

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

**PRESENT:**

Present at Roll Call were Chair Sutton, Commissioner Melgaard, Commissioner Zahratka, and Commissioner Dornseif. Also present was Assistant City Administrator Mark Nagel, Community Development Specialist Renee Christianson, and City Planner Haley Sevensing.

**CALL TO ORDER:**

The meeting was called to order at 4:07 PM online via ZOOM by Chair Mike Sutton.

**APPROVE AGENDA:**

Mr. Nagel said that there were no additions to the February 2020 Meeting Agenda. Upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the April 2020 Meeting Agenda was unanimously approved, as printed.

**CITIZEN COMMENTS:**

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

**APPROVAL OF MINUTES OF FEBRUARY 11, 2020 PARKS COMMISSION MEETING:**

Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the February 11, 2020 Parks Commission Minutes, as printed.

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

Mr. Nagel called Commissioners' attention to a copy of a study from the Tony Hawk Foundation on Redefining Skateboard Culture. He said that the Study showed that skateboarding "improves mental health, fosters a sense of community among skateboarders, and encourages diversity and resilience". Mr. Nagel said that he had received a \$5,000 discount from American Ramp Company to improve SkatePark and would be back at the May meeting with ideas on how to use those funds.

## **UPDATES:**

Mr. Nagel reviewed the February 29, 2020 ENM Parks Commission Update, which contained 17 items, and the March 31, 2020 ENM Parks Commission Update, which contained 15 items, with the Commissioners. He said that the delivery and installation of the replacement equipment for Old Elko City Hall Park was tentatively scheduled for first week of May.

Mr. Nagel reported that the 2020 Budget for Parks was at 17% through February, which is on target. Since the City pre-pays some insurance for the year, he said, that added about 1.5% to the expenses for the first 2 months.

## **OLD/NEW BUSINESS:**

City Planner Haley Sevensing referred Commissioners to Table 1 in the Agenda Packet, which outlined the proposed Park Classification Standard changes, which focused on reducing acreage sizes for each of the present classifications. She then reviewed the effect of those classification changes on each current City park in Table 2 with the Commissioners. After discussion of the revisions to the current Parks Classification Standards and the current classifications of City parks, upon motion by Chair Sutton, seconded by Commissioner Dornseif, the unanimously approved the proposed Parks Classification Standards and re-classification of Windrose Park, Pete's Hill Open Space, and Elko North Park and the classification of three previously unclassified parkland to conform to the new Classification Standards for the Elko New Market 2040 Comprehensive Plan.

Community Development Specialist Renee Christianson presented the proposed development plan and preliminary plat for Ridgeview Estates, which consists of 29 single-family lots and 2 outlots on 9.74 acres. She noted that the Parks Commission had seen a similar proposal in June 2018, but

under a different development name. After much discussion of the Preliminary Plat as it relates to the City's Park and Trail Plan, upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the following recommendations to the Planning Commission and City Council on Ridgeview Estates Preliminary Plat:

1. The Parks Commission will accept cash in lieu of land.
2. The Parks Commission supports a trail around the DNR protected wetland, and that the trail be allowed on the south side of Park Street within this development.
3. The Parks Commission recommends the developer be required to contribute to construction of a future trail along CSAH 2
4. The Parks Commission recommends that space between Lot 1, Block 2 adjacent to the proposed stormwater pond be made available for a future connection to the future trail along CSAH 2.

Mr. Nagel presented a proposal from Sheridan Liggett, a member of Girl Scout Troop #25168, to install 2 Little Libraries previously purchased by the City, plus an additional one that she would fundraise for, at three locations to be determined by the City. She would also fill each one with books, as well as develop a social media campaign to call attention to them. It is expected that the project would take place this Summer. This project would enable her to achieve her Gold Award from the Girl Scouts. Upon motion by Commissioner Dornseif, seconded by Commissioner Zahratka, the Parks Commission unanimously approved the Little Libraries project, as proposed by Sheridan Liggett.

Mr. Nagel presented four (4) bids from providers of 100 Cubic Yards of Engineered Wood Fiber for placement in City playgrounds – Minnesota/Wisconsin Playground (\$1,799.00); Flagship Recreation (\$2,091.01); Safety First (\$2,095.00); and Finnegan Playground Adventures (\$2,293.00). Mr. Nagel recommended the low bid of \$1,799.00 delivered from Minnesota/Wisconsin Playground before the end of May 2020. Upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the bid from Minnesota/Wisconsin Playground for \$1,799.00 delivered.

Mr. Nagel said that the Parks Commission had approved a Twins Community Fund grant proposal at their February Meeting that requests \$15,000 in funding to assist in the construction of a new T-Ball/Softball field at Rowena Park. He said that he was pleased to tell the Parks Commission that City had received a grant of \$10,000

for the project from the Fund. He reviewed the grant agreement with Commissioners. Upon motion by Chair Sutton, seconded by Commissioner Zahratka, the Parks Commission unanimously recommended that City Council approve the Grant Agreement of \$10,000 from the Twins Community Fund.

Mr. Nagel presented the Bill List to the Parks Commissioners – Schlomka's for Portable Restrooms for March and April 2020 for a total of \$820.00; RAD Zoo for a Winter Program for \$275.00; and Weber Recreational Design for installation of the Old Elko City Hall Playground Equipment for \$2,700.00. Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the Parks Commission unanimously approved the Bill List for the April 2020 Meeting.

### **OTHER BUSINESS:**

Mr. Nagel updated the Commissioners on the effects of the COVID-19 virus on park and recreation operations. He told Commissioners that the playgrounds had been closed, but that the Governor had later decided to allow the playgrounds to be open, if cities wanted them to remain open. There was lengthy discussion on the pros and cons of recommending the Council open them again, but consensus was to leave them closed at this time. Mr. Nagel said that he would look at options to open some or all of them and report back in May. No further was taken by the Parks Commission on this item.

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. 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. In late February, he said that he had received word that the SMSC had agreed to extend the grant for 2020. The city has informed affected residents in early March that the project would be proceeding, a wetland delineation was conducted, Public Works has done prep work, and the trail is being staked for paving in May. No further action was taken by the Parks Commission on this item.

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. The extended deadline for applications closed on April 3<sup>rd</sup> with 3 submitted. He said that the timeline to hold the interviews is being set and appointments scheduled for the May 14<sup>th</sup> City Council Meeting. He thanked Commissioners Zahratka and

Dornseif for their service. No further action was taken by the Parks Commission on this item.

Mr. Nagel called Commissioners' attention to the Job Description for the newly created part-time position of Recreational Specialist in the Agenda Packets. He said that the position had been advertised, but there only five (5) applicants for the position. He said that in an effort to increase the number of applications, the Minimum Requirements would be revised to include more related fields. Assuming City Council approval, he said that the deadline would be extended to Friday, May 8<sup>th</sup>. No further action was taken by the Parks Commission on this item.

### **NEXT MEETING:**

Mr. Nagel noted that the Governor may lift restrictions to hold public meetings before the May meeting, so he was not recommending changing the current City Hall meeting location to a Zoom Meeting at this time.

Upon motion by Dornseif, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, May 12, 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 April 14, 2020 Parks Commission meeting.

### **ADJOURNMENT:**

There being no further business to come before the Parks Commission, upon motion by Commissioner Zahratka, seconded by Chair Dornseif, the meeting was adjourned by voice vote at 5:21 PM.

**Respectfully Submitted,**

**Mark Nagel, Assistant City Administrator**