

MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
August 9, 2023
6:00 PM

1. CALL TO ORDER

Chair Sutton called the meeting of the Elko New Market Parks Commission to order at 6:07 p.m.

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

Members absent and excused: Jones

Staff Present: City Administrator Thomas Terry 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. City Administrator Thomas Terry informed him that there were no changes.

A motion was made by Vernon and seconded by West 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 Hokeness and seconded by Vernon to approve the minutes of the June 14, 2023; meeting as submitted. Motion carried: (4-0).

6. GENERAL BUSINESS

A. R&F Properties LLC – The Preserve Park Dedication Discussion

Senior Planner Renee Christianson introduced the topic and provided background for the proposed development of The Preserve. The proposed development contains 13 single-family lots, and the applicant has submitted applications for plat approval. Christianson shared the

neighborhood conditions surrounding the property and confirmed that the surrounding uses are compatible with single-family residential uses.

Christianson explained that City Ordinance states the City may request 8% of a developing properties land for park dedication, or 8% of the total land value. The 2040 Comprehensive Plan contains information and maps which detail where future parks are planned within the City. If these areas overlap with a development the City often requests 8% of the property for park dedication. If no park search areas are identified in the area, the City typically requests 8% of the land value to save for future park facilities. Due to the lack of identified future parks in the proposed development as well as the close proximity to Whispering Hills Park and Kelly Glenn Park, City Staff are recommending 8% of the land value as a cash-in-lieu of park dedication.

Christianson also wanted to gain Commissioner feedback on the sidewalks and trails for the proposed development. The City Code states that a sidewalk is required on one side of all local streets. The street being proposed is a local street. A sidewalk has been proposed for Lots 1-5. Sidewalk is not depicted on Lots 6-10; however, an additional sidewalk connection has been proposed from the development to the existing trail located along County Road 91. Discussion followed on future trail plans within the surrounding property located to the east of proposed Block 1.

Following discussion, a motion was made by West and seconded by Sutton to recommend to the City Council the following:

1. Plan for the ultimate development of a trail system from proposed Lot 6 Block 1, through the wetland area and connecting to the cul-de-sac on Pond Court.
2. Construct sidewalk adjacent to proposed Lots 6-10 Bock 1.
3. Accept cash-in-lieu of park land dedication for The Preserve.

Motion carried: (4-0).

B. Old Town Apartments LLLP – Old Town Apartments Park Dedication Discussion

Senior Planner Renee Christianson introduced the topic and provided background for the proposed development of the Old Town Apartments. She explained that 72 apartment units are currently proposed, contained in two buildings. The property is 4-acres and zoned for high-density residential housing. The proposed development is intended to be constructed in two phases, one for each building. A formal application has been submitted for platting by the applicant, Old Town Apartments LLLP.

Christianson shared the neighborhood conditions surrounding the property and confirmed that the surrounding uses are compatible with the proposed use of high-density residential. Christianson shared submitted elevations and similar projects completed by the applicant and explained the building and site design standards associated with the proposed development. In addition to park dedication requirements, 10% of the gross development project area shall be in usable open space for recreational use for residents. An 8 ft. trail along Dakota Avenue and a sidewalk on the north side of Old Town Road are depicted in the submitted plans and

also required by the City's Park and Trail Plan. Also, at least 30% of the site shall be pervious landscaped area. Foundation plantings are also required.

Christianson explained that the City's Subdivision Ordinance requires that 8% of the land be dedicated for parks or public open space, or the developer shall make a cash contribution to the City's park and trail fund. If no land dedication is required, the park fee is 8% of the fair market land value. The 2040 Comprehensive Plan contains information and maps which detail where future parks are planned within the City. If these areas overlap with a proposed development the City often requests 8% of the property for park dedication. If no park search areas are identified in the area, the City typically requests 8% of the land value to save for future park facilities. Due to the lack of identified future parks in the proposed development area, as well as the close proximity to Whispering Creek Park and Wagner Park, City Staff are recommending 8% of the land value as a cash-in-lieu of park dedication.

A motion was made by Hokeness and seconded by Vernon to recommend to the City Council that the City accept cash-in-lieu of park land dedication for Old Town Apartments. Motion carried: (4-0).

C. Request for Proposals – Boulder Heights and Woodcrest Parks

Planner Jake Skluzacek introduced the topic and provided the background on the RFP process for Boulder Heights and Woodcrest Parks. The park land for Boulder Heights was acquired as part of the Boulder Heights Subdivision. This land has been guided by the 2040 Comprehensive Plan as a neighborhood park. Improvement of the park is planned for 2023.

