

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, JUNE 9, 2020
REGULAR MEETING MINUTES**

PRESENT:

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

CALL TO ORDER:

The meeting was called to order at 4:05 PM online via ZOOM by Chair Mike Sutton.

APPROVE AGENDA:

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

CITIZEN COMMENTS:

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

APPROVAL OF MINUTES OF MAY 12, 2020 PARKS COMMISSION MEETING:

Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the May 12, 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 and Recreation in Minnesota. He said that the 2017 study showed the economic impact of parks and recreation in Minnesota

was over \$2.5 billion in Minnesota; the employment impact was 20,338 jobs associated with parks and recreation; and those jobs accounted for nearly \$964 million 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 May 31, 2020 ENM Parks Commission Update, which contained 18 items.

Mr. Nagel reported that he had been in touch with the New Market Baseball Association and that they had decided to cancel the entire baseball/softball season due to the COVID-19 Pandemic. He said that one or two instructional seminars might be held in early October for interested kids.

Mr. Nagel said that Ryan Huberty was set for his Eagle Scout project at Wagner Park over the 4th 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.

Mr. Nagel called Commissioners’ attention to a recent Facebook post on the new playground equipment recently installed at Historic City Hall Park noting that it would be ready for use the week of June 15th.

Mr. Nagel provided an email from the New Prague Community Ed Director, Janelle Kirsch, on Summer programming to meet COVID-19 recommendations. He noted that most of the planned programming would take place, but with reduced numbers of participants.

Mr. Nagel said that he had included the May Community Development Update for the Board’s information.

OLD/NEW BUSINESS:

Mr. Nagel reported that the 2020 Budget for Parks was at 36% through May 31st, which is below the projected 41.67%. Much of the lower expenses for the year, he said, can be attributed to cancelling programs due to the COVID-19 virus.

Mr. Nagel said that he had contacted Schlomka's Portable Restrooms for a quote on a monthly cost to provide a mobile handwashing station for Wagner Park. The cost would be \$140/month and could be handled within the current 2020 Budget. The intent is to see if people would use handwash station after being on the playground equipment, SkatePark, and/or basketball half-court and if it would be vandalized. If successful, he said that he would be back at the July meeting for requesting one at Little Windrose Park as well. Upon motion by Commissioner Dornseif, seconded by Chair Sutton, the Parks Commission unanimously approved the rental of one mobile handwashing station for \$140/month for Wagner Park.

Mr. Nagel said that due to the COVID-19 virus, a number of revisions to the current Wagner Park Shelter needed to be made. In conjunction with the City Attorney, he was proposing that the age to rent the Shelter be raised to 21; minor revisions Section F, Facilities be made to clarify what is being rented; and changes in Section G, Section N, and the Acknowledgements to comply with the Governor's and CDC's recommendations on usage during COVID-19. Upon motion by Chair Sutton, seconded by Commissioner Vernon, the Parks Commission unanimously approved the revisions to the Wagner Park Shelter Rental Agreement and directed the Assistant City Administrator to implement the changes to current agreement.

Mr. Nagel reviewed the survey he had taken of Commissioners on changing the meeting day and time of the Parks Commission monthly meetings. He called Commissioners attention to a copy of his email outlining the reasons for considering the change. Most notably, a later time would enable more residents might be able to attend Parks Commission meetings. After discussion of the options, the Commissioners settled on the second Wednesday of the month at 6 PM. Mr. Nagel said that it would take some time to make the change and suggested that the new day and time start in August. Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the Parks Commission unanimously approved changing the day and time of Parks Commission meetings to the second Wednesday of the month at 6 PM and directed the Assistant City Administrator to implement the change by the August Parks Commission Meeting.

Mr. Nagel the Commissioners' attention to the Handout on effects of the COVID-19 virus on youth programming. He said that the intent of presenting the MN Department of Health's advice on youth programming, especially sports, was to better explain the decision not to hold the baseball/softball season this Summer. The major difficulties, he noted, were that waivers would be needed from each participant; obtaining insurance; and screening each participant. In addition, there

would be no games and the season would be only 4 to 6 weeks long. No further was taken by the Parks Commission on this item.

Mr. Nagel presented the Bill List to the Parks Commissioners – Safety First for Playground Assessments for \$1,500.00. Upon motion by Commissioner Melgaard, seconded by Commissioner Vernon, the Parks Commission unanimously approved the Bill List for the June 2020 Meeting.

OTHER BUSINESS:

Mr. Nagel said that due to difficulty in purchasing asphalt and resident concerns, the Windrose 8th 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 the entire trail. 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 8th deadline making a total of 9 applicants for the position. He said that the applications were reviewed and that interviews would be conducted with the top 6 candidates on Wednesday, June 10th. He said that final interviews with the top candidates would be done on Wednesday, June 24th. No further action was taken by the Parks Commission on this item

NEXT MEETING:

Mr. Nagel said that the July meeting would be held on Tuesday, July 14, 2020 at 4 PM. It would be in the Council Chambers at Elko New Market City Hall, but a ZOOM option would be set up for Commissioners to use. It is expected that the recommended revisions in the meeting date/time for the Parks Commission will be implemented at the August 2020 meeting.

Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, July 14, 2020 at 4:00 PM in the Council Chambers at Elko New Market City Hall.

PARK COMMISSIONER COMMENTS:

There were no additional comments from Parks Commissioners at the June 2020 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 5:25 PM.

Respectfully Submitted,

Mark Nagel, Assistant City Administrator