

**CITY OF ELKO NEW MARKET
PARKS COMMISSION AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054**

WEDNESDAY, DECEMBER 13, 2023

**REGULAR MEETING
6:00 PM**

- 1) Call to Order**
- 2) Pledge of Allegiance**
- 3) Approval of Agenda**
- 4) Public Comment**
- 5) Approval of Minutes**
 - a. November 8, 2023, Parks Commission Regular Meeting Minutes -attached
- 6) General Business**
 - a. Adopt-A-Park Program Discussion
 - b. Parks Commission Bylaws and Ordinance Amendment Discussion
 - c. Boulder Heights 4th Addition Park Dedication Discussion
- 7) Updates & Reports**
 - a. November Parks Commission Update -attached
 - b. November Parks Financial Report -attached
- 8) Parks Commissioner's Questions & Comments**
- 9) Next Meeting**

Regular Parks Commission Meeting
Wednesday, January 10, 2024 @ 6 PM
ENM City Hall, Council Chambers
- 10) Adjournment**

**MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
November 8, 2023
6:00 PM**

1. CALL TO ORDER

Chair Sutton called the meeting of the Elko New Market Parks Commission to order at 6:00 p.m.

Commission members present: Sutton, Vernon, Jones, Hokeness, and West

Members absent and excused: None

Staff Present: Maintenance Worker Derek Cavanaugh and Planner Jake Skluzacek

2. PLEDGE OF ALLEGIANCE

Chair Sutton led the Parks Commission in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Sutton asked if there were any changes to the agenda. Planner, Jake Skluzacek, informed him that there were no changes to the agenda.

A motion was made by Vernon and seconded by Jones to approve the agenda as presented. Motion carried: (5-0).

4. PUBLIC COMMENT

There was no public comment.

5. APPROVAL OF MINUTES

A motion was made by Hokeness and seconded by Jones to approve the minutes of the October 11, 2023, meeting as submitted. Motion carried: (5-0).

6. GENERAL BUSINESS

A. Adopt-A-Park Program Discussion

Planner Skluzacek presented information to the Commission continuing their discussion from the October 11th meeting on a potential Adopt-A-Park Program for the City of Elko New Market. Skluzacek restated the goals of the program which include generating public involvement and reducing workload and costs for the Public Works Staff. A group would

symbolically adopt a park of their choice to perform litter cleanup and other activities as approved by the City. A sign is typically also placed at the park of adoption with the group's name, similar to the Adopt-A-Highway Program.

Skluzacek was asked to bring back an estimated financial analysis of the program compared to having Public Works Staff perform the park cleanups. Skluzacek presented his analysis to the Commission and reasoned that it would cost approximately \$142 less to have a volunteer group clean an average park of litter compared to the Public Works Staff. If the program were to include additional activities, costs for materials and equipment would also increase accordingly. The added benefit of the program that can not be adequately measured is the potential for increased public involvement and strengthening relationships within the City.

Lastly, Skluzacek presented a slide of questions to the Commission on a potential Adopt-A-Park Program. The questions asked to the Commission were as follows:

- Does the Commission wish to create an Adopt-A-Park Program?
- Does the Commission wish to only include litter cleanup or include additional activities, and if so which activities?
- How many times per year are we asking groups to visit their assigned park, and will there be any specific dates associated with the Program?
- Should the Program include signage for the groups?

Chair Sutton asked for input from the Commission regarding the proposed questions. There was agreement among the Commission that there was a desire to implement a program. Commissioner Hokeness and Commissioner West were in favor of expanding the program to give volunteers more projects to choose from in addition to litter cleanup. Skluzacek stated that Staff's recommendation is to start with the litter cleanup and see how much interest the program gathers, and it can be expanded later if there is a desire to do so. Discussion followed on previous or existing community-lead projects in the City. Commissioners Sutton, Vernon, and Jones shared Staff's opinion. The Commission was in general agreement that a minimum of three dates should be required as part of the program. There was also general agreement among the Commission that signage should be included with the program. Skluzacek discussed the next steps and what Staff would bring back to the next meeting. Skluzacek then thanked the Commission for the direction and discussion.

