

**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, APRIL 9, 2019  
REGULAR MEETING MINUTES**

**PRESENT:**

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

**CALL TO ORDER:**

The meeting was called to order at 4:02 PM in Conference Room B at Elko New Market City Hall, 601 Main Street.

**APPROVE AGENDA:**

Mr. Nagel added 2 bills to the Agenda Item 7.d. on Approval of Bills – Schlomka’s Portable restrooms and from Jessica Davidson for materials for one of the Winter events. He also added Agenda Item 7.e. Consider Special Meeting of parks Commission for Tuesday, April 16 at 4 PM at ENM City Hall. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously added the 2 bills to the Agenda under 7.d. Approval of Bills and Agenda Item 7.e. Consideration of Special Meeting of Parks Commission on Tuesday, April 16 at 4 PM at ENM City Hall.

**CITIZEN COMMENTS:**

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

**APPROVAL OF MINUTES OF JANUARY 8, 2019 AND MARCH 25, 2019 PARKS COMMISSION MEETINGS:**

Mr. Nagel explained that the January 8, 2019 Meeting Minutes had not been approved due to a lack of quorum at the February Meeting, so they were on the April Agenda for approval. Upon motion by Commissioner Miller, seconded by

Commissioner Melgaard, the Parks Commission unanimously approved the January 8, 2019 and March 26, 2019 Parks Commission Minutes, as printed.

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

Mr. Nagel called Commissioners' attention to the Winter edition of the Minnesota Recreation and Parks Association magazine for their review.

### **UPDATES:**

Mr. Nagel reviewed the March 31, 2019 ENM Parks Commission Update, which contained 12 items, with the Commissioners. Mr. Nagel commented that it looked like a busy Summer for park projects, including construction of the Disc Golf Course, the realignment of the T-Ball field in Rowena Park, and the proposed renovation of Woodcrest Park.

Chair Sutton reported that the CCEC would be discussing the 2019 Egg Hunt plans at their April 9, 2019 meeting, which will immediately follow the Parks Commission meeting. He invited parks Commissioners to stay after their Meeting to help fill candy bags for distribution to children at the event.

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

Mr. Nagel provided a copy of the February Budget Report for the information of Commissioners. He said that the budget expenditures should be at 16.7%, but were at 18.4% due to a longer ice rink season than in 2018. With addition of the new Accountant, Kellie Stewart, Monthly Budget Reports would become part of the Agenda.

Mr. Nagel recapped the discussion of additional pet waste stations City parks and trails to date. He noted that there have been improvements in design and fabrication since the first 3 were placed along paths about 4 years ago. Commissioners had previously 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 were: 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. He said Commissioners had previously approved the purchase of 5 new pet waste stations based on these

criteria at the March 26, 2019 Meeting, but Mr. Nagel said that prices were lowered recently and that he could purchase an additional one for about the same price as the 5 previously approved by the Commission. Consensus of the Commissioners present was to purchase 6 stations, instead of 5, from Dog Waste Depot. He said that he would bring back the invoice for consideration of approval at the May Parks Commission meeting.

Mr. Nagel provided an update on the SMSC Trail Grant Application to Commissioners. He noted that the funding would pave the trail link between the Woodcrest Addition and the Windrose 8<sup>th</sup> Addition. The total cost was estimated at \$22,120 with 80 % being paid by the grant. He said that application had been submitted by the January 31, 2019 deadline. He was pleased to report that the grant application was being recommended to the SMSC Business Council at their meeting of April 10, 2019. Assuming approval, the construction of the trail segment would be added to the growing list of 2019 Park projects. No further action was taken on this item.

Mr. Nagel presented the Bill List to the Commissioners – Schlomka's Portable Restrooms for services for April, 2019 for \$420.00 and Jessica Davidson for materials for a Winter event presentation for \$107.35. Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the Parks Commission unanimously approved the Bill List for the April meeting.

Mr. Nagel said that the Planning Commission was requesting input from the Parks Commission on an application by the developer of the Farm Addition regarding Park Dedication fees. In order to get the input prior to the Planning Commission Meeting on April 23<sup>rd</sup>, a Special Meeting of the Parks Commission was requested for April 16<sup>th</sup> at 4 PM at Elko New Market City Hall. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Commission unanimously approved setting a Special Meeting for Tuesday, April 16<sup>th</sup> at 4 PM at Elko New Market City Hall.

## **OTHER BUSINESS:**

Mr. Nagel reported that he had forwarded the applications of Commissioners Melgaard and Miller to be reappointed to a 3-year term. He said that the Council accepted them and was in the process of setting a date for interviews for the candidates.

There were no additional business items to come before Commissioners at the April 9, 2019 Parks Commission meeting.

**NEXT MEETING:**

Upon motion by Commissioner Melgaard, seconded by Miller, the next Regular meeting of the Parks Commission was set for Tuesday, May 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 April 9, 2019 Parks Commission meeting.

**ADJOURNMENT:**

There being no further business to come before the Parks Commission, upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the meeting was adjourned by voice vote at 4:55 PM.

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