

Medina Park Commission Meeting Minutes  
September 16, 2009  
Medina City Hall  
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The Park Commission of Medina, Minnesota met in regular session on September 16, 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, Madeleine Linck, Chris Hilberg, Paul Jaeb, Janet White, and Bill Waytas

**Commissioners absent:** None

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

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

**3) Approval of the Minutes**

• **August 19, 2009 Special Meeting Minutes**

*A motion was made by Ben Benson and seconded by Chris Hilberg to approve the minutes with one spelling error change. Motion passed unanimously.*

• **August 19, 2009 Regular Meeting Minutes**

*A motion was made by Chris Hilberg and seconded by Ben Benson to approve the minutes with no changes. Motion passed unanimously.*

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

**5) City Council Update:**

Council member Smith updated the Park Commission that the City Council:

- Approved the field house budget increase to \$425,000 due to additional unforeseen expenses such as soil corrections, creating handicap parking lot spots, building a 9-ton road, and City sewer and water connection fees.
- Continues to work on the 2010 budget.
- Amended the sign ordinance to allow pylon signs in the parks and residential districts.
- Approved the residential ordinance related to future residential sewer areas.
- Approved the surface water management plan.
- Had a closed session regarding acquiring property for the future public works facility.

**6) Capital Improvement Plan**

Gallup stated that the City Council authorized an additional \$125,000 of Park Dedication dollars be spent to complete the Field House project in 2009. The County Road 116 trail project will also require more park dedication dollars than originally estimated. These large project expenses are depleting the park dedication fund balance and the Park Commission needs to revisit the CIP to reprioritize projects in 2010 and 2011.

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Gallup stated that there is an approximate \$1.1 Million fund balance as of today, which does not include the money that is about to be spent on the field house and County Road 116 trail. By the end of this year, the park dedication fund balance will be about \$400,000, but the City has a general policy that there should always be a \$200,000 balance in the account. This means that the Park Commission can only spend \$200,000 in Park Dedication dollars in the next two years or until more money becomes available.

The Park Commission reviewed the plan and staff's recommendations and agreed to recommend the following changes:

- Arrowhead/Hackamore Trail – move from 2011 to 2012
- County Road 116 Trail – increase to \$325,000 in 2010
- Willow Drive Trail (Medina Morningside to County Road 6) – move from 2010 to 2011
- Hunter Drive Trail (Lions Park to South) – move from 2009 to 2010
- Independence Beach Neighborhood Trail Connection – move from 2010 to 2012
- Hamel Legion Park NE Parking Lot – move from 2011 to 2012
- Hamel Legion Park Playground Equipment – delete \$15,000 from 2011
- Concession Stand/Field House – increase to \$425,000 in 2009 and delete \$25,000 in 2010
- Hamel Legion Park Outfield fence screening – add trees to description
- Hamel Legion Park ballfield lights – move from 2011 to 2012
- Community Building South Side Shading – add \$2,000 in 2009 and reduce 2010 to \$3,000
- Medina Morningside Playground Border – move from 2011 to post 2015
- Medina Morningside Well House Screening – reduce to \$1,000
- Holy Name Park Pier/Dock – reduce to \$10,000; move from 2009 to 2010
- Holy Name Park Shelter – move from 2012 to post 2015
- Hunter Lions Park Sewer/Water Line – move from 2011 to 2012
- Lakeshore Park Shelter – change from repair to replace post 2015
- Rainwater Nature Area Bridge – move from 2011 to 2012
- Rainwater Nature Area Electrical Box Screening – reduce to \$500
- Rainwater Nature Area Trees – move from 2011 to 2012
- Medina Lake Preserve Benches & Concrete Slabs – move from 2010 and 2011 to 2012 and 2013

The recommended changes above will reduce the amount of park dedication dollars spent in 2010 to \$106,000 and in 2011 to \$86,000.

Discussion occurred on the Park Commission being more aware of the future maintenance costs associated with new projects.

Discussion occurred on why Orono had not put the Willow Drive Trail from Medina Morningside to County Road 6 on their 2010 CIP/budget. There was a general consensus

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that this trail should be a high priority for the children's safety that walk down Willow Drive to Orono Schools.

*A motion was made by Madeleine Linck and seconded by Ben Benson to have Janet White work with staff to draft a letter to Orono from the Park Commission expressing the importance of making this trail a high priority for Orono to budget the project in 2011. Motion passed unanimously.*

*A motion was made by Janet White and seconded by Paul Jaeb to recommend to the City Council approving the changes noted above to the 2010 Capital Improvement Plan. Motion passed unanimously.*

**7) Hamel Legion Park Master Plan**

The Park Commission reviewed the master plan and commended the committee for getting the project done so quickly.

