

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

**PRESENT:**

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

**CALL TO ORDER:**

The meeting was called to order at 4:03 PM in Conference Room B at Elko New Market City Hall, 601 Main Street.

**APPROVE AGENDA:**

Mr. Nagel said that there was one additional item for the Agenda for the August meeting – Closure Date for Winter for Wagner Park Shelter. He said, if approved, it would be Agenda Item 7F. Upon motion by Commissioner Zahratka , seconded by Commissioner Melgaard, the June Meeting Agenda was approved with the additional item, as printed.

**CITIZEN COMMENTS:**

There were no comments from citizens offered at this meeting.

**APPROVAL OF MINUTES OF JULY 9, 2019 PARKS  
COMMISSION MEETINGS:**

Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the July 9, 2019 Parks Commission Minutes, as printed.

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

Mr. Nagel called Commissioners' attention to the attached final signed copy of the Donation Agreement with the SMSC for the trail link between the Windrose 8<sup>th</sup> Addition and the Woodcrest Addition. He noted that preliminary work on the trail had already started and completion must occur by the end of the year.

### **UPDATES:**

Mr. Nagel reviewed the July 31, 2019 ENM Parks Commission Update, which contained 14 items with the Commissioners. Mr. Nagel commented that the 3 major music performance licensors, along with the movie licensors, were driving up costs for the Summer and Winter events such that the Parks Commission may need to revisit the 2020 Budget, as it relates to the Summer and Winter programming.

Chair Sutton reported that the CCEC had successfully completed another 2019 Fire Rescue Days even with the heat index making it feel like over 100 degrees. The next meeting of the CCEC will be on Tuesday, August 20<sup>th</sup> at 5:30 PM at City Hall with the Agenda focused on a recap of Fire Rescue Days and a look ahead to the Halloween Party.

Commissioner Zahratka noted that there was a meeting of the New Prague Community Education Advisory Board on July 11<sup>th</sup>, but that she was unable to attend.

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

Mr. Nagel commented that the Summer Events had an average attendance in the 70's, even though rainy weather forced relocation to the Library's Community Room 3 times. He said that the final event will include a movie and the inflatables on August 8<sup>th</sup> with ice cream sandwiches and popsicles to all attendees to cap off the Summer. He said he will ask Jessica Davidson to attend a future meeting to discuss the 2019 Summer Event season. No further action was taken on the item by the Parks Commission

Mr. Nagel called Commissioners' attention to the 2019 Goals that were approved in January 2019. He noted that goals accomplished at the halfway point of 2019

included the inclusion of trail links in the Parks CIP; purchasing the additional archery equipment; expanding the Pet Waste Stations; and working with the Scott County Library System on coordinating marketing efforts. Mr. Nagel noted that progress had been made on 8 of the other 13 Goals, too. No further action was taken by the Parks Commission on this item.

Mr. Nagel passed out a copy of the updated Parks Capital Improvement Program for 2019 to 2023. He said that with the recent increase in Park Dedication funds, the Parks Commission could now complete the Rowena Pond Project; Repurposing of Woodcrest Park; and the other smaller projects included in the 2019 Goals over the next 3 years. He said that the Parks Commission would be discussing projects for 2022 and 2023 later this year. No further action was taken on this item by the Parks Commission at this meeting.

Mr. Nagel reported that Leiviska Disc Golf Course Design would prefer installation of the course the week of August 19<sup>th</sup>, but offered an alternative construction start the week of September 23<sup>rd</sup>. He noted that the PW Department would be focused on the Soccer program and would prefer the later date. Upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the Parks Commission unanimously directed Mr. Nagel to begin construction of the Disc Golf Course the week of September 23<sup>rd</sup>.

Mr. Nagel presented the Bill List to the Parks Commissioners – 2 bills from Schlomka’s for Portable Restrooms for June, 2019 and July, 2019 each for \$710.00; Mad Science of Minnesota for the 7/25 Summer Event at Wagner Park; and Pop Up Party Rental for the Inflatable WaterSlide for the 7/11 Summer Event for \$289.99. Upon motion by Commissioner Melgaard, seconded by Chair Zahratka, the Parks Commission unanimously approved the Bill List for the August meeting.

Mr. Nagel said that he was in receipt of an email from a resident about renting the Wagner Park Shelter on Sunday, October 6<sup>th</sup> for her son’s birthday party and wanted to know whether the Shelter would be open for her to rent it. He said that unless it was particularly cold that the Commission’s practice has been to “winterize” the shelter the first Monday after the Halloween Party, which would be October 28, 2019. Upon motion by Chair Sutton, seconded by Commissioner Miller, the parks Commission unanimously established that October 28, 2019 as the date the Shelter will close for the Winter.

## **OTHER BUSINESS:**

There were no additional business items to come before Commissioners at the August 6, 2019 Parks Commission meeting.

## **NEXT MEETING:**

Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, September 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 August 6, 2019 Parks Commission meeting.

## **ADJOURNMENT:**

Mr. Nagel said that the annual Night to Unite is being held on Tuesday, August 6<sup>th</sup> in the City. Each year for the past 7 years, now 8 years, the event has been “kicked off” at a City park. At the July 2019 Parks Commission Meeting, the Parks Commission decided to hold a groundbreaking for the new Disc Golf Course at Windrose Park. The Parks Commission then moved the meeting to Windrose Park for the Groundbreaking, which was attended by approximately 60 people.

At the conclusion of the ceremony, there being no further business to come before the Parks Commission, upon motion by Commissioner Miller, seconded by Chair Sutton, the meeting was adjourned by voice vote at 6:23 PM.

**Respectfully Submitted,**

**Mark Nagel, Assistant City Administrator**