

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

WEDNESDAY, SEPTEMBER 10, 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. August 13, 2025, Parks Commission Regular Meeting Minutes
- 6) General Business**
 - a. Wagner Park Trail Connection
 - b. Temporary Pickleball Equipment Discussion
- 7) Updates & Reports**
 - a. August Parks Commission Update
 - b. August Parks Commission Financial Report
- 8) Parks Commissioner's Questions & Comments**
- 9) Next Meeting**

Regular Parks Commission Meeting
Wednesday, October 8, 2025 @ 6 PM
ENM City Hall, Council Chambers
- 10) Adjournment**

1) CALL TO ORDER

The meeting was called to order by Chair Sutton at 6:02 PM
Members Present: Chair Sutton, Commissioners Jones, Hokeness, and West
Members Absent: Commissioner Vernon
Also Present: City Administrator/Clerk Terry, Senior Planner Christianson, and Planner Malecha

2) PLEDGE OF ALLEGIANCE

Chair Sutton led the Commission and audience in the Pledge of Allegiance.

3) ADOPT/APPROVE AGENDA

City Administrator/Clerk Terry advised the Commission that there were no changes to the agenda.

MOTION by Commissioner Hokeness, second by Commissioner Jones to approve the agenda.

MOTION CARRIED: 4-0

4) PUBLIC COMMENT

None.

5) APPROVAL OF MINUTES

MOTION by Chair Sutton, second by Commissioner Jones to approve the minutes of the June 11, 2025 meeting as presented.

MOTION CARRIED: 4-0

6) GENERAL BUSINESS

a. Eagle View Meadows Park Dedication Discussion

City Planner Malecha gave a presentation to the commission regarding a concept plan referred to as Eagle View Meadows. Planner Malecha was seeking a recommendation from the Parks Commission regarding park dedication for the proposed concept plan.

Planner Malecha stated that the proposed development is located in the northwestern portion of the city, and that the parcels would require annexation from New Market Township in order for the developer to move forward with a preliminary plat application. Malecha showed the commission the concept plan and explained that the proposed park area is 6.3 acres of open space located in the central-southern proportion of the proposed development. Malecha explained to the Commission that the City's Subdivision Ordinance requires 8% of the land to be dedicated for parks, playgrounds, public open spaces or trails and/or the developer shall make a cash contribution to the City's park and trail fund roughly related to the anticipated effort of the plat on the park and trail system. If the Commission chose not to recommend land dedication, the park fee is 8% of the fair market value to be paid to the City. Park dedication requirements for this proposed development is based on 71.9 net acres.

Planner Malecha continued his presentation and stated that the 2040 Comprehensive Plan identifies a park search area for a neighborhood park on the southern portion of the proposed development. He explained that the closest parks include Wagner Park, Whispering Creek Park, the park at Eagle View Elementary School, and the proposed park within the Highlands at Eagle View development. Malecha continued by explaining that it is recommended that neighborhoods be serviced by a neighborhood park located within ½ mile, which is not the case in this instance. Malecha continued by explaining that the proposed development is only within the 1-mile service area of Wagner Park, but County Road 2 presents a major physical barrier to accessing the park from the north. Malecha stated that the proposed development would not be properly served with existing parks.

Malecha went through the various park classifications, drilling down on the general description, service area radius, and size criteria for each. Malecha shifted his focus to describing the desired park size for neighborhood parks, and facilities that are typically located within a neighborhood park including but not limited to play equipment, ball fields, multiuse hard courts, tennis/pickleball courts, and ice rinks.

Malecha continued his presentation by describing the sidewalk and trail requirements based on City Code. For the proposed development, the sidewalk and trail location recommendations are as follows:

- Construct 5' sidewalks adjacent to all local streets
- Construct a 10' trail on the north side of 255th Street.
- Construct a 5' sidewalk on the south side of 255th Street.
- Construct a 5' sidewalk on the east side of Nevada Avenue.
- Construct a 10' trail on the west side of Dakota Avenue along the subject property.

Malecha presented the Staff Recommendations as it pertains to park land dedication for Eagle View Meadows, the recommendations are as follows:

- Full park land dedication.
- Park land location to be centrally located along the southerly edge of the plat, so that as properties to the south develop, additional land can be added to the park through additional park dedication.
- Land to be dedicated for park purposes must have topography and configuration conducive to developing the park with facilities typically found within a neighborhood park.
- Construct 5' sidewalks adjacent to all local streets, a 10' trail on the north side of 255th Street, a 5' sidewalk on the south side of 255th Street, a 5' sidewalk on the east side of Nevada Avenue, and a 10' trail on the west side of Dakota Avenue.
- The park land dedication as depicted on the concept plan must be reconfigured to provide for more usable space.

