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

WEDNESDAY, NOVEMBER 13, 2024

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. October 9, 2024, Parks Commission Regular Meeting Minutes -attached

6) **General Business**
   a. Capital Outlay - Discussion of Additional Projects
   b. Discuss Preferences for Future Off-Site Meetings

7) **Updates & Reports**
   a. October Parks Commission Update -attached
   b. October Parks Commission Financial Report -attached

8) **Parks Commissioner's Questions & Comments**

9) **Next Meeting**
   Regular Parks Commission Meeting
   Wednesday, December 11, 2024 @ 6 PM
   ENM City Hall, Council Chambers

10) **Adjournment**

MINUTES
CITY OF ELKO NEW MARKET
PARKS COMMISSION MEETING
OCTOBER 9, 2024
6:00 PM

1. CALL TO ORDER

Chair Sutton called the meeting of the Elko New Market Parks Commission to order at 6:02 p.m.

Commission members present:	Sutton, Vernon, Jones, Hokeness and West
Members absent and excused:	None
Staff Present:	Planner Jake Skluzacek, Maintenance Worker Derek Cavanaugh

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. Staff have included an addition to the agenda to discuss the park dedication for the proposed Victory Fields development that was not included on the original agenda posted last week.

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

Motion carried: (5-0).

4. PUBLIC COMMENT

There was no public comment.

5. APPROVAL OF MINUTES

Chair Sutton asked if there were any changes to the minutes. No changes were discussed.

A motion was made by Vernon and seconded by Jones to approve the minutes of the August 14, 2024; meeting as presented.

Motion carried: (5-0).

6. GENERAL BUSINESS

A. Wagner Park Trail Extension Discussion

Planner Skluzacek introduced the item to the Parks Commission by presenting history on the topic. The Parks Commission was asked by a resident earlier in the year on March 12, 2024, to complete a trail connection from CSAH 2 to Wagner Park. The resident requested this due to safety concerns having people access Wagner Park from the north via Todd Street and as well increasing accessibility and visibility of park features. The Commission was in favor of the idea but did not have an identified funding source at the time of the request. The resident's specific request is included below:

"I request Staff and Parks Commission to research to determine if action should be taken for the construction of a trail connecting CSAH 2 and Wagner Park. Trail could run thru the Northwest section of the Park that isn't being used. This would create a safer alternative to get to the main area of the Park from CSAH 2. It would also give people a scenic view of the Park the isn't currently being used."

The potential trail extension was further discussed by Staff at an Engineering meeting on March 12, 2024. At the meeting, the City Engineer, Rich Revering, estimated the cost of the trail connection to be between $15,000-$18,000 for paving and materials if the Public Works Department were able to do the grading, base, drainage, and restoration work. This estimate was preliminary and would need to be adjusted to reflect accurate pricing for 2025 if the project cannot be completed yet this year. The identified source of funding for the proposed trail extension project is the City's Park Dedication Fund.

The item was identified by the Commission as a potential project at the June 12, 2024, meeting. At that meeting, Staff informed the Commission that the park dedication fees collected from the Niagara Bottling, LLC development had exceeded Staff's estimates. Staff informed the Commission that the City had received $185,000 in park dedication funds from the development. This is due to the land sale being more than Staff originally anticipated in the initial calculations on what the City would receive for park dedication. This would allow the City to potentially fund multiple projects that have been discussed previously but did not have the funding necessary to move forward. The Parks Commission agreed with the reasoning behind the resident's request and admitted that it may address a potential safety issue with people accessing the park via the streets to the north.

Although the proposed trail location is located entirely within City owned property, six single-family residential properties to the east would be most impacted by the creation of the trail. Some of these properties have gardens or other miscellaneous items located on City property. Staff believes the trail would cause minimal disruptions to these installations, but they remain unpermitted so long as they are located on City property. Additionally, seven more single-family residential properties to the west may experience some level of impact. Staff recommend that a community meeting be held if the Parks Commission decided to move forward with the Wagner Park trail extension project.

