

**City of Minnetonka Beach  
Park Commission Special Meeting Minutes  
October 25, 2017**

**Members Present:** Chair: Dan Forbes; Vice Chair: Patty Rezabek; Commissioners: Joe Pagano, Diane Rogers, Gerry Boschwitz, Betsy Taylor  
**Absent:** Council Member Andrew Myers

**Staff Present:** City Clerk Heidi Honey  
**Council Liaison:** Council Member Andrew Myers

Chair Forbes called the meeting to order at 5:00pm

1. Oath of Office – Betsy Taylor  
Clerk Honey gave the Oath of Office to Betsy Taylor.

2. Approve the October 25, 2017 Meeting Agenda

**A motion was made by Commissioner Pagano and seconded by Commissioner Boschwitz to approve the October 25, 2017 meeting agenda. With all members voting in favor, motion carried.**

3. Half Moon Update – Rezabek

Vice Chair Rezabek stated that regrading was scheduled twice in September and both times it rained. A swale needs to be graded from the playground to the west side catch basin. Low parts catch rain and need to be fixed. The contractor says the area needs to be dry to grade it correctly and it should take about two hours. The grant paperwork needs to be submitted by the end of the year. Rezabek recommended setting a deadline for the work to be done before the ground freezes. Forbes then reviewed the options stating that they can: 1) pay the outstanding bill to get the grant submission complete; 2) work with Flagship to get the work done and use the outstanding bill as leverage; or 3) hold Flagship accountable (even if it takes until spring to get the work done), not pay the invoice until it is complete and ask the grant issuer for an extension because of the delay in the completion of the work. Option 3 would be very complicated and the commissioners agreed they do not want to take that approach.

After discussion, the commissioners recommended setting a deadline for completion and, if it is not completed by then, they would pay another contractor to do the work and submit the grant paperwork. They would pay Flagship what is owed per the contract minus the cost of paying another vendor to complete the work. Rezabek said that last summer Flagship overcharged the City \$1,000 and requested \$500 of that for additional mobilization fees because of having to come back due to weather issues. Rezabek does not think they should pay any additional fees. The City could lose the \$25,000 grant if they don't get the paperwork submitted.

**A motion was made by Commissioner Pagano and seconded by Commissioner Rogers to pay Flagship the remainder of the contracted amount upon completion of the work with a deadline of November 14<sup>th</sup>. If the work is not completed by November 14<sup>th</sup>, the City will deduct the amount it would cost for another vendor to complete the work from the reminder of the**

**contracted amount. This would be in compliance with the original terms of the grant. With all members voting in favor, motion carried.**

**4. 2017 Budget to Date/Expenses through End of 2017**

Forbes stated that their goal is to ensure all money is spent or scheduled to be spent. If there are any excess funds, they will determine how to proceed.

**Item 2524 – Tree & Forest Maintenance - \$4,308 remaining in budget**

\$10,500 Approved budget  
-\$3,078 spent to date  
\$7,422 remaining to be spent by year end

Commissioners discussed the remaining work scheduled to be done by the end of the year and unpaid invoices as follows: \$1,899 Otten Bros. Tree Planting (actual amount for tree planting is \$3,899 but \$2,000 may come out of CIP), \$915 additional proposed work from Otten, \$300 Tom Houston tree work already completed but invoice not paid. Total of \$3,114.

\$7,422 remaining to be spent  
-\$3,114 work scheduled by year end  
\$4,308 remaining to be spent

This amount is close to what was budgeted for remaining tree trimming. Commissioners discussed that there is \$2,000 in CIP to put toward tree replacement or trimming. CIP funds do not come out of this budget. For discussion, they will spend \$3,899 on trees but take \$1,899 from 2524 and \$2,000 from CIP. Rezabek discussed a proposal from Otten to remove trees and do planting by the park steps for \$450 and tree planting on Old County Road for \$465, which is the proposed \$915 in work above.

**A motion was made by Commissioner Rogers and seconded by Commissioner Rezabek to approve removal of arborvitae and planting up the steps at Ray Peters for \$450 per John O'Reilly's email dated October 25, 2017. With all members voting in favor, the motion carried.**

**A motion was made by Commissioner Rezabek and seconded by Commissioner Boschwitz to approve planting on Old County Road for \$465 per John O'Reilly's email dated October 25, 2017. With all members voting in favor, the motion carried.**

Rezabek questioned having to spend money in certain categories instead of having a total budget to work with and the ability to move funds around as needed. Forbes said Myers suggested they ask Council for the approval to spend across categories. Rogers and Rezabek stated that was not past practice. Honey stated that Griffin also told her that approval to move across categories was not required in the past. Parks does what they feel is in the best interest of the City. They decided to continue the conversation if needed after they continue reviewing the expenses through year end.