Commissioner Hokeness asked for clarification on the Staff Recommendations, ensuring that we are recommending land rather than cash, Malecha confirmed. Hokeness stated that the topography is not conducive to a park, stating that it is hills surrounding a pond. Senior Planner Christianson explained that the contours shown on the concept plan are existing contours, and that the developer has not submitted a grading plan yet. Christianson clarified

that the maximum slope accepted for park land is defined in the City Code, and the ones depicted on the concept plan are less than what is allowed in City Code. Hokeness and Christianson discussed the pond depicted in the park land, clarifying that this would not count toward the park land dedication.

City Administrator/Clerk Terry asked Christianson if there have been any Staff discussions as it relates to the proposed two acre pond located in the center of the proposed park land to be dedicated. Christianson stated that it is Staff's opinion that the cul-de-sac on the east side of the park could potentially be removed, but it is hard to give a clear opinion without knowing what those acreages are.

Hokeness asked Staff to confirm that the long-term vision is for this park to be combined with future park land dedication acquired from properties to the south, Staff confirmed.

Commissioner West inquired about the overall park plan as is stated in the 2040 Comprehensive Plan relating to this proposed development. Staff showed the Comprehensive Plan and explained to West that this search area is planned over multiple parcels, requiring the parcels to the south to develop in order to get the maximized park land dedication in this area. Conversation commenced between Commission and Staff explaining in depth the 2040 Comprehensive Park Plan overall.

Commissioners Jones and Hokeness discussed the cul-de-sac depicted in the proposed development and discussed potential reconfiguration of the area to be dedicated for park land.

Commissioner West and City Administrator Terry discussed capital outlay and plans for building out future parks. Discussion commenced about the philosophy of the overall parks system.

Planner Malecha reiterated the Staff Recommendations as follows:

- Full park land dedication.
- Park land location to be centrally located along the southerly edge of the plat, so that as properties to the south develop, additional land can be added to the park through additional park dedication.
- Land to be dedicated for park purposes must have topography and configuration conducive to developing the park with facilities typically found within a neighborhood park.
- Construct 5' sidewalks adjacent to all local streets, a 10' trail on the north side of 255th Street, a 5' sidewalk on the south side of 255th Street, a 5' sidewalk on the east side of Nevada Avenue, and a 10' trail on the west side of Dakota Avenue.
- The park land dedication as depicted on the concept plan must be reconfigured to provide for more contiguous usable space.

The Commission added clarification to the last recommendation regarding reconfiguration. The additional recommendation is to ensure that the land dedicated is not in isolated pockets and is shaped in a way that can accommodate a youth ballfield and play area.

MOTION by Chair Sutton, second by Commissioner Jones to accept the Staff recommendations as amended based on this discussion, as stated in the minutes.
MOTION CARRIED: 4-0

7) UPDATES & REPORTS

City Administrator Terry gave some updates to the Commission. Terry stated that the plan is to continue the regularly scheduled Park’s Commission meetings, with the next one slated for September 10, 2025.

Terry updated the Commission on the hiring process as it pertains to the Senior Planner position. He stated that the hiring process is currently underway and is being done in an effort to eventually replace Senior Planner Christianson. Commissioner Hokeness asked if we had hired a new Deputy Clerk, Terry confirmed that Steph Cairney started on Monday. Hokeness also inquired about the open finance position, Terry stated that the first round of interviews are slated for tomorrow morning.

8) PARKS COMMISSIONER’S QUESTIONS & COMMENTS

The Commission asked City Administrator Terry about the Degross property to the east of Kwik Trip. Terry stated that the City understands that that property has been purchased by an investor and we understand that there is a purchase agreement, but they have not closed yet. Commissioner West asked if there are any plans for the Pierson lot near Wagner Park, Senior Planner Christianson explained that the property was purchased by investors, but Staff has had no recent conversations with them regarding potential development.

Commissioner West asked about the status of the Wagner Park trail extension. City Administrator Terry explained that former Planner Skluzacek drafted a memorandum regarding that, and it is the intent of Staff to review that topic at the September 10 Parks Meeting.

