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

WEDNESDAY, JANUARY 14, 2026

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. December 10, 2025, Parks Commission Regular Meeting Minutes

6) **General Business**
   a. Park and Trail Lighting Policy

7) **Updates & Reports**
   a. December Parks Commission Update
   b. December Parks Commission Financial Report

8) **Parks Commissioner's Questions & Comments**
   a. None

9) **Next Meeting**
   Regular Parks Commission Meeting
   Wednesday, February 11, 2026 @ 6 PM
   ENM City Hall, Council Chambers

10) **Adjournment**

STAFF MEMORANDUM

SUBJECT:	Park and Trail Lighting Policy
MEETING DATE:	January 14, 2026
PREPARED BY:	Brandon Malecha, Planner I
REQUESTED ACTION:	Provide Recommendation Regarding Park and Trail Lighting 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:

The Parks Commission held a discussion at the December 10, 2025 Parks Commission meeting regarding the City's stance on park and trail lighting. The Commission decided that parks and trails will remain generally unlit but agreed to allow citizens to petition for specific lights on an individual basis. The Commission directed City Staff to draft a park and trail lighting policy based on the conversation and decision made at the meeting on December 10. City Staff has completed the draft and is asking the Commission to discuss it and make a recommendation to the City Council.

DISCUSSION:

Staff is asking the Parks Commission to recommend the draft Park and Trail Lighting Policy and Petition Form to the City Council for formal adoption.

ATTACHMENTS:

- Park and Trail Lighting Policy (Draft)
- Park and Trail Lighting Petition Form

City of Elko New Market
Park and Trail Lighting Policy

1. Purpose

This policy establishes guidance for lighting within City-owned parks and along City-owned trails. The City seeks to preserve the natural and small-town character of its parks and trails while managing public resources responsibly. This policy also provides a clear process by which residents or organizations may request park or trail lighting when there is demonstrated community support and installation costs are privately funded.

2. Policy Statement

It is the policy of the City of Elko New Market that parks and trails are not lighted as a standard practice. Certain park features or facilities, such as pavilions, ice rinks, or similar amenities, may be lighted when lighting is integral to their intended use and approved by the City. Requests for additional park or trail lighting beyond these features may be considered when initiated through a petition process and when the installation is fully funded by non-City sources, subject to City review and approval.

3. Applicability

This policy applies to all City-owned parks, trails, and recreational facilities under the jurisdiction of the Elko New Market Parks and Recreation Commission and City Council.

4. Petition Process

Requests for park or trail lighting shall be submitted to the City in writing using the petition form provided by the City. Eligible petitioners include individuals, neighborhood groups, homeowner associations, or other organized entities.

At a minimum, the petition must include:

• The specific park, trail, or segment proposed for lighting;

• A general description of the proposed lighting, including fixture type and approximate locations;

• The purpose and anticipated public benefit of the proposed lighting;

• Documentation of support from affected residents or stakeholders. As a general guideline, petitions should include signatures from at least 10 households or users, unless City Staff

determines that a different level or type of support is appropriate based on the scope, location, and anticipated impacts of the request;

• A statement acknowledging the petitioner's responsibility for installation costs.

5. Cost Responsibilities

All costs associated with the installation of approved lighting improvements shall be paid by the petitioner(s) prior to installation by the City. Installation costs include, but are not limited to, design, engineering, materials, equipment, construction, and utility connections necessary to place the lighting into service.

The City may require a written agreement related to cost responsibilities and conditions of City acceptance prior to construction.

6. Design Standards

All lighting installations shall:

• Comply with applicable City codes, policies, and standards;

• Minimize light spillover, glare, and impacts to adjacent properties and natural areas;

• Be compatible with the character and function of the park or trail;

• Utilize energy-efficient fixtures and technologies where practicable.

Final design and placement shall be subject to City staff review and approval.

