

**MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
November 8, 2023
6:00 PM**

1. CALL TO ORDER

Chair Sutton called the meeting of the Elko New Market Parks Commission to order at 6:00 p.m.

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

Members absent and excused: None

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: (5-0).

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 October 11, 2023, meeting as submitted. Motion carried: (5-0).

6. GENERAL BUSINESS

A. Adopt-A-Park Program Discussion

Planner Skluzacek presented information to the Commission continuing their discussion from the October 11th meeting on a potential Adopt-A-Park Program for the City of Elko New Market. Skluzacek restated the goals of the program which include generating public involvement and reducing workload and costs for the Public Works Staff. A group would

symbolically adopt a park of their choice to perform litter cleanup and other activities as approved by the City. A sign is typically also placed at the park of adoption with the group's name, similar to the Adopt-A-Highway Program.

Skluzacek was asked to bring back an estimated financial analysis of the program compared to having Public Works Staff perform the park cleanups. Skluzacek presented his analysis to the Commission and reasoned that it would cost approximately \$142 less to have a volunteer group clean an average park of litter compared to the Public Works Staff. If the program were to include additional activities, costs for materials and equipment would also increase accordingly. The added benefit of the program that can not be adequately measured is the potential for increased public involvement and strengthening relationships within the City.

Lastly, Skluzacek presented a slide of questions to the Commission on a potential Adopt-A-Park Program. The questions asked to the Commission were as follows:

- Does the Commission wish to create an Adopt-A-Park Program?
- Does the Commission wish to only include litter cleanup or include additional activities, and if so which activities?
- How many times per year are we asking groups to visit their assigned park, and will there be any specific dates associated with the Program?
- Should the Program include signage for the groups?

Chair Sutton asked for input from the Commission regarding the proposed questions. There was agreement among the Commission that there was a desire to implement a program. Commissioner Hokeness and Commissioner West were in favor of expanding the program to give volunteers more projects to choose from in addition to litter cleanup. Skluzacek stated that Staff's recommendation is to start with the litter cleanup and see how much interest the program gathers, and it can be expanded later if there is a desire to do so. Discussion followed on previous or existing community-lead projects in the City. Commissioners Sutton, Vernon, and Jones shared Staff's opinion. The Commission was in general agreement that a minimum of three dates should be required as part of the program. There was also general agreement among the Commission that signage should be included with the program. Skluzacek discussed the next steps and what Staff would bring back to the next meeting. Skluzacek then thanked the Commission for the direction and discussion.

B. Park Restroom Enclosures Discussion

Maintenance Worker, Derek Cavanaugh, was present to discuss potential options for restroom enclosures in City parks. Cavanaugh stated that the reasons for installing enclosures around the restrooms include aesthetics, ease of ground maintenance and having a concrete support base instead of dirt which will reduce trimming and mowing around the restrooms. Cavanaugh displayed photographs of the current restroom facilities at each park within the City and noted that not all parks have restrooms. Wagner Park has an existing enclosure, but it is in need of maintenance.

Next, Cavanaugh displayed different design options for the enclosures. The first option is similar to what exists at Wagner Park currently, a three-sided option. The three-sided option

does not provide screening of the restrooms from the open side and is the more affordable option. Another option Cavanaugh presented to the Commission was a four-sided enclosure. The four-sided enclosure would be more expensive and require a gate for removal of the restrooms when needed.

Cavanaugh noted that both design options would come complete with a concrete pad and a green treated wood support structure. Material options available to the Commission were cedar wood, green or brown treated wood, and UltraDeck maintenance free. Cavanaugh mentioned that the first three options would all require additional staining and maintenance while the UltraDeck option would not need to be stained. Cavanaugh further presented details on material options including estimated lifetime maintenance costs and average lifespan.

Lastly, Cavanaugh shared Staff's recommendation to choose the four-sided UltraDeck maintenance free option. This is the most expensive option to create; however, its lifetime cost is less than the other three material options. The four-sided option.

Discussion took place by the Commission. Commissioners Vernon and Sutton had concerns with the four-sided option as it created a confined space within a park leading to concerns about safety at night as there would be no lighting. Chair Sutton asked if the boards could be orientated so that there were visible gaps in the structure. Cavanaugh stated that would potentially be an option as the costs should be similar.

It was decided that each enclosure would be handled on a case-by-case basis for design options based on the surrounding environment. For example, a four-sided enclosure may be preferable in an open area that is susceptible to high winds. The Commission did accept Staff's recommendation to choose the UltraDeck maintenance free option for the enclosure material. The Commission thanked Cavanaugh for his presentation.

7. UPDATES & REPORTS

A. October 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. October Parks Financial Report

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

8. PARKS COMMISSIONER'S QUESTIONS & COMMENTS

Chair Sutton wished to see final plans for the restroom enclosure at Boulder Heights Park before anything was finalized. Maintenance Worker Cavanaugh confirmed that final plans would be brought back before the Commission. Planner Skluzacek presented a concept plan of Boulder Heights Park for the Commission to view.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, December 13th, 2023, 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 7:03 p.m. Motion carried: (5-0).

Respectively submitted by:



Jake Skluzacek
Planner 1