

**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, MAY 12, 2020  
REGULAR MEETING MINUTES**

**PRESENT:**

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

**CALL TO ORDER:**

The meeting was called to order at 4:02 PM online via ZOOM by Chair Mike Sutton.

**APPROVE AGENDA:**

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

**CITIZEN COMMENTS:**

There were no citizen comments presented at the May 2020 Parks Commission Meeting.

**APPROVAL OF MINUTES OF APRIL 14, 2020 PARKS COMMISSION MEETING:**

Upon motion by Chair Sutton, seconded by Commissioner Zahratka, the Parks Commission unanimously approved the April 14, 2020 Parks Commission Minutes, as printed.

**PETITIONS, REQUESTS, AND COMMUNICATIONS**

Mr. Nagel called Commissioners' attention to a copy of a new study from the NRPA on the Economic Impact of Parks. He said that the 2017 study showed the

economic impact of parks was over \$4 billion in Minnesota; the employment impact was 28,312 jobs associated with parks; and those jobs accounted for \$1.33 billion in labor income. The study concludes that “parks drive significant economic activity” in Minnesota and other states across the country.

## **UPDATES:**

Mr. Nagel reviewed the April 30, 2020 ENM Parks Commission Update, which contained 15 items. He said that the installation of the replacement equipment for Old Elko City Hall Park was tentatively scheduled for the week of May 18th.

Mr. Nagel reported that the City had received the \$10,000 check from the Twins Foundation for the relocation of the Rowena Pond Park Ballfield.

## **OLD/NEW BUSINESS:**

Mr. Nagel presented a proposal from Ryan Huberty for his Eagle Scout project at Wagner Park over the 4<sup>th</sup> of July Holiday. The project will upgrade the present garden surrounding the American Flag and add a statue of an American Eagle to the garden. Upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the Parks Commission unanimously approved the Eagle Scout project, as proposed by Ryan Huberty.

Mr. Nagel presented the Rowena Pond Park ballfield grading plans to the parks Commission and noted that the project would get underway on May 14<sup>th</sup>, if plans were approved. He also said that the City Engineer, Rich Revering, reported in his attached Memo that the hockey rink/basketball court work would be bid later this Summer. Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the Parks Commission unanimously approved the ballfield relocation grading plans for Rowena Pond Park, as presented.

Mr. Nagel said that in preparation for upcoming possible playground improvements to Woodcrest Park, Wagner Park, and Little Windrose Park in the next 5 years, he would like to begin with an assessment of playground compliance with CPC and ASTM standards. They would be conducted by an Independent Certified Playground Safety Inspector and assess each playground for compliance to the updated standards. The information would be useful in determine the equipment that could be kept as part of any update to each park. He reviewed the agreement with Safety First, which would conduct all 3 and provide a report for

each for \$1,500 in total cost, with Parks Commissioners. Upon motion by Chair Sutton, seconded by Commissioner Zahratka, the Parks Commission unanimously approved the agreement with Safety First for \$1,500 for playground assessments of Woodcrest Park, Wagner Park and Little Windrose Park.

Mr. Nagel called Commissioners' attention to the proposal from the American Ramp Company for completing the Skatepark. The project would be done in 2 phases – the first would include 6 new pieces that would be attached to the current Half Pipe for \$32,466.33, while Phase 2 would be a stand alone piece featuring rails, ledges and ramps for \$23,656.06. The equipment would be purchased through Sourcewell, which would save the City \$4,224.28 in cost, plus the ARC would waive the shipping costs. After discussion of the proposal, Parks Commissioners requested that the Capital Outlay Plan be adjusted to see what effect the project would have on expected revenues for planned projects and that the Skateboarding community be contacted on their thoughts on the proposed improvements. Mr. Nagel said that he would bring back more information at a future meeting. No further action was taken by the Parks Commission on this item.

Mr. Nagel said that he had been contacted by the Tree City USA organization about joining the program, which is run by the Arbor Day Foundation. He noted that of the 4 required standards that are necessary, the one that would be most difficult to meet is the \$2 per capita for Community Forestry budget. Since Elko New Market is a City approaching 5,000 people, the annual budget would be around \$10,000. After much discussion, consensus of the Parks Commission was not to join the organization at this time. Mr. Nagel said that he would let the organization know of the decision on their request.

Mr. Nagel presented the Bill List to the Parks Commissioners – Schlomka's for Portable Restrooms for May 2020 for a total of \$420.00. Upon motion by Commissioner Melgaard, seconded by Commissioner Miller, the Parks Commission unanimously approved the Bill List for the May 2020 Meeting.

## **OTHER BUSINESS:**

Mr. Nagel updated the Commissioners on the effects of the COVID-19 virus on park and recreation operations. While parks and trails remained open, he told Commissioners that the playgrounds were now open, but that Wagner Park Shelter, SkatePark and basketball courts remained closed due to the possible gatherings of more than 10 unrelated people. In addition, Wagner Park Shelter rentals were

being cancelled on a weekly basis a month out, as were events in the ENM Library Community Room. The Summer Events on Thursday evening have not been scheduled, but he said that he hoped some could be held in August. He said he will be making a complete report to City Council at their May 14<sup>th</sup> Meeting and would email Parks Commissioners those comments on May 18<sup>th</sup>. 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 informed affected residents in early March that the project would be proceeding, a wetland delineation was conducted, Public Works has now completed the prep work and is taking bids for paving after Memorial. Mr. Nagel said that if the bids were low enough the entire trail may be repaved. No further action was taken by the Parks Commission on this item.

Mr. Nagel noted that the terms of Chair Sutton 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. He said that a mistake had made on Commissioner's Dornseif's appointment – it is up on 3/31/21, not 3/31/20, as previously thought and she has agreed to stay on and complete the term. The interviews have been held for the two openings and a recommendation is scheduled to be considered at the May 14<sup>th</sup> City Council Meeting. The Commissioners joined Mr. Nagel in thanking Commissioner Zahratka for her years of service on the Parks Commission. No further action was taken by the Parks Commission on this item.

Mr. Nagel reported on the status of the newly created part-time position of Recreational Specialist. He said that the position had been advertised, but there only five (5) applicants for the position. He said that to increase the number of applications, the Minimum Requirements was revised to include more related fields. Another 4 applications were received by the Friday, May 8<sup>th</sup> deadline making a total of 9 applicants for the position. The next steps, he said, were to review the applications, select qualified candidates, and conduct interviews. No further action was taken by the Parks Commission on this item.

## **NEXT MEETING:**

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

Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, June 9, 2020 at 4:00 PM in Conference Room B of Elko New Market City Hall

## **PARK COMMISSIONER COMMENTS:**

Commissioner Dornseif suggested that Mr. Nagel look at the cost of providing handwashing stations at Wagner Park for people to use on a temporary basis. Mr. Nagel said that he would call Schlomka's about the cost and include it in the next Parks Commission update.

## **ADJOURNMENT:**

There being no further business to come before the Parks Commission, upon motion by Commissioner Zahratka, seconded by Chair Sutton, the meeting was adjourned by voice vote at 5:06 PM.

**Respectfully Submitted,**

**Mark Nagel, Assistant City Administrator**