B. Park Restroom Enclosures Discussion

Maintenance Worker, Derek Cavanaugh, was present to discuss potential options for restroom enclosures in City parks. Cavanaugh stated that the reasons for installing enclosures around the restrooms include aesthetics, ease of ground maintenance and having a concrete support base instead of dirt which will reduce trimming and mowing around the restrooms. Cavanaugh displayed photographs of the current restroom facilities at each park within the City and noted that not all parks have restrooms. Wagner Park has an existing enclosure, but it is in need of maintenance.

Next, Cavanaugh displayed different design options for the enclosures. The first option is similar to what exists at Wagner Park currently, a three-sided option. The three-sided option

does not provide screening of the restrooms from the open side and is the more affordable option. Another option Cavanaugh presented to the Commission was a four-sided enclosure. The four-sided enclosure would be more expensive and require a gate for removal of the restrooms when needed.

Cavanaugh noted that both design options would come complete with a concrete pad and a green treated wood support structure. Material options available to the Commission were cedar wood, green or brown treated wood, and UltraDeck maintenance free. Cavanaugh mentioned that the first three options would all require additional staining and maintenance while the UltraDeck option would not need to be stained. Cavanaugh further presented details on material options including estimated lifetime maintenance costs and average lifespan.

Lastly, Cavanaugh shared Staff's recommendation to choose the four-sided UltraDeck maintenance free option. This is the most expensive option to create; however, its lifetime cost is less than the other three material options. The four-sided option.

Discussion took place by the Commission. Commissioners Vernon and Sutton had concerns with the four-sided option as it created a confined space within a park leading to concerns about safety at night as there would be no lighting. Chair Sutton asked if the boards could be orientated so that there were visible gaps in the structure. Cavanaugh stated that would potentially be an option as the costs should be similar.

It was decided that each enclosure would be handled on a case-by-case basis for design options based on the surrounding environment. For example, a four-sided enclosure may be preferable in an open area that is susceptible to high winds. The Commission did accept Staff's recommendation to choose the UltraDeck maintenance free option for the enclosure material. The Commission thanked Cavanaugh for his presentation.

7. UPDATES & REPORTS

A. October Parks Commission Update

Planner Skluzacek had his report attached to the packet and briefly discussed upcoming projects. Maintenance Worker Cavanaugh informed the Commission of general updates also attached to the report in the packet.

B. October Parks Financial Report

Planner Skluzacek had his report attached to the packet. There was no discussion on the September Parks Financial Report included in the packet.

8. PARKS COMMISSIONER'S QUESTIONS & COMMENTS

Chair Sutton wished to see final plans for the restroom enclosure at Boulder Heights Park before anything was finalized. Maintenance Worker Cavanaugh confirmed that final plans would be brought back before the Commission. Planner Skluzacek presented a concept plan of Boulder Heights Park for the Commission to view.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, December 13th, 2023, at 6:00 PM at City Hall in the Council Chambers.

10. ADJOURNMENT

It was moved by West and seconded by Jones to adjourn the meeting at 7:03 p.m. Motion carried: (5-0).

Respectively submitted by:



Jake Skluzacek
Planner 1



STAFF MEMORANDUM

SUBJECT:	Adopt-A-Park Program Discussion
MEETING DATE:	December 13, 2023
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide Feedback and Direction to Staff on the Creation of a Local Adopt-A-Park Program

COMMUNITY VISION:

- Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
- The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

- Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
- Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
- Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

The Parks Commission and Staff were introduced to the Adopt-A-Park Program and similar programs at the October 11th meeting by Commissioner Hokeness. Planner, Jake Skluzacek, gave a brief presentation on what the programs do and some reasons why Cities create them. Typically, the program consists of multiple cleanup dates per year where the group performs a cleanup of a specific park. A sign with the group's name that adopts the park tends to be placed at the park of "adoption", like the Adopt-A-Highway Program. Cities generally look at instituting these programs to increase public involvement and ownership in parks while also reducing the workload of Public Works Staff who would otherwise be responsible for the cleanup. After further discussion by the Commission at the October 11th meeting, it was decided that a program like the one discussed above would fill a need within the City's park system.

City Staff were directed to bring back an outline for a program that could be considered for potential implementation within the City of Elko New Market for further comment and discussion following the November 8th meeting.

DISCUSSION:

The Parks Commission is being asked to provide feedback and guidance on the creation of an Adopt-A-Park Program for the City of Elko New Market. Staff have provided two options for signage for the program. All signs will be 12x18 inches. Stickers will be ordered with the group's

names as they apply. Staff recommend using stickers to save on signage costs in the event of a group change or vandalism to the sign occurs.



