

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

WEDNESDAY, FEBRUARY 12, 2025

**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 11, 2024, Parks Commission Regular Meeting Minutes -attached
- 6) General Business**
 - a. Pickleball Court Location Research
- 7) Updates & Reports**
 - a. 2050 Comprehensive Plan Introduction
 - b. March Family Fun Night
 - c. January Parks Commission Update -attached
 - d. January Parks Commission Financial Report -attached
- 8) Parks Commissioner's Questions & Comments**
- 9) Next Meeting**

Regular Parks Commission Meeting
Wednesday, March 12, 2025 @ 6 PM
ENM City Hall, Council Chambers
- 10) Adjournment**

**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

Skruzacek 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. Skruzacek added that the Commission should provide guidance to Staff on which projects are preferred to move forward over others. Skruzacek also noted that not all the funds are required to be spent. Any leftover funds may be utilized on future currently unidentified projects.

Skruzacek 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.

Skruzacek 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.

Skruzacek 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 reminded 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



STAFF MEMORANDUM

SUBJECT:	Pickleball Court Location Research
MEETING DATE:	February 12, 2025
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide Feedback on Suitable Sites for the Project

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 has been approached in the past by local pickleball enthusiasts who have lobbied for permanent pickleball courts in the City. Due to the lack of funding and location for the project, the City compromised for the time being and opted to convert the Rowena Pond ice rink into three temporary pickleball courts and one basketball court when it is not in use as an ice rink.

To plan for eventual permanent pickleball courts, Staff must first determine if there are any existing locations in the City that are suitable for the project. Staff have prepared a comparison of these locations in the City which will help determine if there are any preferred sites currently owned by the City. If no existing locations are available, the Parks Commission must consider the possibility of purchasing land specifically for the project or alternatively plan the facilities to be in one of the City's currently identified future park search areas to be received as part of park land dedication which would be required prior to development.

Boulder Heights Park

This site has a limited number of off-street parking and is mostly comprised of wetland. Like most of the neighborhood parks that will be discussed later, it is near residential homes. Based on site constraints there is most likely not enough space for a single pickleball court. *This site is not a feasible location for permanent pickleball courts.*

Elko Open Space (old railroad easement)

This site has no off-street parking and is mostly comprised of wetland and wooded area. Due to the location, on-street parking could be considered. The site is slightly buffered from residential homes due to increased distance when compared to other locations. There is likely enough space to fit four pickleball courts based on similar facilities located in Prior Lake (roughly 10,000 square feet). *This site qualifies as a preferred location compared to other existing locations.*

Historic Elko Park

Off-street parking at this site is available. The site is located near residential homes. There is likely not enough space for multiple pickleball courts due to the expanded garage and parking lot east of the former Police Station. The property is also currently being leased to two non-profit entities for the purposes of operating a food bank and an amateur baseball stadium. *This site is not a feasible location.*

Kelly Glen Park

This site has no off-street parking and is mostly wetland. The site is located near residential homes. There is not enough space for a single pickleball court. *This site is not a feasible location.*

Little Windrose Park

This site has no off-street parking and is mostly wooded. The site is located near residential homes. There is not enough space for multiple pickleball courts. *This site is not a feasible location.*

Pete's Hill Open Space

This site has limited off-street parking and is mostly wooded. The site is slightly buffered from residential homes due to the wooded area. There is likely not enough space for multiple pickleball courts without significant loss of trees, and a sport court of any kind may not be considered compatible with the conservation feel of the open space. *This site is not a preferred location.*

Rowena Pond Park

This site has no off-street parking. Due to the location, on-street parking is a possibility. The site is close to residential homes. Currently there are three temporary pickleball courts, and a basketball court located within the ice rink during warm weather months. *Due to much of the site being encumbered by a t-ball field, this site is not a feasible location.*

Wagner Park

There is off-street parking available at this site. The site is close to residential homes. There is potentially enough space for four pickleball courts in the undeveloped conservation area of the site. *This site qualifies as a preferred location compared to other existing locations.*

Whispering Creek Park

This site has no off-street parking. The site is close to residential homes. There is not enough space for multiple pickleball courts. *This site is not a feasible location.*

Whispering Hills Park

This site has no off-street parking and is mostly wooded. The site is close to residential homes. There is not enough space for a single pickleball court. *This site is not a feasible location.*

