

**ELKO NEW MARKET PARKS COMMISSION
REGULAR MEETING AGENDA
THURSDAY, APRIL 9, 2020 @ 4:00 PM @ ZOOM**

- 1. Call to Order/Roll Call**
- 2. Approve Agenda**
- 3. Citizen Comments**
- 4. Approval of 2/11/20 Parks Commission Minutes (Attached)**
- 5. Petitions, Requests, and Communications:**
 - a. Tony Hawk Foundation Re: Groundbreaking Study Redefines Skateboarding Culture (Attached)**
- 6. Updates/Reports:**
 - a. Review Parks Commission Update for 2/29/20 and 3/31/20 (Attached)**
 - b. February 2020 Budget Report**
- 7. Old/New Business**
 - a. Consideration of Revision of Park Classification System - City Planner Haley Sevensing (Attached)**
 - b. Consider Recommendation to Planning Commission and City Council on Ridgeview Estates Preliminary Plat (Attached)**
 - c. Consider Approval of Little Library Girl Scout Project – Sheridan Liggett (Attached)**
 - d. Consider Approval of Engineered Wood Fiber for Resurfacing of Playgrounds (Attached)**
 - e. Consider Approval of Twins Community Fund Grant (Attached)**
 - f. Consider Approval of Bills – Schlomka’s Portable Restrooms for March and April; RAD Zoo (Attached)**
- 8. Other Business**
 - a. Update on COVID -19 City Response Re: Parks**
 - b. Update on Windrose-Woodcrest Trail Segment**
 - c. Update on Parks Commissioner Appointment Process**
 - d. Update on Recreation Specialist Position**
- 9. Set Next Meeting**
 - a. Regular Parks Commission Meeting on Tuesday, May 12, 2020 @ 4 PM @ ZOOM**
- 10. Park Commissioner Comments**
- 11. Adjournment**

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, FEBRUARY 11, 2020
REGULAR MEETING MINUTES**

PRESENT:

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

CALL TO ORDER:

The meeting was called to order at 4:06 PM in Conference Room B at Elko New Market City Hall, 601 Main Street.

APPROVE AGENDA:

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

CITIZEN COMMENTS:

There were no citizen comments presented at the February 11, 2020 Parks Commission Meeting.

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

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

PETITIONS, REQUESTS, AND COMMUNICATIONS

Mr. Nagel called Commissioners' attention to a copy of an article in the Fall issue of the National Recreation and Parks Association on Park Metrics. He said that the article notes that metrics has replaced the current Parks Classification System, so Staff will be meeting to determine whether or not an updated Parks Classification system should be included in the 2040 Comp Plan. He said that he would have more information in the February Parks Commission Update.

At the request of Parks Commissioners at the August 2019 Meeting, Mr. Nagel said that he had included the January 8, 2020 Community Development Update for review by Parks Commissioners in the Agenda Packets for their information. In response to Commissioner questions, he noted that QuikTrip had not yet made application for a store in the City.

UPDATES:

Mr. Nagel reviewed the January 31, 2020 ENM Parks Commission Update, which contained 17 items with the Commissioners. He said that the delivery of the replacement equipment for Old Elko City Hall Park had not been scheduled yet.

Chair Sutton reported that the plans for the Egg Hunt were proceeding and that the next meeting was scheduled for Tuesday, February 18, 2020 at 5:30 PM at ENM City Hall.

In Commissioner Zahratka's absence, Mr. Nagel reported that a meeting of the New Prague Community Education Advisory Board on was scheduled for March 12, 2020. Chair Sutton said that he would attend the meeting.

OLD/NEW BUSINESS:

Mr. Nagel presented an updated, revised 5 Year Capital Improvement Plan to the Commissioners. He noted that there were a couple of significant contributions to the Park Dedication Fund that added to the available revenues for capital projects in the parks. He said that the major projects over the next 5 years could be funded and completed. He said that upon approval by the Parks Commission that a copy would be forwarded to the City Council for further discussion as part of an overall City CIP. Upon motion by Commissioner Melgaard, seconded by Commissioner

Dornseif, the Parks Commission unanimously approved the 2020-2025 Parks Capital Improvement Plan.

Mr. Nagel provided a brochure for the “March Madness” program at the Library on Thursdays in March. On March 5th, the popular Glow Stick Dance will lead off the events; on March 12th, the family favorite, RAD Zoo, will be entertaining families; on March 19th, it will be Family Bingo with prizes for all; and on March 26th, we’ll conclude with an Obstacle Course and Family Yoga Challenges with prizes! He said that all these events had now been confirmed and that he would begin marketing the programming over the next 3 weeks. No further action was taken on this item,

Mr. Nagel said given the good news on the Parks Capital Fund, Staff decided to complete the remaining 2 phases of the Rowena Pond Park Repurposing in 2020. He then directed Commissioners’ attention to the Twins Community Fund grant proposal that was attached to the Agenda Packets. He said that the application requests \$15,000 in funding to assist in the construction of a new T-Ball/Softball field at Rowena Park. He said that the applications are due on March 2nd and that the City would be notified by April 3rd on their decision. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved submission of the Twins Community Fund grant application by Staff

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. He said the plus to the delay is a more cost-effective approach is now being implemented to combine it with the upcoming Pete’s Hill residential subdivision trail and other street resurfacing projects, which should result in a lower overall cost. The total cost is estimated to be \$66,824.00 and sufficient funds are available in the Parks Capital Fund to do both trail segments. 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. He said that he had received an email from the SMSC that day saying that they would consider it at the next meeting of the Tribal Council and that Staff would recommend approval to the Tribal Council. He has not heard back officially from the SMSC. No further action was taken by the Parks Commission on this item at this meeting.

Mr. Nagel and Chair Sutton led a discussion of the need for a shared use paved trail along Xerxes Avenue from CSAH 2 to a connection near the Pete’s Hill Trail. They referenced an October 2016 Memo from the City Engineer on splitting the project into 3 parts with the total cost estimated to be just over \$800,000. The first

leg of the project, he suggested, would be the South leg from Pete's Hill to Ptarmigan Drive, since it would connect to more existing trails and keep pedestrians off the most sight restricted parts of Xerxes Avenue increasing safety. Mr. Nagel noted that working on this trail segment is a 2020 goal of the Parks Commission, too. It may be possible for Staff to apply for grants for one or all of the Xerxes Trail segment. Consensus of the Commissioners was to request the City Engineer to update the Memo contents to account for the lag of 3 years in potential increased costs, as well as next steps. No further action was taken on this item by the Parks Commission.

Mr. Nagel noted that the terms of Chair Sutton; Commissioner Dornseif; 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 asked them to fill out the application that he included in the Agenda Packet before March 5th and return it to him. No further action was taken on this item.

Mr. Nagel presented the Bill List to the Parks Commissioners – a bill from Schlomka's for Portable Restrooms for January 2020 for \$410.00. Upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the Bill List for the February 2020 Meeting.

OTHER BUSINESS:

There was no other business to come before the Parks Commission at the February 11, 2020 Meeting.

