

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

WEDNESDAY, MAY 14, 2025

**REGULAR MEETING
6:00 PM**

- 1) Call to Order**
- 2) Pledge of Allegiance**
- 3) Appointment of Chair and Vice-Chair**
- 4) Approval of Agenda**
- 5) Public Comment**
- 6) Approval of Minutes**
 - a. March 12, 2025, Parks Commission Regular Meeting Minutes -attached
- 7) General Business**
 - a. Capital Outlay Discussion
- 8) Updates & Reports**
 - a. April Parks Commission Update -attached
 - b. April Parks Commission Financial Report -attached
 - c. CCEC Update – Chair Sutton
 - d. Old Elko Police Department Study Group Update – Commissioner Hokeness
- 9) Parks Commissioner’s Questions & Comments**
- 10) Next Meeting**

Regular Parks Commission Meeting
Wednesday, June 11, 2025 @ 6 PM
ENM City Hall, Council Chambers
- 11) Adjournment**



STAFF MEMORANDUM

SUBJECT:	Appointment of Chair and Vice-Chair
MEETING DATE:	May 14, 2025
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Appoint Chair and Vice-Chair for the Upcoming Year

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 Elko New Market City Code establishes the City’s Parks Commission, including composition, terms, and organizational matters. The Code states “The commission shall elect a chairperson and a vice chairperson to service for terms of one year”. Staff are seeking to appointment a Chairperson and a Vice-Chairperson at the May meeting due to the cancellation of the April meeting. Commissioner Sutton is currently serving as Chairperson, and Commissioner Vernon is currently the Vice-Chairperson.

DISCUSSION:

The Parks Commission is being asked to appoint a Chairperson and Vice-Chairperson for the upcoming year.

ATTACHMENTS:

City Code Chapter 2 Park and Recreation Commission

CHAPTER 2 PARK AND RECREATION COMMISSION

SECTION:

2-2-1: Established

2-2-2: Purpose

2-2-3: Composition And Compensation

2-2-4: Appointments And Terms

2-2-5: Oath Of Office

2-2-6: Removals

2-2-7: Officers

2-2-8: Responsibilities

2-2-9: Procedures

2-2-1: ESTABLISHED:

A city park and recreation commission is hereby established. (Ord. 3, 11-9-2006)

2-2-2: PURPOSE:

The primary purpose of the commission is to act in an advisory capacity to the city council in the formulation of a high quality of life for citizens through the protection of its natural resources; its scenic, historical, and aesthetic values; and by the development of compatible recreation facilities for public enjoyment. (Ord. 3, 11-9-2006)

2-2-3: COMPOSITION AND COMPENSATION:

The commission shall be composed of five (5) members, all appointed by the city council. The commission shall serve with compensation as established by resolution of the city council, as amended from time to time. The commission may also, with the consent of the city council, incur expenses that are deemed necessary. (Ord. 3, 11-9-2006)

2-2-4: APPOINTMENTS AND TERMS:

A. Appointments: Appointments to the park and recreation commission shall be made by the city council according to established administrative procedures. (Ord. 3, 11-9-2006; amd. 2011 Code)

B. Terms Of Office: Commission members shall serve staggered terms of three (3) years, expiring on March 31 of each year. Initial terms shall commence on January 1, 2007. The initial terms for seats are as follows: 1) two (2) seats shall be appointed for a term expiring March 31, 2008; 2) two (2) seats shall be appointed for a term expiring March 31, 2009; and 3) one seat shall be appointed for a term expiring March 31, 2010. Thereafter, terms for these seats shall run for three (3) years in accordance with this subsection. (Ord. 3, 11-9-2006)

2-2-5: OATH OF OFFICE:

Every appointed member shall, before entering service, take an oath that he or she will faithfully discharge the duties of the commission. (Ord. 3, 11-9-2006)

2-2-6: REMOVALS:

Any member of the commission may be removed from office at any time by a majority vote of the city council, and the city council shall fill such vacancy. The city council shall notify, in writing, any person removed from his or her position on the commission. (Ord. 3, 11-9-2006)

2-2-7: OFFICERS:

The commission shall elect a chairperson and a vice chairperson to service for terms of one year. (Ord. 3, 11-9-2006; amd. Ord. 284, 12-21-2023)

