



Small-Town Culture. Emerging Possibilities.

Parks Commission Regular Meeting Minutes

Wednesday, July 13, 2022

The Parks Commission participated in this meeting at ENM City Hall. The meeting was conducted under Minnesota Statutes section 13D.021.

1) Call to Order, Roll Call & Pledge

The meeting was called to order at 6:04 PM in ENM City Hall, Council Chambers, by Chair Mike Sutton. Present at Roll Call were Chair Mike Sutton, Commissioner Dawn Vernon, Commissioner Andy Jones, and Commissioner Paul Hokeness. Also present were City Administrator Tom Terry and Recreation Specialist Jessica Davidson.

2) Approve Agenda

The motion by Commissioner Vernon, seconded by Commissioner Jones, the July agenda was unanimously approved, as printed.

3) Citizen Comments

4) Approval of Minutes

The motion by Commissioner Vernon, seconded by Commissioner Jones, the Parks Commission unanimously approved the June 8, 2022 Parks Commission Minutes, as printed.

5) General Business

- a. Recreational Specialist Davidson provided an overview of the current procedures for ball field reservation with the primary goal being to provide a high-quality experience for residents in the most effective and cost-efficient way. The motion by Commissioner Sutton, seconded by Commissioner Hokeness, the Commission unanimously approved to move the start of blocked baseball game time, at Wagner Park, Friday through Sunday, from 10 am to 11 am to provide a compromise between baseball users and shelter rental guests. Baseball practice reservations will be allowed on Family Fun Nights, as long as it does not interfere with the event. Staff are also directed to research how other Cities schedule their fields. Based on the research, Staff are to draft a new reservation form and instructions for the City's website to bring back to the Commission for discussion and direction.

6) Updates & Reports

- a. City Administrator Terry provided the Parks Commission with an overview of the Capital Outlay Budget financial model along with findings for discussion and feedback. Upon motion by Commissioner Vernon, seconded by Commissioner Jones, the Parks Commission is recommending an annual increase to the Parks Capital Outlay budget of \$5,000 per year from 2023 through 2027, bringing the annual budgeted amount to \$70,000 in 2027. This recommendation will be shared with the City Council at an upcoming meeting.
- b. The June Parks Commission Update, which contains 10 items, was included in the July Agenda Packet. Recreational Specialist Davidson shared that the Skate Park project is now complete. Also, Staff is starting to work on the development process for Boulder Heights Park and will host a public open house on August 8th from 6-7 pm on site.
- c. Recreational Specialist Davidson will be meeting with the new New Prague Community Education Director Sandi Loxton. Commissioner Sutton shared that Director Loxton also is a part of the Elko New Market CCEC Committee.
- d. The June financial report for the Parks Commission was included in the July Agenda Packet.

7) Park Commissioner Comments

Commissioner Hokeness asked about the possibility of adding a trail crossing on Xerxes Avenue. City Administrator Terry shared that there is a process the City uses to determine crossings. The legality of using Golf Carts on the trails was also discussed.

8) Next Meeting

The next regular meeting of the Parks Commission is set for Wednesday, August 10, 2022, at 6:00 PM at City Hall in Council Chambers.

9) Adjournment

There being no further business to come before the Parks Commission, upon motion by Commissioner Hokeness, seconded by Commissioner Jones, the meeting was adjourned by voice vote at 8:27 PM.

Respectfully submitted,
Jessica Davidson