

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

WEDNESDAY, JUNE 12, 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. May 8, 2024, Parks Commission Regular Meeting Minutes -attached
- 6) General Business**
 - a. Facility Reservation Request
 - b. Park and Trail Map Sign Discussion
 - c. Future Park Facility Funding Sources Discussion
 - d. Capital Outlay Discussion
- 7) Updates & Reports**
 - a. May Parks Commission Update -attached
 - b. May Parks Commission Financial Report -attached
- 8) Parks Commissioner's Questions & Comments**
- 9) Next Meeting**

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

**MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
May 8, 2024
6:00 PM**

1. CALL TO ORDER

Chair Sutton called the meeting of the Elko New Market Parks Commission to order at 6:05 p.m.

Commission members present: Sutton, Vernon, Hokeness and West

Members absent and excused: Jones

Staff Present: 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 Hokeness and seconded by Vernon to approve the agenda as presented. Motion carried: (4-0).

4. PUBLIC COMMENT

Mark Bergstrom, 255 James Parkway, was present to speak on behalf of The New Market Baseball Association. Bergstrom stated that the program has 200 participants and 19 teams. Schedules are out and posted. Bergstrom thanked Staff for meeting with him at the Wagner Park fields to discuss maintenance items that needed to be addressed.

Bergstrom wished to have the Parks Commission revisit the Wagner Park Shelter Rental Policy to provide a recommendation to the City Council to allow for games to take place on weekends during the Summer. Bergstrom added that these would be Saturday morning games and games could start early so they can be out of the park by noon.

Discussion was held on the current policy and potential changes that could be made to allow for games to take place at the same time as shelter rentals. Currently, the main issue involving both uses taking place simultaneously relates to concerns about available parking at Wagner Park.

Chair Sutton let Bergstrom know that the Commission will discuss the possibility of recommending changes to the policy at next month's Parks Commission meeting when the topic will be discussed as part of the agenda. Bergstrom thanked the Commission for their consideration and also including NMBA as a Priority 1 User in the City's updated Park Facilities Reservation Form.

5. APPROVAL OF MINUTES

Chair Sutton asked if there were any changes to the minutes. No changes were discussed.

A motion was made by Vernon and seconded by West to approve the minutes of the April 10, 2024; meeting as presented.

Motion carried: (4-0).

6. GENERAL BUSINESS

A. Chair and Vice-Chair Appointments

Skruzacek informed the Commission that the recently updated Commission By-Laws state that the Commission must appoint a Chair and Vice-Chair for the Commission each year in April. Due to last month's agenda, Staff were bringing this item before the Commission at the May meeting. The Commission has never had a Vice-Chair and Commissioner Sutton has served as Chair of the Commission for its entirety. Skruzacek opened discussion up to the Commission regarding appointment of the Officer positions.

A motion was made by Sutton and seconded by Vernon to appoint Commissioner West as Chair of the Parks Commission.

After a rollcall vote the Motion failed: (1-3) Vernon voting for.

A motion was made by Sutton and seconded by Vernon to appoint Commissioner Sutton as Chair of the Parks Commission.

After a rollcall vote the Motion carried: (3-1) Vernon voting against.

A motion was made by Sutton and seconded by West to appoint Commissioner Vernon as Vice-Chair of the Parks Commission.

Motion carried: (4-0).

B. Pete's Hill Sign Discussion

Planner Skruzacek continued discussions with the Commission regarding the signage for Pete's Hill. At the April 10 meeting, feedback was received by Staff from the Commission regarding signage design. It was generally agreed that the sign would be a vertical, two-sided sign. One side would display information about Pete and Pete's Hill's history. The other side would display a map of the City's Park and Trail System. After more discussion by the Commission, it was decided to keep the Pete's Hill sign one-sided and only display information relating to Pete and Pete's Hill. Separate Park and Trail System maps will be

discussed as a separate agenda item at a future meeting along with any potential elevation signs for Pete's Hill.

Skruzacek noted that after speaking with a vendor that the estimated cost for the signage would be \$1,000-\$2,5000 and will fluctuate depending on design. Staff wished to gain more feedback on the location and placement of the sign within Pete's Hill. Discussion took place on two spots, one by the trail access along Xerxes Avenue and one towards the top of the hill behind the bench. After further discussion by the Commission, it was generally decided that the sign should be placed in the location towards the top of the hill and behind the existing bench.

Skruzacek also provided the Commission with an update regarding the Scott County Historical Society. After speaking with Historical Society Staff, it is unlikely that Pete's Hill would qualify for the Historic Register of Places. There are no historic buildings or events that have taken place in this location. Pete himself, although interesting, does not meet the criteria associated with being a significant person. Skruzacek thanked the Commission for the feedback and stated that he had enough information to move forward with the sign once funding is identified within the budget.

7. UPDATES & REPORTS

A. April Parks Commission Update

Planner Skruzacek had his report attached to the packet and briefly discussed upcoming projects including the installation of the Boulder Heights and Woodcrest Parks equipment. Updates were also included related to previous actions by the Commission and the current statuses associated with each. Lastly, Skruzacek included an update related to the City's first Adopt-A-Park cleanup.

