

**CITY OF ELKO NEW MARKET
PARKS COMMISSION AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054**

WEDNESDAY, JANUARY 10, 2024

**REGULAR MEETING
6:00 PM**

- 1) Call to Order**
- 2) Pledge of Allegiance**
- 3) Approval of Agenda**
- 4) Public Comment**
- 5) Approval of Minutes**
 - a. December 13, 2023, Parks Commission Regular Meeting Minutes -attached
- 6) General Business**
 - a. Facility Reservations Discussion
 - b. Tree and Bench Donation Program Discussion
- 7) Updates & Reports**
 - a. December Parks Commission Update -attached
 - b. December Parks Financial Report -attached
- 8) Parks Commissioner's Questions & Comments**
- 9) Next Meeting**

Regular Parks Commission Meeting
Wednesday, February 14, 2024 @ 6 PM
ENM City Hall, Council Chambers
- 10) Adjournment**

**MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
December 13, 2023
6:00 PM**

1. CALL TO ORDER

Chair Sutton called the meeting of the Elko New Market Parks Commission to order at 6:02 p.m.

Commission members present: Sutton, Vernon, Jones, and West

Members absent and excused: Hokeness

Staff Present: Maintenance Worker Derek Cavanaugh and Planner Jake Skluzacek

2. PLEDGE OF ALLEGIANCE

Chair Sutton led the Parks Commission in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Sutton asked if there were any changes to the agenda. Planner, Jake Skluzacek, informed him that there were no changes to the agenda.

A motion was made by Vernon and seconded by Jones to approve the agenda as presented. Motion carried: (4-0).

4. PUBLIC COMMENT

There was no public comment.

5. APPROVAL OF MINUTES

A motion was made by Vernon and seconded by Jones to approve the minutes of the November 8th, 2023, meeting as submitted.

Motion carried: (4-0).

6. GENERAL BUSINESS

A. Adopt-A-Park Program Discussion

Planner Skluzacek presented information to the Commission continuing their discussion from the November 8th meeting on a potential Adopt-A-Park Program for the City of Elko New Market. Staff presented two sign design options for the Commission to choose from. A

majority of the Commission preferred the blue/green sign design option opposed to the green sign design option. Next, Skluzacek presented the draft application form for the program. There was no discussion on the draft application form. Lastly, Skluzacek presented the draft acknowledgment form for Commission input and discussion. Chair Sutton asked Skluzacek if language could be included stating that the City will provide all necessary equipment. Skluzacek informed him that Staff can make that addition. Discussion followed on also adding language regarding the number of cleanups per year. Skluzacek stated that specific dates won't be used as the cleanups are weather dependent, although language would be added stating that there would be a minimum of three annual cleanups.

A motion was made by Sutton and seconded by West to recommend that the City Council approve the Adopt-A-Park program with the mentioned changes to the acknowledgment form. Motion carried: (4-0).

B. Parks Commission By-laws and Ordinance Amendment Discussion

Skluzacek presented amendments to the City Code and Commission By-laws to the Commission. Skluzacek stated that these changes reflected the actual way the Commission and Officers of the Commission conduct business. The changes addressed officer roles within the Commission, the date and time of the monthly meetings, and removed language related to subcommittees. Commissioner West had some questions about the subcommittee language and wished to still have the option in the future to create subcommittees when needed. Skluzacek assured the Commission that they would still be able form subcommittees if they decided to do so, it would involve the same process being proposed and discussed.

A motion was made by West and seconded by Jones to approve the amended Parks Commission By-Laws as presented. Motion carried: (4-0).

C. Boulder Heights 4th Addition Park Dedication Discussion

Skluzacek displayed a parcel of land recently purchased by the applicant for preliminary and final plat, KJ Walk Inc. The parcel sold for \$75,000 and is 0.61 net acres. Park dedication for the entirety of the Boulder Heights development was satisfied with a combination of land and cash dedication under an old formula. Therefore, Staff recommends that cash-in-lieu be dedicated for the additional Boulder Heights 4th Addition totaling five lots. The cash dedication would equal 8% of the sale price of \$75,000 or \$6,000.

