

Medina Park Commission Meeting Minutes  
September 15, 2010  
Medina City Hall  
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The Park Commission of Medina, Minnesota met in regular session on September 15, 2010 at 7:03 p.m. in the Medina City Hall. Park Commission Chair Ben Benson presided.

**1) Call to Order**

**Commissioners present:** Ben Benson, Madeleine Linck, Janet White, Paul Jaeb, Ann Thies, and Bill Waytas

**Commissioners absent:** Chris Hilberg

**Also present:** Assistant to City Administrator Jodi Gallup, Public Works Superintendent Steve Scherer and City Council member Carolyn Smith

**2) Additions to the Agenda:** None.

**3) Approval of the Minutes**

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- Page 1: Paul Jaeb was present
- Page 4: Hunter Lions Park Motion passed 4-2
- Page 5: Wetland Buffer – The book referenced was “Lakescaping for Wildlife and Water Quality”. Under main points: 1. Saves you ~~four~~ hours a week in lawn care... 4. ~~Health~~ Gives you healthier water and environment.

*A motion was made by Jaeb and seconded by Linck to approve the minutes, with the noted corrections. Motion passed unanimously.*

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

**5) City Council Update:**

Carolyn Smith updated the Park Commission that since the last time the Park Commission met, the City Council:

- Has been working on the 2011 budget
- Rezoned along Highway 55
- Received requests from other cities to use Medina’s brush pile, but denied the request
- Reviewed the 2009 Annual Report

Smith invited the Park Commissioners to attend a free seminar that is being put on by the Northwest League of Cities.

**6) Presentation by Matt Wilson – Holy Name Park Pavilion**

Matt Wilson introduced himself to the Park Commission as an Eagle Scout Candidate with troop 570. He gave a presentation on his proposal to build an open sided picnic shelter in Holy Name Park for his Eagle Scout Project. The proposed size of the shelter would be 27’ x 13’ and be able to house three picnic tables.

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Wilson explained that the benefits of this shelter would be for picnickers and families using the park to eat lunch, a meeting location, and a rest spot for bicyclers along County Road 24. Wilson also stated that benefits of him building the shelter would include free labor for the city and Wilson would receive his Eagle.

Wilson stated that the timeline for the project would be to select materials and get quotes this fall and construction of the shelter would happen in the summer of 2011.

Wilson is proposing that the shelter be built southwest of the parking area so that it is handicap accessible and close to the path.

Wilson estimated that a rough cost to build the shelter would be \$6,000.00 based on the numbers he had for the picnic shelter at City Hall that was constructed by a different Eagle Scout.

Benson stated that a picnic shelter used to be a line item on the Capital Improvement Plan, but had been deleted due to a low Park Dedication Fund Balance.

Gallup stated that if the Park Commission wants to approve this project and recommend any park dedication dollars be used for it, a recommendation would need to go to the City Council before December to amend the final 2011 Capital Improvement Plan.

Thies questioned how tall the proposed picnic shelter would be and noted that the shelter in front of City Hall was too tall.

Scherer stated that he already has been working with Matt Wilson on the height and it would not be that tall.

Jaeb questioned if the project would require a building permit and if the City of Medina had insurance on volunteers.

Scherer stated that most likely a permit would need to be pulled so that an inspection could be done by Metro West Inspection Services.

Gallup stated that the City of Medina already has insurance coverage for volunteers in the City.

Linck wanted to make sure the structure was not going to be too large that it would encourage large groups to use it and create a lot of extra litter in the park.

There was a general consensus from the Park Commission in support of Matt Wilson's project, but they directed him to do more research on materials for roofing and flooring,

decide final size and supplies needed, and bring back solid cost estimates to the October 20<sup>th</sup> Park Commission meeting before making a decision.

7) **Hunter Ridge Farm Preliminary Plat; Park Dedication Discussion**

Gallup gave a short presentation to the Park Commission on the applicant's proposal to subdivide their existing 13.9 acre property at 1382 Hunter Drive into two lots.

Gallup showed the Park Commission a map of where the property was located in the city and showed an aerial photograph of the subject property with a line showing the proposed division into a 6.06 acre parcel and 7.69 acre parcel.

Gallup gave an overview on the options for park dedication. The City's park dedication ordinance allows the City to require up to 10% of the buildable land to be dedicated for parks and trails, which would be 1.6 acres for this site. The cash-in-lieu amount can be 8% of the average market value of the property, but no more than \$8,000, which would be \$8,000. The City can also take a combination of land and cash.