The Parks Commission was being asked to provide direction to Staff on how to proceed with the potential Wagner Park trail extension. If the Commission would like to proceed with the proposed trail extension, Staff would earmark funds in the City's Park Dedication Fund to complete the project. The work could possibly be bundled with existing work done in the City on an annual basis to further decrease potential costs; however, the project would be limited by the timing of the additional work. Due to the time of year and Staff's recommended community engagement component, this would likely be a 2025 project.

Commissioner Hokeness asked Staff whether the proposed trail would be 8 or 10 feet wide. Maintenance Worker Cavanaugh responded that most trails in the City are 10 feet so that they are wide enough to plow in the winter. The City would plow the proposed trail in winter as well.

Commissioner Hokeness stated his previous experiences in attempting to put in trails after homes have already been built and shared his difficulties related to those attempts. Hokeness mentioned that in his experience, it can be difficult to create trails near homes that have already been established.

Commissioner Sutton asked Staff if the location could be adjusted. Skluzacek replied that the proposed location marker was just a line on a map at this point for illustrative purposes and will most likely be adjusted if the project moves forward.

Commissioner West believed that the trail would help address safety concerns with people accessing the park via the current Todd Street entrance as there are no sidewalks or trails.

Commissioner Vernon wished to see what an open house on the subject would reveal about the neighborhood's opinions on a trail extension from CSAH 2 to Wagner Park.

There was additional discussion among the Commissioners about previous discussions related to the CSAH 2 pedestrian crossings. Maintenance Worker Cavanaugh reminded the Commission that the City does not have control for traffic control measures on the County Highway and ultimately any action would have to be taken by the County themselves.

A motion was made by Sutton and seconded by Jones to move forward with scheduling an open house on the topic with the surrounding neighborhood to gauge interest levels.

Motion carried: (5-0).

B. Park Restroom Enclosures Discussion

At the November 8th, 2023, Parks Commission meeting, Staff introduced a request to incorporate a surrounding or enclosure for the restrooms located at City Parks. It was decided at this meeting that each restroom enclosure would be handled on a case-by-case basis in relation to design options. All options would be made using UltraDeck maintenance free material. Staff anticipated completing one enclosure per year for existing restrooms, starting with the newest proposed restroom at Boulder Heights Park.

Staff have envisioned the restroom and enclosure to be near the walking trail and playground along Oxford Avenue. This would allow for the easiest access to the site for visitors and contractors who will be doing routine maintenance. While determining possible locations for the restroom, Staff had concerns that the enclosure, which would be considered a fence, may not meet some of the requirements listed in the section of the City's Zoning Ordinance related to fences. The proposed enclosure or fence would be categorized as any patio, trash container, or utility screen located at least five feet from a property line and with a length of less than thirty-two feet. This would exempt the enclosure from requiring a permit, although other requirements must still be met as follows:

- The enclosure shall not exceed eight feet in height, except by conditional use permit.
- No fences shall be located within the front yard of any low-density residential zoning district. Boulder Heights Park is located on a corner lot and therefore has two front yards.
- Fences for special purposes and fences differing in construction, height, or location, may be permitted in any district, only by issuance of a conditional use permit and upon evidence that the special purpose fence is necessary to protect, buffer, or improve the premises for which the fence is intended.

One of the possible solutions would be issuing a conditional use permit for the enclosure as a Special Purpose Fence. This would need to be done for each new enclosure that did not meet fence requirements. Instead, Staff recommend a Zoning Ordinance Amendment to create an exception for front yard fences for the purposes of screening portable restrooms. This would allow Staff to construct the enclosures in the future at locations that may not currently meet City fencing requirements.

The Parks Commission was being asked by Staff to provide feedback and guidance related to placement of a restroom enclosure in Boulder Heights Park.

The Commission agreed to move forward with recommending an amendment to the Zoning Ordinance relating to exceptions for front yard fences rather than handling each enclosure as a Special Purpose Fence and going through the conditional use permit process.

A motion was made by West and seconded by Jones to recommend an amendment to the Zoning Ordinance to the Planning Commission to allow for an exception for front yard fences for the purposes of screening portable restrooms.

