

**ELKO NEW MARKET PARKS COMMISSION  
REGULAR MEETING AGENDA  
TUESDAY, JANUARY 9, 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 November 28, 2017 and December 12, 2017 Parks Commission Meetings (Attached)**
- 5. Petitions, Requests, and Communications**
  - a. Outdoor Recreation: Winter Adventures Ahead...PPT from Scott County Parks and Three Rivers Parks (Attached)**
- 6. Updates:**
  - a. Review Parks Commission Update for December 28, 2017 (Attached)**
  - b. CCEC Update (Chair Sutton)**
  - c. New Prague Community Ed Advisory Board Meetings**
- 7. Old/New Business**
  - a. Update on Rowena Pond Park Re-Purposing Costs (Attached)**
  - b. Consider Emerald Ash Tree Treatment Program (Attached)**
  - c. Consider Approval of Winter Program at ENM Library (Handout at Meeting)**
  - d. Discussion/Action on Park Element for 2040 Comp Plan (Handout at Meeting)**
  - e. 2018 Goals for Parks and Recreation Commission (Attached)**
  - f. Consider Approval of Bills: MRPA Membership Dues and Display Case for ENM 10<sup>th</sup> Anniversary**
  - g. Other Business**
- 8. Set Next Meeting**
  - a. Regular Parks Commission Meeting on Tuesday, February 13, 2018 @ 4 PM @ ENM City Hall**
- 9. Park Commissioner Comments**
- 10. Adjournment**



**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, NOVEMBER 28, 2017  
REGULAR MEETING MINUTES**

**PRESENT:**

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

**CALL TO ORDER:**

The meeting was called to order at 4:05 PM in Conference Room A at Elko New Market City Hall, 601 Main Street.

**APPROVE AGENDA:**

Mr. Nagel thanked Parks Commissioners for rescheduling the November 14<sup>th</sup> regular date for the meeting to this evening. He said that there were 3 bills – Schlomka's Portable Restrooms; the American Ramp Company, and the MRPA Professional Membership dues for 2018 - for payment, which should be added to the November 28<sup>th</sup> Meeting Agenda under 7F. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the October Meeting Agenda was unanimously approved by the Parks Commission.

**CITIZEN COMMENTS:**

There were no citizen comments made at the November parks Commission Meeting.

**APPROVAL OF MINUTES OF OCTOBER 10, 2017 PARKS COMMISSION MEETING:**

Upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, the Parks Commission Minutes for the October 10, 2017 meeting were unanimously approved by voice vote with no revisions.

## **PETITIONS, REQUESTS, AND COMMUNICATION:**

Mr. Nagel handed out an article on 2017 NRPA Survey on Recreation and Parks Budget Priorities for Cities for informational purposes.

## **UPDATES:**

Mr. Nagel reviewed the October 31, 2017 ENM Parks Commission Update, which contained 16 items, with the Commissioners.

Chair Sutton reported that the Halloween Party was held on Saturday, October 28<sup>th</sup> at Eagle View Elementary School. An estimated 182 kids attended the event.

Mr. Nagel reported that the Merger History display case to be placed in the library was now constructed, but the display itself was still being worked on and that he hoped to have a future Parks Commission meeting at the Library to see it when it was done.

## **OLD/NEW BUSINESS:**

At their November 9<sup>th</sup> Meeting, Mr. Nagel said that the City Council approved the recommendation from the Parks Commission that a contract for purchasing new SkatePark equipment from the American Ramp Company for an amount not to exceed \$44,362.66. Mr. Nagel said that ½ of the payment would be made before the end of the year, while the other half would be made after installation of the new equipment. He said that details on an installation schedule were still be worked on, but he hoped to have further information by the December Update.

Mr. Nagel presented an update on the request from the Elko Express Baseball team to construct an entrance near the grandstand that would enclose Old Elko City Hall Park playground equipment. He said that the team proposed leave the gate open for public use of the playground equipment at all times with exception of days when there were ball games. At the October meeting, the Parks Commission unanimously recommended that the request by the Elko Express Baseball team be approved by the City Council with the condition that the playground equipment be moved further to the west, if feasible. He passed out an email from the City Attorney that noted that fencing the Park would not meet the standard for Public

Use, since there would be times that the Park would not be accessible; therefore, the fence would need to be placed such the Park has full, 24/7 public access. He said that he will be meeting with team representatives in mid-December to convey the information to them and be back to the Parks Commission at the January, 2018 meeting.

Mr. Nagel reviewed the re-purposing plan for Rowena Pond Park, which included moving the T-Ball field and park equipment to make room for lighted hockey rink/basketball court, for approximately \$244,000. He said that a Public Meeting on the project was held on Thursday, October 26<sup>th</sup> from 5 PM to 7 PM in Conference Room B with 7 people attending. They noted a drainage problem near the new location of the T-Ball field that should be taken care of. With that in mind, Mr. Nagel said that the next step was to firm final costs and bring the concept for re-purposing Rowena Pond Park forward for consideration by the City Council at a future meeting. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Commissioners unanimously approved a motion to recommend approval of the Master Plan for the Re-Purposing of Rowena Pond Park by the City Council.

Mr. Nagel said that he had not completed the final draft of the Park Rental Form, so requested the item be tabled until the December 12<sup>th</sup> Parks Commission Meeting. He said that when he receives that he will make it available to the Parks Commissioners and City Staff for their comments. Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the Discussion/Action on the revised Park Rental Form was tabled until the November Parks Commission Meeting.

Mr. Nagel presented the proposed joint programming for the Winter by the New Prague Community Ed Department, Three Rivers Parks, and the Parks Commission, which includes Maple Syrup Tours; Geocaching for S'Mores; Family Ice Fishing; Snowshoeing; and Winter Survival Skills. The first event will be snowshoeing on Tuesday, January 3<sup>rd</sup> at the Wagner Park Shelter. He commented that this is an expanded "lineup" of events over the previous Winter with Community Ed and Three Rivers handling the registration and the City doing the marketing. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously approved the joint recreational programming for Winter, 2018 with New Prague Community Ed Department and Three Rivers Parks.

Mr. Nagel presented four Invoices for approval – Schlomka’s Portable Restrooms - for \$1,810.00 for the months of service; American Ramp Company for \$22,181.33 for ½ of the cost of the new SkatePark equipment; Reptile and Amphibian Discovery Zoo for \$210.00 for a Summer Event at the Wagner Park Shelter; and Minnesota Recreation and Parks Association for Professional Membership dues for the Assistant City Administrator for \$280. Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the Parks Commission unanimously approved payment of the four invoices.

### **OTHER BUSINESS:**

Mr. Nagel said that there was no Other Business to come before the Parks Commission for the November 28, 2017 Parks Commission meeting.

### **NEXT MEETING:**

The next meeting of the ENM Parks Commission was set for Tuesday, December 12, 2017 at 4:00 PM in Conference Room A of Elko New Market City Hall.

### **PARK COMMISSIONER COMMENTS:**

There were no comments provided at the November 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 Chair Sutton, the meeting was adjourned by voice vote at 4:41 PM.

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

**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, DECEMBER 12, 2017  
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 4:06 PM in Conference Room A at Elko New Market City Hall, 601 Main Street.

**APPROVE AGENDA:**

Mr. Nagel said there were no additions to the December meeting. Upon motion by Chair Sutton, seconded by Commissioner Dornseif, the December Meeting Agenda was unanimously approved by the Parks Commission.

