

Medina Park Commission Meeting Minutes
April 18, 2018
Medina City Hall
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The Park Commission of Medina, Minnesota met in regular session on April 18, 2018 at 7:00 p.m. at Medina City Hall. Park Commission Chair Steve Lee presided.

1) Call to Order

Commissioners Present: Steve Lee, Ann Thies, Mary Morrison, John Jacob, Jeff Rumsey, and youth member Ella Kingsley

Commissioners Absent: Elizabeth Weir and youth member Lauren Lubenow

Also Present: Council member John Anderson, Public Works Director Steve Scherer, and Assistant City Administrator Jodi Gallup

2) Additions to the Agenda

Thies requested to discuss the park donation program – added as item e.

A motion was made by Lee and seconded by Morrison to add this item to the agenda. Motion passed unanimously.

3) Approval of the Minutes from:

• February 21, 2018 Regular Meeting

A motion was made by Thies and seconded by Jacob to approve the minutes from February 21, 2018 as presented. Motion passed unanimously.

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

5) City Council Update

Anderson updated the Park Commission on recent City Council actions.

6) Ditter Concept Plan – 2032-2052 Holy Name Drive

Gallup provided a brief staff report stating that Jim and Tom Ditter have requested review of a concept plan for the potential subdivision of 4 parcels they own into 6 lots. Gallup noted that the purpose of a concept plan is for the Park Commission to provide general feedback on park or trail land dedication to the applicant before they put together a formal application.

Gallup reviewed the Park Dedication Ordinance noting that this subdivision would allow approximately 2.4 acres of land dedication, approximately \$16,000 in cash, or a combination.

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It was noted that the Comprehensive Park and Trail plan do not identify any need for park land in this area. It was also noted that there are no specific local trails identified on the subject property, but the trail plan shows a north-south regional trail search corridor to the west of this site. A brief discussion took place on using the subject property as an alternative north-south location, but it was determined it would not work due to a large wetland on the property to the north that would prevent connecting to Medina Road.

The general feedback to the applicant was that they would likely recommend taking cash-in-lieu of park land or trail dedication.

7) City Park Funds – Overview of Park Dedication Fund & Municipal Park Fund

Gallup stated that our Park Commissioner Subcommittee consisting of Steve Lee and Liz Weir met with Finance Director Erin Barnhart and Assistant City Administrator Jodi Gallup to review the existing city park funds to look at ways to adequately budget future park improvements.

Gallup provided the Park Commission with an overview of the City's Park Dedication Fund and Municipal Park Fund which are defined in the city's annual budget document. Gallup explained that the Park Dedication Fund is funded through new land subdivisions and the money is only allowed to be spent on new park and trail development to meet the needs of the new residents in the new land subdivisions. The Municipal Park Fund is funded through donations, grants, and ball field rent. The revenues in this fund are not adequate to support the future needs of the park and trail system. Gallup noted that the Park Commission may find a need to request an annual dollar amount of the annual tax levy to go toward the Municipal Park Fund to support the city's future park and trail needs.

Gallup reviewed the City's capital asset document, which shows all assets over \$5,000, the year acquired, the cost of the asset at the time it was acquired, and the annual depreciation of the asset. This document will be used to help the Park Commission appropriately budget out the replacement of park assets over the next ten years.

Anderson stated that over the last decade, the money was flowing into the Park Dedication Fund, which helped keep it self-sustaining. He stated now that development is slowing down, the Park Commission may find that they need to request additional funds from the City Council.

Lee stated that the City is at a point where we are still building new, but are now needing to take care of the old park equipment as well.

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The Park Commission discussed familiarizing themselves with the park assets and future needs in each park prior to the May Park Tour. Jacob requested that the assets be sorted by park.

Gallup explained that the Park Commission will be reviewing and updating the 2018-2022 Capital Improvement Plan at their June meeting.

8) Staff Report

- **2018 Park Commission Goals** – Gallup stated that this will be a reoccurring item to continually review our goals and provide updates on progress made throughout the year. Kingsley volunteered to be assigned to the Park at Fields of Medina.
- **Park Commission Vacancy** – Gallup reported that Lisa Cole has resigned from the Park Commission, and we are looking to fill her vacant seat through the end of 2018. Lee stated that he has reached out to Lori Meehan, and she is willing to fill Lisa Cole's term through the end of 2018.
- **Annual Park Tour** – The Park Commission discussed the date and time for the annual park tour and set the meeting for Wednesday, May 16, 2018 beginning at 4:30 p.m. at City Hall.
- **General Items** – Scherer reported that a resident had requested expanded tennis facilities at Hamel Legion Park. Gallup reported that two organizations were interested in leasing the tennis courts this summer. A brief discussion took place regarding increasing the tennis court rental fee. Morrison explained paddle tennis as a possible winter sport in Medina's parks.
- **Park Trail Donation Program** – Thies provided a draft Parks/Trails Donation Program to review with the Park Commissioners. She asked for some general feedback and will bring back an updated program at the June meeting.

9) Adjourn

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

The meeting was adjourned at 8:26 p.m.

Minutes prepared by Jodi Gallup