

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, JULY 12, 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 Assistant City Administrator Mark Nagel; Mayor Bob Crawford and Chris and Kevin Remer.

CALL TO ORDER/PLEDGE OF ALLEGIANCE:

The meeting was called to order at 4:03 PM by Chair Mike Sutton in Conference Room B at Elko New Market City Hall, 601 Main Street.

CITIZEN COMMENTS:

There were no citizen comments given at the Meeting. Parks Commissioners welcomed Mayor Crawford and the Remers to the Meeting.

APPROVE AGENDA:

Mr. Nagel said that there were two additions to the July 12, 2016 Agenda – an additional Bill from Criterion Pictures for use of a movie for the Summer events at Wagner Park Shelter to be added under 7.f. and a new Agenda Item 7.g. – Consider Rescheduling the August and September Parks Commission Meetings. Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the Agenda for the July 12, 2016 Parks Commission meeting was approved as printed.

APPROVAL OF MINUTES OF JUNE 14, 2016 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton, seconded by Commissioner Zahratka, the Parks Commission Minutes for the June 14, 2016 meeting were unanimously approved by voice vote with no changes.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

Mr. Nagel presented copies of letters on Parks from school children at Eagle View Elementary School. He said that the City Clerk, the Mayor, and himself had visited the school on June 22nd to listen to presentations on what the children would like to see in the community. He noted that he would be saving these letters because they will be useful as the Parks Commission begins the 2020 Comprehensive Plan Update process in September.

UPDATES:

Mr. Nagel reviewed the June 30, 2016 ENM Parks Commission Update, which contained 18 items, with the Commissioners. He said that the Twins Clinic will be back at Fredrickson Field on Saturday, July 23rd. Also, the latest Wagner Park Summer Event was held with over 60 people attending. Finally, he noted that he continues to work with interested Windrose 8th Addition residents on possible land conveyances.

Commissioner Zahratka gave a report on the Thursday, July 7th New Prague Community Education Advisory Board meeting. On the Agenda, she said, were project/group updates, continued discussion on the website improvements, and starting the planning process for 2017.

Chair Sutton reported that the CCEC held a successful Fire Rescue Days on June 27th. He said that the only concern was the lack of people that went to Wagner Park after the parade to take part in the events there. The next event, he said, will be the Halloween Party.

OLD/NEW BUSINESS:

Mr. Nagel introduced Kevin Remer, who was present to discuss obtaining Parks Commission support for his Eagle Scout project. Mr. Remer used a PowerPoint to outline his project to build 8 bike racks for City parks. Each bike rack would hold up to 9 bikes and be made out of treated wood. Estimated costs would be \$2,000 and would be provided by community donations. Mr. Nagel added that one of the bike racks would be custom made for the library, since they had requested one. Upon motion by Commissioner Dornseif, seconded by Chair Sutton, the Parks Commission unanimously gave their support for this Eagle Scout project.

Mr. Nagel reported on the proposed 2017 Preliminary Budget noting that he had requested an additional \$5,000 in the Repairs and Maintenance line-item and \$1,500 in the Recreation Programs line-item for next year. He cautioned the Parks Commission that this was the beginning of discussions on the 2017 Budget by City Council, so there are no assurances that these requests will be approved.

Mr. Nagel reviewed the two recent quotes for the fencing for the SkatePark – one from Fenc-Co for \$10,200 and one from Midwest Fence for \$10,635.00. Mr. Nagel was recommending Midwest Fence, even though quote was higher because they offered an additional gate and bracing for the fence. He also noted that since the bid was over the budget of \$8,500, so he requested the fence be reduced to 8 feet to save some dollars. He said that the final cost would now be \$9,848.00, which would be covered under the Parks CIP now, instead of the Repairs and Maintenance line-item in the 2016 Budget. Upon motion by Commissioner Zahratka, seconded by Commissioner Dornseif, the Parks Commission unanimously approved a motion to purchase and install an 8 foot high fence around the SkatePark at Wagner Park for an amount not to exceed \$9,848.00.

Mr. Nagel said that he had met with Police Chief Mortenson on the annual “Night to Unite” event to be held on Tuesday, August 2nd beginning at 5:30 PM. This year, Mr. Nagel suggested holding a Ribbon Cutting for the new swing bench at Wagner Park Shelter, then serving ice cream and water to those present. Upon motion by Commissioner Zahratka, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the 2016 “Night to Unite” Ribbon Cutting at Wagner Park beginning at 5:30 PM.

Mr. Nagel said that he had received an offer to apply for a Grant from the Scott County Recycling-Organic Collection Program for 10 recycling bins for City Parks and City Buildings. There is no cost match for the Grant of up to \$10,000, so he was requesting that the Parks Commission give approval to submit the application to Scott County. Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Parks Commission unanimously approved applying for the Grant from the Scott County Recycling-Organic Collection Program for up to \$10,000 for recycling containers to be used at City Parks and Buildings.

Mr. Nagel presented 4 Invoices for approval: (1) Three Rivers Park District - \$740.00 for 3 programs; (2) Criterion Pictures - \$350.00 for 2 movies shown at the Summer Events at Wagner Park Shelter; and, (3) Schlomka’s Portable Restrooms - \$674.89 – portable toilet rental. Upon motion Commissioner Melgaard, seconded

by Commissioner Zahratka, the Parks Commission unanimously approved payment of the 4 bills.

Mr. Nagel said that he is requesting date changes for the August & September Parks Commission meetings. The August Parks Commission meeting will be held on Tuesday, August 2nd at 4 PM at the Wagner Park Shelter prior to the “Night to Unite” Dedication of the 2 Swing Benches. The September Parks Commission meeting will be held on Thursday, September 1st at 4 PM at ENM City Hall for a presentation by consulting City Planner Bob Kirmis on the 2020 Comprehensive Plan process. Upon motion by Commissioner Zahratka, seconded by Chair Sutton, the Parks Commission unanimously approved the change in meeting dates for the August and September Parks Commission meetings.

OTHER BUSINESS:

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

NEXT MEETING:

The next meeting of the ENM Parks Commission was set for Tuesday, AUGUST 2, 2016 at 4:00 PM at the WAGNER PARK SHELTER.

PARK COMMISSIONER COMMENTS:

There were no additional comments provided at the July Parks Commission Meeting.

ADJOURNMENT:

There being no further business to come before the Parks Commission, upon motion by Chair Sutton, seconded by Commissioner Dornseif, the meeting was adjourned by voice vote at 5:24 PM.

Respectfully Submitted,
Mark Nagel, Assistant City Administrator