

**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, JANUARY 14, 2020  
REGULAR MEETING MINUTES**

**PRESENT:**

Present at Roll Call were Chair Sutton, Commissioner Melgaard, Commissioner Miller, and Commissioner Dornseif. Also present was Assistant City Administrator Mark Nagel.

**CALL TO ORDER:**

The meeting was called to order at 4:04 PM in Conference Room B at Elko New Market City Hall, 601 Main Street.

**APPROVE AGENDA:**

Mr. Nagel said that there was one (1) additional item for the Agenda for the January meeting – Commissioner Terms (Other Business). Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the January 2020 Meeting Agenda was approved with the addition.

**CITIZEN COMMENTS:**

There were no citizen comments presented at the January 14, 2020 Parks Commission Meeting.

**APPROVAL OF MINUTES OF NOV DECEMBER 10, 2019  
PARKS COMMISSION MEETING:**

Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the December 10, 2019 Parks Commission Minutes, as printed.

## **PETITIONS, REQUESTS, AND COMMUNICATIONS**

Mr. Nagel called Commissioners' attention to a copy of an article in the Fall issue of the National Recreation and Parks Association on Top Trends for Parks and Recreation for 2020. He said that the article notes that climate change and the role that parks play in slowing it and drones in parks will be widely discussed, as well as esports programs, wellness, and alternative sports like disc golf that appeal to a wider range of demographics

At the request of Parks Commissioners at the August 2019 Meeting, Mr. Nagel said that he had included the December 13, 2019 Community Development Update for review by Parks Commissioners in the Agenda Packets for their information.

Mr. Nagel also handed out 2040 Comprehensive Plan's Park Element. He noted that it was a Draft that will be submitted to the Metro Council for their review late this month.

### **UPDATES:**

Mr. Nagel reviewed the December 30, 2019 ENM Parks Commission Update, which contained 15 items with the Commissioners. He said that Cale Leveiska will be out on May 28, 2020 to do a demonstration for interested residents, as well play with teams of golfers from the City.

Chair Sutton reported that the December CCEC Meeting had been cancelled and that the next meeting was scheduled for Tuesday, January 21, 2020. At that meeting, work will begin on the 2020 Egg Hunt.

In Commissioner Zahratka's absence, Mr. Nagel reported that a meeting of the New Prague Community Education Advisory Board on was scheduled for March 12, 2020. Chair Sutton said that he would attend the meeting.

### **OLD/NEW BUSINESS:**

Mr. Nagel said that the December 2019 Budget Report for the Parks Commission was now complete and in the packet for review. He said that it showed that the Commission is in "good shape" on the overall expenditures at about 90% for the year, but that there were still outstanding bills to be paid, so it is not final for the year. He also noted that Park Shelter exceeded planned projections by 39%. He

also presented an updated 5 Year Capital Improvement Plan to the Commissioners. He noted that there were a couple of significant contributions to the Park Dedication Fund that added to the available revenues for capital projects in the parks. He said that the major projects over the next couple of years could be funded and completed. No further action was taken on these reports.

Mr. Nagel handed out copies of the planned events for the “March Madness” program at the Library on Thursday in March – on March 5<sup>th</sup>, the popular Glow Stick Dance will lead off the events; on March 12<sup>th</sup>, the family favorite, RAD Zoo, will be entertaining families; on March 19<sup>th</sup>, it will be Family Bingo with prizes for all; and on March 26<sup>th</sup>, we’ll conclude with an Obstacle Course and Family Yoga Challenges with prizes! On motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the Commission unanimously approved the programming and schedule for the “March Madness” events.

Mr. Nagel said the next step for the drainage improvements and T-Ball/Softball field relocation at Rowena Pond Park would be for the project to be bid this Summer. Once complete, then the hockey rink/basketball court could be constructed. Given the good news on the Parks Capital Fund, Staff is exploring doing it all in 2020. He said a meeting was taking place next week on this possibility. Consensus of the Parks Commission was to combine the final 2 phases of the project, if funds were available. He will update the Parks Commission on the outcome. No further action was taken by the Parks Commission.

Mr. Nagel said that due to difficulty in purchasing asphalt and resident concerns, the Windrose 8<sup>th</sup> Addition/Woodcrest Trail Segment project had been postponed until Spring 2020. He said the plus to the delay is a more cost-effective approach is now being implemented to combine it with the upcoming Pete’s Hill residential subdivision trail and other street resurfacing projects, which should result in a lower overall cost. The total cost is estimated to be \$66,824.00 and sufficient funds are available in the Parks Capital Fund to do both trail segments. As he noted at the December meeting, he contacted the SMSC to see if it would be possible to retain the \$18,224 grant for the project. He said that he had received an email from the SMSC that day saying that they would consider it at the next meeting of the Tribal Council and that Staff would recommend approval to the Tribal Council. He has not heard back officially from the SMSC. No further action was taken by the Parks Commission on this item at this meeting.

Mr. Nagel told Commissioners that he had talked to Webber Recreational Design regarding the questions raised at the November meeting on the 2 pieces of

equipment and pricing for the equipment. Chair Sutton had asked last month that Mr. Nagel check on the materials used to make the swing to ensure that it would be safe for use. Mr. Nagel said that the swing was made of welded, lightweight aluminum with holes for drainage surrounded by a 4-inch bumper made of rubber attached to the dish. It meets all safety standards, as noted in the Product Specification sheets in the Agenda Packet. The total cost of the 2 pieces of equipment including freight is \$8,452.48 – the discount on the equipment itself was about 32%. Mr. Nagel said that the playground equipment order had been placed in late December to take advantage of the discounts and was now being packed and sent to the City to store until installation. No further action was taken by the Parks Commission on this item.

Mr. Nagel updated the Parks Commission on the status of each of the Parks Department's 17 Goals for 2019. He said that 3 were complete; 9 were in process; and the other 5 would be a starting point for the 2020 Goals. There were no additional goals added to the list by Commissioners. On motion Chair Sutton, seconded by Commissioner Melgaard, the Commission unanimously approved the 2020 Parks Commission Goals.

Mr. Nagel presented the Bill List to the Parks Commissioners – a bill from Schlomka's for Portable Restrooms for October 2019 for \$710.00 and December for \$410.00 and a bill from Dog Waste Depot for \$1,197.85 for 5 stations. Upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the Bill List for the January 2020 meeting.

### **OTHER BUSINESS:**

Mr. Nagel noted that the terms of Chair Sutton; Commissioner Dornseif; and Commissioner Zahratka were up on March 31, 2020 and that Council had decided to accept applications from the community for these 3-year terms. Chair Sutton and Commissioner Dornseif said that they would like to be considered for reappointment.

### **NEXT MEETING:**

Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, February 11, 2020 at 4:00 PM in Conference Room B of Elko New Market City Hall.

**PARK COMMISSIONER COMMENTS:**

There were no additional comments from Commissioners at the January 14, 2019 Parks Commission meeting.

**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 5:11 PM.

**Respectfully Submitted,**

**Mark Nagel, Assistant City Administrator**