Windrose Park

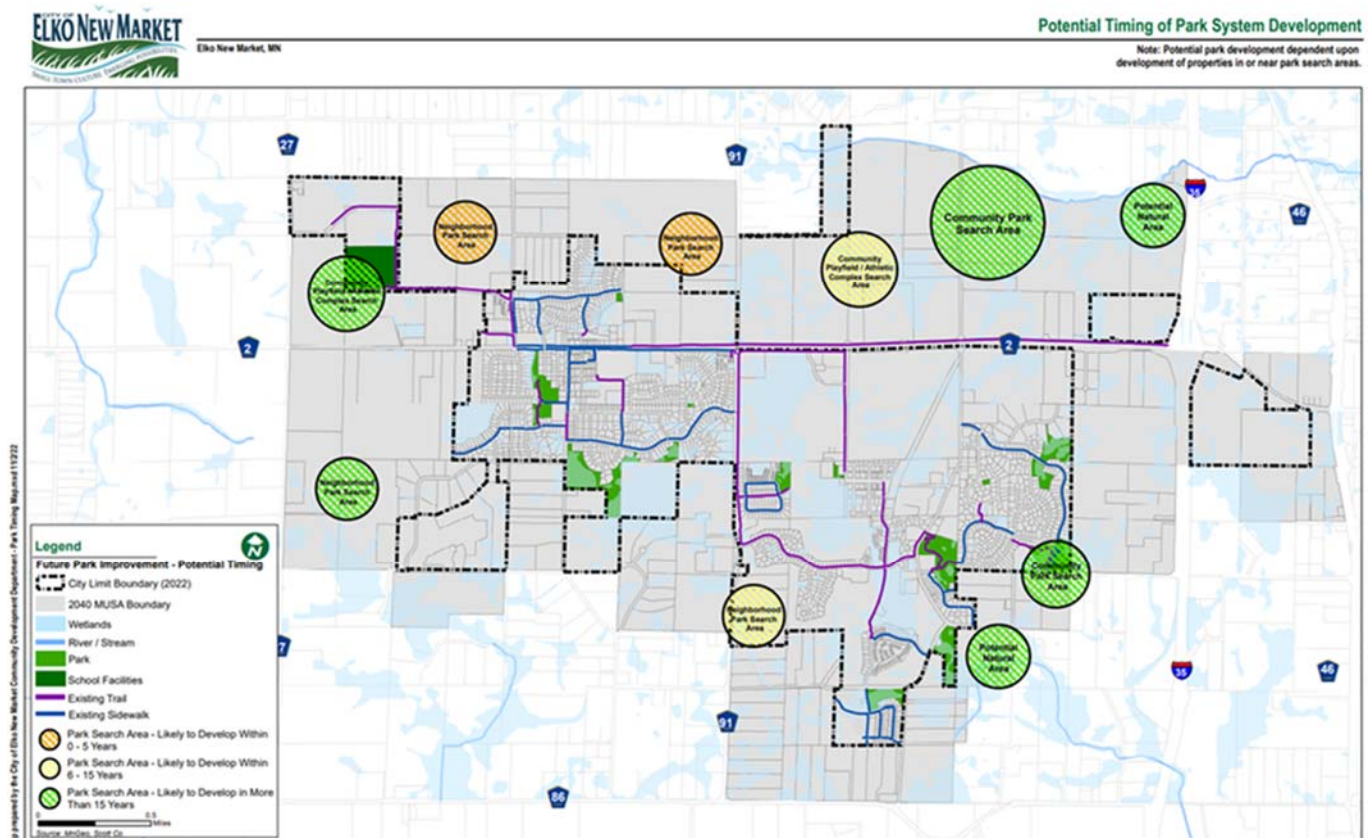
This site has no off-street parking and is mostly wetland. Due to the location, on-street parking is a possibility. The site is slightly buffered from residential homes by increased distance when compared to other sites. *Due to much of the site being encumbered by a frisbee golf course and multi-use field, this site is not a feasible location.*

Woodcrest Park

This site has no off-street parking and is mostly wooded. The site is close to residential homes. There is not enough space for multiple pickleball courts on the site. *This site is not a feasible location.*

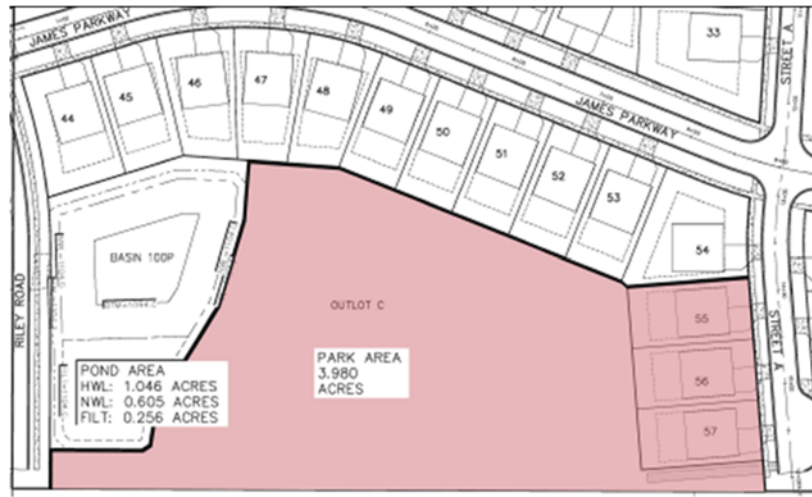
DISCUSSION:

