

**ELKO NEW MARKET PARKS COMMISSION
REGULAR MEETING AGENDA
TUESDAY, FEBRUARY 13, 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 January 9, 2018 Parks Commission Meetings (Attached)**
- 5. Petitions, Requests, and Communications**
- 6. Updates:**
 - a. Review Parks Commission Update for January 31, 2018 (Attached)**
 - b. CCEC Update (Chair Sutton)**
 - c. Commission Rep to March 8, 2018 New Prague Community Ed Advisory Board Meeting (Attached)**
- 7. Old/New Business**
 - a. Update on Rowena Pond Park RePurposing Plan Presentation to City Council Results (Attached)**
 - b. Update on Elko baseball Team Fence Request**
 - c. Consider Emerald Ash Tree Treatment Program (Attached)**
 - d. Update on Winter Program at ENM Library (Attached Flyer)**
 - e. Consideration of Approval of 2018 Goals for Parks and Recreation Commission (Attached)**
 - f. Consideration of Approval of 2017 Park Commission Annual Report (Attached)**
 - g. Consider Approval of Bills: NP Community Ed for Summer Program Administration and Link Cabinets for Wood Frame for 10th Anniversary Exhibit (Attached)**
 - h. Other Business**
- 8. Set Next Meeting**
 - a. Regular Parks Commission Meeting on Tuesday, March 27, 2018 @ 4 PM @ ENM City Hall**
- 9. Park Commissioner Comments**
- 10. Adjournment**

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, JANUARY 9, 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.

CALL TO ORDER:

The meeting was called to order at 4:04 PM in Conference Room A at Elko New Market City Hall, 601 Main Street.

APPROVE AGENDA:

Mr. Nagel said there was one addition to the January meeting – a bill for portable restrooms rental from Schlomkas, which will be added under 7.f. – Consider Approval of Bills. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the January Meeting Agenda was unanimously approved by the Parks Commission.

CITIZEN COMMENTS:

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

**APPROVAL OF MINUTES OF NOVEMBER 28, 2017 AND
DECEMBER 12, 2017 PARKS COMMISSION MEETINGS:**

Mr. Nagel said that due to the short turnaround time, the November Parks Commission Meeting Minutes weren't complete in time for December Parks Commission Meeting, so the item had been tabled until the January meeting. Upon

motion by Chair Sutton, seconded by Commissioner Dornseif, the Commission unanimously approved the Parks Commission Minutes for the November 28, 2017 meeting and for December 12, 2017 meeting by voice vote.

PETITIONS, REQUESTS, AND COMMUNICATION:

Mr. Nagel shared a PowerPoint Presentation from Three Rivers Parks on Outdoor Recreational Programming offered in conjunction with New Prague Community Ed and the Parks Commission for informational purposes.

UPDATES:

Mr. Nagel reviewed the December 31, 2017 ENM Parks Commission Update, which contained 17 items, with the Commissioners. He noted that the ice rinks were now open and shared an email from SCHS Director that the 10th Anniversary Exhibit was now ready to be displayed at the library once the plexiglass case was installed. He also updated Commissioners on further discussions with the Elko Express on a proposed fence surrounding Old Elko City Hall Park.

Chair Sutton reported that the next event for the CCEC would be the Egg Hunt and that the next meeting of the CCEC was on January 15, 2018.

Mr. Nagel reported the January 11th meeting of the New Prague Community Ed Advisory Board had been cancelled and the he would send an email to Commissioners to see if any of them could make it for the March 8th meeting since Commissioner Zahratka would be out of town,

OLD/NEW BUSINESS:

Mr. Nagel presented an update on the Final Draft of the Rowena Pond Park RePurposing Plan, including the phasing and costs. He said that the preliminary estimate for the project was around \$225,000, not including contingency, and would be done in 3 phases beginning this year. He said that it appears that the presentation to City Council will take place on Thursday, February 9th at 6:30 PM, but that is not firm yet. If it does take place that evening, then the February Parks Commission Meeting will precede that meeting at 5:30 PM. Since the Parks commission had previously approved the proposed plan, no further action was taken on this Agenda Item.

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. After much discussion, the Parks Commission directed Mr. Nagel to ask the vendor to provide more information on the guarantee, the cost, and the type, size of replacement trees for the February Meeting. No further action was taken by the Parks Commission on this Agenda Item.

Mr. Nagel presented an email outlining the proposed Winter programming for the 4 Thursdays at 6:30 PM in February, 2018 at the ENM Library Branch. He said that the programming was designed to focus on audience interaction and participation this Winter. The lineup includes Dazzling Dave, the Yo-Yo Master; Mad Science; The Big Fun Show; and the Rad Zoo. Upon motion by Commissioner Miller, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the Winter programming as presented.

Mr. Nagel handed out draft copies of the Park Element for the 2040 Comp Plan. He walked the Commissioners through each section detailing the proposed updates from the 2030 Comp Plan. Commissioners reviewed and discussed the revisions noting that the key to successful implementation of it will be finding a designated funding source(s) other than the Park Dedication Fee. Upon motion by Commissioner Miller, seconded by Commissioner Melgaard, the Parks commission unanimously approved the draft of the Park Element for 2040 Comp Plan and authorized Mr. Nagel to make minor revisions if necessary in the final Draft.

Mr. Nagel reviewed the Annual Goals Process for 2018 with Commissioners. He said that a draft Memo of the 2017 Accomplishments would be presented to the Commission prior to the February, 2018 meeting to provide further background. More discussion would take place at the January Parks Commission Meeting and this year, he said, he asked City Council if they had specific goals and would be asking City Staff to do the same. The Parks Commission directed Mr. Nagel to put the 2018 Goals on the February Meeting Agenda for final action. No further action was taken on this Agenda Item.

Mr. Nagel presented the Bill List to the Commissioners – MRPA 2018 Membership Dues for \$450; Schlomka’s Portable restrooms for \$520; and Just Encase Products for the 10th Anniversary Exhibit Plexiglass Case for \$241.31. Upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the Bill List as presented.

OTHER BUSINESS:

Mr. Nagel said that there was interest in reviving the Vet’s Memorial Park proposal from 2014. He reviewed the details of the proposal for Commissioners. He said that the original proposal never gained in traction for financing the Memorial, so did not move forward. He noted that further review of the proposal may be assigned to the Parks Commission.

NEXT MEETING:

The next meeting of the ENM Parks Commission was set for Tuesday, February 13, 2018 at 4:00 PM in Conference Room A of Elko New Market City Hall. If there is a City Council Workshop scheduled for Thursday, February 8th at 6:30 PM for presentation of the Rowena Pond Park RePurposing Plan, then the meeting will move to 5:30 PM that evening.

