

**City of Minnetonka Beach  
Park Commission Meeting Minutes  
October 2, 2018**

**Members Present:** Chair Joe Pagano; Vice Chair Gerry Boschwitz; Commissioners: Chris Dovolis, Dan Forbes, Patty Rezabek, Diane Rogers, and Betsy Taylor  
**Absent:** none  
**Staff Present:** City Clerk Heidi Honey  
**Council Liaison:** Paul Kozloski

Chair Pagano called the meeting to order at 5:00 pm.

**1. Minnetonka Beach Business**

1.1. Oath of Office – Patty Rezabek

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

1.2. Approve the October 2, 2018 Meeting Agenda

Vice Chair Boschwitz requested switching 1.4 (Expenses to Date) and 1.5 (Thoughts from Gerry and Joe).

**A motion was made by Commissioner Boschwitz and seconded by Commissioner Forbes to approve the October 2, 2018 meeting agenda as amended. With all members voting in favor, motion carried.**

1.3. Approve Minutes – September 4, 2018 Park Commission Meeting Minutes

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

1.4. Thoughts from Gerry & Joe

1.4.1. What you can expect from us

Pagano stated that he and Gerry will strive to:

- Understand that everyone is a volunteer
- Have meetings that are crisp, efficient, productive and fun
- Ensure that objectives, roles/responsibilities, deliverables and processes are understood
- Provide oversight on key action items and Council deliverables
- Inform and update Council on progress and challenges
- Show appreciation

1.4.2. Commissioners

Pagano then asked that commissioners come to meetings prepared, engage in discussion and support the majority's positions, complete assignments in a timely fashion and get to know the parks.

1.4.3. Guiding Principles

Pagano reviewed Guiding Principles for the commission:

- Live the mission statement
- Respect – “all citizens, staff, commissions and vendors are treated courteously
- Seek first to understand
- Seek the best value for taxpayer dollars
- Foster volunteerism

Pagano then reviewed the direction for the commission in 2019:

- Continue and build on SPOC system and yearly execution calendar
- Shared vision on the state of our parks, identification of high impact areas and defining priorities.
- Review and update of the Park System Plan
- Development of 3 Year Plan
- Schedule four formal Council updates in 2019
- Establish a relationship with Dock Committee

Rogers suggested providing short updates to council more than four times per year. Pagano explained that he wants four scheduled formal updates. He agreed that the more they communicate with Council, the better.

#### 1.4.4. Activity Schedule

Honey explained that she replaced the quarterly activity calendar with a new one with more detailed information. The calendar is broken down into Administrative and Operational activities. The administrative page has meeting dates, budget and CIP deadlines, and commissioner related items. The Operations page has all of the things the commissioners do to support the mission statement: Protect-Maintain-Improve. It captures when all of the various activities take place throughout the year. The new schedule should give everyone a better understanding of the flow of their activities and it will help with processes and deadlines. Honey asked the commissioners to review the schedule and send her updates on when their activities occur. She added vendors to the contact list. Commissioners discussed adding a November meeting if it is needed to address year end spending. They will have mini audits on a regular basis so it will be added if needed later.

**A motion was made by Commissioner Forbes and seconded by Commissioner Rezabek to adopt the 2019 Park Commission meeting dates as presented in the calendar (1/8, 3/5, 4/2, 5/7, 6/4, 8/6, 9/3, 10/1, 12/3). With all members voting in favor, motion carried.**

#### 1.5. Expenses to Date

Chair Pagano reviewed the expenses to date. Of the \$29,825 budget, year to date paid expenses are \$9,970, pending services are \$15,436, planned miscellaneous spending is expected to be \$2,940. With these anticipated expenses, approximately \$1,479 is unallocated and there are three issues that need to be addressed. A dead tree at 2944 Northview previously thought to be on homeowner's property is on city right of way based on a survey and it needs to be removed. The resident at 3 Crescent has asked to have a large tree removed in the ravine near her home and the resident at 1 Crescent asked to have the trees overhanging the road trimmed. Crescent tree trimming is typically done by public works annually. Commissioners discussed their responsibility for trimming is that access on city streets is not impeded. They agreed they need a better understanding of the trimming and removal requests.

