

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

- 1. Call to Order/Roll Call**
- 2. Approve Agenda**
- 3. Citizen Comments**
- 4. Approval of Minutes of June 12, 2018 Parks Commission Meetings (Attached) and Special Meeting Minutes of June 26, 2018 (Attached)**
- 5. Petitions, Requests, and Communications**
 - a. Pete's Hill Eagle Project, Hartman Sadusky (Attached)**
- 6. Updates:**
 - a. Review Parks Commission Update for June 27, 2018 (Attached)**
 - b. CCEC Update (Chair Sutton)**
- 7. Old/New Business**
 - a. Recommendation to Planning Commission Re: Christmas Pines Park Dedication Fee (Attached)**
 - b. Consider Approval of Disc Golf Proposal for Pete's Hill (Attached)**
 - c. Consider Participation in NRPA Park and Recreation Month (Attached)**
 - d. Discuss Electric Stove Donation for Wagner Park Shelter**
 - e. Discuss "Night to Unite" Participation**
 - f. Consider Approval of Bills (Attached)**
- 8. Other Business**
- 9. Set Next Meeting**
 - a. Regular Parks Commission Meeting on Tuesday, August 7, 2018 @ 4 PM @ ENM City Hall**
- 10. Park Commissioner Comments**
- 11. Adjournment**

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, JUNE 12, 2018
REGULAR MEETING MINUTES**

PRESENT:

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

CALL TO ORDER:

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

APPROVE AGENDA:

Mr. Nagel said that there was 1 additional item for the June Meeting Agenda. On motion by Chair Sutton, seconded by Commissioner Zahratka, the June Meeting Agenda was approved with the additional item of Review Christmas Pines proposal on using land to pay for Park Dedication fees.

CITIZEN COMMENTS:

There were no citizens present at the May Parks Commission Meeting to make comments to the Parks Commission.

**APPROVAL OF MINUTES OF APRIL 10, 2018 PARKS
COMMISSION MEETING:**

Upon motion by Commissioner Zahratka; seconded Chair Sutton, the Parks Commission Unanimously approved the April 10, 2018 Parks Commission Meeting Minutes as printed.

APPROVAL OF MINUTES OF MAY 10, 2018 PARKS COMMISSION MEETING:

Upon motion by Commissioner Dornseif; seconded by Commissioner Zahratka, the Parks Commission unanimously approved the May 10, 2018 Parks Commission Minutes as printed.

PETITIONS, REQUESTS, AND COMMUNICATIONS:

Mr. Nagel reviewed the attached article from the Lonsdale Review and New Prague Times on the recent ribbon cutting for Pete's Hill with Commissioners noting that it had been a success. Mayor Crawford added that he hoped the SMSC would consider another program that would enable more trails to be paved.

UPDATES:

Mr. Nagel reviewed the May 30, 2018 ENM Parks Commission Update, which contained 25 items, with the Commissioners.

Chair Sutton reported that the CCEC's focus is on Fire Rescue Days, which is coming up beginning on June 21st.

Mr. Nagel called the Commissioner's attention to the attached copy of the Fire Rescue Days events.

OLD/NEW BUSINESS:

Mr. Nagel handed out a Memo from Jessica Davidson regarding the tentative "lineup" for the Summer Family Fun Nights at the Wagner Park Shelter. Once again, he said, there will be 7 events – one of which is in support of Night to Unite" – on Thursday evenings. The total cost, he noted, will be around \$3,000, including the Coordinator's time and expenses. He also thanked Administrative Assistant Stephanie Schultz for doing a great job on the flyer announcing the events. Upon motion by Commissioner Zahratka; seconded by Commissioner Miller, the Parks Commission unanimously approved the Summer Programs at the Wagner Park Shelter on Thursday evenings.

Mr. Nagel called Commissioner's attention to an email from Leiviska Golf Design offering to design and build a disc golf course in Elko New Market at Windrose Park. Mr. Nagel said that he met with the company and said that the course would be \$8,100, plus some brush clearing by the City. Consensus of the Parks Commissioners was that they were interested in the project, but asked Mr. Nagel to bring back a course design to review at the July Parks Commission meeting. No further action was taken.

Mr. Nagel handed out a Memo from Jessica Davidson regarding the tentative "lineup" for the Summer Family Fun Nights at the Wagner Park Shelter. Once again, he said, there will be 7 events – one of which is in support of Night to Unite" – on Thursday evenings. The total cost, he noted, will be around \$3,000, including the Coordinator's time and expenses. Consensus of those Commissioners present was to move forward in scheduling the events with consideration of final approval at the June Parks Commission Meeting.

Parks Commission members present reviewed the Dakota Acres, First Addition subdivision plan. The consensus of the Parks Commission was that they would like to have a trail easement around the pond for a future trail that would connect with the trail easement on the other side of the pond and were open to options as to where the easement for the trail would be placed to get to the pond. Mr. Nagel said that the developer and the City Engineer had not provided comments on the preference of the Parks Commission to date. He said that he would bring back results at planned Special Meeting of the Parks Commission on June 26th. No further action was taken.

Mr. Nagel reviewed the Sylvester Meadows Concept Plan using the Staff Report for the proposed subdivision. After discussion of the report, a motion was made by Chair Sutton and seconded by Commissioner Miller to concur with the recommendation made by the Community Development Specialist to accept land remnant, if any, surrounding the wetland area as Park Dedication credit as they would abut existing Mahowald Park, and that any additional Park Dedication requirement, if any, be fulfilled by cash contribution to the Park Dedication fund. Further, that a future trail location through the development be planned for consistent with the City's Park and Trail Plan. Motion passed unanimously.

Mr. Nagel said that the City Staff was requesting comments from the Parks Commission regarding the acceptance of a piece of property of about 7.5 acres off of Dakota Avenue at the City's northern boundary instead of the approximately \$40,000 in Park Dedication fees for the Christmas Pines subdivision to be

developed at the corner of CSAH 2 and CSAH 2. Parks Commissioners discussed the proposal at length with the consensus being that they would consider such a proposal, if made and subject to acceptable terms and conditions.

Mr. Nagel reviewed the 2019 Parks Department Budget with the Commissioners noting that it was nearly the same as it was in 2018. He will continue to provide further updates as the 2019 Budget process continues.

