



**PARKS COMMISSION MEETING AGENDA**  
**February 13, 2024**  
**5:00pm**

**1) Call to Order**

- a) Approval of Agenda
  
- b) Approval of Minutes of January 9, 2024

**2) Business Items:**

- a) Events Discussion

**3) Informational Items:**

- a) Staff Reports
  
- b) Council Reports

**4) Adjournment**

- *The agenda packet with all background material is located at the back table for viewing by the public.*
- *Published agenda subject to change without notice.*
- *Information and materials relating to the above items are available for review at city hall by appointment.*



## PARKS COMMISSION MEETING MINUTES

January 9, 2024

7:00pm

### 1) Call to Order

Hughes called the meeting to order at 7:03 p.m.

In attendance: Commissioners: Brett Hughes, Anna Randall, Jeff Reiser, and Kelly Philipps; Council Liaison: Mayor Lisa Whalen; City Staff: Senior City Planner Nickolas Olson.

Absent: Alyce Vogel.

#### a) Approval of Agenda

Motion by Reiser and seconded by Randall to approve the agenda as presented.  
Motion passed 4-0. Absent: Vogel.

#### b) Oath of Office and Swearing in Parks Commissioners

Mayor Whalen read the oath of office and swore in Commissioner Philipps.

#### c) Elect Chair and Vice Chair for 2024

Reiser nominated Hughes for chair.  
Hughes nominated Randall for vice chair.  
There were no other nominations.  
Parks Commission voted 4-0 for Hughes as Chair and Randall as Vice Chair for 2024.

#### d) Approval of Minutes of September 12, 2023

Motion by Hughes and seconded by Reiser to approve the minutes from September 12, 2023 as presented.  
Motion passed 4-0. Absent: Vogel.

### 2) Business Items:

#### a) CLASS III SUBDIVISION PRELIMINARY PLAT: Application from Saleem Karmaliani for a 2 lot subdivision of the property located at 3790 County Road 44; R-1 Low density single-family residence zoning district; PID# 26-117-24-31-0010.

Olson presented the staff report as found in the Parks Commission packet dated January 9, 2024.

Highlights from the presentation included:

- Property is not located within an existing or planned park service area.
- Zoned Density 2-3 unit/acre
- Gross Site Area 2.48 acres
- Proposed Density 0.8 units/acre

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*The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.*

- Park Dedication Requirement 11% of land or land value
- Gross Site Area is 2.48 acres \* 0.11 = 0.2728 acres of land; or
- Cash in lieu dedication would be 11% of the fair market value of the Property, with a maximum of \$25,000 per lot.

Commission noted access to any park would be difficult given site conditions and cash would be of better use for the City.

Commission discussed the maximum fee per lot and suggested the City consider reviewing.

Motion by Hughes and seconded by Randall to recommend the City Council accept cash-in-lieu of land in the sum of \$50,000 for the park dedication requirement for the proposed 2 lot subdivision at 3790 County Road 44.  
Motion passed 4-0. Absent: Vogel.

**3) Informational Items:**

**a) Staff Reports**

Olson provided an update to the Parks Commission on the following items:

- 2024 CIP Items

**b) Council Reports**

Mayor Whalen provided an update to the Parks Commission on the following items:

- Recap of City Holiday Tree Lighting
- 2024 Budget
- Water Infrastructure Update

**c) Commission Reports**

Hughes brought up the following items:

- Park map on City website. Olson mentioned this should have been completed. He will email Commission with update.
- Possible future events. The Commission decided it would discuss this further at its February 2024 meeting.
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**4) Adjournment**

Motion by Hughes and seconded by Randall to adjourn the meeting at 7:49 p.m.  
Motion passed 4 - 0. Absent: Vogel.

Respectfully submitted,

*Nicholas Olson*

Nickolas Olson  
Senior City Planner

**CITY OF MINNETRISTA**



**PARKS COMMISSION AGENDA ITEM 2A**

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**Subject: Events Discussion**

**Prepared By: Nickolas Olson, Senior City Planner**

**Meeting Date: February 13, 2024**

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**Overview:** At the end of the meeting on January 9, 2024, the Commission brought up ideas and thoughts for future events after discussing the Holiday Tree Lighting event that was held on November 30, 2023. The discussion was deferred until tonight's meeting.

**Mission Statement:**

The City of Minnetrista will deliver quality services in a cost effective and innovative manner and provide opportunities for a high quality of life while protecting natural resources and maintaining a rural character.