

**ELKO NEW MARKET PARKS COMMISSION  
REGULAR MEETING AGENDA  
TUESDAY, NOVEMBER 13, 2018 @ 4:00 PM  
Elko New Market City Hall**

- 1. Call to Order/Roll Call**
- 2. Approve Agenda**
- 3. Citizen Comments**
- 4. Approval of Minutes of October 9, 2018 Parks Commission Meetings (Attached)**
- 5. Petitions, Requests, and Communications:**
  - a. NRPA Article: Park Metrics Program (Attached)**
- 6. Updates:**
  - a. Review Parks Commission Update for October 31, 2018 (Attached)**
  - b. CCEC Update (Chair Sutton)**
- 7. Old/New Business**
  - a. Public Information Session for Proposed Disc Golf course at Windrose Park (Starts @ 4 PM)**
  - b. Consider Approval of Recommendation for Christmas Pines Park Dedication Fee (Attached)**
  - c. Rowena Pond RePurposing Project Surveying Results (To Be Passed Out at Meeting)**
  - d. Consider Approval of Purchase of Pet Waste Stations (To Be Passed Out at Meeting)**
  - e. Consider Approval of Bills – None**
- 8. Other Business**
- 9. Set Next Meeting**
  - a. Regular Parks Commission Meeting on Tuesday, December 11, 2018 @ 4 PM @ ENM City Hall**
- 10. Park Commissioner Comments**
- 11. Adjournment**



**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, OCTOBER 9, 2018  
REGULAR MEETING MINUTES**

**PRESENT:**

Present at Roll Call were Commissioner Zahratka; Commissioner Miller; and Chair Mike Sutton. Also present were Assistant City Administrator Mark Nagel (By Conference Call); City Clerk Sandra Green; Jon Schwichtenberg; and Mayor Bob Crawford.

**CALL TO ORDER:**

The meeting was called to order at 4:08 PM in Conference Room B at Elko New Market City Hall, 601 Main Street.

**APPROVE AGENDA:**

There were no additions to the October Parks Commission Meeting Agenda. On motion by Chair Sutton, seconded by Commissioner Miller, the October Meeting Agenda was approved.

**CITIZEN COMMENTS:**

There were no citizens present at the October Parks Commission Meeting to make comments to the Parks Commission.

**APPROVAL OF MINUTES OF SEPTEMBER 11, 2018 PARKS COMMISSION MEETING:**

Upon motion by Chair Sutton; seconded Commissioner Miller, the Parks Commission Unanimously approved the September 11, 2018 Parks Commission Meeting Minutes as printed.

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

Mr. Nagel reviewed 2 articles - one from the National Recreation and Park Association, "Can Parks Make Kids Better at Math" and one from Architect Magazine, "The Playground: Dangerous or a Breeding Ground for future Architects". He said that he provides articles, like this one, to help provide perspective to Commissioners on their work at the local level to enhance parks and recreation in Elko New Market.

## **UPDATES:**

Mr. Nagel reviewed the September 30, 2018 ENM Parks Commission Update, which contained 19 items, with the Commissioners. Mr. Nagel said that he is working on funding sources for the needed archery equipment, the gate/fence for the Elko Express is now complete, and the new plaque for the for the bench on Pete's Hill was done and would be installed shortly.

Chair Sutton reported that the focus of the CCEC will be on planning for the Halloween festivities on Saturday morning, October 27<sup>th</sup>.

## **OLD/NEW BUSINESS:**

Mr. Nagel said that the new layout of the proposed Disc Golf Course minimizes effects to the wetlands area, so can now be constructed. As per Parks Commission direction at the September meeting, Mr. Nagel will inform the surrounding neighborhood of the proposed disc golf course for additional input using social media and an Open House that he is proposing be held on Tuesday, November 15<sup>th</sup> beginning at 5 PM after the regularly scheduled November Parks Commission meeting. Upon motion by commissioner Sutton, seconded by Chair Sutton, the Parks Commission unanimously set Tuesday, November 13, 2018 at 4 PM for the Open House on the Disc Golf Course.

