

**ELKO NEW MARKET PARKS COMMISSION  
REGULAR MEETING AGENDA  
TUESDAY, APRIL 10, 2018 @ 4:00 PM  
Elko New Market City Hall**

- 1. Call to Order/Roll Call**
- 2. Approve Agenda**
- 3. Citizen Comments**
- 4. Approval of Minutes of March 20, 2018 Parks Commission Meetings (Attached)**
- 5. Petitions, Requests, and Communications**
  - a. Michelle Moschkau – Request for Bench on CSAH 91/CSAH 2 for Trumpeter Swan Watching (Attached)**
  - b. Christie Will – EagleView PTO Request to Co-Sponsor Thursday Family Night Event at 2018 Fire Rescue Days (Attached)**
- 6. Updates:**
  - a. Review Parks Commission Update for March 30, 2018 (Attached)**
  - b. CCEC Update (Chair Sutton)**
- 7. Old/New Business**
  - a. Consideration of Approval of Bids for Engineered Wood Fiber (Attached)**
  - b. Discuss Minnesota Twins Youth Baseball Clinic for May 26, 2018 (Attached)**
  - c. Review 2018 Community Survey Questions on Parks and Recreation (Attached)**
  - d. Discuss Pete’s Hill “Lookout” Ribbon Cutting”/Change Date of May Parks Commission Meeting (Hand Out @ Meeting)**
  - e. Consideration of Wagner Park Shelter Opening/Closing Dates for Rental Season (No Attachment)**
  - f. Consider Approval of Bills: Schlomka’s Portable Restrooms, LLC; Swank Movie Licensing USA; and Amazon Services, Inc. (Attached)**
  - g. Other Business**
- 8. Set Next Meeting**
  - a. Regular Parks Commission Meeting on Tuesday, May 8, 2018 @ 4 PM @ ENM City Hall**

- 9. Park Commissioner Comments**
- 10. Adjournment**

**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, MARCH 20, 2018  
REGULAR MEETING MINUTES**

**PRESENT:**

Present at Roll Call were Commissioner Emily Dornseif; Commissioner Dennis Melgaard; Commissioner Miller; and Chair Mike Sutton. Also present was Assistant City Administrator Mark Nagel and Mayor Bob Crawford.

**CALL TO ORDER:**

The meeting was called to order at 4:03 PM in Conference Room A at Elko New Market City Hall, 601 Main Street.

**APPROVE AGENDA:**

Mr. Nagel said there were no additional items to the March Parks Meeting Agenda. Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the March Meeting Agenda was unanimously approved by the Parks Commission.

**CITIZEN COMMENTS:**

There were no citizen comments made at the March 2018 Parks Commission Meeting.

**APPROVAL OF MINUTES OF FEBRUARY 13, 2018 PARKS COMMISSION MEETING:**

Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Commission unanimously approved the Parks Commission Minutes for the February 13, 2018 meeting by voice vote.

## **PETITIONS, REQUESTS, AND COMMUNICATIONS:**

Mayor Crawford reminded the Parks commission that it would be good to hold an additional ribbon cutting for the contribution that the Shakopee Mdewakanton Sioux Community made for the construction of the Pete's Hill "Lookout" Project. Consensus of the Parks Commission was to schedule one when the weather was better and asked Mr. Nagel to add an item for discussion at the April 10<sup>th</sup> Parks Commission Meeting.

## **UPDATES:**

Mr. Nagel reviewed the February 28, 2018 ENM Parks Commission Update, which contained 20 items, with the Commissioners. He noted that the Fence Request from the Elko Express would be discussed at the March 22<sup>nd</sup> City Council Meeting and that he had no further word from the New Prague Soccer Club on the use of the Wagner Park fields for Fall of 2018.

Chair Sutton reported that the next event for the CCEC would be the Egg Hunt on Saturday, March 24<sup>th</sup> at 10 AM at EagleView Elementary School. Mr. Nagel added that signups so far were approaching 75, which are higher than in previous years.

Mr. Nagel reviewed the 2018 financials through the month of February with Commissioners. He said that current expenditures were at 13.4% of the total budget, which is "on target" with the 14% estimate for budgeted expenditures.

## **OLD/NEW BUSINESS:**

Mr. Nagel said that the recent Emerald Ash Borer Report by S & S Tree Service contained good news – NO signs of the Emerald Ash Borer were present in any ash trees on public property in the City. The report also identified ash trees that should be saved and those that could be taken down. He said that the company noted that saving the 17 ash trees that they recommended be saved would cost around \$3,000. He said it included 2 years of application of treatment, plus a guarantee of suitable replacement trees should the treatment not work. He said that the Parks Commission would need to go the City Council for funding should the decision be made to move forward. Mr. Nagel presented an email to Commissioners from the company that attempted to answer the questions on the bid asked by Parks Commissioners at the January Meeting. After much discussion, the Parks

Commission directed Mr. Nagel to ask the vendor to provide more information on the number of treatments that would need to be done over a 10-year period and the size of replacement trees for the March Meeting. In conversations with the company, Mr. Nagel confirmed that the treatment would need to be done every 2 years, so the cost would be \$15,000 over the 10-year duration. His recommendation was to wait on a decision on the treatment program until the Ash Borer was found in Elk New Market. Upon motion by Commissioner Miller, seconded by commissioner Dornseif, the Parks Commission unanimously approved a motion to table consideration of the Ash Borer treatments for the 17 trees until the disease was found near or in the incorporated boundaries of the City.

Mr. Nagel provided the following updates on programs/projects in progress: (1) the 10<sup>th</sup> Anniversary Exhibit had been installed in ENM Library and invited Commissioners to stop by and see it; (2) the final attendance figure for all 4 “February Family Fun” events was 270 with highest one being the last one, the RAD Zoo with 88 attendees; (3) he would be meeting with the New Market Baseball Association on Thursday, March 22<sup>nd</sup> to discuss the 2018 baseball/softball program; and (4) he would be meeting with the New Prague Community Ed reps on the recreational soccer league set to begin on July 31<sup>st</sup>. Overall, he said, it is shaping up to be another busy Summer! No further action was taken on this item.

Mr. Nagel said the Final Draft of the Rowena Pond Park RePurposing Plan, including the phasing and costs, were presented to City Council on January 25<sup>th</sup>. He told the Council that the preliminary estimate for the project was around \$225,000, not including contingency, and would be done in 3 phases beginning this year. At their February 8<sup>th</sup> Meeting, the City Council approved the RePurposing Plan with one minor revision – a dirt infield, instead of a grass infield. Mr. Nagel said that the Parks Commission could now move forward with the implementing the Plan by approving the \$6,800 proposal for Midwest Playscapes to move the playground equipment to make room for the T-Ball ballfield. He said that the City will supply the dumpsters for the project, plus put new engineered wood fiber around the equipment. He noted that the project would start in mid-May. Upon motion by Commissioner Dornseif, seconded by Chair Sutton, the Board unanimously approved the contract with Midwest Playscapes, Inc for an amount not to exceed \$6,800 to move and reinstall the playground equipment at Rowena Pond Park.

Mr. Nagel said that, once again, the Elko Express and the Parks Commission had been successful in applying to hold a Twins Clinic. Unfortunately, the only date available for the Twins Clinic was Saturday, May 26<sup>th</sup> – Memorial Day Weekend.

