

**City of Minnetonka Beach**  
**Park Commission Quarterly Meeting Minutes**  
*October 8, 2013*

**Members Present:** Co-Chairs Amy Johnson, Jody Sperduto, Patty Rezabek, Commissioners; Patty Rezabek, David McNichols,  
**Staff Present:** City Clerk, Diane Tiegs  
**Council Liaison:** Jill Bartel

AGENDA ITEM	DISCUSSION	ACTION PLAN/ PARTY RESPONSIBLE
<b>Call to Order</b>		Co-Chairs Johnson and Sperduto
<b>Approve Agenda</b>		Motion made by Commissioner Rezabek and seconded by Commissioner Mc Nichols. All members voted in favor, the motion carried.
<b>Approve Minutes</b>		Motion made by Commissioner Rezabek and seconded by Commissioner Mc Nichols. All members voted in favor, the motion carried.
<b>Intro and Overview</b>	Park Commission Co-Chairs reviewed the expectations of the Commission which included addressing Council requests in a timely manner and assigning each Commissioner an area of responsibility. Communication and updates will be distributed via email so everyone understands upcoming discussion on an issue. The objective is to have informed discussion with each member contributing their input, at the meetings so proper action can take place in a timely manner.	Communicate updates and needs with Commission Members via email, in order to stay updated in the 3 months between meetings.  All Park Commissioners
<b>Team Assignments</b>	Co-Chair Sperduto explained the assignments are to assure efficiency. The categories of responsibility were assigned.	Team Leaders are responsible for over-seeing and coordinating tasks.  <b>EAB Project:</b> Commissioners Rezabek and Sperduto  <b>Budget:</b> Commissioners Boschwitz, Sperduto, and Johnson  <b>Beach:</b> Commissioner Johnson <b>Boulevard &amp; Forest Maintenance:</b> Commissioner Manning

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		<b>Park Maintenance:</b> Commissioner McNichols
<b>2014 Budget</b>	<p>Co-Chairs Johnson and Sperduto reviewed the reorganized budget line items so tracking expenditures is easier.</p> <p>The Commission discussed resident donations as memorials to be used for City Hall beautification during the spring and holidays rather than budgeting for those items.</p> <p>The Commissioners discussed whether residents would be willing to donate more funds. Council Liaison Bartel stated residents appreciate the flowers and gardens and stated residents would rather have the items paid for out of the Park Commission Budget.</p> <p>Commissioner Rezabek stated the Civic Committee donates \$75 towards flowers each year. Residents are currently reimbursed for flower planting at the Minnetonka Beach sign and pots at the City Hall. The reimbursements are a few hundred dollars.</p> <p>The largest budgeted expenditure is tree trimming and removal. Best practice is to have a tree inspector twice a year to review the trees and determine how to proceed. Tom Huston is good for trimming and removal. A trained arborist/forester should determine what trees need replacement and removal.</p> <p>Co-Chairs Johnson and Sperduto reviewed the expenditure process. Commissioners are to get quotes and present at the meeting before moving forward to assure funds are in the budget.</p>	<p>Solicit donations for beautification at City Hall and the Minnetonka Beach sign. All Park Commissioners.</p> <p>Article for Beachcomber- Co-Chair Sperduto</p> <p>Contact Tom Huston for tree trimming and Erik Paulsen for EAB tree inspection. Commissioners Rezabek and Co-Chair Sperduto</p> <p>Expenditures to be presented to the Park Commission for approval. All Park Commissioners</p>
<b>Financial Update</b>	<p>Co-Chairs Sperduto and Johnson reviewed the finances. Co-Chair Sperduto inquired about the invoice received from A Cut Above regarding work performed by Tom Huston. The invoice does not clarify if the trees were trimmed or removed. The tree inventory will need to be updated if trees were removed. Commissioner Rezabek stated the trees were trimmed. Commissioner Rezabek also has a quote of \$6,500 from Mr. Huston for more tree trimming. After discussion on the current budget the Commission decided to hold on large tree trimming expenditures until 2014.</p>	<p>Tree trimming will be delayed into next year's budget to allow for other financial obligations. Commissioner Rezabek</p>
<b>Committee Updates</b>		
<ul style="list-style-type: none"> <li>EAB</li> </ul>	<p>Co-Chair Sperduto received a bid from Eric Paulsen, Arborist at Bartlett Tree Experts for EAB treatment of the ash trees. Mr. Paulsen, Co-Chair Sperduto, and</p>	<p>Treatment of 52 ash trees by Bartlett Tree Experts in June</p>