Option #1 Green Leaves



Option #2 Green/Blue Leaves

The Parks Commission is being asked to provide feedback to Staff regarding the draft application form for the program. Staff have attached the draft version of the application form for the program to this memorandum. The form is intended to provide City Staff contact information and signage information. Additionally, the form allows the applicant to assign preferences to certain parks if a park has already been adopted or two groups may both want to adopt the same park. Staff recommends presenting the application form as presented to the City Council.

The Parks Commission is being asked to provide feedback to Staff regarding the draft acknowledgment form for the program. Staff have attached the draft version of the acknowledgment form to this memorandum. Input and feedback from the City Attorney has been received and included in the draft form. Every single participant in the program would be required to fill out an acknowledgment form.

ATTACHMENTS:

- Draft Adopt-A-Park Application Form
- Draft Adopt-A-Park Acknowledgement Form

About Adopt-A-Park Program

The purpose of this program is to provide volunteer opportunities to engage the public by allowing them to select a park that they wish to symbolically adopt and care for. The Adopt-A-Park Program requires a minimum participation of three cleanups per year. Participation in the program is free for all volunteers.

City Staff will communicate directly following receipt of an application to coordinate the program with the applicant and obtain all needed acknowledgement forms. All necessary supplies will be provided by the City.

Signature of Applicant (if minor, guardian signature required) Date

Print Name

Signature of Parent or Guardian (if applicable) Date

Print Name Relationship to Applicant

FOR CITY USE ONLY

DATE RECEIVED BY STAFF: _____

RECEIVED BY: _____



CITY OF ELKO NEW MARKET ADOPT-A-PARK ACKNOWLEDGMENT FORM

Date: _____

Volunteer's Name: _____

Organization Representative Name (if applicable): _____

Volunteer's Email: _____

Primary Phone Number: _____ Secondary Phone Number: _____

Designated Park, Select the Park Designated to Your Group Below:

Designated Park	Park
	Boulder Heights Park
	Historic Elko Park
	Kelly Glen Park
	Little Windrose Park
	Pete's Hill Open Space
	Rowena Pond Park
	Wagner Park
	Whispering Creek Park
	Whispering Hills Park
	Windrose Park
	Woodcrest Park

Acknowledgment

I wish to participate in the Adopt-A-Park Program (the "Activity"). I state and affirm that:

- My participation is voluntary. No one is forcing me to participate
- I acknowledge the Activity is NOT an ESSENTIAL service provided by the City
- I understand and acknowledge the Activity I am about to voluntarily engage in as a participant has certain risks, including but not limited to, sprains, strains, bruises, cuts, broken bones, head injuries. I understand these risks known or unknown, anticipated or unanticipated may result in injury, death, illness, disease or damage to myself or my property, or to other persons and their property
- In consideration of being allowed to participate in the Activity, I hereby personally assume all risks in connection with the Activity and I hereby agree to hold the City, its officials, employees, agents and contractors harmless and I waive any right to

make claims or bring lawsuits against the City or anyone working on behalf of the City for any injuries or damages related to the alleged negligence of the City

- This waiver does not apply to any injuries or damages that are the result of any **willful, wanton, or intentional** misconduct by the City or anyone acting on behalf of the City
- I understand that entering into and signing this agreement affects my legal rights and result in my giving up or waiving certain legal rights and I accept this and sign this agreement of my own free will
- The terms of this agreement shall bind the members of my family, if I am alive, and my heirs, assigns and personal representatives if I am deceased

Signature of Participant (if minor, guardian signature required)

Date

Print Name

Signature of Parent or Guardian (if applicable)

Date

Print Name

Relationship to Participant

FOR CITY USE ONLY

DATE RECEIVED BY STAFF: _____

RECEIVED BY: _____



STAFF MEMORANDUM

SUBJECT:	Parks Commission By-Laws and Ordinance Amendment Discussion
MEETING DATE:	December 13, 2023
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide Recommendation to the City Council

COMMUNITY VISION:

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BACKGROUND:

Staff initiates periodical review of City Ordinance and other City policies to ensure compliance with Staff practices. During this process, Staff discovered that the Park and Recreation Commission By-Laws are out-of-date and in need of revisiting to ensure compliance with the Commission's practices.