2-2-8: RESPONSIBILITIES:

The responsibilities of the park and recreation commission are as follows:

- A. To act in an advisory capacity to the city council regarding park ordinances.
- B. To make recommendations regarding development and maintenance of all parks.
- C. To review and make recommendations of each newly proposed plat of subdivision for future development of park and recreation purposes.
- D. To develop and continuously review a comprehensive plan, both of long and short range development, for a park system and recreation program.
- E. To work in an advisory capacity in the formulation of a budget to include operation, maintenance, acquisition, and development of park and recreation programs.
- F. To work with the city council in the development and review of a capital improvement budget and other long range plans.
- G. To review all proposals for parks and recreation as authorized by the city council.
- H. To work in conjunction with all committees and organizations to develop cooperation and efficiency within the city.
- I. To act as a representative to the public for better lines of communication and citizen input to all park and recreation matters. (Ord. 3, 11-9-2006; amd. Ord. 284, 12-21-2023)

2-2-9: PROCEDURES:

The park and recreation commission shall operate according to the following procedures:

- A. The chairperson of the commission may call special meetings with three (3) days' notice to commission members. The chairperson shall make a sincere effort to contact all members.
- B. A quorum of the commission shall consist of a majority of all members of the commission, with a minimum of three (3) members required to make up a quorum.
- C. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions and findings, which record shall be a public record. (Ord. 3, 11-9-2006)

**MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
MARCH 12, 2025
6:00 PM**

1. CALL TO ORDER

Chair Sutton called the meeting of the Elko New Market Parks Commission to order at 6:03 p.m.

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

Members absent and excused: None

Staff Present: Planner Jake Skluzacek

2. PLEDGE OF ALLEGIANCE

Chair Sutton led the Parks Commission in the Pledge of Allegiance.

3. APPROVAL OF AGENDA

Chair Sutton asked if there were any changes to the agenda. Planner, Jake Skluzacek, informed him that there were no changes to the agenda as presented.

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

Motion carried: (5-0).

4. PUBLIC COMMENT

None.

5. APPROVAL OF MINUTES

Chair Sutton asked if there were any changes to the meeting minutes. There were no changes to the meeting minutes as presented.

A motion was made by Hokeness and seconded by Jones to approve the minutes of the March 12, 2025; meeting as presented.

Motion carried: (5-0).

6. GENERAL BUSINESS

A. Baseball Field Reservation Policy Discussion

Planner, Jake Skluzacek, provided background on the City's current policy for renting park facilities. Skluzacek stated that the City owns and maintains two baseball/softball fields at Wagner Park and one t-ball field located across Park Street at Rowena Ponds Park. The City offers reservations of these fields to various groups for using the fields for baseball/softball games and practices.

In addition to the three City owned fields, there are two privately owned fields within the City. Fredrickson Field is operated by the Elko Express, and the New Market Muskie Field is located on the Saint Nicholas Church property. The New Prague Area School District also owns two baseball fields at Eagle View Elementary. The City does not have control nor maintain any of these private or School fields.

Skluzacek explained that the City owned fields are typically open from the last week of April until the end of August depending on the weather and condition of the fields, which is determined by the City's Public Works Department. The fields are maintained by Public Works which include mowing, weed control, fertilizing, dragging regularly and replacing bases as needed. The City does not currently charge groups for reserving ball fields, although fee structures have been discussed in the past. Groups reserving the fields are responsible for base alignment.

The primary user of the fields is the New Market Baseball Association, NMBA, which provides youth recreational t-ball, softball and baseball programming for the community along with other organizations. Skluzacek reminded the Commission that in order for a City baseball field to be reserved, the organization, league or group needs to provide a rental agreement, City waiver form, liability insurance and a damage deposit of \$200. When the lessee is making requests for multiple dates, they are asked to provide a full schedule that includes practices, games and a reasonable number of alternative sessions for possible weather-related cancellations. Staff then approve the reservations based on the availability of the fields.

The NMBA and its predecessors have always been given priority when it comes to scheduling the fields due to their long-standing relationship with the City and the fact that NMBA has historically been the primary user of the fields. Starting in 2024, the City approved an updated Park Facilities Rental Form that contained priority levels and submission deadlines for various groups of potential users. NMBA is listed as the sole Priority 1 user which allows them to submit a schedule two weeks earlier than the next priority level.