PARK COMMISSIONER COMMENTS:

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

ADJOURNMENT:

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

**Respectfully Submitted,
Mark Nagel, Assistant City Administrator**

ENM Parks Commission Update

January 31, 2018

1. The City Council approved a budget of \$145,246.00 for the Parks Department for 2017. Through November, a total of \$107,770, or 74.20%, of the budget has been spent, which is well below the 92% budgeted level of expenditures after 11 months of the year. The Parks Commission will finish 2017 well below budget.
2. Good news! The City Council reviewed the Rowena Pond Park RePurposing Master Plan and made one revision – a grass infield for the ball diamond will now be dirt for softball purposes. The Item will be placed on the February 8th City Council Meeting for final approval. Thanks to Mike Sutton for attending the meeting!
3. I have asked S & S Tree Service to outline their responses to the questions posed by the Parks Commission at their January Meeting. I hope to have them back in time for the February Parks Commission Meeting. This decision will be on the February, 2018 Parks Commission Agenda, since the Emerald Ash Borer has now been found in Lakeville.
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 next Spring.
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 will remove the soap dispensers at the same time and we will be going with bottles of liquid soap, which will also be less expensive and maintenance free. They will be installed this winter as the Public Works Department Gets time.
6. Speaking of Winter, it’s time for making ice at the 2 rinks! They were both open on 12/23. I have made note on the City’s website, Facebook page and Twitter account that they are now open. I’d like to have a daily update on ice conditions on Facebook, Twitter and our website for residents...another New Year’s Resolution!
7. We began our 2018 Programming on January 3rd, 2018 with Family Snowshoeing in Wagner Park from 4 PM to 5:30 PM with Hot Cocoa after in the Shelter. This was co-sponsored with both New Prague Community Ed

and Three Rivers Parks. So far, we had 2 families signed up, but, unfortunately, it was not enough to hold the event, so we are trying to reschedule it.

8. The permanent display for the ENM Library has been constructed and delivered to the Library and the actual display is now completed! Once the Parks/PW crew can get the display up, then Kathy Klehr, the Executive Director of the Scott County Historical Society, can complete the display. I'm hopeful that I can unveil it at our March, 2018 Parks Commission Meeting.
9. The Winter Programming at the Library is now a "go" and is being advertised on the City's website, Facebook and Twitter pages. This year, we are also sending out the schedule with the Utility bills, too. We hope to draw more people this year! First night is tomorrow, February 1st @ 6:30 PM with Dazzling Dave, the YoYo Master!
10. I met with Brett Wegner, President of the New Prague Soccer Club, on Friday, December 22nd 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 January, but I have not heard from him to date.
11. I continue to work on the Elko Baseball Team request for a fence that would surround Old Elko City Hall Park. The City Attorney has reviewed the request and has advised that she is concerned about allowing a private restriction to a designated City park and advised that it should not be fenced. I met with the team representative, Corey Grism, on Thursday, December 14th to convey the information to him. We came up with a couple of alternatives to the original design that I ran by the City Attorney on Tuesday, January 9th. On Thursday, January 25th, I met with Mr. Grism on the options one more time and settled on a 2 swinging gates that would be closed during the games but remain open the rest of the time for park use. I will meet with the City Attorney before our February Meeting and report on the outcome.

12. The streetlight request for Pete's Hill was approved on the December 7th 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 mid-April, assuming the ground is thawed by then!
13. 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 11th City Council Meeting.
14. The first installment for the SkatePark equipment was made this month - \$22,181.33. The equipment is now being manufactured for a planned 1st week of May, 2018 installation.
15. 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.
16. At the February meeting, we'll wrap up the 2018 Goals Process. I've asked the Council and Staff for their input on the Draft 2018 Goals that was presented at the January, 2018 Parks Commission meeting. Any input I get, I will include for your review at the February meeting.
17. Also on the Agenda for February will be the Minnesota Recreation and Park Association dues for 2018...they will be set at \$450, which is a \$100 more than in 2017, but that's offset (and more) by the reduced rate of my Membership dues from \$280 to \$140, since we will have an Agency membership, too.
18. I forwarded the request for reappointment of Commissioner Dornseif for another 3 year term on the Parks Commission to the City Council. At their December 21st City Council meeting, the City Council decided to forgo the opportunity to post for reappointment of the position, so Commissioner Dornseif was reappointed to another 3 year term at the January 11th City Council Meeting. Congratulations, Emily!
19. Can any Parks Commissioner make the Thursday, March 8th New Prague Community Ed Advisory Board Meeting? It starts at 6 PM in New Prague.

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20. A reminder that the next Parks Commission Meeting will be on Thursday, February 13, 2018 at 4:00 PM at ENM City Hall. WE WILL NOT BE MEETING PRIOR TO THE CITY COUNCIL MEETING ON FEBRUARY 8TH!!

Mark Nagel

From: Mark Nagel
Sent: Friday, January 12, 2018 10:34 AM
To: mrsutton2012@gmail.com; sadie@catalystgraphics.com; emilydornseif@gmail.com
Cc: Mark Nagel
Subject: New Prague Community Ed Advisory Board

Good morning!

The next meeting of the above is on Thursday, March 8th beginning tentatively at 6 PM...Eve should be back by the May meeting! Let me know if you can make it! I'll let you all know about the Thursday, February 9th meeting as soon as I know. Have a good weekend!

Mark



STAFF MEMORANDUM

SUBJECT: Rowena Pond Park RePurposing Master Plan
MEETING DATE: January 25, 2018
PREPARED BY: Mark Nagel, Assistant City Administrator
REQUESTED ACTION: Comments on Rowena Pond Park RePurposing Master Plan

COMMUNITY VISION:

- A mature growing freestanding suburb of the Twin Cities Metropolitan Area, preserving historic landmarks and small town character while providing suburban amenities and services, as well as full range of employment, housing, business, service, social, technology infrastructure and recreational opportunities for citizens and visitors
- Promote a diverse commercial base including light industrial and facilitating planned redevelopment which will be aesthetically pleasing with architectural standards that promotes quality development
- Provide a full range of municipal services to its residents. The City will allocate sufficient resources to meet the growing needs of the community
- A comprehensive park and trails system that will have sufficient facilities, play fields and open space to meet the needs of residents
- An effective and efficient transportation system, including access to the greater metropolitan area, transit opportunities, and improved connectivity to the interstate
- Provide community oriented local government and be financially sound, engaging in long-term financial planning to provide municipal services without undue burden on tax payers

5 YEAR GOALS:

- Diverse tax base, employment opportunities, additional businesses and services, promote high quality broad spectrum of residential development
- Advance "shovel ready" status of areas guided for commercial and industrial development
- Acquisition of land for public purposes, position City to take advantage of land acquisition opportunities
- Enhance quality of life through parks, trails, recreational programming and cultural events
- The development of residential lots and an increase in residential building permit activity

COMMUNITY ORIENTED LOCAL GOVERNMENT:

- Community Involvement
- Organizational Improvement
- Problem Solving
- Performance Measurement
- Professionalism

BACKGROUND:

As City Council may recall, the Parks Commission has had this item on its Annual Goals list since 2016. In the Community Survey completed in 2015, there were a number of citizen comments on the need for a lighted full-size hockey rink and a regulation basketball court on the New Market side of town. With the decision to use current rink at Wagner Park as only a SkatePark, the need for an ice rink became a priority. Combining it with a regulation basketball court, as was done at Little Windrose Park, provided a good "blueprint" for the Parks Commission to work with.

