

**City of Minnetonka Beach  
Park Commission Meeting Minutes  
December 4, 2018**

**Members Present:** Chair Joe Pagano; Commissioners: Chris Dovolis, Patty Rezabek, and Dan Forbes (arrived at 5:15 pm)  
**Absent:** Vice Chair Gerry Boschwitz, Commissioner Diane Rogers  
**Staff Present:** City Clerk Heidi Honey  
**Council Liaison:** Paul Kozloski

Chair Pagano called the meeting to order at 5:15 pm.

**1. Minnetonka Beach Business**

1.1. Welcoming Comments

Recognition: Chair Pagano thanked Council Liaison Kozloski for his work with the Park Commission. He also expressed appreciation for Commissioner Rogers' work, her courage to bring ideas forward and having the conviction to stay with them. He also noted gratitude for Commissioner Taylor's contributions to the commission in her short tenure. Council will be recognizing them for their service at the December 13, 2018 council meeting.

Future discussion: Pagano stated that Council Member Myers brought up the idea of exploring a guard rail on County Road 15 near the swim beach to protect the area from cars going off the road. Parks can discuss that at a future meeting. Rogers had requested that future plantings include spruce trees, pine trees and arborvitae.

1.2. Approve the December 4, 2018 Meeting Agenda

Rezabek said that Civic requested holiday lighting at the welcome sign. Honey stated that potted spruce tips and solar lights were placed there. They can discuss additional lighting next year if there is a request.

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

1.3. Approve Minutes – November 7, 2018 Park Commission Meeting Minutes

**A motion was made by Commissioner Forbes and seconded by Commissioner Rezabek to approve the November 7, 2018 meeting minutes. With all members voting in favor, motion carried.**

1.4. Audit 2018 Budget

Pagano reviewed expenses to date and anticipated expenditures through the end of the year. As of November 29, 2018, approximately \$1,234 remains unallocated in the 2018 budget.

Commissioners discussed how to spend the additional funds. A proposal in the packet for additional clean up/trimming at the swim beach is \$850. Commissioners discussed saving \$400 for any last minute items and allowing Rezabek to spend up to \$2,400 on ash tree removal (\$1,500 CIP and \$900 from the remaining 2018 regular budget).

**A motion was made by Commissioner Forbes and seconded by Commissioner Dovolis to allow Rezabek to spend up to \$2,400 (\$1,500 CIP and \$900 parks budget) for removal of ash trees that need to be removed. With all members voting in favor, motion carried.**

1.5. Three to Five Year Plan (2020-2022)

Pagano presented a proposed Three to Five Year Plan Outline. He explained that the Park Commission's work has the potential to improve the lives and property values of residents.

Why create the Plan:

- it is consistent with the city's direction
- it fills the gap between daily work and the 10 year Comprehensive Plan
- it efficiently, with transparency and impact, executes the Park Commission Mission Statement
- it cements Council's/residents' confidence in Park's direction, processes and fiscal responsibility
- it will increase commissioner's enjoyment through clarity of purpose, simplification, and regimentation

The Plan will determine what needs to be done to "protect, maintain and improve", where and when it will be done, who will do it, and how it will be funded.

The approach is to leverage the SPOC system, vendors and staff input to address the following:

- Be consistent with Comprehensive Plan
- Spread the work out over 3-5 years
- Identify and catalog hard and green assets
- Evaluate condition of assets
- Identify work zones – grid the city
- Define and schedule maintenance and improvements rotating through work zones
- Determine funding through budget, CIP, and grants
- Determine bid process for outsourced work
- Develop a relationship with Civic and Dock committees

Commissioners agreed this is a piece that was missing in the past and the outline will help define how to move forward with developing the plan. Rezabek will join Pagano and Boschwitz to take this outline to the next step for the January meeting for the commissioners to review and determine how to proceed.

A tree inventory was done in 2010-2011 but it was not completely accurate and needs to be updated. Methods for doing inventory are now different and can be technology based. Commissioners like the idea of identifying work zones to systematically handle needs of the city and rotating through the zones to better manage maintenance and projects.

1.6. New Commissioner Request – Jody Sperduto has asked to join Parks. Council will appoint her in December.

1.7. Review of Action Items (Red Flags) – no report

## 2. Park Commission Business

### 2.1. Protect

#### 2.1.1. Ash Trees - Rezabek

Rezabek explained that it takes three years for signs of EAB infection to show in the upper canopy of a tree. Because of that, mortality goes up very quickly around years 8-10. Infected ash trees are brittle and dangerous. Bartlett is treating 51 trees and a few untreated ones can be taken down. Treatment appears to be working well. Residents with ash trees may not be treating them. She offered to bring back ideas to the next meeting to increase EAB awareness and education for residents.

Rezabek said that Eric Paulsen inventoried the City of Excelsior trees with location, size, condition and a tree trimming schedule for each tree. He could do that for the city.

### 2.2. Maintain

#### 2.2.1. Margaret Dahl Library -2019 CIP Update

2.2.1.1. Council Direction – Pagano

Pagano met with Forbes to discuss the library repair bids and they thought that a light renovation could be done to keep the library usable and safe. Council directed Parks to use the budget process for the repairs instead of the CIP. Pagano stated that council gave Parks permission to shift the 2019 budget around and move \$2,000 from tree trimming (from work done this December instead of 2019) and \$1,000 from misc. to the library repairs. Forbes will use the \$3,000 toward the repairs in 2019 and additional repairs will be funded out of the budget in 2020 and 2021.

2.2.1.2. Next Steps – Forbes

Forbes stated that the city's building official inspected the library and he found no structural problems. There is some erosion that would be best to fix now before it turns into a larger problem. Heat and different lighting could be upgraded but it isn't required. An asbestos inspector could not say there is no asbestos but, given the use and condition of the building, he said it is not a concern because there is no chance of the asbestos coming air born and tiles would not be disturbed. The contractors (All Star and Knight Construction) recommended gutters (\$900-950). They estimated approximately \$5,000 for windows but did not recommend their repair. Windows are complicated because they would need to be custom and it would be a disruption to the trim and surrounding wall. Chimney flashing repair \$150. Caulking steps \$200. Other small items for \$200 each. Forbes preferred using All Star because they paid more attention to detail. Quotes were in the November packet.

Forbes recommended doing the gutters, flashing and caulking for \$1,800 and then do other things later. There was concern the gutters may not match the architecture of the building and grading may be an option. Forbes will calendarize the recommended work over three years, get a more precise quote from All Star, see if they have a gutter that will fit the look of the library, and work with Dovolis to do some of the maintenance work. He will look at the cracked window to see if there are large cracks otherwise it may be best to leave them alone. Forbes will report back in January with details.

2.3. Improve

2.3.1. Tree planting update – 2019 Carryover Items

2.3.1.1. Tree planting – 2428 Lafayette Rd, Wortman

Pagano stated that this tree planting request will be part of 2019 planting. The owner has been notified.

Rezabek asked if Commissioner Rogers gave a final report of all of her plantings she did during 2018. Pagano thought approximately five of the original plantings were completed and they can ask her for that information.

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 6:15 pm.

Signed the sheet: none

Next meeting: January 8, 2019 at 5:00 pm.

Respectfully submitted,

---

Heidi Honey, City Clerk