

**MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
January 10, 2024
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, Jones, Hokeness and West

Members absent and excused: Vernon

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 West 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 Hokeness and seconded by Jones to approve the minutes of the December 13th, 2023, meeting as submitted.

Motion carried: (4-0).

6. GENERAL BUSINESS

A. Facility Reservations Discussion

Planner Skluzacek presented information to the Commission continuing their discussion from previous meeting on the subject of ball field reservations. Due to there being new members on the Commission since the last discussion, Skluzacek went through the background

information associated with the topic. The City owns and maintains three ball fields in the City. Reservations for the fields are available from 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 is 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 from 10 AM to 11 AM as a compromise between field users and Wagner Park Shelter rental users. The Parks Commission also directed Staff to draft a new reservations form which incorporated research from other city's forms.

Skruzacek next went through the current reservation process with the Commission. For a City ball field to be reserved the organization, league or individual needs to complete a rental agreement form and a City waiver form. They must also provide a refundable damage deposit of \$200 and liability insurance information. If a reservation is for multiple dates, the renter is asked to provide a full schedule that includes practices, games and a reasonable number of alternative dates for weather related cancellations. Staff then give final approval for the reservations based on existing field availability.

Historically, the NMBA has been the only league requesting time. As the City grows, demand for field use is rising. To maximize opportunities for field usage, Staff recommend a priority registration deadline is set. Requiring a schedule by certain dates allows for the greatest use of the fields for all groups interested. Skruzacek noted that field use is restricted for games after 11 AM from Fridays-Sundays to accommodate for Wagner Park Shelter rental parking. Field use is further restricted on Thursday evenings from June 10th-July 30th for Family Fun Nights.

Staff recommended approving a priority-based reservation system with accompanying categories, fees and registration deadlines. After discussion, the Commission decided not to charge any fees for reservations in 2024 but may institute fees in the future as demand increases. The following priority categories and registration deadlines were identified by the Commission:

- **Priority 1** – Refers to the programs and activities of the Elko New Market Baseball Association. Registration deadline – February 29th.
- **Priority 2** – Refers to local non-profit groups/clubs, agencies, parks and recreational programs and adult service organizations. Registration deadline – March 14th.
- **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. Registration deadline – March 28th.
- **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. Registration deadline – April 11th.

Staff additionally recommended approving an updated Park Facility Rental Form. This form is largely based off the existing Wagner Park Shelter Rental Form but includes additional language addressing field use and a fill-in choice box that indicates which facility is being reserved. The choice to use one form for all City Facilities reservations is recommended by Staff as it simplifies the reservation process for both residents and Staff. After discussion, the Commission agreed that one form for all facility rentals is preferable to separate forms for separate facilities. Commission West wished the form to include language relating to loss of damage deposit for not following any of the rules and regulations. Skluzacek informed Commissioner West that additional language would be included in a final draft and that materials will be brought back before the Commission for final review before the City Council is asked to approve the changes.

B. Tree and Bench Donation Program Discussion

Skluzacek presented what a potential Tree and Bench Donation Program may offer to the City's Park System. Skluzacek explained that the program would allow anyone, resident or not, to purchase and donate to the City a tree and or bench to be placed in a City park or along a City trail. Typically, items are donated as a memorial but there are no criteria for what would qualify to allow for the greatest flexibility.

Staff recommend that the applicant only choose the general location in which they would like a tree or bench placed. Staff would then work with the applicant to ensure that the placement of the item would not cause any issues as it relates to utilities, sightlines, and other various factors of consideration. Skluzacek stated that the budget impact for a program such as this would be minimal as actual costs could be billed, including installation and shipping. Staff recommend providing applicants with approximate or estimated costs but be sure to include language that actual costs will be invoiced.

After discussion, it was decided that there is a desire by the Commission to implement a local Tree and Bench Donation Program. The Commission agreed with Staff's recommendation to provide estimated costs but ensure that actual costs are covered by the applicant. Opinions differed among the Commission regarding how many bench options should be provided. Skluzacek noted that the Commission can narrow down the options once Staff compiles an initial list for viewing. The Commission also had differing opinions on which trees to include as part of the program. Discussion took place on the City's approved tree planting list and inclusion of ornamental trees as part of the program. Staff will compile different lists for options to consider as part of a program and bring them back for further direction.

The City will be responsible for planting, maintaining, and caring for trees. If the tree becomes damaged or diseased, the City will replace it. Deciduous trees with diameters of at least 2 ½ inches will be planted. Coniferous trees shall be no less than six feet high at time of planting. These recommendations are consistent with the City's Landscaping Ordinance for new homes.

7. UPDATES & REPORTS

A. December 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. There was no discussion.

B. December Parks Financial Report

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

8. PARKS COMMISSIONER'S QUESTIONS & COMMENTS

Commissioner Jones asked if the February 14th Commission meeting could be moved due to Valentine's Day. Planner Skluzacek stated that the Commission may choose to move the meeting date or cancel the meeting entirely. Skluzacek stated that cancelling the meeting would allow Staff more time to finalize the two programs discussed prior and there is also a lack of other general business items to discuss in February. Chair Sutton asked for Commissioner's opinions on the cancellation, no one argued against the cancellation. Staff will publish the cancellation notice and change the electronic sign to reflect the cancellation.

Commissioner Hokeness had a question regarding the signs for the Adopt-A-Park Program, specifically at Pete's Hill Park. Commissioner Hokeness requested three signs rather than one be placed in the park as the park has multiple trail entrances. Planner Skluzacek recommended that one sign per park should be the precedent that is followed as that is what the City Council formally approved when Staff presented to them the program. Commissioner Hokeness asked if he would be able to purchase additional signs for the park. Skluzacek stated that the issue with multiple signs is not necessarily the cost as each additional sign creates more obstacles for Public Works to mow around, maintain, and replace. Skluzacek also noted that any changes to the program would likely need to go through City Council approval.

Commissioner Hokeness asked Staff if they ever found out more about the portable restroom contract. Skluzacek stated that more research must be done to figure out if some restrooms can be removed in the wintertime in an effort to save on costs. Skluzacek will bring back more information at a future meeting.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, March 13th, 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 7:01 p.m.
Motion carried: (4-0).

Respectively submitted by:

A handwritten signature in black ink, appearing to read "Jake Skluzacek". The signature is written in a cursive, flowing style.

Jake Skluzacek
Planner 1