7. Review and Approval

City Staff shall review submitted petitions for completeness and compliance with this policy. The Parks Commission shall consider the request and forward a recommendation to the City Council.

Final approval or denial of any park or trail lighting request rests with the City Council.

Following formal acceptance by the City, the City shall assume responsibility for installation of the light fixture(s), and the City shall assume responsibility of ongoing operation, utility costs, routine maintenance, repair, and replacement of the lighting, consistent with City standards and available resources.

8. Ownership and Maintenance

Lighting installed pursuant to this policy shall become City-owned infrastructure upon acceptance by the City.

9. Modification or Removal

The City reserves the right to modify, deactivate, or remove lighting installed under this policy if it is determined that the lighting no longer serves a public purpose, creates safety or operational concerns, or conflicts with future park or trail improvements.

10. Policy Review

The Parks and Recreation Commission may periodically review this policy and recommend updates to the City Council.

City of Elko New Market
Park and Trail Lighting Petition Form

1. Petitioner Information

Name of individual, group, or organization: _____

Primary contact person: _____

Mailing address: _____

Phone number: _____

Email address: _____

2. Location of Proposed Lighting

Park name and/or trail segment: _____

General description of location(s) to be lighted (attach map if available):

3. Description of Proposed Lighting

Type of lighting (if known): _____

Approximate number of fixtures: _____

Purpose of lighting (e.g., safety, access, connectivity):

4. Public Benefit and Support

Describe the anticipated public benefit of the proposed lighting:

Describe neighborhood or stakeholder support:

As a general guideline, petitions should include signatures from at least 10 households or users, unless City Staff determines that a different level or type of support is appropriate.

5. Cost Acknowledgment

By signing below, the petitioner(s) acknowledge responsibility for all costs associated with the installation of the proposed lighting improvements, including design, materials, construction, and utility connections. The petitioner(s) further acknowledge that, if approved and accepted by the City, the City will assume responsibility for ongoing operation and maintenance.

6. Signatures

Primary petitioner signature: _____ Date: _____

Additional petitioner(s):

_____

_____

_____

_____

_____

_____

CITY OF ELKO NEW MARKET
SMALL-TOWN CULTURE. EMERGING POSSIBILITIES.

Completed petitions shall be submitted to City Staff for review prior to consideration by the Parks Commission.

601 Main Street ▪ P.O. Box 99 ▪ Elko New Market, MN 55020-0099
Telephone: (952) 461-2777 ▪ Fax: (952) 461-2782 ▪ Email: info@ci.enm.mn.us

Parks Commission Update

January 1, 2026

1. Tree removal has continued in accordance with the Emerald Ash Borer tree survey and will continue through the winter as weather permits.

2. Ice rinks have been flooded, and public works will continue to maintain them as long as weather permits.

3. Public Works Lead Cavanaugh ordered Pickleball Net for Rowena Ponds Park. Installation planned for Spring 2026, after the rinks are clear.

STAFF MEMORANDUM

SUBJECT:	December Parks Financial Report
MEETING DATE:	January 14, 2026
PREPARED BY:	Kellie Stewart, Finance Specialist
REQUESTED ACTION:	Informational

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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 December were $4,342.64 or 124% of budget. General Fund Expenditures at the end of December were $275,090.19 or 100% of the budget. The current remaining budget balance is $0.83.

City of Elko New Market
Statement of Revenue and Expenditures
General Fund 101- Parks and Grounds Maintenance
Budget and Actual
YTD Through December 31, 2025

	2025 Annual Budget	2025 YTD Actual Amount Through 12/31/25	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 12/31/25
Revenues				
Park Shelter Rental Fee	3,500.00	4,290.69	(790.69)	123%
Miscellaneous Revenues	-	51.95	(51.95)	0%
Contributions and Donations	-	-	-	0%
Recreation Program Revenues	-	-	-	0%
Grant Income	-	-	-	0%
	3,500.00	**4,342.64**	**(842.64)**	**124%**