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	<p>Commissioner Rezabek walked Minnetonka Beach to conduct ash tree inventory and EAB evaluations. The exact diameter of a tree must be known to determine the cost of chemically treating a tree for EAB.</p> <p>Trunk injection is more effective than a soil drench and Bartlett guarantees the effectiveness for 2 years. Mr. Paulsen stated the best practice is to treat the trees located along the trails or in parks that are considered valuable. Commissioner Rezabek stated that there is conflicting information that was presented at a conference she attended because they say trees should be taken down in the woods.</p> <p>During the initial walk through conducted by Co-Chair Sperduto, Mr. Paulsen, and Commissioner Rezabek it was discovered there were trees that were not identified on the inventory list and some trees were incorrectly identified, also there were trees that were on the inventory but could not be located. The budget only allows so much funding for trees. The boulevard and beach trees are the first to be treated and internal woods trees are last.</p> <p>Mr. Paulson stated 52 trees are to be treated and have a diameter 12-27 inches. He recommends trees smaller than a 12 inch diameter not be treated and it would be better if they were removed and replaced. The current inventory is not precise causing difficulty in determining the correct trees to treat and there is a need to re-measure the diameter of the ash trees. Council Member Bartel asked for clarification on how a tree is identified to be taken down. The response is if it is considered to be valuable due to location, size, and health the tree will be treated.</p> <p>Currently treatment for 52 ash trees will cost \$7,393.93. That is a cost of \$7 per inch of diameter from Bartlett Tree Experts. Numbers were obtained from Ostvig Tree and Davies and it was determined the Bartlett quote was comparable. There will about \$13,000 of CIP funds left for cutting and replanting. Co-Chair Sperduto will be attending the October 15, 2013, Council Meeting to present EAB Project and Budget updates. Treatment will begin in June of 2014.</p> <p>Commissioner Rezabek will write an article for the Beachcomber to inform residents about ash tree health, value, and economic affects.</p>	<p>2014. Co-Chair Sperduto/Commissioner Rezabek</p> <p>Beachcomber article for October on ash trees. Commissioner Rezabek</p>

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<ul style="list-style-type: none"> <li>Beach: summer weed removal</li> </ul>	<p>Co-Chair Johnson reported that the chemical weed treatment at the Beach Commons was successful. Kelly Jackson said the clean-up went well but the summer helper was not around in August. Communication from the part time summer helper for summer 2013 to City Hall did not take place. Admin Griffin reported that she could have followed up with that more, when the employee was not following the protocol in the contract, and checking in w city hall at start/end times for beach cleaning. The accountability was lost and there is a need for a better system next summer. Agenda Item for the April meeting discussion is to review hiring summer help and supervision parameters.</p>	<p>Review summer help position and communication process at the April 2014 meeting. Co-Chair Amy Johnson</p>
<ul style="list-style-type: none"> <li>Tree health, replacements, buckthorn spray/removal, garlic mustard</li> </ul>	<p>Prairie Restoration will come with ATV's and spray buckthorn. Agenda Item for the January 2014 meeting is to discuss treatment of garlic mustard.</p>	<p>Prairie Restoration garlic mustard treatment report at the January 2014 meeting. Commissioner Rezabek</p>
<b>Huston</b>		
<ul style="list-style-type: none"> <li>Park Maintenance</li> </ul>	<p>Public Works Director Young can pick up buoys and concrete block from the Beach Commons.</p>	<p>Removal of buoys and concrete block from the Beach Commons. Amy Johnson to contact Public Works Director Young.</p>
<ul style="list-style-type: none"> <li>Library</li> </ul>	<p>Still in use. Summer reading program had only 2 participants. Change time frame next year for summer story time to afternoons to accommodate morning camps etc for this age.</p>	<p>New thoughts on conducting the summer reading program &amp; story time at the April 2014 meeting. Co-Chair Johnson</p>
<b>New Business</b>		
<ul style="list-style-type: none"> <li>ADA swing</li> </ul>	<p>The Commission discussed the current budget and available funds for the handicapped swing. The cost of the swing is \$1,000. Commissioner Rezabek is applying for grant funds that would cover half of the cost and Parks Commission would pay the other half. It would be best to have funds available for the handicapped swing and push back tree removal to 2014.</p>	<p>Grant funding will be applied for to cover a portion of the cost of a ADA handicapped swing for Half Moon Park. Commissioner Rezabek A motion was made by Commissioner Rezabek to allocate \$1,000 to purchase a ADA approved handicapped swing with the understanding a grant application will be submitted to Hennepin County Sports Grants to cover half of the cost. Commissioner McNichols</p>

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		seconded the motion. All members voted in favor, the motion carried.
<ul style="list-style-type: none"> <li>Cleaning weeds/parks shorelines</li> </ul>	Table to January 2014 meeting agenda.	Cleaning parks and weeds along the shoreline. City Clerk Tiegs will add to the January Agenda.
<ul style="list-style-type: none"> <li>Tree bags/Arcola watering plan for embankment.</li> </ul>	<p>Two trees were planted a few years ago, one has died and one is not looking well. If trees are to be replanted a watering plan needs to be in place. Co-Chair Sperduto suggests purchasing watering buckets. Five are needed at this time. Commissioner McNichols has buckets and will drill holes for watering trees.</p> <p>January agenda tree bags.</p>	<p>A watering plan and buckets will be implemented. Commissioners Rezabek and McNichols</p> <p>The purchase of tree bags will be on the agenda for the January 2014 meeting. City Clerk Tiegs</p>
<ul style="list-style-type: none"> <li>Concerns</li> </ul>		
<ul style="list-style-type: none"> <li>Grant Research</li> </ul>	Grants for future purchases, i.e. will be submitted.	A grant application for a new ADA handicapped swing will be submitted to the Hennepin County Sports Grant. Commissioner Rezabek
<b>Adjourn</b>	Meeting adjourned at 9:42 p.m.	Motion made by Commissioner Reabek and seconded by Commissioner McNichols to adjourn. All members voted in favor, the motion carried.

Respectfully submitted,

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Diane Tiegs, City Clerk