DISCUSSION

The Parks Commission reviewed a Wagner Park location, but found that there would be impact to the present use of the ballfields and the possible future use for Soccer and or Lacrosse, so focused on a repurposing of Rowena Pond Park to include the combined lighted hockey rink/basketball court. The Commission met with baseball/softball representatives about the existing ballfield, which they indicated would need to be retained as a T-Ball field for their program, but were not opposed to its relocation to a different area of Rowena Pond Park.

The Parks Commission then worked with Bolton-Menk staff to look at possible redesigns of the Park that would include this additional use of a lighted hockey rink/basketball court without major impact to the surrounding neighborhood. We reviewed 3 different repurposing designs, which we will present at the WorkSession, before selecting the one that is attached. As you know, we met with the neighbors that border the Park last November for input. They were in favor of the Master Plan, but commented that grading to help the wet area and screening with conifers should be added to the Master Plan. The Parks Commission has spent the last 2 meetings refining the Master Plan, and costs, to incorporate the suggestions from residents.

BUDGET IMPACT

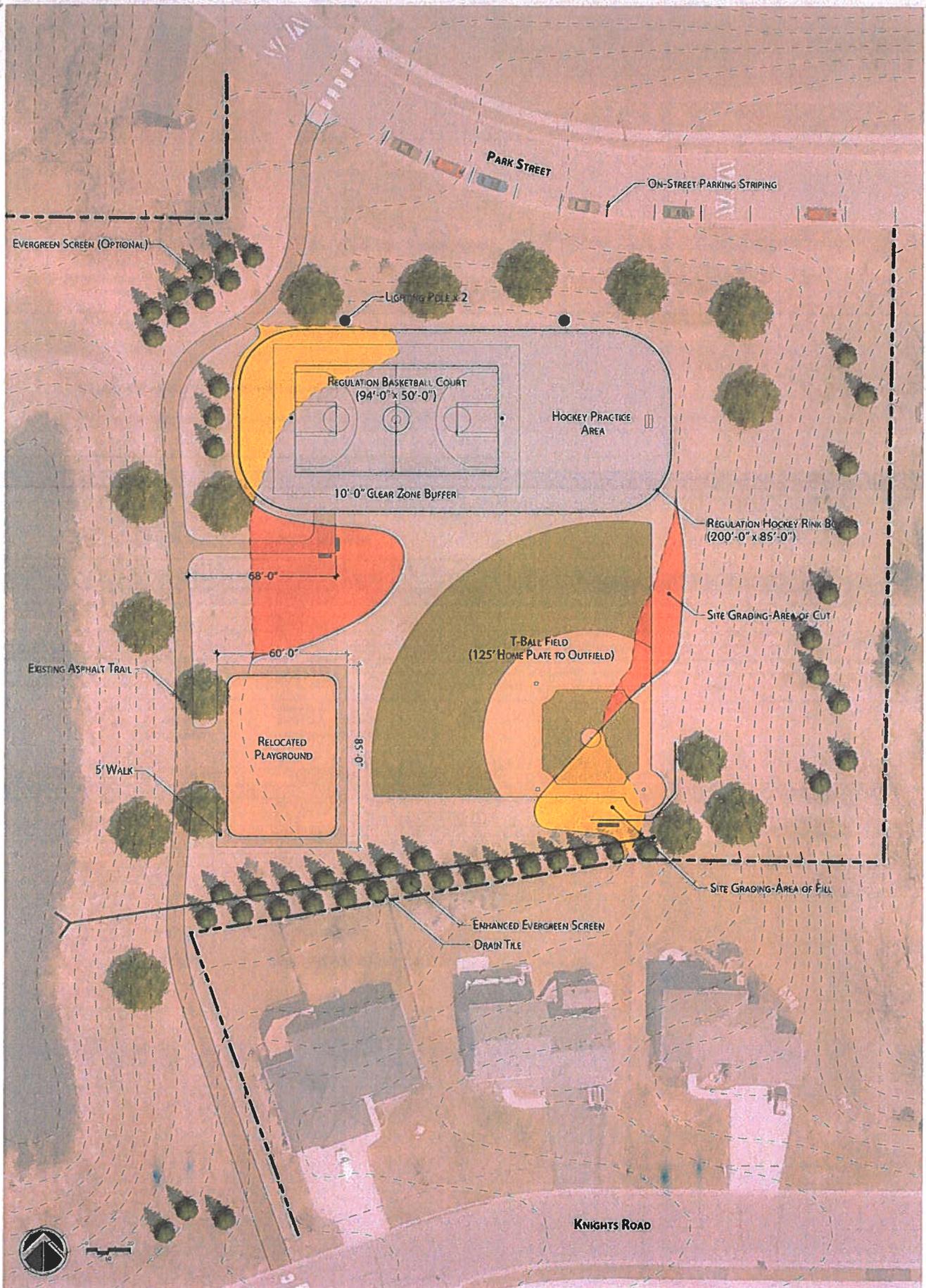
The costs of the project are outlined in the attached estimate. The Master Plan proposes a 3-phase repurposing of Rowena Pond Park – the first would be this year consisting of relocation of the current playground. Staff has obtained a low bid from Midwest Playscapes for doing the work, which would be done upon approval of the Master Plan using Park Capital Budget funds. The next phase is the relocation of the ballfield, which would need to be done in the Fall, so that grass could grow in time for the start of the following T-Ball season. If it isn't ready for use, then current field could still be used. The final phase would be the lighted full-size hockey rink and regulation basketball court. The final 2 phases are not yet budgeted for, but would be done as funds, grants, and other resources are found to complete them. More details on the costs and phasing will be discussed with Council at the WorkSession.