A motion was made by Vernon and seconded by Jones to recommend that the City Council request cash-in-lieu of land dedication for the Boulder Heights 4th Addition. Motion carried: (4-0).

7. UPDATES & REPORTS

A. November Parks Commission Update

Planner Skluzacek had his report attached to the packet and briefly discussed upcoming projects. Maintenance Worker Cavanaugh informed the Commission of general updates also attached to the report in the packet.

B. November Parks Financial Report

Planner Skluzacek had his report attached to the packet. There was no discussion on the November Parks Financial Report included in the packet.

8. PARKS COMMISSIONER'S QUESTIONS & COMMENTS

Commissioner West had a question regarding some brush and tree removal taking place next to Wagner Park. Maintenance Worker Cavanaugh updated the Commission on some maintenance work taking place on a storm drain near the creek. The Public Works crew cleared brush to unclog the drain and make it easier to access for future instances.

Chair Sutton asked Cavanaugh if there have been any updates with the restroom enclosures discussed at recent meetings. Cavanaugh updated the Commission that no progress has been made and the enclosure at Boulder Heights is the first new enclosure planned.

Commissioner West asked if City Administrator Terry would be attending future meetings. Chair Sutton mentioned that he would likely be attending meetings that had budgetary and policy items on the agenda as appropriate.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, January 10th, 2024, at 6:00 PM at City Hall in the Council Chambers.

10. ADJOURNMENT

It was moved by West and seconded by Jones to adjourn the meeting at 6:27 p.m.
Motion carried: (4-0).

Respectively submitted by:



Jake Skluzacek
Planner 1



STAFF MEMORANDUM

SUBJECT:	Facility Reservations Discussion
MEETING DATE:	January 10, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide Feedback and Direction

COMMUNITY VISION:

- Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
- The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

- Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
- Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
- Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

In Elko New Market, the City owns and maintains two fields at Wagner Park and one t-ball field at Rowena Ponds Park. Field reservations are available for youth t-ball, baseball, and softball. If a City field has not been reserved, it is open to the public on a first-come, first-served basis. There are two privately owned fields within the City. Fredrickson Field is operated by the Elko Express, and the New Market Muskie Field is on the Saint Nicholas Church property. The New Prague Area School District also has two baseball fields at Eagle View Elementary. For the purposes of facility reservations, only the three City owned fields will be considered.

The fields are open typically from the last week of April through the end of August (weather dependent). This start date is determined by Public Works based on weather and field conditions. Public Works maintains the grounds by mowing the outfields and dragging the infields. In addition, they are responsible for maintaining the fences and benches. The New Market Baseball Association is responsible for maintaining the bases.

There is currently no fee to reserve City owned fields. This is unusual compared to other communities where publicly owned fields require at least a nominal fee for reservation and use of the fields. The primary user of the baseball fields is the New Market Baseball Association or the NMBA. The NMBA provides youth recreational t-ball, softball and baseball programming for the community along with other organizations. The Elko New Market community youth are also served by organizations in New Prague, Lakeville and St. Patrick.

At the June 2022 Parks Commission meeting concerns were expressed to the Parks Commission about the field reservation process. The Commission asked Staff to provide an overview of the current practices regarding field reservations for discussion at the July 2022 Parks Commission meeting. Following the July 2022 Parks Commission meeting, Staff were directed to research how other cities schedule their fields. Based on Staff's research, Staff were instructed to draft a new reservation form for the City's website to bring it back to the Commission for further direction. It was also decided to move the start of the blocked baseball game time at Wagner Park from 10 A.M to 11 A.M Fridays through Sundays as a compromise between baseball users and Wagner Park Shelter rental guests.

For a City baseball field to be reserved; the organization, league or individual needs to complete a rental agreement, a city waiver form, damage deposit and provide liability insurance information. When making requests for multiple dates, they are asked to provide a full schedule that includes practices, games, and a reasonable number of alternative sessions for weather.

Staff then approve the reservations based on availability of baseball fields. New Market Baseball Association and its predecessor have always been given priority when it comes to scheduling the fields since NMBA along with the organization's predecessor have had the longest standing relationship with the City and are the primary user of the fields. Other requests are processed on a first-come, first-served basis.