Mr. Nagel presented the Findings from the recent 2018 Community Survey conducted The Morris Leatherman Company. He said that the results showed that the City was “in the top 3 of exurban communities” in satisfaction with park facilities and “in the top 5 communities in the Greater Metropolitan Area” in satisfaction with recreational programming. He asked Commissioners to review the document for further discussion at the July Parks Commission Meeting. No further action was taken.

Mr. Nagel presented the Bill List to the Commissioners – Schlomka’s Portable Restrooms for \$710.00. Upon Motion by Commissioner Miller; seconded by commissioner Dornseif, the parks Commission unanimously approved the Bill List as presented.

OTHER BUSINESS:

There were no additional business items to come before the Parks Commission at the June 12th meeting.

NEXT MEETINGS:

The next meeting of the ENM Parks Commission was requested for Tuesday, June 26, 2018. It is a Special Meeting to provide input on 2 subdivision proposals that are on the June 28th Planning Commission Agenda. On motion by Chair Sutton; seconded by Commissioner Miller, the Special Meeting was set for Tuesday, June 26th at 4 PM in Conference Room B of Elko New Market City Hall.

The next Regular Meeting for the Parks Commission was set for Tuesday, July 10, 2018 at 4:00 PM in Conference Room B of Elko New Market City Hall.

PARK COMMISSIONER COMMENTS:

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

ADJOURNMENT:

There being no further business to come before the Parks Commission, the June Parks Commission meeting was adjourned by voice vote of Commissioners present, at 5:40 PM.

Respectfully Submitted,

Mark Nagel, Assistant City Administrator

**ELKO NEW MARKET PARKS COMMISSION
TUESDAY, JUNE 26, 2018
SPECIAL MEETING MINUTES**

PRESENT:

Present at Roll Call were Commissioner Melgaard; Commissioner Dornseif; and Chair Mike Sutton. Also present were Assistant City Administrator Mark Nagel; Community Development Specialist Renee Christianson; and Mayor Bob Crawford.

CALL TO ORDER:

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

APPROVE AGENDA:

Mr. Nagel said that there were no changes to the June 26 Special Meeting Agenda. On motion by Chair Sutton, seconded by Commissioner Melgaard, the June Special Meeting Agenda was approved, as printed, by voice vote.

CITIZEN COMMENTS:

There were no citizens present at the June 26 Special Parks Commission Meeting to make comments to the Parks Commission.

OLD/NEW BUSINESS:

Mr. Nagel introduced Renee Christianson, who led the Parks Commissioners through a short presentation of the Concept Plan for The Preserve at Elko New Market, which would be considered by the Planning Commission later the same evening at their Regular Meeting. After much discussion of the Concept Plan as it relates to the City's Park and Trail Plan, upon motion by Chair Sutton, seconded by Commissioner Dornseif, the Parks Commission unanimously approved the

following recommendations to the Planning commission on The Preserve at Elko New Market Concept Plan:

1. The Parks Commission will accept cash in lieu of land.
2. The Parks Commission supports a trail around the DNR protected wetland, and that the trail be allowed on the south side of Park Street within this development.
3. The Parks Commission recommends that the developer be required to contribute to the construction of a future trail along CSAH 2.
4. The Parks Commission recommends that space between Lots 1 and 13 adjacent to the proposed stormwater pond be made available for a future connection to the future trail along CSAH 2.

Ms. Christianson then discussed the status of the Christmas Pines Park Dedication Fee with the Parks Commission. She said that she had relayed the comments from the Parks Commission regarding the acceptance of a piece of property of about 7.5 acres off of Dakota Avenue at the City's northern boundary instead of the approximately \$40,000 in Park Dedication fees for the Christmas Pines subdivision to the developer, but did not have response at the time of the meeting. Parks Commissioners discussed the proposal at length again with the consensus being that they would consider such a proposal, if made and subject to acceptable terms and conditions. Upon motion by Chair Sutton, seconded by Commissioner Melgaard, the Parks Commission unanimously tabled this item until the July 10th Regular Meeting.

OTHER BUSINESS:

Ms. Christianson updated the Parks Commission on development projects around town, including south of Pete's Hill Park; Dakota Acres – City Owned Property; Dakota Acres – Syndicated Properties; and the Dakota Acres, 1st Addition Townhome Project.

There were no additional business items to come before the Parks Commission at the June 26th Special Parks Commission meeting.

NEXT MEETING:

The next Regular Meeting for the Parks Commission was set for Tuesday, July 10, 2018 at 4:00 PM in Conference Room B of Elko New Market City Hall.

PARK COMMISSIONER COMMENTS:

There were no comments provided at the June 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 Melgaard, the June 26 Special Parks Commission meeting was adjourned by voice vote at 5:18- PM.

Respectfully Submitted,

Mark Nagel, Assistant City Administrator

Pete's Hill Eagle Project

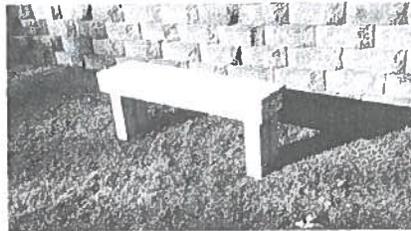
Hartman Sadusky

Project Description and Benefit

- For my Eagle Project, I will be designing and building eight park benches to be placed throughout Pete's Hill Trail in Elko New Market.
- Currently, there are three park benches on the main walking and biking path that runs throughout the park. I believe that the park would be much more appealing to the public if there were more benches, and that other paths would be more accessible.

General Information

- The project consists of building eight park benches for Pete's Hill Trail.
- The benches will be constructed from cedar for extended durability.
- Benches will be constructed by small groups of Scouts at Windrose Park, and the benches will be transported to Pete's Hill for placement.

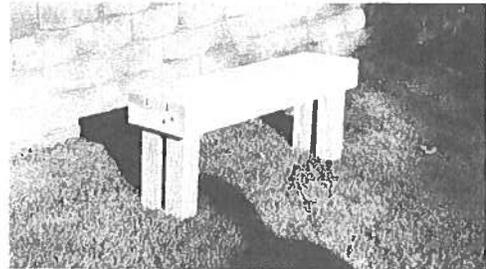


Giving Leadership

- Around 20 volunteers would be optimal for the project, although I could work with less, or more.
- The entirety of volunteers will be recruited from within my troop.
- Volunteers, tools, and materials will be transported to the site using vehicles.

