

Medina Park Commission Meeting Minutes

March 20, 2013

Medina City Hall

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The Park Commission of Medina, Minnesota met in regular session on March 20, 2013 at 7:00 p.m. in the Medina City Hall. Park Commission Chair Paul Jaeb presided.

**1) Call to Order**

Commissioners Present: Paul Jaeb, Ellis Olkon, Dino DesLauriers, Madeleine Linck, Ann Thies, Janet White, and Steve Lee

Commissioners Absent: None

Also Present: Assistant to City Administrator Jodi Gallup and Public Works Director Steve Scherer

- 2) Additions to the Agenda:** Linck requested discussing a nature walk and garbage that she found in Hunter Lions Park. There was a general consensus to discuss prior to the staff report.

**3) Approval of Minutes:**

- **February 20, 2013** – Page four, third paragraph – change prudence to prudent.  
Page five, third paragraph – change confirmed to understood.

*A motion was made by Thies and seconded by DesLauriers to approve the minutes as amended from February 20, 2013. Motion passed unanimously.*

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

**5) City Council Update**

Scherer updated the Park Commission on recent City Council actions.

**6) Morrison Lot Split at 1525 Hunter Drive – Park Dedication Discussion**

Gallup presented the applicant's request to subdivide an 18 acre parcel into two lots at 1525 Hunter Drive. She noted that the current park and trail plans show no proposed parks or trails on the subject property. She stated that due to the lack of identified park and trail components on this parcel, staff recommends taking the cash-in-lieu of parkland dedication. The cash-in-lieu amount would max out at \$8,000.

There was a general consensus of the Park Commission that no trail and parkland dedication was desired on the subject property.

*A motion was made by Lee and seconded by Olkon to recommend taking the cash-in-lieu of parkland dedication in the amount of \$8,000. Motion passed unanimously.*

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**7) Hamel Legion Park – Ball Field Improvements**

Jaeb stated that the Hamel Athletic Club (HAC) has collected updated quotes on the ball field improvements they are requesting to be done this spring. Kevin MacIntosh and Andy Schmidt with HAC presented their updated request to the Park Commission.

1. Electronic scoreboards for the lighted field and quad field three – HAC noted that the scoreboards would cost \$9,345 plus \$12,000 for installation, which does not include the electrical work. HAC confirmed that they would be responsible for the maintenance of the scoreboards. It was noted that language regarding HAC's obligation to maintain the scoreboards would be included in their ball field rental contract with the City of Medina.
2. Batting Cage – It was noted that the city had the dirt moved last fall for the base of the batting cage. The total cost for the batting cage installation, which includes the cement pad, padded turf, fencing and netting is \$22,409.
3. Polyester windscreens on lighted little league field and quad 1, 2, 3, & 4 – The windscreens will be royal blue and include the Hamel Baseball logo. The total cost will be \$14,100. It was noted that the windscreens will be removed at the end of each season. Language will be added to HAC's contract to have the windscreens down by July 31<sup>st</sup> of each year.
4. Dugout Covers – MacIntosh reported that HAC would like to build a permanent structure to cover the dugouts instead of the previously proposed canvas covers. The permanent structure will last longer and not have to be removed seasonally. The canvas covers were originally proposed last year as a cost effective way to cover all the dugouts. The quote HAC received to build a permanent structure similar to the one at the Greenwood ball fields was \$22,900 to cover the dugouts at only two fields. MacIntosh stated that he was not happy with the quote and will be seeking additional quotes. Scherer noted that a building permit would be needed to build a permanent structure. There was a general consensus of the Park Commission that a permanent structure would be better than canvas covers. It was noted that if cost did not permit constructing permanent structures on all the fields at once, the project could be phased over the next few years and canvas covers could be used in the meantime.
5. Benches – HAC would like to purchase 12 free standing portable aluminum benches to put in the grass fields where T-ball is played. These would replace the old green wooden benches that were dragged out to the grass fields each season. The cost for these benches will be \$3,276. The current contract already addresses that these benches need to be removed at the end of each season.

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MacIntosh stated that he is not looking for approval of the dugout covers tonight because he would like to receive additional quotes, but HAC would like approval of the remaining improvement projects so they can get started on them as soon as the weather permits.

Gallup confirmed that the city needs to close out our Twins Grant and has approximately \$12,000 left to spend on these ball field improvements and HAC has committed to donating the remaining costs of these improvements.

*A motion was made by DesLauriers and seconded by Lee to recommend to the City Council to apply the remaining Twins Grant Funds to the following ball field improvements: scoreboards, batting cage, windscreens, and benches. Motion passed unanimously.*

**8) Park & Trail Master Plan Review**

Jaeb presented an updated outline of the master plan. He stated that he had written the introductions/framework of each section and staff was filling in the remaining information. He noted that Park Commissioners should be receiving a complete draft of the plan within the next few weeks to allow plenty of time for their review prior to the April Park Commission meeting.