The Parks Commission is being asked to provide feedback to Staff on the suitable project sites presented. The purpose of the discussion is to prepare for the long-term planning of a location for permanent pickleball courts. The most economic approach to planning for permanent pickleball courts either includes utilizing the existing identified City-owned property - Elko Open Space or Wagner Park; or, if the two identified locations are not determined to be feasible, plan the facilities to be in one of the City's currently identified future park search areas identified on the City's Potential Timing of Park System Development Map.



Potential Timing of Park System Development

Only two park search areas have been identified by Staff as likely to develop within the next five years. The first one has been identified adjacent to a portion of property known as Parkway Meadows. Parkway Meadows has received approval for preliminary plat. As part of that process, the City had requested park land dedication for incorporation in a future municipal campus. This land has been dedicated and would have the capability of containing four courts. This option would require a policy decision by the City Council as the land has been dedicated to serve the future municipal campus.



Parkway Meadows (approved preliminary plat)

The second identified park search area likely to develop within the next five years is a mix of properties under different ownership east of Eagle View Elementary School. This search area is likely to take longer to develop than the other identified search area; however, based on the acreage of the properties it is likely that a larger park may be able to be assembled.



Properties East of Eagle View Elementary School

BUDGET IMPACT:

Four Permanent Pickleball Courts are estimated to cost approximately \$109,780 - \$219,560 assuming that there is no cost for land acquisition. The estimate ranges due to material choice.



STAFF MEMORANDUM

SUBJECT:	2050 Comprehensive Plan Introduction
MEETING DATE:	February 12, 2025
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Informational

COMMUNITY VISION:

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PRIORITY GOALS:

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- 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.
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BACKGROUND:

The Metropolitan Council requires that all cities within the Metropolitan area update and adopt a Comprehensive Plan at least once every ten years. The Plan is required to contain certain elements. The City's current Plan, the 2040 Comprehensive Plan, was adopted in 2021 and will need to be updated by 2030. The Planning and Parks Commissions along with the City Council will be reviewing various elements/chapters of the plan as part of the update process.

Staff are awaiting final guidance from the Metropolitan Council on what the Plan will be required to contain. Other than being required to contain certain elements, the City's Plan will need to correspond to the Metropolitan Council's larger overall system plans. This could include things like planning for future regional trail/road corridors and future utility extensions. Once guidance is received, Staff will begin the process of updating the City's Plan. This process, completed over the course of years, is time and labor intensive for the Community Development Department. Therefore, Staff wish to inform the Commission of this upcoming project as it will likely take up most of Staff's attention over the course of the update. Staff will still respond to applications and permits as they are submitted, although Staff's ability to work on other various projects will be limited during this period.

DISCUSSION:

This item is for informational purposes and meant to give the Parks Commission background on the Comprehensive Plan process. No action from the Commission is necessary.



STAFF MEMORANDUM

SUBJECT:	March Family Fun Night
MEETING DATE:	February 12, 2025
PREPARED BY:	Jessica Davidson, Recreation Specialist
REQUESTED ACTION:	Volunteer for the March 13 Family Fun Night

COMMUNITY VISION:

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- 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 have compiled the list of events for March Family Fun Nights and are looking for 5-10 volunteers to help with the event on March 13 starting at 6:00 p.m. The event will be hosted by The Works Museum and feature a Family Engineering Night theme.

If there are any Commissioner's interested in volunteering to assist Staff with the March 13 Family Fun Night, they are encouraged to email Recreation Specialist, Jessica Davidson at jdavidson@ci.enm.mn.us.

DISCUSSION:

The Parks Commission is being asked for volunteers to assist with the March 13 Family Fun Night.

ATTACHMENTS:

March Family Fun Night Flyer

MARCH FAMILY FUN NIGHTS


CITY OF ELKO NEW MARKET PRESENTS

FREE Events
Starting at 6 pm



Family Engineering Night


Hosted by: The Works Museum

 Get ready to unleash your inner inventor with hands-on engineering fun. Perfect for those curious minds!



Wildlife Show


Hosted by: Sustainable Safari

 Check out this awesome wildlife show! It's a great way to learn about animals, natural history and sustainability practices.



Build a Birdfeeder

Hosted by: Elpis Enterprises

 Join us for an engaging and hands-on workshop where we can create your very own birdfeeder to take home.