	2025 Annual Budget	2025 YTD Actual Amount Through 12/31/25	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 12/31/25
Expenditures				
Full-Time Employees Regular	156,790.83	145,083.67	11,707.16	93%
Full-Time Employees Overtime	6,271.63	5,432.12	839.51	87%
Part-Time Employees	8,619.00	8,434.14	184.86	98%
On Call	8,988.20	9,228.11	(239.91)	103%
Call Back	936.00	1,179.82	(243.82)	126%
PERA	12,876.11	13,453.24	(577.13)	104%
FICA & Medicare	13,133.63	12,545.18	588.45	96%
Employer Paid Insurance	38,625.62	37,764.15	861.47	98%
Chemicals and Chem Products	4,800.00	3,123.30	1,676.70	65%
Travel Expenses	300.00	-	300.00	0%
Training & Conferences	500.00	-	500.00	0%
Portable Bathrooms	6,900.00	9,975.04	(3,075.04)	145%
Electric Utilities	900.00	886.67	13.33	99%
Refuse/Garbage Disposal	1,900.00	1,049.52	850.48	55%
Repairs/Maint.	11,000.00	25,477.42	(14,477.42)	232%
Cleaning / Janitorial	1,350.00	1,124.64	225.36	83%
Miscellaneous	500.00	23.17	476.83	5%
Dues and Subscriptions	700.00	310.00	390.00	44%
	275,091.02	**275,090.19**	**0.83**	**100%**

Park Dedication Fund.

Park Dedication Revenues at the end of December were $41,526. Park Dedication Expenditures at the end of December were $22,500. The current fund balance is $324,145.18.

City of Elko New Market
Statement of Revenue and Expenditures
Park Dedication- Fund 230
Budget and Actual
YTD Through December 31, 2025

	2025 Annual Budget	2025 YTD Actual Amount Through 12/31/25	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 12/31/25
Revenues				
Park Dedication Fee	-	41,526.00	-	0%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
	-	41,526.00	-	0%

	2025 Annual Budget	2025 YTD Actual Amount Through 12/31/25	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 12/31/25
Expenditures				
Improvements Other	-	22,500.00	-	0%
	-	22,500.00	-	0%

$324,145.18

Charitable Gambling Fund.

Charitable Gambling Revenues at the end of December were $6,281.87. Charitable Gambling Fund Expenditures at the end of December were $0.00. The current fund balance is $64,313.25.

City of Elko New Market
Statement of Revenue and Expenditures
Charitable Gambling- Fund 240
Budget and Actual
YTD Through December 31, 2025

	2025 Annual Budget	2025 YTD Actual Amount Through 12/31/25	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 12/31/25
Revenues				
Gambling Income 5% LG510	-	6,281.87	-	0%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
	-	6,281.87	-	100%

	2025 Annual Budget	2025 YTD Actual Amount Through 12/31/25	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 12/31/25
Expenditures				
Transfer In	-	-	-	0%
Gambling Income Expense	-	-	-	0%
	-	-	-	0%

Current Fund Balance **$64,313.25**

Capital Outlay.

Capital Outlay Revenues at the end of December were $65,000.00 or 100% of the budget. Capital Outlay Expenditures at the end of December were $25,683.59. The current fund balance is $97,282.88.

City of Elko New Market
Statement of Revenue and Expenditures
Capital Outlay- Fund 501
Budget and Actual
YTD Through December 31, 2025

	2025 Annual Budget	2025 YTD Actual Amount Through 12/31/25	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 12/31/25
Revenues				
Miscellaneous Revenues	65,000.00	65,000.00	-	100%
	65,000.00	65,000.00	-	100%

	2025 Annual Budget	2025 YTD Actual Amount Through 12/31/25	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 12/31/25
Expenditures				
Capital Outlay Expenditures	-	25,683.59	-	0%
	-	25,683.59	-	0%

Current Fund Balance **$97,282.88**