

**Tuesday, November 1, 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 5:17 pm

Pagano stated that as this is a year-end meeting with no December meeting, and he summarized the various accomplishments the Park Commission did in 2022. Included in his list was Lafayette Park, which is almost completely restored with 30 new trees, fine gravel added to the path connecting to the crosswalk, and four new gardens there to beautify the community. He added that the Swim Beach grooming done by Waterfront Restoration and Kohlton Beck, increased from three to five times weekly. He received positive feedback from residents who like the City's restored, vintage-look signs throughout the City. Most recently, signs were restored at Ray Peters Park, and the Old Beach Rd sign is being refurbished now. Resident Peter Scherer volunteered to refurbish the City's picnic tables, and will refurbish numerous city benches over the winter. Burgess is noting here that Pagano stained picnic tables, the Abdo, Dahl Library and other benches, and refurbished many of the City signs and other items as well. Other highlights Pagano stated were the Soccer and Food Truck Nights in the park, and Junior Civic and residents cleaned up the Swim Beach. The CIP included purchasing new composite benches for Swim Beach Park which will be assembled over the winter. Everything done was a simple upgrade to the community.

1. Administration

- 1.1. Call to Order
- 1.2. Approve Agenda – November 1, 2022

Rezabek motion, Dovolis second to approve the November 01, 2022, meeting agenda. With all members voting in favor, motion carried.

- 1.3. Approve Minutes – September 6, 2022

Rezabek requested a revision to her comment about her grandson's employment in Minnetonka, Holt found a typo, and Dovolis asked that the apostrophe be removed from Imaginality's signs statement. Burgess will revise as such.

Holt motion, Rezabek second to approve the September 6, 2022, amended meeting minutes. With all members voting in favor, motion carried.

- 1.4. Caring for the Parks System: People, Purpose and Process presentation

Pagano gave a recap of the Park Commission's last five years. His presentation focused on the Drivers of Progress, Scare Resources, Parks Process Cycle, Cornerstone Process, and the Big "Aha." He praised volunteer commissioners, staff, and resident volunteers for caring for the City's Park System with a great deal of effort, love and commitment. He stated that the talented Park Commission, with great chemistry and varied skill sets, plans, executes, and evaluates together, and the same process has been followed for the last five years. He added that Mayor Lindstrom stated that she thought it would take 15 years to accomplish what this group completed in four years. Pagano stated that friendships have developed in Parks, and effective and efficient processes have been created all in keeping with the common purpose of following the Park Commission's mission statement. He added that City Council has approved and funded every one of Park's budgets, and Rezabek stated that those budgets have increased from \$20,000 to \$38,500 over the years.

Pagano stated that time is scarce, and everyone is busy. He recommended keeping events such as cleanup days short, and limiting meetings to 90 minutes, which is only 12 hours a year. He added that balancing capital and time throughout the year is important, and both are limited resources with time being the scarcest.

1.5. 2022 Administrative Calendar

1.5.1. Pagano stated that there is no council meeting in November.

1.5.2.11/25 Last Day for City credit card and Navarre Hardware Usage

Pagano reminded commissioners that November 25th is the last day for City credit card use and charging at the hardware store.

1.5.3.12/05 Last Day to turn in receipts and vendor invoices to City Hall

Pagano reminded commissioners to turn in their reimbursement receipts to City Hall by December 5th.

1.5.4.12/05 5YP “Appendix Updated”

Pagano stated that he will update the 5YP Appendix with Burgess.

1.5.5.SPOC Assignments to be determined in early 2023

Petersen stated that she and the Park Commission will work on this in early 2023.

1.6. 2023 Meeting Dates

1.6.1. Park Commission meeting dates are: 1/3, 2/7, 4/4, 5/2, 6/6, 8/1, 10/3, and 11/7

1.6.2. First Tuesday of the Month at 5:15

1.6.3. Plan on 90-minute meetings

Rezabek motion, Holt second to approve the meeting dates for 2023 listed in 1.6 on November 1st agenda, and change the meeting start time to 5:30 pm, with a 90-minute limit. With all members voting in favor, motion carried.

2. Operations Updates

2.1 Park Welcome Sign CD

Two months ago, Parks decided to proceed with Imaginality Signs for the new Welcome Sign, and City Council will fund the \$1500 over budget as the price went up over the two years from the original price quote. Imaginality found a font extremely close to the existing font so the sign will look like the old one. It will be installed before it gets too cold, and Dovolis will tell the commission once he knows the exact date. They will install new posts and footings and remove the planter box, deciding next spring if it will be put back. Pagano thanked Dovolis for his two years of work on the Welcome Sign project.

