MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
DECEMBER 11, 2024
6:00 PM

1. CALL TO ORDER

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

Commission members present:	*Sutton**, Vernon, Jones and West
Members absent and excused:	Hokeness
Staff Present:	Planner Jake Skluzacek, Recreation Programmer Jessica Davidson

2. PLEDGE OF ALLEGIANCE

Vice-Chair Vernon led the Parks Commission in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Vice-Chair Vernon asked if there were any changes to the agenda. Planner, Jake Skluzacek, informed her that there were no changes to the agenda as presented.

A motion was made by West and seconded by Jones to approve the agenda as presented.

Motion carried: (3-0).

4. PUBLIC COMMENT

There was no public comment.

5. APPROVAL OF MINUTES

Vice-Chair Vernon asked if there were any changes to the minutes. There were no changes to the minutes as presented.

A motion was made by West and seconded by Jones to approve the minutes of the November 13, 2024; meeting as presented.

Motion carried: (3-0).

**Chair Sutton arrived at the meeting following the approval of the November 13 meeting minutes.*

6. GENERAL BUSINESS

A. New Prague Area School District – Draft Updated Joint Powers Agreement

Recreation Programmer, Jessica Davidson, was present to discuss the item with the Commission. Davidson stated that the City has Joint Powers Agreements (JPAs) with the New Prague and Lakeville School Districts. Davidson mentioned that the agreement should be updated every 3 years. The agreement with Lakeville will also require an update, but Davidson had indicated that would be placed on an agenda for a later meeting date in 2025.

Commissioner Jones asked what the changes were from the previous version. Davidson responded that most of the changes from the 2011 version of the agreement were related to her position. Previously, the City would reimburse New Prague Area Schools for the services provided in-house by Davidson. Currently, the City pays Davidson directly and the changes were meant to reflect that change. Lastly, Davidson assured the Commission that the JPA with Lakeville would be similar in nature to the draft JPA presented tonight.

A motion was made by Vernon and seconded by Jones to recommend approval of the JPA with New Prague Area School District to the City Council.

Motion carried: (4-0).

B. Capital Outlay – Discussion of Additional Projects - Continued

Planner Skluzacek began his presentation by stating that he would be summarizing most of his presentation as it was the same given last month. For the benefit of Commissioner Jones, Skluzacek explained that the City of Elko New Market Parks Department utilizes three main sources of funding for capital expenditures. These include Park Dedication, Charitable Gambling, and Capital Outlay. Skluzacek reminded the Commission that he had shared information relating to what the funds are and what they each do from previous presentations this year while presenting on Capital Outlay and alternative funding options. Therefore, Skluzacek shared that he would only be focusing on Park Dedication funding to address the recent contributions from several developments in the City.

Skluzacek stated that the City can decide if the developer dedicates a portion of their land (8%) for the park system, or the City can accept an equivalent donation amount in cash. According to the Elko New Market 2040 Comprehensive Plan, the preference is to acquire park and trail land through land dedication, purchase, or donation. However, when it is not advantageous to accept the land dedication, Park Dedication funds are acquired by this onetime fee charged to new developments. These funds are dedicated to building or upgrading parks and are to only be used for this purpose.

The Parks Commission reviewed and was in favor of the Capital Outlay Plan as presented by Staff at the June 12 meeting. At that meeting Skluzacek explained that Staff did not recommend earmarking Park Dedication from recent developments as it had not yet been received. Currently, the City's Capital Outlay Plan is fully funded until year 2052 for all existing equipment with the last expenditure shown being made in year 2047.

The additional Park Dedication funds received following the plat of the I-35 Industrial Park and other recent developments could be earmarked for projects that have been discussed by the Commission in the past, such as:

- Pete's Hill Sign for Pete's Hill Open Space
- Park and Trail Map Signs
- Pickleball Court(s)
- Wagner Park Trail Connection to CSAH 2

Skluzacek stressed that when Capital Outlay items are introduced to the system, the long-term costs (maintenance, repair, or replacement) need to be considered along with the original investment cost of the item. Due to limited funding, there is a strong possibility that not all projects previously discussed by the Commission may be completed with the additional Park Dedication funds. Skluzacek added that the Commission should provide guidance to Staff on which projects are preferred to move forward over others. Skluzacek also noted that not all the funds are required to be spent. Any leftover funds may be utilized on future currently unidentified projects.