ACTION:

The Parks Commission is seeking comments from the City Council on the Master Plan for Repurposing Rowena Pond Park for placement on a future Council Agenda for Approval

ATTACHMENTS:

1. Master Plan Concept
2. Master Plan Cost Estimates



ROWENA POND PARK

CONCEPTUAL MASTER PLAN



BOLTON & MENK, Inc.
January 3, 2017

Rowena Pond Park, Elko New Market, MN

Preliminary Opinion of Probable Cost

Item	UNIT	QUANTITY	UNIT COST	TOTAL	Comments	
Park Improvements - Phase I - Playground Relocation						
1	Remove Salvage and Reinstall Existing Playground (Bid Price through May)	LS	1	\$8,000.00	\$8,000.00	
				Subtotal	\$8,000.00	
				Contingency (10%)	\$800.00	
				Preliminary Total	\$8,800.00	

Item	UNIT	QUANTITY	UNIT COST	TOTAL	Comments	
Park Improvements - Phase II - Ball Field Relocation/Site Prep						
1	Mobilization	LS	1	\$5,000.00	\$5,000.00	
2	Remove Tree	EA	5	\$0.00	\$0.00	*City to Complete Work
3	Earthwork/Grading	LS	1	\$10,000.00	\$10,000.00	
4	Relocate Baseball Field	LS	1	\$20,000.00	\$20,000.00	
6	Coniferous Tree	EA	12	\$0.00	\$0.00	*City to Complete Work
7	Seed	LS	1	\$3,000.00	\$3,000.00	
8	Drain Tile @ South Property Line	LF	250	\$5.00	\$1,250.00	
9	Silt Fence	LF	450	\$3.75	\$1,687.50	
				Subtotal	\$40,937.50	
				Contingency (10%)	\$4,093.75	
				Preliminary Total	\$45,031.25	

Item	UNIT	QUANTITY	UNIT COST	TOTAL	Comments	
Park Improvements - Phase III - Hockey/Basketball Rink						
1	Mobilization	LS	1	\$13,000.00	\$13,000.00	
2	Concrete Pavement for Hockey Rink (4" Depth)(85'x200')	SF	16,300	\$6.00	\$97,800.00	Bituminous Alternative ~\$85,000
3	Basketball Hoop (With Installation)	EA	2	\$4,800.00	\$9,600.00	
4	Hockey Rink Boards	LS	1	\$40,000.00	\$40,000.00	
5	Hockey Rink Lighting (Pole + Installation + Electrical)	LS	1	\$6,700.00	\$6,700.00	
6	4" Bituminous Trail Extensions	SF	1,950	\$5.00	\$9,750.00	
7	Pavement Striping (Roadway)	LS	1	\$500.00	\$500.00	
				Subtotal	\$177,350.00	
				Contingency (10%)	\$17,735.00	
				Preliminary Total	\$195,085.00	
				Overall Preliminary Project Total	\$248,916.25	



TREE AND HORTICULTURAL SPECIALISTS

a **DAVEY** company

S&S Tree and Horticultural Specialists
405 Hardman Ave
South St. Paul, MN 55075
Phone: (651) 451-8907 Fax: (651) 451-1787
Email: mrehtder@sstree.com



Client

10/19/2017

CITY OF ELKO NEW MARKET
MARK NAGEL
601 MAIN ST
ELKO NEW MARKET, MN 55054-5469

Proposal #: 20046604-00000545
Account #: 6245688
Work: (952) 461-2777

<u>Plant Health Care</u>	<u>Service Period</u>	<u>Price</u>	<u>Tax</u>	<u>Total</u>
<input type="checkbox"/> Emerald Ash Borer-2yr cycle	Summer	\$2,898.00	\$213.73	\$3,111.73

Treat 17 ash trees in Wagner, Rowena, and Historic Elko Parks against EAB. Trees have been chosen based on location, size, and condition through the EAB management plan.

One trunk application of emamectin benzoate to minimize Emerald Ash Borer. This will last 2 years. S&S will provide a 10 year guarantee on the treatment of your ash tree with Tree-Age (Emamectin benzoate) if treatment cycles are continuous and all health recommendations from arborist are followed to insure health of the tree. The guarantee will begin at the time of the treatment following a visual health inspection by a Plant Health Care Technician. The technician will inspect for new signs of crown dieback, insect galleries, exit holes, etc.)

Sales tax will be added per local jurisdiction unless tax exempt form is on file.

Yes, please schedule the services marked above.

No Deposit may be required upon acceptance

Deposit payment options we accept are check or credit card

\$ 00 Deposit Required / \$ _____ Deposit Received

To pay by check mail to

To pay by credit card call

Upon completion of work, please charge balance to credit card Yes No

S&S Tree and Horticultural Specialists
405 Hardman Ave
South St. Paul, MN 55075

(651) 451-8907



ACCEPTANCE OF PROPOSAL: The above prices and conditions are hereby accepted. You are authorized to do this work as specified. I am familiar with and agree to the terms and conditions appended to this form. All deletions have been noted. I understand that once accepted, this proposal constitutes a binding contract. This proposal may be withdrawn if not accepted within 30 days.

Mark Rehder

Mark Rehder ISA Certified Arborist Tree Risk Assessor Qual.

Authorizing Signature

Date

Client Care Guarantee

We use quality products that are administered by trained personnel. We guarantee to deliver what we have contracted to deliver. If we do not, we will work with you until you are satisfied, or you will not be charged for the disputed item. Our Client Care Guarantee demonstrates our commitment to creating lifelong client relationships.

Tree Care

PRUNING: Performed by trained arborists using industry and Tree Care Industry Association (TCIA) approved methods.

TREE REMOVAL: Removal to within 6" of ground level and cleanup of debris.

STUMP REMOVAL: Mechanical grinding of the visible tree stump to at or just below ground level. Stump area will be backfilled with stump chips and a mound of remaining chips will be left on site unless otherwise stated in the contract. Chip removal, grading and soil backfill are available.

CLEAN-UP: Logs, brush, and leaves, and twigs large enough to rake are removed. Sawdust and other small debris will not be removed.

CABLING/BRACING: Cabling and bracing of trees is intended to reduce damage potential. It does not permanently remedy structural weaknesses, is not a guarantee against failure and requires periodic inspection.

Tree and Shrub Fertilization/Soil Care

Your arborist will assess your property's overall soil conditions either through physical assessment or through soil testing and will recommend a soil management program to help the soil become a better medium to enable healthy plants to thrive or unhealthy plants to regain their vitality. SoilCare programs will include fertilizers, organic humates, fish emulsions and other organic soil conditioners.

Our advanced formula, Arbor Green PRO, works with nature to fertilize without burning delicate roots, building stronger root systems and healthier foliage. It contains no chlorides or nitrates. It is hydraulically injected into the root zone and the nutrients are gradually released over time. Research and experience shows the dramatic benefits Arbor Green PRO provides: greater resistance to insects and diseases, greater tolerance to drought stress, increased vitality, and healthier foliage.

