

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