CITY OF ELKO NEW MARKET
PARKS COMMISSION AGENDA
ELKO NEW MARKET CITY HALL
601 MAIN STREET
ELKO NEW MARKET, MINNESOTA 55054

WEDNESDAY, AUGUST 14, 2024

REGULAR MEETING
6:00 PM

1) **Call to Order**

2) **Pledge of Allegiance**

3) **Approval of Agenda**

4) **Public Comment**

5) **Approval of Minutes**
   a. June 12, 2024, Parks Commission Regular Meeting Minutes -attached

6) **General Business**
   a. Little Free Library Discussion
   b. Alternative Funding Research Discussion
   c. Draft Volunteer Organization Partnership Agreement Discussion
   d. Boulder Heights Park Shelter RFP Review
   e. City Facility Reservations Policy Discussion

7) **Updates & Reports**
   a. July Parks Commission Update -attached
   b. July Parks Commission Financial Report -attached

8) **Parks Commissioner's Questions & Comments**

9) **Next Meeting**
   Regular Parks Commission Meeting
   Wednesday, September 11, 2024 @ 6 PM
   ENM City Hall, Council Chambers

10) **Adjournment**

MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
JUNE 12, 2024
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:	City Administrator Thomas Terry, Planner Jake Skluzacek, Maintenance Worker Derek Cavanaugh

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 since he was present, he would like to add a City Administrator update towards the end of the agenda.

A motion was made by Vernon and seconded by Jones to approve the agenda with the addition of the City Administrator update.

Motion carried: (5-0).

4. PUBLIC COMMENT

Bob Larsen, 27685 Kaden Street, was present to request the Commission to allow him to place a "Little Free Library" at the new Boulder Heights Park. Larsen explained that he had originally planned to place the library on his property but noticed that the new park location would receive more traffic and visibility. Larsen stated that he had already built the library so there would be no cost to the City other than the installation. Larsen and his wife would serve as the "stewards" for the library and monitor it if it were approved.

City Administrator, Thomas Terry, informed Larsen that City Staff would need to do research on the libraries to have a discussion with the Parks Commission at a future meeting to further discuss the request.

5. APPROVAL OF MINUTES

Chair Sutton asked if there were any changes to the minutes. No changes were discussed.

A motion was made by Hokeness and seconded by Jones to approve the minutes of the May 8, 2024; meeting as presented.

Motion carried: (5-0).

6. GENERAL BUSINESS

A. Facility Reservation Request

Planner Skluzacek discussed a request from the New Market Baseball Association (NMBA) to allow for games during weekends at Wagner Park in 2025. Skluzacek provided background on the request and the history of the issue. Field use for games has been restricted on weekends due to competing parking needs with the Wagner Park Shelter rental users. As a compromise, the end time of field reservations was changed from 10 AM to 11 AM for Fridays in recent years. Games are not allowed at all on Saturdays or Sundays. At the March 13, 2024, Parks Commission meeting, the Commission recommended changes to the City's Wagner Park Shelter Reservation Form, the updated City's Facilities Rental Form was approved with the same restrictions for games and practices as in previous years. At the May 8, 2024, Parks Commission meeting, Mark Bergstrom was present on behalf of NMBA to make the request that weekend dates for games be allowed at Wagner Park starting in 2025. Staff prepared a presentation on the request for Commission discussion and possible recommendation for this meeting.

Commissioner Jones asked if NMBA was able to rent the Wagner Park Shelter to reserve field use on select weekends for games. Staff informed Jones that is an option; however, NMBA would be required to pay for the shelter rental fee like any other individual or organization. There was general agreement among the Commission that no changes would be necessary as the issue of parking remained unsolved.

A motion was made by Sutton and seconded by Jones to deny the request from NMBA regarding hosting games during the weekends at Wagner Park in 2025.

Motion carried: (5-0).

B. Park and Trail Map Sign Discussion

Planner Skluzacek continued discussions from the May 8, 2024, Parks Commission meeting. During discussions of possible locations and designs for the proposed Pete's Hill Sign, Commissioners expressed a desire for the creation of park and trail map signage throughout the City. Although potential designs and locations for this signage were briefly discussed, Staff recommended handling this as a separate item from the Pete's Hill Sign and prepared to further discuss the item with the Commission at this meeting.

Skluzacek presented the Commission with three possible design options ranging in size and colors. The options presented were estimated to cost between $790-1,350 per sign without shipping. This included the cost of installation by Public Works. These pricing estimates may fluctuate depending on design, vendor, and other considerations. Skluzacek also presented the Commission with 7 possible high-foot traffic locations in the City that would be potential candidates for signage.

Commissioner West was in favor of proceeding with the park and trail map signs project as he believed they would be useful for residents navigating the City's Park and Trail System. Discussion took place by the Commission comparing the needs of the park and trail signage compared with other potential projects that have been identified by the Commission that have no current funding source.

The Commission was in general agreement that park and trail map signs were not a priority at the moment and decided to table discussions related to design and location.

C. Future Park Facility Funding Sources Discussion

City Administrator, Thomas Terry, was present to present to the Commission on alternative funding sources for future park facilities. Terry began by refreshing the Commission's knowledge of the three traditional sources of funding for the City's park system.

The Charitable Gambling Fund can be used for activities and facilities benefiting youth under the age of 21. This funding is obtained through charitable organizations who participate in charitable gambling such as pull-tabs. The City Code requires that 5% of all proceeds are submitted to the City pursuant to State Statute. This is estimated to raise approximately $5,000 annually. However, revenue from this source is not guaranteed as it relies on these organizations continuing their charitable gambling activities. Gambling funds are currently allocated in the Capital Outlay Plan for the replacement of existing park playground equipment.

For a new development, the City can decide if the developer donates a portion of land to create a park or receive a cash payment as a one-time fee in lieu of land dedication. At times when it is not advantageous for the City to accept a land donation, the equivalent cash amount goes into a Park Dedication account that can be used for the creation of new parks and trails. The Park Dedication funds must not be used for ongoing operation or maintenance of existing City park and trail facilities. The City of Elko New Market's 2040 Comprehensive Plan outlines that the preference is to acquire park and trail land through land dedication. Currently, the Park Dedication Fund balance is fully allocated to partially fund the Boulder Height's Park. Staff estimate that the parcels most likely to pay cash-in-lieu of land dedication have a value of $33,724,300 based on the most current assessed value. Applying the City's current park dedication fee of 8% of the land value, the estimated potential park dedication revenue is $2,697,944. It is anticipated that there will be a timing discrepancy between when new park land is acquired and when those park dedication dollars are received. Also, due to unpredictability of the park dedication funds, the City should not be earmarking specific projects until the funding has been received. With the addition of the Park Dedication Fund, $13,427,056 of the 2040 Park System remains unfunded and requires another source of revenue.

Capital Outlay or tax-payer dollars are funds collected to pay for debt issued to fund improvements. The property tax levy used to collect these funds has a direct impact on the taxes paid by property owners, residents, and businesses. There needs to be sufficient time to build the reserves without undue burden on the taxpayers. This source of funding places the tax burden on the current taxpayer although it may be future taxpayers who are receiving the benefit. Issuing debt may be used to fund the replacement or construction of park facilities. This method would place the tax burden on future taxpayers who may not necessarily receive the benefit depending on the lifespan of the facilities.

Terry explained the gap in funding for the City's 2040 Park and Trail Plan even after considering the three main traditional sources of funding the City has utilized in the past. Terry stated this creates a need to explore alternative funding methods to make up the difference in what is needed for the full 2040 City park buildout. Terry planned to introduce some of these alternative funding methods to the Commission to work towards a possible recommendation to the City Council on an alternative funding source for the City's park and trail system.

The first example funding method that Terry presented to the Commission was a utility round up program. Participants in a utility round up program authorize the City to "round up" their monthly utility bills to the nearest dollar or possibly adding a fixed donation amount. These programs have proven to be a stable source of revenue in cities that have instituted their own programs. The program would require initial start-up costs and ongoing marketing and Staff costs to administer the program. If roughly half of the households in the City participated in the program, it would be estimated to generate approximately $10,100 per year in revenue.

The next example presented by Terry was a local sales tax. Minnesota allows for, with legislative and voter approval, cities to add a half-cent sales tax to fund specified park capital projects. Once the project is paid off, the sales tax may expire. This type of funding method would be easier for the City to implement now as opposed to the future. It could lead to a stable and growing revenue base and may also inspire more residents to shop locally to benefit local parks. There is likely to be a negative reaction from local businesses as the sales tax may encourage residents to shop in other communities. There are also administrative costs involved in administering the tax. There is currently an existing sales tax in the City which supports transportation projects within Scott County.

Another funding method presented by Terry was grants. The success of funding sources like grants could be increased by a full or part-time grant writer for specific projects. The more grant dollars secured means more operating dollars to use on other park programs. Grants can focus on identified park needs and the City is able to control the implementation. The primary cost is applying for and monitoring grants. Matching grants to specific needs and meeting requirements may also prove to be difficult.

Park Donations are another common alternative funding method for parks. The key to growing this revenue source is a proactive City outreach program that links community members' donations to specific park needs. As with increasing grant revenue, more dollars in the operating budget can be freed up for other park purposes. Both small and large projects could be included with a donation driven approach. Individuals and businesses would also be able

to choose their project from a catalog that the City could create. This approach requires Staff time and ongoing administrative and marketing costs. Also, having a limited donation base means less revenues.

Terry next covered the alternative funding source known as a Parks Endowment Fund. A Parks Endowment Fund is an established line-item in a City's budget that designates funds that can only be generally used for park and recreation improvement, new equipment, and equipment repairs. The City would determine how they wish to initially fund the Parks Endowment Fund and may continue to build the principle of the fund. The interest would then be used as a steady source of annual income that can be budgeted for projects. Although this funding source would not require any taxes from the public, it would require a substantial start up amount to provide worthwhile returns. This method would also require additional Staff time related to implementation and continuation of the fund.
Another option presented by Terry was a Community Foundation approach. Many states establish a Community Foundation that includes funding park projects as part of its bylaws. Annual contributions to specific projects would be made by the foundation, saving operating fund dollars for the City. This approach aggregates smaller donations to fund larger projects, it can also be used to fund non-park related projects. No tax dollars are used, and donations could be tax deductible. Even though the foundation would bear the City's name, it would be run by volunteers who are not necessarily part of the City government. Additionally, funds are not required to go to City projects specifically.

Terry briefly covered special assessments as a possible option. Upon consultation with the City's Attorney, Staff believe that there would be difficulty in meeting the benefit test required in Minnesota State Statute. Staff recommend not considering this approach to alternative parks funding.

Lastly, Terry informed the Commission that crowdfunding has risen in popularity in recent years. This approach reduces the capital costs associated with privately financed infrastructure and can be used to fund small projects quickly and increase political will to support infrastructure development. It may be difficult to fund large infrastructure projects utilizing this approach and would also require ongoing resources to run the campaign. There is also a risk of online platform closure, fraud, and or hacking.

The Commission discussed the possible options for alternative funding methods to decide on which options may be preferred over others. The Commission was in general agreement that further Staff research should be done on a utility round up program, donation program, and a community foundation. The Commission will further discuss the identified options for alternative funding methods for the City's park system before making a recommendation to the City Council.

D. Capital Outlay Discussion

Planner Skluzacek presented to the Commission the City's current Capital Outlay plan for existing City park facilities. Due to Terry's presentation of alternative funding sources, Skluzacek skipped over the background information related to the City's park dedication and charitable gambling funds and focused entirely on the City's Capital Outlay Fund.

Capital Outlay Funds are funded by property taxes and are used to maintain, upgrade, or acquire capital assets. These assets are physical property of a significant cost and durable nature. This is different than the expense of repair, maintenance, and operating expenses. In past practice, the City's Capital Outlay plan has been based on what resources are or will be available in the short term, less than five years. The result has been a short-term cash in and cash out system. Long-term expenses were not anticipated in this type of reactionary system and did not adequately consider the full lifecycle cost of the current system or long-term planning with growth in mind.

At the City Council meeting on September 28, 2023, the City Council adopted the 2024 Preliminary Budget, which saw an increase to the Capital Outlay Fund by ten thousand in 2024. This brings the current annual income to $60,000.00. The City Council adopted a plan which saw an increase of five thousand dollars per year for the years 2025, 2026, and 2027. After 20227, the funding amount will remain at $75,000.00.