Tree and Shrub Fertilization

Our advanced formula, Arbor Green PRO, works with nature to fertilize without burning delicate roots, building stronger root systems and healthier foliage. It contains no chlorides or nitrates. It is injected into the root zone and the nutrients are gradually released over time. Research and experience shows the dramatic benefits Arbor Green PRO provides: greater resistance to insect and disease, greater tolerance to drought stress, increased vigor, and healthier foliage.

Tree and Shrub Plant Health Care

PRESCRIPTION PEST MANAGEMENT: Customized treatments to manage disease and insect problems specific to plant variety and area conditions. Due to the short term residual of available pesticides, repeat applications may be required.

INSECT MANAGEMENT: Inspection and treatment visits are scheduled at the proper time to achieve management of destructive pests. Pesticides are applied to label specifications.

DISEASE MANAGEMENT: Specific treatments designed to manage particular disease problems. Whether preventative or curative, the material used, the plant variety being treated, and the environmental conditions all dictate what treatment is needed.

EPA approved materials will be applied in accordance with State and Federal regulations.

Lawn Care

FERTILIZER AND MECHANICAL SERVICES: Balanced fertilizer treatments applied throughout the growing season help provide greener turf color and denser root development. To help bring about a better response to these applications, we also provide aeration, lime, overseeding, and lawn renovation.

WEED CONTROL AND PEST MANAGEMENT: Broadleaf weed control is spot-applied during the active growing periods of the year. It is not broadcast over the entire lawn. Granular weed management may be broadcast. We also offer pre-emergent crabgrass management in the spring and, if needed, a postemergent application later in the year. Our surface insect management is timed to reduce chinchbugs, sod webworms, and billbugs. We also offer a grub management application. Disease management materials and treatments are matched to particular disease problems. This usually requires repeat applications.

Other Terms and Contract Conditions

INSURANCE: Our employees are covered by Worker's Compensation. The company is insured for personal injury and property damage liability. Proof of insurance can be verified by requesting a copy of our Certificate of Insurance.

WORKING WITH LIVING THINGS: As trees and other plant life are living, changing organisms affected by factors beyond our control, no guarantee on tree, plant or general landscape safety, health or condition is expressed or implied and is disclaimed in this contract unless that guarantee is specifically stated in writing by the company. Arborists cannot detect or anticipate every condition or event that could possibly lead to the structural failure of a tree or guarantee that a tree will be healthy or safe under all circumstances. Trees can be managed but not controlled. When elevated risk conditions in trees are observed and identified by our representatives and a contract has been signed to proceed with the remedial work we have recommended, we will make a reasonable effort to proceed with the job promptly. However, we will not assume liability for any accident, damage or injury that may occur on the ground or to any other object or structure prior to us beginning the work. Site inspections do not include internal or structural considerations unless so noted. Unless otherwise specified, tree assessment will not include investigations to determine a tree's structural integrity or stability. We may recommend a Risk Assessment be conducted for an additional charge.

TREE CARE STANDARDS: All work is to be performed in accordance with current American National Standards Institute (ANSI) Standard Practices for Tree Care Operations.

OWNERSHIP OF TREES/PROPERTY: Acceptance constitutes a representation and warranty that the trees and property referenced in this quote are either owned by the signee or that written permission has been received to work on trees which are not on the signee's property.

TIME & MATERIAL (T&M): Jobs performed on a T&M basis will be billed for the time on the job (not including lunch break), travel to and from the job, and materials used.

BILLING & SALES TAX: All amounts deposited with us will either be credited to your account or applied against any amounts currently due. Our invoices are due net 30 days from invoice date. Services may be delayed or cancelled due to outstanding account balances. Sales tax will be added as per local jurisdiction. Clients claiming any tax exempt status must submit a copy of their official exempt status form including their exemption number in order to waive the sales or capital improvement tax.

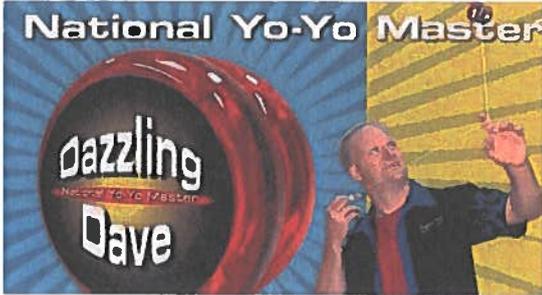
PAYMENT: We accept checks and credit cards. Credit card payments may be made online at our web site. Paying by check authorizes us to send the information from your check to your bank for payment.

UNDERGROUND PROPERTY: We are not responsible for any underground property unless we have been informed by you or the appropriate underground location agency.

SCHEDULING: Job scheduling is dependent upon weather conditions and work loads.

February 1st
DAZZLING DAVE

Dazzling Dave, the Yo-Yo Master will provide entertainment, education and Fun! Dazzling Dave mixes in amazing tricks with some basic physics and a chance for YOU to learn how to use a Yo-Yo.



February 8th
MAD SCIENCE

Have fun with physics as we create lightning indoors! See electricity at work as we float pie tins and make a pickle light bulb! Discover the power of a Tesla coil as we use it to ignite a cannon.



**FREE
EVENTS**

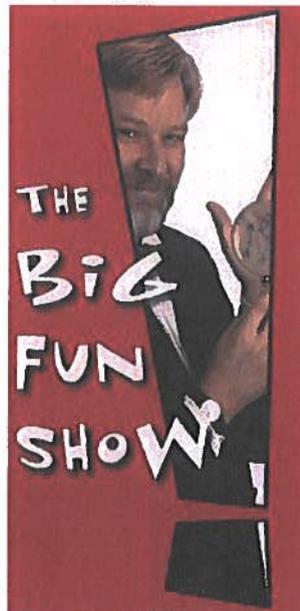
**FEBRUARY
FUN
NIGHTS**

Events Begin
at 6:30 pm.

ENM Library

February 15th
**THE BIG FUN
SHOW**

For the first time ever in Elko New Market, the Big Fun Show stops by for a one-man circus event. This great entertainment show includes comedy, juggling, magic, and modern vaudeville!



**Reptile &
Amphibian
Discovery
Zoo**



February 22nd
RAD ZOO

The RAD Zoo will bring reptiles and amphibians, which could include frogs, a salamander, turtles, lizards, snakes, and a small alligator. The audience will be able to touch some of the animals.