Mr. Nagel reported that the SkatePark Rules and Regulations revisions were made and 2 signs were purchased for installation at the SkatePark. He said that the signs would be posted when the SkatePark opens in Spring, 2019, since current season was almost over. No further action was taken on this item.

Mr. Nagel said that at the June Meeting that the Parks Commission was willing to consider accepting a piece of property of about 7.5 acres off of Dakota Avenue at the City's northern boundary instead of the approximately \$40,000 in Park Dedication fees for the Christmas Pines subdivision to be developed at the corner of CSAH 2 and CSAH 2, if made and subject to acceptable terms and conditions. He reported that an appraisal of the property had been completed and the parcel was appraised at \$135,000. Discussion now centered on a combination of the \$40,000 waiver of the Park Dedication fee and Donation to the City of the property for the remaining \$95,000 for the \$135,000 appraised value. He said that there was no final agreement in writing at the time of the Parks Commission meeting this month, but was hopeful that it might be ready for consideration by the November meeting.

Mr. Nagel updated commissioners on purchasing the new Sears Kenmore electric stove/oven for the Wagner Park Shelter that included the following criteria: white color, coil cooktop, at least a 5 cubic foot, self-cleaning oven at a cost not exceed \$700 donation from the N.E.W. Lions Club. He said that he had not yet ordered the oven/stove in hopes the price would drop from the current \$429.90. He said that he would purchase it before the November Parks Commission meeting to insure that it was installed before the Winter. No further action was taken by the Commission.

Mr. Nagel presented an estimate from Bolton-Menk, Inc of \$5,000 to survey the area for the relocation Rowena Pond Park T-Ball field. He said it was necessary to do the survey to insure that the grading plan was correct and properly handled drainage from the surrounding properties. Upon motion by Chair Sutton, seconded by Commissioner Miller, the Parks Commission unanimously approved a motion to survey the area for relocating the T-Ball field by Bolton-Menk, Inc for an amount not to exceed \$5,000.

Mr. Nagel said that a resident had requested that the Parks Commission consider placing a new water fountain at Wagner Park. He called Commissioners' attention to the Memorandum that he prepared outlining 4 options and costs for their consideration. He said that the cost would vary by the type of fountain and installation costs, but if a free standing one was placed near the playground equipment, then costs could be in the \$3,300 range – plus \$400 for installation. After much discussion, consensus of the Parks Commissioners was for Staff to bring back further information at a future meeting for further discussion. No further action was taken on this Agenda Item.

Mr. Nagel presented the Bill List to the Commissioners – A bill from Schlomka's Portable Restrooms for services for October for a total of \$710.00. Upon Motion by Commissioner Zahratka; seconded by Commissioner Miller, the Parks Commission unanimously approved the Bill List as presented.

### **OTHER BUSINESS:**

There were no additional business items to come before the Parks Commission at the October 9th meeting.

### **NEXT MEETING:**

On motion by Commissioner Miller; seconded by Commissioner Zahratka, the next meeting of the ENM Parks Commission was set for Tuesday, November 13, 2018 at 4 PM in Conference Room B of Elko New Market City Hall. The Open House on the proposed disc Golf Course will take place beginning at 5 PM in Conference Room B, as well.

### **PARK COMMISSIONER COMMENTS:**

There were no additional comments from Commissioners at the October 9<sup>th</sup> Parks Commission meeting.

