

**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, JANUARY 8, 2019  
REGULAR MEETING MINUTES**

**PRESENT:**

Present at Roll Call were Commissioner Melgaard; Commissioner Miller; Commissioner Dornseif; and Chair Mike Sutton. 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 were no revisions to the January Parks Commission Meeting Agenda. On motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the January Meeting Agenda was unanimously approved by voice vote.

**CITIZEN COMMENTS:**

There were no citizens present at the January Parks Commission Meeting to make comments to the Parks Commission.

**APPROVAL OF MINUTES OF DECEMBER 11, 2018 PARKS COMMISSION MEETING:**

Upon motion by Chair Sutton; seconded Commissioner Melgaard, the Parks Commission unanimously approved the December 11, 2018 Parks Commission Meeting Minutes as printed by voice vote.

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

Mr. Nagel reviewed articles from the Minnesota Recreation and Park Association Magazine's Fall, 2018 Issue noting that it may be time to consider doing a Park System Master Plan. He said that he provides information both nationwide and statewide to help provide perspective to Commissioners on their work at the local level to enhance parks and recreation in Elko New Market.

Mr. Nagel handed out copies of the Winter/Spring Community Ed Catalogues to the Commissioners for their review. He said that the focus was on adding senior programming, including a Movie Day at the senior building; Valentine's Day and Spring Fling parties; programs on Long Term Health Care, How to Pay for a Nursing Home, and Understanding Wills and Trusts; AARP Smart Driving classes; and computer/cell phone classes.

## **UPDATES:**

Mr. Nagel reviewed the December 31, 2018 ENM Parks Commission Update, which contained 14 items, with the Commissioners. Mr. Nagel said commented that the ice rink was open now that the weather is cold enough and was seeing significant use.

Chair Sutton reported that the CCEC would be discussing the 2019 Egg Hunt at their January 15, 2019 meeting.

Commissioner Zahratka was not in attendance at the meeting, so the report was tabled until the January meeting.

## **OLD/NEW BUSINESS:**

Mr. Nagel said that Commissioner Dornseif had requested that consideration of additional pet waste stations at agreed upon locations be placed on the Agenda. Mr. Nagel said that there have been improvements to them since the first 3 were placed along paths about 3 years ago and directed Commissioners to copies of examples for review in the Agenda packet. After discussion, Commissioners agreed that new locations should include the trail entrance at Seurer Street connecting the neighborhood to Downtown; the Pete's Hill entrance; Wagner Park; along the CSAH 2 Bike/Hike trail; and Windrose Park. The criteria for selecting the additional pet waste stations include: green color; covered, closed chute bin; bag dispenser; a dog leash hook; bags that can be tied; durable, weather-resistant

materials; and a larger bin. Upon motion by Commissioner Dornseif, seconded by Commissioner Miller, the Commission unanimously approved the addition of 5 pet waste station, plus an additional one in case of damage to an existing one. Further, they directed Mr. Nagel to return at a future Parks Commission Meeting with a Pet Waste station option that met the criteria outlined by the Commission, along with final costs.

Mr. Nagel said that several residents had requested that the Parks Commission consider placing a new water fountain at Wagner Park. He reviewed his Memorandum on 4 options – the cost would vary by the type of fountain and installation costs from a wall-mounted type in the \$350 range to variations of a free-standing one was placed near the playground equipment that would cost between \$1,300 and \$4,100, including installation. Upon motion by Commissioner Dornseif, seconded by Commissioner Miller, the Parks Commission unanimously approved the purchase and installation of the low cost water fountain for Wagner Park.

Mr. Nagel said that Commissioner Dornseif had requested that consideration of additional pet waste stations at agreed upon locations be placed on the Agenda. Mr. Nagel said that there have been improvements to them since the first 3 were placed along paths about 3years ago and he passed out copies of examples for review by the Parks Commissioners. Possible new locations could include the trail connecting Seurer Street and the Downtown; Pete’s Hill Wagner Park, and Windrose Park. After discussion consensus was table the item until January, so that Commissioners could review locations and design options in more detail. Upon motion by Commissioner Dornseif, seconded by Commissioner Miller, the Commission unanimously tabled this item until the January 8, 2019 Parks Commission Meeting.

Mr. Nagel said that he was working with Jessica Davidson from New Prague Community Ed on the lineup for the “Fabulous February Fun Nights” at the Elko New Market Library. The Community Room has been reserved for Thursday evenings for the programs, but they were waiting to hear back for confirmation on one event. Consensus of the Parks Commissioners was to proceed with the programming for these events.

Mr. Nagel reviewed the Annual Goals Process for 2019 with Commissioners. He said that a draft Memo of the 2018 Accomplishments would be presented to the Commission at the February 2019 meeting. Discussion of each of the 16 draft goals took place at the January Parks Commission Meeting. In addition to minor

wording changes, the Commissioners added a 17<sup>th</sup> goal – Establish a working Relationship with Boulder Pointe Golf Course for Use for Cross Country Skiing. Upon motion by Commissioner Miller, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the 2019 Goals. Further, that they be conveyed to the City Council for their information by attaching them to these Minutes.

Mr. Nagel presented the Bill List to the Commissioners – a bill from Schlomka’s Portable Restrooms for services for December for a total of \$420.00. Upon Motion by Commissioner Miller; seconded by Commissioner Melgaard, the Parks Commission unanimously approved the Bill List as presented.

### **OTHER BUSINESS:**

Mr. Nagel reported that he had forwarded the interest of Commissioners Melgaard and Miller to be reappointed to a 3-year term. He said that the Council accepted their interest in continuing to serve the community, but chose to consider other potential applicants, as well.

There were no additional business items to come before Commissioners at the January 8, 2019 Parks Commission meeting.

### **NEXT MEETING:**

On motion by Commissioner Melgaard; seconded by Commissioner Miller, the next meeting of the ENM Parks Commission was set for Tuesday, February 12, 2019 at 4 PM in Conference Room B of Elko New Market City Hall.

### **PARK COMMISSIONER COMMENTS:**

Chair Sutton requested Mr. Nagel check on the timers for the Little Windrose Ice Rink lights, since they were not coming on until well after dark.

There were no additional comments from Commissioners at the January 8th, 2019 Parks Commission meeting.

**ADJOURNMENT:**

There being no further business to come before the Parks Commission, upon motion by Commissioner Melgaard, seconded by Commissioner Miller, the meeting was adjourned by voice vote at 5:09 PM.

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