The authorization for the establishment of this Commission is set forth under M.S. 412.501 through .531 and Chapter 2, Title 2 of the City Code. Therefore, it may be necessary to amend City Code if an amendment to the By-Laws is desired to ensure continuity between both documents. No amendments can be made that contradict the terms set forth under M.S. 412.501 through .531.

DISCUSSION:

The Parks Commission is being asked to recommend that the City Council amend City Code Sections 2-2-7, 2-2-8 and the Park and Recreation Commission By-Laws as presented. The changes in both documents relate to officer appointments in the Commission in the City Code and Commission By-Laws. Both documents list elected officers of the Commission as Chairperson, Vice chairperson, Secretary, and other subcommittee officers. In practice, the Commission has only had an elected Chairperson. Staff recommend leaving the Chairperson

and Vice chairperson officer positions and eliminating the additional language as presented in the attached Draft Amended City Code Chapter 2, Title 2: Parks and Recreation Commission.

The Draft Amended Park and Recreation Commission By-Laws have additional changes recommended by Staff. Language was added under Section 1 of Article IV clarifying that the secretary position shall be a City Staff member designated by the City Administrator and removal of the previous language. Sections 4 and 5 of Article IV were added to further clarify the duties of the most tenured member in the absence of the chair and vice chair as well as clarify the duties of the secretary. Section 3 of Article V is amended to remove language regarding term limits for chair and vice chair. Section 1 of Article VI is amended to include the actual date and time of the Commission's meetings. The final change is to Section 1 of Article VII to reflect the order of business more accurately as it appears on the agenda. The Commission is being asked to recommend the amended documents be approved by the City Council as presented.

BUDGET IMPACT:

None.

ATTACHMENTS:

Draft Amended City Code Chapter 2, Title 2: Parks and Recreation Commission
Draft Amended Park and Recreation Commission By-Laws

CHAPTER 2

PARK AND RECREATION COMMISSION

SECTION:

2-2-1: Established

2-2-2: Purpose

2-2-3: Composition And Compensation

2-2-4: Appointments And Terms

2-2-5: Oath Of Office

2-2-6: Removals

2-2-7: Officers

2-2-8: Responsibilities

2-2-9: Procedures

2-2-1: ESTABLISHED:

A city park and recreation commission is hereby established. (Ord. 3, 11-9-2006)

2-2-2: PURPOSE:

The primary purpose of the commission is to act in an advisory capacity to the city council in the formulation of a high quality of life for citizens through the protection of its natural resources; its scenic, historical, and aesthetic values; and by the development of compatible recreation facilities for public enjoyment. (Ord. 3, 11-9-2006)

2-2-3: COMPOSITION AND COMPENSATION:

The commission shall be composed of five (5) members, all appointed by the city council. The commission shall serve with compensation as established by resolution of the city council, as amended from time to time. The commission may also, with the consent of the city council, incur expenses that are deemed necessary. (Ord. 3, 11-9-2006)

2-2-4: APPOINTMENTS AND TERMS:

A. Appointments: Appointments to the park and recreation commission shall be made by the city council according to established administrative procedures. (Ord. 3, 11-9-2006; amd. 2011 Code)

B. Terms Of Office: Commission members shall serve staggered terms of three (3) years, expiring on March 31 of each year. Initial terms shall commence on January 1, 2007. The initial terms for seats are as follows: 1) two (2) seats shall be appointed for a term expiring March 31, 2008; 2) two (2) seats shall be appointed for a term expiring March 31, 2009; and 3) one seat shall be appointed for a term expiring March 31, 2010. Thereafter, terms for these seats shall run for three (3) years in accordance with this subsection. (Ord. 3, 11-9-2006)

2-2-5: OATH OF OFFICE:

Every appointed member shall, before entering service, take an oath that he or she will faithfully discharge the duties of the commission. (Ord. 3, 11-9-2006)

2-2-6: REMOVALS:

Any member of the commission may be removed from office at any time by a majority vote of the city council, and the city council shall fill such vacancy. The city council shall notify, in writing, any person removed from his or her position on the commission. (Ord. 3, 11-9-2006)

2-2-7: OFFICERS:

The commission shall elect a chairperson and a vice chairperson, ~~secretary, and other subcommittee officers, and make any additional subcommittee assignments from among its appointed members,~~ for a term of one year. (Ord. 3, 11-9-2006)

2-2-8: RESPONSIBILITIES:

The responsibilities of the park and recreation commission are as follows:

- A. To act in an advisory capacity to the city council regarding park ordinances.
- B. To make recommendations regarding development and maintenance of all parks.
- C. To review and make recommendations of each newly proposed plat of subdivision for future development of park and recreation purposes.
- D. To develop and continuously review a comprehensive plan, both of long and short range development, for a park system and recreation program.
- ~~E. To form any committees within its own body necessary to perform functions and duties of a park committee.~~
- F. To work in an advisory capacity in the formulation of a budget to include operation, maintenance, acquisition, and development of park and recreation programs.
- G. To work with the city council in the development and review of a capital improvement budget and other long range plans.
- H. To review all proposals for parks and recreation as authorized by the city council.
- I. To work in conjunction with all committees and organizations to develop cooperation and efficiency within the city.
- J. To act as a representative to the public for better lines of communication and citizen input to all park and recreation matters. (Ord. 3, 11-9-2006)

2-2-9: PROCEDURES:

The park and recreation commission shall operate according to the following procedures:

- A. The chairperson of the commission may call special meetings with three (3) days' notice to commission members. The chairperson shall make a sincere effort to contact all members.
- B. A quorum of the commission shall consist of a majority of all members of the commission, with a minimum of three (3) members required to make up a quorum.
- C. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions and findings, which record shall be a public record. (Ord. 3, 11-9-2006)

**CITY OF ELKO NEW MARKET
PARK AND RECREATION COMMISSION BY-LAWS**

Adopted August 9, 2012
Amended December 21, 2023

Article I. Name of the Commission

The name of this organization shall be the City of Elko New Market Park and Recreation Commission.

Article II. Authorization

The authorization for the establishment of this Commission is set forth under M.S. 412.501 through .531 and Chapter 2, Title 2 of the City Code. The ordinance establishing the Commission was effective on January 1, 2007. Powers and duties are delegated to the Commission in accordance with the above-mentioned enabling legislation and ordinance.

Article III. Membership

The composition of the Commission shall be determined by ordinance.

Article IV. Officers

Section 1. The officers of the Commission shall consist of a chair, vice chair and secretary. ~~The Secretary shall not be a member of the Commission. The duties of the secretary will be performed by a City staff member designated by the City Administrator.~~
The duties of Secretary will be handled by City Staff.

Section 2. The chair shall preside at all meetings and hearings of the Commission and shall have the duties normally conferred by parliamentary usage on such officers.

Section 3. The vice chair shall act for the chair in his or her absence.

Section 4. The most tenured member of the Commission shall act for the chair in the simultaneous absence of both the chair and the vice chair.

Section 5. The secretary shall attend all meetings of the Commission and shall act as Clerk of such meetings and shall record all votes and the minutes of all proceedings. The secretary shall give notice of all meetings of the Commission and shall perform such other duties as may be prescribed by the Commission.

Article V. Election of Officers

Section 1. An annual organization meeting shall be held in April.

Section 2. Nominations shall be made from the floor at the annual organization meeting and election of the officers specified in Section 1 of Article IV shall follow immediately thereafter.

Section 3. A candidate receiving a majority vote of members present shall be declared elected and shall serve for one year or until his or her successor shall take office.—~~The chair and vice chair shall not serve for more than two consecutive years.~~

Section 4. Vacancies in office shall be filled immediately by regular election procedure.

Article VI. Meetings

Section 1. Meetings shall be held on the 2nd ~~Tuesday~~ **Wednesday** of the month at ~~5~~**6**:00 p.m. In the event of a conflict with holidays or other events, a majority at any meeting may change the date or time of said meeting.

Section 2. Voting shall be by voice vote at the call of the Chair. Silence by any member shall be deemed an aye (yes) vote. The Chair shall indicate results of the voice vote. Should any member dispute the results indicated by the Chair, a roll call vote shall be taken on the issue immediately for clarification. A roll call vote shall be required in requested by any member on any issue. A record of the voice vote or roll call vote shall be kept as a part of the minutes.

Section 3. Special meetings may be called by the Chair. It shall be the duty of the Chair to call a special meeting when requested to do so by a majority of members of the Commission. Staff shall notify all members of the Commission in writing not less than three days in advance of such special meeting.

Section 4. All meetings shall be open to the general public as required by law.

Section 5. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at meetings of the Commission.