**Thursdays at
the ENM Library**



Parks Commission Update

January 31, 2025

Parks & Trails

1. Wagner Park Trail Open House

Staff are preparing to host an open house for residents regarding the possible extension of the trail from Wagner Park to the sidewalk currently located along the south of CSAH 2. The purpose of the open house is for Staff to gauge how the neighborhood feels about a potential trail expansion and factors that should be considered.

The proposed trail would be located directly behind six residential homes and adjacent to eight more additional residential homes across a wetland area. These residents may have concerns with loss of privacy in what they may have come to consider part of their own backyard. Although the land has always been City owned, several residents have placed gardens and other miscellaneous installations within the City-owned property.

2. Public Works Update

The ice-skating rinks and lights have been re-opened and are in good shape with the colder weather. Warm weather at the end of December ruined the integrity of the ice and Public Works Staff have been busy getting them back into a safe condition for the public.

The shelter for Boulder Heights Park has been delivered to the Public Works shop. Installation is planned for this year.

Recreation

3. None.

Community

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

The Draft Updated Joint Powers Agreement with the New Prague Area School District, which was recommended for approval by the Parks Commission during their December 11, 2024, meeting was formally approved by the City Council at their December 19, 2024, meeting.

Upcoming Meeting

The next Parks Commission Meeting will be:

Date: Wednesday, February 12, 2025

Time: 6:00 PM

Location: City Hall, Council Chambers



STAFF MEMORANDUM

SUBJECT:	January Parks Financial Report
MEETING DATE:	February 12, 2025
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 January were \$0.00. General Fund Expenditures at the end of January were \$30,021.09, or 11% of the budget. The current fund balance is \$245,069.93.

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

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 1/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 1/31/2025</u>
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%
	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 1/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 1/31/2025</u>
Expenditures				
Full-Time Employees Regular	156,790.83	17,149.54	139,641.29	11%
Full-Time Employees Overtime	6,271.63	574.52	5,697.11	9%
Part-Time Employees	8,619.00	-	8,619.00	0%
On Call	8,988.20	1,091.69	7,896.51	12%
Call Back	936.00	183.84	752.16	20%
PERA	12,876.11	1,419.34	11,456.77	11%
FICA & Medicare	13,133.63	1,332.87	11,800.76	10%
Employer Paid Insurance	38,625.62	7,535.79	31,089.83	20%
Chemicals and Chem Products	4,800.00	-	4,800.00	0%
Travel Expenses	300.00	-	300.00	0%
Training & Conferences	500.00	-	500.00	0%
Portable Bathrooms	6,900.00	500.00	6,400.00	7%
Electric Utilities	900.00	44.68	855.32	5%
Refuse/Garbage Disposal	1,900.00	87.46	1,812.54	5%
Repairs/Maint.	11,000.00	101.36	10,898.64	1%
Cleaning / Janitorial	1,350.00	-	1,350.00	0%
Miscellaneous	500.00	-	500.00	0%
Dues and Subscriptions	700.00	-	700.00	0%
	275,091.02	30,021.09	245,069.93	11%

Park Dedication Fund

Park Dedication Revenues at the end of January were \$0.00. Park Dedication Expenditures at the end of January were \$0.00, or 0% of the budget. The current fund balance is \$307,689.03.

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

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 1/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 1/31/2025</u>
Revenues				
Park Dedication Fee	-	-	-	0%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	0%

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 1/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 1/31/2025</u>
Expenditures				
Improvements Other	-	-	-	0%
	<hr/>	<hr/>	<hr/>	<hr/>
	-	-	-	0%

\$307,689.03

Charitable Gambling Fund

Charitable Gambling Revenues at the end of January were \$0.00. Expenditures at the end of January were \$0.00, or 0% of the budget. The current fund balance is \$53,917.13.

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

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 1/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 1/31/2025</u>
Revenues				
Gambling Income 5% LG510	-	-	-	0%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
	-	-	-	100%

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 1/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 1/31/2025</u>
Expenditures				
Transfer In	-	-	-	0%
Gambling Income Expense	-	-	-	0%
	-	-	-	0%

Current Fund Balance \$53,917.13

Capital Outlay

Capital Outlay Revenues at the end of January were \$0.00. Capital Outlay Expenditures at the end of January were \$0.00, or 0% of the budget. The current fund balance is \$125,258.35.

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

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 1/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 1/31/2025</u>
Revenues				
Miscellaneous Revenues	-	-	-	0%
	-	-	-	0%
Expenditures				
Capital Outlay Expenditures	-	-	-	0%
	-	-	-	0%
Current Fund Balance	\$125,258.35			