NEXT MEETING:

Mr. Nagel said that the Parks Commissioner interviews were scheduled for Tuesday, March 17th beginning at 5 PM, so he was recommending that the Parks Commission meeting be moved back to that date.

Upon motion by Dornseif, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, March 17, 2020 at 4:00 PM in Conference Room B of Elko New Market City Hall.

Groundbreaking Study Redefines Skateboard Culture

Tony Hawk Foundation [thf@tonyhawkfoundation.org]

Sent: Wednesday, February 26, 2020 7:00 AM

To: Mark Nagel



TONY HAWK FOUNDATION

USC Rossier

Pullias Center for
Higher Education

GROUNDBREAKING STUDY REDEFINES SKATEBOARDING CULTURE



[VIEW THE STUDY](#)

Los Angeles, Calif. (26 February 2020) – A first-of-its-kind study of skateboarding culture reveals that skateboarding improves mental health, fosters community, and encourages diversity and resilience. The study, conducted by the Pullias Center for Higher Education at USC's Rossier School of Education and USC's Annenberg School for Communication and Journalism, also showed that gender and race do matter within the skateboarding community.

"Skateboarding is embedded in youth culture today," stated skateboarding legend Tony Hawk, whose Tony Hawk Foundation funded the study. "Until now, little attention has been directed towards truly

understanding who skateboarders are, what they think, or why skateboarding becomes such an integral part of their identity. We at Tony Hawk Foundation are proud to have sponsored this work in order to highlight these young people."

The *Beyond the Board* study included a survey that targeted 13-25 years-olds and received over 5,000 responses including a significant number from skaters who identified as female and/or as a skater of color. Interviews were also conducted with 120 skaters and skate community stakeholders in seven cities across the US. The findings fly in the face of commonly-held misperceptions around skateboarding culture.

"Skateboarders are prone to being labeled by society as rebels, social deviants or rule-breakers," notes the Pullias Center's Dr. Zoë Corwin, the study's principal investigator. "Stereotyping masks an array of valuable skills obtained through skateboarding. The study aims to redefine what it means to be a skateboarder and highlight connections among skateboarding, education and career."

"Our research shows that through skateboarding, skaters develop the ability to communicate and build relationships with people from diverse backgrounds," highlights Neftalie Williams, a scholar in race and skateboarding culture and also an expert in skate diplomacy who served as a researcher and co-author on this project. "Skaters are excellent critical thinkers and problem-solvers who view success from a more communal perspective. They bring that insight into other areas of their lives which is valuable to any university or organization." The study also explored how the skills that skaters have learned could be better understood by educators and community leaders in the same way that people understand the values of traditional sports.

Key findings from the study include:

Skateboarding improves mental health - The vast majority of skaters surveyed indicated they skateboard for fun and/or to relieve stress. This finding takes on great significance in light of teen suicide rates and the prevalence of depression.

Skateboarding and skateparks facilitate a sense of community among skaters - Skateboarders reported the value of connecting with people who share similar passions in skateparks, skate shops, and at skating events. Those encounters often facilitate intercultural communication and offer skaters the opportunity to interact with, and gain an increased understanding of, skaters of diverse racial, age and gender backgrounds.

Skateboarding encourages resilience - The nature of skateboarding requires skaters to learn on their own and develop their own strategies to succeed. Skaters frequently perform a trick hundreds of times over long periods before developing proficiency or experiencing reward for the efforts. Skaters in the study reported that they apply these lessons of resilience to their lives outside of skateboarding.

Gender and race matter - The study also showed that skaters of color felt a greater degree of safety from judgment within the skateboarding community than in nonskate contexts. Female skaters indicated they believe they are judged by their gender both in and out of skateboarding contexts.

Information about the study, including the latest report and a previously issued white paper highlighting

early findings from the first wave of the study, can be found on the Pullias Center website. In addition to funding from the Tony Hawk Foundation, the study was also conducted in partnership with APA Consulting.

VIEW THE STUDY

Follow the USC Skate Study on Instagram: @uscskatestudy

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Tony Hawk Foundation

A charitable, non-profit organization, the Tony Hawk Foundation was established in 2002 by its namesake, professional skateboarder Tony Hawk. THF promotes and provides advocacy training and funds for high-quality public skateparks in low-income areas throughout the United States that promote healthy, active lifestyles, and to International programs that enrich the lives of youth through skateboarding.

Domestically, the Foundation's Skatepark Grant programs have awarded over \$10-million to 631 communities in all 50 States, including \$4-million through its Built to Play Skatepark Program in partnership with the Ralph C. Wilson, Jr. Foundation. THF focuses on working with local officials and grassroots, community-based organizations that plan to hire designers and contractors with strong experience designing and building skateparks.

The Foundation's International Program has provided technical support to skatepark projects on every continent and awarded \$150,000 to assist youth through the Skateistan educational programs in Afghanistan, Cambodia, and South Africa (www.skateistan.org).

The Tony Hawk Foundation was established by a gift from Tony Hawk. Its directors raise additional funds through events, donations, and continuing contributions from Tony and other entities. For more information, visit the Foundation's Web site at www.tonyhawkfoundation.org. You can also visit THF on facebook and Instagram @tonyhawkfoundation, and on Twitter @THF.

Pullias Center for Higher Education

The world's leading research center on student access and success in higher education, the Pullias Center for Higher Education advances innovative, scalable solutions to improve college outcomes for underserved students and to enhance the performance of postsecondary institutions. The Pullias Center is located within the USC Rossier School of Education, one of the world's premier centers for graduate study in urban education. Founded in 1995 as the Center for Higher Education Policy Analysis, the Pullias Center for Higher Education was established in 2012 with a generous bequest from the Pullias Family estate. For more information on The Pullias Center for Higher Education, visit <https://pullias.usc.edu/>.

Media Contact:

Jonathan Zaleski

Communications Manager

Pullias Center for Higher Education

jzaleski@usc.edu

ENM Parks Commission Update

February 29, 2020

Happy Leap Year!