Motion carried: (5-0).

C. Victory Fields Park Land Dedication Discussion

Planner Skluzacek introduced the application received for the property known as Victory Fields. The application from Tamarack Land and Victory Fields, LLC. was for a PUD, planned unit development, concept plan review for a single-family residential development on an approximately 50.44-acre property. The proposed development plan contained 148 single family lots.

Skluzacek showed a map indicating the surrounding neighborhood conditions adjacent to the proposed property and an overlay of the proposed development. Skluzacek explained to the Commission the City's park land dedication formula. The City can either receive 8% of the pre-developed land value for the property or 8% of the land to use for park facilities. This excludes areas proposed for road rights of way and any delineated wetlands.

The City's 2040 Comprehensive Plan does not identify any future park facilities on the property. There is a neighborhood park and community playfield identified adjacent to the property which would eventually serve the proposed property as surrounding land develops. Currently the site would be served by the playground located at Eagle View Elementary School which is not a City park. Part of the eastern portion of the property would also be served by Wagner Park. For these reasons, Staff is recommending cash-in-lieu of park land dedication for the proposed development.

Skluzacek concluded his presentation by highlighting the requirements related to sidewalks and trails. Additionally, Skluzacek included information related to transportation and the street proposed to serve the development, 255th Street East. Staff were asking for the Commission to provide a recommendation related to the proposed development's park dedication requirements.

Commissioner Hokeness stated that he had visited the proposed property and believed it would make a good location for a future park. Hokeness admitted that due to the nature of the development there will most likely be a playground, but it could remain open space as well. Hokeness warned the Commission that once you get rid of land, you can not get it back so easily.

Several Commissioners had wished for more detail related to the property's sale price to gain a better understanding of how much the cash contribution would equal. Staff had estimated the cash contribution to be approximately $150,000 based on recent land sale prices although Staff did not know how much this property would be selling for per acre. Commissioner Sutton asked if it was possible to request more details before providing a recommendation. Skluzacek informed the Commission that a recommendation was unfortunately necessary this meeting as the concept plan is being planned for discussion at the October 29 Planning Commission meeting.

There was general agreement for recommending park land dedication in lieu of cash for the proposed development; although, two Commissioners were in favor of Staff's recommendation for cash-in-lieu of park land for this property as recommended by Staff according to the City's 2040 Comprehensive Plan.

A motion was made by Hokeness and seconded by Sutton to recommend for park land dedication in lieu of cash for the proposed development.

Motion carried: (3-2). Jones and West opposed.

7. UPDATES & REPORTS

A. September Parks Commission Update

Planner Skluzacek had his report attached to the packet. Skluzacek mentioned that the City is hosting the annual Halloween Party at Eagle View Elementary School on October 26 from 10 a.m. - 12 p.m. and Commissioner participation is encouraged. There was no other discussion on the Parks Commission Update which was included in the packet.

B. September Parks Financial Report

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

8. PARKS COMMISSIONER'S QUESTIONS & COMMENTS

Commissioner Jones asked for an update on City Park Facility Reservations. Skluzacek informed him that the City Council had directed Staff and the Parks Commission to perform some type of cost/benefit analysis to see how much revenue could be raised from private ballfield reservations. Skluzacek added that it not a high priority project but will be coming back to the Parks Commission at a future meeting.

Commissioner Vernon had a question on the call back hours listed in the September Parks Financial Report. Maintenance Worker Cavanaugh informed the Commission on the purpose of call back hours and listed some examples of what would commonly require a Public Works employee to be called back to work.

9. NEXT MEETING

The next regular meeting of the Parks Commission is set for Wednesday, November 13, 2024, 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 7:14 p.m.
Motion carried: (5-0).

Respectively submitted by:

Jake Skluzacek
Planner 1

STAFF MEMORANDUM

SUBJECT:	Capital Outlay Discussion
MEETING DATE:	November 13, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide a Recommendation Related to the City's Parks Capital Outlay Plan Regarding Additional Park Dedication Funding

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 Parks Department utilizes three main funding sources for capital expenditures. 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 memo, we will be discussing only Park Dedication.