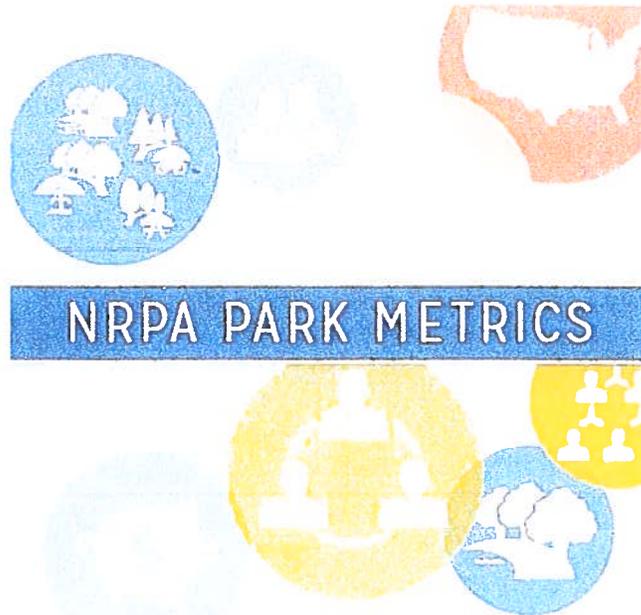
### **ADJOURNMENT:**

There being no further business to come before the Parks Commission, upon motion by Commissioner Zahratka, seconded by Chair Sutton, the meeting was adjourned by voice vote at 5:03 PM.

**Respectfully Submitted,  
Mark Nagel, Assistant City Administrator**

# NRPA Park Metrics | National Recreation and Park Association

[nrpa.org/publications-research/ParkMetrics/](http://nrpa.org/publications-research/ParkMetrics/)



## NRPA PARK METRICS

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**NRPA Park Metrics** are the most comprehensive source of data standards and insights for park and recreation agencies. Launched in 2009 these agency performance resources assist park and recreation professionals in the effective management and planning of their operating resources and capital facilities. This suite of tools allows park and recreation agencies to build customized reports that allow for comparisons with peer agencies. Park and recreation professionals can use this benchmark data to gain more funding support, improve operations and better serve their communities.

### Agency Performance Survey

Enter your agency's data into NRPA's newly streamlined Agency Performance Survey to gain access to dashboards and custom reports that compare your agency to that of its peers. By entering your data, you ensure that your agency will be a part of the annual *NRPA Agency Performance Review*.

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### NRPA Agency Performance Review

The *2018 NRPA Agency Performance Review* presents the data and key insights from 1,069 park and recreation agencies collected by the Agency Performance Survey. This annual report provides critical park and recreation metrics on budgets, staffing, facilities and more.

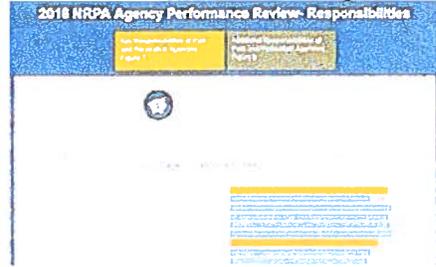
[NRPA Agency Performance Review](#)



### Interactive Tools

Dig deeper into the agency performance data with interactive figures presenting detailed crosstabs of the data for every table and chart presented in the *2018 NRPA Agency Performance Review*.

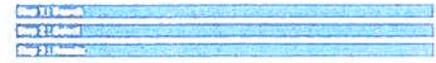
Explore The Data



## Agency Performance Report

Create a custom report that will feature median values on budgets, staffing and facilities and highlight the responsibilities and activities of agencies that you identify as your peers.

Custom Agency Performance Report



## Contact Us

Send your **general NRPA Park Metrics** inquiries to:

Melissa May, Senior Research Manager

Send your **GIS** inquiries to:

Daniel Espada, Research Analyst

## ENM Parks Commission Update

### October 31, 2018

1. The City Council approved a budget of \$171,234.00 for the Parks Department for 2018. Through August 31, 2018, expenditures total \$92,056.20, or about 53.76%, of the total budgeted. We are well under the 67 % guideline for the first 8 months of 2018, but have not had further updates on the budget due to the recent resignation of our Accountant.
2. The Rowena Pond Park RePurposing Master Plan is now underway! The Public Works Department has completed the first phase by relocating the playground equipment. Now that the playground equipment has been moved, the next step will be to move the baseball field tentatively this Fall. I will meeting with the neighbors adjacent to the park before that part of the project is started to go over resolution of their current drainage issues once the City Engineer has determined options. A further update will be on the Agenda for the October meeting.
3. The Wagner Park Shelter will close on Monday, October 29th for the winter. The SkatePark will remain open during regular park hours until cold weather sets in for good.
4. As we discussed at the September Parks Commission Meeting, we need about \$2,000 to buy new archery equipment for next season. I am currently looking into grants for the equipment from the National Wild Turkey Federation and the Minnesota Deer Hunters Association. If the search for grants doesn't work out, then we'll purchase the equipment before the end of the year depending on how much remains in our budget.
5. The Elko Baseball Team request for a fence that would surround Old Elko City Hall Park. The City Council approved the concept of movable gates that will only be closed during ballgames and approved an Encroachment Agreement, which legally addresses the design, installation and maintenance of the fence, at the April 12<sup>th</sup> City Council Meeting. The Team has now provided the City Attorney with the proper deed indicating their ownership, the Agreement has been signed by both parties and the reimbursement for the City Attorney's expenses has been received. The contractor came in, paid for the permit, and the fence is complete.
6. The City Council approved a Resolution to accept the donation of \$700 by the N.E.W. Lions Club for the purchase of an electric stove/oven for the Wagner Park Shelter on July 26<sup>th</sup>. I personally thanked the Lion's Club for