1. For 7th time in 8 years, the Elko Express and Parks Commission have been selected by the Minnesota Twins as a host for a 2020 Play Ball! Minnesota Youth Baseball Clinic! The date this year will be Saturday, July 18th at Fredrickson Field – 6 to 9 years old start at 9 AM and 10 – 13 years old start at 10:30 AM. This will be on the Agenda in March for consideration of approval.
2. Speaking of Baseball/Softball, the Registration Form for the 2020 season is now out with a due date of 4/1/20. Last year, there were 250 participants in the program – 100 for Softball and 150 for Baseball – the highest participation since the New Market Baseball Association took over the program 5 years ago. Corey and I will be meeting with them on field usage in early April.
3. The City started to accept Wagner Park Shelter Rental Apps on Monday, December 2nd for 2020...the “prime” dates are already filling up fast. In terms of revenues for 2019, the Park Shelter Rental revenues were up by nearly 40% over 2018, even with growing use of the shelter by nonprofits.
4. I hope to have the updated, final 2019 Budget Report for the March 2020 Parks Commission meeting.
5. The Windrose 8th/Woodcrest Trail is back on track with a more cost-effective approach being implemented to combine it with the upcoming Pete’s Hill residential subdivision trail and other street resurfacing projects, which should result in a lower overall cost. The total cost is estimated to be \$66,824.00 and funds are available in the Parks Capital Fund to do both trail segments. As noted at the January meeting, the SMSC was contacted to see if it would be possible to retain the \$18,224 grant for the project. I received good news in an email on February 14th from the SMSC Operations Administrator, Steve Albrecht, saying that the Tribal Council did approve it, so the funding picture is as originally proposed, to the Tribal Council.
6. The Rowena Pond Park RePurposing Master Plan is now underway. Along with City Engineer, I went over resolution of their current drainage problems and possible options with the 3 neighbors most directly affected by the project on August 8th and August 20th. They were all very positive about the project. The City Engineer completed has completed a draft of

the final drainage plans, which I sent in an email update to the 3 affected properties. Now that the Capital Improvement Program for the Parks has been updated and shows that funding for completing relocation of the T-Ball Field and the construction of the hockey rink can be done in 2020, Staff is working on completing the plans and scheduling the work.

7. Related to the Rowena Pond Project, I submitted a \$15,000 Twins “Fields for Kids” Grant for relocating the field prior to the March 2nd due date. These are VERY competitive grants, so even if we aren’t selected, then we still have enough funds to do the project. We should know by April 3rd whether we were one of the organizations selected for a grant.
8. Speaking of grants, I submitted an application for a free \$31,000 BCI Burke Playground Set, as part of their “Great Playground Giveaway”. We will know by April 30th whether we were selected for the playground set.
9. Jessica Davidson joined us at our January meeting to discuss possible options for our Winter programming at the Elko New Market Library. She has secured the events approved by the Commission – the RAD Zoo, Family Bingo, Glowsticks, and an Obstacle course/Family Yoga Challenge – for our “March Madness” Winter programming. Now that we have the schedule “nailed down”, we are spreading the word around.
10. As you know, the Parks Commission made a final decision at the November Meeting to accept the proposal from Webber Recreational Design, which included an Accelerator Swing and Ten Spin to replace an old swing set and balance beam at Old City Hall Park. The final cost for the 2 pieces was \$8,452.48. The city purchased the equipment prior to the end of 2019 to take advantage of the almost 30% discount on the equipment. The PW Department removed the old equipment recently, so the playground is now ready for the installation scheduled for mid-April 2020. We are currently working on a delivery date with the company.
11. American Ramp Company, which built and installed the SkatePark equipment, will be stopping by this Spring to do a warranty check on the equipment, talk about possible additional pieces, and a potential pumptrack.
12. On the Agenda for the March Parks Commission Meeting is the annual purchase of Engineered Wood Fiber. I have secured 2 written bids so far and hope to have more by the meeting.
13. The additional Pet Waste Stations were on backorder for a few months, but I have received word from the company that they were now available, so I

ordered them before the end of the 2019. On Tuesday, January 14th, they were delivered and stored at the Wagner Park Shelter for installation this Spring.

14. As part of the 2040 Comp Plan process, the current Park Classification System appears to need updating. On February 11th, I met with the City Administrator and City Planner to discuss options for revising the Classification System. City Planner Haley Sevensing will be with us at our meeting on March 17th to go over the Staff recommendation resulting from that meeting.
 15. As you know, we work with area Boy Scouts and Girl Scouts on their projects. Right now, I am working with Ryan Huberty on his Eagle Scout project of upgrading the Wagner Park flag garden; Sheridan Liggett on her Gold Award on building 3 "Little Libraries" in the City; and Addison Hermann and Amelia Deuth on their Silver Award on planting a Bee Garden this Summer. All 3 projects will add to City parks.
 16. Again, a reminder that Chair Sutton and Commissioners Dornseif and Zahratka are up for reappointment. As in the past, City Council will open the process to the community, but current Commissioners can reapply for reappointment to a 3-year term. They will need to be filled out prior to March 5th.
 17. See you on Tuesday, March 17th @ 4 PM @ ENM City Hall for our March Parks Commission Meeting...thanks for your service for our parks and recreational programs!
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ENM Parks Commission Update

March 31, 2020

1. As you may have seen from my recent email, the City received a \$10,000 grant from the Twins to assist in the relocation of Rowena Pond Park T-Ball Diamond. It is anticipated that this project will begin in August with a firm schedule to come. City Council is scheduled to consider acceptance of the grant at their April 9th meeting, assuming I receive the Grant Agreement from the Twins by this Thursday.
2. Speaking of the Twins, for 7th time in 8 years, the Elko Express and Parks Commission have been selected by the Minnesota Twins as a host for a 2020 Play Ball! Minnesota Youth Baseball Clinic! The date this year will be Saturday, July 18th at Fredrickson Field – 6 to 9 years old start at 9 AM and 10 – 13 years old start at 10:30 AM. I'm hopeful that we'll be able to have this program by then.
3. Continuing with the baseball theme, the Registration Form for the 2020 season is now out with a due date of 4/1/20. Last year, there were 250 participants in the program – 100 for Softball and 150 for Baseball – the highest participation since the New Market Baseball Association took over the program 5 years ago. The 2020 season is on "hold" right now, so routine maintenance to the fields is all that is needed. The NM Baseball Association is hopeful that some part of the season can be played this year.
4. The City stopped accepting Wagner Park Shelter Rental Apps on Monday, March 23rd for 2020...Staff will be cancelling reserved dates with a month advanced notice. The City will be offering a full refund or choice of another date later in the Summer. There is 1 reservation in April and 14 reservations each for May and June. The only use of the Wagner Parks Shelter at this time is the Food Shelf Program.
5. The Windrose 8th/Woodcrest Trail is back on track with a more cost-effective approach being implemented to combine it with the upcoming Pete's Hill residential subdivision trail and other street resurfacing projects, which should result in a lower overall cost. I will now be sending out a letter to adjacent property owners notifying them that the work will begin this Spring with brush clearance and leveling the trail for future paving.