As a result, the Twins would like confirmation that we intend to participate. If approved, then I'll let them know and have a form date and more info at the April Meeting. On motion by Commissioner Miller, seconded by Commissioner Melgaard, the Parks Commission unanimously approved participation in the 2018 Twins Clinic on Saturday, May 26, 2018.

Mr. Nagel presented the Bill List to the Commissioners – Mad Science of Minnesota for the Winter Program for \$325 and Schlomka's Portable Restrooms for February 2018 for \$260. Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the Parks Commission unanimously approved the Bill List as presented.

### **OTHER BUSINESS:**

There were no additional business items to come before the Parks Commission at the March 20<sup>th</sup> meeting.

### **NEXT MEETING:**

The next meeting of the ENM Parks Commission was set for Tuesday, April 10, 2018 at 4:00 PM in Conference Room A of Elko New Market City Hall

### **PARK COMMISSIONER COMMENTS:**

There were no comments provided at the March Parks Commission Meeting by Parks Commissioners.

### **ADJOURNMENT:**

There being no further business to come before the Parks Commission, upon motion by Commissioner Miller, seconded by Commissioner Dornseif, the meeting was adjourned by voice vote at 5:11 PM.

**Respectfully Submitted,**

**Mark Nagel, Assistant City Administrator**

## Mark Nagel

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**From:** Michelle Moschkau <mmmoschkau@gmail.com>  
**Sent:** Saturday, March 31, 2018 4:36 PM  
**To:** Mark Nagel  
**Subject:** Re: Park bench/Trumpeter Swans

I will put that in my calendar. Thank you!

On Fri, Mar 30, 2018 at 3:21 PM, Mark Nagel <[mnagel@ci.enm.mn.us](mailto:mnagel@ci.enm.mn.us)> wrote:  
Michelle...I'll be working late on Tuesday, 4/12...I'll be at City Hall until 5:30, so how about around 5PM?

Mark

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**From:** Michelle Moschkau [[mmmoschkau@gmail.com](mailto:mmmoschkau@gmail.com)]  
**Sent:** Friday, March 30, 2018 12:57 PM  
**To:** Mark Nagel  
**Subject:** Re: Park bench/Trumpeter Swans

That is awesome! I work most every day from 7:30 - 4.  
BUT I will let you know if there is a day that I am working from home...

;) )

On Fri, Mar 30, 2018 at 10:18 AM, Mark Nagel <[mnagel@ci.enm.mn.us](mailto:mnagel@ci.enm.mn.us)> wrote:

Michelle...I do remember...I've contacted a prospective Eagle Scout about building one for us, but I can move one over there, along with a bike rack, too...I'm usually here every day from about 10 AM to 2 PM...let me know what works for you.

Mark Nagel

Assistant City Administrator

City of Elko New Market

601 Main Street, P.O. Box 99

Elko New Market, MN 55020-0099

[mnagel@ci.enm.mn.us](mailto:mnagel@ci.enm.mn.us)

[\(952\)-461-2777](tel:(952)461-2777)



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**From:** Michelle Moschkau [mailto:[mmmoschkau@gmail.com](mailto:mmmoschkau@gmail.com)]  
**Sent:** Friday, March 30, 2018 8:51 AM  
**To:** Mark Nagel  
**Subject:** Park bench/Trumpeter Swans

Hello Mark,

Just checking in with you. We talked via phone about a month ago about the pond by Natchez & city rd 2.

I think we landed on the possibility of a bench (memorial) to view the swans that stop in for a day. While the swans have not yet made their appearance, I suspect they will pretty soon. :)

Let me know what time(s) work best for us to meet.

Regards,

Michelle

## Mark Nagel

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**From:** Christie Will <christie.m.will@gmail.com>  
**Sent:** Tuesday, April 03, 2018 5:04 PM  
**To:** Mark Nagel  
**Subject:** Fire Rescue Days

Hi Mark,

My name is Christie Will and I am the current president of the Eagle View Elementary Parent Teacher Organization.

As a group we have been looking for ways that we can get more involved as a school in our community. I was able to connect with Sandra Green today regarding events taking place during Fire Rescue Days. She mentioned that the Parks Commission sponsors the Family Nights in the park throughout the summer . So my question for you is would there be a possibility for our two groups to work together for the night during Fire Rescue Days? Please let me know your thoughts. We have our April meeting on Thursday where we will be discussing our involvement in Fire Rescue Days.

I appreciate your time

Christie Will



# ENM Parks Commission Update

March 30, 2018

1. The City Council approved a budget of \$145,246.00 for the Parks Department for 2017. With 2017 audit beginning in the first week of April, and all 2017 bills now paid, the Parks Commission will finish 2017 well below budget. I hope to have final results in the May Update.
2. The Rowena Pond Park RePurposing Master Plan is now underway! With the approval of relocating the playground equipment by the Commission on March 20<sup>th</sup>, I am now working on an implementation schedule with Midwest Playscapes for the work.
3. It is also time to refresh the engineered wood fiber for all of the City playgrounds, so I'm currently working on obtaining price quotes for consideration by the Commission at the April 10<sup>th</sup> meeting.
4. I have purchased the posts for the 2 Little Free Libraries to be installed in City parks – one near the digital sign board in front of City Hall and one in Wagner Park. I will now purchase a third Little Free Library for Little Windrose Park to go along with the installation of the one near the digital sign and the one at Wagner Park this Spring. It appears that the work will be done by an Eagle Scout candidate, Tyler Hanson, who may also do the garden around the digital sign.
5. Hand dryers have been purchased for the Wagner Park Shelter to replace the towels. Not only is it a cheaper solution, but it will be “greener”, too. Public Works has installed the hand dryers and will remove the towel holders and soap dispensers when they get time.
6. I'm also purchasing an additional 4 chairs to replace the damaged ones from last Summer. The next step is get them all cleaned off and ready for another busy summer!
7. The permanent display for the ENM Library has been constructed and delivered to the Library and it is now up! Take a look when you get a chance...they did a nice job with it!
8. The Winter Programming at the Library was a big success!! We drew 270 people for the 4 events, including 88 for the RAD Zoo on the last event on February 22<sup>nd</sup>! Work has already begun on Summer programming...Dazzling Dave, the Yo-Yo Master, has already been “booked” to make the rounds to neighborhood parties on National Night Out!

9. I met with Brett Wegner, President of the New Prague Soccer Club, on Friday, December 22<sup>nd</sup> regarding the need for additional soccer fields for their program. While the Club is looking to develop a soccer complex with City assistance, I suggested that Wagner Park could be used from mid-August to mid-October for their program...a much cheaper solution. For your information, this does not conflict with our youth programming with New Prague Community Ed, since the Club is for kids 10 and up who want to play on traveling teams. Nearly 30% of the kids playing in the Club are from Elko New Market. Mr. Wegner said he would be back to us after a Board meeting in late February, but I have not heard from him as of March 30th.
10. I continue to work on the Elko Baseball Team request for a fence that would surround Old Elko City Hall Park. The City Council approved the concept of movable gates that will only be closed during ballgames. The City Attorney is working on an Encroachment Agreement, which legally addresses the design, installation and maintenance of the fence.
11. The streetlight request for Pete's Hill was approved on the December 7<sup>th</sup> City Council Meeting. As recommended by the Parks Commission, the light will be paid for out the City's Contingency line-item and the monthly utility cost would be taken from the Park's Budget. I have now been in touch with MVEC on the installation and it will take place in late-April, assuming the ground is thawed by then!
12. After the Parks Commission's December 12, 2017 approval, the revisions to the Wagner Park Shelter Rental Agreement were made and it is now in use. The new rental fees of \$150 for residents and \$200 for non-residents were approved at the January 11<sup>th</sup> City Council Meeting. We are seeing more registrations for Summer, so the new rates have not had an effect on rentals.
13. The first installment for the SkatePark equipment was made in January - \$22,181.33. The equipment is now being manufactured and is still set for a 1<sup>st</sup> week of May, 2018 installation.
14. The City...and the Parks Commission...have a new park! Boulder Heights, Outlot A, was officially transferred to the City for park purposes on 12/27/17. It is expected that the trails surrounding the wetland area will be constructed this Summer. As the time gets closer, we'll talk more about a name for the park, a possible schedule for improvements, and expected Park Dedication fees from the subdivision to build it.