Rezabek mentioned that there has always been confusion about where the property line is in relation to the driveways at Crescent Street and that the owner of 1 Crescent Street has stated that the street is her driveway. Commissioners discussed that a survey should be reviewed to determine the property line so they don't do tree work on private property. Honey will search city files for a survey and consult with Administrator Griffin regarding the city/private property line. Pagano and Berent will meet with the owners to understand the request. Pagano will update Rogers on the request and findings on the lot line.

Commissioners agreed that the unallocated \$1,479 should be used toward this additional work. This would make the overall tree trimming/planting budget approximately \$10,000. Rezabek stated that the Prairie Restoration work is \$350 less than budgeted. Forbes stated that they usually save discretionary tree trimming for year-end to deal with issues that come up or work could be put off to 2019 if needed. Pagano summarized the conversation as: the tree trim/plant budget is \$8,900, the unallocated \$1,479, and the excess \$350 will be used by Rogers. Assuming the survey shows the 2944 Northview Road is on city

property and assuming the trees to be trimmed at 1 Crescent is on city property, Rogers will use her discretion to determine what will be done within the budget to accomplish this work and already scheduled work. Rogers will work with Berent on the tree removal and trimming requests. She will then update Pagano on their discussion. The commissioners all agreed that Rogers can use her discretion on how she uses the budget to take care of the work and a motion is not required.

1.6. 2019 Meeting Dates-discussed earlier

2. Park Commission Business

2.1. Protect

2.1.1. Library Update

Forbes stated the city's building official, Roger Peitso, inspected the library. His recommendations were:

1. Test the ceiling tiles tested for asbestos. He is not certified or asbestos testing. Forbes has a call into someone to do the inspection and will report back at the December meeting.
2. Install gutters and caulk the area between the step and the slab to help maintain the foundation. He did not think it was a danger to be in the building and there was no structural damage. Asbestos is only a danger when it is disturbed and they may be able to cover them instead of having them removed. Forbes agreed that refurbishment could be part of the three year plan. There was discussion about Berent having the broken windows replaced. The windows, gutters and asbestos remediation could come out of the 2019 CIP if it is approved and council allows it.

2.1.2. Abdo Garden Update

Taylor stated that the gardener has 13 man hours left in her contract. She agrees that the Abdo garden needs updating. The Abdo garden funds were in the misc. category and it will be moved to 2019 which frees up \$750 to use in the event other issues come up before the end of the year. Taylor recommended that Berent cut down the hosta, the gardener does fall clean up of gardens, the gardener can take remaining hours to clean out Northview Wall and volunteers will finish the rest. Taylor and Rezabek offered to help. The commissioners supported this plan. She will use the \$300 that was set aside for the Northview wall garden in case the work goes over the remaining 13 hours.

2.2. Maintain

2.2.1. Tree Trimming/Removal

Rogers stated that a garden was planted on Arcola Lane. She then discussed the beach park along Shoreline Drive. She, Pagano and Boschwitz have all inspected the area. The area is overgrown with invasives and there are abandoned dock posts and debris in the weeds, which is dangerous. This park is used a lot and is very visible. She has a bid for \$3,500 to remove the buckthorn, invasive weeds, a dead tree, and dock parts; trim trees; and plant a second row of lilacs as a screen. Honey was asked to send an email to dock renters in that area to remove their personal items from city property because it will be disposed of by a certain date. Rogers asked that council be made aware of the plan because they may get calls. She set aside part of her \$8,900 budget for this project. Boschwitz and Rogers will give an update at the October Council meeting. The commissioners all agreed that they support the project and it is within the bounds of their responsibility in caring for the parks.

The Crescent Street and Northview Road tree removal and trimming requests were discussed earlier.

2.3. Improve

2.3.1. New/refurbish event sign update – Pagano

Pagano stated Berent recommended refurbishing the sign for \$300 instead of replacing it for \$600.

2.3.2. Beach Cleanup/Planting Update- discussed earlier

2.3.3. Tree planting update - 2468 Lafayette Road

The budget has been spent for this year, tabled and added to the list for next year.

**3. Adjournment**

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

Pagano adjourned the meeting at 6:32 pm.

Signed the sheet: Susan Enlow

**Respectfully submitted,**

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**Heidi Honey, City Clerk**