The City's Capital Outlay Fund is currently fully funded until the year 2052 for all existing equipment with the last expenditure planned for 2047. No action is necessary, but the Commission was asked to review the current Capital Outlay plan to ensure consistency with the Parks Commission's priorities. City Administrator, Terry, noted that the City is anticipated to receive more cash dedication through the platting of the Park I-35 Industrial Park than initially expected. Staff do not recommend earmarking these funds until they are received but Staff are anticipating approximately $183,000 through this plat. These funds would be eligible to be spent on new park facilities for the City.

Discussion took place on the list of projects that have been discussed by the Parks Commission in the past that did not have funding sources identified. The Boulder Heights Park shelter was decided to be a priority. Other priority projects included the Pete's Hill Sign, Wagner Park Trail Connection to CSAH 2, and a potential permanent pickleball court. Projects identified to be less of a priority included the Boulder Heights pet/water fountain and the proposed park and trial map signs discussed previously at this meeting. Staff will bring back quotes for final approval once the funding has been received by the City.

7. UPDATES & REPORTS

A. May Parks Commission Update

Planner Skluzacek had his report attached to the packet. Skluzacek reminded the Commission that volunteers are being sought for the Family Fun Night on June 20 at Wagner Park. Recreation Programmer, Jessica Davidson, had sent an email with details to all Commissioners.

Skluzacek also reminded the Commission that they should have received an email from Deputy City Clerk, Lynda Jirak, regarding the Fire Rescue Days Parade. Commissioners are again invited to ride on a float as part of the parade. If interested, Commissioners should reach out to Jirak.

B. May Parks Financial Report

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

C. City Administrator Update

City Administrator, Thomas Terry, was present to give the Commission an update related to ongoing projects in the City that were not necessarily related to parks. This included an update on the Park I-35 Industrial Park and Niagara Bottling development. Additionally, Terry provided an update on potential residential developments throughout the City including Parkway Meadows north of City Hall, Pheasant Hills in the southwest of the City, and multiple parcels owned by different owners in the northwest of the City near Eagle View Elementary.

8. PARKS COMMISSIONER'S QUESTIONS & COMMENTS

There were no additional questions or comments.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, July 10, 2024, at 6:00 PM at City Hall in the Council Chambers.

10. ADJOURNMENT

It was moved by Hokeness and seconded by Jones to adjourn the meeting at 9:22 p.m. Motion carried: (5-0).

Respectively submitted by:

Jake Skluzacek
Planner 1

STAFF MEMORANDUM

SUBJECT:	Little Free Library Discussion
MEETING DATE:	August 14, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide a Recommendation to the City Council on the Creation of a City Policy for Little Free Libraries Located on City Property

COMMUNITY VISION:

- ☒ Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- ☒ The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- ☐ The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- ☒ The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
- ☐ The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- ☐ The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

- ☐ Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- ☐ Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- ☒ Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- ☐ Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:	
☒	Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
☐	Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
☐	Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
☐	Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
☐	Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

During the June 12 Parks Commission meeting, Staff and the Commission were addressed by Bob Larsen about his and his wife's desire to place a Little Free Library within Boulder Heights Park. Larsen explained that he had originally planned to place the library on his property but noticed that the new park location would receive more traffic and visibility. A right-of-way permit is required for those who wish to place a Little Free Library along their own property line. Larsen stated that he had already built the library so there would be no cost to the City other than the installation. Larsen and his wife would serve as the "Stewards" for the library and monitor it if it were approved.

The Commission directed Staff to do research and draft a policy that would ensure that the City would ultimately have the right to remove the structure if deemed necessary. Additionally, the policy would contain language related to responsibilities associated with the stewards of the Little Free Library.

After discussions between Staff and the City Attorney, Andrea Poehler, it was recommended that the best course of action in dealing with this request and others in the future, is through issuance of an encroachment agreement between the City and the Stewards. Staff anticipate there to be similar requests in the future, although rare, for other City parks and recommend handling them all by using encroachment agreements.

An encroachment agreement is an agreement between the City and another party to locate that party's property within City owned property. A common example of this is for issuing fence permits. Fences are usually located directly on an individual's property line. Since that area is typically incorporated within a City drainage and utility easement, the fence requires an encroachment agreement. That agreement states that the City may remove the property at the individual party's cost if determined that it is needed. The City assumes no ownership or responsibility of the fence, even though it is technically located within City property.

The same would apply to a Little Free Library being placed within a City playground. The City would assume no maintenance or responsibility over the structure. The encroachment agreement would ensure that the City could remove the structure if determined necessary. All responsibility for maintenance of the structure would be placed on the individual party who are identified within the encroachment agreement.

Only encroachment agreements for fences can be processed administratively. All other structures require approval by the City Council before an encroachment agreement can be signed by the City. This means that final approval of any future Little Free Libraries located on City property would be at the sole discretion of the City Council.

DISCUSSION:

The Parks Commission is being asked to provide a recommendation to Staff on utilizing encroachment agreements for any requests for placing a Little Free Library on City property.

ATTACHMENTS:

Encroachment Agreement

[Reserved for recording information]

ENCROACHMENT AGREEMENT

AGREEMENT made this _____ day of _____, 2024, by and between the **CITY OF ELKO NEW MARKET,** a Minnesota municipal corporation ("City") and **BOB LARSEN and THERESA LARSEN**, spouses married to each other, residing at 27685 Kaden Street, Elko New Market, MN 55020 ("Larsens").

1. BACKGROUND. The Larsens desire to install a little free library box ("Improvement") within the City's Property legally described as Outlot A, Boulder Heights, Scott County, Minnesota, according to the recorded plat thereof ("Subject Property") as depicted on the survey sketch attached hereto as Exhibit "A".

2. ENCROACHMENT AUTHORIZATION. The City hereby approves the encroachment on the Subject Property for the installation of the Improvement. City approval of the encroachment is conditioned upon the Larsens complying with the following, at Larsens' sole cost and expense:

- Owner shall be responsible for installing, and properly maintaining, the Improvement;
- Owner will own Improvement; and
- Owner will responsibly manage the Improvement and the use by the public of the Improvement.

3. HOLD HARMLESS AND INDEMNITY. In consideration of being allowed to encroach on the City's Subject Property, the Larsens, their successors and assigns, hereby agree to defend, indemnify and hold the City, its officers, employees and agents, harmless from and against any and all claims, losses, proceedings, damages, causes of action, liability, costs or expenses (including reasonable attorneys' fees), arising from or in connection with or caused as a result of the Improvement located within the Subject Property, including the use of the Improvement and the construction, maintenance or repair or lack of maintenance of the Improvement.

4. TERMINATION OF AGREEMENT. The City may terminate this agreement as to the encroachment of the Improvement within Subject Property at any by giving the Larsens thirty (30) days advance written notice or without notice in the event of non-compliance with the terms of this Agreement. The Owners may be required to remove or relocate the Improvement within thirty (30) days' notice by the City, if it is deemed necessary by the City in order to exercise the purpose of the Subject Property. No notice under this paragraph shall be required in the event of an emergency.

5. RECORDING. This Agreement shall run with the land and shall be recorded against the title to the Subject Property.

CITY OF ELKO NEW MARKET

By: _____
Joe Julius, Mayor

(SEAL)

And _____
Thomas Terry, City Clerk

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024, by **Joe Julius** and **Thomas Terry**, respectively the Mayor and City Clerk of the City of Elko New Market, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

_____
Notary Public

Bob Larsen

Theresa Larsen

STATE OF MINNESOTA)
)ss.
COUNTY OF SCOTT)

The foregoing instrument was acknowledged before me this _____ day of _____, 2024, by Bob Larsen and Theresa Larson, spouses married to each other.

Notary Public

THIS INSTRUMENT WAS DRAFTED BY:
CAMPBELL KNUTSON
Professional Association
Grand Oak Office Center I
860 Blue Gentian Road, Suite 290
Eagan, Minnesota 55121
Telephone: (651) 452-5000
AMP/smt

EXHIBIT "A"

EXHIBIT A

■ - Little Free Library

BENCHMARK
TOP NUT HYD
ELEV = 1131.64

BENCHMARK
TOP NUT HYD
ELEV = 1132.21

1128.20

STAKE WITH ORANGE PAINT

T POST WITH BLUE PAINT

T POST WITH GREEN PAINT

STAKE WITH ORANGE PAINT

STAKE WITH ORANGE PAINT

F-F 63' 8"

F-F 69' 0"

EDGE-BACK ±18' 7"

BACK-BACK ±35' 5"

BACK-BACK ±29' 9"

DRAINAGE & UTILITY EASEMENT PER PLAT OF BOULDER HEIGHTS

BITUMINOUS

BIT

CON

STREET

0 25

SCALE IN FEET

REV 01: PROPERTY LINEWORK ADDED 07/16/2024

©Bolton & Menk, Inc. 2024, All Rights Reserved

PLAY AREA GRADING
ELKO NEW MARKET, MN

BOLTON & MENK
12224 NICOLLET AVENUE
BURNSVILLE, MN 55337
(952) 890-0509

NE QUAD
OXFORD LN & ANDREW AVE

FOR: CITY OF ELKO NEW MARKET

H:\ELNM\T15100719\Boulder Heights Park\CAD\C3D\Play_Area_Grading.dwg 7/16/2024 2:32 PM

JOB NUMBER: T15.100719 FIELD BOOK: DRAWN BY: MEA

STAFF MEMORANDUM

SUBJECT:	Alternative Funding Research Discussion
MEETING DATE:	August 14, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide a recommendation to the City Council on Alternative Funding Sources for future park facilities.

COMMUNITY VISION:

☒ Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.

☒ The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.

☐ The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.

☒ The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.

☐ The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.

☒ The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

☐ Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.

☐ Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.

☒ Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.

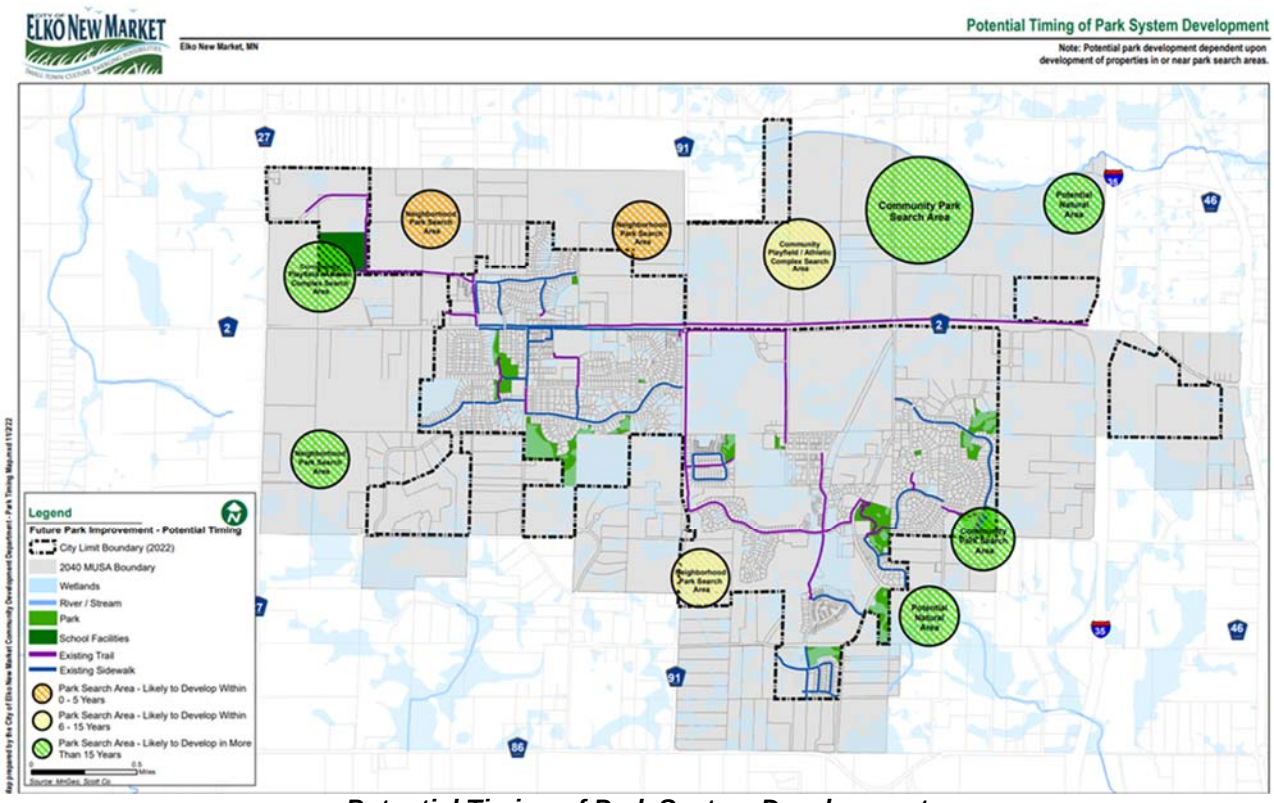
☐ Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:	
☐	Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
☐	Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
☒	Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
☐	Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
☐	Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

The current Parks Commission members and Staff were introduced to the topic of funding the future park system at the March 8th, 2023, Parks Commission meeting by City Administrator, Thomas Terry. This was a continuation of previous discussions regarding funding for future park facilities prior to several new members being appointed to the Parks Commission. Terry explained the reason for the discussion is how growth of the park and trail system will be funded in the future and to ultimately provide a recommendation to the City Council on how to achieve full funding of the future park system.

