

# MEETING MINUTES

**RECORDED BY:**

Margy Bonner

**MEETING PURPOSE:** Sale of Park Land Sub-Committee Meeting

**MEETING DATE**

**AND LOCATION:** March 15, 2012 12:00-1:30 p.m.  
Community Center



**ATTENDEES:**

Committee Members present:

Bill Cole, Rachel Cox, Margy Bonner, Greg McCall,  
Dennis Cook

Members absent:

Al Koelzer, Tom Llewellyn

Others:

Carol Mick, Community Member

Staff Members:

Mark Jarvis, Park Planner, Mike Whitaker, PRPL Director

## I. MEETING CALLED TO ORDER

Acting chair, Bill Cole called the meeting to order at 12:00 PM.

### A. INTRODUCTIONS

Carol Mick, Community Member, was introduced.

### B. APPROVAL OF MINUTES OF PRIOR MEETINGS

Upon motion and second, minutes of the meetings of February 16, 2012 and March 1, 2012 were approved.

### C. ADDITIONS TO THE AGENDA

None

## II. STAFF REPORT

Bill introduced the action item from previous meetings concerning identification of park properties including the list of developed, undeveloped, and natural parks and asked for a status report from Mark.

Mark advised that the maps and spreadsheets have been posted on the PRPL website. Each parcel has a tax identification number and map number. If you go to the map, it will take you to the parcel. The spreadsheet has additional information concerning each parcel.

Greg, using his laptop, demonstrated access to the site which is accessed through "Projects" and "Sale of Park Land".

Dennis had questions concerning an index for the properties. Mark explained the posting on the website identifies the parcels and allows access to the maps.

Mark explained that using legal descriptions, there are approximately 500 parcels. This does not mean there are 500 separate properties. For example, Rose Park is made up of eight separate parcels.

The properties are now separated into developed, undeveloped, and natural park lands. These will be posted on the spreadsheets and staff will again look at the properties, using these criteria for sale, trade or transfer.

Mark commented that the properties are divided with about 1/3 properties within each category. However, the category of natural properties is probably greater than either the developed or undeveloped properties because of amount of property bordering the Rims.

Bill commented that sometimes discussion of sale of properties will spur development of neighborhood parks. He gave as an example, Yellowstone Family Park,

A general discussion was held concerning properties in the right of way and cul-de-sacs with park land in the center. This property is generally not usable and Mark indicated possible consideration of transferring this property to the developer or Homeowners Association.

In regards to the parks, which are partially developed, Margy asked if undeveloped portions be considered for sale?

Mark indicated that community parks are generally considered those parks within a 1.5 mile radius of any particular property. Mark has concern for regional parks, as once that land is gone it is gone forever. We need to consider the permanence of disposal of park property in our discussions.

Bill questioned how we get the topics narrowed to the sale, trade, and transfer. What is the time frame?

Mark commented that once we get the sorting of the property done, we can start looking at those properties most likely available for sale and put those through an analysis using the matrix developed for that purpose. We should have this information in approximately a month. We will first need to have a full staff review of each property and obtain input from Public Works.

Dennis questioned how property will be sold. There was General discussion ~~was had~~ concerning the bid process, listing, and direct negotiation with potential buyers.

### **III. NEW BUSINESS**

None

### **IV. UNFINISHED BUSINESS**

Mark reported upon the discussions with Tender Nest concerning the Shiloh Point property. Mark indicated we are waiting for Tender Nest to obtain a market analysis of

the property. In a sale we'll need to address public access to the sidewalk and also access for maintenance and upkeep of the subdivision entry marker. Once we have a market analysis, the proposed sale can be taken to the park board for their approval. Upon their approval, the matter will be presented at a Council work session. The Council will need to adopt a formal resolution for sale, with appropriate public notice and public hearing.

Bill requested that the city's legal department prepare a document for transfer which will contain the appropriate deed restrictions.

General discussion was given ~~had~~ concerning the need for the city to secure their own independent valuation of property.

Bill provided general information concerning the comparative mark of analysis process as compared to a full appraisal.

Dennis volunteered to study and make recommendations on criteria in selecting persons to conduct the comparative market analysis and appraisals on behalf of the city.

Mark presented information concerning Wilson Park and the existing. Mark stated he would contact the legal department to determine the status of termination of the lease and find out what steps need to be taken because Field of Dreams is in bankruptcy.

The next meeting will be held on March 29, 2012 and April 12, 2012.

#### Action Items

1. Mark will begin sorting properties to specifically identify which ones might be available for sale, trade or transfer. This objective will targeted for completion and presentation at the April 12, 2012 meeting.
2. Dennis will develop criteria for selecting individuals to conduct comparative market analysis or appraisals on behalf of the city.
3. Mark will contact legal department to have the proposed transfer document prepared for the Shiloh Point property.
4. Mark will contact the legal department to determine the status of termination of the lease with Field of Dreams and determine implications of the bankruptcy filing by Field of Dreams.

There will be no further business. The meeting was adjourned at 1:30 p.m.