**CITIZEN COMMENTS:**

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

**APPROVAL OF MINUTES OF NOVEMBER 28, 2017 PARKS COMMISSION MEETING:**

Mr. Nagel said that due to the short turnaround time, the November Parks Commission Meeting Minutes were not complete yet, so the item would need to be tabled until the January meeting. Upon motion by Commissioner Melgaard, seconded by Commissioner Dornseif, The Commission tabled the Parks Commission Minutes for the November 28, 2017 meeting until the January 9, 2018 Parks Commission meeting was unanimously approved by voice vote.

## **PETITIONS, REQUESTS, AND COMMUNICATION:**

Mr. Nagel handed out the Fall issue of the 2017 Minnesota Recreation and Parks Magazine for informational purposes.

## **UPDATES:**

Mr. Nagel reviewed the November 30, 2017 ENM Parks Commission Update, which contained 18 items, with the Commissioners. He noted that the streetlight for the Meadowridge Dr entrance to Pete's Hill Park was approved by the City Council at their December 7<sup>th</sup> meeting, including the conditions set by the Parks Commission, so he would be implementing the installation of the streetlight this Summer.

Chair Sutton reported that the next event for the CCEC would be the Egg Hunt and that the December meeting had been cancelled.

Mr. Nagel reported that the Merger History display case to be placed in the library was now constructed, but the display itself was still being worked on by the Executive Director. He hoped to have a future Parks Commission meeting at the Library to see it when it was done.

## **OLD/NEW BUSINESS:**

Mr. Nagel presented an update on the request from the Elko Express Baseball team to construct an entrance near the grandstand that would enclose Old Elko City Hall Park playground equipment. He said that the team proposed leave the gate open for public use of the playground equipment at all times with exception of days when there were ball games. At the October meeting, the Parks Commission unanimously recommended that the request by the Elko Express Baseball team be approved by the City Council with the condition that the playground equipment be moved further to the west, if feasible. He passed out an email from the City Attorney that noted that fencing the Park would not meet the standard for Public Use, since there would be times that the Park would not be accessible; therefore, the fence would need to be placed such that the Park has full, 24/7 public access. He said that he will be meeting with team representatives on December 15<sup>th</sup> to convey the information to them and discuss options for placement of the fence.

The next step would be to review them with the City Attorney and be back to the Parks Commission at the January 9, 2018 meeting.

Mr. Nagel updated the Parks Commission on the proposed Winter programming for the 4 Thursdays in February, 2018 at the ENM Library Branch. He said that Jessica Davidson was still working on the programming for the 4 evenings, while Staff was securing the use of the Community Room for those 4 evenings. He hoped to have everything ready to go by the January Meeting. There was no further action on this Agenda Item.

Mr. Nagel said that he had completed the final draft of the Park Rental Form, which he handed out to Commissioners for review. He noted that he had received feedback on it from the City Attorney's Office and City Staff. He explained that the proposed increase fees to \$150 for residents and \$200 for nonresidents would be included under a separate City Council action in January, 2018, but that the revised Rental Agreement could be instituted immediately upon approval by the Parks Commission. Mr. Nagel, noting that this was the first revision of the Agreement since 2012, then reviewed the proposed revisions to the form, including a \$50 deduction from the deposit, if the key FOB was not returned by 4:30 PM the next business day; an additional clause that clarifies that rental of the Park Shelter does not include other park facilities and amenities; clarification of the inspection of the shelter after use by the renter; a rewritten "Renter's Responsibilities section; clarification of alcohol use; a clause that the Agreement cannot be transferred to another party; specific language indicating that reservations cannot be made without full payment of the rental fee and damage deposit; and other minor wording revisions. Commissioner Dornseif asked that Section D. Key FOB be clarified such that it stated that renters could pick up the key FOB any time during regular business hours a week before, rather than the current language, which seemed to indicate that it had to be picked up a week before the event. Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the revised Park Rental Form was unanimously approved by voice vote with the stipulation that the language in Section D. Key FOB be clarified by Staff.

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 at the January 9, 2018 meeting to provide further background. More discussion would take place at the January Parks Commission Meeting with final approval of 2018 goals anticipated at the February, 2018 meeting. This year, he said, he asked City Council if they had specific goals and would be asking City Staff to do the same. At this meeting, he asked Parks Commissioners for additions

to the 14 goals he had drafted. Chair Sutton suggested 3 for consideration: purchasing property for a Community Park; lighting the sledding hill at Windrose Park; and installation of the Little Free Libraries. Mr. Nagel said that he would add the 3 to the list and asked Parks commissioners to send additional ones to him before the January 9, 2018 parks Commission meeting. No further action was taken on this Agenda Item.

### **OTHER BUSINESS:**

Mr. Nagel said that there was no Other Business to come before the Parks Commission for the December 12, 2017 Parks Commission meeting. He thanked the Commissioners for all of their work in 2017 on behalf of the City and wished them a Happy Holiday season!

### **NEXT MEETING:**

The next meeting of the ENM Parks Commission was set for Tuesday, January 9, 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 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 5:04 PM.

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

# Outdoor Recreation

## Winter Adventures Ahead...



At Scott County and Three Rivers Parks

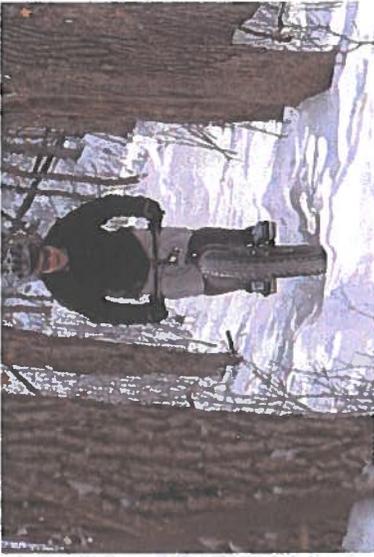


in partnership with



# Outdoor Rec School + Scott Co.

Promoting and fostering active, outdoor lifestyles while fostering a greater appreciation for our natural environment



