

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, FEBRUARY 9, 2016
REGULAR MEETING MINUTES**

PRESENT:

Present at Roll Call were Commissioners Dennis Melgaard; Sadie Miller; and Chair Mike Sutton. Also present was Assistant City Administrator Mark Nagel and Mayor Bob Crawford.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 4:06 PM by Chair Mike Sutton in Conference Room B at Elko New Market City Hall, 601 Main Street.

APPROVE AGENDA:

Mr. Nagel said that there were no additions to the February 8, 2016 Agenda. Upon motion by Commissioner Miller, seconded by Chair Sutton, the February 8, 2016 Agenda was unanimously approved by voice vote.

APPROVAL OF MINUTES OF JANUARY 12, 2016 PARKS COMMISSION MEETING:

Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the Meeting Minutes of January 12, 2016 were unanimously approved for submission to City Council, as presented, by voice vote.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

Mr. Nagel presented the Winter, 2016 Minnesota Recreation and Parks Association Magazine for Commission reading and review.

Mr. Nagel presented the February, 2016 City Newsletter to the Commissioners noting that it contained an insert of the “March Madness” events at the ENM Library.

Mr. Nagel passed out copies of an article in the Lonsdale Review about joint recreational programming with the City of Lonsdale and 3 Rivers Parks District. He said that the first event – Snowshoeing – has 25 registrations at Lonsdale and 13 at ENM.

UPDATES:

Mr. Nagel reviewed the January 29, 2016 ENM Parks Commission Update, which contained 21 items, with the Commissioners. He said that he had met with the Metro Council Sector Rep, Patrick Boylan, on the Parks Section of the upcoming 2020 Comp Plan. He also noted that he had ordered an 84 inch X 84 inch projection screen for the library for the “March Madness” events. Finally, he noted that the replacement slide for Little Windrose Park had been installed by the Public Works Department.

Mr. Nagel said that the next New Prague Community Ed will be held on Thursday, March 3rd and asked that Commissioners check their schedule to see if they could attend, since Commissioner Zahratka will not be in town. Chair Sutton said that he would attend the meeting on behalf of the Parks Commission.

Chair Sutton did not have a report on the CCEC, since they had not met since the last Parks Commission Meeting. He said that the next meeting will be on Tuesday, February 16, 2016.

OLD/NEW BUSINESS:

Mr. Nagel reviewed the Final Draft of the new Park and Trail Map for the website upgrade with Parks Commissioners. There were no revisions. Upon motion by Commissioner Miller, seconded by Chair Sutton, the Parks Commission unanimously approved the final draft of the new City Park and Trail Map for the website upgrade.

Mr. Nagel called the attention of Commissioners to the 2015 Parks Commission Annual Report, which will be presented to City Council on February 25th. He reviewed the goals that were accomplished during the year, plus the results of the 2015 Community Survey, with Commissioners. Upon motion by Commissioner Melgaard, seconded by Commissioner Miller, the Parks Commission unanimously approved the 2015 Parks Commission Annual Report and directed the Assistant City Administrator to submit it to the City Council for consideration of approval.

Mr. Nagel reviewed a proposal from Play-Well STEM Camps to 4 week long Summer programs on engineering to children ages 5 to 12. Upon motion by Chair Sutton, seconded by Commissioner Miller, the Parks Commission unanimously approved the program offers on engineering and directed the Assistant City Administrator to work with Play-Well to schedule and market the program.

Mr. Nagel presented 3 Concept Layouts for Re-Purposing Rowena Pond Park to include a hockey rink and basketball court, while preserving the T-Ball field and play structures. There was much discussion on the 3 Concepts by Commissioners. Consensus of the Parks Commission was to outline evaluation criteria and costs for each of the 3 Concepts for a future Parks Commission Agenda for further discussion.

Mr. Nagel reviewed the Invoice from Lakeville Community Ed for the cost of the mailing the catalogues for Fall/Winter 2015 to residents on the New Market side of the city. He said the bill was correct and that it would be paid out of 2015 funds from the Recreational Programs expenses line-item. On motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved payment of the Invoice of \$254.00 for expenses related to mailing the Fall/Winter catalogues.

Mr. Nagel presented the Invoice for a Public Performance Site License to show copyrighted motion pictures at the ENM Library and Wagner Park Shelter. The cost, he said, was \$396.00 for the 2016. Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the Parks Commission unanimously approved the Public Performance Site License Invoice from Movie Licensing USA for \$396.00.

Mr. Nagel said that implementing the remainder of the site improvements for the Pete's Hill "Overlook" Project was underway. The first step is to order the 5 limestone blocks that will form a semi-circle for the scenic vista. These will cost \$500 each for a total of \$2,500. Upon Motion by Commissioner Melgaard, seconded by, Commissioner Miller, the Parks Commission unanimously approved the purchase of 5 limestone blocks for \$2,500.

OTHER BUSINESS:

Mr. Nagel said that there was no Other Business to come before the Parks Commission for the February meeting.

NEXT MEETING:

The next meeting of the ENM Parks Commission was set for Tuesday, March 15, 2016 at 4:00 PM at ENM Area Hall.

PARK COMMISSIONER COMMENTS:

There were no additional comments made by the Parks Commissioners for the record at this meeting.

ADJOURNMENT:

There being no further business to come before the Parks Commission, upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the meeting was adjourned by voice vote at 5:19 PM.

**Respectfully Submitted,
Mark Nagel, Assistant City Administrator**