15. Also on the Agenda for the April meeting will be the dedication of Pete's Hill "Lookout", as we discussed at the March meeting. I'll have some ideas on dates and the event itself.
16. A resident, Michelle Moschkau, will be at the April meeting to discuss her request for a bench along the CSAH 91 bike/hike trail for resting and watching the annual migration of trumpeter swans that stop on the pond.
17. The Twins Clinic will be in town on Saturday, May 26<sup>th</sup> at Fredrickson Field! The times will be 10 AM to 11:30 AM for 6 to 9 year old boys and girls and 11:30 AM to 1 PM for 10 to 13 year old boys and girls. More information will be presented at the April Parks Commission Meeting.
18. A reminder that the next Parks Commission Meeting will be on Tuesday, April 10, 2018 at 4:00 PM at ENM City Hall.





**Terms & Conditions**

**Contract:** Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supercedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

**Quantity:** The quantity of merchandise and/or material to be delivered and/or installed shall not vary from the amount specified unless a different amount is first agreed to via Change Order. Changes are subject to price adjustment.

**Pricing:** Pricing is F.O.B factory. Current year pricing is honored on contracts completed prior to December 3, 2018. Contracts completed after this date are subject to price change.

**Responsibility:** Flagship Recreation shall be responsible for any loss or damage to merchandise until delivered to Buyer at F.O.B destination point. Buyer is responsible for loss or damage thereafter.

**Inspection:** Merchandise shall be subject to Buyer's inspection within a reasonable time after the arrival at the ultimate destination. Upon inspection, it is the Buyer's responsibility to notify Flagship Recreation if merchandise does not meet requirements of the order.

**Project Scope (This Section For Quotes Including Installation)**

**Inclusions:**

- One Mobilization
- Public Utility Locates
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

**Exclusions (Unless Specifically Quoted):**

- Accepting & Unloading of Order Prior to Installation
- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Please note, quotes including installation are based on site access and site conditions that have been conveyed to Flagship Recreation by the owner/owner's representative and based on ideal conditions required to complete the project as quoted. Unless addressed prior to the installation quote being issued or specifically documented herein, any issues encountered that impede the progress or completion of the project as quoted will result in additional charges.

**Acceptance of Quotation:**

<b>Accepted By (Print)</b> Mark Nagel, Asst. City Administrator	<b>PO#:</b>
<b>Signature:</b>	<b>Email:</b> mnagel@ci.enm.mn.us
<b>Title:</b>	<b>Phone:</b>
<b>Date:</b>	<b>Purchase Amount:</b> \$2,107.43





8632 Eagle Creek Circle, Savage, MN 55378  
**www.MIDWESTPLAYSCAPES.com**

direct: 952.895.8888  
 fax:952.895.8889  
 toll free: 800.747.1452

playscapes@earthlink.net

## Quotation



**Project:** City of Elko New Market

**Contact:** Mark Nagel

**Ship To:**

Elko New Market, MN

**Email:** mnagel@ci.enm.mn.us

**Phone:**

**Fax:**

**Bill To:**

**Shipping Contact Name:**

**Date:** 3/22/2018

Qty	Design/Item #	Description	Total
100 cu yds	EWf	Engineered Wood Fiber Safety Surfacing	\$ 2,122.00

\*\*Price includes Shipping

Subtotal \$		2,122.00
Tax Exempt # _____	* Please provide certificate	Sales Tax \$ -
<b>Total \$</b>		<b>2,122.00</b>

**NOTE: Customer must be present at the time of delivery to direct the driver.**

**NOTE: Any Insurance requirements above \$1,000,000 General Liability will be subject to a surcharge**

**NOTE: UNLESS OTHERWISE NOTED,** prices shown are material only. They **DO NOT** include: assembly, installation, border, safety surfacing, drain tile, geotextile fabric, removal of existing equipment, site preparation, excavation or site restoration, unloading of equipment, disposal of packaging material, storage of equipment, additional insurance and bonding would be extra, unless otherwise stated above. If playground equipment or materials are stored off site, customer is responsible for transporting equipment to job site.

*Prices firm for 30 days, subject to review thereafter. Our terms are net 30. A finance charge of 1.5% will be imposed on the outstanding balance unpaid for more than 30 days after the shipment of materials. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted. Once customer has signed quotation, your order cannot be changed or canceled. Please allow 3to4 weeks for delivery after receipt of order. Standard manufacturing design, specification, and construction apply unless noted otherwise. Customer is responsible for the identification of all underground utilities. Area must be accessible to Bobcat and other equipment necessary for installation or additional fees will be charged. Freight quote is based on customer unloading equipment and checking in all equipment for any missing parts. If product is refused by customer upon delivery for any reason (unless damaged), without prior authorization from Midwest Playscapes, Inc., the customer agrees to pay 20% restocking fee plus freight charges. Price does not include prevailing wages, unless otherwise noted. If we can be of Other Assistance, please feel free to contact us.*

Signed: \_\_\_\_\_  
 Matt Finnegan

Accepted \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_



**Elko New Market 2018 - EWF**

City of Elko New Market  
Attn: Mark Nagel  
601 Main Street  
Elko New Market, MN 55020  
Phone: 952-461-2711  
Fax: 952-461-2782  
mnagel@ci.enm.mn.us

Ship To Zip: 55020

Quantity	Part #	Description	Unit Price	Amount
1	EWF-L	Lump Sum: Engineered Wood Fiber - 100 Cubic Yards	\$2,125.00	\$2,125.00
			<b>SubTotal:</b>	\$2,125.00
			<b>Total Amount:</b>	\$2,125.00

This quotation is subject to current Minnesota/Wisconsin Playground policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Indemnification; Owner/Owner's Representative will indemnify and hold Minnesota Playground, Inc., dba, Minnesota Wisconsin Playground (MWP), harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of Owner/Owner's Representative's negligence or noncompliance with any of its commitments under this document. MWP will indemnify and hold Owner/Owner's Representative harmless for all claims, damages and related costs, including reasonable legal fees and costs, arising out of MWP's negligence or noncompliance with any of its commitments under this document.

Pricing: f.o.b. factory, firm for 30 days from date of quotation. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: net 30 days for tax supported governmental agencies. A 1.5% per month finance charge will be imposed on all past due accounts. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted.

EWF Shipment: order shall deliver within 14 - 21 days after our receipt and acceptance of your purchase order as well as schedule and weather allowing. Bulk material will ship via semi-truck/trailer with a live floor system in trailer which allows driver to deposit EWF directly onto a specific area provided proper access is available. Driver has final say whether the site has proper access. Site restoration is not included and will be the responsibility of the owner/owner's representative. Road restrictions may be in effect and cause delays depending on time of year.