Since New Market Baseball Association has been the only league requesting field time, scheduling fields has been rather informal. As the City of Elko New Market grows, the demand for baseball field use is increasing. The City has started to receive inquiries about baseball field availability by residents who would like their children's team to have the opportunity to practice on the fields. Teams often practice within a neighboring city if the team is aligned with the school district that serves the community. For example, Farmington baseball utilizes Lakeville city fields since their program aligns with Farmington school district boundaries. Elko New Market, like many cities in the metro area, is served by multiple school districts, New Prague ISD #721, and Lakeville ISD #194. Elko New Market has residents whose children play on teams based in New Prague, Lakeville and Saint Patrick.

To maximize the opportunity for field usage for all residents, Staff recommend a priority registration deadline date be set. Asking for a schedule prior to the season allows for the fields to be used to their greatest capacity. Priority registration has always been given to New Market Baseball Association. However, there has been no set date on when registration needs to be received. This has left others unable to schedule fields until the NMBA schedule has been submitted. Last year, the schedule was received and approved in May. Therefore, by the time the reservations were made, the other residents were not able to utilize the fields this season for their practices.

There are no restrictions on field reservations for games or practices from Mondays through Wednesdays.

The City has historically restricted field usage for games and practices at Wagner Park, on Thursday evenings (June 10th - July 30th), due to the City Event: Family Fun Nights. There are two reasons field usage has been restricted. First, there is limited parking at Wagner Park and

use of the fields for games has the potential to create parking issues. Secondly, in past years, the fields have been used for activities such as inflatables that cannot be used in other areas of the park.

Staff recommend that restricting field access for practices on Family Fun Nights is not currently necessary since practices do not generate the same parking demand as games. Most participants are dropped off and picked up. Wagner Park fields should remain available for practice unless the fields are needed for the event.

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Implemented in 2022, the City started restricting field use for baseball games at Wagner Park after 11 am, Fridays through Sundays. One reason for this restriction is that there is a reasonable expectation that the shelter will have adequate parking available for its guests. The Wagner Park Shelter is consistently booked each weekend during the summer, and there is a fee paid by the renter for use of the facility from 6 am to 10 pm. The game stop time of 11 am was selected since most shelter rental events don't start until after that time. Allowing games after 11 am may interfere with the parking available for paying shelter guests. Baseball participants also have the option of parking on Park Street. However, even with requests for families to park in that location, there is no effective means to control where families attending the games will park.

Another reason for the restriction after 11 am is the disruption to events or games that may occur with both groups. For example, it is not uncommon for children or adults to “peak in to see what’s going on” or “sneak in to use the bathrooms” during shelter rental events. The likelihood of this disruption increases with the addition of baseball games taking place in the vicinity with families staying to watch a game. On the flipside, games may be interrupted by shelter guests who hire a band or play music for their event.

Use of the fields for practices during the weekends is unrestricted at Wagner Park since practices do not result in the same level of parking demand. Most participants are dropped off and picked up. Families are less likely to stay, which decreases the possibility of disruptions to the shelter events.

DISCUSSION:

The Parks Commission is being asked to provide feedback and direction on the following Staff recommendations related to addressing concerns that have arisen regarding the facility reservation process:

- Staff recommend approving a priority-based reservation system with the following categories and fees:
 - **Priority 1** – Refers to the programs and activities of the Elko New Market Baseball Association. No fee shall be charged for the use of City ballfields other than the required damage deposit.
 - **Priority 2** – Refers to local non-profit groups/clubs, agencies, parks and recreational programs and adult service organizations. No fee shall be charged for the use of City ballfields other than the required damage deposit.
 - **Priority 3** – Refers to local religious organizations for worship and adult or youth instruction, political parties, partisan issue organizations and local adult/youth special interest, recreational, or social groups/clubs/associations. A fee of \$10 per field is required in addition to the required damage deposit.

- **Priority 4** – Refers to for-profit businesses, educational institutions, non-profit organizations located outside of the City, or non-resident groups whose primary affiliation is considered to be located outside of the City. A fee of \$30 per field is required in addition to the required damage deposit.
- Staff recommend approving the following reservation deadlines for each priority group:
 - **Priority 1** – February 29th
 - **Priority 2** – March 14th
 - **Priority 3** – March 28th
 - **Priority 4** – April 11th

If a group or individual misses their submission deadline, the submission will be considered along with the following priority level based on the date of submission.