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 onetime fee charged to new developments. These funds are dedicated to building or upgrading parks and are to only be used for this purpose.

At the June 12 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. The Parks Commission was in favor of the Capital Outlay Plan as presented by Staff at the June 12 meeting.

Future identified projects that could potentially be completed using the additional funding which were discussed at the June 12 meeting included a trail connection from Wagner Park to CSAH 2, a permanent pickleball court, and multiple City Park signage projects. Staff is now seeking direction from the Parks Commission relating to use of the additional Park Dedication funds for incorporation into the City's Parks Capital Outlay Plan.

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 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 funding it takes to maintain the current system. The current funding amount for Parks and Recreation Capital Outlay is $60,000 in 2024. At the City Council meeting on September 28, 2023, the Council adopted the 2024 Preliminary Budget, which saw an increase to Capital Outlay funding by ten thousand in 2024 and five thousand per year in 2025-2027. After 2027 the funding amount will remain at seventy-five thousand as demonstrated by the graphic below.

Year	Levy Amount
2024	60,000
2025	65,000
2026	70,000
2027	75,000
2028	75,000

It is also important to understand that this financial model does not include any future assets that may be added with 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.

DISCUSSION:

The Parks Commission is being asked to provide a recommendation related to the City's Parks Capital Outlay Plan regarding the additional Park Dedication funding of approximately $121,560.00. Staff have compiled preliminary estimates for costs associated with previously identified future projects which were discussed at the June 12 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.

Due to limited funding, there is a strong possibility that not all projects may be completed with the additional Park Dedication Funds. The Commission should provide guidance to Staff on which projects are preferred to move forward over others. Staff also note that not all the funds are required to be spent. Any leftover funds may be utilized in the future on currently unidentified projects.

BUDGET IMPACT:

Assuming the Commission does not recommend spending more than the identified $121,560.00, there would be no impact to the City's budget.

STAFF MEMORANDUM

SUBJECT:	Discuss Preferences for Future Off-Site Meetings
MEETING DATE:	November 13, 2024
PREPARED BY:	Jake Skluzacek, Planner I
REQUESTED ACTION:	Provide Feedback and Direction to Staff on Potential Future Off-Site Meetings

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:

Due to higher than anticipated park dedication funds received by the City as part of recent developments and the likely possibility of more near-future developments, Staff are proposing an off-site Parks Commission meeting. The purpose of the meeting would be to tour recently constructed, within five years, facilities in nearby cities that may serve as inspiration for future City park projects.

Staff will be presenting options for the Commission to consider at the November 13 meeting. Commissioners are encouraged to present options of their own for consideration. Depending on how many options are considered, multiple meetings may be necessary.

DISCUSSION:

The Parks Commission is being asked to provide feedback and direction to Staff on potential future off-site meetings. Staff will arrange a meeting date for the future off-site meetings once sites or features have been determined by the Commission. The meeting will likely take place in the Spring or Summer months.

BUDGET IMPACT:

The Commissioners would be asked to meet at a location(s) and would be reimbursed for mileage at the current IRS mileage rate, currently $0.67 per mile. The mileage rate may change

from now until the time of the meeting, Staff will inform Commissioners of the official rate at the time of the meeting. Commissioners are welcome to arrange carpools if desired.

ATTACHMENTS:
None.

Parks Commission Update

October 31, 2024

Parks & Trails

1. Future Projects List

Staff informed the Commission at the June 12 meeting that Staff had underestimated the amount of potential park dedication funds related to the Niagara Bottling, LLC. plat. $185,000 was received by the City in July as part of the development. Due to the potential for additional funds, Staff discussed with the Commission that this may be a good time to get some of the projects with no identified funding source completed.