6. I submitted the application for a free \$31,000 BCI Burke Playground Set, as part of their "Great Playground Giveaway". We will know by April 30th whether we were selected for the playground set.
7. Applications for the Recreational Specialist position closed on Friday, March 27th. There were 5 applications. The next step will be to set up interviews for the PT position, as I transition out of that role to one focusing on special projects.
8. As you know, the Parks Commission made a final decision at the November Meeting to accept the proposal from Webber Recreational Design, which included an Accelerator Swing and Ten Spin to replace an old swing set and balance beam at Old City Hall Park. The final cost for the 2 pieces was \$8,452.48. The city purchased the equipment prior to the end of 2019 to take advantage of the almost 30% discount on the equipment. The PW Department removed the old equipment recently, so the playground is now ready for the installation scheduled for mid-April 2020. We are currently working on a delivery date with the company.
9. American Ramp Company, which built and installed the SkatePark equipment, and me had a Conference Call on Monday, March 23rd to discuss options for additional pieces of equipment for the SkatePark. The noise issue has been satisfactorily resolved with new equipment, so plans to complete the upgrade can now be considered. I should have those option for the next time we schedule a virtual meeting.
10. On the Agenda for the March Parks Commission Meeting was the annual purchase of 100 Cubic Yards of Engineered Wood Fiber. I have secured 4 written bids – Finnegan Playground Adventures (\$2,293.00); Safety First Playground Maintenance (\$2,095.00); Flagship Recreation (\$2,091.01); and Minnesota/Wisconsin Playground (\$1,799.00). The low bid was from Minnesota/Wisconsin Playground for \$1,799.00, so I will be ordering the 100 CY by the 3/31/20 deadline. You will see the invoice on a future Bill List.
11. As part of the 2040 Comp Plan process, the current Park Classification System appears to need updating. City Planner Haley Sevensing will be with us at our next scheduled meeting to go over the Staff recommendation resulting from that meeting.
12. As you know, we work with area Boy Scouts and Girl Scouts on their projects. Right now, I am working with Ryan Huberty on his Eagle Scout project of upgrading the Wagner Park flag garden; Sheridan Liggett on her

Gold Award on building 3 “Little Libraries” in the City; and Addison Hermann and Amelia Deuth on their Silver Award on planting a Bee Garden this Summer. All 3 projects will add value to the City parks.

13. The parks and trails remain open, while the playgrounds were closed on Friday, March 27th to residents. Staff will be evaluating reopening them on a regular basis.
 14. The City Council has extended the deadline for applying for the 2 vacant Parks Commission positions for a couple of more weeks in hopes of increasing the applicant “pool”.
 15. I am looking to schedule an online session for our March/April Parks Commission Meeting...I will be checking your availability on a date with you later this week.
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Mark

2020 YTD Budget	February 2020 Amt	Prior Yr YTD Amount	2020 YTD Amount	2020 YTD Remaining Budget	% YTD Budget
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FUND 101 GENERAL FUND

Dept 45000 Parks & Grounds Maintenance

101-45000-101	Full-Time Employees Regular	\$84,589.00	\$8,474.04	\$4,527.42	\$16,368.75	\$68,220.25	19%
101-45000-102	Full-Time Employees Overtime	\$2,961.00	\$257.40	\$487.49	\$291.98	\$2,669.02	10%
101-45000-103	Part-Time Employees	\$20,234.00	\$2,274.89	\$4,603.41	\$3,689.19	\$16,544.81	18%
101-45000-108	On Call	\$2,250.00	\$62.89	\$156.55	\$134.51	\$2,115.49	6%
101-45000-109	Call Back	\$396.00	\$0.00	-\$320.37	\$0.00	\$396.00	0%
101-45000-121	PERA	\$8,084.00	\$709.03	\$876.82	\$1,327.83	\$6,756.17	16%
101-45000-122	FICA & Medicare	\$8,245.00	\$687.60	\$952.50	\$1,340.92	\$6,904.08	16%
101-45000-131	Employer Paid Insurance	\$21,516.00	\$1,781.16	\$2,675.01	\$6,694.94	\$14,821.06	31%
101-45000-216	Chemicals and Chem Products	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	0%
101-45000-331	Travel Expenses	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
101-45000-332	Training & Conferences	\$600.00	\$0.00	\$0.00	\$0.00	\$600.00	0%
101-45000-379	Portable Bathrooms	\$6,000.00	\$420.00	\$260.00	\$420.00	\$5,580.00	7%
101-45000-381	Electric Utilities	\$950.00	\$74.31	\$124.33	\$114.08	\$835.92	12%
101-45000-384	Refuse/Garbage Disposal	\$1,800.00	\$96.33	\$86.23	\$96.33	\$1,703.67	5%
101-45000-401	Repairs/Maint.	\$8,000.00	\$0.00	\$39.99	\$0.00	\$8,000.00	0%
101-45000-430	Miscellaneous	\$500.00	\$0.00	\$0.00	\$0.00	\$500.00	0%
101-45000-433	Dues and Subscriptions	\$700.00	\$0.00	\$450.00	\$0.00	\$700.00	0%
101-45000-825	Recreational Program Expense	\$6,500.00	\$81.70	\$0.00	\$81.70	\$6,418.30	1%
		\$177,125.00	\$14,919.35	\$14,919.38	\$30,560.23	\$146,564.77	17%

FUND 280 COMMUNITY EVENTS

Dept 49991 Community Events

280-49991-201	Community Events	\$10,000.00	\$0.00	\$0.00	\$418.01	\$9,581.99	4%
		\$10,000.00	\$0.00	\$0.00	\$418.01	\$9,581.99	4%

Proposed changes to the Park Classification acreage standards and naming conventions for the Elko New Market 2040 Comprehensive Plan

Table 1: Proposed Park Classification Standard Changes

Classification	General Description	Service Area			Size Criteria	
		Radius	Existing (2030 Comp Plan)	NRPA#	Proposed	
Mini Park	Provides limited recreational opportunities due to their small size. Usually include play equipment, multiuse hard-courts, and a limited number of playfields.	¼ mile	1-5 acres	0.5-2 acres	1-3 acres	
Neighborhood Park	Provides neighborhood open space with provisions for active and passive recreation use which responds to residential neighborhood needs. Recreational uses could include play equipment, trails, multiuse hard-courts, open playfields, ball fields, picnic areas and ice skating rinks. Primary users will be children and families rather than organized athletic functions.	½ mile	6-20 acres	4-10 acres	3-10 acres	
Community Park	Includes both parks and playfields that provide facilities for more intensive recreation activities, such as ball fields, tennis courts, ice skating rinks and picnicking.	1 mile	Varies. Generally more spacious than neighborhood parks.	20-80 acres	10+ acres	
Community Playfield / Athletic Complex	Targeted towards organized adult and youth play and require baseball / softball fields, soccer / football fields, tennis courts, etc.	Community Wide	20-60 acres	25-80 acres	40+ acres	
Natural Area / Greenway	Natural areas where preservation of the environment is the primary emphasis. Primary uses typically include hiking trails, wildlife habitat and picnic facilities.	Community Wide	Varies. At least 100 feet in width.	Varies	Varies. At least 100 feet in width.	
Special Use Park	Provides special activities, unique built environments, historical sites or single purposes. Respond to distinct markets, demands or opportunities within the community.	Community Wide	Varies. Historical features should be a minimum of ½ acre.	Varies	Varies. Historical features should be a minimum of ½ acre.	

