2000		
<b>Subtotal</b>	<b>9200</b>	<b>1600</b>		<b>7300</b>		<b>0</b>	<b>8900</b>		
<b>HMP 2526</b>									
Mulch (ewf)						400			400
<b>Subtotal</b>				<b>0</b>		<b>400</b>	<b>0</b>		
<b>RPP 2527</b>									
Invasive Species Fall Buckthorn/Arcola Docks area	1000			1000			1000		
Portable Toilet Biff's - ongoing	900			900	488.75		950		
Hockey Rink Maintenance	0	300	Public Works			300	400		
Warm. House Repairs	0	1000	Public Works			1000	1000		
Mulch			Public Works			400			400
<b>Subtotal</b>	<b>1900</b>	<b>1300</b>		<b>1900</b>		<b>1700</b>	<b>3350</b>		
<b>BC 2528</b>									
Sand	0	0	Public Works			350			350
Portable Toilet Biff's summer	400			400	113.75	295.75	450		
Water Testing all summer Henn Cty	300			350	340		350		
Weed Removal at Beach Waterfront Restoration	3850			4000	3400 (under budget)		4000		
Weed Removal Public Works	0	3000	Public Works			3600	3600		
Educational Sign							550		
Restore the Shore - Natural Shore	550			600			600		
<b>Subtotal</b>	<b>6100</b>	<b>3000</b>		<b>5350</b>		<b>3950</b>	<b>9550</b>		
<b>CH 2529</b>									
Mulch (ewf)						400			400
Liza Creer Garden refurbish					200.00? 1st spray		4000		
<b>Subtotal</b>	<b>1000</b>					<b>400</b>	<b>4000</b>		
<b>TOTAL</b>	<b>20100</b>	<b>18400</b>	18,400 was moved to PW	<b>19,800</b>		<b>18950</b>	<b>34,800</b>		

Parks 2025 APPROVED Budget 07.31.2024	2023	2023 PW	Notes	2024 APPROVED	2024 YTD SPENT	PW 2024 yellow = PW	2025	2025 YTD SPENT	2026
<b>T&amp;FM 2524</b>									
EAB Tree Replacement	0			2000 bi-annual					2000
Tree Maintenance & Removal	0	2000	Public Works			8500	8500		
Tree Spraying (S. Lk Ash Shield) bi-annual	600		Done for yr	500					500
Tree Replacement	0			2250 bi-annual					2250 bi-annual
Arborist Insp. Bartlett & Heritage (Manuel)	500			500			500		
<b>Subtotal</b>	1100	12500		<b>5250</b>		<b>12500</b>	<b>9000</b>		
<b>GL&amp;M 2525</b>									
Gardner - Gardens by Lynn Labor	5275			5000			5500		
Gardens by Lynn-Seasonal Annuals	500			1050			1400		
Library Maintenance	0	0	Public Works			0			
Equipment Maintenance.	0	1000	Public Works			0			
Misc.	3275			1250			2000		
<b>Subtotal</b>	9200	1600		<b>7300</b>		<b>0</b>	<b>8900</b>		
<b>HMP 2526</b>									
Mulch (ewf)						400			400
<b>Subtotal</b>				<b>0</b>		<b>400</b>	<b>0</b>		
<b>RPP 2527</b>									
Invasive Species Fall Buckthorn/Arcola Docks area	1000			1000			1000		
Portable Toilet Biff's - ongoing	900			900			950		
Hockey Rink Maintenance	0	300	Public Works			300	400		
Warm. House Repairs	0	1000	Public Works			1000	1000		
Mulch			Public Works			400			400
<b>Subtotal</b>	1900	1300		<b>1900</b>		<b>1700</b>	<b>3350</b>		
<b>BC 2528</b>									
Sand	0	0	Public Works			350			350
Portable Toilet Biff's - summer	400			400			450		
Water Testing all summer Henn Cty	300			350			350		
Weed Removal at Beach Waterfront Restoration	3850			4000			4000		
Weed Removal Public Works	0	3000	Public Works			3600	3600		
Educational Sign							550		
Restore the Shore - Natural Shore	550			600			600		
<b>Subtotal</b>	6100	3000		<b>5350</b>		<b>3950</b>	<b>9550</b>		
<b>CH 2529</b>									
Mulch (ewf)						400			400
Liza Creer Garden refurbish							4000		
<b>Subtotal</b>	1000					<b>400</b>	<b>4000</b>		
<b>TOTAL</b>	<b>20100</b>	<b>18400</b>	18,400 was moved to PW	<b>19,800</b>		<b>18950</b>	<b>34,800</b>		