B. April Parks Financial Report

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

8. PARKS COMMISSIONER'S QUESTIONS & COMMENTS

Commissioner West asked for clarification regarding the Parks Commission previous recommendations related to the Wagner Park Shelter and baseball fields since he was not on the Commission at that time.

Chair Sutton informed West of the history and issues that ultimately led to the recommendations that have been converted into policy. The main issue stemmed from parking at Wagner Park. Games generate more parking due to parents wanting to watch as opposed to practice which generates less parking. The Wagner Park Shelter is rented on weekends during the Summer which also generates parking. The lot is not large enough to accommodate both shelter rentals and games, so the decision was made to not allow for games on weekends and only allow for practices on weekends until a certain time. This was the compromise agreed

to between NMBA and Wagner Park Shelter users to prevent the two users from interfering with one another.

Commissioner West had a question on the funding structure of City trails and why the Wagner Park trail connection has been discussed as its own separate item and not just included with the 2040 Park and Trail Plan.

Planner Skluzacek informed West that the future trail plan will be mostly if not entirely created by the developers of the undeveloped properties where future trails and sidewalks have been identified according to the City's 2040 Comprehensive Plan. Since the Wagner Park trail connection was not identified as part of the plan and is proposed to be in an already developed area. Therefore, the Wagner Park trail connection will require funding that is not currently identified or earmarked in the City's budget and the City must decide if and when funding will be allocated for the project.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, June 12, 2024, at 6:00 PM at City Hall in the Council Chambers.

10. ADJOURNMENT

It was moved by Hokeness and seconded by West to adjourn the meeting at 7:09 p.m.
Motion carried: (4-0).

Respectively submitted by:



Jake Skluzacek
Planner 1



STAFF MEMORANDUM

SUBJECT:	Facility Reservations Discussion
MEETING DATE:	June 12, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide a Recommendation to the City Council on the City's Facilities Reservation Policy

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 City owns and maintains three ball fields in the City. Reservations for the fields are available starting the last week of April through the end of August. Currently, there is no fee charged for field reservations. The primary user of the fields has been the New Market Baseball Association (NMBA).

In the past few years, concerns arose regarding the field reservation process. The Parks Commission changed the start time of field reservations for practices from 10 AM to 11 AM as a compromise between field rental users and Wagner Park Shelter rental users. Field use is entirely restricted for games on the weekends. This is due to parking concerns between the two competing uses and limited parking space at Wagner Park. Field use is further entirely restricted, both for games and practice, on Thursday evenings from June 10th-July 30th for Family Fun Nights.

At the March 13 Parks Commission meeting, the Commission recommended changes to the City's Wagner Park Shelter Reservation form to include one form for both field and shelter rentals. The updated form was approved by the City Council at the April 11 City Council meeting. The updated form was approved with the same restrictions for games and practices on the fields as in previous years.

At the May 8 Parks Commission meeting, Mark Bergstrom of the NMBA was present to request that games be allowed at Wagner Park on the weekends next Summer. Bergstrom was informed that his request would be discussed at the next Parks Commission meeting to see if the Commission had any interest in recommending changes to the current policy regarding restricted dates for ball games at Wagner Park.

DISCUSSION:

The Parks Commission is being asked to provide a recommendation to the City Council regarding the City's Facilities Reservation Policy. Staff will relay any recommendations to the City Council for final approval at a future meeting if needed.

ATTACHMENTS:

Draft City Facilities Reservation Form



STAFF MEMORANDUM

SUBJECT:	Park and Trail Map Signs Discussion
MEETING DATE:	June 12, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide a recommendation on possible locations and design

COMMUNITY VISION:

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- 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.
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- 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.
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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.
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BACKGROUND:

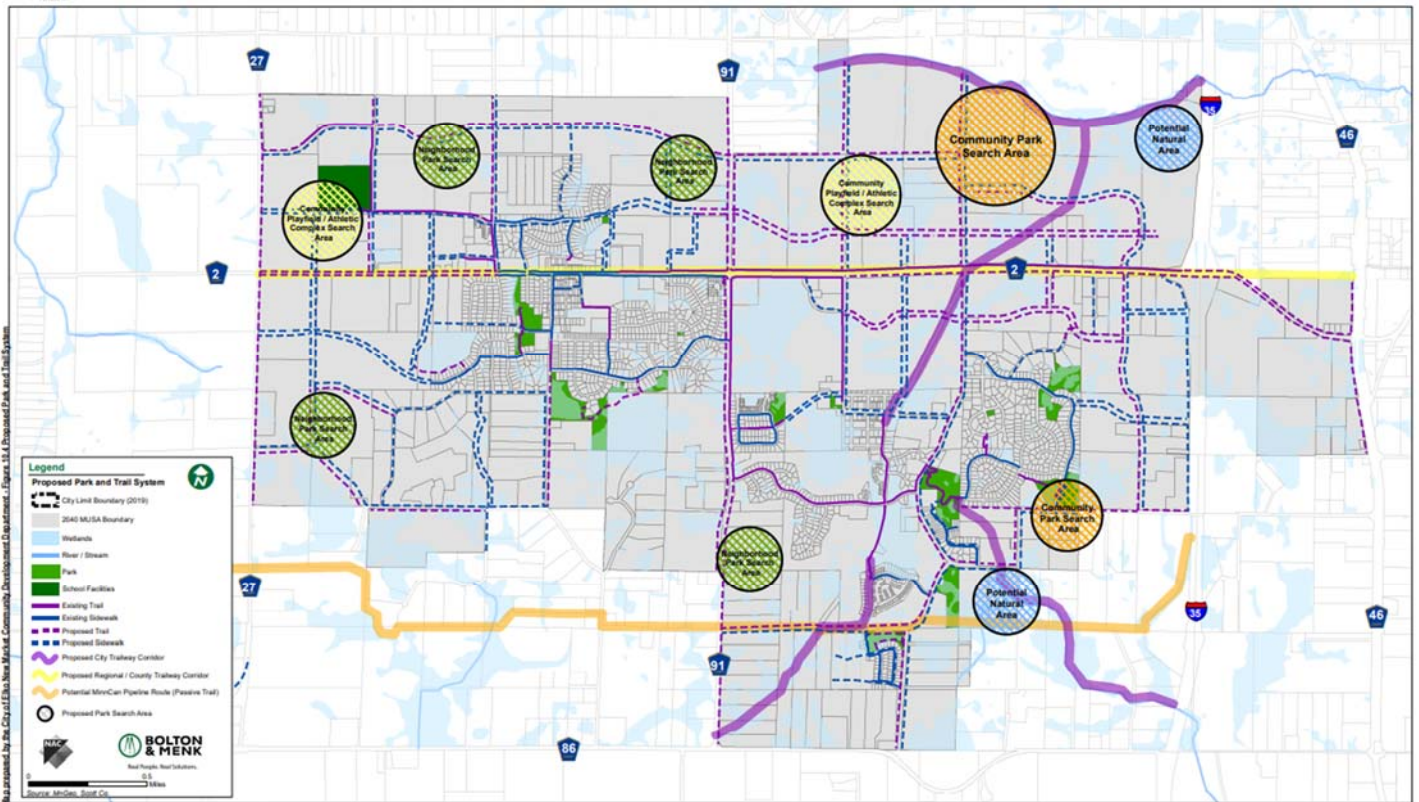
The Parks Commission had expressed a desire to create signs throughout the City that display a map of the City's parks and trails. These signs would provide residents with a waypoint as they navigate the City's park and trail system. In discussions with Staff, it was mentioned that this be a sealed glass case so that maps may be replaced as facilities are added in the future.

There is no identified funding for this project currently. Staff are seeking initial feedback and recommendations on potential signage locations as well as design. When the project is identified for funding, Staff would bring back quotes for final approval before purchase and installation. Staff estimate at current pricing that each sign would cost approximately \$1,350 excluding shipping costs. Staff are recommending strategic placement of signage in the City to help reduce overall costs of the project.

Staff have included an example of the signage design on page 3. Staff have also included a map of the City's 2040 Park and Trail Map Plan which would be included in the sign kiosks. The City's 2040 Park and Trail Map will also be used in helping to determine placement locations for the proposed signage.



Example Signage Design



City of Elko New Market Park and Trail Plan Current

DISCUSSION:

The Parks Commission is being asked to provide a recommendation to Staff on possible locations and design options for the signs. Once funding for the project is identified, Staff would bring back quotes for final approval.

ATTACHMENTS:

None.



STAFF MEMORANDUM

SUBJECT:	Future Park Facility Funding Discussion
MEETING DATE:	June 12, 2024
PREPARED BY:	Thomas Terry, City Administrator
REQUESTED ACTION:	Provide a recommendation to the City Council on non-traditional funding sources.

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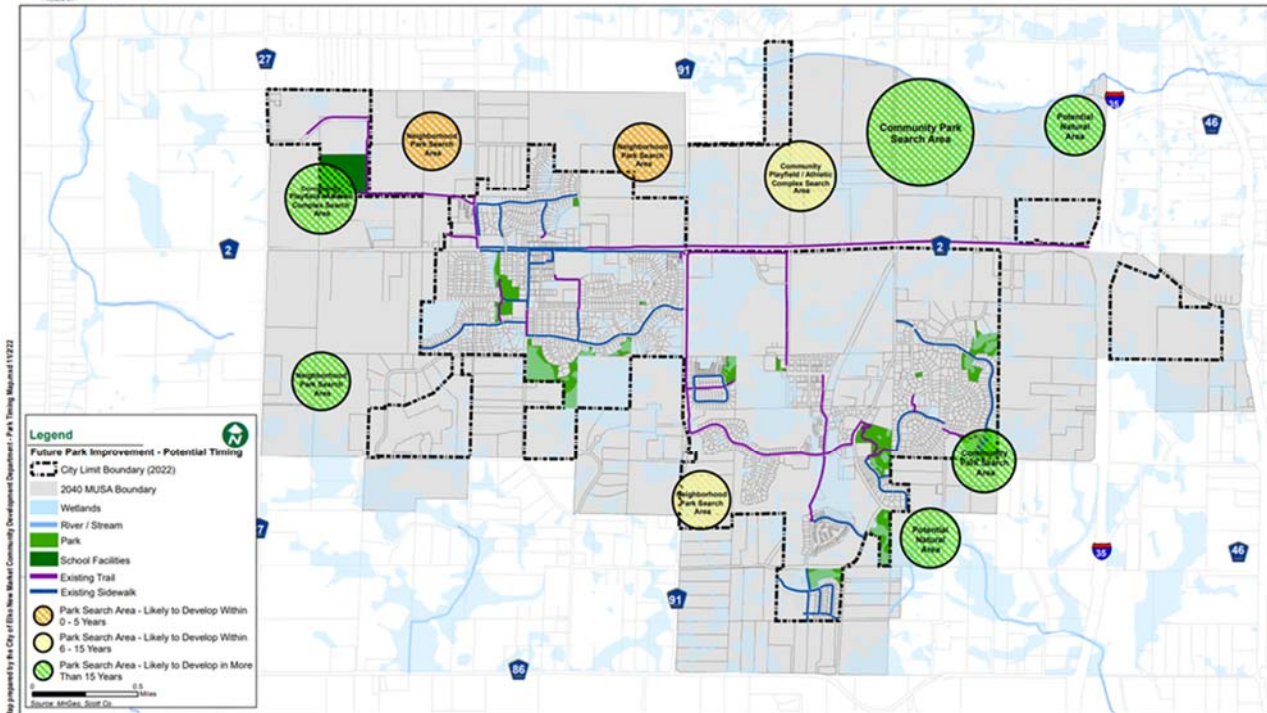
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BACKGROUND:

The current Parks Commission members and Staff were introduced to the topic of funding the future park system at the March 8th, 2023, Parks Commission meeting by City Administrator, Thomas Terry. This was a continuation of previous discussions regarding funding for future park facilities prior to several new members being appointed to the Parks Commission. Terry explained the reason for the discussion is how growth of the park and trail system will be funded in the future and to ultimately providing a recommendation to the City Council on how to achieve funding.

The Commission previously discussed assumptions for future park facilities and traditional funding options. Staff had identified facilities and their likelihood of being developed in the future. These facilities were broken down into three separate groups, shown in the table on Page 3. The first group is near-term facilities which Staff believe are likely to develop within the next five years. Mid-term facilities were defined as being likely to develop anywhere in the next 6-15 years. Long-term facilities were defined as anything that is likely to be developed 16 years or later from now. Staff also used generalized assumptions based on typical facilities to establish cost estimates for each facility, as shown on Page 3.



Potential Timing of Park System Development

Potential Timing	Type of Park	Typical Acreage	Planning Budget Estimate
0-5 years	Neighborhood	3-10	\$125,000*
0-5 years	Neighborhood	3-10	\$125,000*
6-15 years	Neighborhood	3-10	\$125,000*
6-15 years	Community Playfield/Athletic Complex	40+	5 million*