The Park Commission reviewed their Active Study Area map and noted that there were no active parks planned near this site.

The Park Commission reviewed their Trail Plan and noted that the plan identifies a moderately-low priority trail along Hunter Drive (South of County Road 24). The trail plan does not specify whether this trail should be on the east or west of Hunter Drive, but looking at the topography along the street, it seems it would be easier to accommodate along the east side.

Staff recommended obtaining a 15-foot trail easement adjacent to Hunter Drive, which is an area of 4,875 square feet (8.3% of the maximum land) and requiring the remaining park dedication in the form of cash, which would be approximately \$7,336.00.

Ron Carlson, the applicant and property owner, introduced himself to the Park Commission and stated that he was available to answer any questions.

Carlson stated that he was in favor of staff's recommendation and wished the proposed trail was a high priority trail instead of a moderately low priority trail.

Thies questioned if Carlson still had horses and if his livestock would have to be reduced if he sold one of his lots.

Carlson said he still had horses and his livestock would have to be reduced if he sold one of the lots.

Thies questioned Carlson on how he maintained his property along Mooney Lake.

Carlson explained that he was involved in an active Lake Association with the other residents that own property along Mooney Lake. He stated that he has marsh grass on his property along Mooney Lake.

The Park Commission commended him for doing the right thing when it comes to taking care of his property near the lake and asked him if he would be interested in talking to other residents that may be interested in starting a lake association. He said he would be interested.

*A motion was made by White and seconded by Thies to recommend that the applicant shall dedicate an easement 15 feet in width adjacent to Hunter Drive for trail purposes and shall pay cash-in-lieu of dedicating additional property for park and trail purposes of approximately \$7,336.00. Motion passed unanimously.*

**8) Ball Field Fee Schedule**

Gallup presented some background information stating that the ball field fee schedule was created two years ago and has only generated reservations from youth athletic groups. The Park Commission reviewed a request at their July meeting from the Minnesota Umpires Association that wanted to hold an adult softball tournament in Hamel Legion Park, but could not afford to pay the adult tournament rates. At that time, the Park Commission recommended charging the group the youth tournament rates for their tournament and requested discussing the ball field fee schedule further at a future meeting.

The Park Commission reviewed ball field rates from other cities and noted that the adult rates were higher than the other cities' rates.

Discussion took place on whether the Park Commission wanted to encourage adult tournaments in the park by lowering the fee.

*A motion was made by Jaeb and seconded by Linck to recommend only one change to the Field Reservation Fee Schedule to add a flat \$70 rate for field house bathroom cleaning. Motion passed unanimously.*

**9) Wetland Buffer**

Linck wrote an article on why wetland buffers are good for water quality and wildlife and how it will save a homeowner time. The Park Commission reviewed the article and there was a general consensus that it should be handed out at Medina Celebration Day.

**10) County Road 116 Trail Grand Opening**

Gallup reminded everyone that the County Road 116 Trail Grand Opening was going to be held on Saturday, September 25<sup>th</sup> at 3 p.m. in Intercomp's southern parking lot. The property owners that donated easements along the trail have been invited to attend to

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receive recognition. Staff also invited Hennepin County to be recognized for the \$174,000 grant the city received from the county for this project. Residents that live along the trail and in Foxberry Farms were also invited to the event.

Gallup will bring the ribbon and big scissors and make certificates of appreciation for the property owners that donated easements.

Smith and Benson will MC the event.

**11) Staff Report**

a) Celebration Day Table: The Park Commission requested fliers for their table at Celebration Day for the following items: Friends of the Park, Bench Donation Program, Wetland Buffer Article, Lake Association information, and Parks brochure.

b) General Items:

- Thies gave an update on the Baker Park horse trailer parking lot that will hopefully be completed this fall.
- Scherer stated that the monument sign bases and signs were installed at Hamel Legion Park.
- Scherer noted that he had to mow in Rainwater Nature Area to seed this fall.
- Scherer stated that the Public Works may be doing a little work in Tomann Preserve this fall to use up some fill the city already had to stabilize the slope.
- Scherer stated that the crosswalk by Gramercy was complete.
- Linck said she checked the Blue Bird houses, which had good success. We had three desirable species.
- Scherer stated that staff would be planting some perennials around all the park signs on October 8<sup>th</sup>.

**10) Adjourn**

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

**The meeting was adjourned at 8:40 p.m.**

Minutes prepared by Jodi Gallup.