9) NEXT MEETING

Regular Parks Commission Meeting
Wednesday, September 10, 2025 at 6:00 PM
ENM City Hall Council Chambers

10) ADJOURNMENT

MOTION by Chair Sutton, second by Commissioner Jones to adjourn the meeting at 7:32 PM.
MOTION CARRIED: 4-0

Respectfully submitted by

Brandon Malecha, Planner I





STAFF MEMORANDUM

SUBJECT:	Wagner Park Trail Extension
MEETING DATE:	September 10, 2025
PREPARED BY:	Brandon Malecha, Planner I
REQUESTED ACTION:	Recommendation to City Council

COMMUNITY VISION:

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- 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 identified the Wagner Park Trail Extension as a potential project at the June 12, 2024 meeting.

As part of the evaluation process and consistent with the City's Community Oriented Local Government (COG) philosophy, an open house to engage the public regarding the potential project was in the parking lot of Wagner Park on June 17, 2025, from 6:00-7:00 p.m. In addition to Staff, also present at the open house event were Parks Commissioner Dan West and City Councilmember Josh Berg. Members of the public were encouraged to attend to ask any potential questions or state concerns that they might have regarding the project. Letters were mailed to properties located within 350' of the proposed trail, and roughly ten people showed up to the open house event. There were mixed opinions ranging from opposition to support of the proposed trail connection.

The following comments were received at the open house for the trail project hosted on June 17, 2025 at Wagner Park:

Concerns reported:

- Potential loss of resale value of their home
- Safety of children and dogs in their yard
- Garbage and dog feces

- Electric scooter, bikes, golf carts
- Theft from the yard
- Trespassing
- Potential liability issues
- Drainage
- Mowing frequency

Those opposed to the trail would like to see:

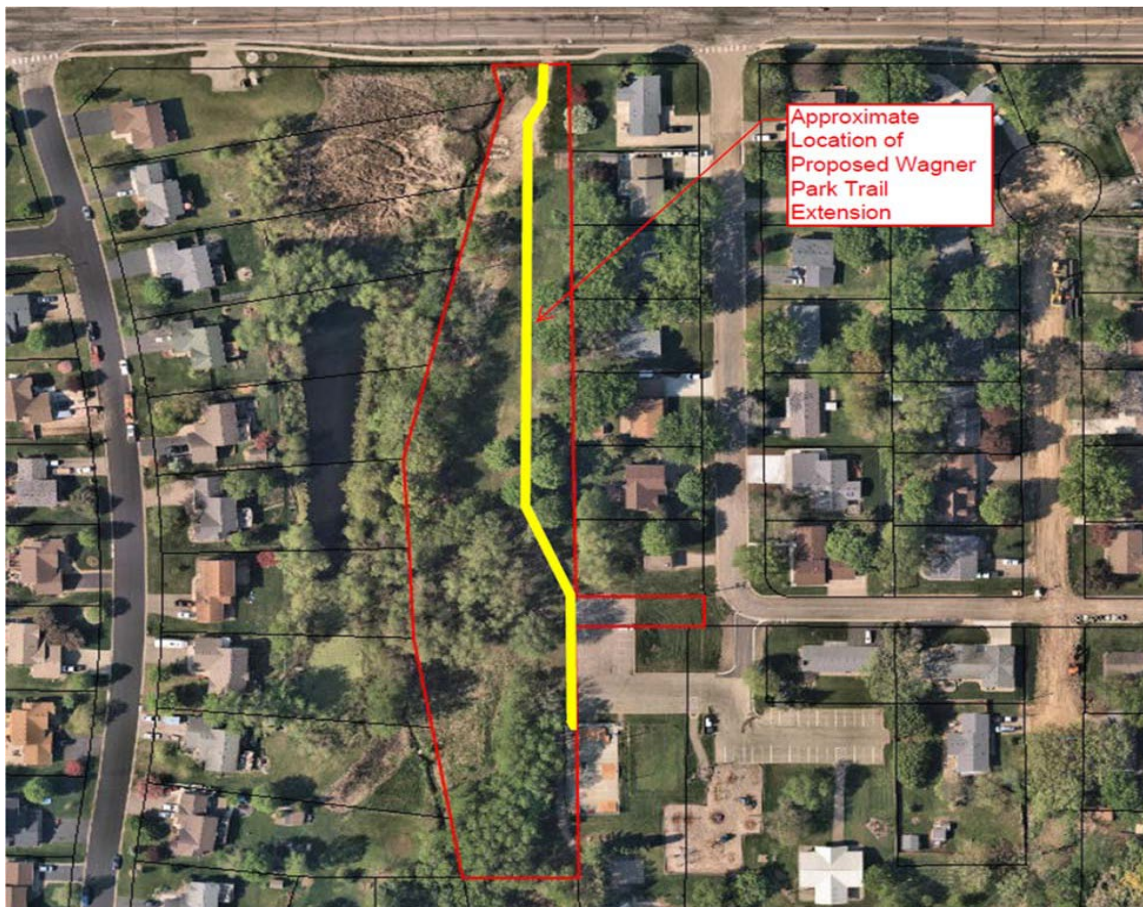
- A fence constructed along the trail
- A lit pathway to prevent predators and other potential dangers at night