*Source: National Recreation and Parks Association (NRPA)

**Proposed Redesignation of Park Classifications
for the Elko New Market 2040 Comprehensive Plan**

Table 2: Proposed City Park Classification Changes

Parks	Park Classification		Park Acreages (less Wetlands)
	Existing (2030 Comp Plan)	Proposed	
Existing/Developed			
Historic Elko Park	Mini Park	Mini Park	0.94
Kelly Glen Park	Mini Park	Mini Park	0.21
Little Windrose	Mini Park	Mini Park	2.80
Whispering Creek Park	Mini Park	Mini Park	0.62
Whispering Hills Park	Mini Park	Mini Park	2.63
Woodcrest Park	Mini Park	Mini Park	0.44
Windrose Park	Community Park	Neighborhood Park	7.61
Wagner/Rowena Ponds Park	Community Park	Community Park	10.5
Elko North Park	Conservation Area / Greenway	Natural Area / Greenway	3.43
Pete's Hill Park	Special Use Park	Natural Area / Greenway	14.5
Platted/Undeveloped			
Boulder Heights Platted Park	Unclassified	Neighborhood Park	1.49
Farm 3 rd Addn Platted Park	Unclassified	Natural Area / Greenway	8.80
Pete's Hill Platted Park	Unclassified	Natural Area / Greenway	5.01

Source: City of Elko New Market GIS

Ridgeview Estates

Renee Christianson

Sent: Thursday, March 12, 2020 5:54 PM

To: Mark Nagel

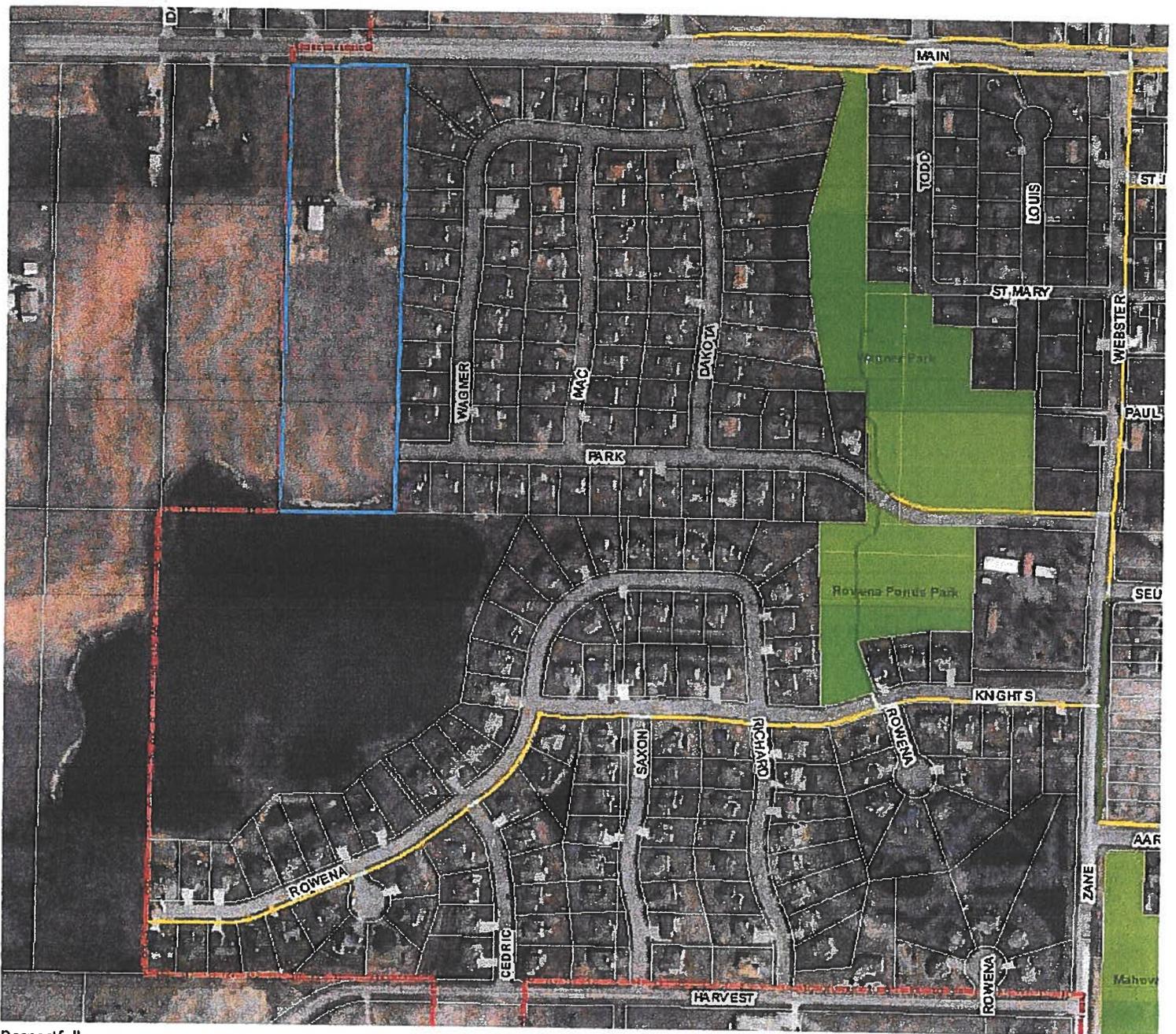
Attachments: 23620 - Elko New Market - ~1.pdf (9 MB)

Hi Mark –

Last Friday the City received an official application to rezone and preliminary plat a property for development. The development as proposed contains 29 single family lots. The Parks Commission did look at this development in the summer of 2018 and offered a recommendation but that was well over a year ago and a different developer (although the lot layout is basically the same). Do you think the Parks Commission should look at this again at their meeting next week? Below are the recommendations of the Parks Commission from 2018. What do you think? Attached is the submittal information.

The Parks Commission did review a concept plan for this property on 6/26/18 and made the following recommendations:

- 1) The Parks Commission will accept cash in lieu of land dedication.*
- 2) The Parks Commission supports a trail around the DNR protected wetland, and that the trail be allowed on the south side of Park Street within this development. (To be adjacent to the wetland in the development to the west.)*
- 3) The Parks Commission recommends that the developer be required to contribute to the construction of a future trail along CSAH 2.*
- 4) The Parks Commission recommends that space between proposed lots, near the proposed stormwater pond, be made available for a future connection from the development to the future trail along CSAH 2.*



Respectfully,

Renee Christianson

City of Elko New Market | Community Development Specialist
601 Main Street | Elko New Market, MN 55054
Phone: 952-461-2777 | Cell: 612.644.3438 | RChristianson@ci.enm.mn.us



601 Main Street
Elko New Market, MN 55054
phone: 952-461-2777 fax: 952-461-2782

CITY OF ELKO NEW MARKET NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that a Public Hearing will be held before the Elko New Market Planning Commission on Tuesday, March 31st, 2020 at 7:00 p.m., or shortly thereafter at the Elko New Market Area Hall, 601 Main Street, Elko New Market, MN 55054, to consider the following application:

Requests: Request for Rezoning #R1-2020 to rezone property from Urban Reserve (UR) to Urban Single Family Residential (R2) and Medium Density Residential (R3).

Request for Preliminary Plat approval of Ridgeview Estates containing 29 residential lots and two outlots on 9.75 acres.