Woodcrest Park was originally developed as part of the Woodcrest Subdivision. Woodcrest Park was previously revitalized in 2006; however, the climbing equipment is planned for replacement in 2023.

Public open houses were held at each park location. Boulder Heights Park open house was held on August 16, 2022. Woodcrest Parks open house was held on May 18, 2023. Both events were well attended by the public and members of the Parks Commission. The open houses helped gather feedback from area residents on things they wished to see in the parks. Staff took this feedback and incorporated it into an RFP, request for proposal, to send to playground equipment vendors. Staff received four proposals from different vendors as of August 9, 2023.

Boulder Heights:

Skluzacek introduced the proposals by park. The budget for the Boulder Heights Park project was set at \$100,600. The first proposal from Webber Recreational Design, Inc for Boulder Heights Park included two options. Both options totaled \$100,600. The second proposal from Minnesota Wisconsin Playground also contained two options for Boulder Heights Park. One option totaled \$118,728.60 while another totaled \$118,718.42. Finnegan Playground Adventures submitted one option for Boulder Heights Park totaling \$126,670. The final quote from St. Croix Recreation contained one option for Boulder Heights Park totaling \$100,600. All options received included delivery, installation, and picnic shelter/installation.

Skluzacek showed the Commission design features and additional information related to each submission. Discussion took place on individual Commissioner preferences. Discussion was focused on community feedback represented in each vendor's option as well as which option delivers the most desired options factoring in considerations such as price, number of structures, structure features, and age-based reflections.

Staff recommended phasing the Boulder Heights park project into two parts. Due to budgetary constraints, Staff recommended completing the playground portion of the project in 2023 and phasing the picnic shelter and pet drinking fountain until more funding becomes available through park dedication fees, likely to be received by 2024. This is also due to additional costs for site prep and ancillary park items, estimated to cost \$31,200, while utilizing the phased approach.

A motion was made by Sutton and seconded by West to recommend to the City Council the following:

1. Approve the purchase of Boulder Heights Park (Option 2) as presented by Webber Recreational Design, without playground border and picnic shelter, totaling \$71,209.76.
2. Approve the estimated \$31,200 ancillary item costs for a grand total of \$102,409.76 for the Boulder Heights Park project phase 1.

Motion carried: (4-0).

Woodcrest Park:

The budget for Woodcrest Park project was set at \$50,000. The first proposal from Webber Recreational Design, Inc for Woodcrest Park contained two options. Both options totaled \$50,000. The second proposal from Minnesota Wisconsin Playground also contained two options, both totaling \$50,000. Finnegan Playground Adventures submitted one option for Woodcrest Park totaling \$31,692. The final quote from St. Croix Recreation contained one option for Woodcrest Park totaling \$50,000. All options included delivery and installation.

Skluzacek presented the Commission design features and additional information related to each submission. Discussion took place on individual Commissioner preferences specifically focused on community feedback for desired options for a replacement of the current blue climbing equipment/monkey bars.

Due to budgetary constraints, Staff recommended seeking City Council approval to exceed the Capital Outlay budget for Woodcrest Park and adjusting the Capital Outlay budget to accommodate for the project cost. The additional estimated costs are due to an estimated cost of \$2,900 for site prep and ancillary park items.

A motion was made by Sutton and seconded by West to recommend to the City Council the following:

1. To exceed the Capital Outlay budget for the Woodcrest Park project and adjust the Capital Outlay budget to accommodate the project cost.
2. Approve the Woodcrest Park Option as presented from St. Croix Recreation totaling \$50,000.
3. Approve the estimated \$2,900 ancillary item costs for a grand total of \$52,900 for the Woodcrest Park project.

Motion carried: (4-0).

7. UPDATES & REPORTS

A. July Parks Commission Update

Recreation Programmer Jessica Davidson had her report attached to the packet. There was no discussion on the July Parks Commission Update.

B. July Parks Financial Report

Recreation Programmer Davidson had her report attached to the packet. There was no discussion on the July Parks Financial Report.

8. PARKS COMMISSIONER'S QUESTIONS & COMMENTS

Commissioner West had questions regarding a proposed project in the City. City Administrator Tom Terry and Senior Planner Renee Christianson were able to provide an update on several proposed projects and developments within the City.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, September 13, 2023, 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 9:06 p.m. Motion carried: (4-0).

Respectively submitted by:



Jake Skluzacek
Planner 1