Materials

- PER BENCH
- 2 - 2x4x4' boards, cedar
- 3 - 2x6x4' boards, cedar
- 3 - 2x4x15" boards, cedar
- 4 - 4x4x1.5' boards, cedar
- 8 - $\frac{3}{8}$ " "x6" bolts
- 30 - 9x3 Star flat head wood screws
- 3-4 - wheelbarrows of wood chips
- 2 - ground anchors



Final Product

- The final product is a bench that is one and a half feet in width, four feet in length, and seated at a height slightly higher than one and a half feet.
- The completed benches will be secured to the ground using anchor systems without concrete, and will have wood chips underneath for appearance and additional security. Before laying the wood chips, a weed barrier will be placed in order to prevent overgrowth near the benches.

Anchor System

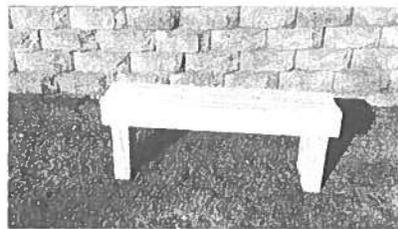


Tools

- In order to construct the benches, there aren't many tools required. I created the design so the benches would be relatively simple to construct for Scouts. The only tools required are a few electric drills, wrenches, hammers, shovels, and gardening rakes. These tools will be borrowed from volunteers on the days the project takes place.

Location

- The benches will be constructed at Windrose Park in Elko New Market, a short distance away from Pete's Hill, where they will be placed. Windrose Park has accessible restrooms, while Pete's Hill does not.
- Before placing park benches, a layer of woodchips will be spread.



Cost

- Using the materials mentioned before, each bench is fairly priced. The bench was designed to be cost effective, yet trustworthy and durable. The total project should come to a total cost of less than \$800, based on a retail cost estimate.
- I will pay for other items, such as food, refreshments, garbage bags, extra work gloves, etc.

Process

In order to build the park benches,

- Materials and tools will need to be transported to Windrose Park
- Scouts will arrive at the location
- I'll give Scouts a quick safety demonstration and example of construction
- Scouts will break off into small groups and begin construction
- Some Scouts will lay woodchips in desired locations at Pete's Hill
- Once benches are finished, Scouts will transport benches to locations and anchor the benches

Safety

In order to comply with The Guide to Safe Scouting during my project,

- Volunteers will wear work gloves in order to avoid injuries to the hands
- Will be instructed on handling tools, especially any power tools
- Will be reminded to be aware while handling tools or materials
- Will be instructed on lifting heavy objects, such as the completed product

ENM Parks Commission Update

June 27, 2018

1. The City Council approved a budget of \$171,234.00 for the Parks Department for 2018. Through May 31, 2018, expenditures total \$54,818.28, or about 32%, of the total budgeted. We are well under the 41.7% guideline for the first 5 months of 2018. The Capital Outlay Fund stands at \$215,918.53 at the end of May.
2. Thanks again for your willingness to attend the Special Meeting on June 26th...the 4 recommendations that you made on the Planning Commission on The Reserve project: (1) Cash in lieu of land; (2) Support of a trail around the DNR protected wetland with the trail on the southside of Park Street; (3) Recommend that the developer contribute to the construction of a future trail along CSAH 2; and (4) Recommend that space between Lots 1 and 13 adjacent to the proposed stormwater pond be made available for a future connection to the future trail along CSAH 2. Later that evening the Planning Commission concurred with all 4 recommendations and passed the feedback to the developer. The next step for the developer is to petition for annexation.
3. The Rowena Pond Park RePurposing Master Plan is now underway! With the approval of relocating the playground equipment by the Commission on March 20th, Midwest Playscapes is looking to do the work in July, but no set date is currently scheduled. Once scheduled, it'll take 2 days to complete the work.
4. It's time to refresh the engineered wood fiber for all the City playgrounds! I have notified the low bidder, Flagship Recreation, that their bid for 100 CY was the lowest at \$2,107.43. The wood fiber was delivered on Friday, May 4th to the Public Works Building. Most of it will be used in conjunction with the relocation of the Rowena Pond playground equipment when it is scheduled, but the Public Works crew has already completed work on the other neighborhood parks.
5. The new Skatepark equipment has been installed by the American Ramp Company! The SkatePark reopened on Monday, June 18th and will be open during regular park hours. It does seem quieter...I also need to get the Rules posted now that everything is complete, so the Police Department can better monitor behavior, since there have been some concerns expressed on one of the neighborhood Facebook pages.

6. The second and final installment for the SkatePark equipment will be on the Agenda for the July Parks Commission Meeting - \$22,181.33, now that the final inspection is complete. The warranty period begins following the completion of the final inspection.
7. I have purchased the posts for the 2 Little Free Libraries to be installed in City parks – one near the digital sign board in front of City Hall and one in Wagner Park. I will now purchase a third Little Free Library for Little Windrose Park to go along with the installation of the one near the digital sign and the one at Wagner Park this Spring. The Eagle Scout that I thought would take on this project has decided not to, so the Little Free Libraries will be put as the Public Works Department gets time to do it.
8. Hand dryers were purchased for the Wagner Park Shelter to replace the towels. Not only is it a cheaper solution, but it will be “greener”, too. Public Works has installed the hand dryers and has now removed the towel holders and soap dispensers, along with putting up the backsplashes under the hand dryers. Again, thanks to Public Works for getting this project completed!
9. Public Works also completed an enclosure around the porta potties due to a recent problem with kids tipping them over. This should make it harder to tip them over.
10. Speaking of Summer, all the programs offered in Elko New Market by Lakeville Community Ed and New Prague Community Ed are on the City’s website under the Events Tab...there are a total of 54 and there’s something to do for any age! Thanks to Stephanie for getting them online!
11. The first Family Archery program of the Summer was held Saturday, May 19th at Windrose Park with a full class of 12 participants. On Wednesday, June 6th, 3 Rivers Archery Instructor, Heidi Hansen and I did maintenance on the equipment, plus marked the bows for left and right-handed users. It’s clear that we’ll need to purchase more left-handed bows, but, otherwise, we’re ready to go for the rest of the season!
12. The Babysitting class presented by Lakeville Community Ed on Thursday, June 28th at the Library had 16 teens, plus parents – maximum enrollment for this popular program!
13. Once again, it’s “Budget season”. I met with the City Administrator and Accountant on Friday, June 1st on the Preliminary Budget for the Parks Department and updated Commissioners at the June 12th Parks