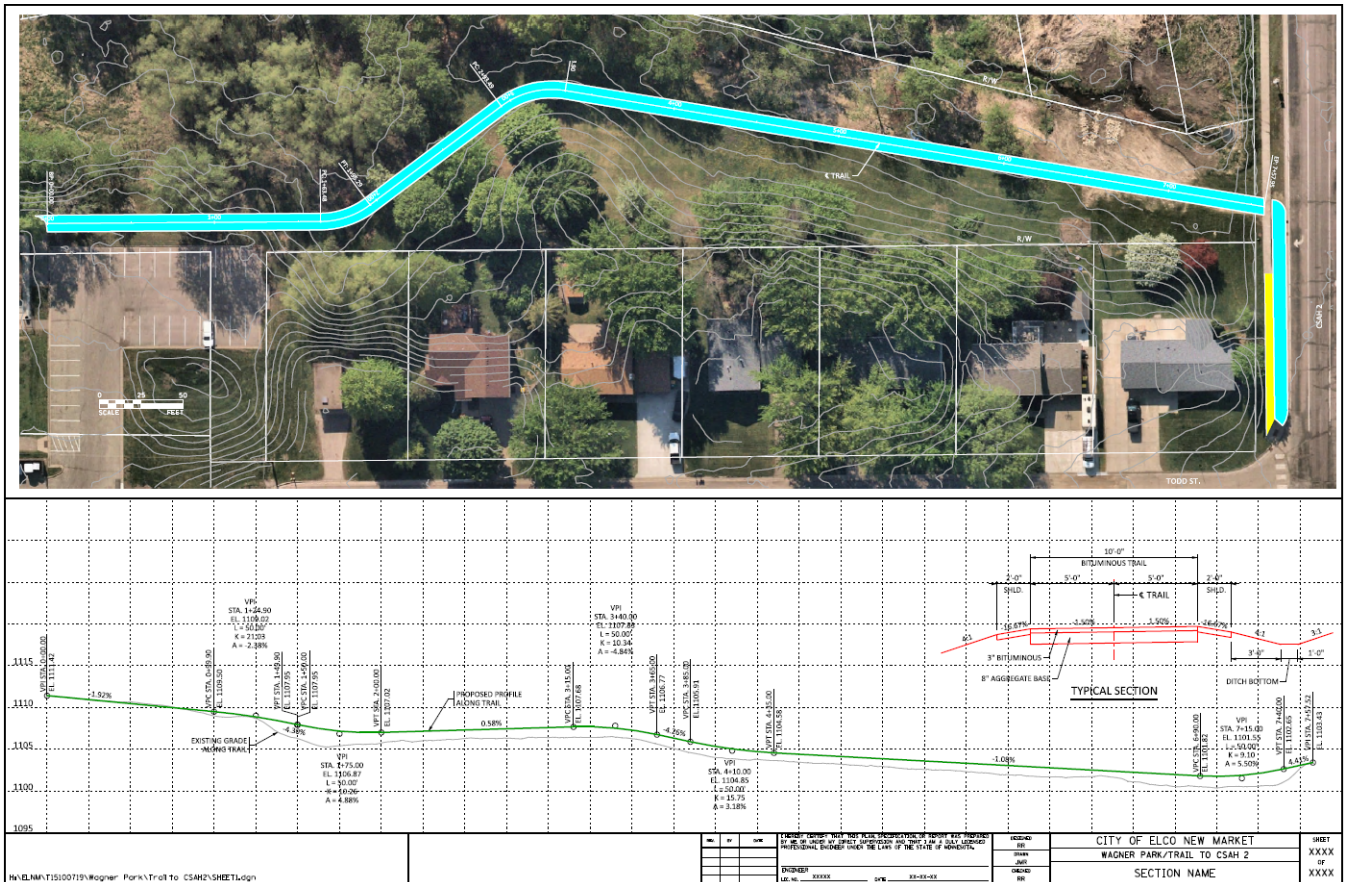
Those in favor of the trail cited:

- Live on Todd Street and like the path as proposed
- Does not want a sidewalk in their front yard
- The trail would be safer than walking on Todd Street
- Todd Street needs a trail option to County Highway 2
- Would like to see regional trail system connect to Lakeville and/or New Prague
- Make public property usable to everyone rather than a select few

DISCUSSION:

The Commission is being asked to make a recommendation to the Council regarding whether or not to proceed with the project, scope and funding.