Section 6. City staff shall keep the minutes and records of the Commission, shall prepare the agenda or regular and special meetings, provide notice of all meetings to commission members, arrange proper and legal notice of hearings, and attend to correspondence of the Commission.

Article VII. Order of Business

Section 1. The order of business at regular meetings shall generally be:

- A. Call to Order
- B. Pledge of Allegiance
- C. Approve Agenda

- D. Citizen Comments
- E. Approve Minutes of Previous Meeting
- F. ~~Petitions, Requests and Communications~~ **General Business**
- G. Updates **and Reports**
~~Old and New Business~~
- H. Commission Comments
- I. **Next Meeting Announcement**
- J. Adjournment

Article VIII. Hearings

Section 1. The Commission may hold public meetings or hearings when it decides that such meetings or hearings will be in the public interest or as directed by City Council.

Section 2. Notice of the time and place of such hearing, shall be published in the official newspaper.

Section 3. A record shall be kept of those speaking before the Commission at such hearings.

Article IX. Amendments

These by-laws may be amended by a majority vote of members present. Any amendments shall be consistent with ordinance and shall be approved by the City Council.



STAFF MEMORANDUM

SUBJECT:	KJ Walk Inc. – Boulder Heights 4 th Addition Park Dedication Discussion
MEETING DATE:	December 13, 2023
PREPARED BY:	Renee Christianson, Senior Planner
REQUESTED ACTION:	Provide Recommendation to the City Council

COMMUNITY VISION:

- Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community’s residents.
- The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

- Advance the “shovel ready” status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
- Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
- Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

Community Development Staff are seeking feedback and direction on the park and trail system as it relates to Boulder Heights 4th Addition, a proposed single-family housing development. Community Development Staff will be presenting information and background on the project at the December 13th meeting.

DISCUSSION:

Community Development Staff will be requesting a recommendation to the City Council as it relates to park dedication requirements for Boulder Heights 4th Addition, KJ Walk Inc. applicant.



Parks Commission Update

November 30, 2023

Parks & Trails

1. Future Park Facility Funding

At a future meeting, the Commission will continue the discussion regarding the creation of a future park facility funding plan using non-traditional funding sources. The goal being that the Parks Commission will develop a funding recommendation for future Parks facilities. *This has been delayed due to staffing bandwidth.*

2. Pete's Hill Sign

Staff will continue to work on this project as time allows. Staff have performed a handoff of background and materials associated with the project and is expected to be presented later in 2024.

3. Tree and Bench Donation Program

Staff will begin investigating a tree and bench donation program for the City. The Parks Commission will help define and clarify guidelines for the program. Materials associated with the program are expected to be presented early in 2024.

4. Public Works Update

- Public Works have ordered Dog Waste stations for all parks and are expected to be delivered on December 6th.
- Derek Cavanaugh and Joe Stocker have attended training to become Certified Playground Safety inspectors through MRPA (Minnesota Recreation & Park Association). Their test results have come back satisfactory and are now both Certified Playground Safety inspectors.
- The worm spring rider at Wagner Park was removed due to its condition.
- The Playground equipment has arrived for Woodcrest Park. Installation of the equipment and removal of the existing climbing structure is scheduled for Spring.
- The playground equipment is expected to start arriving in November for Boulder Heights Parks. Installation of the equipment is scheduled for Spring.
- Public Works Staff has prepped the City's hockey rinks prior to the ice season. If the weather cooperates, the Public Works will begin building ice on the rinks for the season. It has been too warm to begin flooding so far this winter.

Recreation

5. Field and Facility Reservation System

Staff will be bringing back various reservation options to a future parks meeting. The Parks Commissioners will help to define and clarify Elko New Market's field and facility reservation guidelines and fee schedule. Staff plans to have a reservation policy in place by March 2024. *This has been delayed due to staffing bandwidth.*

Community

6. No Updates

Upcoming Meeting

The next Parks Commission Meeting will be:

Date: Wednesday, December 13, 2023

Time: 6:00 PM

Location: City Hall, Council Chambers



STAFF MEMORANDUM

SUBJECT:	November Parks Financial Report
MEETING DATE:	December 13, 2023
PREPARED BY:	Kellie Stewart, Accountant
REQUESTED ACTION:	Informational

COMMUNITY VISION:

- Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
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- The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

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- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

The intent of the monthly financial report is to provide the Parks Commission with a summary of the financial activity, including revenue and expenses within the relevant funds. These funds include the General Fund, Park Dedication Fund, Charitable Gambling Fund and Capital Outlay.