Skluzacek provided some background and reasoning on why the City decided to implement the priority-based registration system. First it helps to prevent parking issues by limiting when games are played. It also allows the City to allocate time and resources to ensure that the spaces are safe, well maintained and available for use by all members of the community. It

provides an organized approach to facility allocation ensuring that all users, regardless of their socio-economic status, race or ethnicity have access. Finally, it allows for clear communication of City policies and ensures compliance with legal requirements such as insurance.

Skluzacek finished providing background on the City's Park Facilities Rental Form by stating that currently there are no restrictions on field reservations for baseball/softball games or practices from Mondays through Wednesdays in the Summer. Field usage has been restricted on Thursday evenings from June 10th to July 30th due to the City Events: Family Fun Night and Fire Rescue Days. Field usage has been limited on these dates because occasionally the Family Fun Night and Fire Rescue Days events will make use of the fields for their planned activities. Also, there is limited parking available in Wagner Park to accommodate the vehicles for both events if they were to take place simultaneously. There are no restrictions for practices to occur during these events as long as the fields are not needed for any event specifically. This is due to practices not generating as much parking demand compared to games as most parents simply drop off and pick up rather than stay and watch.

Implemented in 2022, the City began restricting field usage for baseball/softball games at Wagner Park after 10 a.m. from Fridays through Sundays. This was due to the Wagner Park Shelter being consistently booked each weekend in the Summer. The game end time of 10 a.m. was selected as a compromise between NMBA and the Wagner Park Shelter Users to reduce mixing of the two users and facilities. There have also been conflicts over parking space in previous years as some Wagner Park Shelter reservations require most of the parking lot as do baseball/softball games. Similar to Thursday evenings, there are no restrictions for practices on the weekends due to the limited parking need associated with that type of activity.

Skluzacek concluded his presentation by explaining why the Parks Commission was once again discussing the Park Facilities Rental Form. Due to the increase in participation of the NMBA program over the years, NMBA has been petitioning the City for additional playing fields to meet the growing demand. The Parks Commission and Staff have acknowledged the lack of available property in the City for additional facilities at this time. One possible way to meet the growing demand for playing fields while not adding additional fields is to adjust the game stop time from 10 a.m. to 12 p.m. This would allow for more games to be played on the weekend while still allowing Wagner Park Shelter rental users adequate parking space from 12 p.m. to 10 p.m. while also still being able to begin setting up the shelter at 6 a.m. For reference, Skluzacek added that NMBA only schedules games for Saturdays during the weekends.

Skluzacek asked the Parks Commissioners to provide feedback and guidance on adjusting the current 10 a.m. end time for baseball/softball games on the weekends in Wagner Park to 12 p.m.

Commissioner Vernon mentioned that she would be fine with the proposed change in game end time to 12 p.m. and added that it could always be changed later if there were issues that arose due to parking and mixing of the uses.

Commissioner Jones was open to changing the time but suggested 11 a.m. instead of 12 p.m. His reasoning was that a lot of those reservations plan to eat lunch at noon so many Wagner Park Shelter rental users may be showing up earlier than noon.

Commissioner Vernon asked if signage would help the parking situation. Discussion took place on lack of enforcement, limited spaces overall, and unpredictable number of vehicles for each rental which would make signage difficult.

Commissioner West asked how 10 a.m. was decided on previously by the Parks Commission in 2022. Skluzacek stated that he was not around for that discussion but from the research he has done on the background of the topic, it was determined that 10 a.m. was the time that most Wagner Park Shelter reservations started. West agreed with Vernon and Jones that the time should be adjusted to allow for more playing time and added that he felt the parking issue was not significant enough of a reason to limit ball games on the weekends.

Commissioner Hokeness was in favor of keeping the 10 a.m. stop time in place as that was the Commission's previous decision.

A motion was made by Sutton and seconded by West to adjust the stop time for baseball and softball games on weekends from 10 a.m. to 12 p.m.

Motion carried: (5-0).

B. Commissioner Appointment Process Update

Planner, Jake Skluzacek, updated the Commission on the reappointment process decided on by the City Council for 2025. In previous years the City Council has wished to have Commissioners who were interested in being re-appointed, go through the application and interview process again. This year, the new City Council has decided to simply re-appoint the Commissioners interested in re-appointment. Skluzacek added that the process may be different year-to-year depending on the City Council members. Discussion took place on the process gone through by several Commissioners in previous years.