Staff have made edits to the existing Wagner Park Shelter Rental Form. Staff recommend approving the updates to the existing document as the form is capable of addressing rentals for the Wagner Park Shelter, City ballfields, and other facilities. This is in line with the City's Facility Waiver Form which allows a resident to check a box for the specific facility that they are renting. The draft City Facility Rental Form is included as an attachment to this memorandum.

Staff will use the Commission's recommendations to outline more specific reservation guidelines on the City's website along with the updated Facility Rental Form.

ATTACHMENTS:

Draft City Facility Rental Form



WAGNER PARK SHELTER RENTAL FORM

Renters Name: _____ Daytime Phone: _____

Home Address: _____

Rental Date: _____

<u>Rental Fee Received:</u> Date: _____ Amount: \$ _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit
--

<u>Damage/Key Deposit Received:</u> Date: _____ Amount: \$ <u>200.00</u> <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
--

<p style="text-align: center;">WILL ALCOHOL BE SERVED? __ Yes __ No</p> <p style="text-align: center;">If yes, Check all that Apply: __ Keg Beer __ Boxed Wine</p>

Deposit Returned: Date: _____ Returned To: _____

Reservations are to be contracted by the individual who thereby accepts full responsibility. This reservation may not be transferred to another party without the written permission of the City.

No reservations can be made without payment.

User Fee:

- City resident: \$150.00 (includes sales tax)
- Non-resident: \$200.00 (includes sales tax)
- Non-profit organizations: No charge Monday-Wednesday. Thursday-Sunday regular rates apply

The Renter must adhere to the following Rules and Regulations, unless special arrangements have been noted by staff on this Rental Form, and the Renter agrees to accept the consequences for their failure to do so.

RULES AND REGULATIONS

- A. **Adult.** Renters must be at least twenty-one years of age, and the event must be supervised by a responsible adult twenty-one years of age at all times.
- B. **Nuisance.** The Renter is responsible for the conduct of guests during the rental period, causing a public nuisance or violating the City's noise ordinance may, at the discretion of the Police Department, be grounds for removal from the facilities.
- C. **Wagner Park Hours.** Renters are permitted to use the rented facilities between the hours of 6:00 a.m. to 10:00 p.m. Renters may be requested to leave the facilities during the hours not permitted.
- D. **Key FOB.** The key FOB to the park shelter must be picked up the 2-3 days prior to the rental date during regular business hours, M-F, 8:00 a.m.-4:30 p.m., not including holidays. The key FOB must be returned to City Hall the next business day immediately following the rental date. Renters shall be responsible for the cost of replacing lost or damaged key FOB's. If preferred, Renter may return the key FOB by depositing it in the drop box located in front of the City Hall. **If a key FOB is not returned by 4:30pm on the next business day following the rental, \$50 will be deducted from the damage deposit.**
- E. **Wagner Park Facilities.** The facility provides tables & chairs to seat approximately 125 people. Absolutely no chairs, tables, etc., may be removed from the park shelter. The facility is equipped with hand air dryers, so the City will supply **only toilet paper for the restrooms.** The facility includes a stove/oven. It is the **responsibility of the Renter** to provide any other items needed for an event, including, but not limited to: dishes, serving utensils, silverware, linens, towels, paper products, etc. It is the Renter's responsibility to see that everything is clean, all appliances wiped off, counter tops cleaned, floors swept, and that all lights are off and doors are locked when vacated.