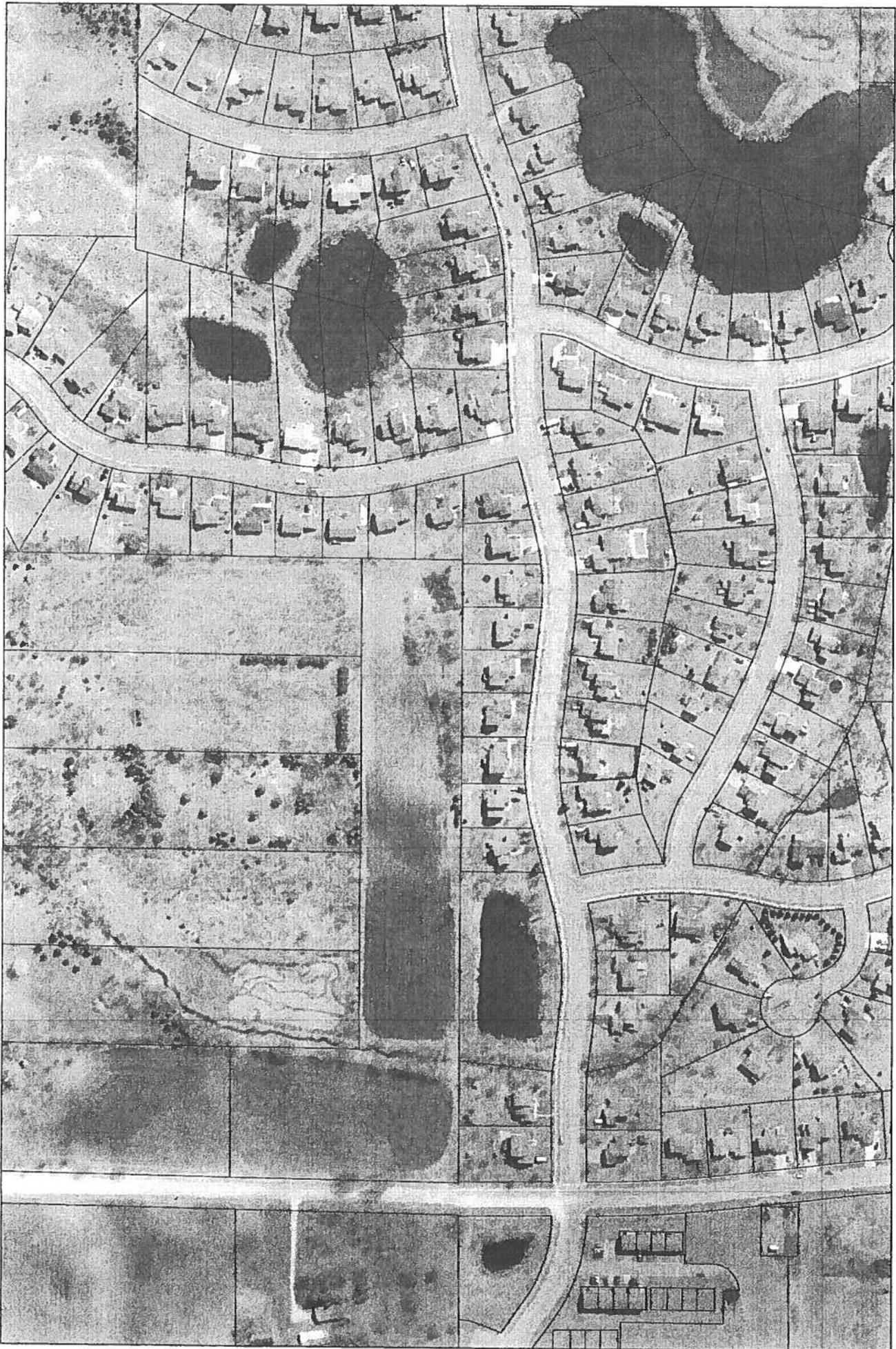
Commission Meeting...it will likely be just about the same as the 2018 Budget for 2019 Budget given budgetary constraints.

14. The Elko Baseball Team request for a fence that would surround Old Elko City Hall Park. The City Council approved the concept of movable gates that will only be closed during ballgames and approved an Encroachment Agreement, which legally addresses the design, installation and maintenance of the fence, at the April 12th City Council Meeting. The Team has now provided the City Attorney with the proper deed indicating their ownership, so now the Agreement can be signed by both parties and the project can move forward once the reimbursement for the City Attorney's expenses is received. I now have the final design of the materials that will be used for the fencing, so that I can approve them.
15. 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 met with MVEC on Tuesday June 26th on scheduling the installation of the light...it should take about 3 weeks for them to finish the engineering for the project.
16. I also purchased an additional 4 tables for the Park Shelter making a total of 21 tables and 126 chairs. Eventually, I'd like to get to 25 tables and 150 chairs, which is the maximum occupancy for the shelter, and "retire" the old metal chairs and heavy tables.
17. I met with Soccer Coordinator, Melissa Sulich, on the upcoming Fall program at Eagle View Elementary School. As in the past, the Public Works Department will be mowing and lining the 10 soccer fields. The season will get underway on July 31st and will run on Tuesday and Thursday nights from 6:15 to 8:15 through September 6th with Annual Soccer Jamboree on Saturday, August 18th. Our new Soccer Coordinator for the Summer will be Aga Franek, who will be the City's contact for the program.
18. I met with Michelle Moschkau after the April meeting to discuss her request for a bench along the CSAH 91 bike/hike trail for resting and watching the annual migration of trumpeter swans, and other birds, that stop on the pond. The best viewing is not on city-owned property, so I contacted the property owner, who is still considering it.
19. Also from the May meeting, I am following up on a request from resident Robert Satrom about the potential for a water fountain at Wagner Park. There was one there before, but it was vandalized several times, so was not

replaced when the new Park Shelter went in. I am checking to see if one could be attached to the Shelter and on possible “stand alone” sites. I hope to have a further update at the July Meeting.

