

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, MARCH 20, 2018
REGULAR MEETING MINUTES**

PRESENT:

Present at Roll Call were Commissioner Emily Dornseif; Commissioner Dennis Melgaard; Commissioner Miller; and Chair Mike Sutton. Also present was Assistant City Administrator Mark Nagel and Mayor Bob Crawford.

CALL TO ORDER:

The meeting was called to order at 4:03 PM in Conference Room A at Elko New Market City Hall, 601 Main Street.

APPROVE AGENDA:

Mr. Nagel said there were no additional items to the March Parks Meeting Agenda. Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the March Meeting Agenda was unanimously approved by the Parks Commission.

CITIZEN COMMENTS:

There were no citizen comments made at the March, 2018 Parks Commission Meeting.

APPROVAL OF MINUTES OF FEBRUARY 13, 2018 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Commission unanimously approved the Parks Commission Minutes for the February 13, 2018 meeting by voice vote.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

Mayor Crawford reminded the Parks commission that it would be good to hold an additional ribbon cutting for the contribution that the Shakopee Mdewakanton Sioux Community made for the construction of the Pete's Hill "Lookout" Project. Consensus of the Parks Commission was to schedule one when the weather was better and asked Mr. Nagel to add an item for discussion at the April 10th Parks Commission Meeting.

UPDATES:

Mr. Nagel reviewed the February 28, 2018 ENM Parks Commission Update, which contained 20 items, with the Commissioners. He noted that the Fence Request from the Elko Express would be discussed at the March 22nd City Council Meeting and that he had no further word from the New Prague Soccer Club on the use of the Wagner Park fields for Fall of 2018.

Chair Sutton reported that the next event for the CCEC would be the Egg Hunt on Saturday, March 24th at 10 AM at EagleView Elementary School. Mr. Nagel added that signups so far were approaching 75, which are higher than in previous years.

Mr. Nagel reviewed the 2018 financials through the month of February with Commissioners. He said that current expenditures were at 13.4% of the total budget, which is "on target" with the 14% estimate for budgeted expenditures.

OLD/NEW BUSINESS:

Mr. Nagel said the Final Draft of the Rowena Pond Park RePurposing Plan, including the phasing and costs, were presented to City Council on January 25th. He told the Council that the preliminary estimate for the project was around \$225,000, not including contingency, and would be done in 3 phases beginning this year. At their February 8th Meeting, the City Council approved the RePurposing Plan with one minor revision – a dirt infield, instead of a grass infield. Mr. Nagel thanked Chair Sutton for attending the meeting to assist with the Presentation. Mr. Nagel said that the Parks Commission could now move forward with the implementing the Plan.

Mr. Nagel updated the Commissioners on discussions with the Elko Baseball Club on their request to fence around Old Elko City Hall Park. He said that the a representative of the Club was agreeable to sliding fence around the Park that would remain open all the time with the exception of events at ballfield.

Consensus of the Parks Commission was that the Club should provide funds to assist in moving the swing to accommodate the fence and that a letter noting the approval of the fence be provided by the Club Board of Directors. Mr. nagel said that he would need to check with the City Attorney to make sure that the proposed solution would meet legal standards for a public park.

Mr. Nagel said that the recent Emerald Ash Borer Report by S & S Tree Service contained good news – NO signs of the Emerald Ash Borer were present in any ash trees on public property in the City. The report also identified ash trees that should be saved and those that could be taken down. He said that the company noted that saving the 17 ash trees that they recommended be saved would cost around \$3,000. He said it included 2 years of application of treatment, plus a guarantee of suitable replacement trees should the treatment not work. He said that the Parks Commission would need to go the City Council for funding should the decision be made to move forward. Mr. Nagel presented an email to Commissioners from the company that attempted to answer the questions on the bid asked by Parks Commissioners at the January Meeting. After much discussion, the Parks Commission directed Mr. Nagel to ask the vendor to provide more information on the number of treatments that would need to be done over a 10 year period and the size of replacement trees for the March Meeting. No further action was taken by the Parks Commission on this Agenda Item.

Mr. Nagel presented an email outlining the proposed Winter programming for the 4 Thursdays at 6:30 PM in February, 2018 at the ENM Library Branch. He said that the first 2 programs were well attended with 108 people at the 2 events so far. The Big Fun Show and the Rad Zoo are the last 2 events on 2/15 and 2/22 at 6:30 PM. No further action was taken.

Mr. Nagel reviewed the Annual Goals Process for 2018 with Commissioners. This year, he said, he asked City Council if they had specific goals and asked City Staff to do the same. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the 2018 Goals as presented.

Mr. Nagel presented the 2017 Annual Report to the Commission noting that much had been completed last year. He said that the Annual Report would be presented to City Council at a later. On motion by Commissioner Miller, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the 2017 Annual Report and directed Mr. Nagel to forward it to City Council for their review.

Mr. Nagel presented the Bill List to the Commissioners – Dave Schulte for Winter Program for \$345; Schlomka’s Portable restrooms for \$2600; NP Community Ed for Summer Movies/Events coordination for \$1,559.53; and Link Cabinets for the wood frame for the 10th Anniversary Exhibit for \$300.00. Upon motion by Commissioner Miller, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the Bill List as presented.

OTHER BUSINESS:

There were no additional business items to come before the Parks Commission at the March 20th meeting.

NEXT MEETING:

The next meeting of the ENM Parks Commission was set for Tuesday, April 10, 2018 at 4:00 PM in Conference Room A of Elko New Market City Hall

PARK COMMISSIONER COMMENTS:

There were no comments provided at the March Parks Commission Meeting by Parks Commissioners.

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**