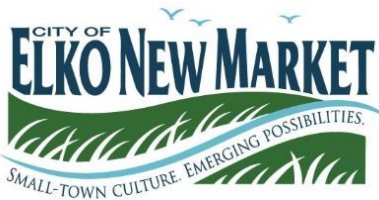
- F. **Facilities Rented.** The City's park system requires a substantial annual cost, with most of the usage occurring on weekends. Most of the events for which the shelter is rented also occur on weekends. So the Renter is advised that the facilities for which rental fees are paid, reserves only the park shelter and **does not include other park facilities and amenities** which will be open to the public. A rental does not provide for exclusive use of restrooms. Bouncy houses and other inflatables **are not permitted** to be used in connection with this rental or the park.
- G. **Renter's Responsibility.** The applicant needs to be in attendance at the event during the time specified on the permit and have it in their possession. The Renter must have a copy of the Agreement with them at the Shelter. The Renter assumes responsibility for all activities conducted, including, but not limited to:
 - Supervision and control to prevent injury or damage and maintain order during the event
 - Maintenance of the premises during the scheduled use
 - Cleaning of refuse and debris and disposing in trash receptacles
- H. **Trash & Recyclables.** Trash and recyclable containers will be provided; Renters must ensure that all refuse and recyclables are removed from the pavilion and placed in these containers. (Renter shall provide trash can liners.)
- I. **Glass Containers.** No glass containers are allowed in City parks.
- J. **Parking.** Parking is permitted on-street or in designated areas only. Overnight parking in parks is prohibited.
- K. **Alcohol.** No liquor is to be served or brought onto the premises, except the consumption of keg beer and/or boxed wine. The Renter will be required to leave and subject to prosecution for the consumption of intoxicating beverages by minors, whether it is occurring with or without the Renter's knowledge. Absolutely no sale of intoxicating beverages is permitted. The Renter shall indemnify and hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.
 - **In order for a Renter to serve keg beer and/or boxed wine at the event, the Renter must provide the City with a Certificate of Liability Insurance from their insurance company affirming they have liability coverage for the event. This Certificate of Insurance must be submitted prior to the date of the event. If no Certificate of Liability insurance is received from the Renter, no keg beer and/or boxed wine can be served at the event.**
- L. **Proof of Insurance.** Certain events may require proof of insurance in a minimum amount to be determined based on the event type.
- M. **Inspection.** The Facility will be inspected following completion of the rental. The cost for repairing any damage; cleaning; and/or missing tables/chairs that occurred during the rental, will be deducted from the damage deposit.
- N. **Refund.** There are no refunds in part or in whole of rental fees, whether due to inclement weather, messy facilities, or for any other reason except that rental fees will be refunded if the City cancels the event.

***IT IS THE RENTER'S RESPONSIBILITY TO PICK UP THE KEY FOB FOR THE PARK SHELTER 2-3 BUSINESS DAYS PRIOR TO THE RENTAL DATE. THE KEY CAN BE PICKED UP AT CITY HALL DURING REGULAR BUSINESS HOURS - MONDAY THROUGH FRIDAY 8:00 A.M. TO 4:30 P.M. (NOT INCLUDING HOLIDAYS)

The Renter hereby acknowledges receipt of the Wagner Park Shelter Rules and Regulations:

Renter signature: _____

Date _____



STAFF MEMORANDUM

SUBJECT:	Tree and Bench Donation Program Discussion
MEETING DATE:	January 10, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide Feedback and Direction to Staff on the Creation of a Local Tree and Bench Donation Program

COMMUNITY VISION:

- Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
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PRIORITY GOALS:

- Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:

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- Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

Staff wish to present to the Commission on the potential for the creation of Tree and Bench Donation Program for the City of Elko New Market. A Tree and Bench Donation Program allows anyone, resident or not, to purchase a tree or bench that is placed in a City Park in recognition of someone or something. Typically, the most common use of the program is to memorialize a loved one after they pass away. The donation helps to serve the existing park system while also providing a sense of closure for the applicant in the event it is a memorial tree or bench. The applicant would be able to select a location within a City Park to place the tree and or bench. City Staff would work with the applicant to ensure that placement of the tree and or bench would not cause any problems as it relates to utilities, sightlines, and other various factors of consideration.

DISCUSSION:

The Parks Commission is being asked to provide feedback and guidance on the creation of a Tree and Bench Donation Program for the City of Elko New Market. Staff have made several recommendations based on other local programs. Those recommendations are included below but Staff are asking for Commissioner feedback if the decision to move forward with a program is decided.

The budget impact of instituting the program would be minimal as applicants would be charged to cover costs associated with procurement, shipping, and installation. Staff recommend

providing estimated costs as part of the program, but actual costs will be billed in order to anticipate changes in market pricing without formally changing the prices as they change.