Skluzacek compiled preliminary estimates for costs associated with previously identified future projects which were discussed at the June 12 meeting and displayed the figures as follows:

- Trail Connection from Wagner Park to CSAH 2 - $15,000.00 - $18,000.00*
- Permanent Pickleball Court - $77,500.00 - $161,000.00**
- Pete's Hill Park Signage - $1,000.00 - $2,500.00
- Park and Trail Map Signage - $6,750.00 - $7,250.00
- Woodcrest Park Basketball Court Rehab - $3,600.00 - $11,700.00***

*Assuming Public Works completes grading, base, drainage, and restoration.
**Assuming no cost for land acquisition, estimate ranges due to material choice and court number (2-4).
***Assuming no cost for removal of current concrete surface, estimate ranges due to material choice.

Skluzacek explained that if the Commission did not recommend spending more than the identified $121,560.00 in Park Dedication funding, then there would be no impact to the City's budget.

Skluzacek read in a statement from Commissioner Hokeness for the record as he was unable to attend the meeting. "As far as capital is concerned, we have been talking about pickleball courts for over two years and now the trail connection has taken priority. Of the items that you listed, I am in favor of the pickleball courts and the trail connection. I don't think that two courts should be an option. If we're going to build the courts, we should build four and if we don't have the money for four pickleball courts we should wait until we do."

Commissioner Jones responded to Commissioner Hokeness' comment related to discussing pickleball courts for over two years. Jones stated that the City has been discussing adding baseball fields long before pickleball was discussed. Jones mentioned that the baseball

community may not be happy to see the City prioritizing new pickleball courts as opposed to new baseball fields. Jones believed that the sign projects should be moved forward due to the minimal cost associated with them compared to other projects under consideration.

Chair Sutton pointed out that there are nearby permanent outdoor pickleball courts located outside of the City. Additionally, the City constructed temporary courts at Rowena Ponds Park and Eagle View Elementary also offers indoor pickleball through community education. Sutton acknowledged that it may not be ideal, but there are options available currently for pickleball.

Commissioner Vernon stated that although it would be nice to have permanent pickleball courts, she believed the priority should be for the trail connection due to safety concerns. Commissioner Jones agreed with Vernon's reasoning stating that he sees a lot of children walking on the street to get to Wagner Park.

Chair Sutton addressed the Commission related to the roles and responsibilities of a Commissioner. Sutton remined the Commissioners that they are only an advisory body and stressed the role that they have in relation to the City Council. Sutton brought up an example of how Commissioners are different from regular citizens when it comes to lobbying the City Council for a particular action. Sutton finished addressing the Commissioners on this topic by stating that while they are serving on a board as an appointed official, they are limited in capacity compared to a regular citizen.

A motion was made by West and seconded by Jones to amend the City's Capital Outlay Plan to include funding for the Wagner Park trail extension project.

Motion carried: (4-0).

C. 2025 Meeting Dates Discussion

Planner Skluzacek stated that in the past, the Parks Commission has occasionally held their August meeting on National Night Out on August 5th. This was done to encourage participation of the Parks Commissioners at specific event, usually an open house for a new playground. Currently, Staff have drafted the 2025 meeting schedule to include the August meeting posted for the second Wednesday of the month, the 13th. This would allow for Staff to plan for a regular meeting in addition to allowing the Commissioners to be free to attend their neighborhood events during National Night Out. Skluzacek asked for direction from the Commission concerning the two possible August meeting dates.

The Commission was in general agreement that the meeting should be held as normally scheduled on the second Wednesday of August. Additionally, Chair Sutton mentioned that he will be unavailable for the January meeting.

A motion was made by Sutton and seconded by Jones to recommend approval of the 2025 meeting date calendar as presented.

Motion carried: (4-0).

7. UPDATES & REPORTS

A. November Parks Commission Update

Planner Skluzacek had his report attached to the packet and shared several items contained in it. Skluzacek added that Public Works have started filling rinks now and noted that people have been skating already even though the rinks are not officially yet open.

Skluzacek mentioned that the City's Tree Lighting Ceremony took place on December 7th. Recreation Programmer Davidson and Chair Sutton were able to attend the event. Sutton mentioned that photographs of the event were posted to the Elko New Market Chamber of Commerce Facebook page if any Commissioners were interested in viewing them.

B. November Parks Financial Report

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

8. PARKS COMMISSIONER'S QUESTIONS & COMMENTS

There were no further questions or comments from the Commission.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, January 8, 2025, at 6:00 p.m. at City Hall in the Council Chambers.

10. ADJOURNMENT

It was moved by West and seconded by Jones to adjourn the meeting at 6:32 p.m.
Motion carried: (4-0).

Respectively submitted by:

Jake Skluzacek
Planner 1