their donation when they stopped by with the check a couple of weeks ago and we'll thank them again once it's purchased and installed. The Parks Commission approved the purchase at their September meeting. I will have a further update on it at the October meeting.

7. The City's new contact for 3 Rivers Park System programming will be Tyler Thompson, who will be starting on July 30<sup>th</sup>. He will be doing programs such as geocaching for s'mores, winter survival skills, and archery...and, maybe some others for us! I hope to meet with him in mid-October to talk about the Winter programming.
8. Unfortunately, August was a bad month for vandalism in City parks. After approval for the Wagner Park Shelter repairs at the September 11<sup>th</sup> Parks Commission meeting, I signed the contract and emailed it in. I'm currently waiting for a date from Morton Buildings for the repairs.
9. Also, the plaque on the bench at Pete's Hill was damaged, so I had Lakeville Trophy make a new one to put on, as well as a replacement. I received them on Friday, September 28<sup>th</sup> and Public Works will likely have the plaque replaced by the October Parks Commission Meeting.
10. I met with Michelle Moschkau after the April meeting to discuss her request for a bench along the CSAH 91 bike/hike trail for resting and watching the annual migration of trumpeter swans, and other birds, that stop on the pond. The best viewing is not on city-owned property, so I contacted the property owner, who is still considering it. Hartman Sadusky for his Eagle Scout Project built a couple of extra benches to use there assuming approval can be obtained...maybe we can have them out there next Spring when the swans return!
11. Summer Family Fun Nights at the Wagner Park Shelter went great! Despite rainy weather for 3 of the 5 events, attendance was good! Here are the totals for each event: Mad Science – 115; Movie, Police Demo and Inflatable Waterslides – 85; The Big Fun Show – 75; Pony Parties Express – 65; and Como Zoo – 60 for a total of an estimated 400 people! "The Rad Zoo", which was cancelled due to the thunderstorms on Thursday, July 12<sup>th</sup>, was rescheduled to the 2018 Community Picnic on Saturday, August 18, which drew 200 residents. Sponsoring "Dazzling Dave" for "Night to Unite" on Tuesday, August 7<sup>th</sup> was our "finale" this Summer, as it has been for past 4 Summers. This month, we'll start to get ready for our "Fabulous February" events! Again, a special thanks to Jessica Davidson and New Prague Community Ed for their support in managing these events!

12. Disc Golf Course at Windrose Park. As you recall from the September Meeting, the cost would be about \$8,400, plus some time from the Public Works Department in constructing it. It is OK to construct the course in the wetlands area, but adjustments have been made in the design to minimize any effect that the course might have on them. Once I have a date for the Open House at the October meeting, I will do a Facebook posting on it and set up the Open House to talk about it with interested residents.
13. As you can see from the grading going on, there has been further action by the developer of the Christmas Pines subdivision on an offer for the Parks Commission to accept approximately 7.5 acres of land off of Dakota Avenue at the City's northern boundary, instead of paying Park Dedication fees for the proposed subdivision. I will update you on the latest conversations at the October meeting.
14. A reminder that the next Parks Commission Meeting will be on Tuesday, October 9th, 2018 at 4:00 PM at ENM City Hall. See you there!