DISCUSSION:

General Fund

General Fund Park Revenues at the end of November are \$3,073.38. General Fund Expenditures at the end of November are \$184,826.74 or 76% of the budget.

City of Elko New Market
Statement of Revenue and Expenditures
General Fund 101- Parks and Grounds Maintenance
Budget and Actual
YTD Through November 30, 2023

	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 11/30/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 11/30/23</u>
Revenues				
Park Rental-Fields-Non Building	-	-	-	0%
Park Shelter Rental Fee	3,000.00	3,073.38	(73.38)	102%
Miscellaneous Revenues	-	-	-	0%
Contributions and Donations	-	-	-	0%
Recreation Program Revenues	-	-	-	0%
Grant Income	-	-	-	0%
	3,000.00	3,073.38	(73.38)	102%

	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 11/30/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 11/30/23</u>
Expenditures				
Full-Time Employees Regular	116,885.00	94,764.46	22,120.54	81%
Full-Time Employees Overtime	3,507.00	4,496.87	(989.87)	128%
Part-Time Employees	31,294.00	7,457.93	23,836.07	24%
On Call	4,414.00	3,986.95	427.05	90%
Call Back	572.00	662.52	(90.52)	116%
PERA	11,376.00	8,786.22	2,589.78	77%
FICA & Medicare	11,604.00	8,375.32	3,228.68	72%
Employer Paid Insurance	29,344.00	28,902.10	441.90	98%
Chemicals and Chem Products	4,800.00	4,129.66	670.34	86%
Travel Expenses	300.00	-	300.00	0%
Training & Conferences	500.00	-	500.00	0%
Portable Bathrooms	6,800.00	5,130.00	1,670.00	75%
Electric Utilities	900.00	862.16	37.84	96%
Refuse/Garbage Disposal	1,500.00	1,574.57	(74.57)	105%
Repairs/Maint.	10,000.00	9,081.25	918.75	91%
Cleaning / Janitorial	2,142.00	1,428.08	713.92	67%
Miscellaneous	500.00	21.74	478.26	4%
Dues and Subscriptions	700.00	300.00	400.00	43%
Recreational Program Expense	6,500.00	4,866.91	1,633.09	75%
	243,638.00	184,826.74	58,811.26	76%

Park Dedication Fund

Park Dedication Revenues at the end of November were \$36,347.21. Park Dedication Expenditures at the end of November were \$0. The current fund balance is \$136,957.86.

City of Elko New Market Statement of Revenue and Expenditures Park Dedication- Fund 230 Budget and Actual YTD Through November 30, 2023				
	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 11/30/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 11/30/23</u>
Revenues				
Park Dedication Fee	-	36,347.21	-	100%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
	- -	36,347.21 -	-	0%
	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 11/30/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 11/30/23</u>
Expenditures				
Improvements Other	-	-	-	0%
	- -	- -	-	0%
Current Fund Balance	\$136,957.86			

Charitable Gambling Fund

Charitable Gambling Revenues at the end of November totaled \$1,374.85. Expenditures at the end of November were \$0. The current fund balance is \$24,708.16

City of Elko New Market Statement of Revenue and Expenditures Charitable Gambling- Fund 240 Budget and Actual YTD Through November 30, 2023				
	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 11/30/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 11/30/23</u>
Revenues				
Gambling Income 5% LG510	-	1,374.85	-	100%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
	- -	1,374.85 -	-	100%
	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 11/30/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 11/30/23</u>
Expenditures				
Transfer In	-	-	-	0%
Gambling Income Expense	-	-	-	0%
	- -	- -	-	0%
Current Fund Balance	\$24,708.16			

Capital Outlay

Capital Outlay Expenditures at the end of November total \$0. The current fund balance is \$60,582.93.

City of Elko New Market
Statement of Revenue and Expenditures
Capital Outlay- Fund 501
Budget and Actual
YTD Through November 30, 2023

	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 11/30/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 11/30/23</u>
Revenues				
Miscellaneous Revenues	-	-	-	0%
	-	-	-	0%
Expenditures				
Capital Outlay Expenditures	-	-	-	0%
	-	-	-	0%
Current Fund Balance	\$60,582.93			