# Regional Parks Nearby

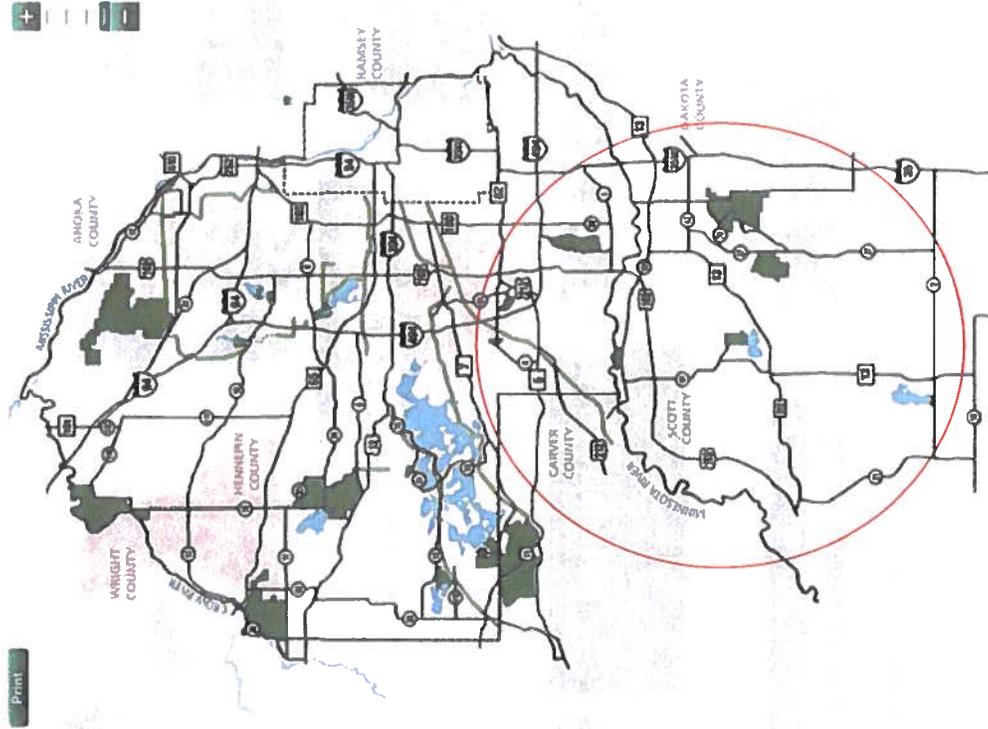
Cleary

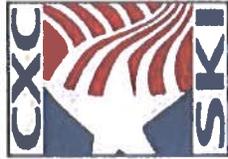
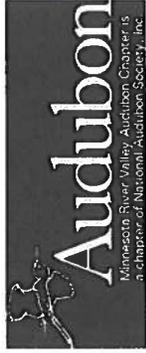
Murphy

Cedar

Spring

Hyland





# Community Engagement

Working with local communities to promote and participate in outdoor recreation opportunities in Scott County!

School groups, private family programs, volunteering, and public programs - there are many ways to get involved!



# Snowshoeing

Rentals @ Cleary

Programs @ Cleary, Murphy, Elko New  
Market, Libraries, New Prague Golf  
Course

