

Medina Park Commission Meeting Minutes

March 18, 2009

Medina City Hall

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The Park Commission of Medina, Minnesota met in regular session on March 18, 2009 at 7:00 p.m. in the Medina City Hall. Park Commission Chair Ann Thies presided.

1) **Call to Order**

Commissioners present: Ann Thies, Ben Benson, Brian Kingsley, Madeleine Linck, Janet White, Paul Jaeb, and Chris Hilberg

Commissioners absent: None

Also present: Jodi Gallup, Steve Scherer, and Carolyn Smith

2) **Additions to the Agenda:**

- City Council update and report on master plan for Hamel Legion Park

A motion was made by Ben Benson and seconded by Paul Jaeb to add an agenda item after the meeting protocol discussion to give a City Council update and discuss the master plan for Hamel Legion Park. Motion passed unanimously.

3) **Approval of the Minutes**

- **February 18, 2009 Regular Meeting**

A motion was made by Madeleine Linck and seconded by Brian Kingsley to approve the minutes with no changes. Motion passed unanimously.

4) **Public Comments (on items not on the agenda):** None

5) **Introduction of New Member: Chris Hilberg**

The new Park Commissioner, Chris Hilberg, introduced himself to the Park Commission. Then the other Park Commissioners introduced themselves to Chris Hilberg.

6) **Meeting Protocol Discussion**

Thies gave a brief report on the history of the Medina Park Commission and how it has evolved into a more formal body over time. The Park Commission was established by a group of residents in 1989, but was not recognized as a formal body of the City until an ordinance was established in January of 2005 by the City Council. Within the last two years, the Park Commission continued to be more formalized through Park Commission packets, reports, and minutes prepared by staff.

Thies questioned if a conversational dialog was appropriate at the meetings or if discussions should be more formalized. There was a general consensus that conversational dialog was working well and it should be the Chair's responsibility to keep the Commission in line if the conversation gets off track.

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7) City Council Update & Report on Master Plan

Jaeb reported that while giving an update at the last City Council meeting, Carolyn Smith requested that he ask the Park Commission to consider requesting an amendment to the 2009 CIP to allocate additional funding towards hiring a consultant to create a master plan for Hamel Legion Park.

Park Commissioners agreed that they would like to see this project done in 2009.

A motion was made by Paul Jaeb and seconded by Chris Hilberg to recommend to the City Council to allocate additional funds from Park Dedication to go out for RFP to design a master plan including open space for Hamel Legion Park in 2009. Motion passed unanimously.

There was a general consensus to include a reoccurring agenda item to have the City Council Liaison to the Park Commission, Carolyn Smith, give an update at each meeting on what is happening at the Council level.

Smith mentioned that the City Council has been reviewing the City's current land use ordinances and revising them to match the new comprehensive plan. She also mentioned that a feasibility report for the 2009 mill & overlay projects was given at the last City Council meeting. She noted that mill and overlay projects are sometimes a good time to create new trails. The City Council adopted a new Data Practices Procedure, and it is important to remember that the Park Commissioner's emails related to City business are public data and would need to be produced if requested. Changes to the commercial ordinances were also adopted to reflect the new comprehensive plan.

8) Clean Up Day

Park Commissioners signed up for two hour time slots to volunteer at the City's Annual Clean Up Day on April 25th. Gallup will email everyone a final schedule.

Thies suggested having a demonstration table to show residents what can all be included in their recycling bins and organic carts. Smith suggested contacting Randy's Sanitation to see if they have a demonstration bin that the City of Medina could borrow. Gallup will follow up with Randy's Sanitation.

9) Park Signs

Gallup updated the Park Commission on the status of the proposed Medina logo. Currently, staff is collecting public input before the Council revisits the final approval of the design and implementation at the April 21st Council meeting. Gallup stated that if the design is approved on April 21st, the Park Commission will need to be proactive in finalizing the style, wording, location, and quantity of the park signs.

Gallup stated that in the 2009 CIP, the City budgeted \$7,500 for entrance signs at Hamel Legion Park and an additional \$20,000 for entrance signs at the remaining City parks.

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Thies suggested that the Park Commissioners should make a point to decide where each sign should be placed in the various parks at the annual park tour.

It was noted that a sign should be placed by the boardwalk at Medina Lake Preserve to identify it as a City park.

Thies showed the Park Commissioners a few pictures from a sign company out of New Brighton that made nice uniform park signs in Fridley.

Linck commented that she would prefer signs that have more of a pioneer look.

Benson said that he was in support of Gerry Dykhoff's proposed design with an A-frame roof that would match the donor wall and park shelters.

Jaeb mentioned Three Rivers Park District did a good job of branding with their signs.

There was a general consensus that all the park signs should include the logo, the name of the park, and the name of the city.

Jaeb offered to contact a few sign companies to get ideas on various park sign options and designs.

10) Educational Opportunities

Thies encouraged all the Park Commissioners to attend the Planning Commission meeting on April 14th to hear a presentation on Low Impact Design (LID) by Julie Westerlund of the Minnehaha Creek Watershed District.

Thies reported that there is an organization called, Minnesota Waters, that has put together a presentation on creating a lake owners association. She questioned if this is something the Park Commission would like to pursue. More information on the presentation will be presented at the next Park Commission meeting.

Thies requested that the Park Commissioners start bringing frequently referenced items to all future Park Commission meetings. These items include the parks and trails maps from the Comprehensive Plan, Trail Plan, Open Space map, Capital Improvement Plan, and other reoccurring agenda items.

Staff Report

- a) Baker Park Trails Update: Scherer stated that he met with Three Rivers Park District employee, Bruce Spanyard, to discuss progress on the County Road 19 Trail. He said they will be starting work on the trail in Loretto shortly after the 4th of July. Thies stated that Councilmember Weir contacted Sarah Wyatt regarding the horse trail and

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- parking. Three Rivers Park District will be accommodating the City's concerns by creating a second access point for the parking lot and will dedicate eight parking spots for horse trailers.
- b) Field House Task Force Update: Gallup gave a brief update that the RFP has been published and the city has been receiving a lot of interest from Architects.
 - c) Schedule Spring Park Tour: There was a general consensus to schedule the annual spring Park Tour on Saturday, May 16th beginning at 10:30 a.m. at City Hall. If there is bad weather, the alternate date will be May 27th at 5 p.m. A list of which parks to visit will be discussed at the April meeting.
 - d) Screening at Hamel Legion Park: Gallup gave a brief update that staff will be contacting local nurseries to seek quotes and recommendations on the proper types of native plantings to screen the utilities in Hamel Legion Park. A report will be brought to the April meeting.
 - e) Consent to Release Information: Gallup mentioned that the City needs authorization to give out Park Commission contact information to residents and asked that Park Commissioners fill out the form with only the information they would like us to release.

9) Adjourn

A motion was made by Janet White, seconded by Chris Hilberg and passed unanimously, to adjourn the meeting.

The meeting was adjourned at 9:05 p.m.

Minutes prepared by Jodi Gallup.