20. Summer Family Fun Nights at the Wagner Park Shelter have started! There were a 114 people at the Mad Science Show on Thursday, June 21st...next up are the inflatables, the Police Safety Demo, and a movie: “Boss Baby”, along with popcorn! We’ll have help from the Eagle View PTO for this always popular event!
21. Also on the July Meeting Agenda will be the design for a Disc Golf Course at Windrose Park. As you recall from the June Meeting, the cost would be about \$8,100, plus some Staff time for clearing brush in a couple of places.
22. Another reminder that the next Parks Commission Meeting will be on Tuesday, July 10, 2018 at 4:00 PM at ENM City Hall. Once again, it looks like a busy one!

Scott County



1 in = 376 ft



Scott

Date: 6/12/2018

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Scott County



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Scott

Date: 6/12/2018

1 in = 376 ft



Mark Nagel

From: Leiviska Disc Golf Design <leiviskadiscgolfdesign@gmail.com>
Sent: Wednesday, May 16, 2018 8:44 AM
To: Mark Nagel
Subject: Re: Disc Golf Course Opportunity for Elko New Market, MN
Attachments: Elko New Market Disc Golf - Sales Quote.pdf

Good Morning Mark, Attached is your quote for Windrose Park.

This does not include the in kind services provided by Elko New Market in the form of a city worker or two to work with us for a day on clearing brush on a few of the holes, operating a post hole digger or auger to dig 9 holes, and a source of water to mix concrete for the basket sleeves.

Our fee for design and basket installation also includes us working closely with your workers on cutting or clearing the Greens and/or Fairways on the wooded holes and area across the street that is a little overgrown.

You mentioned that you know of a printer locally who could print you some tee signage. I did not include this in the quote because you will be able to do it cheaper locally and support a business near you. Also, i did not include any concrete or turf tees in my quote because it sounds like your city workers are more than able to lay some concrete for the pads and it will be cheaper to have them do it, then us hire someone to come in and pour it. We will gladly help with guidance on tee pads and/or helping you with the proper signage should you choose to do this. A post by each tee area with a number and distance is really all you need for this course setup. A welcome sign with a overall course map and general rules and etiquette may be a nice touch by the first hole if you like. We have someone who would design this if you want.

Paul and I are very excited about the project, and happy to be working with you and Elko New Market. Upon quote approval, we would order the baskets and the entire project could be completed in 3 days. We have time in our schedule in May and June. However, July and August we are near booked with projects.

Please let me know if you need anything else from me right away, or if you have any questions or concerns. We are eager to help!

Thanks
Cale

On Tue, May 15, 2018 at 12:08 PM, Mark Nagel <marknagel@elkonewmarket.com> wrote:

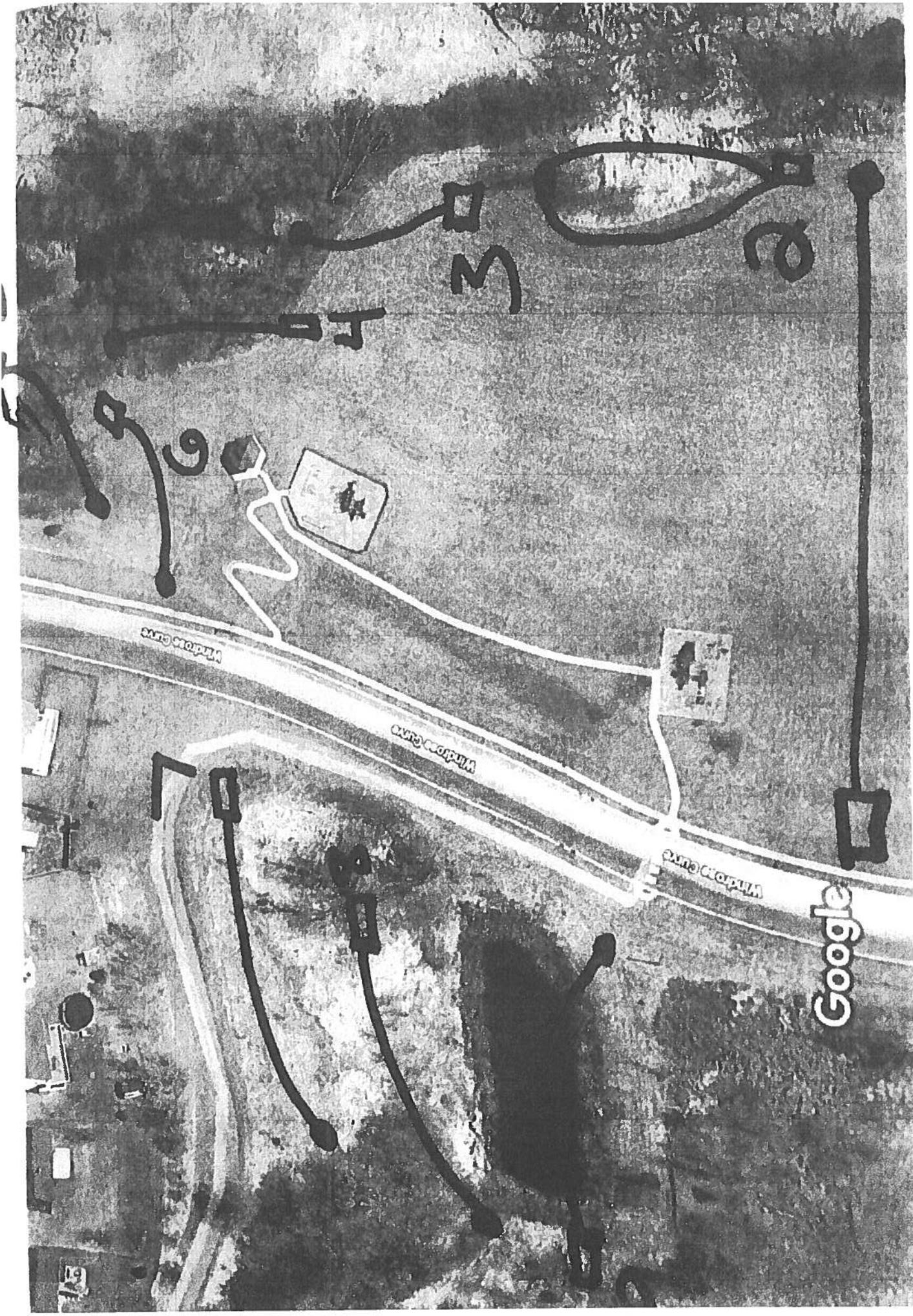
Same here. Cale, good to meet you both. Looking forward to seeing what you come up with!