Trails @ Cleary, Murphy, Cedar

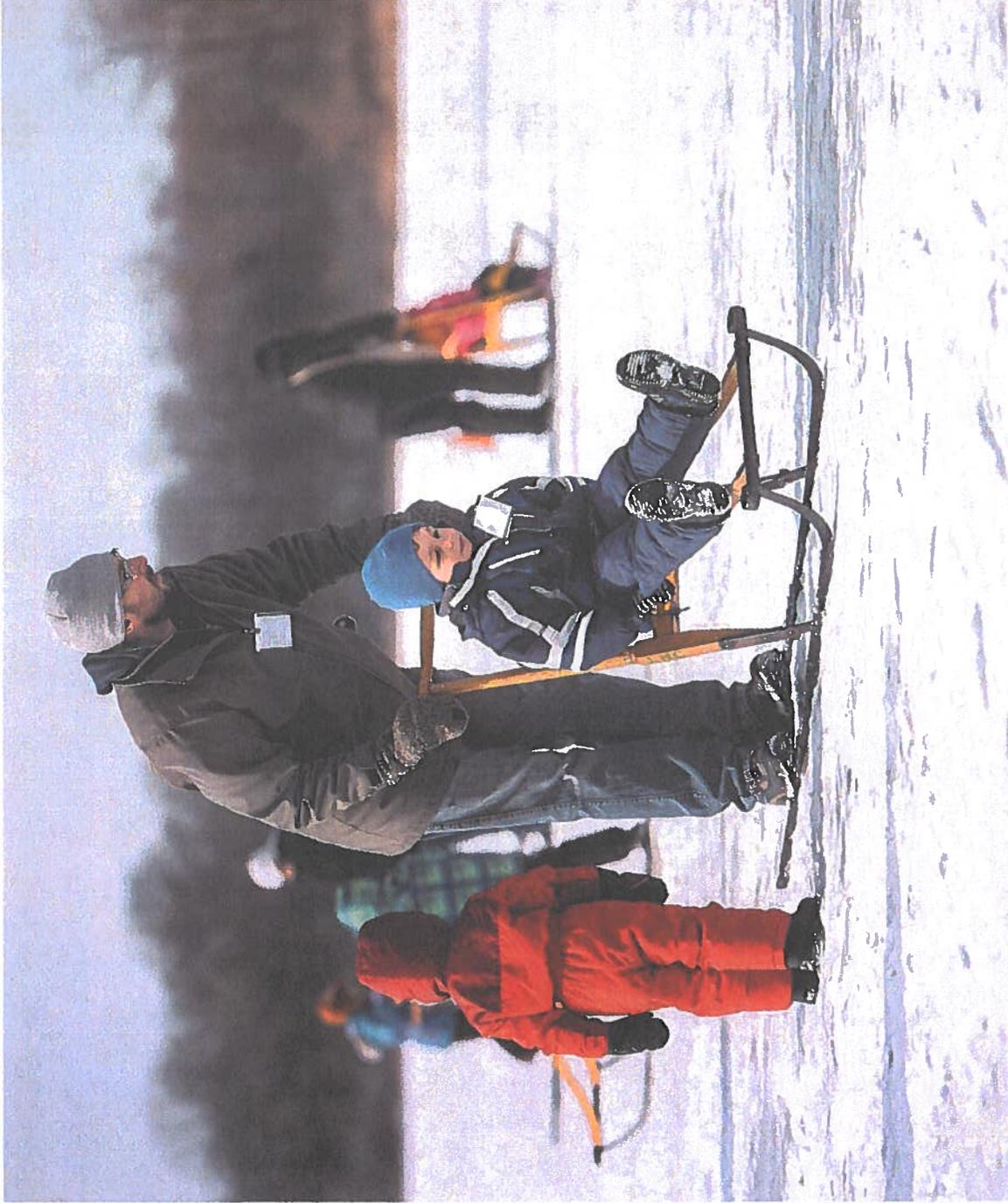


# Kicksledding

Ice Rinks

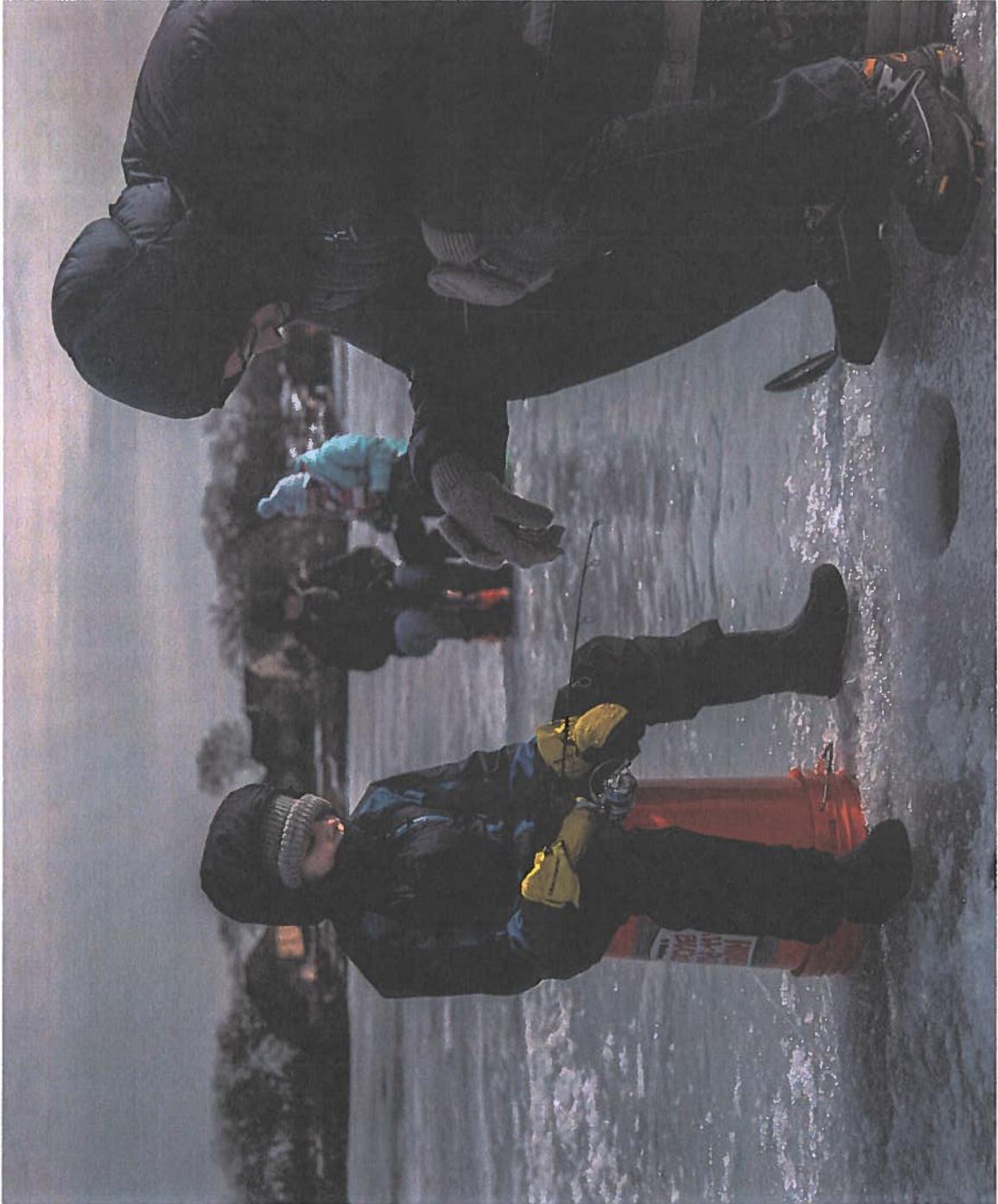
Frozen Lakes

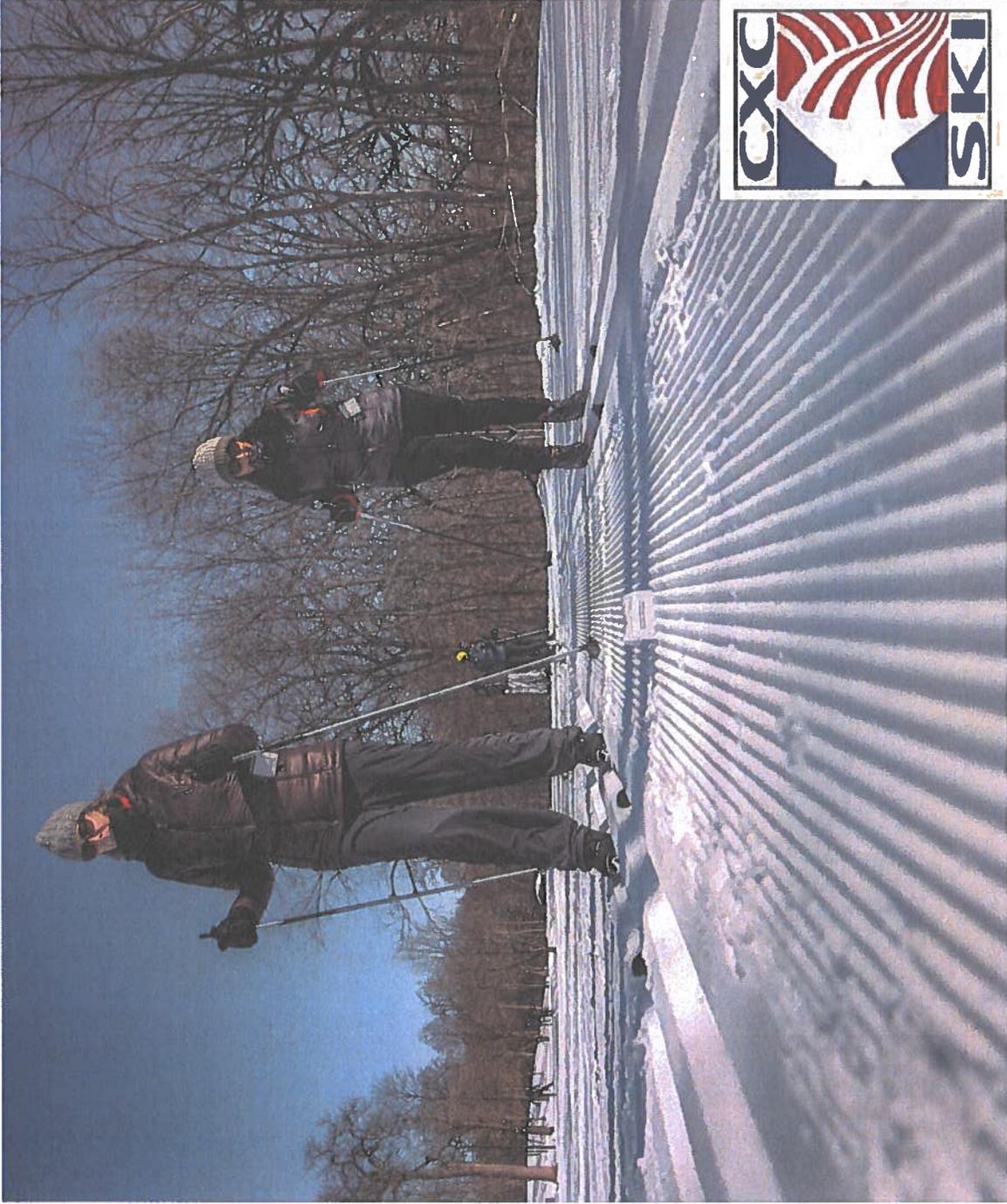
Compacted trails



# Ice Fishing

At Cedar Lake Farm





# Cross Country Skiing

Rentals @ Cleary

Programs @ Cleary and select off-site locations

Trails @ Cleary (Permit required)



# Adapting the Outdoors

Adapted sit-skis

Para Races

Special Olympics partnerships



# Fat Tire Biking

Multi-Use Trail at Cleary

Single Track Trail at Murphy



# Fat Bike Fun Race

@Cleary Lake Regional Park

5K Beginner, 10K Action, Prize Drawing

FREE DEMOS!