Freight charges: Prepaid & added

**Order Information:**

Bill To: _____	Ship To: _____
Company: _____	Project Name: _____
Attn: _____	Attn: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Contact: _____	Contact: _____
Tel: _____	Tel: _____
Fax: _____	Fax: _____





Minnesota / Wisconsin Playground  
5101 Highway 55, Suite 6000  
Golden Valley, Minnesota 55422  
Ph. 800-622-5425 | 763-546-7787  
Fax 763-546-5050 | dan@mnwiplay.com

QUOTE  
#21145

04/04/2018

**Elko New Market 2018 - EWF**

**Acceptance of quotation:**

Accepted By (printed): \_\_\_\_\_

P.O. No: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Purchase Amount: **\$2,125.00**





# YOUTH CLINIC HOST GUIDE 2018



# HISTORY

The summer of 2018 marks the 58th year the Minnesota Twins, Twins Community Fund, and Play Ball! Minnesota have offered free youth baseball and softball clinics. The clinics are also conducted in partnership with Great River Energy.

Created in 1961 by longtime Twins scout Angelo Guiliani, the clinic program serves as a way for the ballclub to promote the games of baseball and softball to boys and girls throughout the Upper Midwest. Since the beginning of the program, more than 800,000 youth have participated in a Twins youth clinic.

The current baseball format focuses on throwing, hitting, and fielding. The program was developed by former longtime Twins General Manager Terry Ryan and former Twins executive Bob Gebhard. The current softball format was developed by Play Ball! Minnesota Terry Ryan Award winner and longtime clinician Jim Berbee.

The Play Ball! Minnesota Youth Clinics have always been, and will continue to be, available to participants and communities free of charge. Registration is not required to participate in a clinic. Funding for the Play Ball! Minnesota Youth Clinic program is provided by the Twins Community Fund and Great River Energy.



# HISTORY

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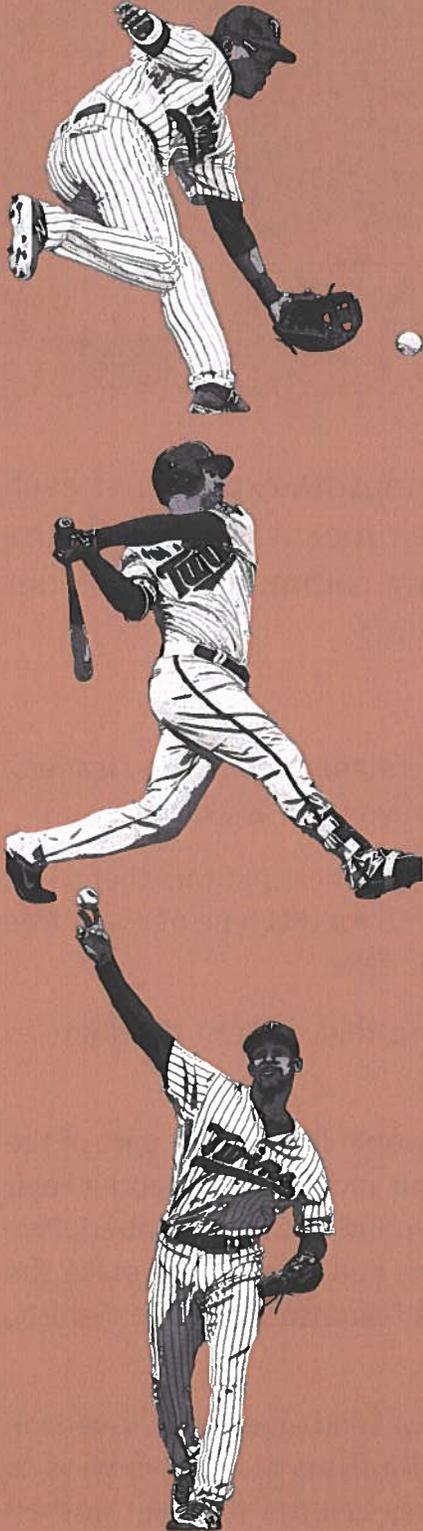
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# FORMAT



**T**he Play Ball! Minnesota Youth Clinics are designed to teach basic fundamentals. These fundamentals include hitting, throwing, and defense.

The clinics provide quality instruction for boys and girls ages 6-13. Typically, clinics are divided into two 90-minute groups.

The first session is for youth ages 6-9 and the second is for youth ages 10-13. This is the default set-up, and this is the way your clinic will be scheduled unless you notify us of a desire to change.

During the clinic, all of the participants are divided into three groups. Clinic instructors will rotate the groups through hitting, throwing, and fielding stations.

The Twins Community Fund provides all of the necessary equipment for the clinic. Participants are asked to bring their own gloves, please indicate this in any promotion you are doing for the clinic.

There is no registration required for a kid to participate in the clinic. You may, however, choose to collect registration data if you wish. Some clinic hosts have chosen to collect registration data and they have used the registrations to award door prizes, inform people of future events, etc.

Although there is no registration, **ALL PARTICIPANTS** must complete a waiver form in order to participate in the clinic. Please note this requirement in any promotion you are doing for the clinic.

Play Ball! Minnesota staff will have blank waiver forms with them when they arrive at the clinic site. Please arrange for volunteers to help the staff get the waiver forms signed. Once the clinic is over, please return all the signed waiver forms to the clinic staff.

The staff will also have clinic wristbands. Kids need to wear their wristbands once their waiver is submitted, so staff knows who is eligible to participate.

# BEST PRACTICES Presented by Youth 1st



**T**he Twins Community Fund and Play Ball! Minnesota expect that each host community will do everything within their means to promote the clinic in their community and the surrounding communities. It is our goal to have as many youth as possible at a clinic.

## ADVANCE PROMOTION

**PARTNERSHIPS.** Ask local youth associations, parks & rec. departments, community leaders, etc. to list the clinic on their schedules. Promote the clinic as they would any other event.

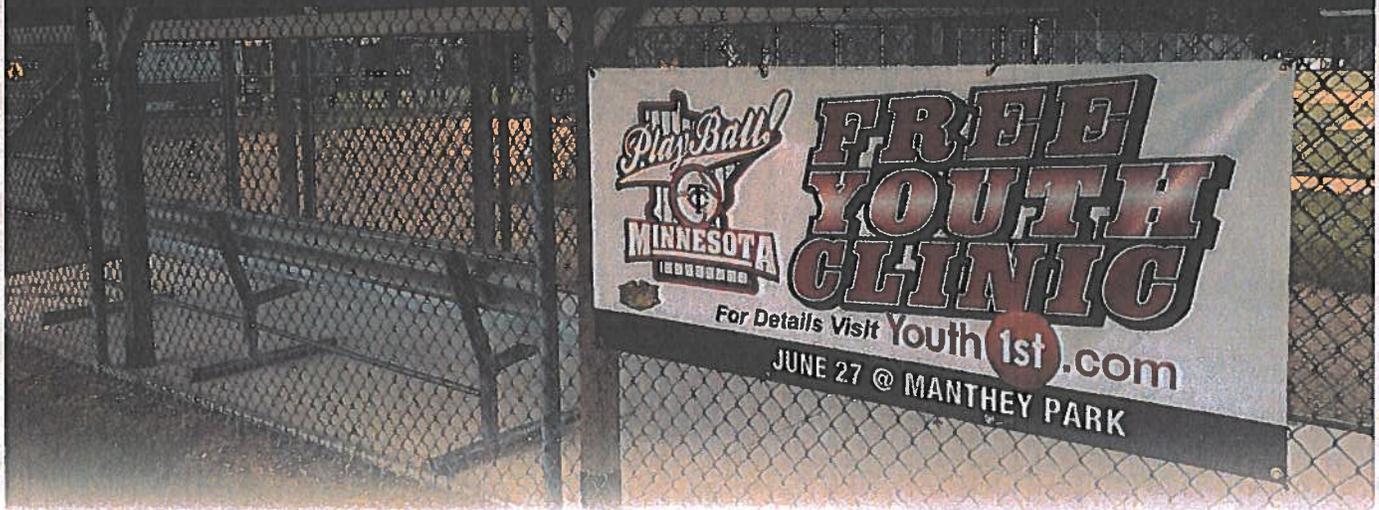
**PSA.** Contact your local radio or television station and ask if they can help put together a PSA promoting the clinic. Most media outlets will create and run a PSA for this type of event free of charge. Have the PSA air at least two weeks prior to the clinic date.