Mark Nagel

Assistant City Administrator

City of Elko New Market

601 Main Street, P.O. Box 93

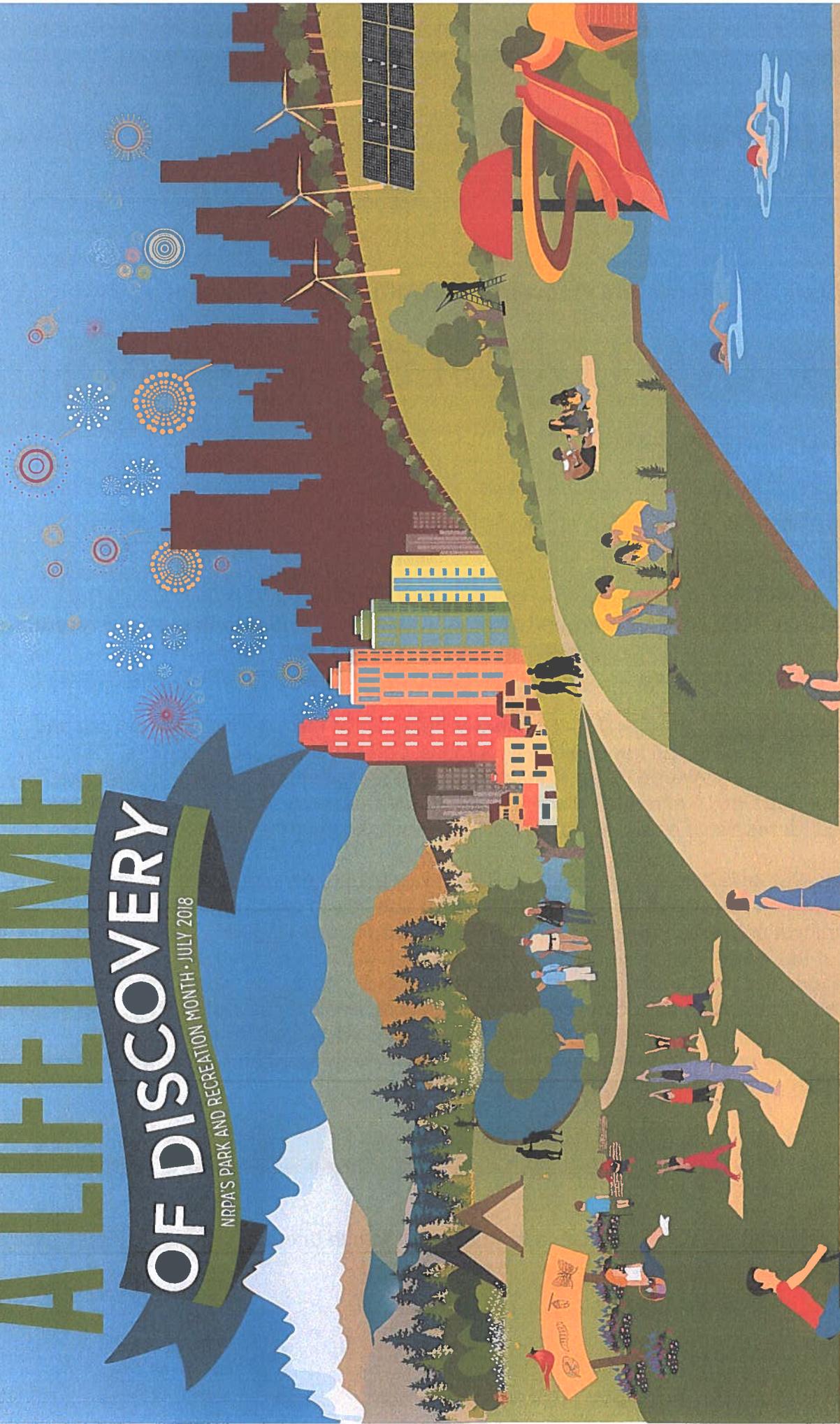


7

PARKS AND RECREATION A LIFETIME

OF DISCOVERY

NRPA'S PARK AND RECREATION MONTH • JULY 2018



National Recreation
and Park Association

#DISCOVERJULY • WWW.NRPA.ORG / JULY

Because everyone deserves a great park



Template 2018 Park and Recreation Month Press Release

[GROUP LOGO/LETTERHEAD]

FOR IMMEDIATE RELEASE

Media Contact:

[Contact Name]

[Agency Name]

[Phone]

[Email]

**This July, [City/Town/Community Name] Residents Invited to Discover Everything
[Agency Name] Has to Offer**

Month-long celebration highlights undiscovered roles of local parks and recreation

[CITY, STATE ABRV] – [DATE] – Summer is here, which means it's time to get out and discover the great things happening at your local parks and recreation centers. This July, explore the "undiscovered" roles of local parks and recreation with [Agency Name] as they celebrate Park and Recreation Month, *A Lifetime of Discovery*. A variety of fun activities are planned for residents of all ages and abilities — including [list top activities].

[Agency Name] is celebrating Park and Recreation Month, an initiative of the National Recreation and Park Association (NRPA), by inviting you to explore *A Lifetime of Discovery* at your local parks and rec. Playgrounds, rec centers, sports leagues, summer camps are just a few of the things that come to mind when we think of parks and rec. But, parks and recreation is so much more than that. During Park and Recreation Month, discover all the ways parks and recreation can improve quality of life, like science, technology, engineering and math (STEM) programming; senior programs; innovative health and wellness opportunities; community celebrations; outdoor education; flood mitigation; maintenance; and more. [Suggested list of activities. Edit to customize.]