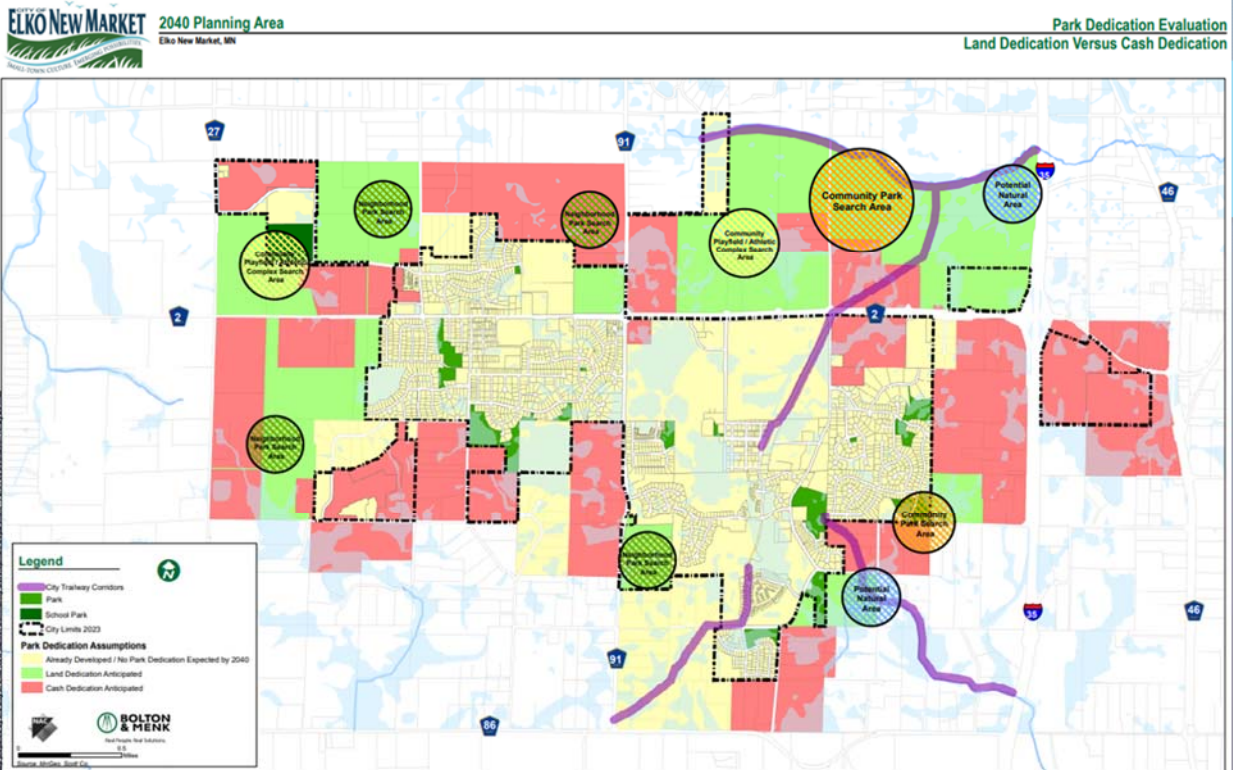
Cost Estimates of Facilities

For a Neighborhood Park, which is typically 3-10 acres, a budget estimate of \$125,000 was provided. Three out of four of the identified near and mid-term facilities are designated as a Neighborhood Park. The other park identified was a Community Playfield/Athletic Complex which requires 40+ acres. The budget estimate for a Community Playfield/Athletic Complex is \$5,000,000. The total estimated cost for all identified near and mid-term facilities was \$5,375,000. All together including the long-term facilities, the full build out of the 2040 Parks System was estimated to cost \$16,125,000. The cost estimates provided assume that no land needs to be purchased in addition to that obtained through park dedication. The estimate does not include site development such as grading and does not take into account inflation. Staff admitted that the figures used were conservative and cost can increase depending on what the facilities may offer.

Three traditional funding sources for parks exist within the City. The first funding source, Gambling Fund, can be used for activities and facilities benefiting youth under the age of 21. This funding is obtained through charitable organizations who participate in charitable gambling such as pull-tabs. City Code required that 5% of all proceeds are submitted to the City pursuant

to State Statute. This is estimated to raise approximately \$5,000 annually. However, revenue from this source is not guaranteed as it relies on these organizations continuing their charitable gambling activities. Gambling Funds are currently allocated in the Capital Outlay Plan for the replacement of existing park playground equipment.

The next source of traditional funding is cash-in-lieu of park dedication. For a new development, the City can decide if the developer donates a portion of land to create a park or a cash payment amount as a one-time fee in lieu of land dedication. At times when it is not advantageous for the City to accept a land donation, the equivalent cash amount goes into a Park Dedication account that can be used for the creation of new parks and trails. The Park Dedication funds must not be used for ongoing operation or maintenance of existing City park and trail facilities. The City of Elko New Market's 2040 Comprehensive Plan outlines that the preference is to acquire park and trail land through land dedication. Currently, the Park Dedication Fund balance is fully allocated to partially fund the Boulder Height's Park. A map displaying which search areas and parcels are likely to generate cash dedication, land dedication, or no dedication if they were already developed is shown below. The parcels most likely to pay cash-in-lieu of land dedication have a value of \$33,724,300 based on the most current assessed value. Applying the City's current park dedication fee of 8% of the land value, the estimated total potential park dedication revenue is \$2,697,944. It is anticipated that there will be a timing discrepancy between when new park land is acquired and when those park dedication dollars are received. Also, due to unpredictability of the park dedication funds, the City should not be earmarking specific projects until the funding has been received. With the addition of the Park Dedication Fund, \$13,427,056 of the 2040 Park System remains unfunded and requires another source of revenue.



Park Dedication Evaluation: Land Dedication Versus Cash Dedication

The final source of traditional funding is tax dollars. Property tax dollars are funds collected for Capital Outlay or to pay for debt issued to fund improvements. The property tax levy used to collect those funds has a direct impact on the taxes paid by property owners, residents, and

businesses. There needs to be sufficient time to build the reserves without undue burden on the taxpayers. This source of funding places the tax burden on the current taxpayer although it may be future taxpayers who are receiving the benefit. Another option is the issuance of debt which can be used to fund the replacement or construction of park facilities. This method places the tax burden on the future taxpayers who may not necessarily receive the benefit depending on the duration of the facilities.

Approximately a \$22,200 increase in the annual levy equates to a 1% tax impact for the typical home. Each 1% of tax impact equates to approximately \$13-14. For example, a 5% tax impact would equate to \$65-70 in additional annual City property taxes for the typical home. This form of funding is more useful for lower cost near-term projects as opposed to more expensive long-term projects due to the tax impact generated.

The process of issuing debt via referendums is known as voter approved bonds. A bond referendum is a voting process that gives voters the power to decide if a municipality should be authorized to raise funds through the sale of general obligatory bonds. A simple majority of voters is needed to pass the referendum. This funding mechanism is typically utilized for major improvements such as a community center, athletic complex or to acquire high amenity park and recreation areas. The following are steps to implement a referendum:

- Identify a project or list of projects
- Develop cost estimates
- A ballot question(s) is prepared
- Public engagement
- City Council approves the referendum
- A Special or General Election is held

Some referendum pros are that they provide a level of political support from the public. It gives insight into what citizen's desires are, which can lead to policies or procedures which reflect the majority's will. Desired future park facilities are fully funded. Some cons of this type of funding include the following:

- Cost of resources and risk (financial cost, time, packaging)
- Cost of issuance and sufficiency of scale in a referendum
- Failed attempts result in a cooling off period
- Potential political fallout from a failed attempt
- Need to address incorrect assumptions and misinformation
- It has the potential to create division within communities

DISCUSSION:

The City Administrator will provide the Parks Commission with a presentation on non-traditional funding sources to supplement traditional funding sources. These include a utility "round up"

program, a local sales tax, grants, donations, a parks endowment fund, a community foundation, special assessments and crowdfunding.