## *5 Year Plan Draft*

*(Mission Statement and Acknowledgements are the cover pages to be added)*

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## LIST OF EXHIBITS

- Exhibit A- Comprehensive Plan Chapter 3: Parks, Trails, Open Spaces and Public Facilities
- Exhibit B- Inventory of Hard and Green Assets
- Exhibit C- Asset Evaluation Forms for Hard and Green Assets
- Exhibit D- Monthly Administrative Calendar
- Exhibit E- Monthly Operational Calendar
- Exhibit F- SPOC Positions
- Exhibit G- Forecast of Expenses
- Exhibit H- Sample Annual Budget and Forecasts
- Exhibit I- Operating Model
- Exhibit J- Annual Asset Maintenance Process
- Exhibit K- Parks Enhancement Plan
- Exhibit L- Forest Restoration and Management Plan

## **Introduction**

Minnetonka Beach is one of Minnesota's most desirable communities thanks to its charm, character, rich heritage, and natural beauty. It is the responsibility of our community to preserve and enrich this unique culture and landscape.

In 2018 the Park Commission developed the 2019-2024 Five Year Plan. The Parks Commission has utilized this plan to meet the expectations of our mission statement. This has resulted in the restoration of the park infrastructure as well as increasing the productivity and work satisfaction of our volunteer commissioners.

The 5YP is designed to link our park system to the preservation of historical charm, residents' quality of life, community engagement and property values. The Comprehensive Plan identifies the "what", the 5YP addresses the "when", "how", "who", and "why" of making that happen.

## **Guiding Principles**

1. Focus on restoration and preservation of natural resources.
2. Center on collaboration within Minnetonka Beach commissions, Hennepin County, LMCD, and MN DNR
3. Balance resident desires with community resources
4. Facilitate communication between Parks Commission, City Hall, and Public Works staff
5. Use the Comprehensive Plan to guide decisions.
6. Spread implementation over 5 years.
7. Maintain fiscal responsibility.
8. Ensure the plan is simple, clear, sustainable, and flexible.

## **Scope of Work 2024-2029**

### **5YP – Part 1 Operational Standards**

1. Review processes, practices, and responsibilities
2. Maintain city parks to acceptable levels of safety, functionality, and ambiance
3. Calendarize required maintenance.
4. Define improvement opportunities
5. Align with Comprehensive Plan and established practices
6. Establish Grant /Donation objectives
7. Define processes for vendor performance review and awarding of contracts

### **5YP – Part 2 Connection**

1. Base park design and amenities on resident survey and results
2. Collaborate across Minnetonka Beach committees, staff, vendors, LMCD, Hennepin County, MN DNR

### **5YP – Part 3 Restoration, Preservation, and Maintenance**

1. Employ best practices for the safety and environmental health of the land, water, and people
2. Restore and maintain forest, shoreline, and turf
3. Improve and manage swim beach water quality
4. Maintain park infrastructure

## **Foundation**

The plan is rooted in the Park Commission's role and responsibilities as defined in the 2018 Comprehensive Plan. (Exhibit A)

