

**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, JULY 15, 2014  
REGULAR MEETING MINUTES**

**PRESENT:**

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

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

**The meeting was called to order at 4:07 PM in Elko New Market Area Hall, Conference B.**

**APPROVE AGENDA:**

**Mr. Nagel said that there were no additions to the Agenda for the July 15, 2014 Meeting. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the July 15, 2014 Agenda was unanimously approved by voice vote.**

**APPROVAL OF MINUTES OF JUNE 10, 2014 PARKS COMMISSION MEETING:**

**Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Meeting Minutes of May 13, 2014 were unanimously approved for submission to City Council, as presented, by voice vote.**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

**Mr. Nagel called Commissioners attention to the Summer 2014 issue of Minnesota Recreation and Parks Magazine in the packet for their review.**

## **UPDATES:**

**Mr. Nagel reviewed the June 26, 2014 ENM Parks Commission Update, which contained 19 items, with the Commissioners. He noted that the new playground equipment for Whispering Hills Park and Francis Lane Park would be installed the Week of July 14<sup>th</sup>. He also updated Parks commissioners on the status of the 2015 City Budget, as it pertains to the Parks Department.**

**Mr. Nagel also reviewed the results of the June 12<sup>th</sup>, June 26<sup>th</sup>, and July 10<sup>th</sup> City Council meetings with the Commissioners. He noted that other than the presentation of the Parks Update and Minutes, recent Council meetings have focused on the new Public Works Maintenance Facility and the new Water Treatment Facility.**

## **OLD/NEW BUSINESS:**

**Mr. Nagel said that the property owner was requesting services from the contractor – dirt and landscaping – in exchange for the easement for the trail segment on Xerxes Avenue. An easement reflecting these terms had been drafted and the property owner was reviewing it. Engineering work was underway, too. Completion of the project is anticipated to be by the end of 2014, as per the grant requirements by Shakopee Mdewakanton Sioux Community.**

**Mr. Nagel said that Landscape Structures would be unable to install the Park I.D. signs before Labor Day due to a backlog of work resulting from the rainy weather. Mr. Nagel said that the Public Works department will install them as they get time over the next month at the parks. This will save the City the cost of installation and get the signs up earlier. No further action was taken.**

**Mr. Nagel then led the Commissioners through a discussion of the City website as it relates to the Parks Department. He said that this is part of an effort by the Staff to update and add to the website.**

**Commissioners made the following suggestions for consideration:**

- 1. Parks should have its own Tab, as should all City Departments**
- 2. List City parks with addresses, photos, and a description on what equipment is available, instead of the aerial photos**

- 3. Separate online events calendar for Parks and Community Ed programs**
- 4. Provide link for public comment on parks and programs, including complaints, kudos, and suggested improvements**
- 5. Description and pictures of Wagner Park Shelter to go with the updated Rental Agreement**
- 6. E-mail addresses for the Parks Commissioners, along with pictures**
- 7. Add more photos of events sponsored by the Parks Commission**
- 8. Post Ballfield schedules for baseball, softball, and soccer**
- 9. Consider Facebook page for Parks and Recreation**

**Mr. Nagel said that he would pass along the input for consideration, but that the Police Department would be the first City department to be upgraded.**

**Mr. Nagel reviewed the progress to date on the Movies/Music in the Park series for Summer 2014. He handed out the final schedule for the program will run on Thursday evenings beginning on June 12<sup>th</sup> and ending on August 14<sup>th</sup> with special events on June 26<sup>th</sup> in support of Fire Rescue Days and on Tuesday, August 5<sup>th</sup> in support of “National Night Out”. He said that sponsors were being lined up to help pay for the movies/music and so far 2 – Tapestry Church and Faith Community Church – had sent checks to host a movie or music event. One change was that the July 24<sup>th</sup> movie will be at the Elko New Market Library. No further action was taken by the Parks Commission.**

**Mr. Nagel, along with Chair Sutton and Commissioner Dornseif, led a discussion on the water inflatables at the June 26<sup>th</sup> Movies/Music at Wagner Park. With over 85 people in attendance, using the inflatable water slide was a great success! As a result, by consensus of the Parks Commissioners, inflatable water slides will be added to the Movies/Music at Wagner Park on July 31<sup>st</sup> and August 21<sup>st</sup>.**

**Mr. Nagel outlined a grant program from the Minnesota DNR for development of an archery program. He suggested that one of the Community Ed Departments could co-sponsor the program and that Windrose Park might be the best place to hold it. The grant could be used to purchase equipment , construct backstops, and target holders, et al. and would be due by August 29<sup>th</sup>. Consensus of the Parks**

**Commission was to investigate this opportunity further and bring back further information at the August meeting.**

**Mr. Nagel said that the annual Night to Unite was on August 5<sup>th</sup> and that the Parks Commission would be holding a Ribbon Cutting for the Pete's Hill Trail segment tentatively at 6 PM. He said that ice cream sandwiches, fudgsicles and popsicles would be served, along with bottled water, would be served to the neighborhood. He said he would have more details, but hoped that they could attend and help out.**

## **OTHER BUSINESS:**

**There was no other business to come before the Parks Commission at the July 15, 2014 meeting.**

## **NEXT MEETING:**

**The next meeting of the ENM Parks Commission was set for Tuesday, August 12, 2014 at 4:00 PM at ENM Area Hall.**

## **PARK COMMISSIONER COMMENTS:**

**The following additional comments were made by Commissioners at the July 15, 2014 Parks Commission Meeting:**

- 1. Meet with St Nicholas Church Re: Playground Maintenance**
- 2. Discuss with County a Crosswalk at Aaron Drive and the Bike/Hike Trail along CSAH 2**
- 3. Confirmed that Pet Waste Stations should be Installed at Wagner Park, Xerxes/Pete's Hill Trail, and Windrose Park**
- 4. Discuss Movies at the Library for the Winter at a Future Meeting**
- 5. "Movie at Wagner Park Tonite" Signs around Town for Advertisement**

**ADJOURNMENT:**

**There being no further business to come before the Parks Commission, upon motion by Commissioner Miller, seconded by Commissioner Dornseif the meeting was adjourned by voice vote at 5:26 PM.**

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