7. UPDATES & REPORTS

A. January Parks Commission Update – attached

Planner Skluzacek had his report attached to the packet. There was discussion on the new portable toilet vendor for the City. Skluzacek explained that the current vendor was not as responsive as they had been previously, and it was also time for the City to go out for additional quotes according to the City's best practices. The new vendor, On Site Companies,

will take over starting April 1st. There was also discussion on the list of events provided in the update for March Family Fun Nights.

B. January Parks Commission Financial Report - attached

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

C. CCEC Update – Chair Sutton

Chair Sutton provided an update to the Commission on the CCEC’s current activities. Sutton stated that they will be meeting next Tuesday at 5:30 p.m. to pack Easter baskets for the Easter Egg Hunt hosted at Eagle View Elementary School on April 12th. Sutton added that the CCEC meets on the 3rd Tuesday of every month, and anyone is welcome to attend those meetings.

Sutton mentioned that the Chamber of Commerce will be present at a future meeting to update the CCEC on Fire Rescue Days as it is now handled by its own committee. Sutton was not sure when the Fire Rescue Days Committee meets. Sutton added that both groups are always looking for additional volunteers to help with the various events held throughout the year. Discussion took place on Fire Rescue Days and options for shutting down different streets for events.

D. Old Elko Police Department Study Group Update – Commissioner Hokeness

Commissioner Hokeness provided an update to the Commission on the recent Old Elko Police Department Study Group meetings that he has been serving as a Parks Commissioner representative on. Hokeness stated that he did not have a large update. The group has met approximately half a dozen times so far. Hokeness shared background and history on the building with the Commission. The group did not meet last week due to Ash Wednesday. Hokeness was confident that the consensus of the group was to save the building and use it as some form of community space. Discussion took place on the building’s condition and interior. Hokeness admitted that any renovation of the space would be costly, but the group has not gone that far into their analysis yet.

8. PARKS COMMISSIONER’S QUESTIONS & COMMENTS

There were no further questions or comments by the Commission.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, April 9, 2025, at 6:00 p.m. at City Hall in the Council Chambers.

10. ADJOURNMENT

It was moved by Hokeness and seconded by Jones to adjourn the meeting at 6:40 p.m.

Motion carried: (5-0).

Respectively submitted by:

A handwritten signature in black ink, appearing to read "Jake Skluzacek". The signature is written in a cursive style with a large initial "J".

Jake Skluzacek
Planner 1



STAFF MEMORANDUM

SUBJECT:	Capital Outlay Discussion
MEETING DATE:	May 14, 2025
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide a Recommendation Related to the 2026 City's Parks Capital Outlay Plan

COMMUNITY VISION:

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BACKGROUND:

The Elko New Market Parks Department utilizes three main funding sources for capital expenditure. These include Park Dedication, Charitable Gambling, and Capital Outlay. However, there are additional sources of funding such as special assessments, referendum/voter approved bonds, grants, and private donations. For the purposes of this conversation, Staff will be focusing on the three main funding sources for capital expenditure.

Whenever a new development occurs within the City of Elko New Market, the City decides if the developer dedicates a portion of their land for the park system. Alternatively, the City can accept an equivalent amount in cash fees for future or upgraded park facilities, referred to as cash-in-lieu. According to the Elko New Market 2040 Comprehensive Plan, the preference is to acquire park and trail land through land dedication, purchase, or donation when possible (Park and Trail Goal #2). When it is not advantageous for the City to accept the land dedication, Park Dedication Funds are acquired by this one-time fee charged to new developments. These funds are dedicated to building or upgrading parks and are to only be used for this purpose.

Charitable Gambling was developed as an additional means for nonprofit organizations to raise money to help their community through varying methods, commonly in the form of pull-tabs. The Charitable Gambling Funds the City receives must be spent for defined charitable purposes. The City may donate funds for activities and facilities benefiting youth under age 21. For example, the City may choose to fund playground equipment serving ages 5-12. The City may also utilize

the funds for other qualifying uses including but not limited to providing nutritional programs/food shelves, fund community public art programs that are free and open to the public, funding water quality monitoring programs, wildlife management projects, grooming or maintaining snowmobile/ATV or other public trails, or providing DNR safety and education educational programs.