The Commission previously discussed assumptions for future park facilities and traditional funding options. Staff had identified facilities and their likelihood of being developed in the future. These facilities were broken down into three separate groups, shown in the table on Page 3. The first group is near-term facilities which Staff believe are likely to develop within the next five years. Mid-term facilities were defined as being likely to develop anywhere in the next 6-15 years. Long-term facilities were defined as anything that is likely to be developed 16 years or later from now. Staff also used generalized assumptions based on typical facilities to establish cost estimates for each facility, as shown on Page 3.



Potential Timing of Park System Development

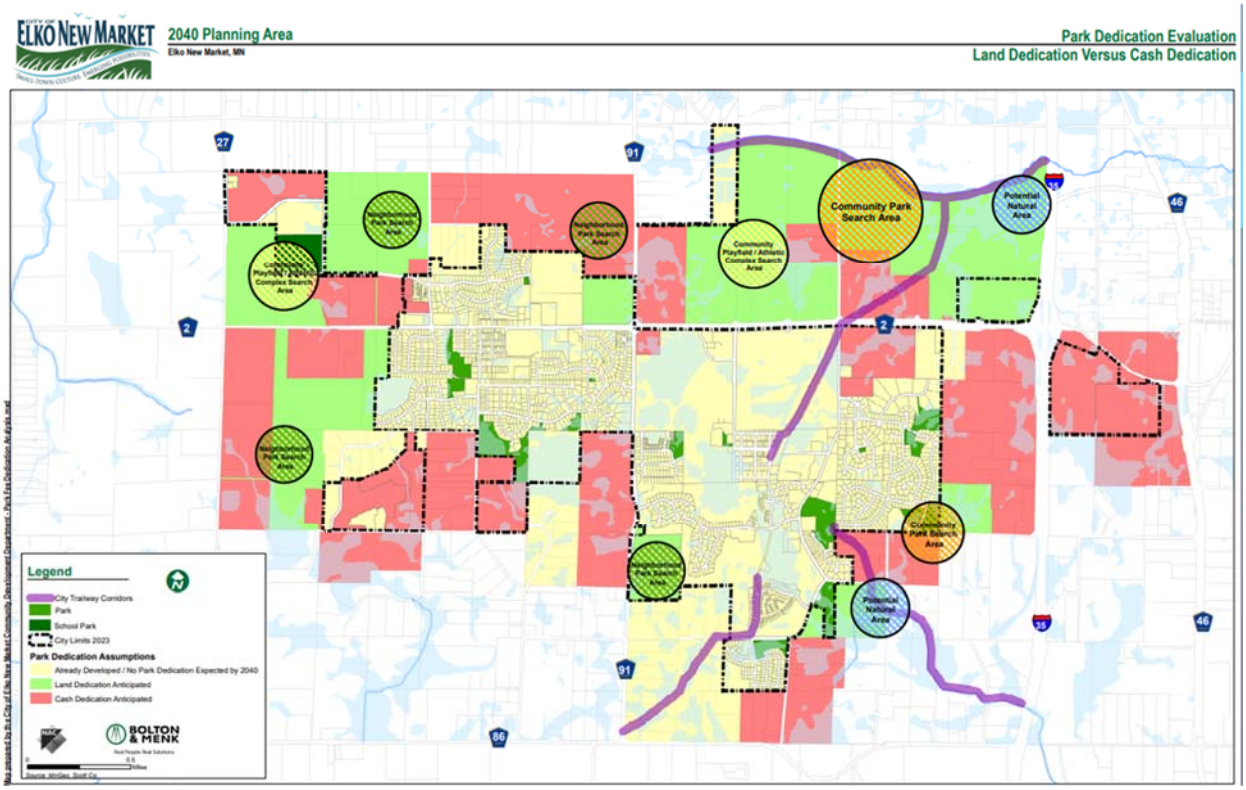
Potential Timing	Type of Park	Typical Acreage	Planning Budget Estimate
0-5 years	Neighborhood	3-10	$125,000*
0-5 years	Neighborhood	3-10	$125,000*
6-15 years	Neighborhood	3-10	$125,000*
6-15 years	Community Playfield/Athletic Complex	40+	5 million*

Cost Estimates of Facilities

For a Neighborhood Park, which is typically 3-10 acres, a budget estimate of $125,000 was provided. Three out of four of the identified near and mid-term facilities are designated as a Neighborhood Park. The other park identified was a Community Playfield/Athletic Complex which requires 40+ acres. The budget estimate for a Community Playfield/Athletic Complex is $5,000,000. The total estimated cost for all identified near and mid-term facilities was $5,375,000. All together including the long-term facilities, the full build out of the 2040 Parks System was estimated to cost $16,125,000. The cost estimates provided assume that no land needs to be purchased in addition to that obtained through park dedication. The estimate does not include site development such as grading and does not consider inflation. Staff admitted that the figures used were conservative and costs can increase depending on what the facilities may offer.

Three traditional funding sources for parks exist within the City. The first funding source, the Gambling Fund, is obtained through charitable organizations who participate in charitable gambling such as pull-tabs. Gambling Funds are currently allocated in the Capital Outlay Plan for the replacement of existing park playground equipment.

The next source of traditional funding is cash-in-lieu of park dedication. For a new development, the City can decide if the developer donates a portion of land to create a park or a cash payment amount as a one-time fee in lieu of land dedication. With the addition of the Park Dedication Fund, $13,427,056 of the 2040 Park System remains unfunded and requires another source of revenue.



Park Dedication Evaluation: Land Dedication Versus Cash Dedication

The final source of traditional funding is tax dollars. Property tax dollars are funds collected for Capital Outlay or to pay for debt issued to fund improvements. This method places the tax burden on the future taxpayers who may not necessarily receive the benefit depending on the duration of the facilities.

At the June 12 Parks Commission meeting, the Commission discussed the possible options for alternative funding methods to decide on which options may be preferred over others to help fill the remaining gap in funding. The Commission was in general agreement that further Staff research should be done on a utility round up program, donation program, and a community foundation. The Commission will then further discuss the identified options for alternative funding methods for the City's park system before making a recommendation to the City Council on which methods should be utilized, if any.

Utility Round Up Program:
Participants in a utility round up program authorize the City to "round up" their monthly utility bills to the nearest dollar or possibly adding a fixed donation amount. These round up programs have proven to be a stable source of revenue in cities that have instituted their own programs. The program would require initial start-up costs and ongoing marketing as well as Staff costs to administer the program. If roughly half of the households in the City participated in the program, it would be estimated to generate approximately $10,100 per year in revenue.

Minnesota electric cooperatives participate in Operation Round Up. The funds raised as part of this program are awarded to local nonprofit organizations. Since the inception of Operation Round Up, millions of dollars have been raised statewide which have gone to supporting charitable organizations. The program has been replicated by some cities with their own water and electric utility funds. Although this contribution is not tax deductible, the most a customer can contribute annually is $11.88 for one account. Some Minnesota cities that have implemented their own utility round up programs include Champlin, New Brighton, Anoka, Proctor, and Rochester to name a few. Some of the cities indicate on their websites that their programs are tax deductible. Further research is needed on the eligibility for tax deductions as part of any program, but it is unlikely that it will be a concern as previously mentioned, the most any one account could contribute per year is $11.88.

Typically, all these programs require of residents is to fill out a form. That form would contain information related to the resident's utility account and contact information. Not every city with a round up program earmarks the funds raised for new park facilities. For example, the City of Champlin uses funds generated from their Round Up Program to help reduce programming costs for youths and senior citizens. The City of Rochester uses their program, Neighbors Chipping In, to benefit residential customers struggling to pay their utility bills. Staff recommend that the proceeds be earmarked specifically for future park facilities.

Pros of a utility fund round up program are that it provides a stable source of revenue and ease of implementation with current City software. Some cons associated with a utility fund round up program are that they do not raise a large amount of annual revenue and require ongoing Staff time to administer. If Staff's estimate of generating approximately $10,100 per year is correct, the City will still need to utilize another funding method to fully fund the City's future park system. Staff will present a more accurate estimation of what the City may collect as part of a program at the August 14 Commission meeting.

Donation Program:
Park Donations are another common alternative funding method for parks. The key to growing this revenue source is a proactive City outreach program that links community members' donations to specific park needs. As with increasing grant revenue, more dollars in the operating budget can be freed up for other park purposes. Both small and large projects could be included with a donation driven approach. Individuals and businesses would also be able to choose their project from a catalog that the City could create. This approach requires Staff time and ongoing administrative and marketing costs. Also, having a limited donation base means less revenues.

Pros of a donation program are that it provides a choice to donors on what their donation will benefit, ease of implementation, is a useful tool for small projects, and provides an additional source of revenue for the City. Cons associated with a donation program include ongoing Staff time to administer, that it does not work well for larger projects, and limited donation base and revenues. Currently most donations received by the City benefit Community Events such as Fire Rescue Days and the Community Picnic. The City has also recently approved the Tree and Bench Donation Program which seeks donations from the public to support the City's park system. It is likely that a donation program for parks would take a percentage of funding away from those existing events and programs. There is no way to confirm if that would be the case, although Staff recommends the Parks Commission be aware and consider the possibility. The

City will still need to utilize another funding method to fully fund the City's future park system in addition to any proposed donation program.

Community Foundation:
Many states allow cities to establish a Community Foundation that includes funding park projects as part of its bylaws. Minnesota is one of these states. A Community Foundation requires a large amount of start-up, or seed money. This usually comes from another larger organization or a large private donation. The seed money would continue to provide revenue to grow the account in the form of interest. Annual contributions to specific projects would be made by the foundation, saving operating fund dollars for the City. This approach aggregates smaller donations to fund larger projects, it can also be used to fund non-park related projects. No tax dollars are used, and donations could be tax deductible. Even though the foundation would bear the City's name, it would be run by volunteers who are not necessarily part of the City government. Additionally, funds are not required to go to City projects specifically.

Community Foundations are usually set up to benefit a more regional area. Some examples of more local Community Foundations include Harmony, Bloomington, Rochester, and Winona. Every city's foundation requires seed money for creation. The Harmony Area Community Foundation received its money from the former Trust for a Better Harmony, which was instrumental in building the Harmony-Preston bike trail and other large community projects. Likewise, a Community Foundation is accompanied by a mission statement and goals. Harmony's Community Foundation's mission statement is to serve the Harmony area by supporting projects which improve the quality of life and build a stronger community. Harmony's Community Foundation's goals are to support Parks and Trails, Fillmore Central Schools, Public Library, Arts and History, Health and the Environment, and Community Support and Growth.

Pros of a Community Foundation approach is that it provides a permanent reliable revenue source. Negatives or cons associated with a Community Foundation are lack of City control over what projects or organizations receive the benefit, ongoing administrative costs, and requires a substantial donation to even be considered a viable option. Depending on the initial funding, it is unlikely that a Community Foundation would fully fund the City's future park system.

DISCUSSION:
The Commission is being asked to provide a recommendation to the City Council on the use of any of these non-traditional funding sources to fund future park facilities.

ATTACHMENTS:
None.

STAFF MEMORANDUM

SUBJECT:	Planting Agreement Discussion
MEETING DATE:	August 14, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide a Recommendation to the City Council on the Creation of a Volunteer Organization Partnership Agreement for the City

COMMUNITY VISION:

- ☐ Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- ☐ The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- ☐ The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- ☐ The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
- ☐ The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- ☐ The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

- ☐ Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- ☐ Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- ☐ Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- ☐ Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- ☐ Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
- ☐ Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
- ☐ Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
- ☐ Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
- ☐ Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

The City has been approached by several different individuals and organizations over the years who have asked to volunteer to plant some type of garden. These are usually referred to as pollinator gardens and are filled with native plants that provide wildlife with additional habitat and food sources. Staff anticipate these requests continuing in the future and wish to create an agreement that could be utilized to allow these individuals and groups to complete their plantings on City owned property.

