

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, APRIL 8, 2014
REGULAR MEETING MINUTES**

PRESENT:

Present at Roll Call were Commissioners Sadie Miller; Eve Zaharatka; Dennis Melgaard; and Emily Dornseif. Also present was Assistant City Administrator Mark Nagel.

CALL TO ORDER/PLEDGE OF ALLEGIANCE/OATH OF OFFICE:

The meeting was called to order at 4:01 PM in Elko New Market Area Hall, Conference B.

APPROVE AGENDA:

Mr. Nagel said that there were no additions to the Agenda for the April 8, 2014 Meeting. Upon motion by Commissioner Zaharatka, seconded by Commissioner Melgaard, the April 8, 2014 Agenda was unanimously approved by voice vote.

APPROVAL OF MINUTES OF MARCH 27, 2014 PARKS COMMISSION MEETING:

Upon motion by Commissioner Melgaard, seconded by Commissioner Miller, the meeting minutes of March 27, 2014 were unanimously approved, as presented, by voice vote.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

Mr. Nagel called Commissioners attention to the invitation by Landscape Structures, Inc. to visit their manufacturing facility in Delano to visit, tour and watch the Park ID signs being made by their employees. Commissioners expressed interest and suggested inviting Councilmembers once a date had been scheduled for production of the

signs. Mr. Nagel will be back to Commissioners once a date has been set.

UPDATES:

Mr. Nagel reviewed the March 28, 2014 ENM Parks Commission Update, which contained 17 items, with the Commissioners.

Mr. Nagel also reviewed the results of the March 27th Joint Meeting with the City Council. He said that the Parks Commission could now proceed with the 2014 Goals and 2014 Capital Projects. The Parks ID Signs have been ordered and the Parks Naming Process has been placed on the April 10th City Council Meeting for approval.

OLD/NEW BUSINESS:

Mr. Nagel reviewed the recent letter from the Shakopee Mdewakanton Sioux Community announcing the award of trail grants. He said that completion of the segment along Xerxes Avenue from Pete's Hill to Boulder Point would cost about \$48,000, including easement costs and the City would need a 20% match of cash or in kind services. He that it has been determined that the City's match of \$9,605.04 would come from the Parks Capital Projects Fund. Mr. Nagel said that a recent meeting with owner of the property regarding an easement was positive. The property owner was requesting services from the contractor – dirt and landscaping – in exchange for the easement. An easement reflecting these terms was currently being drafted. Engineering work was underway, too. Completion of the project is anticipated to be by the end of 2014.

Mr. Nagel said that now that the City council had concurred on the 2014 Capital Projects that he would begin the process of signing contracts and establishing installation dates. He said that the time critical projects to get underway were the Splash Pad and the rehab of the 2 basketball courts.

Mr. Nagel reviewed the progress to date on the Movies/Music in the Park series for Summer 2014. As recommended by the Parks Commission, the program will run on Thursday evenings beginning on

June 12th and ending on August 14th with special events on June 26th in support of Fire Rescue Days and on Tuesday, August 5th in support of “National Night Out”. He said that sponsors were being lined up to pay for the movies/music and that he hoped to have final information for the May Meeting.

Mr. Nagel outlined the highlights of the current Park Rental Agreement Form with Commissioners noting that it had not been reviewed since May, 2012. He asked Commissioners to study the form, note suggested changes, and be prepared to make recommendations on revisions at the May Meeting.

Mr. Nagel presented a drawing, schematic, and estimated costs for a Veteran’s Memorial near the Wagner Park Shelter. The estimated \$37,000 project would provide a place for Memorial Day and Veteran’s Day ceremonies, as well as any Beyond the Yellow Ribbon activities. It could also double as a venue for outdoor music events. Simple in concept with a flag, plantings, an arbor, and seat wall, it is designed such that it can be taken down at a later date if there is a decision to move it to a new location and would leave the paved area still available for outdoor events. Suggestions by the Parks Commission included: (1) make room for the State of Minnesota and POW flags; (2) use brick pavers with the names of donors on them for fundraising; (3) move the flags further back, so that there is more room for chairs for events; and check other possible materials that would be less costly than the metal columns. Mr. Nagel said that he would pass that information along to the City Engineer’s Office for further review and return with the answers at a future Parks Commission meeting.

Mr. Nagel said that he had contacted vendors regarding the Splash Pad concept and costs, but did not have any information at present to pass out Commissioners. He said that he will have more information at the May meeting.

OTHER BUSINESS:

There was no other business to come before the Parks Commission at the April 8, 2014 meeting.

NEXT MEETING:

The next meeting of the ENM Parks Commission was set for Tuesday, May 13, 2014 at 4:00 PM at ENM Area Hall.

PARK COMMISSIONER COMMENTS:

There were no additional Parks Commissioner comments at the April 8, 2014 meeting.

ADJOURNMENT:

There being no further business to come before the Parks Commission, upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the meeting was adjourned by voice vote at 4:54 PM.

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