Fat Bikes, Kicksleds,  
Snowshoes,  
& Cross Country Skis

Saturday, January 27, 1-4p

All ages; \$12 Pre-register; \$15 Day-of  
\$20 Bike Rentals Limited

Reservations Recommended  
(763) 559 6700  
#1REC0007



**ThreeRivers**  
PARK DISTRICT

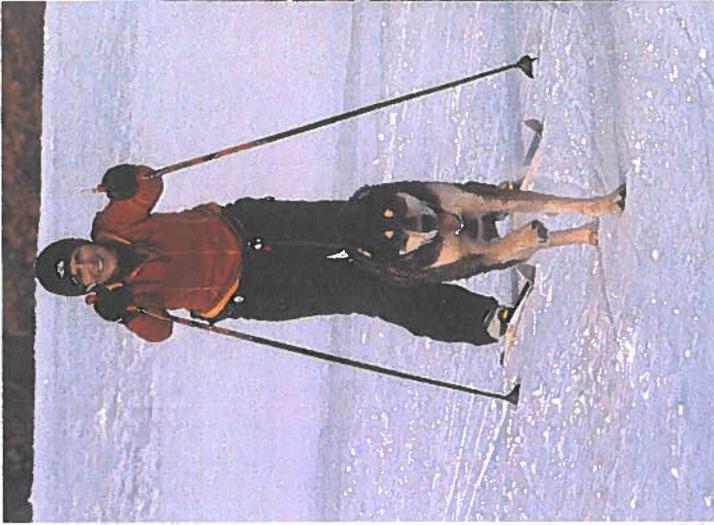
in partnership with  
**Scott County**

# Fat Tire Fun Race & Frozen Frolic

Great way to try the sport!

Rentals available for event

Sponsored by Michael's Cycles Prior  
Lake



# Ski & Fat Bike Rennet + Skijor

Signature Race Series

2K, 4K, 10K Skijor

10K & 26K Classic and Freestyle

2K Para

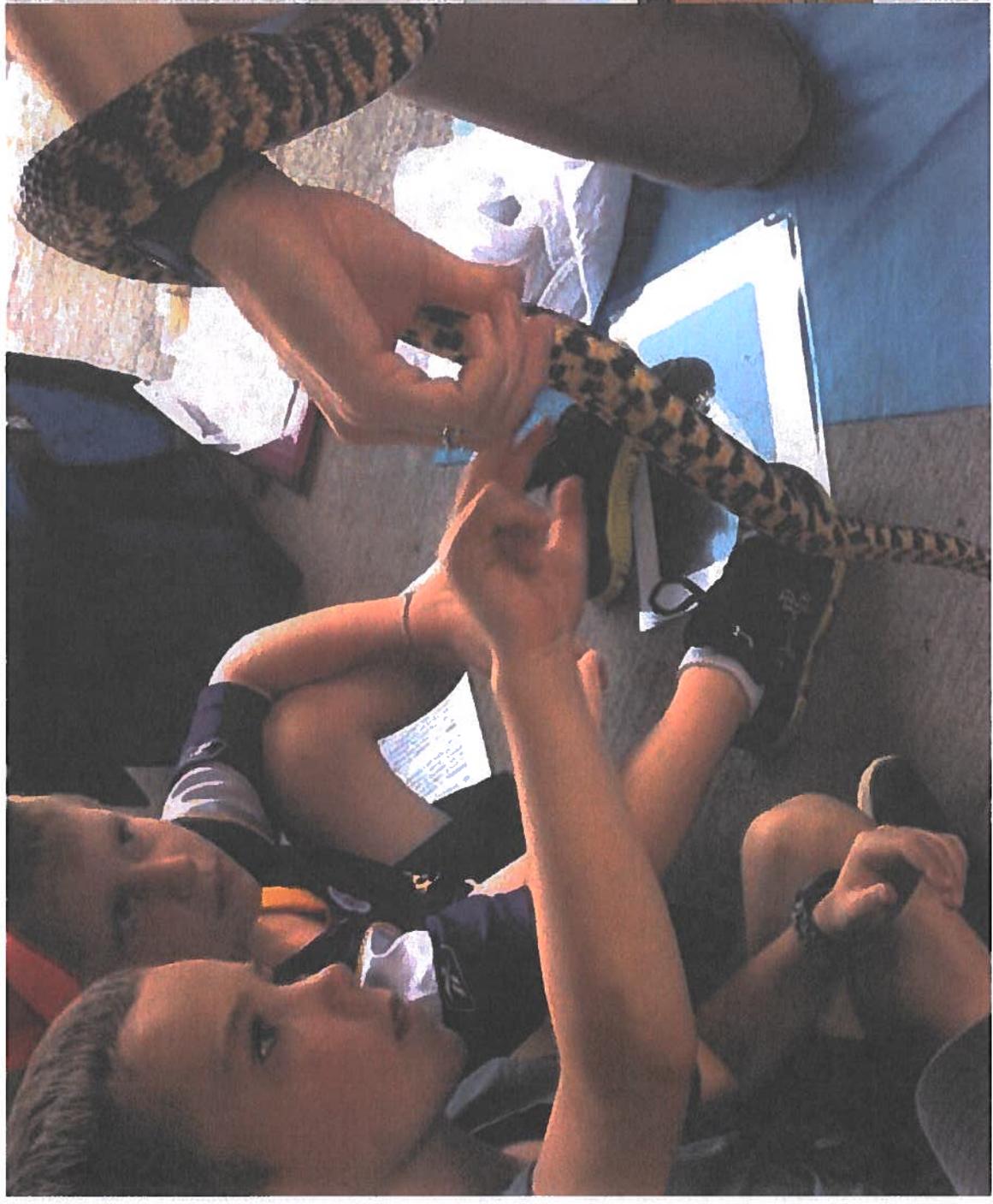
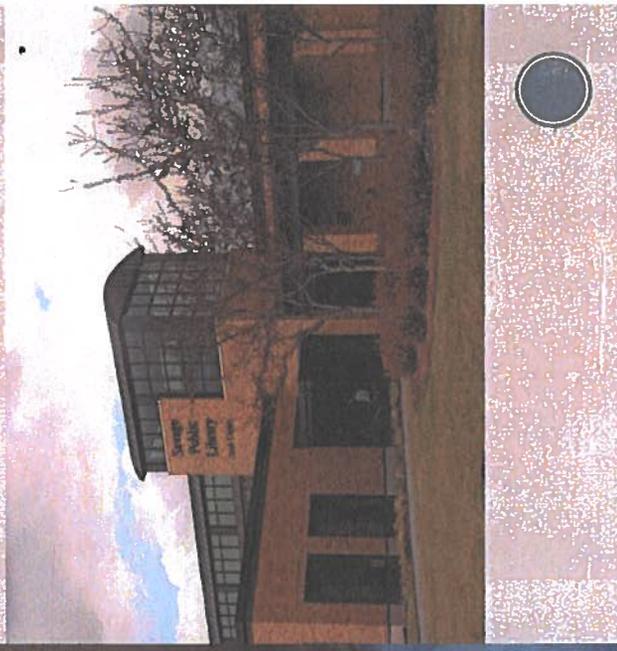
Junior Race

39K, 113K Fat Bike



# Winter Library Programs

Libraries across the County





# Indoor Log Rolling

@ New Prague Aquatics Center



# Nordic Walking

Year round paved or turf trails  
Excellent workout!



