

Medina Park Commission Meeting Minutes
December 15, 2010
Medina City Hall
Page 1 of 4

The Park Commission of Medina, Minnesota met in regular session on December 15, 2010 at 7:00 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, Chris Hilberg and Paul Jaeb (arrived at 8:05 p.m.)

Commissioners absent: Ann Thies and Bill Waytas

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

• **November 17, 2010 Regular Meeting Minutes**

- Page 1: City Council Update: add Green Step Program name
- Page 3: 4th & 5th Paragraphs: change southwest to southeast
- Page 3: 5th Paragraph: expressed concern over fragmentation of the woods through the development of trails...

A motion was made by Linck and seconded by White 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 stated that it was her last meeting as the City Council Park Commission Liaison and she was proud of the work of the Park Commission over the last few years through the creation of a parks and trails plan, installing new playground equipment in various parks, creating a landscape plan in Hamel Legion Park, etc. She commended Janet White for her work on the Friends of the Park Program, Paul Jaeb for being the “Sign Man”, Madeleine Linck for her expertise in natural resources, Ann Thies on her experience with open space, Ben Benson on his purchasing expertise with the Field House Project, and Chris Hilberg for his help with Medina Lake Preserve.

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

- Accepted the 2011 budget and levy.
- Agreed to place two properties in Ag Preserve.
- Approved the Active Park Study Area One.
- Approved the purchase of some new city office furniture and repairs around city hall.

- Directed staff to research buying the Clam Corp. building, which is already built opposed to buying land and constructing a new facility.

6) Friends of the Park Program

Gallup reported that staff had met with Paul Jaeb to draft a policy for citizen generated project requests and is recommending incorporating the policy into the existing Friends of the Park Program policy. Gallup explained that the policy would have two categories; Approved Ongoing Program Activities and Citizen Generated Project Requests.

The Approved Ongoing Program Activities would be the same things that were already approved for the Friends of the Park Program such as cleaning up garbage and litter, planting flowers, weeding, watering, maintaining landscaping, and cleaning bird houses throughout the parks system.

The Citizen Generated Project Requests would be activities that take more thought, planning, and sometimes labor. It was recommended that the Park Commission maintain an approved project list separate from the policy so it can be updated more frequently. Suggestions for the approved project list included:

- Rainwater buffer maintenance project
- Landscape plan for various city parks
- Trail Plan at Tomann Preserve
- Build natural benches at Medina Lake Preserve, Tomann Preserve, or Rainwater Nature Area
- Buckthorn and disease tree clean up plan and removal at Medina Lake Preserve
- Shoreline stabilization project on north side of Lakeshore Park
- Build Wood Duck houses

The Park Commission will consider additional projects and update the list at their annual goal setting session and after the spring park tour each year.

The approved project list noted that the City is not accepting any structural projects, unless recommended by Park Commission and approved by City Council.

Hilberg questioned if the City was putting a moratorium on all structural things. Scherer clarified that the door was not closed completely, but it would take special approval.

Smith stated that the City Council does not want structural projects because of the risk and future maintenance costs.

Linck questioned the maintenance that was needed for the shelter roofs at Medina Morningside Park and Hunter Lions Park.

Scherer stated that those roofs were recently redone, but it was because of vandalism.

Medina Park Commission Meeting Minutes

December 15, 2010

Medina City Hall

Page 3 of 4

Hilberg questioned how precise the Capital Improvement Plan had to be each year. He questioned if the City could move items around if funding became available for projects that were still budgeted out a few years.

Smith stated that the Park Commission annually reviewed the Capital Improvement Plan to recommend moving items around.

White stated that she thought the updated Friends of the Park policy was put together well. She stated that it was responsible of the Park Commission to keep an updated approved project list for citizens generated project requests and stick to the list; she stated it was irresponsible of the Park Commission to listen to every request that was not on the plan and keep adjusting the plan throughout the year to accommodate everyone. White suggested that if the Park Commission liked a project request, it could be added to the next year's approved project list.

Hilberg suggested that the policy should not require citizens to present their request in person to the Park Commission if the project is already on the approved project list. He stated that the work sheet could be submitted to staff and then brought to the Park Commission.

The Park Commission reviewed the draft changes of the Friends of the Park policy and recommended the following changes:

3. ~~Have a detailed funding source (unless the project is on the current CIP).~~ Create a detailed budget and identify funding sources.
4. Complete a City of Medina Project Worksheet and submit to City Staff to be reviewed and approved by Park Commission.
5. ~~Submit in person to the Park Commission at a regularly scheduled meeting.~~ Be available to attend a Park Commission meeting to present your project idea if requested.

A motion was made by White and seconded by Hilberg to recommend approving the revised Friends of the Park Program as discussed. Motion passed unanimously.

7) **Staff Report**

- a) Fence Signage at Hamel Legion Park: Gallup gave an update that the Hamel Athletic Club was now interested in pursuing the fence signage advertisement program to raise money for ball field lights that was discussed at the January 20, 2010 Park Commission meeting. The Hamel Athletic Club will be seeking the City Council's endorsement at the December 21, 2010 City Council meeting.
- b) Park Study Area One: Gallup stated that she had included the final approved Park Study Area One plan in the Park Commission packets for their future reference.
- c) General Items: Benson requested that Steve Scherer contact Matt Wilson to notify him to look for a different project on the Citizen Generated Project List.

Medina Park Commission Meeting Minutes
December 15, 2010
Medina City Hall
Page 4 of 4

8) Adjourn

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

The meeting was adjourned at 8:14 p.m.

Minutes prepared by Jodi Gallup.