Thies stated that the trail subcommittee had met with City Planner Finke to update the trail map. She also noted that the text of the trail plan in the Park Commissioner's packets had been updated in regards to the descriptions of the specific trails, but the introduction section had not been edited yet.

Lee had reviewed the text in the 2009 Trail Plan and the 2007 Open Space plan and came up with 11 guiding principles to incorporate into the 2013 Trail Plan. The Park Commission reviewed the 11 guiding principles and narrowed them down to nine guiding principles. It was noted that these guiding principles could replace a majority of the existing introduction language in the trail plan.

Gallup presented City Planner Finke's updated trail map to the Park Commission to explain some of the changes. She noted that the purple dashed lines were to be removed from the trail plan. A turquoise colored line had been added to the plan showing trails that were listed as turf trails, but could potentially become paved trails. Staff would like the Park Commission to discuss these trails to determine the proper surface type.

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It was noted that there should be a paved trail corridor through the northern densely populated areas of the city that ultimately connects to the County Road 19 Regional Trail.

The potentially paved route running east to west in the southern part of the city could create a paved trail corridor that connects Wolsfeld Woods to Baker Park. There were some concerns with paving some of these trail links. The Park Commission suggested that the subcommittee meet with Finke one more time to review these trails.

Discussion took place regarding the Canadian Pacific Railroad trail shown on the map. It was determined that if the railroad ever closed down and a trail was built, it would be a regional trail and not be funded by the City of Medina. There was a general consensus to remove this trail from the plan for budgeting purposes.

Discussion took place regarding a number of proposed trails that were in close proximity to each other and if the plan should designate an option A or option B. It was noted that not all of these trails would be built because an opportunity may never arise for an easement on certain parcels. The plan was created to leave as many options available as possible. Staff's fear is the city will waste money acquiring easements on various segments of each of these trails, but not be able to ever complete the trail. The subcommittee will have further discussion on this item at their next meeting.

Gallup explained the two spreadsheets that were included in the packet regarding park and trail construction costs and annual maintenance costs. She noted that if all the parks and trails were constructed that are shown in the plan, it would cost \$19,612,277.48. The total Park Dedication revenue the city will bring in when the city is fully built out is \$14,740,400. This means we need to cut \$4,871,877 of infrastructure out of the plan.

Gallup noted that the city currently spends \$41,335 annually to maintain the city parks, which does not include personnel costs. It is estimated that when the city is fully built out there will be four additional neighborhood parks and the maintenance cost will increase to \$79,735 annually, not including personnel costs. The city should also be budgeting annually \$66,375 to put in a fund to rebuild the infrastructure at the end of its lifecycle, because there will be no Park Dedication funds to draw from at that time.

The city currently spends \$10,623 annually to maintain/sealcoat the existing trail system. When the trail plan is fully built out, the city will spend \$61,318 annually to maintain/sealcoat the trails. The city should also be budgeting annually \$162,879 to put in a fund to rebuild the trails at the end of their lifecycle.

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Discussion took place on the need for the trail priority levels within the Trail Plan since a majority of these trails will be built as development occurs. Gallup explained that the Capital Improvement Plan (CIP) projects improvements out over the next five year and it is reviewed annually. There was a general consensus to identify high priority trails that are projected to be completed in the next five years in the CIP and not on the trail map.

**9) Nature Walk & Garbage in Hunter Lions Park**

Linck stated that a nature walk was not scheduled yet and wondered if the Park Commission thought she should continue to plan this event. She noted that there had been bad weather and low attendance at the nature walk in the past few years. It was suggested to hold the event in June on a week night this year and advertise it in our city newsletter.

Linck noted that there was garbage including old couch cushion behind the shed in Hunter Lions Park. Scherer stated that every once in a while people will unload a truck full of garbage in our parks to get rid of it without having to pay for disposal, which is a crime. He will make sure it gets cleaned up.

**10) Staff Report**

Gallup noted that the Public Works Department had received a nice thank you letter for maintaining the ice skating rink at Medina Morningside Park this winter. Staff was happy to see the rink was frequently getting used this winter.

Scherer updated the Park Commission that a new lock will be put on the gate at the boat landing in Lakeshore Park this spring when the ice thaws. Residents that had previously applied for a permit were sent a letter with the updated lock combination, permit card, and Aquatic Invasive Species pamphlet. He noted that 33 of the 38 residents that have a permit to access the gate live in the Independence Beach neighborhood.

**11) Adjourn**

*A motion was made by White, seconded by Thies and passed unanimously, to adjourn the meeting.*

**The meeting was adjourned at 8:30 p.m.**

Minutes prepared by Jodi Gallup.