

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, MAY 10, 2016
REGULAR MEETING MINUTES**

PRESENT:

Present at Roll Call were Chair Mike Sutton; Commissioner Emily Dornseif; Commissioner Dennis Melgaard; and Commissioner Eve Zahratka. Also present were City Administrator Tom Terry; Assistant City Administrator Mark Nagel and Mayor Bob Crawford.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

The meeting was called to order at 4:01 PM by Chair Mike Sutton in Conference Room B at Elko New Market City Hall, 601 Main Street.

CITIZEN COMMENTS:

City Administrator Tom Terry gave the Parks Commissioner an update on City development activities.

APPROVE AGENDA:

Mr. Nagel said that there were no additions to the May 10, 2016 Agenda. Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Agenda for the May, 2016 Parks Commission meeting was approved as printed.

APPROVAL OF MINUTES OF MARCH 17, 2016 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Parks Commission Minutes for the March 17, 2016 meeting were unanimously approved by voice vote with no changes.

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

Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission Minutes for April 12, 2016 were unanimously approved by voice vote.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

Mr. Nagel presented the Spring, 2016 issue of Minnesota Recreation and Parks Association Magazine to the Parks Commissioners for their review.

UPDATES:

Mr. Nagel reviewed the April 29, 2016 ENM Parks Commission Update, which contained 19 items, with the Commissioners. He said that the Twins Clinic will be back at Fredrickson Field on Saturday, July 23rd. Also, Cub Scout Pack 325 did a cleanup of the Wagner Park Shelter and park grounds on Saturday, May 7th from 9 AM to 11 AM. Finally, he noted that the Three Rivers Park District event on “Survival Skills” on Sunday, April 17th from 1 PM to 4 PM at Windrose Park was attended by 18 people.

Chair Sutton reported that the CCEC is focusing on Fire Rescue Days in June and that he will have more information at the June meeting.

Commissioner Zahratka provided a report on the New Prague Community Ed Advisory Council Meeting held on May 5th. The meeting focused on providing feedback on improvements to the summer catalogue and website.

OLD/NEW BUSINESS:

Mr. Nagel presented 3 Concept Layouts and Costs for Re-Purposing Rowena Pond Park to include a hockey rink and basketball court, while preserving the T-Ball field and play structures. He said that there was not much difference in the costs of any of the 3 Concepts – all would be approximately \$300,000 to do. In response to Parks Commissioners’

comments at the March meeting, Mr. Nagel reviewed the costs; possible phasing; and the existing Parks CIP with Bolton-Menk, Inc. and the costs had been scaled back from \$304,000 to \$258,000 for the preferred concept. He said that the next step would be develop phasing for the project. Parks Commissioners offered one more option to look at – moving the T-Ball field from Rowena Pond Park to between the 2 Ballfields at Wagner Park. No further action was taken on this item.

Mr. Nagel reviewed the request by the Elko Express Baseball Team to locate a ball diamond between the two playground structures at Windrose Park, so that spectators could sit on the hill to watch games. Mr. Nagel. As per the request of the Parks Commission at the March meeting, he presented a conceptual drawing of whether or not a ballfield could fit at Windrose Park at the desired location. Commissioners commented that while the diamond could be accommodated, there was the risk of foul balls hitting both play structures. It was also observed that you could not have a baseball game at the same time as a Flag Football game or a Lacrosse game. Commissioners suggested looking at putting the field in the southeast corner of Windrose Park at the April meeting. Mr. Nagel presented a design and cost estimates for that ballfield option, which showed an estimated cost of \$80,000. Again, the diamond could be accommodated, but you could not have a baseball game at the same time as a lacrosse or soccer game. No further action was taken on this item.

Mr. Nagel reported that a total of 257 people attended the “March Madness” events which double the attendance from 2014. He said that he had met with Jessica Davidson to outline the Summer Thursday Nights at the Wagner Park Shelter schedule. He said that there will be 8 weeks of programming – 4 movie and water inflatables and 4 Special Programs featuring the Minnesota Zoo, Raptor Center, Discovery Zoo – Reptiles and Amphibians, and tentatively either the Teddy Bear Band or Professor Prchal. Total cost, including Ms. Davidson’s cost to oversee programming, would be about \$4,500. He noted that he had already received a donation from Commissioner Zahratka for \$200 towards programming. A complete schedule will be ready for approval at the June Parks Commission Meeting. No further action was taken on this item.

Mr. Nagel said that he had received checks totaling \$1,520 from resident Shari Luebbert and others for another bench swing for Wagner Park. He said that Ben and Stephanie Luebbert will be at June Parks Commission Meeting to present the donation to the Parks Commission for their acceptance. No further action was taken.

Mr. Nagel reviewed the two quotes – one from Minnesota/Wisconsin Playground for \$2,111.88 for 100 yards and one from Flagship Recreation for \$2,092.00 for 90 yards – for Engineered Wood Fiber for park playgrounds. Mr. Nagel was recommending Minnesota/Wisconsin Playground even though quote was higher because they offered a per cubic foot cost of \$21.12, while the per cubic foot cost quoted By Flagship Recreation was \$23.24. Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the quote of 100 cubic yards of Engineered Wood Fiber from Minnesota/Wisconsin Playground for an amount not to exceed \$2,111.18.

Mr. Nagel said that it was nearly time to begin work on the 2040 Comprehensive Plan Update. He said that there would be less work this time around, since the work would focus on simply updating the current plan. He said that it cost \$20,000 to do the 2020 Comprehensive Plan, but this time the cost would be closer to \$8,000. The Parks Commission requested that City Planner Bob Kirmis be invited to a future Parks Commission Meeting to discuss the work and steps to complete the 2040 Comprehensive Plan. No further action was taken on this item.

OTHER BUSINESS:

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

NEXT MEETING:

The next meeting of the ENM Parks Commission was set for Tuesday, June 14, 2016 at 4:00 PM at ENM Area Hall.

PARK COMMISSIONER COMMENTS:

Parks Commissioners would like to add the Boulder Heights Plat Update to the June Agenda. They also commented on the need for a water fountain at Wagner Park.

ADJOURNMENT:

There being no further business to come before the Parks Commission, upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the meeting was adjourned by voice vote at 5:37 PM.

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