Capital Outlay funds are funded by property taxes. They are used to maintain, upgrade, or acquire capital assets. These assets are physical property of a significant cost and durable nature. For example, Wagner Park Shelter, playground equipment or lawn mowing equipment for the picnic shelter would be considered Capital Outlay items as they become assets for the City. This is different than the expense of repair, maintenance, and operating expenses. For example, changing the oil on the lawn mower or replacement of safety material around playgrounds would be considered an operating expenditure and not be funded by Capital Outlay funds.

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 5 years). The result had been a short-term cash in/cash out system. Long-term expenses were not anticipated, and the system was reactionary. The lack of long-term financial planning did not adequately consider the full lifecycle cost of the current system or long-term planning with growth in mind. The sustainability of the system is questionable because the needs and resources are not fully defined. When an asset is added, the long-term costs to the system have not been evaluated.

In 2023, the City reviewed its Capital Outlay for parks, funding all existing equipment until 2052 with the last expenditure shown being made in the year 2051. The intent of a comprehensive analysis of Capital Outlay funding for the park system is to plan for existing long-term needs of facilities along with supporting the discussion of new assets in the future. By examining the Capital Outlay Budget, the City can better facilitate a budgeting discussion that balances the needs against its resources.

The Parks and Recreation Capital Outlay Budget Model inventories what the City currently has for assets. This inventory includes the expected lifespan and replacement cost for each item. By examining the model, the City can identify upcoming needs and how much funding it takes to maintain the current system. It is also important to understand that this financial model does not include any future assets that may be added to the growth of the City of Elko New Market. 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.

Utilizing the Capital Outlay Budget financial model allows for a financial analysis that considers future expenses, anticipated revenues, and projected reserves. The result is that the Capital Outlay fund is projected to have sufficient funds.

Staff are recommending that the next five years of Capital Outlay be incorporated into the budget to provide more detail to stay consistent with Capital Outlay in other departments. The current funding amount for Parks and Recreation Capital Outlay is \$65,000 in 2025. At the meeting on September 28, 2023, the City Council adopted the 2024 Preliminary Budget, which assumed an increase to Capital Outlay funding by ten thousand in 2024 and five thousand per year in 2025-2027. After 2027 the funding amount is assumed to remain at \$75,000.

Year End Fund Balance

Year	Levy Amount	Capital Outlay	Fund 230 - Parks	Fund 240 - Gambling
2025	65,000	71,067	243,233	62,686
2026	70,000	141,067	243,233	67,686
2027	75,000	216,067	243,233	72,686
2028	75,000	69,017	243,233	34,486
2029	75,000	100,320	243,233	39,486
2030	75,000	137,170	243,233	44,486
2031	75,000	82,370	243,233	49,486
2032	75,000	146,770	243,233	54,486
2033	75,000	180,450	243,233	59,486
2034	75,000	72,998	243,233	64,486
2035	75,000	144,998	243,233	69,486
2036	75,000	171,798	243,233	74,486
2037	75,000	237,298	243,233	54,486
2038	75,000	308,298	243,233	59,486
2039	75,000	352,698	243,233	64,486

It is important to note that Charitable Gambling Funds are also included in Parks Capital Outlay budget model. There are several assumptions that are being made in these projections. This model assumes that the City chooses to make full use of charitable gambling dollars towards the Capital Outlay for Parks and not towards other purposes. Second, charitable gambling funds are not guaranteed. There may be changes to the amount received due to economic reasons, changes may be implemented at the state level, or local organizations may choose to discontinue their charitable gambling program.

DISCUSSION:

The Parks Commission is being asked to provide a recommendation related to the City's Parks Capital Outlay Plan to be incorporated into the budget for the next five years.

At the June 12, 2024, Parks Commission meeting, the Parks Commission reviewed the current Capital Outlay Plan to ensure consistency with the Commission's priorities. At the time, Staff did not recommend earmarking the additional Park Dedication funds from recent developments such as the Niagara Bottling development as they were not yet received.

Future identified projects that could potentially be completed using the additional funding which were discussed at the June 12, 2024, meeting included a trail connection from Wagner Park to CSAH 2, a permanent pickleball court, and multiple City Park signage projects.