### **Comprehensive Plan Highlights:**

1. Empower the Park Commission to oversee and make recommendations regarding all parks, public open space and recreational facilities, including policies related to their uses and strategies to implement such ideas. Pg. 42
2. Parks, Recreation and Public Open Space Goal 1 (Mission Statement): Protect, maintain, and improve the Minnetonka Beach parks and recreational system for the safe usage and enjoyment of residents and visitors. Pg. 41
3. Every park and public open space must have a purpose (or multi-purposes) including the appropriate relationship between various parts of the park and public open space such as the natural areas, use areas, major structures, minor structures, and the intended user. Pg. 41
4. Use and require the design of park and public open spaces in a sustainable and environmentally responsible manner. Pg. 42
5. Link the community to its parks and public open spaces. Pg. 47
6. Restore, manage, and require the restoration and management of forests and woodlands on public property. Including specific management techniques for restoring and preserving the forest lands. Pg. 50
7. Protect and plant native species wherever possible and feasible in the community. Pg. 51
8. Protect and celebrate our biggest asset: Lake Minnetonka. Working with Lake Minnetonka Conservation District (LMCD) to protect the tranquility of the lake and the shoreline. Pg.52

### **General Highlights:**

1. The City of Minnetonka Beach is very protective of its character, 19<sup>th</sup> century charm, green spaces, natural settings, shoreline and lake views.
2. The city has 42.65 acres of parks, open spaces and wetlands which is approximately 15% of the City's land mass.
3. The Park Commission is an advisor to City Council.
4. The Park Commission annually inspects the parks to inventory and evaluate their condition including all hard and green assets. The evaluation benchmarks are safety, functionality, and ambiance. (Exhibits B and C)

5. Park Commissioners are expected to fulfill the standard administrative functions and operations, which require commissioners to spend time in the field to be familiar with all park locations and conditions. Both functions have their own calendars. (Exhibits D and E)
6. Parks work and maintenance is done by outside service providers, public works, and volunteers.
7. Park Commission uses a Single Point of Contact (SPOC) system. SPOC's are liaisons between the Park Commission and residents, Council, staff, and other entities. The SPOC's are responsible for collection of information, discussion at Park Commission meetings, and communication of the Park Commission direction, decision and/or recommendation to the appropriate party. (Exhibit F)
8. Our park system is funded by taxpayer dollars (budget and CIP), grants, and donations. (Exhibit G)

## **Financial Forecast**

1. 2025-2029 forecast of expenses (Exhibit G)
2. Placeholders for grants and donation income (Exhibit G)
3. 2025 proposed budget (Exhibit H – Zero Based Approach)

## **Path to Success**

1. Informed and energized Park Commission and City Staff
2. Resident engagement and input
3. Process driven (Exhibit I)
4. Update/revise in 2027 and 2029
5. Annual inspection of assets (Exhibit J)
6. Collaboration

## **Risks**

1. Weather related damage and drought
2. Construction impacts
3. Vandalism
4. Motorized vehicles
5. Invasive infestations



## SPOC System

The Park Commission relies heavily on the Single Point of Contact (SPOC) system. Commissioners are responsible for gathering information and making a recommendation to the Commission on a specific topic. If approved the SPOC is responsible for implementation unless the work is assigned to a vendor or Public Works. The proposed list of SPOC assignments for 2024 is:

### Proposed 2024 SPOC Assignments

<u>Responsibility</u>	<u>SPOC</u>
1. Hard Assets	LP
Punch List	LP,JH
Rip Rap	JH
2. Green Assets	
Garden Beds and Gardener Contract	CH
Window Boxes and Planters	CH, KP
Restore the Shore & Native Plantings	CH, KP
Tree Plantings & Seasonal Tree Care	PR
Forest Restoration (Invasives)	DC/PR
Turf Maintenance and Restoration	JH
Swim Beach Maintenance & Docks Liaison	LP
Environmental Health & Safety	ALL
2. Administrative & Financial Oversight	
Budget Process and Monitoring	KP/LAP
CIP Process	ALL
Grants	PR/LAP
Updating Calendar & Spreadsheets	KP/LAP/JB
Volunteerism & Donations	JB
Park Usage Survey     April & July	LAP