**PRESS RELEASE.** Our staff has provided you with a press release that you can distribute to local media outlets.

**SPONSORS.** You may approach local businesses to see if they would like to be a part of the clinic. If you have a Great River Energy cooperative member, you should inquire about their interest. Great River Energy is a sponsor of the program and many of their members love getting involved. You may engage sponsors to provide anything you think might make the clinic a better experience for the youth. Some hosts have had sponsors provide T-shirts, food, prizes, etc.

**FLYER.** Ask volunteers to post the flyers around your community. Send an electronic version to various organizations to spread to their connections. Use the flyers in creative ways to promote the clinic. Contact your local newspaper to ask if they can run the flyer in their publication.

# BEST PRACTICES Presented by Youth 1st



**T**he Twins Community Fund and Play Ball! Minnesota expect that each host community will do everything within their means to promote the clinic in their community and the surrounding communities. It is our goal to have as many youth as possible at a clinic.

## ADVANCE PROMOTION

**PARTNERSHIPS.** Ask local youth associations, parks & rec. departments, community leaders, etc. to list the clinic on their schedules. Promote the clinic as they would any other event.

**PSA.** Contact your local radio or television station and ask if they can help put together a PSA promoting the clinic. Most media outlets will create and run a PSA for this type of event free of charge. Have the PSA air at least two weeks prior to the clinic date.

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# CONTACT

**T**he Twins Community Fund and Play Ball! Minnesota want you to put on the best clinic you can for the youth in your community. We hope this guide is a good start for your planning, and we encourage you to make the clinic your own with your own special touches.

## QUESTIONS

If you have any questions regarding the clinic program, scheduling, or anything else, please contact the Play Ball! Minnesota staff.

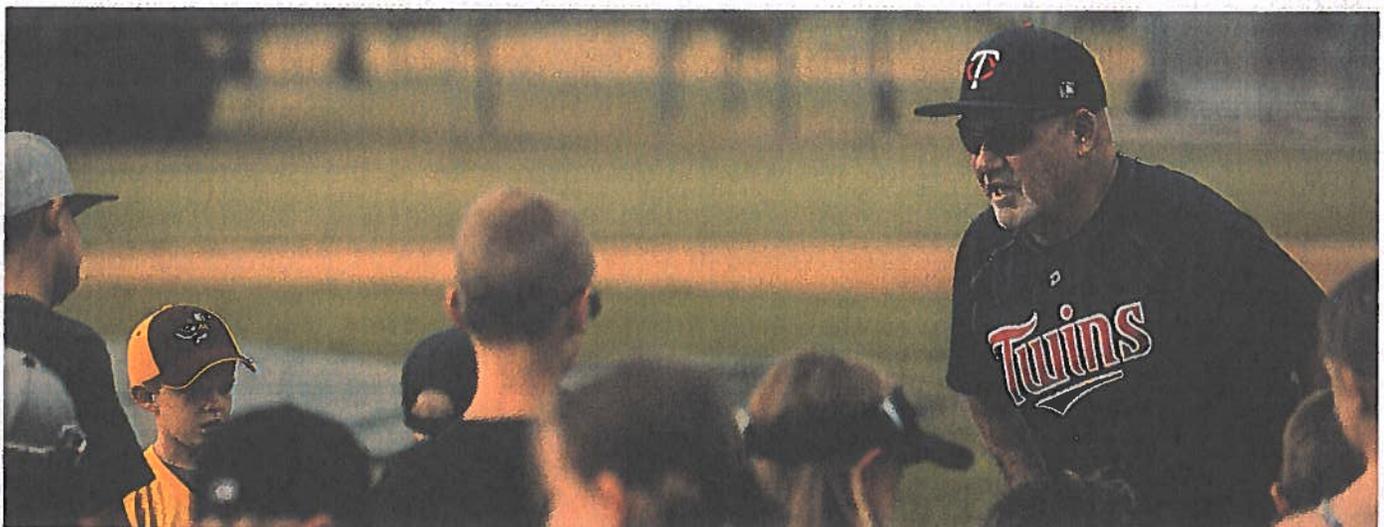
Youth 1st is a Play Ball! Minnesota partner. They have conducted many first-class clinics, and they are available to help you with any of your planning.



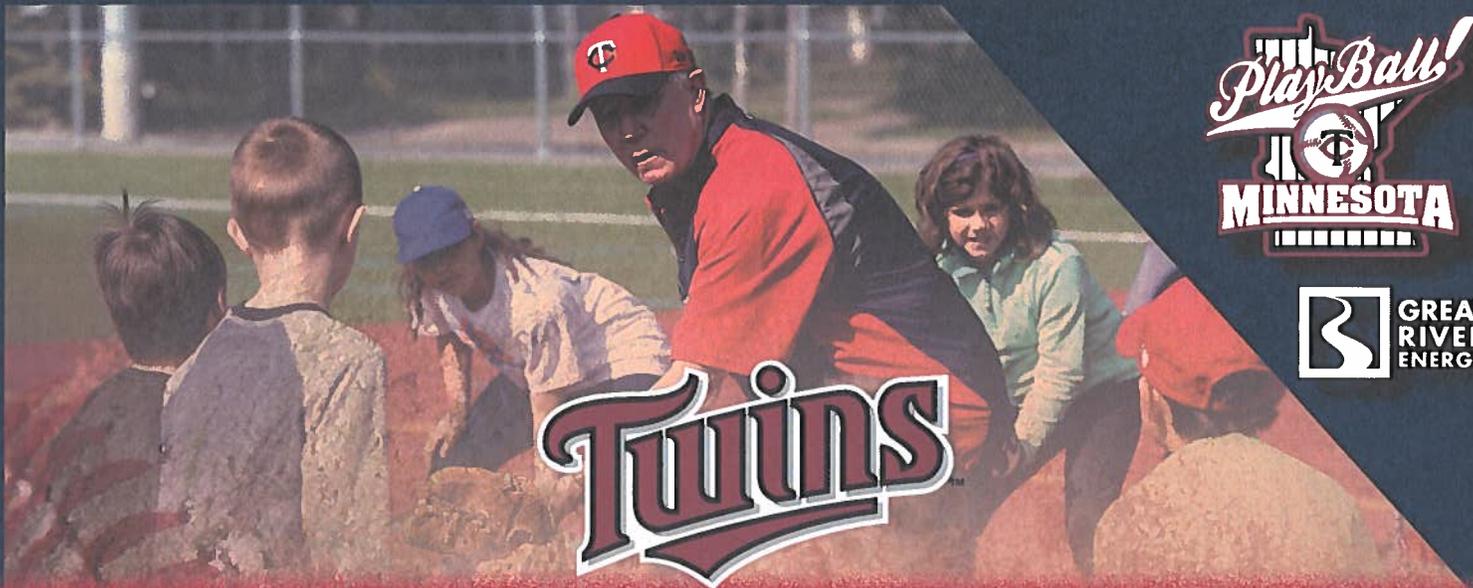
Josh Ortiz  
Twins Community Fund  
joshortiz@twinsbaseball.com  
(612) 659-3506



Mark Arjes  
Youth 1st  
mark.arjes@youth1st.com  
(612) 968-9192



# WWW.PLAYBALLMN.COM



# FREE BASEBALL CLINIC

Elko New Market, MN

Fredrickson Field

## SAT. MAY 26

6-9 YEAR OLD BOYS & GIRLS - 10:00 AM  
10-13 YEAR OLD BOYS & GIRLS - 11:30 AM

Sponsored by Twins Community Fund and Great River Energy. No registration required, but participants must complete a waiver on-site.