ELKO NEW MARKET PARKS COMMISSION

2018 GOALS

- 1. Rehab Existing Half Court Basketball Courts at Wagner Park and Wood Crest Park**
- 2. Consider JPA with New Market Township for Tennis Courts and Other Recreational Facilities**
- 3. Complete Update of Parks Element – 2040 Comp Plan**
- 4. Establish/Consider Lighting Sledding Hill at Windrose Park**
- 5. Continue to Expand Children, Teen, Adult and Senior Recreational Programming with Lakeville Community Ed, New Prague Community Ed, and Three Rivers Parks**
- 6. Consider Development of Trail Links – Westside of Xerxes Ave from Ptarmigan Rd/Ct to CSAH 2; RR Tracks from Old Elko to Vermillion River**
- 7. Approve/Implement Phase 1 for Repurposing Rowena Ponds Park**
- 8. Conduct RFP Process for Repurposing Woodcrest Park**
- 9. Study Feasibility of a Parking Lot for Windrose Park**
- 10. Develop Marketing Plan for Park Programs**
- 11. Complete 2040 Comprehensive Plan Process**

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- 12. Develop Landscape Plan for City Parks**
 - 13. Complete Installation of Little Libraries in City Parks**
 - 14. Establish a Farmer's Market**
 - 15. Develop Social Media Marketing Plan for Park Programs**
 - 15. Complete Installation of New Skate Park Equipment**
 - 16. Replace Old Swing Sets at Old Elko City Hall Park**
 - 17. Develop Financial Plan for Purchasing Property for a Community Park**
 - 18. Complete Installation of the 3 Little Free Libraries**
-

**ELKO NEW MARKET
PARKS COMMISSION**



ANNUAL REPORT

2017

INTRODUCTION

As we do each year, it is time to pause and reflect on the accomplishments of 2017, as we prepare for 2018. Many planned 2017 goals were accomplished, some will need to be shifted to 2018 as goals for the coming year, and there were additional achievements that were not anticipated or reflected on the 2017 goals list, but added to the parks and recreational opportunities in the community.

ACCOMPLISHMENTS

In 2010, the City Council added the Community-Oriented Local Government philosophy to the framework of conducting city business and providing public services. The Parks Commission strove to include the 5 key components – community involvement, organizational improvements, problem-solving, performance measurement, and professionalism – in its work during the year. Examples in 2016 of Parks Commission Staff and Members' efforts to follow that philosophy by giving their own time for community events included:

- Working with the Elko Express Baseball club on a successful effort to bring Minnesota Twins Baseball Clinic to Elko New Market again (45 kids attended the 2 sessions)
- The third Don Quixote 5K Fun Run to benefit Windmill Animal Rescue (30 kids and 45 adults for a total of 75 participants)
- The annual Halloween Party (183 kids and an estimated 320 adults for an estimated 500 people)
- The annual Egg Hunt (242 kids and estimated 358 adults for an estimated total of 600 people)
- Participation on the Community & Civic Events Committee (CCEC)
- Serving on the New Prague Community Ed Advisory Board
- Involvement in National Night Out for the 6th year in a row
- With the assistance of Scott County, implementing a Recycling program at City Parks.
- Working with Eagle Scouts on the Pete's Hill Garden Project and Constructing Bike Racks for the Library and Parks.
- The 10th Anniversary Celebration at Wagner Park Shelter in August

These events and Staff/Commission member participation help to create a sense of community in Elko New Market and increase recreational options for citizens. The Parks Commission will continue to engage the public, solicit their input, and use it to formulate and implement programming that meets community needs. According to DataBank USA, it is also a tremendous value to the City, since each volunteer is estimated to be worth \$21.90 an hour in Minnesota!

GOALS FOR 2017

Starting with goals set in January of 2017, the Parks Commission's sixth goal-setting process; the following goals were set for 2017:

1. Complete Construct Pete's Hill "Lookout" Trail segment and rest area with remaining SMSC grant funds
2. Update the 2015 – 2019 CIP
3. Complete purchase of Tables/Chairs for Wagner Park Shelter
4. Update Parks Website
5. Complete Construction of SkatePark Fence
6. Develop Plan for Repurposing Rowena Pond Park
7. Develop Plan for Repurposing Woodcrest Park
8. Rehab Existing Half-Court Basketball Courts at Wagner Park and Woodcrest Park
9. Increase the number of Community Ed programs available to Teens, Adults and Senior Citizens thru Lakeville Community Ed and New Prague Community Ed
10. Consider a Joint Powers Agreement with New Market Township for joint facilities and recreational programs
11. Expand with New Prague Community Ed and Three Rivers Parks District for Outdoor Recreational Programming
12. Complete establishment of a sledding hill at Windrose Park
13. Expand/Increase Attendance at Summer Movies/Music Series
14. Expand/Increase Attendance at Winter Events
15. Assist the Church of St. Nicholas in maintaining/upgrading their playground
16. Consider Development of Trail Links: (1) Westside of Xerxes Avenue from Ptarmigan Court to CSAH 2 and (2) the RR Tracks from the Old Elko Townsite to the Vermillion River
17. Study the Feasibility of a Parking Lot for Windrose Park
18. Consider a Coordinated Response to the Emerald Ash Borer Disease
19. 2040 Comp Plan Process

This was an ambitious set of goals. The Parks Commission successfully tackled all of them; although, some remain for completion in 2017 and will be retained as part of the 2017 Goals.

2017 GOAL ACCOMPLISHMENTS

While the goal of achieving an attendance increase in the Movie/Music events at Wagner Park series was not met - an estimated 580 people attended the 8 events, which was down from the 700 in 2016 for 10 events down from 2016 – the average attendance for each event was slightly higher. While the Parks Commission decided not to move forward with a splash pad in 2015 due to the cost, the addition of water inflatables have been an inexpensive addition to the Summer programming the past 2 years have proved to be a popular and the primary reason for the growth in attendance.

Based on the success of the Summer series, the Parks Commission decided to move forward with establishing a Winter Movie/Music series at the library during February and March of 2015. Six (6) movies were shown with total attendance estimated at 130 people for the first year. A Goal for 2016 was to build on this attendance figure for the 5-week series entitled "March Madness". The Parks Commission nearly doubled attendance to 247 in 2016. Due to cost constraints, it became a 4-week

entitled “Bringing the Zoo to You” in 2017, so attendance was lower at 210, but, like the Summer program, had a higher average event attendance.

The key to expansion of programming in 2017 was working with New Prague Community Ed and Three Rivers Parks for Winter Outdoor events, such as Winter Survival Skills; Snowshoeing; and Geocaching for S'Mores at Wagner Park. In 2018, the Parks Commission will cross list programs with both entities allowing them to sign up for programming at Three Rivers Parks in Scott County.

2017 also saw the completion of the update of the Parks Commission website. Kudos to Stephanie Schultz for making it more informative, visual, interactive and enabling residents to register for programs put on by Lakeville and New Prague Community Ed on the City's website!

Another important project continuing was the Pete's Hill “Lookout” Trail segment, where the installation of the “Lookout” bench, plantings and repainting of the flag were completed. Thanks to now Eagle Scout Eric Meyer for doing the red, white, and blue flower planting and the family of Drew Bicknell for the gift of the new bench! Perhaps the highlight of the Pete's Hill “Lookout” Project was the repainting of the flag by Nick Slavik! It is being discovered by hikers, used by families for picnics, and even a Sunrise Service by Tapestry Vineyard Church!