The Commission will be asked to provide a recommendation to the City Council on the use of any of these non-traditional funding sources to fund of future park facilities.

Commissioners and City Staff should be aware that some funding sources may be utilized over others depending on the situation. The purpose of this discussion is to get the Park's Commission working towards making a recommendation to the City Council regarding funding for future park facilities. This includes wholly new facilities added to existing parks.

ATTACHMENTS:

None.



STAFF MEMORANDUM

SUBJECT:	Capital Outlay Discussion
MEETING DATE:	June 12, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Feedback and Provide Recommendation

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- 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.
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PRIORITY GOALS:

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- 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 Elko New Market Parks Department utilizes three main funding sources for capital expenditures. These include Park Dedication, Charitable Gambling, and Capital Outlay. However, there are additional sources of funding such as special assessments, referendum/voter approved bonds, grants, and private donations. For this memo, we will be discussing the main three funding sources.

When a new development occurs within the City of Elko New Market, the City can decide if the developer dedicates a portion of their land for the park system, or the City can accept an equivalent donation amount. According to the Elko New Market 2040 Comprehensive Plan, the preference is to acquire park and trail land through land dedication, purchase, or donation (Park and Trail Goal #2). When it is not advantageous to accept the land dedication, Park Dedication funds are acquired by this onetime fee charged to new developments. These funds are dedicated to building or upgrading parks and are to only be used for this purpose.

Charitable Gambling was developed as an additional means for nonprofit organizations to raise money to help their community. The Charitable Gambling Funds the City receives must be spent for defined charitable purposes. The City may donate funds for activities and facilities benefiting youth under age 21. For example, the City may choose to fund playground equipment serving ages 5-12. The City may also utilize the funds for other qualifying uses including, but not limited to provide nutritional programs/food shelves, fund community public art programs that are free

and open to the public, funding water quality monitoring programs, wildlife management projects, grooming or maintaining snowmobile/ATV or other public trails, or providing DNR safety and education educational programs.

Capital Outlay funds are funded by property taxes. They are used to maintain, upgrade, or acquire capital assets. These assets are physical property of a significant cost and durable nature. For example, Wagner Park Shelter, playground equipment or lawn mowing equipment for the picnic shelter would be considered a Capital Outlay item because they become assets for the City. This is different than the expense of repair, maintenance, and operating expenses. For example, changing the oil on the lawn mower or replacement of safety material around playgrounds would be considered an operating expenditure.

In past practice, the City’s Capital Outlay plan has been based on what resources are or will be available in the short term (less than 5 years). The result has been a short-term cash in/cash out system. Long-term expenses are not anticipated in this type of reactionary system. The lack of long-term financial planning does not adequately consider the full lifecycle cost of the current system or long-term planning with growth in mind. The sustainability of the system is questionable because the needs and resources are not fully defined. When an asset is added, the long-term costs to the system have not been evaluated.

DISCUSSION:

The Parks Commission is being asked to review the current Capital Outlay plan to ensure consistency with the Parks Commission’s priorities. Currently, the City’s Capital Outlay plan is fully funded until year 2052 for all existing equipment with the last expenditure shown being made in year 2047. The intent of a comprehensive analysis of Capital Outlay funding for the park system is to plan for existing long-term needs of facilities along with supporting the discussion of new assets in the future. By examining the Capital Outlay Budget, the City can better facilitate a budgeting discussion that balances the needs against its resources.

The Parks and Recreation Capital Outlay Budget Model inventories what the City currently has for assets. This inventory includes the expected lifespan and replacement cost for each item. By examining the model, the City can identify upcoming needs and funding it takes to maintain the current system. The current funding amount for Parks and Recreation Capital Outlay is \$60,000 in 2024. At the City Council meeting on September 28, 2023, the Council adopted the 2024 Preliminary Budget, which saw an increase to Capital Outlay funding by ten thousand in 2024 and five thousand per year in 2025-2027. After 2027 the funding amount will remain at seventy-five thousand.

<u>Year</u>	<u>Levy Amount</u>
2024	60,000
2025	65,000
2026	70,000
2027	75,000
2028	75,000

Charitable Gambling Funds are also included in Parks Capital Outlay budget model. Please note that there are several assumptions that are being made in these projections. This model assumes that the City chooses to make full use of charitable gambling dollars towards the Capital

Outlay for Parks and not towards other purposes. Second, charitable gambling funds are not guaranteed. There may be changes to the amount received due to economic reasons, changes may be implemented at the state level, or local organizations may choose to discontinue their charitable gambling program.

It is also important to understand that this financial model does not include any future assets that may be added with growth of the City of Elko New Market. When Capital Outlay items are introduced to the system, the long-term costs (maintenance, repair, or replacement) need to be considered along with the original investment cost of the item.