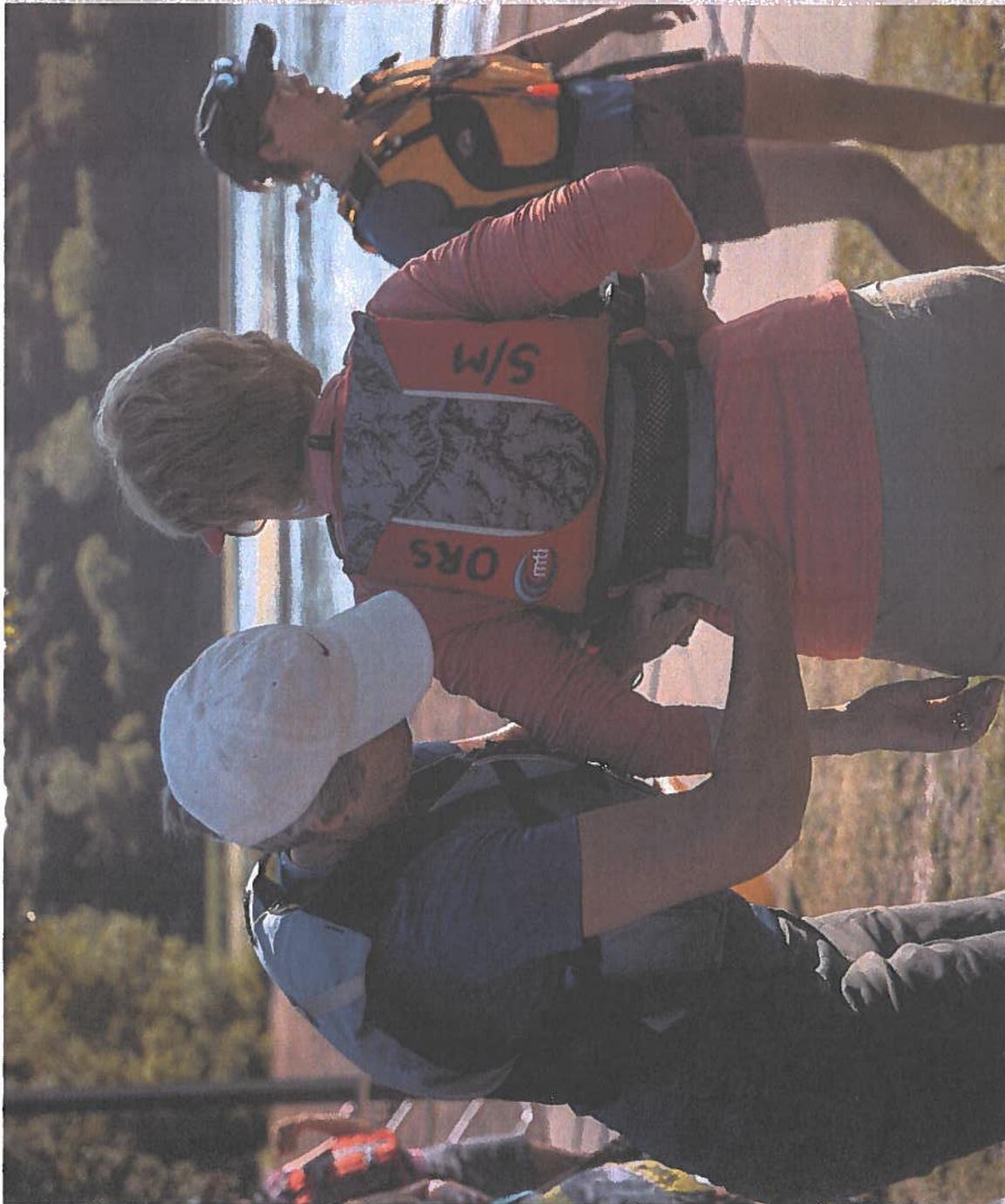
# Volunteering

Paddling

Recreation Programs

Park Patrol

Birding Hikes



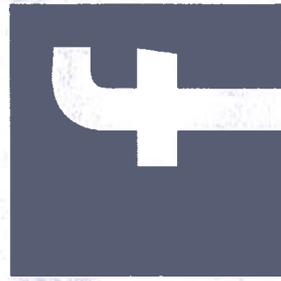
# Questions?



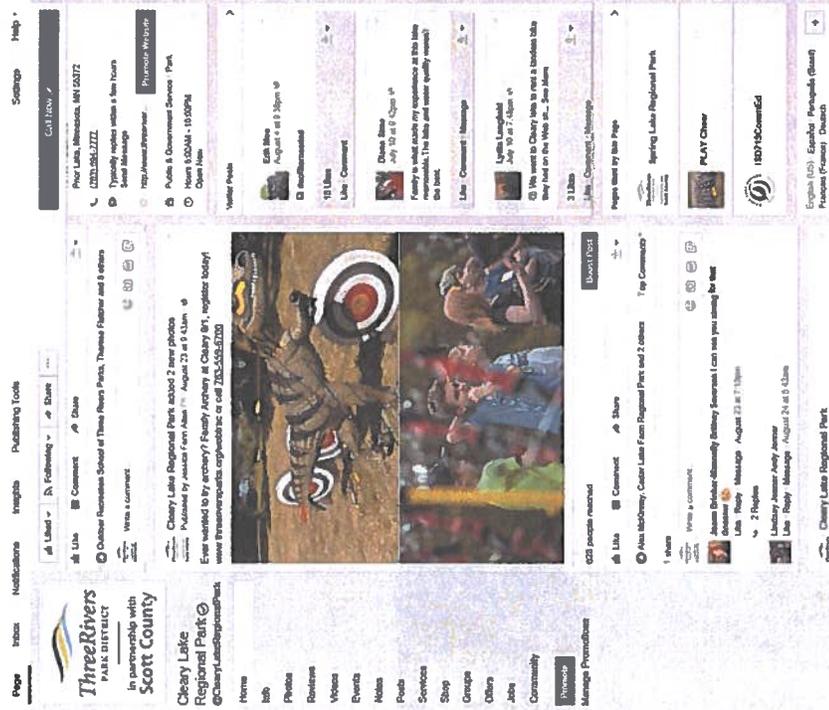
# Facebook & Instagram



- Sharing participant moments!
- Engaging with families, guests, and volunteers
- Building an active online park community
- Promoting programs