Staff will be discussing amendments to the Park's Capital Outlay to account for the increase in park dedication funding at the November 13 meeting. Potential projects identified by the Commission in the past include (ranked in order of priority):

- Wagner Park Trail Connection to CSAH 2
- Permanent Pickleball Court
- Pete's Hill Sign
- Park and Trail Map Signs

2. Future Off-Site Meeting Preferences

Staff will be discussing options and opportunities for future off-site Commission meetings at the November 13 meeting. Staff recommend that these off-site meetings are focused on new playground facilities, built within the last five years, in nearby cities which may serve as inspiration for future City park projects.

3. Future Park Funding Update

At the June 12 Parks Commission meeting, City Administrator, Tom Terry, presented to the Commission on alternative funding sources for park facilities. After further discussion at the August 14 Parks Commission meeting, the Commission recommended that the City Council consider a utility bill round up program that would help benefit future park facilities.

The City Council was in favor of the recommendation made by the Commission but were informed by the City Attorney that it might not be allowable for cities to fundraise in this way. The implementation of any potential program is on hold while changes work their way through the State Legislature.

4. Highlands at Victory Fields Park Dedication Update

At the October 9 Parks Commission meeting, the Commission voted 3-2 to recommend park land dedication for the proposed development, Highlands at Victory Fields, in-lieu of cash dedication as recommended by Staff. At the October 29 Planning Commission meeting, the Commission voted 3-0 to recommend cash-in-lieu of park land dedication as recommended by Staff and the City's 2040 Parks and Trail Plan. The City Council is scheduled to provide a final determination on the City's request at their November 14 meeting.

5. Wagner Park Trail Open House Update

Staff will be organizing an open house for residents adjacent to the proposed Wagner Park Trail extension. Staff will be seeking feedback from the neighborhood to understand if there is a desire to move forward with plans for a potential trail extension from Wagner Park to CSAH 2.

6. Public Works Update

Public Works Staff have finished watering the seed at the new Boulder Heights Park for the year. Public Works Staff will begin preparing the Wagner Park Shelter for winter in the coming weeks.

Recreation

7. Field and Facility Reservation System

A request to hold a wedding and reception on the Wagner Park ball fields has required Staff research into the possibility for allowing for private reservations of the City's ball fields. Staff had initially recommended denial of the request at the July 25 City Council meeting. The City Council instructed Staff to take the item to the Parks Commission for a formal recommendation on the field and facility reservation request. Staff discussed the City Council's request at the August 14 Parks Commission meeting. The Parks Commission was in favor of leaving the current policy as is with no changes. The reasoning given by the Parks Commission was that the City's current policy is the result of many years of discussion and compromise to ensure that Wagner Park remains accessible for all shelter renters, organizations who reserve the ballfields and members of the public.

At the September 12 City Council meeting, the City Council had directed Staff to further research a cost/benefit analysis of allowing for private reservations of the Wagner Park ball fields. Staff will present that research at a future meeting.

Community

7. No Updates

Upcoming Meeting

The next Parks Commission Meeting will be:
Date: Wednesday, November 13, 2024
Time: 6:00 PM
Location: City Hall, Council Chambers

STAFF MEMORANDUM

SUBJECT:	October Parks Financial Report
MEETING DATE:	November 13, 2024
PREPARED BY:	Kellie Stewart, Accountant
REQUESTED ACTION:	Informational

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PRIORITY GOALS:

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- ☐ 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 October were $4,345.85. General Fund Expenditures at the end of October were $193,894.67, or 76% of the budget. The current fund balance is $62,294.33.

City of Elko New Market
Statement of Revenue and Expenditures
General Fund 101- Parks and Grounds Maintenance
Budget and Actual
YTD Through October 31, 2024

	2024 Annual Budget	2024 YTD Actual Amount Through 10/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 10/31/24
Revenues				
Park Rental-Fields-Non Building	-	-	-	0%
Park Shelter Rental Fee	3,500.00	4,345.85	(845.85)	124%
Miscellaneous Revenues	-	-	-	0%
Contributions and Donations	-	-	-	0%
Recreation Program Revenues	-	-	-	0%
Grant Income	-	-	-	0%
	3,500.00	**4,345.85**	**(845.85)**	**124%**

