

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, NOVEMBER 12, 2019
REGULAR MEETING MINUTES**

PRESENT:

Present at Roll Call were Chair Sutton, Commissioner Miller, Commissioner Melgaard, and Commissioner Zahratka. Also present were Assistant City Administrator Mark Nagel and Ryan Huberty, Eagle Scout candidate.

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 additional items for the Agenda for the October meeting. Upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the November Meeting Agenda was approved, as printed.

CITIZEN COMMENTS:

There were no citizen comments presented at the November 12, 2019 Parks Commission Meeting.

APPROVAL OF MINUTES OF SEPTEMBER 10, 2019 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the October 15, 2019 Parks Commission Minutes, as printed.

PETITIONS, REQUESTS, AND COMMUNICATIONS

Mr. Nagel handed out a copy of the Fall issue Minnesota Recreation and Parks Association for review and comment by Commissioners. He said that he was

unable to attend the recent Annual Conference, but now has access to the handouts, which he will pass along to Commissioners when he receives them.

At the request of Parks Commissioners at the August, 2019 Meeting, Mr. Nagel said that he had included the October 21, 2019 Community Development Update for review by Parks Commissioners in the Agenda Packets for their information.

UPDATES:

Mr. Nagel reviewed the October 31, 2019 ENM Parks Commission Update, which contained 12 items with the Commissioners. He said that the Park Dedication Fund continues to grow with the recent addition of \$56,000 from the Dakota Acres 3rd Add project.

Chair Sutton reported that the next meeting of the CCEC will follow the Parks Commission meeting be on Tuesday, November 19th at 5:30 PM at City Hall. The Agenda will be focused on reviewing the Halloween Party held on Saturday, October 26th from 10 AM to Noon.

Commissioner Zahratka noted that there will be a meeting of the New Prague Community Education Advisory Board on Thursday, November 14th and she will attend it.

OLD/NEW BUSINESS:

Mr. Nagel said that the 3rd Quarter Budget Report 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 67% after 10 months, but that the line-item for replacement of equipment is over budget because part of the Disc Golf Course was included in the lien-item when it should have been placed in Capital Outlay Fund. It will be revised in the next Budget Report in December. No further action was taken on this item.

Mr. Nagel said that Community Development Specialist, Renee Christianson, had provided him with a copy of a Memorial Park Bench and Tree Program in New Prague that can be used by citizens in a park of their choice to be honor a loved one. Parks Commissioners noted that that this was an excellent idea and suggested that Mr. Nagel explore expanding it into a “gift book” that included other items needed in City parks. Mr. Nagel said that he would bring back some examples for

the Commission to look at for the December meeting. No further action was taken on this item.

Mr. Nagel introduced Eagle Scout candidate, Ryan Huberty, who said that he will be working on a project to upgrade the area around the flag at Wagner Park – it will include a larger area for flowers, 2 shrubs near the flagpole, lighting the flagpole, a statue, and an engraving. He said the project would be completed in Spring, 2020. Upon motion by Commissioner Miller, seconded by Commissioner Zahratka, the Parks commission unanimously approved the project.

Mr. Nagel told Commissioners that he had sent out a brief RFP for the replacement of the swings at Old Elko City Hall and received, to date, 5 responses for the project. He said that the cost for the project was anticipated to be about \$8,000 for the project. The Parks Commission received 5 proposals for project – Finnegan Playground Adventures; Webber Recreational Design; St. Croix Recreation fun Playgrounds; Flagship Play; and Minnesota/Playground. Mr. Nagel said that since the October Meeting, it had been determined that it would not be necessary to replace one of the swings, so the Parks Commission could consider other pieces of equipment proposed by the responders. He also said that the Public Works Department will do the demolition work on the 2 pieces of equipment that will be removed, but that the company selected will be doing the installation in Spring, 2020. The Parks Commission then reviewed each proposal based on Mr. Nagel's outline and selected the Webber Recreational Design proposal for a Ten Spin and Accelerator Swing due to its lower price for equipment and installation overall. Chair Sutton asked that Mr. Nagel check on the materials used to make the swing to ensure that it would be safe for use. Upon motion by Commissioner Zahratka, seconded by Commissioner Miller, the parks commission unanimously selected the proposal from Webber Recreational Design without the inclusion of the 2 seat swingset.

Mr. Nagel updated the Parks Commission on the status of Parks Capital Projects for the Fall – the Disc Golf Course is now complete; the Relocation of the Rowena Pond T-Ball field, which the City Engineer is still working on plans for; the Pet Waste Stations, which will be ordered in late November when they're available; and the trail between the Windrose 8th Addition and Woodcrest Subdivision, which Mr. Nagel said that a more cost effective approach would be to combine it with the upcoming Pete's Hill residential subdivision trail project. He will be contacting the SMSC to see if that would be possible and still retain the grant. No further action was taken by the Parks Commission on this item at this meeting.

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 Prodigy Disc Golf for \$4,100.00. Upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the Parks Commission approved the Bill List for the October meeting.

OTHER BUSINESS:

There were no additional business items to come before Commissioners at the October 15, 2019 Parks Commission meeting.

NEXT MEETING:

Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, December 10, 2019 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 November 15, 2019 Parks Commission meeting.

ADJOURNMENT:

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

Respectfully Submitted,

Mark Nagel, Assistant City Administrator