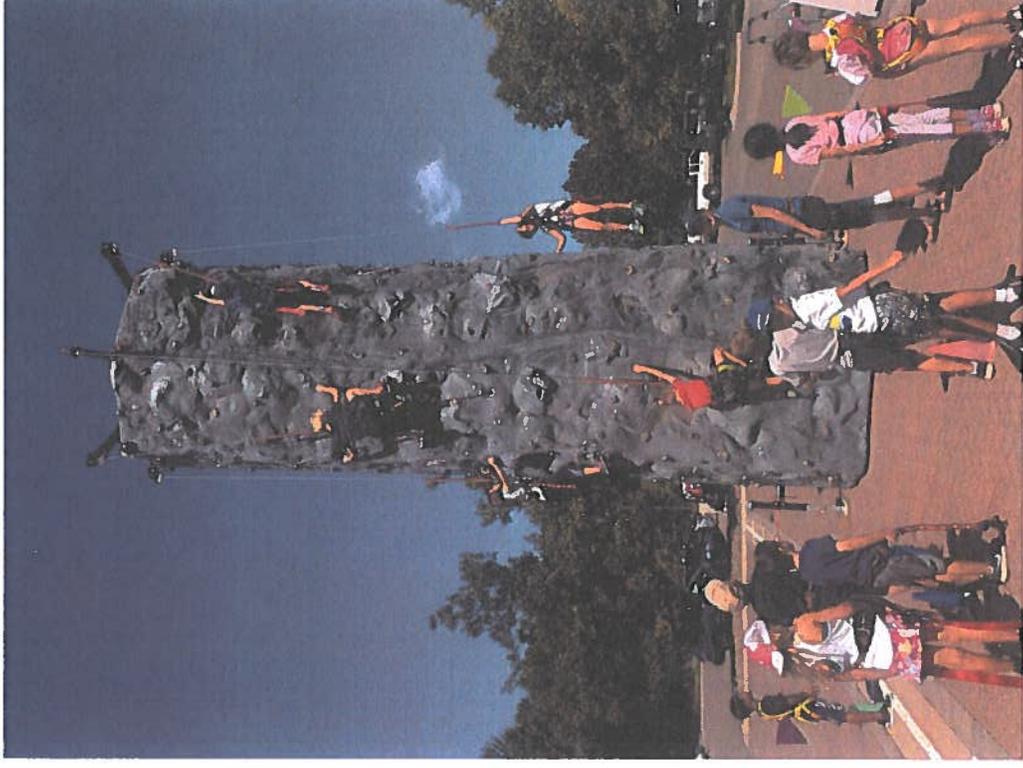


Instagram



# By The Numbers

- Over 200 partnerships and relationships with local non-profits, government agencies, schools and businesses.
- Over 35,000 participants in programs annually
- Our goal is not to be big. Our goal is to reach people, exposing them to the resources that are our public lands and active, healthy lifestyles.
  - Introduce them to new skills
  - Create life-long park users





## ENM Parks Commission Update

### December 28, 2017

1. The City Council approved a budget of \$145,246.00 for the Parks Department for 2017. Through September, a total of \$86,613.70, or 59.63%, of the budget has been spent, which is well below the 75% budgeted level of expenditures after 9 months of the year.
2. I have received an estimate from S & S Tree Service for the cost for Emerald Ash trees that could be saved in City parks. As you may recall from the October 10<sup>th</sup> Parks Commission Meeting, there were about 17 of them that should undergo treatment to save them. This decision will be on the January, 2018 Parks Agenda, since the Emerald Ash Borer has now been found in Lakeville.
3. 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.
4. 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.
5. 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.
6. We will begin our 2018 Programming on January 3<sup>rd</sup>, 2018 with Family Snowshoeing in Wagner Park from 4 PM to 5:30 PM with Hot Cocoa after in the Shelter! This is being co-sponsored with both New Prague Community Ed and Three Rivers Parks. So far, we have 2 families signed up. Again, it is being advertised on the City website and Facebook page.
7. The permanent display for the ENM Library has been constructed and delivered to the Library, but I’m still waiting for the actual display to be completed. I’m hopeful that I can unveil it at our February, 2018 Parks Commission Meeting.

8. I met with Jessica Davidson on possible events for the Winter Series at the Library on Wednesday, December 20th. She is currently putting together a 4-week program for Thursdays in February focusing on interactive events. It will be ready for approval at the January, 2018 Parks Commission meeting!
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 January.
10. The Public Meeting on the Rowena Pond Park renovation was held on Thursday, October 26<sup>th</sup> from 5 PM to 7 PM a.t ENM City Hall. There were 10 residents that came through, including 2 of 3 residents that have homes directly adjacent to the park. I am pleased to report that they were in favor of the project, but we'll need to work together on drainage issues along the property lines, plus develop consensus on the plantings. The final concept approval was given by the Parks Commission at the November meeting. I am currently working with Jonathan Nelsen, BMI, to finalize the estimates, which I hope to have at the January, 2018 meeting. The next step is to schedule a meeting to present the recommendation to City Council early next year.
11. On Thursday, November 2cd, the Planning Commission considered allowing a variance for a garage addition at 230 St. Mary Street, which abuts park property. I sent an email to Parks Commissioners for input and heard back from two of you. Based on that input and that it meets all setback requirements, allowing the additional 8 feet of garage space did not seem to have any impact on Wagner Park. Visually, the existing fence should screen most of the garage addition from any Wagner park users. The approved the variance on December 7th.
12. 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 tea representative, Corey Grism, on Thursday, December 14<sup>th</sup> to convey the information to him. We came up with a couple of alternatives to the original design that I will run by the City Attorney in early January.

13. 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 been in touch with MVEC on the installation and it will take place in mid-April, assuming the ground is thawed by then!
14. 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 are up for approval at the January 11<sup>th</sup> City Council Meeting.
15. In January 2018, we'll wrap up the 2018 Goals Process. I've asked the Council and Staff for their input on the Draft 2018 Goals that I presented at the December, 2017 Parks commission meeting. Any input I get, I will include for your review at the January meeting.
16. 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 21<sup>st</sup> City Council meeting, the City Council decided to forgo the opportunity to post for reappointment of the position, so Commissioner Dornseif will be reappointed to another 3 year term at a future City Council meeting.
17. A reminder that the next Parks Commission Meeting will be on Tuesday, January 9, 2018 at 4:00 PM at ENM City Hall.



## Mark Nagel

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**From:** Jonathan Nelsen <jonathanne@bolton-menk.com>  
**Sent:** Monday, December 18, 2017 3:21 PM  
**To:** Mark Nagel  
**Subject:** Updated Rowena Pond Park Plan and Estimate  
**Attachments:** ELNM\_Rowena Pond Park\_Estimate 12182017.pdf; Rowena Pond Layout Updated 12182017.pdf

Hi Mark,

Attached is an updated copy of the cost estimate and plan for Rowena Pond Park based on our discussion on the 4<sup>th</sup>. If you have any info on the cost for the basketball hoops you guys put in at Little Windrose, or the cost for poles/electrical for the lighting I can get those numbers updated as well. Are we still looking at January 9<sup>th</sup> to get approval on this from the Parks Commission?

Thanks much and hope all is well!

**Jonathan D Nelsen P.L.A.**  
Landscape Architect  
**Bolton & Menk, Inc.**  
12224 Nicollet Avenue  
Burnsville, MN 55337-1649  
Phone: 952-890-0509 ext. 2975  
Mobile: 608-692-0331  
[Bolton-Menk.com](http://Bolton-Menk.com)