[QUOTE from Agency leadership, discussing ways you impact your community through health and wellness, social equity, conservation, etc. and tie to the celebration of Park and Recreation Month.]

[Agency Name] will celebrate Park and Recreation Month through [provide brief summary of local activities].

NRPA encourages people that support parks and recreation to share why they think it's important to explore and discover all [Agency Name] has to offer with the hashtag #DiscoverJuly.

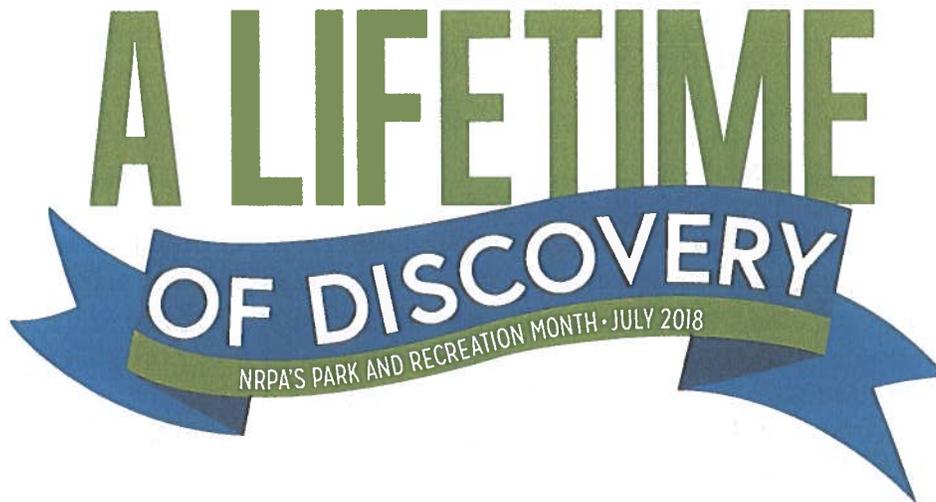
To learn more about Park and Recreation Month, visit [Add local website information] and www.nrpa.org/July.

[Agency boilerplate/ "about" information]

About the National Recreation and Park Association

The National Recreation and Park Association is a national not-for-profit organization dedicated to ensuring that all Americans have access to parks and recreation for health, conservation and social equity. Through its network of 60,000 recreation and park professionals and advocates, NRPA encourages the promotion of healthy and active lifestyles, conservation initiatives and equitable access to parks and public space. For more information, visit www.nrpa.org. For digital access to NRPA's flagship publication, Parks & Recreation, visit www.parksandrecreation.org.

###





2018 Park and Recreation Month Social Media Materials

Social Covers and Badges

You can find social media covers and badges at <https://www.nrpa.org/events/july/toolkit/>. We encourage you to update your Facebook and Twitter pages with these images to show your support of Park and Recreation Month all throughout July!

Sample Social Media Posts

If you have social media platforms such as Facebook, Twitter and Instagram, here are some sample messages to generate awareness among your friends and followers. Customize these posts for Park and Recreation Month and feel free to develop some more on your own!

Tag NRPA in your posts, too.

- Facebook: @National Recreation and Park Association
- Twitter: @NRPA_News
- Instagram: @nrpa

Official 2018 Park and Recreation Month Hashtags

- #DiscoverJuly

Sample posts for Facebook:

- July is Park and Recreation Month and we're celebrating by highlighting all (insert park/facility/agency name) has to offer! #DiscoverJuly (insert activity photos)
- (Insert park/facility/agency name) is more than just parks. Did you know we offer STEM programming, senior activities, health and wellness opportunities, outdoor education and more? #DiscoverJuly (insert activity photo)
- We offer a lifetime of discovery at (insert park/facility/agency name) #DiscoverJuly (insert photos from activity)
- A lifetime of discovery awaits you at (insert park/facility/agency). #DiscoverJuly and find the perfect summer activity for every member of your family (Insert link to website or activity calendar).
- Discover July with us and the @NationalRecreationandParkAssociation! (share toolkit poster image)
- National Park and Recreation Open House Day is Saturday, July 21. Stop by [insert event location event and time] to help us celebrate! #DiscoverJuly (insert link to event details on your website)

Sample posts for Twitter:

- #DiscoverJuly with us and @nrpa_news as we celebrate Park and Recreation Month!
- A lifetime of discovery awaits you at (insert your park/agency/facility)! #DiscoverJuly (insert activity photo)
- We offer more than just parks at (insert your park/agency/facility). #DiscoverJuly (insert photo of an unique activity)
- Find the perfect summer activity for every member of your family at (insert your park/agency/facility). #DiscoverJuly (insert link to website or activity calendar)
- Help us celebrate Park and Recreation Month by stopping by our open house on Saturday, July 21! #DiscoverJuly (insert link to event details on your website)

Sample posts for Instagram

- A lifetime of discovery awaits you at (insert park/facility/agency name) as we celebrate Park and Recreation Month with @nrpa! #DiscoverJuly (tag your town or community as your location)
- #DiscoverJuly and find the perfect summer activity at (insert park/facility/agency name) for your whole family! (tag your town or community as your location) (insert multiple activity photos)



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 # 4692
DATE 07/02/2018
DUE DATE 08/01/2018
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Rental Unit Little Windrose Park -12511 Oakridge Way	1	80.00	80.00
ADA Unit Little Windrose Park -12511 Oakridge Way	1	130.00	130.00
Rental Unit Windrose Park -26998 Windrose Curve	1	80.00	80.00
ADA Unit Windrose Park -26998 Windrose Curve	1	130.00	130.00
Rental Unit Wagner Park -220 St. Mary St	1	80.00	80.00
ADA Unit Wagner Park -220 St. Mary St	1	130.00	130.00
Rental Unit Wagner Park (Park St. Access)	1	80.00	80.00

6/1/18-6/30/18

BALANCE DUE

\$710.00



Mad Science Event Confirmation

Mad Science of Minnesota - 651-793-5721
519 Payne Ave • St. Paul, MN 55130 USA

Order #: WREG-1181473
Date: 12/26/2017

Customer Details:

Organization: New Prague Community Education
Contact: Davidson, Jessica (jjdavidson@isd191.org)

Work Phone: 952-492-6840

Event Address: Wagner Park Shelter
121 Todd St
Elko New Market, MN 55054

Billing Address: City of Elko New Market
P O Box 99
Elko New Market, MN 55020

Event Details:

Total # Events: 1 Total # kids: 75
Special Instructions: This event is open to the public.
The shelter has a sink, tables and chairs, etc.