Initial discussions with the Parks Commission at the June 12 meeting gave Staff direction on what should be included in any potential agreement. City Staff worked with the City Attorney, Andrea Poehler, to create a draft Volunteer Organization Partnership Agreement that would allow for a Task Force to aid the City in the control and removal of invasive species, the planting and maintaining of native species, and the installation and maintenance of habitat for native wildlife within a specified area of City owned property. The draft agreement has been attached to this memorandum and contains relevant feedback received by Staff at the June 12 meeting.

Specifically, the agreement will address what area may be utilized as part of any planting. There is a section related to equipment and damage as well as indemnification. The termination section of the draft agreement reserves the right for the City to terminate the agreement at any time if the Task Force fails to fulfill any of the agreement's terms and conditions. Termination of the agreement may result in remediation of the project location to a different use.

DISCUSSION:
The Parks Commission is being asked to provide a recommendation to the City Council on the creation of a Volunteer Organization Partnership Agreement.

ATTACHMENTS:
Draft Volunteer Organization Partnership Agreement

VOLUNTEER ORGANIZATION PARTNERSHIP AGREEMENT

This Volunteer Organization Partnership Agreement ("Agreement") is made on the _____ day of _____, _____, (the "Effective Date") by and between the **CITY OF ELKO NEW MARKET**, a political subdivision of the State of Minnesota, whose mailing address is PO Box 99, Elko New Market, Minnesota 55020-0099 ("City"), and the_____**,** a _____, whose mailing address is _____ ("The Task Force").

RECITALS:

A. The City owns and maintains various public land throughout the City operated as City park land (the "parks"), with a Priority Goal to "Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events;"

B. The parks require regular maintenance work, including the control and removal of invasive species, the planting and maintaining of native species, and the installation and maintenance of habitat for native wildlife.

C. The Task Force is a volunteer organization dedicated to the maintenance and improvement of the parks;

D. The Task Force's work furthers the public interest by enhancing the quality of life in the community through the improvement and expansion of the City's public park system, and by performing work that would otherwise fall to the City's employees;

AGREEMENT:

In consideration of the mutual covenants and agreements herein contained and other valuable consideration, the receipt, and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. OFFER/ACCEPTANCE. Subject to compliance with the terms, covenants, and conditions of this Agreement, the City shall allow the Task Force to create a pollinator garden at the _____ (approximately _____) and assume all responsibility for creation, maintenance and upkeep of the aforementioned pollinator garden.

2. APPROPRIATION. Nothing in this Agreement shall obligate the City Council to take any action or make any appropriation of funds to support the project.

3. REGULATORY COMPLIANCE. The Task Force shall comply with all applicable state, federal, and local laws and prohibited planting lists. It shall be the sole responsibility of the

Task Force to obtain all necessary permits or approvals required for the restoration, improvement, or maintenance work.

4. EQUIPMENT, DAMAGE. The Task Force shall provide all necessary tools and equipment to perform the work. Task Force shall be responsible for all maintenance, repairs, replacement, and upkeep of said equipment. The Task Force shall be responsible for any damage to City facilities or the parks caused by its work.

5. INDEMNIFICATION. Task Force shall indemnify and forever save and hold the City, its officials, agents, and employees harmless from and against all liability, actions, claims, demands, costs, damages, or expense of any kind, including reasonable attorney's fees, which may be brought or made against the City, its officials, agents, or employees or which the City may pay or incur, by reason of the Task Force's, its members', volunteers', staff, guests', and agents' use of the parks.

6. GOVERNING LAW. This Agreement shall in all respects be governed by and interpreted under the laws of the State of Minnesota. Any litigation pursued under this contract shall be venued in Scott County, Minnesota.

7. DATA PRACTICES/RECORDS. All data created, collected, received, maintained or disseminated for any purpose in the course of this Contract is governed by the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, any other applicable state statute, or any state rules adopted to implement the act, as well as federal regulations on data privacy. All books, records, documents and accounting procedures and practices of the Buyer, if any, relative to this Agreement are subject to examination by the City.

8. NO JOINT VENTURE. Nothing in this Agreement shall be deemed to constitute a partnership, joint venture, or agency relationship between the City and the Task Force.

9. TERMINATION. The City reserves the right to terminate the agreement at any time if the Task Force fails to fulfill any of the agreement's terms or conditions. No notice will be required for termination of the agreement by the City. Termination of the agreement may result in remediation of the project location to a different use.

10. ENTIRE AGREEMENT. This Agreement embodies the entire understanding between the parties relating to the subject matter contained herein and merges all prior discussions and agreements between them.

IN WITNESS WHEREOF, the City and Task Force have caused this Agreement to be duly executed as of the date first written above.

CITY OF ELKO NEW MARKET:

_____
Joe Julius, Mayor

_____
Thomas Terry, City Manager

THE TASK FORCE:

_____
By: _____

STAFF MEMORANDUM

SUBJECT:	Boulder Heights Shelter RFP Submissions Received
MEETING DATE:	August 14, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide a Recommendation to Staff on RFP Submissions Received for the Boulder Heights Picnic Shelter

COMMUNITY VISION:

☐ Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.

☒ The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.

☐ The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.

☒ The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.

☐ The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.

☐ The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

☐ Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.

☐ Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.

☒ Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.

☐ Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:	
☒	Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
☐	Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
☐	Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
☐	Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
☐	Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

City Staff sent out an RFP, request for proposals, on July 22 for the planned picnic shelter to be in Boulder Heights Park to five vendors. The request was based on the desired shelter features previously identified by Boulder Heights residents and the Parks Commission in 2023. A 20'x20' square metal shelter was identified to fit 4 picnic tables also to be placed in the park. Residents and the Parks Commission expressed a desire for there to be electricity access available at the shelter.

The RFP directed the vendors to include pricing for the individual structure, installation (with and without shelter pad), delivery, and any other relevant costs. Site prep and grading are to be completed by the City prior to the installation of the shelter and or pad. The vendors were also asked by Staff to indicate if the option provided would be compatible with electrical outlets. Vendors were required to provide the City with quotes no later than August 7 to be considered for the August 14 Parks Commission meeting. As of August 7, only two submissions have been received by Staff. The completion date for the project is no later than October 31, 2024. MWP Recreation has indicated the procurement time will make it difficult to meet the required deadline. This may be the case for other vendors as well. Staff still recommend considering all quotes received equally.

The table on the following page illustrates the quotes received by vendors with and without creation of the shelter pad. Staff recommend that the installation of the shelter be included with

any quote as there have been funds earmarked for that purpose in the City's Capital Outlay Plan. Public Works would have the potential to hire out the work for the shelter pad with the planned sidewalks for Boulder Heights Park.

Vendor	Estimate with slab	Estimate w/o slab	Installation Estimate	Outlet Capability
St. Croix Rec	$33,890.25	$26,890.25	$14,000.00	Yes
MWP Recreation	$30,160.00	NA	$9,720.00	NA

DISCUSSION:

The Parks Commission is being asked to provide a recommendation to Staff on RFP Submissions Received for the Boulder Heights Picnic Shelter. Staff recommends going with the high quote from St. Croix Rec as they have provided all that was required according to the City's RFP. St. Croix's submission indicates that the model is compatible with the requested electrical outlet to serve the shelter. Staff have additional concerns about MWP Recreation's option of an open gable roofed structure as a traditional roof may offer better protection from the elements for users.

St. Croix Rec Option

MWP Recreation Option

ATTACHMENTS:

Boulder Heights Shelter RFP
St. Croix Rec Submission
MWP Recreation Submission

July 22, 2024

To Whom it May Concern

RE: Boulder Heights Picnic Pavilion Request for Proposals

The City of Elko New Market is seeking quotes for a new park shelter and installation at Boulder Heights Park. A 20'x20' square metal picnic pavilion has been proposed for the park. The City of Elko New Market is requesting quotes for the following:

- 20'x 20' Square Metal Picnic Shelter

  Please include pricing for individual structure, installation **(with and without shelter pad)**, delivery, and any other relevant costs. Site prep and grading to be completed by the City prior to installation of the shelter and pad. Color options for the shelter include black or dark green. Other colors may be considered if those requested are not offered by the supplier.

  The shelter is to be equipped with one or two electrical outlets. Work to be performed by another party. Please indicate if the option provided would be compatible with electrical outlets.

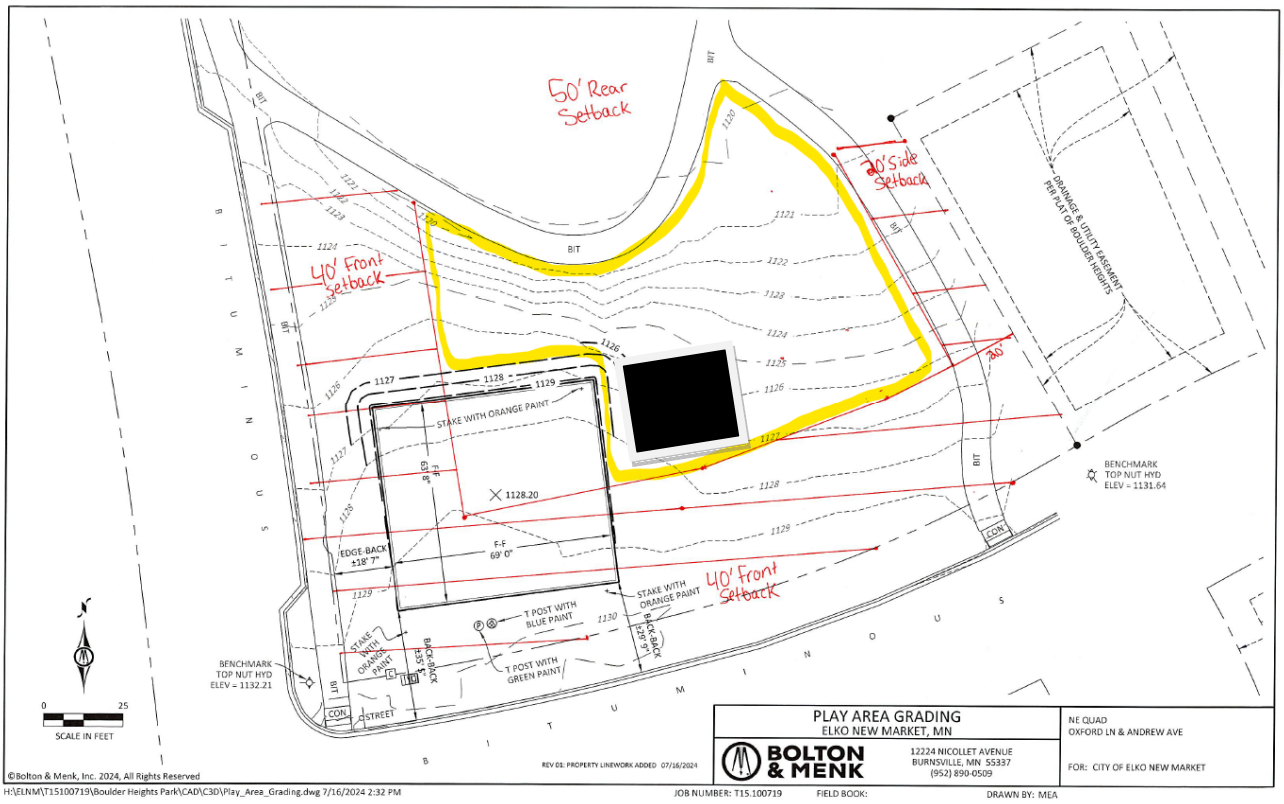
The completion date for this project is no later than October 31st, 2024. The contractor will be required to provide the City with quotes no later than **August 7th, 2024**, to be considered for the August 14th Parks Commission meeting.

If you are interested in submitting a proposal for this project, please email or mail proposals on or before 4:30 P.M., Wednesday, August 7th, 2024.

Any questions regarding the Request for Proposals are directed to contact me at 952-461-2711 or jskluzacek@ci.enm.mn.us . The City reserves the right to reject any or all proposals.

