

Medina Park Commission Meeting Minutes

July 18, 2018

Medina City Hall

Page 1 of 3

The Park Commission of Medina, Minnesota met in regular session on July 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, Elizabeth Weir, Lori Meehan, Jeff Rumsey, and youth member Lauren Lubenow

Commissioners Absent: John Jacob and youth member Ella Kingsley

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

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

**3) Approval of the Minutes from:**

June 20, 2018 Regular Meeting

*A motion was made by Weir and seconded by Lee to approve the minutes from June 20, 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. He stated that the City Council had a budget work session the night before to discuss the 2019 budget and funding the municipal park fund. He stated the City Council has requested more detail from the Park Commission before allocating money into the municipal park fund.

**6) 2019-2023 Capital Improvement Plan & City Park Funds Discussion**

Gallup stated that staff has worked with Lee to draft a five-year capital improvement plan for our parks and trails based on discussions from the Park Commission following the park tour and based on the growth plan in the 2040 Comprehensive Plan. She noted that Finance Director Erin Barnhart has put together an analysis showing the modest planned improvements/park replacements over the next five years showing a negative fund balance of \$208,434.12. This number shows the need for setting aside money each year in the municipal park fund to address the aging park equipment replacement needs. Gallup stated that the City Council has requested a more detailed analysis of the City's long-term park and trail replacement needs.

Medina Park Commission Meeting Minutes

July 18, 2018

Medina City Hall

Page 2 of 3

Lee reported that he has been working with staff to put together a detailed spreadsheet for each city park. The spreadsheets include each park and trail asset, year acquired, estimated replacement cost, estimated life span, and estimated replacement year. He stated that he would continue to work with staff to finalize this document to create a more thorough analysis going out 40 years illustrating the need to continue to fund the Municipal Park Fund as parks and trails continue to age.

Thies reminded the Park Commissioners to not be too short sighted by not acquiring a trail easement or future park that we cannot afford, because these connections can provide a long-term benefit. Once the land develops, the opportunity is gone. She stated that the city has missed opportunities in the past.

Weir suggested that the Municipal Park Fund analysis should include an introduction describing the work that has been done by our past park commission leadership. She stated that the Park Commission has known more funds would be needed to continue to build new park and trail equipment and replace aging equipment, but general funds were not dedicated to future parks and trails at that time due to the great recession. She volunteered to work with Gallup to write an introduction to the Municipal Park Fund analysis.

Anderson stated that as the city builds more and more parks and trails, we will have a greater need to maintain these parks and trails into the future. He compared parks and trails to roads stating, "People expect roads to be in good shape and we only hear about the roads when something needs to be repaired".

The Park Commissioners reviewed the proposed 2019-2023 Capital Improvement Plan line by line. Discussion occurred on removing the reoccurring/rolling line items such as general landscaping, small equipment, and land acquisition as it is confusing. Gallup explained the purpose of these line items is to make sure some money is budgeted in these areas each year to have funding available as unanticipated projects arise. She stated that the city doesn't spend the full amount each year and the leftover money is just rolled to the next year. She suggested adding the language "reoccurring/rolling" in the description to better explain the allocated funds.

The Park Commissioners discussed budgeting some funds for a possible cricket pitch in Hamel Legion Park, looking into adding a second tennis court at Hunter Lions Park, and adding new curbing at Medina Morningside Park.

Medina Park Commission Meeting Minutes

July 18, 2018

Medina City Hall

Page 3 of 3

*A motion was made by Morrison and seconded by Weir to recommend to the City Council the adoption of the 2019-2023 Capital Improvement Plan with discussed park and trail changes. Motion passed unanimously.*

**7) Staff Report**

Gallup reported that she spoke with a representative from the local cricket group and they have requested that Medina create a cricket pitch in one of our parks. Lee and Gallup agreed to meet with the cricket representative to discuss options.

**8) Adjourn**

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

The meeting was adjourned at 8:22 p.m.

Minutes prepared by Jodi Gallup