Applicant: Timbercrest, LLC

Property Owner: Metro Land, LLC

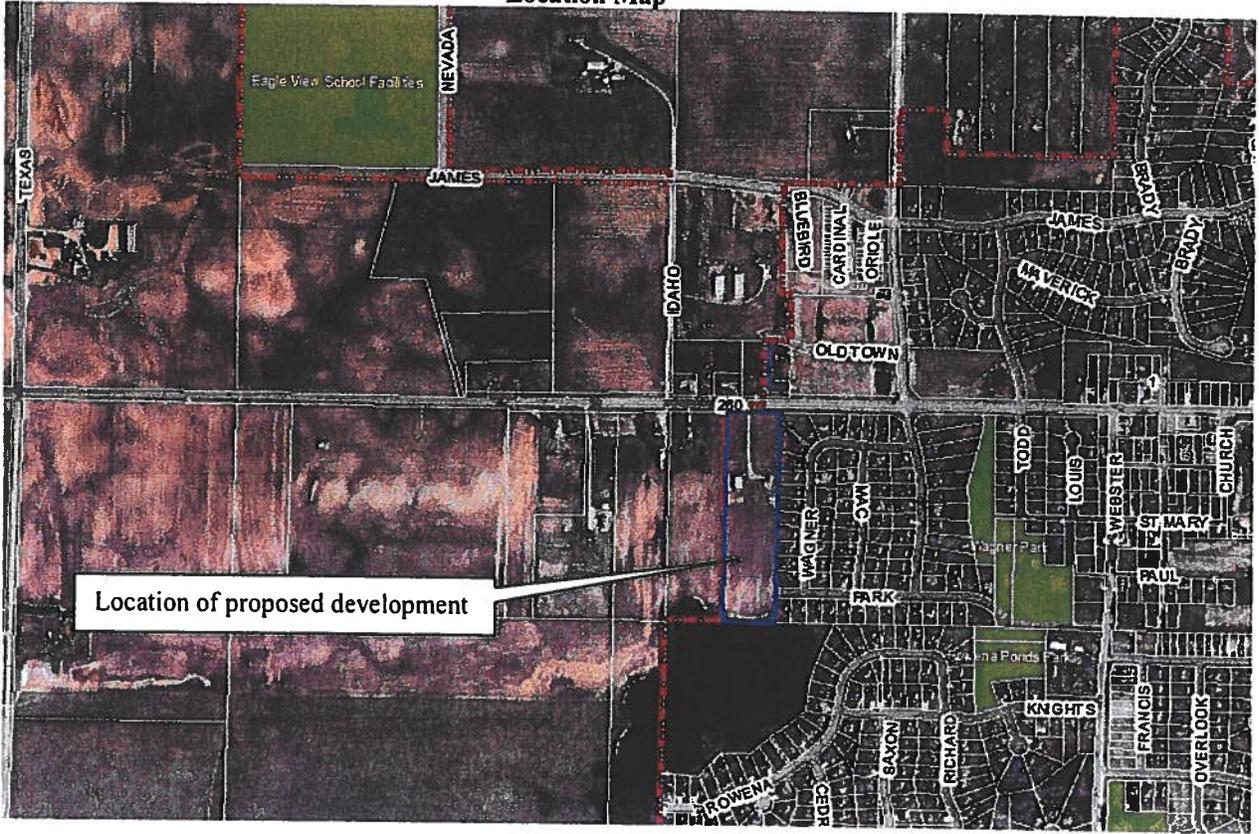
Address: 7837 260th Street East, Elko New Market

Legal Description: The East ½ of the West ½ of the Northwest Quarter of Section 29, Township 113, Range 21, Scott County, MN.

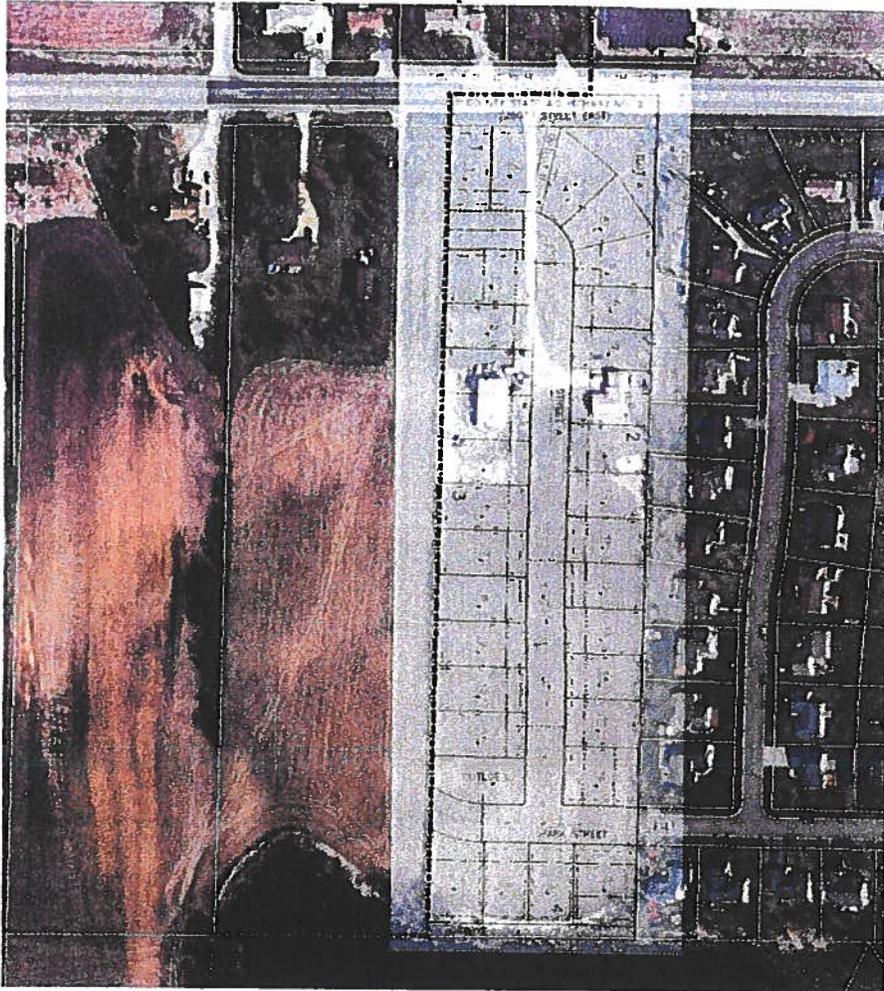
All interested parties are invited to attend the Public Hearing to express their comments, concerns and questions. If you would like further information regarding the above described hearing, please call the City of Elko New Market at (952) 461-2777 in advance of the meeting.

CITY OF ELKO NEW MARKET:
Renee L. Christianson
Community Development Specialist

Location Map



Proposed Development Plan



Little Library Draft Proposal

Sheridan Liggett [sherligg80@isd194.org]

Sent: Wednesday, March 18, 2020 10:59 PM

To: Mark Nagel

Attachments:ELM Park's Proposal.docx (629 KB)

Hi Mark,

I enjoyed speaking to you earlier this week. Attached is my draft proposal, but please let me know if I need to edit/change anything.