Equipment is provided, but participants should bring a glove. Clinics are designed to teach basic fundamentals, including hitting, throwing, and fielding.

In case of inclement weather, clinic will be moved to New Market Elko Fire Hall.

HOSTED BY ELKO EXPRESS BASEBALL, INC

# WWW.PLAYBALLMN.COM





**FOR IMMEDIATE RELEASE**

**CONTACT: Josh Ortiz**  
(612) 659-3506  
**Kevin Branson**  
(612) 659-3509

## **PLAY BALL! MINNESOTA YOUTH BASEBALL CLINIC TO TAKE PLACE IN ELKO NEW MARKET, MN ON MAY 26, 2018**

MINNEAPOLIS-ST. PAUL, Minn. – Play Ball! Minnesota will conduct a free youth baseball clinic in Elko New Market, MN on Saturday May 26, 2018. Hosted by Elko Express Baseball, Inc., the clinic will take place at Fredrickson Field. In the event of rain, the clinic will be relocated to New Market Elko Fire Hall.

Play Ball! Minnesota Clinics are for boys and girls and are broken up into two sessions. 6-9 year-olds should report at 10:00 AM, and 10-13 year-olds should report at 11:30 AM.

Play Ball! Minnesota instructors will provide all the necessary equipment for the clinic, however, players should bring their gloves. No advanced registration is required to participate in a clinic, but participants must complete a waiver form on-site before they will be allowed to participate.

The Play Ball! Minnesota Youth Clinics are available to participants and communities free of charge. Funding for the Play Ball! Minnesota Youth Clinics is provided by the Twins Community Fund and Great River Energy.

“Generations of young Twins fans have honed their baseball skills at our free clinics for more than 55 years,” said Bryan Donaldson, Executive Director, Twins Community Fund. “We are proud to continue the tradition of bringing Twins baseball instruction to the ball fields of communities throughout Twins Territory.”

Created in 1961 by longtime Twins scout Angelo Giuliani, the clinic program serves as a way to promote baseball and softball to boys and girls throughout the region. Since the beginning of the program, more than 800,000 youth have participated in a Twins youth clinic.

For more information and a complete 2018 Play Ball! Minnesota Youth Clinics schedule, please visit [www.playballmn.com](http://www.playballmn.com).

Play Ball! Minnesota is an initiative of the Minnesota Twins Community Fund. In collaboration with Minnesota youth baseball and softball organizations, Play Ball! Minnesota was organized to promote and improve the games of baseball and softball in the Upper Midwest.

Governed by a public board of directors, the Twins Community Fund was chartered as an independent public charity in 1991 with the mission to enrich local and regional communities by providing resources for the healthy development of children and families through an association with baseball, softball and the Minnesota Twins. The Twins Community Fund and its grant programs are supported in part by Target, US Bank, Treasure Island and Delta Airlines.

**TARGET FIELD™**

1 Twins Way, Minneapolis, MN 55403 • Executive Office: 612.659.3400 • Ticket Office: 612.33.TWINS • [www.twinsbaseball.com](http://www.twinsbaseball.com)



World Champions



American League Champions



Division Champions



THE MORRIS LEATHERMAN COMPANY  
3128 Dean Court  
Minneapolis, Minnesota 55416

City of Elko New Market  
Residential Survey  
PRELIMINARY MARCH 2018

Hello, I'm \_\_\_\_\_ of the Morris Leatherman Company, a polling firm located in Minneapolis. We have been retained by the City of Elko New Market to speak with a random sample of residents about issues facing the community. This survey is being conducted because the City Council and City Staff are interested in your opinions and suggestions about current and future city needs. I want to assure you that all individual responses will be held strictly confidential; only summaries of the entire sample will be reported.

- |   |   |
|---|---|
| 1. Approximately how many years have you lived in the City of Elko New Market?  | LESS THAN TWO YEARS.....1<br>TWO TO FIVE YEARS.....2<br>FIVE TO TEN YEARS.....3<br>TEN TO TWENTY YEARS.....4<br>20 TO 30 YEARS.....5<br>OVER THIRTY YEARS.....6<br>DON'T KNOW/REFUSED.....7   |
| 2. Thinking back to when you moved to Elko New Market, what factors were most important to you in selecting the city?<br>(DO NOT READ LIST)<br><hr/><br><hr/> | DON'T KNOW/REFUSED.....00<br>NEIGHBORHOOD.....01<br>HOUSING.....02<br>SAFE.....03<br>RURAL/OPEN SPACE.....04<br>QUIET AND PEACEFUL.....05<br>CONVENIENT LOCATION....06<br>FRIENDLY PEOPLE.....07<br>SMALL TOWN FEEL.....08<br>CLOSE TO FAMILY.....09<br>SCHOOLS.....10<br>CLOSE TO JOB.....11 |
| 3. What do you like most about living in the City of Elko New Market?<br>(DO NOT READ LIST)<br><hr/><br><hr/>   | DON'T KNOW/REFUSED.....00<br>SMALL TOWN FEEL.....01<br>QUIET AND PEACEFUL.....02<br>HOUSING/NEIGHBORHOOD...03<br>RURAL/OPEN SPACE.....04<br>SAFE.....05<br>FRIENDLY PEOPLE.....06<br>CONVENIENT LOCATION....07<br>PLACE TO RAISE KIDS....08   |

4. What do you think is the most serious issue facing the city today?  
(DO NOT READ LIST)
- 
- 
5. How would you rate the quality of life in Elko New Market -- excellent, good, only fair, or poor?

DON'T KNOW/REFUSED.....00  
 NOTHING.....01  
 HIGH TAXES.....02  
 LACK OF BUSINESSES.....03  
 CITY SPENDING.....04  
 TOO MUCH GROWTH.....05  
 QUALITY OF WATER.....06  
 NEED GROCERY STORE.....07  
 HIGH COST OF WATER.....08  
 ROAD REPAIR.....09

EXCELLENT.....1  
 GOOD.....2  
 ONLY FAIR.....3  
 POOR.....4  
 DON'T KNOW/REFUSED.....5

Moving on....

Property tax revenues are divided among the City of Elko New Market, Dakota County, and your local public school district. In 2014, the actual percentage of your property taxes going to the City of Elko New Market was 40 percent.

6. When you consider the property taxes you pay and the quality of city services you receive, would you rate the general value of city services as excellent, good, only fair, or poor?