BUDGET IMPACT:

City Engineer, Rich Revering, estimated the total cost of the trail connection to be \$24,000 for overhead, design, paving and materials, if the Public Works Department were able to do the grading, base, drainage, and restoration work. This estimate is based on 2025 cost estimated and would to be adjusted for project completion in 2026. The project is proposed to be funded by the Park Dedication fund.

Staff internally researched grant opportunities for this project. After much deliberation, Staff determined that the likelihood of receiving a grant for this scale of project is unlikely. Based on an analysis of grant programs and awards to past projects, the City would need to expand the scope of the project in order to be competitive, which would increase the overall to the City for the project, despite award of grant funding. It is the opinion of Staff that the project is not well aligned with the grant programs researched. However, those same programs may be better utilized if pursued for future projects. It should also be noted that these grants also require the work to be bid and contracted, offsetting the cost savings from utilizing the City's Public Works team.



STAFF MEMORANDUM

SUBJECT:	August Parks Financial Report
MEETING DATE:	September 10, 2025
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 August were \$2,174.33 or 62% of budget. General Fund Expenditures at the end of August were \$157,798.39 or 57% of the budget. The current remaining budget balance is \$117,292.63.

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

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 8/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 8/31/2025</u>
Revenues				
Park Shelter Rental Fee	3,500.00	2,122.28	1,377.72	61%
Miscellaneous Revenues	-	51.95	(51.95)	0%
Contributions and Donations	-	-	-	0%
Recreation Program Revenues	-	-	-	0%
Grant Income	-	-	-	0%
	<u>3,500.00</u>	<u>2,174.23</u>	<u>1,325.77</u>	<u>62%</u>

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 8/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 8/31/2025</u>
Expenditures				
Full-Time Employees Regular	156,790.83	86,773.43	70,017.40	55%
Full-Time Employees Overtime	6,271.63	2,507.02	3,764.61	40%
Part-Time Employees	8,619.00	3,164.87	5,454.13	37%
On Call	8,988.20	5,884.62	3,103.58	65%
Call Back	936.00	991.79	(55.79)	106%
PERA	12,876.11	8,404.21	4,471.90	65%
FICA & Medicare	13,133.63	7,743.26	5,390.37	59%
Employer Paid Insurance	38,625.62	25,358.44	13,267.18	66%
Chemicals and Chem Products	4,800.00	2,446.60	2,353.40	51%
Travel Expenses	300.00	-	300.00	0%
Training & Conferences	500.00	-	500.00	0%
Portable Bathrooms	6,900.00	4,991.80	1,908.20	72%
Electric Utilities	900.00	614.82	285.18	68%
Refuse/Garbage Disposal	1,900.00	699.68	1,200.32	37%
Repairs/Maint.	11,000.00	7,134.92	3,865.08	65%
Cleaning / Janitorial	1,350.00	749.76	600.24	56%
Miscellaneous	500.00	23.17	476.83	5%
Dues and Subscriptions	700.00	310.00	390.00	44%
	<u>275,091.02</u>	<u>157,798.39</u>	<u>117,292.63</u>	<u>57%</u>

Park Dedication Fund.

Park Dedication Revenues at the end of February were \$0.00. Park Dedication Expenditures at the end of August were \$22,500. The current fund balance is \$282,619.18.

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

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 8/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 8/31/2025</u>
Revenues				
Park Dedication Fee	-	-	-	0%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
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	-	-	-	0%
	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 8/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 8/31/2025</u>
Expenditures				
Improvements Other	-	22,500.00	-	0%
	-----	-----	-----	-----
	-	22,500.00	-	0%
\$282,619.18				

Charitable Gambling Fund.

Charitable Gambling Revenues at the end of August were \$1,997.61. Charitable Gambling Fund Expenditures at the end of August were \$0.00. The current fund balance is \$60,028.99.