There was a general consensus that the plan will help the city make future decisions on where to locate benches and what type of trees to plant.

Scherer mentioned he was already able to discuss the plan with the 4H Club when they approached him asking where they could donate \$2,000 towards trees in the Park. After reviewing the plan, the 4H Club would like to donate the trees directly behind the Hamel Community Building since they use that building for their regular meetings. This donation will be brought to the October 6<sup>th</sup> City Council meeting for approval and recognition.

Discussion occurred on what size trees the City should buy for shading behind the community building. It was determined that the size of the tree would depend on what the City could afford from the amount of money donated.

Scherer stated that he plans on pricing out balled and bur lapped trees. Jaeb suggested purchasing the trees from K Bid Auction House.

*A motion was made by Chris Hilberg, seconded by Janet White, to recommend to the City Council approval of the Hamel Legion Park Master Plan. Motion passed unanimously.*

**8) Review Uniform Park Sign Quotes**

The Park Commission spent a few minutes reviewing the quotes that they received when they arrived to the meeting. It was noted that the sign companies only bid on the materials that were in the quote sheet, even though a number of the sign companies mentioned that Dibond and Exteria were not their preferable material for a park sign.

The Park Commission directed staff to follow-up with the sign companies on the following items:

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- Cost difference for showing the park name on one line, which would make the signs more rectangular.
- Cost difference to create a “bump out” around the logo instead of just a curved top.
- Ask the sign companies what their preferred sign material would be.
- Ask the sign companies for examples of other park signs with the same material.

Gallup will follow-up with the sign companies and get updated information to the Park Commission prior to the next meeting to allow the Park Commission time to conduct site visits and do the appropriate research.

**9) Staff Report**

- a) Eagle Scout Project Update: Scherer stated that the Eagle Scout needed more of a planning project. Scherer connected him with Hennepin County Environmental Services to help him create a plan for shoreline erosion control.
- b) Holy Name Park Open House: Gallup mentioned the sign that Linda Lane created to advertise for the event. Linck requested the green mesh be cut out before the event. Scherer said he would get the mesh cut out and mentioned that he planned on bringing a bucket of water to show how it runs through the permeable pavers and concrete. Benson, White, Linck, Thies, and Smith said they plan on attending the open house. It was suggested to have the following material available at the open house: copies of the park sign explaining the different projects, organics recycling brochures, rain garden brochures, cost breakdowns for project expenses such as pavers, rain garden, etc., necessary material for the drawing, ribbon and scissors, and a camera to take pictures. The Park Commission requested that an email be sent to the commissioners with any information necessary to be able to educate people that attend the open house. Scherer plans to invite Anita, the person who planted the rain garden, to the event.
- c) Medina Celebration Day Involvement: Scherer questioned if anyone was willing to help with set-up and tear-down. Benson volunteered to help with tear-down on Sunday morning. A few of the Park Commissioners each signed up for an hour shift to stand/sit by the City table to answer any questions people may have regarding items on the table. The schedule is as follows: Thies 4-5 p.m.; Benson 5-6 p.m.; White 6-7 p.m.; Linck 7-8 p.m. Items on the city table should include storm water education, organics information, field house plans, Hamel Legion Park master plan, parks brochure, and information on forming a lake association.
- d) Tomann Parcel; Property Management Plan: Scherer stated that he had met with Dave Thill from Hennepin County and two representatives from the Minnesota Land Trust to discuss creating a management plan for the Tomann parcel. Suggestions that were made included: going back to natural grasses and only mowing trails and one mowed open area, creating parking along the road or using the existing driveway approach, and as trees die replace with big woods trees. Scherer stated that he has a meeting with Terry Tomann to discuss what he would want the park to be named. The Park Commission agreed that they would like to call it a “Preserve” instead of a “Park”. It

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was also discussed that it might be nice to use tree stumps or stones to create a sitting/picnic area.

e) General Items:

- Thies read a thank you note that the Park Commission received from Eli Condon for helping her organize the “Forming a Lake Group” presentation in Medina.
- Gallup mentioned she had invited Sara Wyatt to the Park Commission meeting, but she was unable to attend. Wyatt stated that brushing had occurred along the horse trail in Baker Park. Three Rivers Park District will continue to monitor the horse usage along the trails. Wyatt will send any figures she receives to the City of Medina. Wyatt also stated that the parking lot issue with horse trailers has got a lot more complicated due to the amount of grading that will need to be done. They now have to budget for a retention pond in order to complete the project and hope to have it completed next spring.

**10) Adjourn**

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

**The meeting was adjourned at 9:03 p.m.**

Minutes prepared by Jodi Gallup.