Staff recommend providing two or three design options for a bench. Color options may be expanded based on location. This will help to ensure a uniform look of benches throughout the City's park system. Staff recommend allowing tree options based on the City's existing approved tree list. The City will be responsible for planting, maintaining, and caring for the tree. If the tree becomes damaged or diseased, the City will replace the tree. Trees with diameters of 2"-3" inches will be planted at the location of the applicant's choosing.

The Parks Commission is being asked to provide feedback and guidance on the creation of a Tree and Bench Donation Program for the City of Elko New Market. If the Parks Commission wishes to proceed with a program, Staff would provide, bench design options, program guidelines and application forms for formal approval from the Parks Commission and City Council.

ATTACHMENTS:



Parks Commission Update

December 31, 2023

Parks & Trails

1. Future Park Facility Funding

At a future meeting, the Commission will continue the discussion regarding the creation of a future park facility funding plan using non-traditional funding sources. The goal being that the Parks Commission will develop a funding recommendation for future Parks facilities. The Local Taxes Advisory Task Force are in the process of providing recommendations relating to possible legislation to allow local sales tax to support parks. Staff will continue to monitor any potential legislation as it relates to future park facility funding. *This has been delayed due to staffing bandwidth and pending legislation at the State level.*

2. Pete's Hill Sign

Staff will continue to work on this project as time allows. Staff have performed a handoff of background and materials associated with the project and is expected to be presented later in 2024 following the wrap-up of several other high priority items.

3. Tree and Bench Donation Program

Staff will begin investigating a tree and bench donation program for the City. The Parks Commission will help define and clarify guidelines for the program. Materials associated with the program are expected to be presented at the January 10th Parks Commission meeting for further direction.

4. Adopt-A-Park Program Update

The City Council approved the Adopt-A-Park Program as recommended by the Parks Commission at the December 21st City Council meeting. Application forms are now available on the City's website and at City Hall. Staff will advertise the program in an upcoming community newsletter and on the City's social media page.

5. Parks Commission Bylaws Update

The City Council approved the updated Parks Commission Ordinance and Bylaw amendments as recommended by the Parks Commission at the December 21st City Council meeting. The Commission's Ordinance and Bylaws now both reflect the way the Commission conducts business and list the proper date and time for Commission meetings.

6. Public Works Update

- Public Works order of dog waste stations have been delivered and are in storage for the winter. They are planned to be installed in the Spring or Summer of 2024.

- The Playground equipment has arrived for Woodcrest Park. Installation of the equipment and removal of the existing climbing structure is scheduled for Spring.
- The playground equipment has arrived for Boulder Heights Parks. Installation of the equipment is scheduled for Spring.
- Public Works Staff has prepped the City's hockey rinks prior to the ice season. Public Works Staff have started putting water down for the ice season. It has been too warm prior to build ice.

Recreation

7. Field and Facility Reservation System

Staff will be bringing back various reservation options at the Parks Commission January 10th meeting. The Parks Commissioners will help to define and clarify Elko New Market's field and facility reservation guidelines and fee schedule. Staff plans to have a reservation policy in place by March 2024. *This has been delayed due to staffing bandwidth.*

Community

8. No Updates

Upcoming Meeting

The next Parks Commission Meeting will be:

Date: Wednesday, January 10, 2024

Time: 6:00 PM

Location: City Hall, Council Chambers



STAFF MEMORANDUM

SUBJECT:	December Parks Financial Report
MEETING DATE:	January 10, 2024
PREPARED BY:	Kellie Stewart, Accountant
REQUESTED ACTION:	Informational

COMMUNITY VISION:

- Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
- The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

- Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
- Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
- Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
- Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

The intent of the monthly financial report is to provide the Parks Commission with a summary of the financial activity, including revenue and expenses within the relevant funds. These funds include the General Fund, Park Dedication Fund, Charitable Gambling Fund and Capital Outlay.

General Fund

General Fund Park Revenues at the end of December are \$3,073.38. General Fund Expenditures at the end of December are \$187,306.50 or 77% of the budget.