Directions



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# STAFF MEMORANDUM

<b>SUBJECT:</b>	Recommendation on Christmas Pines Park Dedication Fee
<b>MEETING DATE:</b>	November 13, 2018
<b>PREPARED BY:</b>	Mark Nagel, Assistant City Administrator
<b>REQUESTED ACTION:</b>	Recommend Waiver of Park Dedication Fee for Christmas Pines in Exchange for Donating Property to City

**COMMUNITY VISION:**

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
- Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community
- A comprehensive park and trails system that will have sufficient facilities, play fields and open space to meet the needs of residents
- An effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate
- Provide community oriented local government and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on tax payers

**5 YEAR GOALS:**

- Diverse tax base, employment opportunities, additional businesses and services, promote high quality broad spectrum of residential development
- Advance "shovel ready" status of areas guided for commercial and industrial development
- Acquisition of land for public purposes, position City to take advantage of land acquisition opportunities
- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

**COMMUNITY ORIENTED LOCAL GOVERNMENT:**

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

**BACKGROUND/DISCUSSION:**

With the start of the Christmas Pines development at the intersection of CSAH 2/CSAH 91, the terms of the required Park Dedication Fee have been agreed to by the City and the Developer. In exchange for not paying the Park Dedication Fee of \$40,000 (20 lots X \$2,000) and a Resolution approved by the City Council accepting a donation of land from the Developer for \$96,500, the Developer will convey by Warranty Deed, free and clear of any encumbrances, the property legally described as Outlot A, Steeple View, Scott County MN (see attached property description).

