

**CITY OF ELKO NEW MARKET
PARKS COMMISSION AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054
WEDNESDAY, MARCH 8, 2023**

**REGULAR MEETING
6:00 PM**

- 1) Call to Order**
- 2) Pledge of Allegiance**
- 3) Approve Agenda**
- 4) Citizen Comments**
- 5) Approval of Minutes**
 - a. November 9, 2022 Parks Commission Regular Meeting Minutes -attached
- 6) General Business**
 - a. Funding for Future Park System
- 7) Updates & Reports**
 - a. Parks Commissioner Position
 - b. Park and Recreation Staffing
 - c. February Parks Commission Update -attached
 - d. Parks Monthly Financial Report -attached
- 8) Park Commissioner Comments**
- 9) Adjournment**
- 10) Next Meeting**

Regular Parks Commission Meeting
Wednesday, April 12, 2023 @ 6 PM
ENM City Hall, Council Chambers

Parks Commission Meeting
NOVEMBER 09, 2022

MINUTES

1) CALL TO ORDER

The meeting was called to order at 6:05 PM in ENM City Hall, Council Chambers, by Chair Mike Sutton. Present at Roll Call were Chair Mike Sutton, Commissioner Dawn Vernon, and Commissioner Paul Hokeness. Also present were City Administrator Tom Terry, Recreation Specialist Jessica Davidson and City Planner Renee Christianson.

2) PLEDGE OF ALLEGIANCE

Commissioner Sutton led the Pledge of Allegiance.

3) APPROVAL OF REVISED AGENDA

MOTION by Commissioner Vernon, second by Commissioner Hokeness to approve the Revised November Agenda.

MOTION CARRIED

4) CITIZEN COMMENTS

None

5) APPROVAL OF MINUTES

MOTION by Commissioner Vernon, second by Commissioner Hokeness to approve the September 12, 2022 Minutes.

MOTION CARRIED

6) GENERAL BUSINESS

- a. Senior Planner Renee Christianson sought feedback related to the Park and Trail Infrastructure in Park I-35. Commissioners recommended that cash be accepted in lieu of land dedication. They also discussed the value of requiring sidewalks be installed by the developer. The Commission recommended that sidewalks be installed at the time of construction to prevent a possible tax burden in the future and improve pedestrian access.
- b. City Administrator Tom Terry presented information to the Commission in regards to future park facility funding. The information provided serves as basis for future discussions as the Commission develops a funding recommendation for future Parks and Trails facilities.

6) UPDATES & REPORTS

- a. The October Parks Commission Update was provided in the November Agenda Packet.
- b. The October financial report for the Parks Commission was provided in the November Agenda Packet.

- c. No Community Advisory Board Updates
- d. Commissioner Paul Hokeness shared a Pickleball update for the Community Education program now running at Eagle View Elementary. He reported that about thirty people are now regularly attending on Thursdays and Saturdays. He also shared that the ages vary anywhere from twenty-five to eighty-five years old. There is a hope is to increase the interest of local youth.
- e. In overview of the new audio-visual equipment was shared by City Administrator Terry.
- f. The Commission discussed the possibility of changing The Parks meeting dates and times to accommodate the scheduling conflicts that Commissioner Emily Dornseif has been experiencing. The Commission discussed that the dates and times were selected based on how the meeting fits in with the City's other processes. It was decided that moving dates/times may create issues for other Commissioners and would not be a viable option.

7) PARK COMMISSIONER COMMENTS

None.

8) NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, December 14, 2022, at 6:00 PM at City Hall in Council Chambers.

9) ADJOURNMENT

MOTION by Commissioner Vernon, seconded by Commissioner Hokeness to adjourn the meeting at 8:50 PM.

MOTION CARRIED

Respectfully submitted,
Jessica Davidson



STAFF MEMORANDUM

SUBJECT:	Funding for Future Park System
MEETING DATE:	March 8, 2023
PREPARED BY:	Jessica Davidson, Recreation Programmer
REQUESTED ACTION:	Informational & Discussion

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.

DISCUSSION:

The Commission will take a deeper dive into learning about traditional funding methods during the February meeting. Staff will outline possible ways the City can pay for future system growth along with the pros and cons of each. These funding methods include Gambling Dollars, Park Dedication as both a source of Land and also Cash in Lieu, and Tax Payer Dollars which includes Property Taxes and Referendums (Voter Approved Bonds).

The Commission will also be presented an analysis based on current planning documents and Community Development Staff knowledge of specific properties along with reasonable high level cost estimates. This will be used to compare, at a high level, the expected Park Dedication Revenue with the Expenses of a Fully Built Out Park System.

Parks Commission will continue the discussion of funding the Future Park System by determining if certain funding tools are better suited for certain aspects of building out the Parks System in the near, mid or long term. The Commission will also discuss the circumstances (when & what for) using the types of funding is appropriate. This will lead to recommendation to the City Council on a funding recommendation for future Park facilities,



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Parks Commission Update

February 28, 2023

Parks

1. Boulder Heights Park

This has been delayed due to staffing bandwidth. Staff will be bringing back a budget and information about the various options that the Commission would like considered in the design of the park. These include a drinking fountain with pet station, a picnic shelter to hold three to four picnic tables and electricity be added. The Commission asked staff to provide cost options for the playground surround using plastic borders or cement.