EXCELLENT.....1  
 GOOD.....2  
 ONLY FAIR.....3  
 POOR.....4  
 DON'T KNOW/REFUSED.....5

I would like to read you a list of a few city services. For each one, please tell me whether you would rate the quality of the service as excellent, good, only fair, or poor? (ROTATE)

	EXCL	GOOD	FAIR	POOR	DK/R
7. Police protection?	1	2	3	4	5
8. Fire protection?	1	2	3	4	5
9. Storm drainage, ponds, wetland maintenance and flood control?	1	2	3	4	5
10. Park maintenance?	1	2	3	4	5
11. City-sponsored recreation programs?	1	2	3	4	5
12. Code Enforcement?	1	2	3	4	5

Now, for the next three city services, please consider only their job on city-maintained street and roads. That means

excluding interstate highways, state and county roads that are taken care of by other levels of government. Hence, Interstate 35, County Road 2, also known as 260<sup>th</sup> Street or Main Street and County Road 91, also known as Natchez Avenue, should not be considered. How would you rate ....

	EXCL	GOOD	FAIR	POOR	DK/R
13. City street repair and maintenance?	1	2	3	4	5
14. Snow plowing?	1	2	3	4	5

IF ANY CITY SERVICE IS RATED "ONLY FAIR" OR "POOR," ASK:

15. Why did you rate that service as (only fair/poor?) (DO NOT READ LIST)	DON'T KNOW/REFUSED....00
_____	POOR SNOW PLOWING.....01
_____	LACK OF DRAINAGE.....02
	SLOW RESPONSE.....03
	POOR STREET REPAIR.....04
	LACK OF CODE ENFORCE...05
	NOT ENOUGH RECREATION..06
	POOR PARK MAINTENANCE..07
16. In general, what city services do you feel need to be improved? (DO NOT READ LIST)	DON'T KNOW/REFUSED....00
_____	NONE.....01
_____	WATER TREATMENT PLANT..02
	CODE ENFORCEMENT.....03
	STREET MAINTENANCE.....04
	MORE POLICE.....05
	MORE REC PROGRAMS.....06
	MORE REC FACILITIES....07
	SNOW PLOWING.....08
	PARK MAINTENANCE.....09
17. Are there any city services you would like to see add in the City of Elko New Market? (IF "YES," ASK:) What would those be?	DON'T KNOW/REFUSED....00
_____	NOTHING.....01
	RECREATION PROGRAMS...02
	COMMUNITY CENTER.....03

Thinking about another topic....

18. How would you rate the amount of police patrolling in your neighborhood -- too much, about the right amount or not enough?	TOO MUCH.....1
	ABOUT RIGHT AMOUNT.....2
	NOT ENOUGH.....3
	DON'T KNOW/REFUSED.....4



25. Do you or anyone in your household ride public transit on a regular basis? YES.....1  
 NO.....2  
 DON'T KNOW/REFUSED.....3

IF "YES," ASK:

26. How many days per week on average do you ride public transit? ONE.....1  
 TWO.....2  
 THREE.....3  
 FOUR.....4  
 FIVE OR MORE.....5  
 DON'T KNOW/REFUSED.....6

IF "NO" IN QUESTION #25, ASK:

27. Have you ever ridden public transit? YES.....1  
 NO.....2  
 DON'T KNOW/REFUSED.....3

Now, I would like to read you a list of potential services that could be offered by public transit. For each one, please tell me if it would make you much more likely to use public transit, somewhat more likely or would it make no difference to you.

	MML	SML	NOD	DKR
28. Service to events in Downtown Minneapolis or Downtown Saint Paul for events like concerts or sporting events at Target Center, Target Field or the Xcel Energy Center.	1	2	3	4
29. Service to the Minnesota State Fair, ValleyFair, Canterbury Park or the Renaissance Festival.	1	2	3	4
30. Service to area Community and Technical Colleges, such as Normandale, Inver Hills, or Dakota County Technical College.	1	2	3	4
31. Are there any other changes you would make to public transit so it is more convenient for you? (DO NOT READ LIST)	DON'T KNOW/REFUSED.....00			
	NO.....01			
	MORE ROUTES.....02			
	MORE STOPS.....03			
	EXPRESS BUSES.....04			
	LONGER HOURS OF OPERATION.....05			

32. Are you familiar with the Minnesota Valley Transit Authority or MVTA? YES.....1  
 NO.....2  
 DON'T KNOW/REFUSED.....3

Continuing....

The Elko New Market park system is composed of larger community parks, like Windrose Park and Wagner Park, and smaller neighborhood parks, like Woodcrest Park and Rowena Ponds Park, trails, and community ballfields. For each facility, please tell me if you or members of your household use that facility. Then for each one you use, please tell me if you would rate that facility as excellent, good, only fair, or poor?

	NOT USE	USE EXC	USE GOO	USE FAI	USE POO	DK/ REF
33. Larger community parks?	1	2	3	4	5	6
34. Smaller neighborhood parks?	1	2	3	4	5	6
35. Trails and Sidewalks?	1	2	3	4	5	6
36. Community ballfields?	1	2	3	4	5	6
37. Wagner Park skatepark?	1	2	3	4	5	6
38. Ice rinks?	1	2	3	4	5	6
39. Wagner Park Shelter?	1	2	3	4	5	6
40. In general, do you feel that existing recreational facilities offered by the City meet the needs of you and members of your household?						YES.....1 NO .....2 DON'T KNOW/REFUSED.....3

IF "NO," ASK:

41. What additional recreational facilities would you like to see the City offer its residents?
- 
- 

42. In general, do you feel that existing recreational programs offered by the City meet the needs of you and members of your household?						YES.....1 NO .....2 DON'T KNOW/REFUSED.....3
--	--	--	--	--	--	--

IF "NO," ASK:

43. What additional recreational programs would you like to see the City offer its residents?

---

---

44. Have you or members of your household participated in any City park and recreation programs? YES.....1  
NO.....2  
DON'T KNOW/REFUSED.....3

IF "YES," ASK:

45. Which ones? DON'T KNOW/REFUSED.....00  
(DO NOT READ LIST) BASEBALL/SOFTBALL.....01  
MULTIPLE SPORTS.....02  
SOCCER.....03  
SWIMMING.....04  
BASKETBALL.....05

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46. Were you satisfied or dissatisfied with your experience? SATISFIED.....1  
DISSATISFIED.....2  
DON'T KNOW/REFUSED.....3

Changing topics....

When you think about community events, such as the Egg Hunt, Fire Rescue Days or the Halloween Party....

47. In general, do you feel that existing community events offered by the City meets the needs of you and members of your household? YES.....1  
NO .....2  
DON'T KNOW/REFUSED.....3

IF "NO," ASK:

48. What additional community events would you like to see the City offer its residents?

---

---

49. Do you think the city has the right amount of community events, too many or too few? ABOUT RIGHT AMOUNT.....1  
TOO MANY.....2  
TOO FEW.....3  
DON'T KNOW/REFUSED.....4

50. Have you or members of your household participated in any community events? YES.....1  
 NO.....2  
 DON'T KNOW/REFUSED.....3

IF "YES," ASK: (n=175)

51. Which ones? DON'T KNOW/REFUSED.....00  
 (DO NOT READ LIST) LION'S EVENTS.....01  
 BLOCK PARTIES.....02  
 \_\_\_\_\_ FIRE & RESCUE DAYS.....03  
 \_\_\_\_\_ PARADE.....04  
 NIGHT TO UNITE.....05  
 EASTER EGG HUNT.....06  
 CITYWIDE GARAGE SALE...07  
 HALLOWEEN.....08

52. Were you satisfied or dissatisfied with your experience? SATISFIED.....1  
 DISSATISFIED.....2  
 DON'T KNOW/REFUSED.....3

IF "NO," ASK:

53. Are there any changes or improvements that would make you more likely to participate in a community event?  
 \_\_\_\_\_  
 \_\_\_\_\_

Changing topics....