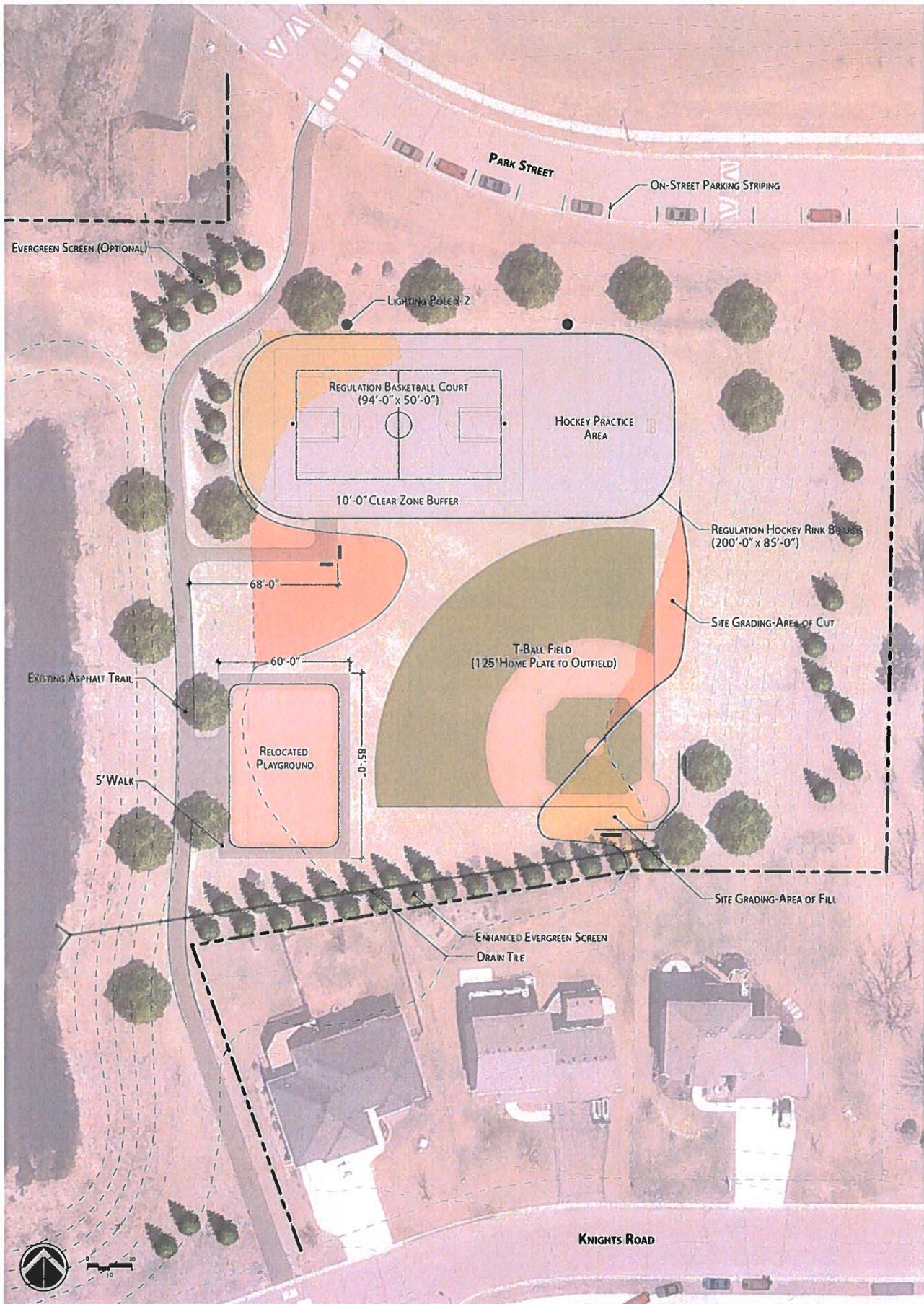
**REAL PEOPLE. REAL SOLUTIONS.**

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For more information please visit <http://www.symanteccloud.com>

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# ROWENA POND PARK

## CONCEPTUAL MASTER PLAN





Rowena Pond Park, Elko New Market, MN

Preliminary Opinion of Probable Cost

Item	UNIT	QUANTITY	UNIT COST	TOTAL	Comments
<b>Park Improvements - Phase I - Playground Relocation</b>					
1	LS	1	\$8,000.00	\$8,000.00	
			Subtotal	\$8,000.00	
			Contingency (10%)	\$800.00	
			<b>Preliminary Total</b>	<b>\$8,800.00</b>	

Item	UNIT	QUANTITY	UNIT COST	TOTAL	Comments
<b>Park Improvements - Phase II - Ball Field Relocation/Site Prep</b>					
1	LS	1	\$5,000.00	\$5,000.00	
2	EA	5	\$0.00	\$0.00	*City to Complete Work
3	LS	1	\$10,000.00	\$10,000.00	
4	LS	1	\$20,000.00	\$20,000.00	
6	EA	12	\$0.00	\$0.00	*City to Complete Work
7	LS	1	\$3,000.00	\$3,000.00	
8	LF	250	\$5.00	\$1,250.00	
9	LF	450	\$3.75	\$1,687.50	
			Subtotal	\$40,937.50	
			Contingency (10%)	\$4,093.75	
			<b>Preliminary Total</b>	<b>\$45,031.25</b>	

Item	UNIT	QUANTITY	UNIT COST	TOTAL	Comments
<b>Park Improvements - Phase III - Hockey/Basketball Rink</b>					
1	LS	1	\$13,000.00	\$13,000.00	
2	SF	16,300	\$6.00	\$97,800.00	Bituminous Alternative ~\$85,000
3	EA	2	\$2,800.00	\$5,600.00	MARK TO PROVIDE
4	LS	1	\$40,000.00	\$40,000.00	
5	LS	1	\$10,000.00	\$10,000.00	MARK TO PROVIDE
6	SF	1,950	\$5.00	\$9,750.00	
7	LS	1	\$500.00	\$500.00	
			Subtotal	\$176,650.00	
			Contingency (10%)	\$17,665.00	
			<b>Preliminary Total</b>	<b>\$194,315.00</b>	
			<b>Overall Preliminary Project Total</b>	<b>\$248,146.25</b>	





**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: mrehder@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

Plant Health Care	Service Period	Price	Tax	Total
<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/SoilCare

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 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 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.

# **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**

- 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**



# MINNESOTA RECREATION AND PARK ASSOCIATION

*invites you to join!*

## Benefits of Agency Membership

- Receive member rate for job position email messages and online job postings.
- Receive MRPA's quarterly magazine.
- Gain a 50% discount on all individual professional membership fees within your organization.
- Participate in MRPA awards and promotional programs through your agency eligibility.
- Receive an agency listing within MRPA's online membership directory.
- Each Board and Commission member receives a complimentary membership.
- Please call us at 763.571.1305 x100 with any questions. Thank you for your consideration.

<b>Agency Membership Fees and Benefits 2018</b>		
city, county, special district, state, private agency, college/university		
<b>Agency</b>	<b>Agency Fee</b>	<b>Discount for Professional Members</b>
	\$450	50%

\* For every dollar of membership dues, 15 cents is allocated toward lobbying which is a non-deductible business expense.



# INVOICE

INVOICE # 1101  
INVOICE DATE: 12/5/17

## Encase Products, Inc.

Virginia Shores Circle,  
Isior, Minnesota 55331  
re: 952 401-8909  
@justencase.com  
justencase.com

Kathleen Klehr  
Executive Director  
Scott County Historical Society  
235 Fuller Street South  
Shakopee, MN 55379

**SHIP TO** Steve Link  
Link Cabinets  
1400 3<sup>rd</sup> Avenue W. #2  
Shakopee, MN 55379

SHIPPING METHOD		SHIPPING TERMS	DELIVERY DATE	
Just Encase		No Charge	11/8/17	
QTY	ITEM ID#	DESCRIPTION	UNIT PRICE	ITEM TOTAL
1	Plexiglass Case	Custom Plexiglass 5 sided case	\$225.85	\$225.85

<b>PAYMENT TERMS</b> Net 30	<b>SUBTOTAL</b> \$225.85
<b>PAYMENT DUE</b> January 5, 2017	<b>SHIPPING</b> \$0.00
	<b>TAX</b> \$15.53
	<b>TOTAL DUE</b> <u>\$241.38</u>

Make All Checks Payable To: Just Encase Products, Inc.

**THANK YOU FOR YOUR BUSINESS!**