Thanks to the City Council for funding the survey of emerald ash trees on City property to determine whether or not the infestation of the ash borer has come to Elko New Market. The survey, completed by S and S Tree Service, shows that there are no trees that have the disease, but the bad news is that the disease has reached Lakeville. There are 17 emerald ash trees worth saving on City property, so the Parks Commission will be discussing the cost and need to save them in early 2018.

The Trail “links” – the Westside of Xerxes Avenue from Ptarmigan Court to CSAH 2 and along the railroad tracks from Downtown Elko to the Vermillion River, will be part of the 2040 Comp Plan Update, which help focus the need for funding construction of these 2 key trail links.

Speaking of the 2040 Comp Plan, after working with the Parks Commission on the Policy parts of the Park Element, Staff spent the final 2 months of 2017 producing a rough draft for the consideration by Commissioners at the January, 2018 meeting. Thanks to Bob Kirmis and Renee Christianson for their help on completing the Parks Element.

In 2017, after months of planning and discussion, the Parks Commission and City Council committed \$44,000 to upgrade the equipment in the SkatePark. The new, quieter equipment will be installed in Spring, 2018.

The transformation of the Little Windrose Hockey Rink into a portable, full court, regulation basketball court was completed in Fall, 2016, but the Summer of 2017 was first full season of use. It turned out to be well used by kids! It's the City's first outdoor basketball court; although, funding did not allow for the rehab of the City's two other (2) outdoor, half-court basketball venues – it remains a goal for 2018. It is expected that the one half-court at Woodcrest Park will be rehabbed as part of a planned re-purposing of Woodcrest Park in the next 2 to 4 years depending on funds.

Also, at Little Windrose Hockey Rink, the lights were turned on for the first time on January 4, 2017; although most of the work was done in 2016. This has proven to be very popular addition to the rink and extends the use into the evening hours by kids.

Other goals accomplished in 2017 include:

- The Approval of a Draft plan for Repurposing Rowena Pond Park
- The completion of the 2017 – 2021 Parks Capital Improvement Program
- Completion of upgrade of the playground at St Nicholas Church

- Completion of the purchase of tables/chairs for the Wagner Park Shelter
- Consideration of parking options for Windrose Park
- Completion of an RFP for Woodcrest Park

There were other accomplishments in 2017 that were not the initial list of goals, which included:

1. The continued expansion of the Archery program – 4 sessions 52 kids
2. Selected a new vendor for provision of porta-potties
3. Providing input on Park Dedication for 3 Site Plans for the Planning Commission
4. Pete's Hill streetlight decision with implementation in 2018
5. Working with Eagle Scout Hartman Sadusky to provide bike racks at City Parks
6. Replacing towels at the Wagner Park Shelter with air dryers
7. Rehabilitated City playgrounds by adding wood fiber for a safer play area
8. Continued working relationship with New Market Baseball Association – 180 kids for baseball and 90 kids for softball.
9. Working with Kevin Remer on his Eagle Scout project – building bike racks for City parks and buildings
10. In 2016, a grant of \$5,600 was received from Scott County to revive a recycling program in City parks and buildings – it was implemented in 2017.

All of these accomplishments were completed and the Parks Department was under its approved budget for 2017!

There were also goals that did not get completed, such as:

- Rehabilitation of the 2 half-court basketball courts
- A cooperation agreement with New Market Township on Joint Park development and programming, especially tennis courts
- Trail links along Xerxes Avenue and the RR Tracks through Downtown Elko
- Windrose Park Sledding Hill implementation

These goals will be included in 2018, along with new goals from the upcoming Parks Commission 2018 Goals Process, which will be complete by February, 2018. This year, the Parks Commission has made an effort to include City Council and Staff in the process by asking for their input on goals for 2018.

NEW PRAGUE AREA COMMUNITY EDUCATION

The Joint Powers Agreement with New Prague Area Community Education, signed in 2008 and updated in 2011, continues to pay dividends for Elko New Market recreation programs at minimal expense. In 2017, the youth soccer program drew 280 kids – down slightly from 330 in 2016, 302 in 2014, 326 in 2013 and 314 in 2012. But, more importantly, the City is now at “breakeven” in costs to provide this program. Late in 2017, the City was approached by the New Prague Soccer Club on expanding field use for their 600 youth ages 10 and up (200 are from Elko New Market) involved in traveling programs, so we will be working with them in 2018. Soccer continues to grow!

Winter, summer and fall Community Education programming was offered at Eagle View Elementary School including:

- Adult Open Basketball
- Chess
- Woodworking
- Sculpture
- Video game creation
- Science Explorers
- Acting
- Cooking
- Art
- Adult Yoga
- Electronics
- Self Defense for Kids
- Adult Hall Walking
- Mini-Camps for Football, Basketball and Volleyball
- Spanish for Kids
- Preschool Reading
- Special trips
- Pet First Aid
- Archery
- LEGO Engineering Camp
- Candy Making

This partial list is few of the many classes offered for the to the community in 2017. It is important to remember that before fall of 2008, there was NO community education programming in Elko New Market and that 2014 was the first year that the Parks Commission offered programming winter, spring, summer and fall and had an Agreement with Lakeville Community Ed for joint programming.

LAKEVILLE AREA COMMUNITY EDUCATION

In 2014, the City signed a Joint Powers Agreement with Lakeville Area Community Education, similar to the one with New Prague Area Community Education, which is paying dividends in additional programming for residents. Three recent successful examples were:

- The joint effort with Northfield Hospitals to provide health seminars to seniors (5 seminars 80 people in attendance)
- 44 adults attended two "Start your Own Business" seminars and computer classes for seniors at the new Community Room in the Library.
- There were also summer programs for teens on robotics, babysitting and dance.
- Home Alone Safety sessions
- Computer and I-Phone seminars for seniors
- Pilates, Yoga, and Line Dancing were new this 2018

Since Lakeville Community Education is running much of their programming at the Community Room at the Library, another benefit is increased use of that facility.

The Parks Commission hopes to continue to expand this programming relationship 2018 with Lakeville Community Education!

PARKS USE & RENTALS

The city parks were used in 2017 by the community for everything from model rocketry, to football practice, to lacrosse practice, to tug-of-war practice, to Zumba classes, to yoga, as well as the usual picnics, family events, wedding receptions, youth baseball/softball, Eagle View Elementary "Fun Days", New Market Bank's senior event, daycares, as a "pit stop" for HIV/AIDS Red Ribbon Bike Ride and the Cystic Fibrosis Ride for Life fundraisers, Fire Rescue Days, and even Vacation Bible School for Faith Community Church and Crossroads Church.