Staff compiled preliminary estimates for costs associated with these previously identified future projects which were discussed at the June 12, 2024, meeting:

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.

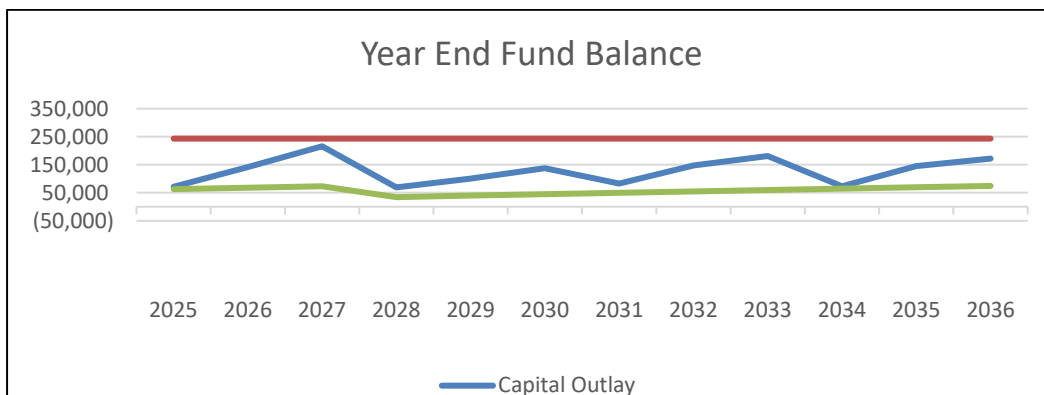
During the December 11, 2024, meeting, a motion was made by Commissioner West and seconded by Commissioner Jones to amend the City's Capital Outlay Plan to include funding for the Wagner Park trail extension project. The motion carried 4-0 as Commissioner Hokeness was absent and excused. Due to limited funding, there is a strong possibility that not all previously identified future projects may be completed with additional Park Dedication Funds.

Since then, Staff have incorporated several proposed changes to the existing Parks Capital Outlay Plan. The Wagner Park shelter replacement date was pushed back to 2042 due to the structure's condition. This is expected to cost \$255,000. Therefore, delaying the replacement will allow for more flexibility in the plan.

Additionally, Staff are expecting a final plat application for the Highlands at Eagle View. Partial cash and land dedication were received by the City as part of this proposed development. Staff have included estimated costs for a new playground facility to accompany the development. The estimated total cost for the project is \$180,600 and has been included in the proposed 2026 Capital Outlay Plan.

Other recommended changes in the proposed 2026 Parks Capital Outlay Plan were related to more accurately reflecting replacement costs and timelines for existing equipment based on most recent purchases. The addition of a play area border line item has also been added to relevant parks as they will technically be associated with Capital Outlay moving forward. Additionally, payments were reconciled to reflect the actual year in which the payment was made.

The result of the proposed 2026 Parks Capital Outlay Plan is a fully funded park system until the year 2052. As demonstrated by the Year End Fund Balance graph below, with the recommendations proposed by Staff, the City's Park Capital Outlay Plan will continue to not only be fully funded but also have a healthy fund balance for the foreseeable future.



BUDGET IMPACT:

Assuming the Commission does not recommend spending more than what has been identified in the proposed 2026 Parks Capital Outlay Plan, there would be no impact on the City's budget.



Small-Town Culture. Emerging Possibilities.

Parks Commission Update

April 30, 2025

Parks & Trails

1. Adopt-A-Park 2025

The first Adopt-A-Park cleanup is scheduled for the first weekend of May. Volunteer groups “adopt” a park of their choosing to conduct a minimum of three cleanups per year. Staff would like to thank the groups for their continued contributions of time and energy to the City’s park system. The groups participating in the May cleanup are as follows:

The Martin Family –
The Berg Family –
The Rouf’s Family –

Boulder Heights Park
Historic Elko Park
Kelly Glen Park
Little Windrose Park
Whispering Creek Park
Whispering Hills Park
Pete’s Hill Open Space
Wagner Park
Windrose Park
Woodcrest Park

Pete’s Hill Homeowners -
ENM Cub Scouts and Boy Scouts -
Tapestry Vineyard Church -
Woodcrest Kids -

2. Public Works Update

None.