Sincerely,

Jake Skluzacek
City Planner
City of Elko New Market



Boulder Heights Park Building Pad for Shelter (black square)

St. Croix Recreation Fun Playgrounds INC.
1826 Tower Dr W
Stillwater, MN 55082 USA
+16514301247
hannah@stcroixrec.com

Estimate

ESTIMATE # 7187
DATE 07/25/2024
EXPIRATION DATE 08/30/2024

ADDRESS
City of Elko New Market
601 Main St
PO Box 99
Elko New Market, MN 55020

SHIP TO
City of Elko New Market
25499 Natchez Ave
Elko New Market, MN
55020

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

SHIP VIA
Best

SALES REP
JWJ

ACTIVITY	QTY	RATE	AMOUNT
CW SQ-20-SW STEELWORX SQUARE SHELTER, 20'X20', W/ 8' EAVE HEIGHT, W/ 6:12 ROOF PITCH, W/ POLYESTER POWDER COATED FRAME, W/ 24 GA MULTIRIB ROOFING 1 ELECTRICTICAL OUTLET HOLE. ELECTRICIAL PROVIDED BY OTHERS.	1	16,600.00	16,600.00T
INSTALL INSTALLATION OF SHELTER W/22'X22' 4" CONCRETE SLAB	1	14,000.00	14,000.00
Dis. Less Discount	1	-1,000.00	-1,000.00
INSTALL If concrete slab omitted, deduct $7,000.00 from bottom line	1	0.00	0.00

MATERIAL ITEMS AS QUOTED ARE GOOD FOR 30 DAYS. FREIGHT QUOTES ARE GOOD FOR 15 DUE TO FUEL UNCERTAINTIES. SALES TAX SUBJECT TO CHANGE. ADD IF NOT TAX EXEMPT OR SUPPLY EXEMPTION CERTIFICATE IF NOT ON FILE. PAYMENT TERMS ARE NET 30 DAYS UNLESS OTHERWISE NOTED. FAILURE TO PAY IN A TIMELY MANNER WILL BE SUBJECT TO INTEREST AT A RATE OF 1.5%/MONTH OR 18% ANNUALLY.

*LEAD TIMES AND SHIPPING DATES ARE BASED ON CURRENT INVENTORY. PLEASE BE PATIENT AS OUR VENDORS NAVIGATE SUPPLY CHAINS & NATIONAL SHORTAGES.

**FOR BIDDING CONTRACTORS & SUPPLIERS: ST CROIX RECREATION IS NOT LIABLE FOR INTERPRETATION OF PROJECT BIDS, DRAWINGS OR ADDENDA. IT IS THE CUSTOMER'S RESPONSIBILITY TO VERIFY ACCURACY OF MODEL NUMBER(S), DESCRIPTION(S), QUANTITY AND COLOR(S) DIRECTLY WITH END USER

SUBTOTAL	29,600.00
TAX (8.375%)	1,390.25
SHIPPING	2,900.00
TOTAL	**$33,890.25**

By signing estimate or authorizing by email or PO, purchaser is agreeing to billing terms as listed on the estimate. Order to include model number(s), quantity and color(s) above including any supplemental documents provided and/or requested. Please verify all content for accuracy. **Those purchasing off of the MN State Contract are bound only by the terms and conditions listed in said contract**

Accepted By

Accepted Date

By signing estimate or authorizing by email or PO, purchaser is agreeing to billing terms as listed on the estimate. Order to include model number(s), quantity and color(s) above including any supplemental documents provided and/or requested. Please verify all content for accuracy. **Those purchasing off of the MN State Contract are bound only by the terms and conditions listed in said contract**

Model: Steelworx Square Shelter, 20'
Model # SQ-20-SW

Manufacturing Mission: To provide all prefabricated components and installation instructions for a 20' wide by 20' long (measured from eave to eave) free standing bolt together, tubular steel constructed shelter kit.

Design Criteria: Structure shall be designed to meet site specific snow and wind load design criteria using most current applicable building codes. All structural members are ASTM A-500 U.S. grade B steel. Welded connection plates shall be ASTM A-36 hot rolled steel. All fabrication performed to latest AISC standards by AWS Certified welders. All framing connections are done using A325 grade bolts within concealed access openings from above and will later be concealed by the roofing. All roof framing shall be flush against the roof decking to eliminate the possibility of bird nesting.

Tubular Steel Columns and Beams: Standard column dimension shall be 5" x 5" x 3/16" tubular steel welded to 5/8" base plates for surface mounting. Main support beams are 7" x 5" x 3/16" and purlins are 6" x 3" x 1/8" and 5" x 3" x 1/8". Steel sizes are preliminary and may change due to ongoing review and final engineering.

Roofing: 24 Ga. pre-cut steel Multi-Rib panels with Kynar 500 finish in a variety of colors with white underside. Standard roof slope is a 4/12 pitch with a eave height of 8'-0". Attached to structural framing with exposed self tapping screws painted to match roof color. Matching 24 Ga. trim included.

Frame Finish: All steel framework will receive a corrosion protective TGIC Polyester powder coat, electro-statically applied and cured at 400°F. A large selection of standard colors are available.

Foundation: All columns need to be anchored to concrete footings (footing design provided separately). Columns can be surface mounted to footings with anchor bolts at or below finish slab elevation or they can be embedded directly into the footing without base plates upon request. Anchor bolts and bracing templates are included. Optional base plate covers are available at an additional cost.

Hardware: All structural hardware and roofing fasteners shall be provided.

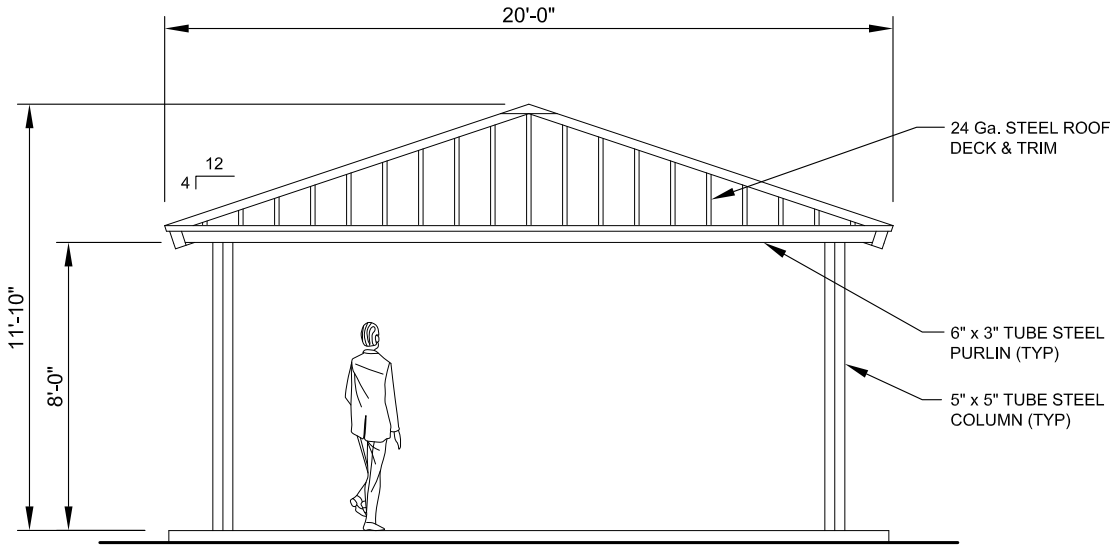
Warranty: 10 years against manufacturer defects.

Not Included: Concrete work of any kind, unloading of product and installation.

Additional Options: Refer to catalog or www.coverworx.com for available options and upgrades.

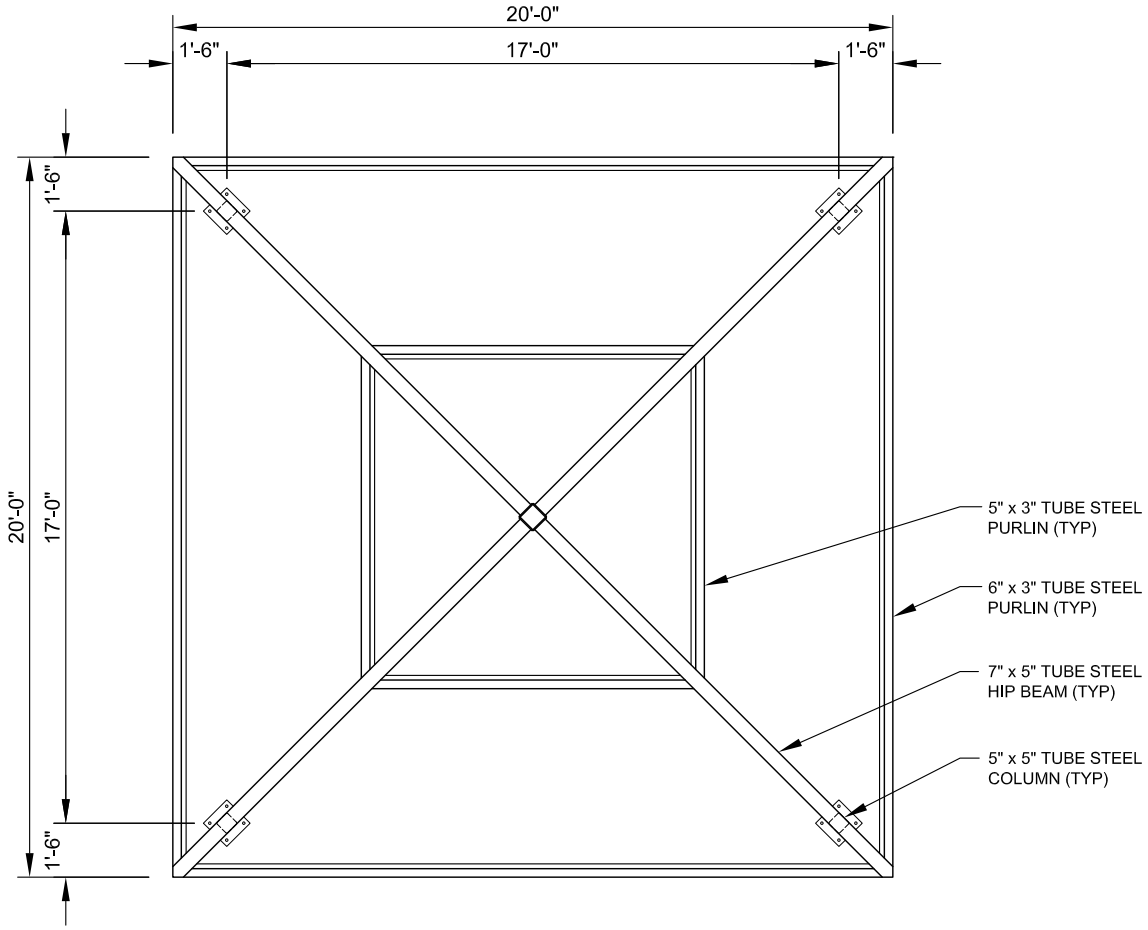
COVERWORX
Recreational Architecture
A Division of Ross & Barr Inc.

11800 East 9 Mile Road
Warren, MI 48089
Office: (586) 486-1088
Fax: (586) 754-9130
Toll Free: (800) 657-6118
Email: info@coverworx.net
www.Coverworx.com



ELEVATION

SCALE: 3/16" = 1'-0"



FRAMING PLAN

SCALE: 3/16" = 1'-0"

COVERWORX
Recreational Architecture
A Division of Ross & Barr Inc.

11800 East 9 Mile Road
Warren, MI 48089
Office: (586) 486-1088
Fax: (586) 754-9130
Toll Free: (800) 657-6118
Email: info@coverworx.net
www.Coverworx.com

Steelworx Square Shelter - 20'

Model: SQ-20-SW

DESIGN SPECIFICATIONS

MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 Fax 763-546-5050 | dan@mwprecreation.com

08/07/2024
Quote #
105277-01-03

CONSULTANT: DAN LANES

RFP - Boulder Heights Picnic Pavilion - Option 1 - Elko New Market, MN - D12363L - I

City of Elko New Market
Attn: Jacob Skluzacek
601 Main Street
Elko New Market, MN 55020
UNITED STATES
Phone: 952-461-2711
jskluzacek@ci.enm.mn.us

Ship to Zip 55020

Quantity	Part #	Description	
1	INSTALL	Install - Install of Shelter Structure- Includes permits Includes disposal	
		Total	**$9,720.00**

Comments

Owner is responsible for site prep and excavation prior to installer's arrival
Owner is responsible for accepting and unloading shelter delivery

This quotation is subject to current MWP Recreation (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of $1,000.00 to be supported by your written purchase order made out to MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, MWP Recreation (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product) and attainability of raw materials. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

Pricing: f.o.b. factory, firm for 15 days from date of quotation. If placing an order after expiration of quote, please contact our office for updated pricing. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 Fax 763-546-5050 | dan@mwprecreation.com

08/07/2024
Quote #
105277-01-03

CONSULTANT: DAN LANES

RFP - Boulder Heights Picnic Pavilion - Option 1 - Elko New Market, MN - D12363L - I

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 Fax 763-546-5050 | dan@mwprecreation.com

08/07/2024
Quote #
105277-01-03

CONSULTANT: DAN LANES

RFP - Boulder Heights Picnic Pavilion - Option 1 - Elko New Market, MN - D12363L - I

Project Scope:

Please note, installation is based on site being ready prior to our arrival to install shelter equipment as well as site conditions that have been conveyed to our organization by the owner/owner's representative and/or ideal conditions existing for a timely completion of your project as quoted. Unless addressed prior to the installation quote being issued or specifically mentioned herein, any issues that arise that impede the progress/completion of your project as quoted will result in additional charges.