	2024 Annual Budget	2024 YTD Actual Amount Through 10/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 10/31/24
Expenditures				
Full-Time Employees Regular	143,401.00	102,844.70	40,556.30	72%
Full-Time Employees Overtime	4,302.00	2,486.31	1,815.69	58%
Part-Time Employees	7,791.00	2,332.04	5,458.96	30%
On Call	8,752.00	7,074.80	1,677.20	81%
Call Back	390.00	426.12	(36.12)	109%
PERA	11,662.00	9,409.36	2,252.64	81%
FICA & Medicare	11,895.00	8,731.62	3,163.38	73%
Employer Paid Insurance	33,746.00	29,774.17	3,971.83	88%
Chemicals and Chem Products	4,800.00	5,691.94	(891.94)	119%
Travel Expenses	300.00	-	300.00	0%
Training & Conferences	500.00	-	500.00	0%
Portable Bathrooms	6,900.00	7,370.00	(470.00)	107%
Electric Utilities	900.00	637.02	262.98	71%
Refuse/Garbage Disposal	1,900.00	748.34	1,151.66	39%
Repairs/Maint.	10,000.00	10,366.96	(366.96)	104%
Cleaning / Janitorial	1,250.00	910.41	339.59	73%
Miscellaneous	500.00	-	500.00	0%
Dues and Subscriptions	700.00	310.00	390.00	44%
Recreational Program Expense	6,500.00	4,780.88	1,719.12	74%
	256,189.00	**193,894.67**	**62,294.33**	**76%**

Park Dedication Fund

Park Dedication Revenues at the end of October were $201,100.00. Park Dedication Expenditures at the end of October were $79,505.76, 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 October 31, 2024

	2024 Annual Budget	2024 YTD Actual Amount Through 10/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 10/31/24
Revenues				
Park Dedication Fee	-	201,100.00	-	100%
Donations	-	-	-	0%
Interest Earnings	-	-	-	0%
	-	201,100.00	-	0%

	2024 Annual Budget	2024 YTD Actual Amount Through 10/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 10/31/24
Expenditures				
Improvements Other	-	79,505.76	-	0%
	-	79,505.76	-	0%

Current Fund Balance **$307,689.03**

Charitable Gambling Fund

Charitable Gambling Revenues at the end of October were $3,863.72. Expenditures at the end of October were $0.00, or 0% of the budget. The current fund balance is $42,409.28.

City of Elko New Market
Statement of Revenue and Expenditures
Charitable Gambling- Fund 240
Budget and Actual
YTD Through October 31, 2024

	2024 Annual Budget	2024 YTD Actual Amount Through 10/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 10/31/24
Revenues				
Gambling Income 5% LG510	-	3,863.72	-	100%
Interest Earnings	-	-	-	0%
Transfer from Other Fund	-	-	-	0%
	-	3,863.72	-	100%

	2024 Annual Budget	2024 YTD Actual Amount Through 10/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 10/31/24
Expenditures				
Transfer In	-	-	-	0%
Gambling Income Expense	-	-	-	0%
	-	-	-	0%

Current Fund Balance **$42,409.28**

Capital Outlay

Capital Outlay Revenues at the end of October were $0.00. Capital Outlay Expenditures at the end of October were $18,724.58, or 0% of the budget. The current fund balance is $60,258.35.

City of Elko New Market
Statement of Revenue and Expenditures
Capital Outlay- Fund 501
Budget and Actual
YTD Through October 31, 2024

	2024 Annual Budget	2024 YTD Actual Amount Through 10/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 10/31/24
Revenues				
Miscellaneous Revenues	-	-	-	0%
	-	-	-	0%

	2024 Annual Budget	2024 YTD Actual Amount Through 10/31/24	Remaining Budget Dollars	Percent Received or Expended Based on Actual Through 10/31/24
Expenditures				
Capital Outlay Expenditures	-	18,724.58	-	0%
	-	18,724.58	-	0%

Current Fund Balance **$60,258.35**