Thanks,

Sheridan Liggett

Hello Elko New Market Park's Commission

Background

My name is Sheridan Liggett and I am a 10th grader at Lakeville South High School. I live in Elko New Market, although I go to school in Lakeville. I have been in Girl Scouts since the 3rd grade and am a member of Troop 25168. While being in Girl Scouts, I have enjoyed activities, such as, selling G.S. cookies, Feed My Starving Children, participating in Lakeville's Watershed Cleanup Day/Earth Day activities, and Santa's Little Helper.

I would like to partner with the City of Elko New Market to complete my Gold Award (equivalent to an Eagle Scout). While on vacation in northern MN a couple of years ago (with my family) there was a "little library" in a remote, rural, part of Minnesota where the nearest public library was about 30-minutes away. During a rainy day, I enjoyed dropping off a book and picking up another book to read.

Proposal

I was going to propose the building of three "little libraries" at three parks in my neighborhood (Woodcrest Park, Little Windrose Park, and Big Windrose Park), however in working with Mark Nagel, Assistant City Administrator, I learned that the City already has purchased 2 "Little Libraries" to be installed at Wagner Park and near City Hall. I would like to propose an additional "Little Library" in Big Windrose Park. This is a widely used and sought after place for both children and adults. The money to fund the "little library" would come from community donations (Erik's Transmission, the Endzone, Bodywerks, etc.) per the G.S. requirements, however in working with Mr. Nagel it would

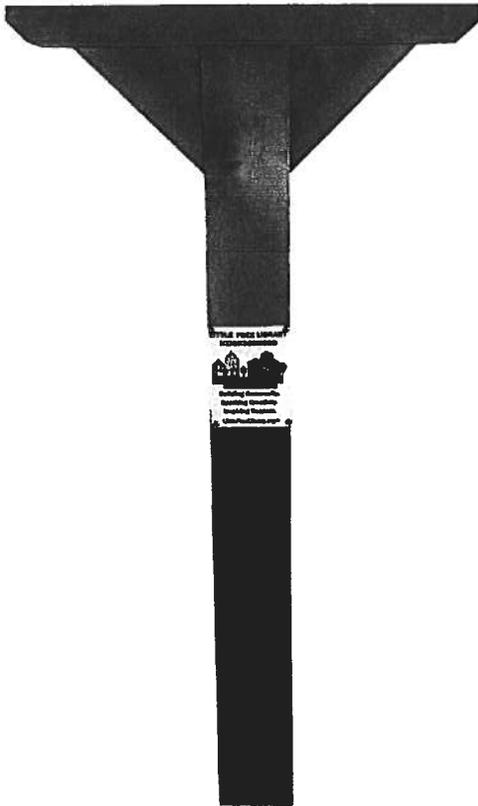
be great if you would buy it given the discount the City receives. I would also be willing to build the "little libraries", supply them with books, and work with the City to install them. As part of the outreach that a Girl Scout must do I was thinking of hosting a community event advertising and gaining support for the importance of literacy/the impact that little libraries can have in a neighborhood.

Little Library Suggestion



<https://littlefreelibrary.myshopify.com/collections/little-free-libraries/products/metal-two-story-green?variant=20701739483190>

I chose this model because of the Metal exterior which should provide durability in the Minnesota winters and the interior shelf, which should provide ample book storage.



https://littlefreelibrary.myshopify.com/products/library-post-with-topper-and-sign?_pos=3&_sid=d1bbd79fe&_ss=r&variant=37081387853

Cost

\$359.95 for the "little library"

\$89.95 for topper and sign

Total \$449.90

Think SPRING!! Engineered Wood fiber top off special!!

Jill Zimmer [jill@mnwiplay.com]

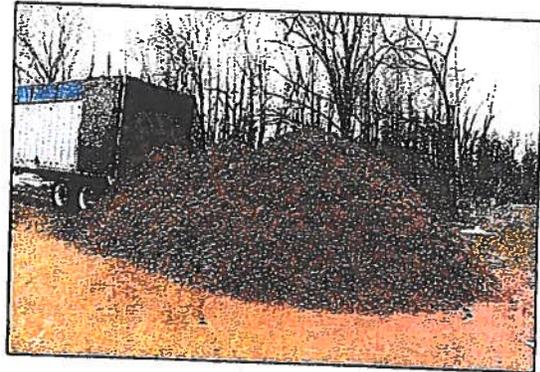
Sent: Tuesday, February 11, 2020 10:29 AM

To: Mark Nagel



Spring into Savings With Our Engineered Wood Fiber Special!

Top off your playground or dog park at this special pricing!!
SAVE NOW!





Freshen up your playground or dog park by topping things off at special spring pricing. This promotion is available in the 7 county metro area and is only available through March 31, 2020!!! *ORDER NOW!*

\$1799.00 per 100 cubic yards delivered!

Available in the 7 county metro area to include:

Anoka, Carver, Dakota, Hennepin, Ramsey, Scott and Washington

Must be ordered by 3/31/20 and delivered between 4/15/20 - 10/31/20. Materials only, installation is not included

****Additional \$120 drop fee per location if more than one drop location is required*

Call MN WI Playground to place your order! 763-546-7787

Spring is Just Around the Corner!!!

(Yes really it is!)

**CALL MN WI PLAYGROUND to place your order at
763-546-7787**

Terms & Conditions

Contract: Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

Quantity: The quantity of merchandise and/or material to be delivered and/or installed shall not vary from the amount specified unless a different amount is first agreed to via Change Order. Changes are subject to price adjustment.

Pricing: Pricing is F.O.B factory. Current year pricing is honored on contracts completed prior to December 3, 2020. Contracts completed after this date are subject to price change.

Responsibility: Flagship Recreation shall be responsible for any loss or damage to merchandise until delivered to Buyer at F.O.B destination point. Buyer is responsible for loss or damage thereafter.

Inspection: Merchandise shall be subject to Buyer's inspection within a reasonable time after the arrival at the ultimate destination. Upon inspection, it is the Buyer's responsibility to notify Flagship Recreation if merchandise does not meet requirements of the order.

Project Scope (This Section For Quotes Including Installation)

Inclusions:

- One Mobilization
- Public Utility Locates
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

Exclusions (Unless Specifically Quoted):

- Accepting & Unloading of Order Prior to Installation
- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Please note, quotes including installation are based on site access and site conditions that have been conveyed to Flagship Recreation by the owner/owner's representative and based on ideal conditions required to complete the project as quoted. Unless addressed prior to the installation quote being issued or specifically documented herein, any issues encountered that impede the progress or completion of the project as quoted will result in additional charges.