In 2017, the Parks Commission revised the Rental Agreement for the Shelter, along with raising the fees \$50 (but including sales tax, so the effect was about \$30) for both residents and nonresidents. Neither the Agreement, nor the fees had been adjusted since the Shelter opened in 2012.

Elko New Market parks are being used by residents and businesses, as the recent Community Survey results below show! More evidence is that there was actually a line waiting to rent the Shelter for 2018 when reservations were opened on December 1st !

2015 COMMUNITY SURVEY

Based on the results of the 2015 Community Survey, the Parks Commission continues to align projects and programming with the resident needs:

- 93% of households surveyed believe that the City's Recreational Programming meets their needs. This number is up from 68% in 2012. 93% is the norm when compared to other cities. In 2012, 8% called programming "excellent", while 60% called it "good." In comparison, 42% called recreational programming "excellent", while another 51% called it good in 2015. This is a significant change driven by the Parks Commission's efforts to work directly with Lakeville Community Education and New Prague Community Education and starting in 2016, Three Rivers Park District, to broaden and expand programming to all demographic segments.

What can we improve? While the City is successfully working to meet the needs of

Youth Programming - in 2012, 68% thought it could be improved, but in 2015, it was at 0% - it is equally evident that improving Adult and Teen Recreational Programming should be a goal for the Parks Commission. The Winter programming developed by the Parks Commission over the past 2 years is an attempt to expand opportunities for family participation.

- 89% of households surveyed believe that the City's Recreational Facilities meet their needs. This is up from 85% in 2012. The largest improvement was in the use of trails/sidewalks, which moved from 72% to 83%. Comparatively, this puts Elko New Market in the Top Quartile of cities. But, more needs to be done to connect trail segments – this is a key goal of the Park Element of the 2040 Comp Plan.
- In 2012, 84% rated Park Maintenance as "good" or "excellent", while 2015, 93% rated it "good" or "excellent". Again, the major difference was in the movement from "good" to "excellent" - 21% in 2012 to 43% in 2015. The Parks Commission has made upgrading of both the ballfields and playground equipment a priority over the past 5 years. Kudos goes to the Public Works Department for their hard work in implementing these priorities. What can we improve? Based on the Survey, the community would like to see a new, regulation Ice Rink on the New Market side, along with a full-sized basketball court. These 2 priorities are part of the Re-Purposing of Rowena Pond Park that was approved by the Parks Commission in late 2017.
- 42% of households surveyed have participated in City Recreation Programs. This is up from 33% in 2012. More importantly, 91% were satisfied with their experience! According to the Survey, this level of satisfaction with both the facilities and programming for recreation places Elko New Market in the Top 10 Communities in the Metro area. What can we improve? Parks Commission must continue to work with our partners, Lakeville Area Community Education, New Prague Area Community Education, and Three Rivers Park District to broaden recreational program offerings. The Parks Commission would like to see this percentage approach 50% when the survey is done again in 2018.

The 2015 Community Survey results will drive the Parks Commission's 2018 (and beyond) Goals Process to meet the recreational needs of residents. The Parks Commission looks forward to working with the City Council and Planning Commission to complete the 2040 Comp Plan to solidify in the future park and trail needs of the residents.

IN CONCLUSION

Thanks to the City Council and City Administrator for their support of the Parks Commission's projects and programs; the Parks Commissioners for their many hours of hard work to meet these goals; the Public Works Superintendent Corey Schweich and the Public Works Department for maintaining the parks; Chief of Police Steve Mortenson and the Police Department for insuring the parks remain safe; and the City staff Sandy Green and Stephanie Schultz for all of their efforts behind the scenes to implement these projects and programs this year. City Attorney Andrea McDowell Poehler; City Engineer Rich Revering, and City Planner Bob Kirmis were instrumental in getting these projects off the ground, as well. The success in reaching these goals was in great part due to their expertise. It truly was a team effort by all!

Of course, the best part is that we get to do it all over again in 2018 starting with the Parks Commission Goal-Setting process at the January meeting!

Dazzling Dave

February 1, 2018

Invoice # 1213

Elko New Market Library

Elko New Market, MN

Description	Cost
Yo-Yo Blast fun show on Feb 1, 2018 at 6:30	\$300
Travel fee	\$45
Total Amount Due	\$345

Please have payment available after the show, or send to:

Dave Schulte

6354 Edgemont Circle N.

Brooklyn Park, MN 55428

• 763-229-9696

dave@dazzlingdave.com

Schlomka's Portable Restrooms & Mobile
Pressure Washing LLC
P.O Box 2429
Inver Grove Heights, MN 55076
651-332-4200



INVOICE

BILL TO

City of Elko New Market
601 Main Street, P.O. Box 99
Elko New Market, MN 55020-
0099

INVOICE # 4175

DATE 01/31/2018

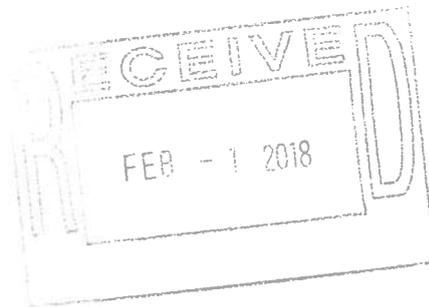
DUE DATE 03/02/2018

TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
ADA UNIT 01/01/2018-01/31/2018 - ADA UNIT* (Little Windrose Park -12511 Oakridge Way)	1	130.00	130.00
ADA UNIT 01/01/2018-01/31/2018 - ADA UNIT* (Wagner Park -220 St. Mary St)	1	130.00	130.00

BALANCE DUE

\$260.00





New Prague Area Community Education
 410 Central Avenue North, Suite 300
 New Prague, MN 56071
 Phone 952-758-1734 Fax 952-758-1739

INVOICE

INVOICE #1454
 DATE: JANUARY 22, 2018

TO:
 City of Elko New Market
 PO Box 99
 Elko New Market, MN 55020-0099

FOR:
 Jessica Davidson
 Movies and Events in the Park

DESCRIPTION	#	RATE	AMOUNT
Reimburse for payment made to Jessica Davidson 5/31/17	20 hours	\$25/hour	\$500.00
FICA			\$31.00
Medicare			\$7.25
PERA			\$37.50
Reimburse for payment made to Jessica Davidson 9/16/17	34 hours	\$25/hour	\$850.00
FICA			\$57.70
Medicare			\$12.33
PERA			\$63.75
Make all checks payable to: New Prague Area Community Education 410 Central Avenue North, Suite 300 New Prague, MN 56071			TOTAL \$1,559.53
Please remit within 30 days. Thank you for your business!			