Event/Booth Topics	Date/Time	Grades/# kids	Individual Event Price	
Outdoor Special Event	6/21/2018 6:30 PM 7:15 PM (Thursday)	K - Gr 6/75	\$295.00	
Product/Extra	Details		Qty	Price
Travel Charge			1	\$30.00
			Total:	\$325.00

Things you need to know:

Thank you for choosing Mad Science. We look forward to presenting you with our unique and exciting science programs. Please confirm the details above to help us ensure you will have a hassle-free experience.

Your Mad Scientist will arrive approximately 30 minutes before the event to set-up for a Special Event and 15 minutes before the start time for a Booth. They will need one (or two) six to eight foot table (no attached benches if possible) to set-up their equipment. Special Event performers need access to electricity and often will need to fill a pitcher with hot water before the show begins.

The invoice will be sent approximately one week before the event. You can pay with a check on the day of the event or pay with a credit card by calling the Mad Science office (651-793-5721).

Any questions or requests, please give us a call.
Your Mad Science Team

Office Use Only for Confirmation:

Booked by _____ Date _____ Confirmation emailed date _____
___ Day and Time ___ Location of event as shown? Signage? ___ Indoors or Outdoors
___ Parking Info ___ Door ___ Open flame?
___ Give Mad Scientist Cell # if office closed ___ Get cell # of contact at site
Confirmed by _____ Date _____ Invoice # _____ Date _____



American Ramp Company
 601 S. McKinley Ave
 Joplin, MO 64801

Invoice

Date	Invoice #
6/8/2018	24249

Bill To
City of Elko New Market 601 Main St. Elko New Market, MN 55020

Ship To
TBD

Project ID	P.O. No.	S.O. No.	Terms	Ship Date	Due Date
10010915			50% Down, 50%...	6/8/2018	6/8/2018
Quantity	Description	Price Each	Amount		
1	Pro Series Skatepark Equipment Quote # Q21695 Design # 6436	36,413.57	36,413.57		
1	Framework Enclosures	3,641.36	3,641.36		
1	Installation	3,641.36	3,641.36		
1	Sound Dampening	4,005.49	4,005.49		
1	NJPA Discount	-3,339.12	-3,339.12		
Payment Terms: 50% at time of order / 50% upon completion of installation Amount Due: \$22,181.33 Due Date: Due on Receipt					
			Total:	\$44,362.66	
			Payments/Credits:	\$0.00 \$22,181.33	
			Balance Due:	\$44,362.66 \$22,181.33	



Airline Media Productions, Inc
 DBA Criterion Pictures USA
 6100 Center Drive, Suite 1050
 Los Angeles, CA 90045
 Tel : 1-800-890-9494.

Invoice	
Invoice No:	423854
Invoice Date:	20-JUN-17
Payment Customer No:	16731
Ordering Customer No:	014016
Play Date:	26-JUN-17

Bill To:	Attn : Jessica Davidson City of Elko New Mrkt New Prague Community Education 420 Central Ave N New Prague MN 56071	Ship To:	Attn : Jessica Davidson New Prague Community Education New Prague Community Education 420 Central Ave N New Prague MN 56071
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Terms	Due Date	PO #	Ship Method	Order #
Net 30	20-JUL-17		No items to ship	238605

Line#	Description	Quantity	Rate	Amount
1	F132238 Trolls PV	1	175 00	175 00

Comments:				
Subtotal			USD	175 00
Total Amount Due			USD	175 00

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

New Prague Community Education
 420 Central Ave N
 New Prague MN 56071

Invoice No: 423854
 Invoice Date: 20-JUN-17
 Customer No: 16731
 Total Amount Due (USD): 175 00
 Amount Paid:

Payment Options		
By Check Criterion Pictures USA P O Box 894272 Los Angeles CA 90189-4272	By ACH / Wire Citibank Routing # 021000089 Account # 30984864 Swift # CITIUS33	We accept Visa, MasterCard, American Express, Discover & PayPal. Please contact Accounts Receivable at (310) 437-6002 for assistance.

Fed ID# 36-4762314



Airline Media Productions, Inc
 DBA Criterion Pictures USA
 6100 Center Drive, Suite 1050
 Los Angeles, CA 90045
 Tel :1-800-890-9494.

Invoice	
Invoice No:	425144
Invoice Date:	28-JUL-17
Payment Customer No:	16731
Ordering Customer No:	014016
Play Date:	03-AUG-17

Bill To:	Attn : Jessica Davidson City of Elko New Mrkt New Prague Community Education 420 Central Ave N New Prague MN 56071	Ship To:	Attn : Jessica Davidson New Prague Community Education New Prague Community Education 420 Central Ave N New Prague MN 56071
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Terms	Due Date	PO #	Ship Method	Order #
Net 30	27-AUG-17		No items to ship	238608

Line#	Description	Quantity	Rate	Amount
1	F164684: The Boss Baby PV	1	175.00	175.00

Comments:				
		Subtotal	USD	175.00
		Total Amount Due	USD	175.00

PLEASE DETACH AND RETURN THIS PORTION WITH YOUR PAYMENT

New Prague Community Education
 420 Central Ave N
 New Prague MN 56071

Invoice No: 425144
 Invoice Date: 28-JUL-17
 Customer No: 16731
 Total Amount Due (USD): 175.00
 Amount Paid:

Payment Options		
By Check Criterion Pictures USA P O Box 894272 Los Angeles CA 90189-4272	By ACH / Wire Citibank Routing # 021000089 Account # 30984864 Swift # CITIUS33	We accept Visa MasterCard American Express Discover & PayPal Please contact Accounts Receivable at (310) 437-6002 for assistance

Fed ID# 36-4762314