Weather can change project scheduling in many ways. Take rain for an example. Day, or days, before rain... If weather forecasts show a high percentage chance for rain that will effect the site conditions, a postponement may be in order. Digging holes, laying certain surfacing materials, etc., are greatly affected by weather conditions and work may not begin/continue due to weather forecasts. There's the rain days themselves, which if heavy enough rainfall occurs, makes a site unworkable. Day, or days, after rain... Drying time will be needed after rain and the number of days needed will vary depending on amount of moisture received. One actual rain day may equal multiple delay days depending on work scheduled to be done.
+ INCLUSIONS +
+ One mobilization
+ Public utility locates only
+ Installation of equipment as outlined on quote #105277-01-02
+ Marking and digging of footings holes to accept direct embedment supports as needed
+ Unpacking of shelter equipment
+ Assembly of shelter equipment
+ Concrete for footings as needed
+ Pouring of concrete for footings
+ Construction tape/temporary bracing (as needed)
+ Standard insurance offerings
+ Standard warranty offerings
+ Standard industry accepted labor wages
+ Offsite removal of spoils from footing holes
+ Disposal of packing material
+ Permits

- EXCLUSIONS -
- Clear access path up to and into shelter area for installation equipment (minimum of 8-foot wide, includes but not limited to gates, walkways, driveways, etc.)
- Staging area for materials and installation equipment, trailers, etc.
- Unobstructed space for maneuvering installation equipment as well as performing work
- Security fencing of any type
- On site security personnel
- If fencing is in place (by others), ability to unlock fencing is to be provided to our office a minimum of one week prior to our start
- Private utility locates such as, but not limited to, irrigation, fiber optics, private lighting, etc.
- Accepting, unloading and storage of order(s)/shipment(s) prior to installation. Please note, orders can be packaged/shipped in large crates, pallets, etc., requiring heavy-duty equipment to unload.
- Sitework of any kind such as, but not limited to, grading (play area to have max slope of 1%), site restoration, drainage, etc.
- Removal of existing equipment, border, safety surfacing, etc.
- Backfill and compaction of backfill after removal of existing items (for footing holes as an example) that leave voids in area (marking and digging of new footing holes based on workable site)
- Digging in compacted sub-surfaces, rock, hard pan, tree roots, unstable soil conditions, etc.
- Restoration of compacted sub-surfaces for playground surfacings such as, but not limited to, poured-in-place rubber, rubber tiles, artificial turf, etc.
- Digging/maneuvering in sand, pea gravel, mud, etc.
- Removal of temporary braces, caution/construction tape, etc. (Can be removed and disposed of after concrete has cured.)
- Bonding of any type

MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 Fax 763-546-5050 | dan@mwprecreation.com

08/07/2024
Quote #
105277-01-03

CONSULTANT: DAN LANES

RFP - Boulder Heights Picnic Pavilion - Option 1 - Elko New Market, MN - D12363L - I

- Prevailing, Davis Bacon, Union, or similar, wages
- Restroom facilities. Please provide access to restrooms whether within a building or portable style. Should use of site facilities not be available, additional charges will be required to bring on site temporary/portable restrooms. These temporary facilities will be removed once your project has been completed.
- Short term maintenance, check manufacturer's owner's manual recommendations for maintenance and always follow these written instructions. To help set up short (and ongoing) term maintenance, use the first twelve months to regularly check equipment (such as, but not limited to, tightening hardware, checking moving features, etc.). Twelve months allows use in all seasons and will provide a better understanding of what will be necessary for your ongoing maintenance. This short term schedule will be based on the amount of use the play equipment is getting as well as the type of play event that is being played on. Activities with movement have a more dynamic play which can lead to more maintenance due to the nature of the motion but also because these types of play events tend to be more popular. Static features may require less attention during the short term and ongoing maintenance as inspections will determine frequency of maintenance needed for these events. There may be a need for scheduled lower and higher frequency inspections.
- Ongoing maintenance, check manufacturer's owner's manual recommendations for maintenance and always follow these written instructions. After short term maintenance period is done and data is collected for that time period, an ongoing schedule should be implemented. The ongoing maintenance can change with age and greater use. There may be a need for scheduled lower and higher frequency inspections.

Should weekend work be necessary or non-standard hours be worked, please provide a site contact and the best telephone number to reach this person in case an urgent matter arises requiring immediate attention.
(Name) _____
(Cell) _____
(Other Telephone Number) _____

Wet Site Conditions: installation areas located near wetlands, where a high water table exists or in any environment that produces excessive moisture will require additional planning prior to installation of your project. Unless excessively wet conditions have been conveyed prior to installation quote and accounted for in some manner, your installation will not proceed. Ideal dry conditions need to be present to begin, and complete, your project as quoted.

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Order Information:

Bill To: _____ Ship To: _____

Company: _____ Project Name: _____

Attn: _____ Attn: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Contact: _____ Contact: _____

Tel: _____ Tel: _____

Fax: _____ Fax: _____

MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 Fax 763-546-5050 | dan@mwprecreation.com

08/07/2024
Quote #
105277-01-03

CONSULTANT: DAN LANES

RFP - Boulder Heights Picnic Pavilion - Option 1 - Elko New Market, MN - D12363L - I

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **$9,720.00**

MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 Fax 763-546-5050 | dan@mwprecreation.com

08/07/2024
Quote #
105277-01-02

CONSULTANT: DAN LANES

RFP - Boulder Heights Picnic Pavilion - Option 1 - Elko New Market, MN - D12363L - M

City of Elko New Market
Attn: Jacob Skluzacek
601 Main Street
Elko New Market, MN 55020
UNITED STATES
Phone: 952-461-2711
jskluzacek@ci.enm.mn.us

Ship to Zip 55020

Quantity	Part #	Description
1	ROGS 2020	Cedar Forest Products - Rectangular Open Gable Shelter 20' x 20' with 8' eave- Price Inclludes: • Roof pitch is 4:12, designed for a standard 30 PSF live load & 90 MPH wind speed • Powder coated steel frame • 24 ga. multi-rib metal roofing • Zinc plated fasteners • Tubular steel frame utilizes hidden bolts & fasteners where possible
1	ENG	Cedar Forest Products - Engineering
1	CONC	Other - Concrete for Shelter Footings
		Total **$30,160.00**

Comments

Owner is responsible for site prep and excavation prior to installer's arrival
Owner is responsible for accepting and unloading shelter delivery

This quotation is subject to current MWP Recreation (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of $1,000.00 to be supported by your written purchase order made out to MWP Recreation.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Any changes made to product and/or services after initial order(s) has/have been received by MWP will result in production and/or schedule time frame modifications. Please contact your regional representative to receive a revised schedule for your order/project.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, MWP Recreation (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Excusable Delays/Additional Costs: MWP, and/or its affiliates, shall be liable for default unless delay of performance, whether supplying materials only or including installation in accordance with our project scope, is caused by an occurrence beyond reasonable control of MWP, and/or its affiliates, such as, but not limited to, acts of Superior Force or the public enemy, acts of Government in either its sovereign or contractual capacity, fire, floods, epidemics, quarantine restrictions, strikes, unusually severe weather, delays of common carriers (for transportation of goods whether raw materials or finished product) and attainability of raw materials. Such events resulting in additional costs are not included in quoted amounts and shall be the responsibility of the Owner/Owner's Representative. Any additional costs shall be provided in writing for purchaser's records and shall be due upon payment of invoice.

MWP Recreation
4800 Olson Memorial Hwy, Suite 130 Golden Valley, Minnesota 55422
Ph. 800-622-5425 | 763-546-7787 Fax 763-546-5050 | dan@mwprecreation.com

08/07/2024
Quote #
105277-01-02

CONSULTANT: DAN LANES

RFP - Boulder Heights Picnic Pavilion - Option 1 - Elko New Market, MN - D12363L - M

Pricing: f.o.b. factory, firm for 15 days from date of quotation. If placing an order after expiration of quote, please contact our office for updated pricing. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. Should this quotation be forwarded to an agency not listed on this quote, credit terms, as well as other terms and conditions herein, may be need to be altered. For instance, non-tax supported organization purchasing any or all products and/or services quoted herein may require full payment for that amount due at time of order entry. Remaining balance owed by tax supported agency, if any, shall still be net 30 days. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

Unless already on file, please include a tax exempt certificate upon order entry whether a tax supported government agency or other.

Cedar Forest Products Shipment: order shall ship within ten to twelve weeks after MWP's receipt and acceptance of your purchase order, color selections, preparation/creation of "stamped" drawings, if required, approved submittals and receipt of deposit/full payment, if required. Receipt of anything other than what is stated herein will not constitute an order and therefore no materials will be placed into production nor installation, if required, will be scheduled.

Freight charges: Prepaid & added

Exclusions: unless specifically included, this quotation excludes all site work and landscaping; removal of existing equipment; acceptance of equipment and off-loading; storage of goods prior to installation; equipment assembly and installation; safety surfacing; borders and drainage provisions.

Order Information:

Bill To: _____ Ship To: _____

Company: _____ Project Name: _____

Attn: _____ Attn: _____

Address: _____ Address: _____

City, State, Zip: _____ City, State, Zip: _____

Contact: _____ Contact: _____

Tel: _____ Tel: _____

Fax: _____ Fax: _____

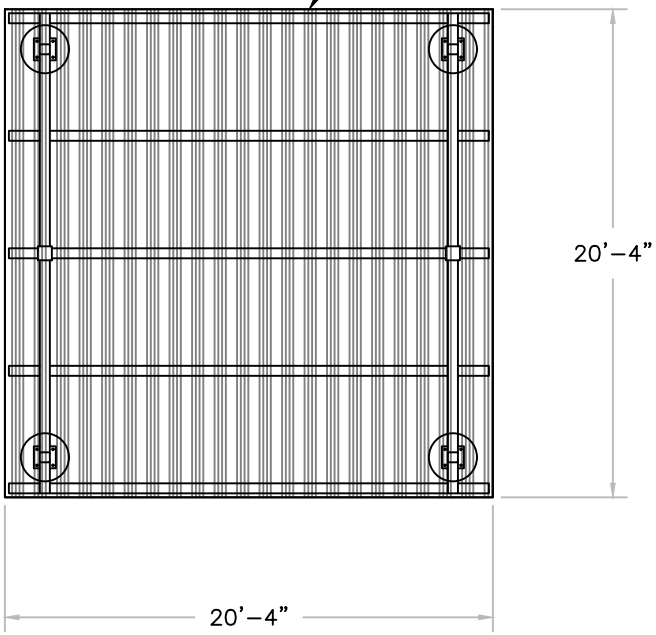
Acceptance of quotation:
Accepted By (printed): _____ P.O. No: _____

Signature: _____ Date: _____

Title: _____ Phone: _____

Facsimile: _____ Purchase Amount: **$30,160.00**

RECT. OPEN GABLES SHELTER
20FT X 20FT W/ 8FT EAVE
ROGS 2020



0 10 20 40

SCALE IN FEET

SCALE: 1" = 8'–0"

THIS PRINT IS THE PROPERTY OF MINNESOTA WISCONSIN PLAYGROUND INC. AND IS NOT TO BE USED, COPIED OR REPRODUCED WITHOUT THEIR EXPRESSED WRITTEN PERMISSION.

Mfg. By:
GameTime A PLAYCORE COMPANY
Enriching Childhood Through Play.

Sold & Distributed By:
recreation

P.O. Box 27328, Golden Valley, MN 55427
763-546-7787 1-800-622-5425
Fax 763-546-5050
E-Mail info@mwprecreation.com

THIS PLAN REQUIRES A FINISHED GRADE RESOLUTION

Boulder Park Picnic Pavilion - Option 1
Elko New Market, MN
8–7–24
DWG. D12363L

STAFF MEMORANDUM

SUBJECT:	Facility Reservations Discussion
MEETING DATE:	August 14, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide a Recommendation to the City Council on the City's Facilities Reservation Policy

COMMUNITY VISION:

- ☐ Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- ☐ The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- ☐ The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- ☒ The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
- ☐ The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- ☐ The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

- ☐ Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- ☐ Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- ☐ Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- ☐ Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:	
☐	Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
☐	Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
☐	Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
☐	Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
☐	Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

Staff were asked to place discussion regarding the Wagner Park Field Facilities Reservation Policy on the agenda for this meeting by the City Council after discussion at the July 25 City Council meeting. The policy discussion was prompted by a resident's request to use the Wagner Park ball fields for the purposes of a private wedding. Individuals may reserve and rent the Wagner Park Shelter, but the ballfields may only be reserved by athletic associations and non-profit, for-profit, religious and political organizations. Reservation priorities are based off a tiered system.

