

**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, SEPTEMBER 9, 2014  
REGULAR MEETING MINUTES**

**PRESENT:**

**Present at Roll Call were Commissioners Sadie Miller; Eve Zahratka; Emily Dornseif, Dennis Melgaard and Chair Mike Sutton. Also present were Jessica Davidson, New Prague Community Ed, Assistant City Administrator Mark Nagel and Councilmember Bob Crawford.**

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

**The meeting was called to order at 4:02 PM in Meeting Room B of Elko New Market City Hall.**

**APPROVE AGENDA:**

**Mr. Nagel said that there was one addition to the Agenda for the September 9, 2014 Meeting. A bill for recommendation for approval by the City Council for mailing costs for the Lakeville Community Ed Fall/Winter Catalog was added as 7.f. and Item 7.f. was moved to 7.g. Upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the September 9, 2014 Agenda was unanimously approved by voice vote.**

**APPROVAL OF MINUTES OF AUGUST 5, 2014 PARKS COMMISSION MEETING:**

**Upon motion by Dornseif, seconded by Chair Sutton, the Meeting Minutes of August 5, 2014 were unanimously approved for submission to City Council, as presented, by voice vote.**

**PETITIONS, REQUESTS, AND COMMUNICATIONS:**

**Mr. Nagel handed out copies of the Lakeville Community Ed Fall/Winter Programs Catalog. He also said that the New Prague Community Ed Advisory Council Update and the recent Community and Civic Events Committee were in the packets, as well. He called Commissioners attention to the Thank You letter from the Red Ribbon Ride for HIV/AIDS Research noting that Wagner Park has been used 3 times this Summer for these charity bike rides with one more on Saturday, September 20<sup>th</sup> for Cystic Fibrosis research. Council member Crawford presented information about Minnesota Sings and suggested looking into having them out to look at a possible competition here. Mr. Nagel will contact the organization and report back at a future Parks Commission meeting.**

## **UPDATES:**

**Mr. Nagel reviewed the August 27, 2014 ENM Parks Commission Update, which contained 18 items, with the Commissioners. He noted that he had sent options to St. Nicholas Church on assisting them with their playground and that he had met with the City Engineer and his team on a Master Plan for the Pete's Hill Open Space, which he hoped to have for the October Parks Commission meeting for comment.**

**Mr. Nagel also reviewed the results of the August City Council meetings with the Commissioners. He noted that the easement for the Xerxes Avenue Trail segment was approved on August 14<sup>th</sup> and purchase of the 3 Pet Waste Stations was approved on August 28<sup>th</sup>.**

## **OLD/NEW BUSINESS:**

**Mr. Nagel outlined a grant program from the Minnesota DNR for development of an archery program and said that the application was submitted on Friday, August 29th. He said that the New Prague Community Ed Department could find an instructor for the program and that Windrose Park would be the best place to hold it. The \$2,500 grant, which would be matched by the City, would be used to purchase equipment , construct backstops, and target holders, et al. He hoped to**

**have further information on status of the grant at the October Parks Commission meeting.**

**Mr. Nagel said that the Ribbon Cutting for the Xerxes Avenue Trail Segment would be held on Tuesday, October 14 at 3 PM at the site. He invited Commissioners to come to it, then move to City Hall for the monthly meeting.**

**Mr. Nagel called Commissioners' attention to the Youth Soccer schedule, which will be completed by the first week of October. He said that once again over 300 youth were participating in the program. Initial feedback, he said, from parents is that the fields are in much better shape now that the City Public Works Department is maintaining them.**

**Mr. Nagel presented the first of two Invoices from New Prague Community Ed for the 2014 Movies/Music at Wagner Park Shelter for \$1,607.20, which includes the cost for the Coordinator's time and the 2 of 3 nights of the inflatables cost. Upon Motion by Commissioner Miller, seconded by Commissioner Melgaard, the Commission unanimously recommended that City Council approve payment of the bill from New Prague Community Ed for an amount not to exceed \$1,607.20 for partial payment for the 2014 Movies/Music at the Wagner Park Shelter.**

**Mr. Nagel presented an Invoice from New Prague Community Ed for mailing their program catalogs to the residents on the Elko side for \$374.18. Upon Motion by Chair Sutton, seconded by, Commissioner Dornseif, the Commission unanimously recommended that City Council approve payment of the bill from New Prague Community Ed for an amount not to exceed \$374.18 for program catalog mailing to residents on the Elko side.**

**Mr. Nagel presented an Invoice from Lakeville Community Ed for \$206.63 for mailing their program catalogs to the residents on the New Market side. Upon Motion by Commissioner Miller, seconded by Chair Sutton, the Commission unanimously recommended that City Council approve payment of the bill from Lakeville Community Ed for an amount not to exceed \$206.63 for program catalog mailing residents on the New Market side.**

**With the assistance of Program Coordinator Jessica Davidson, Mr. Nagel led a discussion of the 2014 Movies/Music at the Wagner Park Shelter program. Over 750 people attended the 10 events with most coming when the inflatables were available. The following suggestions for improving the program in 2015 were made by Commissioners:**

- 1. Have the inflatables on the first week to build program interest for a total of 4 nights throughout the season**
- 2. Use more ways to advertise the events eg. sandwich boards; better use of the website; handout at the EagleView Elementary School; and using the Newsletter better**
- 3. Continue doing at least 2 music events**
- 4. Continue doing the events on Thursday evenings at 7 PM**
- 5. Continue doing a 10 week schedule**
- 6. Find sponsors for all 10 events**
- 7. Consider purchasing a better sound system**
- 8. Consider working with the Elko Drive-In Theatre for an event**
- 9. Consider Family Game Night**

**The Commissioners thanked Ms. Davidson for all of her hard work in making the second season a success.**

**They also asked Staff to propose a Winter Movie Night at the Library for consideration at an upcoming Parks Commission meeting.**

## **OTHER BUSINESS:**

**There was no other business to come before the Parks Commission at the September 9, 2014 meeting.**

## **NEXT MEETING:**

**The next meeting of the ENM Parks Commission was set for Tuesday, October 14, 2014 at 4:00 PM at ENM Area Hall.**

## **PARK COMMISSIONER COMMENTS:**

**Commissioner Melgaard asked Mr. Nagel to look into including a trail from Windrose Curve to CSAH 2 on Xerxes Avenue and lighting along France Avenue.**

**ADJOURNMENT:**

**There being no further business to come before the Parks Commission, upon motion by Chair Sutton, seconded by Commissioner Melgaard, the meeting was adjourned by voice vote at 5:16 PM.**

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