Utilizing the Capital Outlay Budget financial model allows for a financial analysis that considers future expenses, anticipated revenues, and projected reserves. Use of Charitable Gambling funds on eligible expenses and Park Dedication funds will be used to fund the new Boulder Heights Park that is scheduled to be completed this year. The result is that the Capital Outlay fund is projected to have sufficient funds.

Year End Fund Balance

Year	Levy Amount	Capital Outlay	Fund 230 - Parks	Fund 240 - Gambling
2024	60,000	50,683	29,597	42,345
2025	65,000	112,483	29,597	47,345
2026	70,000	182,483	29,597	52,345
2027	75,000	257,483	29,597	57,345
2028	75,000	101,433	29,597	19,145
2029	75,000	132,737	29,597	24,145
2030	75,000	169,587	29,597	29,145
2031	75,000	114,787	29,597	34,145
2032	75,000	179,187	29,597	39,145
2033	75,000	212,867	29,597	44,145
2034	75,000	105,415	29,597	49,145
2035	75,000	177,415	29,597	54,145
2036	75,000	204,215	29,597	59,145
2037	75,000	14,715	29,597	39,145
2038	75,000	85,715	29,597	44,145
2039	75,000	130,615	29,597	49,145
2040	75,000	52,015	29,597	54,145
2041	75,000	127,015	29,597	59,145
2042	75,000	198,515	29,597	64,145
2043	75,000	273,515	29,597	69,145
2044	75,000	328,515	29,597	74,145
2045	75,000	392,365	29,597	79,145
2046	75,000	459,365	29,597	84,145
2047	75,000	534,365	29,597	85,512
2048	75,000	609,365	29,597	90,512
2049	75,000	684,365	29,597	95,512
2050	75,000	759,365	29,597	100,512

Additional Park Dedication funds are anticipated in 2024 following the plat of the I-35 Industrial Park. These funds could be earmarked for projects that have been discussed by the Commission in the past, such as:

- Pete's Hill Sign
- Park and Trail Map Signs
- Pickleball Court(s)
- Wagner Park Trail Connection to CSAH 2

Staff do not recommend earmarking funds for specific projects until the funds are officially received by the City. Staff anticipate bringing back the list of potential projects once the Park Dedication Funds have been received for further discussion by the Commission.



Parks Commission Update

May 31, 2024

Parks & Trails

1. Future Park Facility Funding

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.

City Administrator, Thomas Terry, is expected to present non-traditional funding sources for Commission consideration at the June 12 Parks Commission meeting. In June, Staff plan to revisit the Parks Capital Outlay priorities to provide any recommendations to the City Council prior to their budgeting season.

2. Park and Trail Map Signs

Staff will be discussing the possibility of installing park and trail map signs around the City. This project has not yet been identified for funding. Staff are seeking feedback on potential design options and locations like the Pete's Hill Sign discussion. Implementation of the signs is dependent on funding in the future.

3. Tree and Bench Donation Program

The Tree and Bench Donation Program received final approval from the City Council at the May 23 City Council meeting. Staff have publicized the program on social media and the City's website. A future newsletter article is also expected later this year.

4. Public Works Update

- 5 dog waste stations have been installed at the following locations:
 - Whispering Creek Park
 - Boulder Heights (corner of Oxford and 275th)
 - Rowena Ponds
 - Pete's Hill Open Space (path at the south side entrance)
 - Little Windrose Park
- Equipment has been installed at Woodcrest and Boulder Heights Parks. Drain tile has also been installed at Boulder Heights Park to help with drainage. Wood fiber safety material will be installed at both parks following the completion of concrete curbing at Boulder Heights Park
- 5 dead trees were removed at Woodcrest Park
- Fertilizer and herbicide have been applied at all parks
- The ball fields have been getting drug daily when weather permits

Recreation

5. Field and Facility Reservation System

A request to allow ball games on the weekends in 2025 has been received by Staff from the New Market Baseball Association. Ball games have been restricted in the past due to conflicts arising from limited parking at Wagner Park and the additional parking from Wagner Park Shelter rentals on the weekends. Staff will discuss the request with the Parks Commission at the June 12 meeting.

6. Pickleball Net Request

A request to have the City install permanent pickleball nets or provide nets for rent for the Pickleball Courts at Rowena Ponds Park. The recommendation was made to forego purchasing of nets and other supplies in initial discussions with the Parks Commission and City Council. Staff wish to gain feedback from the Parks Commission regarding the request at the June 12 meeting.

Community

7. Family Fun Nights Summer 2024

Staff have published the Family Fun Night schedule for 2024. The first event is scheduled for June 20th and will feature Hungry Hippo and an obstacle course. All events will be located at Wagner Park and start at 6PM.

8. Adopt-A-Park Update

The newly created Adopt-A-Park Program will hold the second of three cleanups for 2024 on the weekend of June 22. Staff selected this date due to the following weekend being Fire Rescue Days. Less than half of City parks are still able to be adopted and include:

- Boulder Heights Park
- Little Windrose Park
- Rowena Pond Park
- Whispering Creek Park
- Whispering Hills Park

9. Spring Clean Up Day

The City will be hosting a Spring Clean Up day for City and Township residents to dispose of common household waste. This event will be held Saturday, June 8th from 8:00-11:00 AM at City Hall.