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

	2025 Annual Budget	2025 YTD Actual Amount Through 8/31/2025	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 8/31/2025
Revenues				
Gambling Income 5% LG510	-	1,997.61	-	0%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
	-	1,997.61	-	100%
	2025 Annual Budget	2025 YTD Actual Amount Through 8/31/2025	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 8/31/2025
Expenditures				
Transfer In	-	-	-	0%
Gambling Income Expense	-	-	-	0%
	-	-	-	0%
Current Fund Balance	\$60,028.99			

Capital Outlay.

Capital Outlay Revenues at the end of August were \$32,500.00. Capital Outlay Expenditures at the end of August were \$21,587.75. The current fund balance is \$111,869.72.

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

	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 8/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 8/31/2025</u>
Revenues				
Miscellaneous Revenues	65,000.00	32,500.00	-	50%
	65,000.00	32,500.00	-	50%
Expenditures				
	<u>2025 Annual Budget</u>	<u>2025 YTD Actual Amount Through 8/31/2025</u>	<u>Remaining Budget Dollars</u>	<u>Percent Received or Expended Based on Actual Through 8/31/2025</u>
Capital Outlay Expenditures	-	21,587.75	-	0%
	-	21,587.75	-	0%
 Current Fund Balance	 \$111,869.72			



STAFF MEMORANDUM

SUBJECT:	Rental Pickleball Equipment
MEETING DATE:	September 10, 2025
PREPARED BY:	Jessica Davidson, Recreation Specialist
REQUESTED ACTION:	Feedback and Direction

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BACKGROUND:

There are currently three pickleball courts located at Rowena Ponds Park within the ice rink. The courts were created as an interim measure until regular permanent courts could be established elsewhere.

When the courts were first proposed to the City Council, community members indicated that they would supply their own portable equipment and organize games, if the City painted the courts. At the time, the Parks Commission examined whether painting the courts would be sufficient, installation of seasonal nets and the option to loan out equipment. They ultimately decided against installed nets due to concerns about potential damage to the asphalt, restrictions on other activities in the rink, and the related maintenance and costs.

In summary, the Commission's prior decision was to paint the lines with the expectation that players would bring their own equipment and nets. The Commission indicated that it would "wait to see" if pickleball nets and equipment was necessary. Since that decision, there have been several requests for the City to provide netting and equipment. The Commission is being asked to revisit the topic.

DISCUSSION:

The Commission is being asked to provide direction on whether or not to pursue “rentable” pickleball equipment to be used at the court.

For purposes of the discussion, this would include the purchase of 1 to 3 pickleball net systems, a storage unit, and 1 to 3 pickleball equipment sets for community use to be kept at the rink/courts. The assumption is that residents would be able to obtain the key to the lock at City Hall during regular business hours in order to access storage unit containing the equipment. This would eliminate the need for residents to transport the equipment between City Hall and the courts, and the need to store the equipment at City Hall.

BUDGET IMPACT:

The estimated cost for acquiring a pickleball net system is \$205 per unit. Staff would recommend the PickleNet Portable Pickleball System on Pickleball Central, which was suggested by Rich Bemm, a pickleball vendor currently utilized by the City of New Prague. Notably, Bemm recommends a system he does not sell himself. This net system is relatively easy to assemble and allows for easy relocation during other rink activities. However, it requires assembly each time, which is less convenient than a wheeled version that can be moved aside. Staff have concerns regarding a wheeled system due to the high risk of theft, vandalism, and loss associated with unattended wheeled nets left in the rink.



If portable nets are purchased, staff recommends storing them in a secured storage unit at the rink, with a key available for checkout during office hours. Currently, the City lacks the capacity for managing sets of equipment for lending.

There are two recommended options for storage solutions - a waterproof outdoor bench or a metal deck chest with locking storage. The cost for the outdoor bench with a lock is approximately \$190, accommodating up to two net systems each. A benefit of the benches is that they provide seating for players; however, there is a risk of vandalism as they would be relatively easy to move. New Prague currently uses this type of bench for their pickleball courts. The second option is a metal deck chest with a lock, which would cost approximately \$1,500. This deck box would be of commercial quality, similar to those used by baseball/softball teams to store their equipment, and it would have less risk of vandalism as they would be stationary.



Pickleball equipment has an estimated cost of \$50 per set, which includes balls and four paddles. It is important to note that ongoing maintenance and replacement will be required for both the net system and equipment over time due to outdoor usage and the possibility of items not being returned. This will result in an additional cost annually to the budget.



The total cost for one net system, equipment and storage is approximately \$1,900 assuming the storage box option. However, the storage box is expected to have capacity for more than one net system.

The cost of the purchasing the pickleball equipment and storage is not included as an assumption in the current budget, nor is it included in the draft 2026 budget.