54. During the past year, have you contacted Elko New Market City Hall? YES.....1  
 NO.....2  
 DON'T KNOW/REFUSED.....3

IF "YES," ASK:

55. On your last telephone call or visit, which Department did you contact -- the Police Department, Fire Department, Public Works, Park and Recreation, Building Inspections, Engineering, Planning, Administration, Billing Department, or the General Information Desk receptionist? POLICE DEPARTMENT.....01  
 FIRE DEPARTMENT.....02  
 PUBLIC WORKS.....03  
 PARKS AND REC.....04  
 BUILDING INSPECT.....05  
 ENGINEERING.....06  
 PLANNING.....07  
 ADMINISTRATION.....08  
 BILLING DEPT.....09  
 GENERAL INFORMATION....10  
 DON'T KNOW/REFUSED.....11

Thinking about your last contact with the City, for each of the following characteristics, please rate the service as excellent, good, only fair, or poor....

	EXC	GOO	FAI	POO	DKR
56. Response time from City Staff to assist you?	1	2	3	4	5
57. Courtesy of city staff?	1	2	3	4	5

Moving on.....

58. What is your principal source of information about Elko New Market City Government and its activities?

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59. How would you prefer to receive information about Elko New Market City Government and its activities?

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60. During the past year, did you or members of your household regularly read the "\_\_\_\_\_", the City's newsletter?

YES.....1  
 NO.....2  
 DON'T KNOW/REFUSED.....3

IF "YES," ASK:

61. How would you rate the quality of the newsletter -- excellent, good, only fair, or poor?

EXCELLENT.....1  
 GOOD.....2  
 ONLY FAIR.....3  
 POOR.....4  
 DON'T KNOW/REFUSED.....5

The City could discontinue the printed version of the "\_\_\_\_\_" to be more environmentally friendly, save costs and provide more timely information. If the print copy of the newsletter was no longer mailed....

62. Would your household be able to access the electronic version on a computer or mobile device?

YES.....1  
 NO.....2  
 DON'T KNOW./REFUSED.....3

- 63. How likely would you be to read an electronic version of the city news-letter - very likely, somewhat likely, not too likely or not at all likely?
  - VERY LIKELY.....1
  - SOMEWHAT LIKELY.....2
  - NOT TOO LIKELY.....3
  - NOT AT ALL LIKELY.....4
  - DON'T KNOW/REFUSED.....5
- 64. Have you accessed the City's website?
  - YES.....1
  - NO.....2
  - DON'T KNOW/REFUSED.....3

IF "YES," ASK:

- 65. How would you evaluate the content of the city's website -- excellent, good, only fair or poor?
  - EXCELLENT.....1
  - GOOD.....2
  - ONLY FAIR.....3
  - POOR.....4
  - DON'T KNOW/REFUSED.....5
- 66. How would you rate the ease of navigating the site and finding the information you sought -- excellent, good, only fair or poor?
  - EXCELLENT.....1
  - GOOD.....2
  - ONLY FAIR.....3
  - POOR.....4
  - DON'T KNOW/REFUSED.....5
- 67. What additional information would you like to see on the city's website?

---

I would like to ask you about social media sources. For each one, tell me if you currently use that source of information; then, for each you currently use, tell me if you would be likely or unlikely to use it to obtain information about the City of Elko New Market.

	NOT USE	USE LIK	USE NLK	DK/REF
68. Facebook?	1	2	3	4
69. Twitter?	1	2	3	4
70. YouTube?	1	2	3	4
71. Blogs?	1	2	3	4
72. Podcasts?	1	2	3	4

73. Is there any other social media you use on a regular basis?

---

---

Now, just a few more questions for demographic purposes....

74. Do you have school-aged children or pre-schoolers in your household?	YES.....	1
	NO.....	2
	DON'T KNOW/REFUSED.....	3
75. What is your age, please? (READ CATEGORIES, IF NEEDED)	18-24.....	1
	25-34.....	2
	35-44.....	3
	45-54.....	4
	55-64.....	5
	65 AND OVER.....	6
	REFUSED.....	7

Thank you for your time. Good-bye.

76. Gender (DO NOT ASK)	MALE.....	1
	FEMALE.....	2



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## INVOICE

### BILL TO

City of Elko New Market  
 601 Main Street, P.O. Box 99  
 Elko New Market, MN 55020-  
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INVOICE # 4342

DATE 03/27/2018

DUE DATE 04/26/2018

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
ADA Unit 3/1/18-3/31/18- ADA UNIT* (Little Windrose Park -12511 Oakridge Way)	1	130.00	130.00
ADA Unit 3/1/18-3/31/18 - ADA UNIT* (Wagner Park -220 St. Mary St)	1	130.00	130.00
BALANCE DUE			<b>\$260.00</b>





INVOICE NO.	INVOICE DATE
2454823	1/5/2018
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	201983001
Terms:	
<b>Invoice is due and payable upon receipt</b>	

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New Prague Community Ed  
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Elko New Market Public Library  
420 Central Avenue North  
New Prague, MN 56071

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Elko New Market Public Library  
Ms. Jessica Davidson, Coordinator  
420 Central Avenue North  
New Prague, MN 56071

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INVOICE NUMBER:	2454823
TOTAL DUE:	\$437.00
INVOICE DATE:	1/5/2018



## Stephanie Schultz

---

**From:** Amazon.com <auto-confirm@amazon.com>  
**Sent:** Wednesday, March 28, 2018 9:43 AM  
**To:** Stephanie Schultz  
**Subject:** Your Amazon.com order of "Alera ALEFC94VY40LG Steel...".



[Your Account](#) [Amazon.com](#)

## Order Confirmation

Order #112-0786638-2435404

Hello Stephanie Schultz,

Thank you for shopping with us. We'll send a confirmation once your item has shipped. Your order details are indicated below. If you would like to view the status of your order or make any changes to it, please visit [Your Orders](#) on Amazon.com.

This order is placed on behalf of City of Elko New Market.

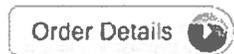
---

Your estimated delivery date is:

**Tuesday, April 3 -  
Friday, April 6**

Your shipping speed:

**FREE Shipping**



Your order will be sent to:

**City of Elko New Market  
601 MAIN ST  
ELKO NEW MARKET, MN 55054-5469  
United States**

## Order Details

Order #112-0786638-2435404

Placed on Wednesday, March 28, 2018



Alera ALEFC94VY40LG Steel Folding Chair with Two-Brace Support, Padded Seat, Light Gray (Case of 4) Home  
Sold by Amazon.com Services, Inc.

**\$74.98**

Item Subtotal:	\$74.98
Shipping & Handling:	\$24.69
Promotion Applied:	-\$24.69
Total Before Tax:	\$74.98
Estimated Tax:	\$0.00

**Order Total:**

**\$74.98**

To learn more about ordering, go to [Ordering from Amazon.com](#).  
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Buy it again



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3 Pack of Mead Cambridge Wirebound Business...  
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