Upcoming Meeting

The next Parks Commission Meeting will be:

Date: Wednesday, June 12, 2024

Time: 6:00 PM

Location: City Hall, Council Chambers



STAFF MEMORANDUM

SUBJECT:	March Parks Financial Report
MEETING DATE:	June 12, 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.

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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.

DISCUSSION:

General Fund

General Fund Park Revenues at the end of May were \$3,500.00. General Fund Expenditures at the end of May were \$80,104.74, or 31% of the budget. The current fund balance is \$176,084.26.

City of Elko New Market
Statement of Revenue and Expenditures
General Fund 101- Parks and Grounds Maintenance
Budget and Actual
YTD Through May 31, 2024

	<u>2024 Annual Budget</u>	<u>2024 YTD Actual Amount Through 5/31/24</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 5/31/24</u>
Revenues				
Park Rental-Fields-Non Building	-	-	-	0%
Park Shelter Rental Fee	3,500.00	-	3,500.00	0%
Miscellaneous Revenues	-	-	-	0%
Contributions and Donations	-	-	-	0%
Recreation Program Revenues	-	-	-	0%
Grant Income	-	-	-	0%
	3,500.00	-	3,500.00	0%

	<u>2024 Annual Budget</u>	<u>2024 YTD Actual Amount Through 5/31/24</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 5/31/24</u>
Expenditures				
Full-Time Employees Regular	143,401.00	43,108.43	100,292.57	30%
Full-Time Employees Overtime	4,302.00	1,775.74	2,526.26	41%
Part-Time Employees	7,791.00	569.29	7,221.71	7%
On Call	8,752.00	3,264.17	5,487.83	37%
Call Back	390.00	201.18	188.82	52%
PERA	11,662.00	4,490.61	7,171.39	39%
FICA & Medicare	11,895.00	4,128.47	7,766.53	35%
Employer Paid Insurance	33,746.00	15,833.99	17,912.01	47%
Chemicals and Chem Products	4,800.00	1,356.88	3,443.12	28%
Travel Expenses	300.00	-	300.00	0%
Training & Conferences	500.00	-	500.00	0%
Portable Bathrooms	6,900.00	2,910.00	3,990.00	42%
Electric Utilities	900.00	250.71	649.29	28%
Refuse/Garbage Disposal	1,900.00	311.04	1,588.96	16%
Repairs/Maint.	10,000.00	1,160.23	8,839.77	12%
Cleaning / Janitorial	1,250.00	-	1,250.00	0%
Miscellaneous	500.00	-	500.00	0%
Dues and Subscriptions	700.00	310.00	390.00	44%
Recreational Program Expense	6,500.00	434.00	6,066.00	7%
	256,189.00	80,104.74	176,084.26	31%

Park Dedication Fund

Park Dedication Revenues at the end of May were \$0.00. Park Dedication Expenditures at the end of May were \$71,209.76, or 0% of the budget. The current fund balance is \$86,429.03.

City of Elko New Market
Statement of Revenue and Expenditures
Park Dedication- Fund 230
Budget and Actual
YTD Through May 31, 2024

	<u>2024 Annual Budget</u>	<u>2024 YTD Actual Amount Through 5/31/24</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 5/31/24</u>
Revenues				
Park Dedication Fee	-	-	-	100%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	0%
	<u>2024 Annual Budget</u>	<u>2024 YTD Actual Amount Through 5/31/24</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 5/31/24</u>
Expenditures				
Improvements Other	-	71,209.76	-	0%
	<hr/>	<hr/>	<hr/>	<hr/>
	-	71,209.76	-	0%
 Current Fund Balance	 \$86,429.03			

Charitable Gambling Fund

Charitable Gambling Revenues at the end of May were \$0.00. Expenditures at the end of May were \$0.00, or 0% of the budget. The current fund balance is \$38,545.56.

City of Elko New Market
 Statement of Revenue and Expenditures
Charitable Gambling- Fund 240
 Budget and Actual
 YTD Through May 31, 2024

	<u>2024 Annual Budget</u>	<u>2024 YTD Actual Amount Through 5/31/24</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 5/31/24</u>
Revenues				
Gambling Income 5% LG510	-	-	-	100%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	100%
	<u>2024 Annual Budget</u>	<u>2024 YTD Actual Amount Through 5/31/24</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 5/31/24</u>
Expenditures				
Transfer In	-	-	-	0%
Gambling Income Expense	-	-	-	0%
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	0%
 Current Fund Balance	 \$38,545.56			

Capital Outlay

Capital Outlay Revenues at the end of May were \$0.00. Capital Outlay Expenditures at the end of May were \$0.00, or 0% of the budget. The current fund balance is \$78,982.93.

City of Elko New Market
Statement of Revenue and Expenditures
Capital Outlay- Fund 501
Budget and Actual
YTD Through May 31, 2024

	<u>2024 Annual Budget</u>	<u>2024 YTD Actual Amount Through 5/31/24</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 5/31/24</u>
Revenues				
Miscellaneous Revenues	-	-	-	0%
	-	-	-	0%
Expenditures				
Capital Outlay Expenditures	-	-	-	0%
	-	-	-	0%
Current Fund Balance	\$78,982.93			