2. Future Park Facility Funding

Staff will be bringing information to the February Parks Commission meeting regarding the creation of a future park facility funding plan using traditional revenue sources. The Parks Commission will be developing a funding recommendation for future Parks facilities.

3. Pete's Hill Sign

This has been delayed due to staffing bandwidth. Staff will continue work on this project as time allows.

Trails

Recreation

4. Elko New Market Baseball and Softball Fields

Staff is researching similar Cities' field rental guidelines and fee schedules. Staff will be bringing this information to the Commission to clarify Elko New Market's field rental guidelines and fee schedule. Staff will be creating City field rental forms and updating the City website.

Community

5. Family Fun Night Events

Summer Family Fun Nights will take place Thursday evenings, June-August, at Wagner Park Shelter. Schedule to be determined.

Staff

6. Park Commissioner Positions

On February 24th, the posted Park Commissioner Positions closed. Current Park Commissioners with expiring terms were encouraged to re-apply as it is the City Council's standard practice. The next step is interviewing the candidates to fill the positions.

Upcoming Meeting

The next Parks Commission Meeting will be:

Date: Wednesday, March 8, 2023

Time: 6:00 PM

Location: City Hall, Council Chambers



STAFF MEMORANDUM

SUBJECT:	February Parks Financial Report
MEETING DATE:	March 8, 2023
PREPARED BY:	Jessica Davidson, Recreation Programmer
REQUESTED ACTION:	Informational

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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 Revenues at the end of January were \$0. General Fund Expenditures at the end of January were \$36,997.20 or 2% of the budget.

	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 2/28/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 2/28/23</u>
Revenues				
Park Rental-Fields-Non Building	-	-	-	0%
Park Shelter Rental Fee	3,000.00		3,000.00	0%
Miscellaneous Revenues	-		-	0%
Contributions and Donations	-	-	-	0%
Recreation Program Revenues	-	-	-	0%
Grant Income	-	-	-	0%
	3,000.00	-	3,000.00	0%

	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 2/28/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 2/28/23</u>
Expenditures				
Full-Time Employees Regular	116,885.00	17,236.19	99,648.81	15%
Full-Time Employees Overtime	3,507.00	1,880.23	1,626.77	54%
Part-Time Employees	31,294.00	2,501.07	28,792.93	8%
On Call	4,414.00	583.48	3,830.52	13%
Call Back	572.00	23.54	548.46	4%
PERA	11,376.00	1,661.26	9,714.74	15%
FICA & Medicare	11,604.00	1,583.04	10,020.96	14%
Employer Paid Insurance	29,344.00	8,785.29	20,558.71	30%
Chemicals and Chem Products	4,800.00	-	4,800.00	0%
Travel Expenses	300.00	-	300.00	0%
Training & Conferences	500.00	-	500.00	0%
Portable Bathrooms	6,800.00	1,000.00	5,800.00	15%
Electric Utilities	900.00	118.61	781.39	13%
Refuse/Garbage Disposal	1,500.00	464.51	1,035.49	31%
Repairs/Maint.	10,000.00	439.98	9,560.02	4%
Cleaning / Janitorial	2,142.00	-	2,142.00	0%
Miscellaneous	500.00	-	500.00	0%
Dues and Subscriptions	700.00	300.00	400.00	43%
Recreational Program Expense	6,500.00	420.00	6,080.00	6%
	243,638.00	36,997.20	206,640.80	15%

Park Dedication Fund

Park Dedication Revenues at the end of January were \$0. Park Dedication Expenditures at the end of January were \$0. The current fund balance is \$100,460.92

	2023 Annual Budget	2023 YTD Actual Amount Through 2/28/23	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 2/28/23
Revenues				
Park Dedication Fee	-	-	-	0%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
	-	-	-	0%
Expenditures				
Improvements Other	-	-	-	0%
	-	-	-	0%
Current Fund Balance	<u>\$100,460.92</u>			

Charitable Gambling Fund

Charitable Gambling Revenues at the end of January totaled \$0. Expenditures at the end of January were \$23,256.26 to Miracle Recreation. The current fund balance is \$23,016.46

	2023 Annual Budget	2023 YTD Actual Amount Through 2/28/23	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 2/28/23
Revenues				
Gambling Income 5% LG510	-	-	-	100%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
	-	-	-	100%
Expenditures				
Transfer In	-	-	-	0%
Gambling Income Expense	-	23,256.26	-	0%
	-	23,256.26	-	0%
Current Fund Balance	\$23,016.46			

Capital Outlay

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

	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 2/28/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 2/28/23</u>
Revenues				
Miscellaneous Revenues	-	-	-	0%
	-	-	-	0%
Expenditures				
Capital Outlay Expenditures	-	-	-	0%
	-	-	-	0%
Current Fund Balance	\$60,582.93			