Current City policy does not permit individuals to reserve the fields for private use. The fields are only rented to groups or organizations according to the long-standing field reservation policy for fields and recent amendments thereto, see attached. The basis or rationale for the policy is that the main purpose of the ball fields is for public use, typically associated with an athletic event. Examples of this include the ongoing use of the fields for baseball and softball programming through the New Market Baseball Association and Community Events which utilize the field space for youth recreational activities. Allowing for private reservations may negatively affect the availability of the facilities for their intended use. This rationale was recently affirmed by both the Parks Commission and the City Council when the updated Park Facilities Rental Form was approved by the City Council on April 11, 2024.

City Staff have received and are likely to continue to receive requests for use of the ball fields for private events, such as weddings and birthday/graduation parties. This is likely due to rising costs associated with renting traditional venues for these private events. Staff recommends that there be no one-time exceptions made for any policy. Instead, any changes be incorporated into the City policy moving forward.

There are several considerations the Parks Commission must discuss before any change to policy that would allow for private events to be held on the Wagner Park ballfield or potentially any City owned park. A list of these considerations is listed below, please note that this is not an all-inclusive list as there may be unforeseen issues not anticipated by Staff:

- Cost (currently no fee to reserve ball fields)
- Ceremonies Considered Separately from Receptions (one or the other, both, or neither)
- Impact and Potential Damage to Fields
- Timing of Reservations/Window of Access to Facility (compatibility with competing and public uses)
- Demand on Staff (responding to lessee reservations and facilities)
- Hours of Activity (light, noise, park hours)
- Bathroom Facilities (may require additional facilities)
- Janitorial Services (currently only once per week)
- Lessee Expectations (what is provided vs. what is expected)
- Impact to Neighbors (light, noise, parking, hours)
- ADA Access (ballfields are not handicap accessible)
- Parking (60 parking stalls on site)

Staff have researched other cities in Minnesota that allow park rentals for weddings specifically. Many cities, including Elko New Market, currently allow for indoor wedding ceremonies and receptions within a City owned facility. This research focuses exclusively on cities that allow for purely outdoor wedding ceremonies and or receptions within certain city-owned parks, which seems to be less common in the State. That research is shown below:

<u>Minneapolis</u>

- Capacity ranges from 100-200 people depending on location
- Reservations available in three-hour blocks, 9-12, 12-3, 3-6, 6-9
- No food or receptions allowed, only ceremonies
- Permit required
- Handicap accessible
- Off-street pay parking
- All set up and take down of tables, chairs, cleaning and taking out the trash is the responsibility of the permit holder
- Fees vary depending on event, relevant fees include facility rental fee, service fee, ceremony fee, damage deposit fee, police office fee, and administrative fee
- The permit holder is responsible for providing all linens, décor, and accruements as well as the set up and take down of these items during the permitted time
- No balloons, tape, tacks, nails or any items that may impact the facility
- No flamed candles, electronic or LED candles only
- No decorations are to be hung from or above any fixtures
- No food trucks permitted

- Music including microphones, CDs and MP3 may be played inside the facility and must end at 9PM
- Flowers or any other vegetation may not be moved, cut, or removed
- Littering is not permitted. Rice, confetti, glitter, or birdseed is not permitted. Any flower boxes or other rubbish must be picked up by the permittee and disposed of properly
- Tents or canopies are not allowed
- Alcohol is not permitted. Ceremonies that normally use wine must substitute with a non-alcoholic beverage

St. Paul

- Attendance ranges from 0-250 depending on option
- Reservations made in 4-hour sessions
- $75 for the session
- Other event rates are determined based on size and impact to the park
- No grills allowed
- Restroom rental is the responsibility of the permit holder

Elk River

- Attendance possible for over 400 guests
- Only portable toilets are available, no public restrooms or changing areas available
- Upper part of the park will remain open to the public during the event
- Weddings that go beyond park boundaries or exceed 400 guests may require additional review by the Parks and Recreation Commission and must be submitted a minimum of 60 days prior to the event
- 2 hours minimum
- 6 hours maximum
- $150 plus tax for 2 hours + $50 plus tax for each additional hour
- $250 damage deposit

New Ulm

- Public restrooms available but not always unlocked
- 30-50 100 under pavilion
- Open to receptions but mostly see ceremonies

Plymouth

- Attendance possible for up to 300 people
- Reservations made in 4-hour sessions, 10-2, and 3-7.
- $500 for resident
- $600 for non-resident
- $500 damage deposit required
- Chair fee of $3.25-5.50 per chair plus damage waiver and tax
- Rates include a sound system with a microphone and one-hour rehearsal the Wed or Thurs before the wedding
- Rates do not include tables, chairs, tents, indoor reception space, or back up space due to weather or rehearsal dinner rental

- Two green rooms are available to rent from 9AM - 11PM, rates are $700 for residents and $825 for non-residents.
- A damage deposit of $100 is also required.
- Exclusive catering list offered by city

Duluth

Lakewalk Plaza

- Attendance 0-40
- Permittee provides their own chairs and decorations
- Stanchion barriers at each entry point divert Lakewalk visitors around the space
- Rented in 2-hour time slots
- $140-1,050 depending on day and timeslot

Brighton Beach (Kitchi Gammi)

- 10 AM – 9 PM
- $350 for non-resident
- Bathrooms (porta potties – both handicap & regular)
- Charcoal grills available on site
- Beach access available on site
- No electricity available on site

Staff research shows that most cities which allow for weddings to be held outdoors in a city park only allow for ceremonies rather than receptions. The cities that do allow receptions to be held have strict guidelines related to times of use, renter responsibilities, catering, and noise. Most of these other city parks are additionally set up with some form of permanent seating, stage, or scenic amenity which Wagner Park does not offer. None of the city parks researched by Staff allowed reservations of ball fields for the purposes of wedding receptions.

Staff also noted that the cities found to allow for wedding receptions within city parks are larger than Elko New Market. New Ulm has a population of over 14,000 with 17 full-time Park Department employees and over 100 part-time and seasonal employees. New Ulm is the smallest city found to allow for wedding ceremonies and receptions. These are held in German Park which contains an amphitheater and permanent seating which allows for less-invasive set up and take-down to accommodate those in attendance. The size of a City appears to have a strong correlation with offering public park space for private events. This is likely due to larger cities often having more parks available overall, leading to less impact to residents seeking to use the park for its intended purpose. Cities that have a dedicated Parks Department Staff and many full-time employees may also have less difficulty in accommodating the private use of these public spaces and can also be more responsive to the needs of the renter and the facilities.

DISCUSSION:

The Parks Commission is being asked to provide a recommendation to the City Council regarding the City's current Wagner Park Field Facilities Reservation Policy. The City Council has asked that any recommendation be accompanied by the reasoning for the recommendation.

ATTACHMENTS:

City of Elko New Market Park Facilities Rental Form (policy contained on form)

City of Elko New Market
601 Main Street, PO Box 99
Elko New Market, MN 55020-0099
Phone: (952) 461-2777 1 Fax: (952) 461-2782

PARK FACILITIES
RENTAL FORM

Renters Name: _____ Daytime Phone: _____

Home Address: _____

Rental Date: _____

Rental Fee Received:	Damage/Key Deposit Received:
Date: _____	Date: _____
Amount: $_____	Amount: $ 200.00
☐ Check #_____ ☐ Cash ☐ Credit	☐ Check #_____ ☐ Cash

WILL ALCOHOL BE SERVED?
__ Yes __ No

If yes,
Check all that Apply:
__ Malt Liquor
__ Boxed Wine

Deposit Returned: Date: _____ Returned To: _____

Reservations are to be contracted by the individual who thereby accepts full responsibility. This reservation may not be transferred to another party without the written permission of the City.

Please indicate which Park Facility you wish to rent below:	
	Wagner Park Shelter
	Wagner Park Field 1 East
	Wagner Park Field 2 West
	Wagner Park Field 3 South

No reservations can be made without payment.

User Fees:

- Wagner Park Shelter Rental - City resident: $150.00 (includes sales tax)
- Wagner Park Shelter Rental - Non-resident: $200.00 (includes sales tax)
- Wagner Park Shelter Rental - Non-profit organizations: No charge Monday-Wednesday. Thursday-Sunday regular rates apply
- Wagner Park Fields – Priorities 1-2: No charge
- Wagner Park Fields – Priority 3: No charge
- Wagner Park Fields – Priority 4: No charge

Wagner Park Fields Priority Levels and Schedule Submission Deadlines:

- **Priority 1**: *Feb. 29th* – Refers to the programs and activities of the Elko New Market Baseball Association.
- **Priority 2**: *Mar. 14th* – Refers to local non-profit groups/clubs, agencies, parks and recreational programs, and adult service organizations.
- **Priority 3**: *Mar. 28th* – 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.
- **Priority 4**: *Apr. 11th* – 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.

Rental schedule submissions are due no later than the listed dates associated with each priority level. If a group or individual misses their submission deadline, the submission will be considered along with the following priority level based on the date of submission.

The Renter must adhere to the following Rules and Regulations, unless special arrangements have been noted by staff on this Rental Form, and the Renter agrees to accept the consequences for their failure to do so. Failure to adhere to any of the rules and regulations listed may result in loss of damage deposit.

RULES AND REGULATIONS

A. **Adult**. Renters must be at least twenty-one years of age, and the event must be supervised by a responsible adult twenty-one years of age at all times.

B. **Nuisance**. The Renter is responsible for the conduct of guests during the rental period, causing a public nuisance or violating the City's noise ordinance may, at the discretion of the Police Department, be grounds for removal from the facilities.

C. **Wagner Park Shelter Rental Hours**. Renters are permitted to use the rented Wagner Park Shelter facilities between the hours of 6:00 a.m. to 10:00 p.m. Renters may be requested to leave the Wagner Park Shelter facilities during hours not permitted.

D. **Key FOB**. The key FOB to the Wagner Park Shelter must be picked up 2-3 days prior to the rental date during regular business hours, M-F, 8:00 a.m.-4:30 p.m., not including holidays. The key FOB must be returned to City Hall the next business day immediately following the rental date. Renters shall be responsible for the cost of replacing lost or damaged key FOB's. If preferred, the Renter may return the key FOB by depositing it in the drop box located in front of the City Hall. **If a key FOB is not returned by 4:30pm on the next business day following the rental, $50 will be deducted from the damage deposit**.

E. **Wagner Park Shelter Facilities**. The facility provides tables & chairs to seat approximately 125 people. Absolutely no chairs, tables, etc., may be removed from the park shelter. The facility is equipped with hand air dryers, so the City will supply **only toilet paper for the restrooms**. The facility includes a stove/oven. It is the **responsibility of the Renter** to provide any other items needed for an event, including, but not limited to dishes, serving utensils, silverware, linens, towels, paper products, etc. It is the Renter's responsibility to see that everything is clean, all appliances wiped off, countertops cleaned, floors swept, and that all lights are off, and doors are locked when vacated.

F. **Wagner Park Ball Field Rental Hours.** Field use for ball games is restricted beginning at 11:00 a.m. Friday – Sunday. Field use for ball games is also restricted on Thursday evenings from June 10th – July 30th. Field use for ball practice has no restrictions.

G. **Facilities Rented**. The City's park system requires a substantial annual cost, with most of the usage occurring on weekends. Most of the events for which the Wagner Park Shelter is rented also occur on weekends. Because of this, the Renter is advised that the facilities for which rental fees are paid, reserves only the Wagner Park Shelter, or specific Wagner Park Ball Field, and **does not include other park facilities and amenities** which will be open to the public. A rental does not provide for exclusive use of restrooms. Bouncy houses and other inflatables **are not permitted** to be used in connection with this rental or the park.

H. **Renter's Responsibility**. The applicant needs to attend the event during the time specified on the permit and have the permit in their possession. The Renter must have a copy of the Agreement with them at the Shelter. The Renter assumes responsibility for all activities conducted, including, but not limited to:
   - Supervision and control to prevent injury or damage and maintain order during the event
   - Maintenance of the premises during the scheduled use
   - Cleaning of refuse and debris and disposing in trash receptacles

I. **Trash & Recyclables**. Trash and recyclable containers will be provided; Renters must ensure that **all refuse and recyclables are removed from the shelter/field** and placed in these containers. (Renter shall provide trash can liners.)