2.2 2022 Budget Spend Down – JP

Pagano presented the updated budget spend down plan. Park Commission has over 120 different hard assets that are monitored for safety, functionality, and appearance. Volunteers, staff, CIP, grants, donations, and public works do the work. All are involved in planning process. Pagano stated that Parks is in tremendous shape at this time so they should stay within the budget and spend down plan. He added that there will be \$1600 remaining for the rest of the year in case of an unplanned expense. Rezabek stated that there is now an extra \$200 in additional money so that brings it to \$1800.

Rezabek motion, Panait second to allow the co-chairs to continue to monitor the remaining dollars in the budget for the rest of year, estimated at \$2,000-\$2500 and spend it as seen fit. With all members voting in favor, motion carried.

2.3 2022 Punch List – JH

Rezabek stated that she likes the documentation framework to work from and said it is priceless and unprecedented. Pagano added that an example of the framework's usefulness is that when two playgrounds were replaced years ago, it was nearly impossible to figure out when they were originally installed. Now this kind of information is documented, dated and updated. Pagano stated that he, Honey and Burgess reviewed the forecast and YTD expenditures.

2.4 Swim Beach Dock Removal

Pagano stated that a clean swim beach in the fall and spring has been the goal, and added that Hilgers worked with the dock removal company and Swim Beach dock renter residents to make removal go quickly. Hilgers stated that Thomas Pivec did a great job and coordinated removal with Jim Dudley. Ratzlaff's dock vendor removed their dock section quickly too. One dock and one lift were left and a few parts, but they will be gone by the end of the week. Panait stated that the MEA break delayed removal a bit as some people were on vacation, but everyone was pleased. Hilgers said that install by Pivec's company should be early and quick next spring. They didn't park or drive on the beach park, and were very respectful and professional. The previous Swim Beach dock installation was 10 weeks due to problems and Pivec removed the docks in two weeks. Panait said they proved themselves. Hilgers added that Pivec plans on installing the Swim Beach docks first next spring. Dock Chair Steinke was credited by Pagano as very instrumental in making all this happen this fall, and Hilgers said Zawislak and others helped out a great deal too.

Pagano stated that Parks is very good at refurbishing, beautifying and replacing, but capacity has been reached even with volunteerism, vendors and commissioners. Rip rap and paver replacements for next year so be careful and will have three new members. Pagano stated that it took him two years to learn all about the Park Commission, terminology etc. so he cautioned the group to not be too aggressive next year and start with a review: narrow priority list, clarify roles, and responsibilities, as there is limited time and manpower.

3.0 Commissioner Comments KP

4.0 Liaison Comments TB

5.0 Guest Comments

6.0 Closing Comments and Adjournment

Co-chair Petersen encouraged new commissioners read the City Comp Plan pages 36-51 that pertain to Parks to guide their thinking and decision-making as to what positions they may want to take. She added that the 5YP should be read as well and an updated master inspections checklist will be created as well. Petersen stated that there is a big ramp up to learn the Park Commission Cornerstone Process and working as a SPOC and in teams on projects is very common.

Petersen praised Pagano for wrapping up quite a tenure and has been Park Commission's fearless leader. She thanked him for his time, talent, and for all he has provided. She added that Pagano is leaving Parks with the framework for success which is very important so all can be commissioners and stewards of the goals for the Park system and the City. She added that she is immensely grateful for Pagano as he took on monumental tasks. Rezabek thanked Pagano for joining Parks when he didn't even know where all the parks were. He did a daily drive to check on all the parks, and placed early morning phone calls to commissioners. Rezabek praised Pagano's energy, commitment, and passion. In appreciation, the commissioners gave Pagano a special book entitled, "*A Sand County Almanac*," By Barbara Kingsolver.

Pagano thanked everyone and complimented the entire group on their commitment, and said it was the thrill of his life. He recognized their amazing mid 90% meeting attendance. Panait stated that the reason why attendance is so high for him is that he appreciated the 90-minute meeting length, concise and to the point.

Pagano thanked Commissioner Dovolis, whom he said was the voice of reason, for all his contributions to Parks as he now will be a City Council member. The list of Dovolis' accomplishments includes refurbishing the Margaret Dahl

Library, and the renovation of the warming house. He also recapped the posts around Half Moon Park and was instrumental in getting the new Welcome Sign.

Rezabek motion, Dovolis second to adjourn the meeting. With all members voting in favor, motion carried.

The meeting adjourned at 6:16pm.

Public in attendance: Laura Paine

Respectfully submitted,

Jane Burgess, City Clerk