City of Elko New Market
Statement of Revenue and Expenditures
General Fund 101- Parks and Grounds Maintenance
Budget and Actual
YTD Through December 31, 2023

	2023 Annual Budget	2023 YTD Actual Amount Through 12/31/23	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through
Revenues				
Park Rental-Fields-Non Buildi	-	-	-	0%
Park Shelter Rental Fee	3,000.00	3,073.38	(73.38)	102%
Miscellaneous Revenues	-	-	-	0%
Contributions and Donations	-	-	-	0%
Recreation Program Revenues	-	-	-	0%
Grant Income	-	-	-	0%
	3,000.00	3,073.38	(73.38)	102%

	2023 Annual Budget	2023 YTD Actual Amount Through 12/31/23	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through
Expenditures				
Full-Time Employees Regular	116,885.00	94,764.46	22,120.54	81%
Full-Time Employees Overtime	3,507.00	4,496.87	(989.87)	128%
Part-Time Employees	31,294.00	7,457.93	23,836.07	24%
On Call	4,414.00	3,986.95	427.05	90%
Call Back	572.00	662.52	(90.52)	116%
PERA	11,376.00	8,786.22	2,589.78	77%
FICA & Medicare	11,604.00	8,375.32	3,228.68	72%
Employer Paid Insurance	29,344.00	28,902.10	441.90	98%
Chemicals and Chem Products	4,800.00	4,129.66	670.34	86%
Travel Expenses	300.00	-	300.00	0%
Training & Conferences	500.00	1,260.00	(760.00)	252%
Portable Bathrooms	6,800.00	5,840.00	960.00	86%
Electric Utilities	900.00	902.46	(2.46)	100%
Refuse/Garbage Disposal	1,500.00	1,680.65	(180.65)	112%
Repairs/Maint.	10,000.00	9,578.52	421.48	96%
Cleaning / Janitorial	2,142.00	1,294.19	847.81	60%
Miscellaneous	500.00	21.74	478.26	4%
Dues and Subscriptions	700.00	300.00	400.00	43%
Recreational Program Expense	6,500.00	4,866.91	1,633.09	75%
	243,638.00	187,306.50	56,331.50	77%

Park Dedication Fund

Park Dedication Revenues at the end of December were \$20,453.20. Park Dedication Expenditures at the end of December were \$0. The current fund balance is \$136,957.86.

City of Elko New Market
Statement of Revenue and Expenditures
Park Dedication- Fund 230
Budget and Actual
YTD Through December 31, 2023

	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 12/31/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 12/31/23</u>
Revenues				
Park Dedication Fee	-	36,347.21	-	100%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
	-	36,347.21	-	0%
Page 1				
	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 12/31/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 12/31/23</u>
Expenditures				
Improvements Other	-	-	-	0%
	-	-	-	0%
Current Fund Balance	\$136,957.86			

Charitable Gambling Fund

Charitable Gambling Revenues at the end of December totaled \$0. Expenditures at the end of December were \$0. The current fund balance is \$24,708.16

City of Elko New Market
Statement of Revenue and Expenditures
Charitable Gambling- Fund 240
Budget and Actual
YTD Through December 31, 2023

	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 12/31/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 12/31/23</u>
Revenues				
Gambling Income 5% LG510	-	1,374.85	-	100%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
		1,374.85	-	100%
Expenditures				
	<u>2023 Annual Budget</u>	<u>2023 YTD Actual Amount Through 12/31/23</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 12/31/23</u>
Transfer In	-	-	-	0%
Gambling Income Expense	-	-	-	0%
	-	-	-	0%
Current Fund Balance	\$24,708.16			

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Capital Outlay

Capital Outlay Expenditures at the end of December total \$0. The current fund balance is \$60,582.93.

City of Elko New Market
Statement of Revenue and Expenditures
Capital Outlay- Fund 501
Budget and Actual
YTD Through December 31, 2023

	2023 Annual Budget	2023 YTD Actual Amount Through 12/31/23	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 12/31/23
Revenues				
Miscellaneous Revenues	-	-	-	0%
	-	-	-	0%
Expenditures				
Capital Outlay Expenditures	-	-	-	0%
	-	-	-	0%

Current Fund Balance \$60,582.93

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