**Item 2527 Ray Peters Park – (\$515) needed to complete scheduled work**

\$1,450 Budget  
-\$390 spent to date  
\$1,060 remaining to be spent

Items that still need to be purchased or paid for this year: \$200 soccer nets, \$100 furnace inspection and repair at Ray Peters, \$275 Spruce tips. Invasive species removal still needs to be done. There is

\$485 left to go toward that, but it is anticipated to cost \$1,000. Total - \$1,575. All budgeted money will be spent and \$515 is needed to complete invasive species removal.

\$1,060 remaining

-\$1,575 items scheduled to be purchased/work to be completed by year end

-\$515 needed to complete planned projects

Pagano will buy soccer nets, Honey will have public works schedule the heater inspection, spruce tips are ordered and Berent will install them, and Rezabek will schedule invasive species removal.

**Item 2528 Beach Park - \$2,217 remaining in budget**

\$6,700 Budget

\$2,133 spent to date

\$4,567 remaining

Remaining items to be purchased or to be paid: Beach cleaning contract - \$1,750; buoys and rope - \$500; replacement flag - \$100. Total - \$2,350.

\$4,567 remaining in budget

-\$2,350 scheduled to be spent by year end

\$2,217 left in budget

**Item 2525 General Landscape – \$3,917 remaining in budget**

\$10,275 budget

-\$5,074 spent to date

\$5,201 remaining in budget

-\$1,284 scheduled to be paid to Garden Gate per invoice received 10/25/17

\$3,917 remaining to be spent

Commissioners determined there is \$6,134 remaining. Of that, \$515 will go to invasive species removal.  $\$6,134 - \$515 = \$5,619$ . All of the \$4,308 left in category 2524 will be spent on tree trimming.

The commissioners created a list of how to spend the remaining money: tree trimming, fixing cracked windows at the library, power washing the library (Brian Berent) no cost, planters, irrigation at City Hall \$2,980, boulders for edging on Woodbridge, and holiday lights in the trees near City Hall. Forbes relayed a message from Council Liaison Myers suggesting that the Park Commission give the money back to the City to offset a potential 14% tax increase. He wanted Parks to make a concerned decision and not just spend on tree trimming unless it is necessary. Rogers said Council Member Lindstrom supports Parks and is excited about how much is being done that is visible to residents. Beautifying the City keeps up property values. Pagano said suggesting that Parks is spending money just to spend money doesn't sit well with him and he suggested Council give clear direction on an amount they want to see cut if they think it is needed. Boschwitz said Parks is 3% of the City budget and spending the remaining budget will minimally affect the overall expenses. Rogers said the City was deteriorating because things weren't kept up and vegetation needed to be replaced.

Each commissioner then prioritized the list of potential items. Commissioners thought irrigation at City Hall was a good idea and wants to fit it in next year or work it into the 2019 Budget. They discussed possibly giving some back to the City as a good faith gesture. They agreed that tree trimming is vital to sustainability. After discussion, the commissioners decided on the following: invasive species - \$515, tree trimming-\$4,500, planters \$1,000, and irrigation in 2018. The total is \$6,015.  $\$6,134 - 6,015 = \$119$  remaining in the budget.

Taylor will get the planters, Rezabek will schedule invasive species removal and tree trimming. After discussion, they decided to add the \$2,000 back into 2524 for tree purchases of \$3,899 and will use \$2,000 out of CIP for additional trimming for a total of \$8,800. Forbes directed Rezabek to prioritize which trees to trim based on recommendations.

Forbes then asked the commissioners if they thought these additional expenses were material and necessary or if they thought they needed to be approved by Council. The amount of \$6,134 is 1/10 of 1% of the City's budget. Commissioners decided it is not worth Council's time to ask them for approval. They spent three hours going through each line item and forecasted through the end of the year. Under their charter, they are redeploying the \$6,100 to other categories after a great deal of thought and consensus. They believe their decision best meets the Park Commission mission. The Beach Park cleaning contract was less so they used their judgement and redeployed it to other categories.

**A motion was made by Commissioner Pagano and seconded by Commissioner Taylor that under the guidance of their mission statement to protect, maintain and improve, the commission recommends that they redeploy the remaining \$6,134 from the 2017 Budget as follows: \$4,500 to tree trimming, \$515 to invasive species treatment, and \$1,000 for planters. With all members voting in favor, the motion carried.**

Rogers will attend the November Council meeting and present the budget to date and final expenses. The commissioners felt comfortable with their decision that, after a line by line review, they thought it was best for the City to reallocate excess funds to these categories. Their decision supports their mission to protect, maintain and improve. Rezabek asked for the final amount for tree trimming. Pagano, Forbes and Boschwitz discussed it and confirmed that the final tree trimming amount is \$8,800.

## **5. Adjournment**

**A motion was made by Commissioner Boschwitz and seconded by Vice Chair Rezabek to adjourn the meeting. With all members voting in favor, the motion carried.**

Chair Forbes adjourned the meeting at 7:40 pm.

**Respectfully submitted,**

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**Heidi Honey, City Clerk**