Acceptance of Quotation:

Accepted By (Print)	Mark Nagel	PO#:	
Signature:		Email:	mnagel@ci.enm.mn.us
Title:		Phone:	
Date:		Purchase Amount:	\$2,091.01



SafetyFirst Playground Maintenance

31095 Baugh St NW

Princeton, MN 55371

320.4931877

marissa.bauer@safetyfirstplayground.com

www.safetyfirstplayground.com



Estimate

ADDRESS

Mark Nagel

City of Elko New Market

ESTIMATE # 2392

DATE 03/16/2020

ACTIVITY	QTY	RATE	AMOUNT
Nature'sPlus ASTM Compliant Playground Safety Surfacing, includes freight	100	20.95	2,095.00

Tax ID 84-3718494

TOTAL

\$2,095.00

Accepted By

Accepted Date

Finnegan Playground Adventures

1609 County Road 42 #317

Burnsville, MN 55306

Office: (952) 687-1415

Matt@FPAcompany.com

quote

Date	Estimate #
3/13/2020	31

Name / Address
City of Elko New Market, MN 601 Main Street Elko New Market, MN 55054 Mark Nagle

Terms	Project

Description	Qty	Rate	Total
100 Yards of Engineered Woodfiber	100	18.75	1,875.00
Delivery of woodfiber zone 4		418.00	418.00
Total			\$2,293.00

Customer Signature _____

RECREATION SPECIALIST

Department: Administration

FLSA Status: Non-Exempt

Work Status: Part-time

Reports to: City Administrator/Clerk

Purpose

Under direction of the City Administrator/Clerk, this administrative position performs directed work planning, organizing, coordinating and budgeting for recreational programs and City events, determining program needs, maintaining liaisons and contacts, supervising seasonal and temporary staff, maintaining records and files, and related work as required.

Communicates with:

- *Internally* – City employees, City Council, and City Committees.
- *Externally* – Other local, state and federal agencies, consultants, and the general public.

ESSENTIAL FUNCTIONS - *To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.*

- Plans, develops, budgets and coordinates City Cultural events; coordinates planning meetings to ensure successful events through the Community and Civic Events Committee (CCEC); Parks and Recreation Commission, and other City Committees, as directed.
- Plans, develops, organizes, supervises, implements and evaluates various recreational activities and programs for youth, adults, and seniors, as directed.
- Serves as Staff for the Community and Civic Events Committee (CCEC) and Parks and Recreation Commission.
- Promotes/prepares publicity materials such as brochures, flyers, announcements, media, written correspondence, and the City's website.
- Solicits and obtains event sponsors, business participants and volunteers.
- Coordinates volunteer involvement for City events and recreation programs; administers and updates the Volunteer Policy Manual; recruits volunteer and evaluates volunteer participation.
- Coordinates media and promotions for special events and recreation programs; designs, plans and approves advertisements, brochures and displays; writes press releases and magazine articles.
- Researches, writes, administers grants to obtain funding for City events, parks, and recreation programs.
- Responds to issues, concerns and complaints and resolves them in a professional manner.
- Coordinates with, provides support to Community Ed, Three Rivers Parks System, and youth sports organizations on community recreational programming.
- Responsible for recreational activities and City events occurring on evenings and weekends.
- Performs general filing, creates forms and reports for City.
- Operates computer, copier, telephone, fax machine, postage meter, and other necessary office equipment to perform duties.
- Supports principals of city's community-oriented government philosophy.
- Performs other duties as requested.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge in programming of recreation activities for all ages; skilled in public relations, marketing, and social media; ability to work with community organizations, school district's Community Ed Department, and volunteers in delivery of City events and recreational programming; ability to work independently; prioritize work; and solve problems; ability to present a positive, professional image to the public; ability

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

RECREATION SPECIALIST

to communicate effectively, both orally and in writing; ability to establish effective work relationships with other city staff, elected officials, Committee and Commission members and the general public.

MINIMUM REQUIREMENTS

Bachelor's degree in Recreation, Parks, and Leisure Services, or related field and one year of responsible experience in recreation and/or cultural programming.

WORKING CONDITIONS

This work requires the regular exertion of up to 10 pounds of force, frequent exertion of up to 25 pounds of force and occasional exertion of up to 50 pounds of force; work regularly requires standing, frequently requires sitting, speaking or hearing, reaching with hands and arms and repetitive motions and occasionally requires walking, using hands to finger, handle or feel and pushing or pulling; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines, operating motor vehicles or equipment and observing general surroundings and activities; work frequently requires exposure to outdoor weather conditions; work is generally in a moderately noisy location (e.g. business office, light traffic). This position will require some weekend and evening hours.

SPECIAL REQUIREMENTS

Valid driver's license in the State of Minnesota.

Schlomka's Portable Restrooms & Mobile
 Pressure Washing LLC
 P.O Box 2429
 Inver Grove Heights, MN 55076
 US
 651-332-4200



INVOICE

BILL TO
 City of Elko New Market

INVOICE # 7478
DATE 03/02/2020
DUE DATE 04/01/2020
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Rental Unit Little Windrose Park -12511 Oakridge Way	1	80.00	80.00
ADA Unit Little Windrose Park -12511 Oakridge Way	1	130.00	130.00
Rental Unit Windrose Park -26998 Windrose Curve	0	80.00	0.00
ADA Unit Windrose Park -26998 Windrose Curve	0	130.00	0.00
Rental Unit Wagner Park -220 St. Mary St	1	80.00	80.00
ADA Unit Wagner Park -220 St. Mary St	1	130.00	130.00
Rental Unit Wagner Park (Park St. Access)	0	80.00	0.00

February 2020

BALANCE DUE

\$420.00

Schlomka's Portable Restrooms & Mobile
 Pressure Washing LLC
 P.O Box 2429
 Inver Grove Heights, MN 55076
 US
 651-332-4200



INVOICE

BILL TO
 City of Elko New Market

INVOICE # 7536
DATE 03/31/2020
DUE DATE 04/30/2020
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Rental Unit Little Windrose Park -12511 Oakridge Way	1	80.00	80.00
ADA Unit Little Windrose Park -12511 Oakridge Way	1	130.00	130.00
Rental Unit Windrose Park -26998 Windrose Curve	0	80.00	0.00
ADA Unit Windrose Park -26998 Windrose Curve	0	130.00	0.00
Rental Unit Wagner Park -220 St. Mary St	1	80.00	80.00
ADA Unit Wagner Park -220 St. Mary St	1	130.00	130.00
Rental Unit Wagner Park (Park St. Access)	0	80.00	0.00

March 2020

BALANCE DUE

\$420.00

Reptile & Amphibian Discovery Zoo

3297 N County Road 45
Owatonna, MN 55060

Invoice

Date	Invoice #
3/10/2020	6499

Bill To
Elko - New Market Library

Due Date
3/12/2020

Item	Description	Qty	Rate	Amount
Library	Program at 6:30pm		275.00	275.00
	Sales Tax		7.375%	0.00
			Subtotal	\$275.00

Total	\$275.00
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A 1.5% per month finance charge will be added on all invoices over 60 days late.

Phone #
5074551465

Web Site
www.theradzoo.com