J. **Glass Containers**. No glass containers are allowed in City parks.

K. **Parking**. Parking is permitted on-street or in designated areas only. Overnight parking in parks is prohibited.

L. **Alcohol**. No liquor is to be served or brought onto the premises, except the consumption of malt liquor and/or boxed wine. The Renter will be required to leave and subject to prosecution for the consumption of intoxicating beverages by minors, whether it is occurring with or without the Renter's knowledge. Absolutely no sale of intoxicating beverages is permitted. The Renter shall indemnify and hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.

For a Renter to serve malt liquor and/or boxed wine at the event, the Renter must provide the City with a Certificate of Liability Insurance from their insurance company affirming they have liability coverage for the event. This Certificate of Insurance must be submitted prior to the date of the event. If no Certificate of Liability insurance is received from the Renter, no malt liquor and/or boxed wine can be served at the event.

M. **Proof of Insurance**. Certain events may require proof of insurance in a minimum amount to be determined based on the event type. Insurance information is required for field rentals.

N. **Inspection**. The Facility will be inspected following completion of the rental. The cost for repairing any damage, cleaning; and/or missing tables/chairs that occurred during the rental, will be deducted from the damage deposit.
O. **Refund**. There are no refunds in part or in whole of rental fees, whether due to inclement weather, messy facilities, or for any other reason except that rental fees will be refunded if the City cancels the event.

***IT IS THE RENTER'S RESPONSIBILITY TO PICK UP THE KEY FOB FOR THE PARK SHELTER 2-3 BUSINESS DAYS PRIOR TO THE RENTAL DATE. THE KEY CAN BE PICKED UP AT CITY HALL DURING REGULAR BUSINESS HOURS - MONDAY THROUGH FRIDAY 8:00 A.M. TO 4:30 P.M. (NOT INCLUDING HOLIDAYS)

The Renter hereby acknowledges receipt of the Parks Facilities Rental's Rules and Regulations:

Renter signature: _____ Date_____

Parks Commission Update

July 31, 2024

Parks & Trails

1. Future Projects List

Staff informed the Commission at the June 12 meeting that Staff had underestimated the amount of potential park dedication funds related to the Niagara Bottling, LLC. plat. $185,000 was received by the City in July as part of the development. Due to the potential for additional funds, Staff discussed with the Commission that this may be a good time to get some of the projects with no identified funding source completed. Projects identified by the Commission in the past include (ranked in order of priority):

- Boulder Heights Park Shelter – In Process
- Wagner Park Trail Connection to CSAH 2
- Permanent Pickleball Court
- Pete's Hill Sign
- Park and Trail Map Signs
- Boulder Heights Park Pet Drinking Fountain

2. Future Park Funding

At the June 12 Parks Commission meeting, City Administrator, Tom Terry, presented to the Commission on alternative funding sources for park facilities. Following discussion by the Commission, it was decided that the following alternative funding sources should be researched further by Staff before the Commission issues a recommendation on which sources should be used to fund future City park facilities:

- Utility Bill Round-Up Program
- Donation Program
- Community Foundation

Staff will continue to research these funding methods to present more to the Commission at the August 14 Commission meeting.

3. Public Works Update

Grading has begun for the proposed picnic shelter at Boulder Heights Park.

Recreation

4. Field and Facility Reservation System

A request to hold a wedding and reception on the Wagner Park ball fields has been received by Staff. The ball fields have always been restricted to use by organizations or associations and have never been able to be reserved for individual's requests. Staff recommended denial of the request at the July 25 City Council meeting. The City Council instructed Staff to take the item to the Parks Commission for a formal recommendation on the field and facility reservation request. Staff will be discussing this request with the Parks Commission at the August 14 Commission meeting.

Community

5. Family Fun Nights Summer 2024

Staff have published the Family Fun Night schedule for 2024. All events will be located at Wagner Park and start at 6PM.

6. Little Free Library Proposal

Bob Larsen was present at the June 12 Parks Commission meeting to ask the Commission to consider him placing a Little Free Library within the newly constructed Boulder Heights Park. Larsen and his wife who live in the neighborhood would assume the roles of stewards for the structure and ensure that it is kept in good condition and that only appropriate material be kept within the structure. The Commission was not opposed to the request but wished Staff to do more research and potentially draft an agreement that could be used for this project and future Little Free Libraries on other City property. This item is on the agenda for the August 14 Commission meeting.

Upcoming Meeting

The next Parks Commission Meeting will be:
Date: Wednesday, August 14, 2024
Time: 6:00 PM
Location: City Hall, Council Chambers

STAFF MEMORANDUM

SUBJECT:	July Parks Financial Report
MEETING DATE:	August 14, 2024
PREPARED BY:	Kellie Stewart, Accountant
REQUESTED ACTION:	Informational

COMMUNITY VISION:

- ☐ Envisioned to be a mature growing freestanding suburb of the Twin Cities Metropolitan Area, the City will foster a friendly and social environment that supports a safe, vibrant, and welcoming community. The community will be inclusive of people of all backgrounds and built on genuine relationships.
- ☐ The community will preserve its historic landmarks and small-town character while providing suburban amenities and services. A full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities will be available for community members and visitors.
- ☐ The City will promote a diverse commercial and industrial tax base. The City will facilitate planned redevelopment. Development and redevelopment within the community will be aesthetically pleasing with architectural standards that promote quality development.
- ☐ The City will have a comprehensive park and trails system. The park system will have sufficient facilities, play fields and open space to meet the needs of the community's residents.
- ☐ The City will have an effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate.
- ☐ The City will provide community oriented local government that promotes community involvement, organizational improvements, problem solving, performance measurement and professionalism. The City will provide a full range of high-quality municipal services to its residents; allocate sufficient resources to meet the growing needs of the community; and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on the taxpayers of the City.

PRIORITY GOALS:

- ☐ Advance the "shovel ready" status of areas guided for commercial and industrial development through planning and where feasible, the procurement of supporting infrastructure.
- ☐ Develop a more diverse tax base, create more local employment opportunities and promote additional businesses and services within the community.
- ☐ Enhance the quality of life in the community through the improvement and expansion of the parks and trails system, recreational programming and cultural events.
- ☐ Promote high quality residential development that includes a broad spectrum of housing choices in both type and cost. Facilitate the development of residential lots and an increase in residential building permit activity.

COMMUNITY ORIENTED LOCAL GOVERNMENT:
☐ Community Involvement - The City of Elko New Market will incorporate community feedback in making participative, transparent decisions by: Providing more opportunities for the public to have input on decisions that affect them; Engaging the public in strategic planning initiatives, both short and long term; Enabling the public to provide input on the effectiveness of public services and policies; and Working to develop leadership within the community.
☐ Organizational Improvement - The City of Elko New Market will strive to elevate the level of customer service and service delivery through cost effective use of personnel, structure, and information systems by: Developing an organizational climate that promotes innovation, creativity, collaboration and a customer-centered focus in providing community services, programs and projects; and Improve public services by reducing barriers between City departments in order to provide greater accessibility, flexibility, and efficiency in the delivery of public services.
☐ Problem Solving - The City of Elko New Market will engage in the process of proactive and systematic examination of identified issues in order to evaluate effective policy decisions by: Using available technology to improve the quality and accuracy of data used in decisions; Provide the resources to develop and implement the most cost-effective solutions; Considering the long-term costs and benefits in policy decisions; and Engaging in long-term financial planning to provide public services without undue burden on the taxpayers of the city.
☐ Performance Measurement - The City of Elko New Market will develop and utilize methods for measuring performance to evaluate progress and establish accountability for improving public services.
☐ Professionalism - The City of Elko New Market will provide local government that is characterized by high technical and ethical standards. The City will conduct business and present itself in a manner that promotes public confidence. The City will endeavor to recruit, train, and develop cohesive, high quality professional staff that will excel in providing public services.

BACKGROUND:

The intent of the monthly financial report is to provide the Parks Commission with a summary of the financial activity, including revenue and expenses within the relevant funds. These funds include the General Fund, Park Dedication Fund, Charitable Gambling Fund and Capital Outlay.

DISCUSSION:

General Fund

General Fund Park Revenues at the end of July were $3,500.00. General Fund Expenditures at the end of July were $120,446.37, or 47% of the budget. The current fund balance is $135,742.63.

City of Elko New Market
Statement of Revenue and Expenditures
General Fund 101- Parks and Grounds Maintenance
Budget and Actual
YTD Through July 31, 2024

	2024 Annual Budget	2024 YTD Actual Amount Through 7/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 7/31/24
Revenues				
Park Rental-Fields-Non Building	-	-	-	0%
Park Shelter Rental Fee	3,500.00	-	3,500.00	0%
Miscellaneous Revenues	-	-	-	0%
Contributions and Donations	-	-	-	0%
Recreation Program Revenues	-	-	-	0%
Grant Income	-	-	-	0%
	3,500.00	**-**	**3,500.00**	**0%**

	2024 Annual Budget	2024 YTD Actual Amount Through 7/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 7/31/24
Expenditures				
Full-Time Employees Regular	143,401.00	59,829.61	83,571.39	42%
Full-Time Employees Overtime	4,302.00	1,986.06	2,315.94	46%
Part-Time Employees	7,791.00	569.29	7,221.71	7%
On Call	8,752.00	4,303.43	4,448.57	49%
Call Back	390.00	254.11	135.89	65%
PERA	11,662.00	5,836.24	5,825.76	50%
FICA & Medicare	11,895.00	5,373.22	6,521.78	45%
Employer Paid Insurance	33,746.00	20,157.23	13,588.77	60%
Chemicals and Chem Products	4,800.00	1,356.88	3,443.12	28%
Travel Expenses	300.00	-	300.00	0%
Training & Conferences	500.00	-	500.00	0%
Portable Bathrooms	6,900.00	5,450.00	1,450.00	79%
Electric Utilities	900.00	320.63	579.37	36%
Refuse/Garbage Disposal	1,900.00	573.42	1,326.58	30%
Repairs/Maint.	10,000.00	9,359.84	640.16	94%
Cleaning / Janitorial	1,250.00	535.53	714.47	43%
Miscellaneous	500.00	-	500.00	0%
Dues and Subscriptions	700.00	310.00	390.00	44%
Recreational Program Expense	6,500.00	4,230.88	2,269.12	65%
	256,189.00	**120,446.37**	**135,742.63**	**47%**

Park Dedication Fund

Park Dedication Revenues at the end of July were $184,000. Park Dedication Expenditures at the end of July were $79,505.76, or 0% of the budget. The current fund balance is $290,589.00.

City of Elko New Market
Statement of Revenue and Expenditures
Park Dedication- Fund 230
Budget and Actual
YTD Through July 31, 2024

	2024 Annual Budget	2024 YTD Actual Amount Through 7/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 7/31/24
Revenues				
Park Dedication Fee	-	184,000.00	-	100%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
	-	184,000.00	-	0%

	2024 Annual Budget	2024 YTD Actual Amount Through 7/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 7/31/24
Expenditures				
Improvements Other	-	79,505.76	-	0%
	-	79,505.76	-	0%

Current Fund Balance **$290,589.00**

Charitable Gambling Fund

Charitable Gambling Revenues at the end of July were $2,068.01. Expenditures at the end of July were $0.00, or 0% of the budget. The current fund balance is $40,613.57.

City of Elko New Market
Statement of Revenue and Expenditures
Charitable Gambling- Fund 240
Budget and Actual
YTD Through July 31, 2024

	2024 Annual Budget	2024 YTD Actual Amount Through 7/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 7/31/24
Revenues				
Gambling Income 5% LG510	-	2,068.01	-	100%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
	-	2,068.01	-	100%

	2024 Annual Budget	2024 YTD Actual Amount Through 7/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 7/31/24
Expenditures				
Transfer In	-	-	-	0%
Gambling Income Expense	-	-	-	0%
	-	-	-	0%

Current Fund Balance **$40,613.57**

Capital Outlay

Capital Outlay Revenues at the end of July were $0.00. Capital Outlay Expenditures at the end of July were $15,450.00, or 0% of the budget. The current fund balance is $63,532.93.

	2024 Annual Budget	2024 YTD Actual Amount Through 7/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 7/31/24
Revenues				
Miscellaneous Revenues	-	-	-	0%
	-	-	-	0%

	2024 Annual Budget	2024 YTD Actual Amount Through 7/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 7/31/24
Expenditures				
Capital Outlay Expenditures	-	15,450.00	-	0%
	-	15,450.00	-	0%

Current Fund Balance **$63,532.93**