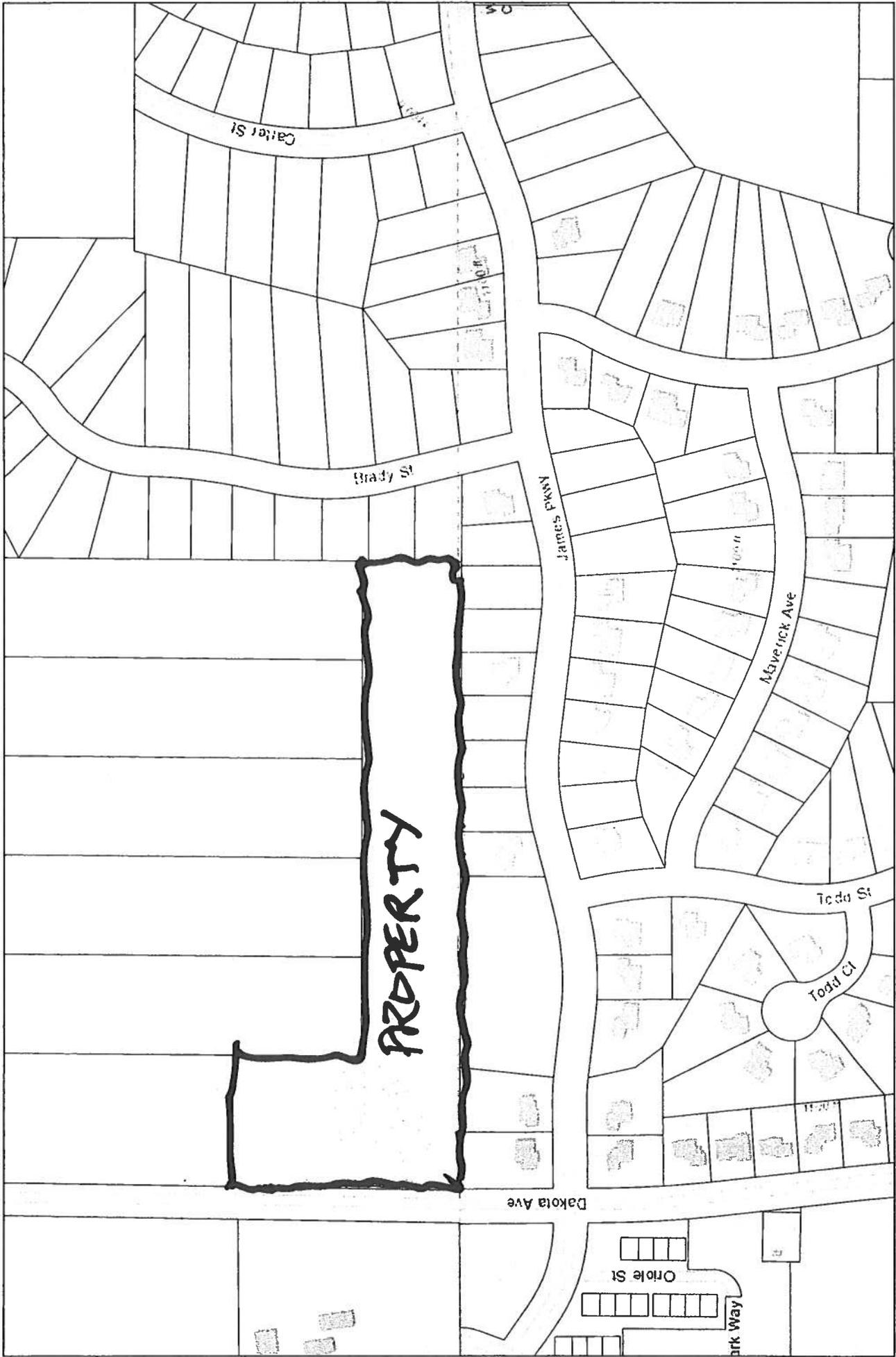
**ACTION:**

Recommend Parks Commission recommend to the City Council that the Park Dedication Fee of \$40,000 be waived for the Christmas Pines development in exchange for Outlot A, Steeple View, Scott County MN being conveyed to the City by the Developer.

**ATTACHMENTS:**

Property Information for Outlot A, Steeple View, Scott County MN

# Scott County



1 in = 376 ft



Date: 6/12/2018

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a computer-generated, illustrative drawing and does not constitute a survey. It is to be used for reference purposes only. Scott County is not responsible for any inaccuracies herein contained. If discrepancies are found, please contact the Scott County Surveyors Office.

179958

# Scott County



1 in = 376 ft



**Scott**  
Date: 6/12/2018

This drawing is neither a legally recorded map nor a survey and is not intended to be used as one. This drawing is a compilation of records, information, and data located in various county, county, and state offices, and other sources affecting the area shown, and is to be used for reference purposes only. Scott County is not responsible for any inaccuracies herein contained. If discrepancies are found, please contact the Scott County Surveyor's Office.



## **Rowena Park Topo Survey**

**Rich Revering [Richard.Revering@bolton-menk.com]**

**Sent:** Thursday, September 20, 2018 2:17 PM

**To:** Mark Nagel

**Cc:** Jonathan Nelsen [Jonathan.Nelsen@bolton-menk.com]; Tom Terry; Eric Wilfahrt [Eric.Wilfahrt@bolton-menk.com]

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Mark,

We've whittled the topo survey estimate down to \$5,300 based on the improvement area shown in Jon's drawings. We would do this work on an hourly basis not to exceed \$5K.

We'll be locating property corners proximate to the park improvements and accurately depicting property lines, but not surveying the entire boundary. We'll topo from the easterly property line to the edge of water of the pond on the west side and from the southerly curb line of Park Street to the fences of the homes on the south side or thereabouts. It should be adequate for a grading plan for the area of the planned improvements and give me info needed for run-on and possible discharge locations for any tile or storm sewers. We also call in design locates for utilities and do some title work to try not to miss any easements. We won't ask for field marks of utilities in order to avoid getting things unnecessarily painted up. We should mark known drain tile locations to the extent possible, though.

I don't know if this type of cost was anticipated; however, I still strongly recommend the grading plan be based on a high-quality survey. Let me know if we should get it on the schedule or if you have questions.

Regards,

**Rich Revering, P.E.**

Senior Project Manager

Bolton & Menk, Inc.

12224 Nicollet Avenue

Burnsville, MN 55337-1649

Phone: 952-890-0509 ext. 2795

Mobile: 612-718-8412

[Bolton-Menk.com](http://Bolton-Menk.com)

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