Recreation

3. None.

Community

4. Graffiti Removal at Wagner Park

Recreation Programmer, Jessica Davidson, forwarded a resident’s request to remove graffiti from park equipment at Kelly Glen Park to Public Works.

Upcoming Meeting

The next Parks Commission Meeting will be:

Date: Wednesday, May 14, 2025

Time: 6:00 PM

Location: City Hall, Council Chambers



STAFF MEMORANDUM

SUBJECT: April Parks Financial Report
MEETING DATE: May 14, 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 April were \$3,500.00. General Fund Expenditures at the end of April were \$57,678.07, or 21% of the budget. The current fund balance is \$217,412.95.

City of Elko New Market
Statement of Revenue and Expenditures
General Fund 101- Parks and Grounds Maintenance
Budget and Actual
YTD Through April 30, 2025

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 4/30/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 4/30/2025</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%
	<u>3,500.00</u>	<u>-</u>	<u>3,500.00</u>	<u>0%</u>

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 4/30/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 4/30/2025</u>
Expenditures				
Full-Time Employees Regular	156,790.83	31,121.36	125,669.47	20%
Full-Time Employees Overtime	6,271.63	1,741.25	4,530.38	28%
Part-Time Employees	8,619.00	-	8,619.00	0%
On Call	8,988.20	2,652.59	6,335.61	30%
Call Back	936.00	423.68	512.32	45%
PERA	12,876.11	3,669.04	9,207.07	28%
FICA & Medicare	13,133.63	3,325.07	9,808.56	25%
Employer Paid Insurance	38,625.62	12,533.19	26,092.43	32%
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	1,500.00	5,400.00	22%
Electric Utilities	900.00	306.87	593.13	34%
Refuse/Garbage Disposal	1,900.00	349.84	1,550.16	18%
Repairs/Maint.	11,000.00	55.18	10,944.82	1%
Cleaning / Janitorial	1,350.00	-	1,350.00	0%
Miscellaneous	500.00	-	500.00	0%
Dues and Subscriptions	700.00	-	700.00	0%
	<u>275,091.02</u>	<u>57,678.07</u>	<u>217,412.95</u>	<u>21%</u>

Park Dedication Fund

Park Dedication Revenues at the end of April were \$0.00. Park Dedication Expenditures at the end of April were \$0.00, or 0% of the budget. The current fund balance is \$303,383.06.

City of Elko New Market
Statement of Revenue and Expenditures
Park Dedication- Fund 230
Budget and Actual
YTD Through April 30, 2025

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 4/30/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 4/30/2025</u>
Revenues				
Park Dedication Fee	-	-	-	0%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
	-	-	-	0%

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 4/30/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 4/30/2025</u>
Expenditures				
Improvements Other	-	-	-	0%
	-	-	-	0%

\$303,383.06

Charitable Gambling Fund

Charitable Gambling Revenues at the end of April were \$0.00. Charitable Gambling Fund Expenditures at the end of April were \$0.00, or 0% of the budget. The current fund balance is \$57,685.89.

City of Elko New Market
Statement of Revenue and Expenditures
Charitable Gambling- Fund 240
Budget and Actual
YTD Through April 30, 2025

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 4/30/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 4/30/2025</u>
Revenues				
Gambling Income 5% LG510	-	-	-	0%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
	-	-	-	100%
				Percent Received or Expended Based on Actual Through 4/30/2025
Expenditures				
Transfer In	-	-	-	0%
Gambling Income Expense	-	-	-	0%
	-	-	-	0%
Current Fund Balance	\$57,685.89			

Capital Outlay

Capital Outlay Revenues at the end of April were \$0.00. Capital Outlay Expenditures at the end of April were \$0.00, or 0% of the budget. The current fund balance is \$122,966.47.

City of Elko New Market
Statement of Revenue and Expenditures
Capital Outlay- Fund 501
Budget and Actual
YTD Through April 30, 2025

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 4/30/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 4/30/2025</u>
Revenues				
Miscellaneous Revenues	-	-	-	0%
	-	-	-	0%
Percent Received or Expended Based on Actual Through 4/30/2025				
	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 4/30/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 4/30/2025</u>
Expenditures				
Capital Outlay Expenditures	-	-	-	0%
	-	-	-	0%
Current Fund Balance	\$122,966.47			