

**ELKO NEW MARKET PARKS COMMISSION
REGULAR MEETING AGENDA
TUESDAY, JULY 14, 2020 @ 4:00 PM**

The City Administrator has determined it is not practical or prudent to conduct an in-person Parks Commission meeting due to the local state of emergency and social distancing guidelines. Accordingly, the Parks Commission will participate in this meeting via an electronic meeting and the Parks Commission meeting will be conducted under Minnesota Statutes section 13D.021 at the date and time stated above. To the extent practical, members of the public may attend the meeting by utilizing this link:

<https://us02web.zoom.us/j/89986048018>

1. Call to Order/Roll Call
2. Approve Agenda
3. Citizen Comments
4. Approval of June 9, 2020 Parks Commission Minutes (Attached)
5. Petitions, Requests, and Communications:
 - a. NRPA Magazine - Parks and Recreation in a Post-Pandemic World (Attached)
 - b. Smithsonian Magazine Article – “Birdman’s Latest Trick – Bringing Skateboarding into the Mainstream” (Attached)
6. Updates/Reports:
 - a. Review Parks Commission Update for 6/30/20 (Attached)
 - b. New Prague Community Ed ENM Summer Schedule (Attached)
 - c. ENM Veteran’s Memorial Project in Wagner Park (Pictures Attached)
7. Old/New Business
 - a. Consideration of Approval of Mobile Handwashing Station for Little Windrose Park (Attached)
 - b. Consider Approval of Final Version of New Wagner Park Shelter Rental Form (Attached)
 - c. Parks Department Capital Outlay Presentation to City Council Recap (Attached)
 - d. Consider Approval of Inclusion of SkatePark Equipment Addition to Parks CIP (Attached)

- e. Consider Cancellation of Twins Clinic (Attached)
 - f. Discuss Playground Assessment Results (Hand Out)
 - g. Discuss Closure of Wagner Park Shelter Until October 31, 2020
 - h. Discuss Parks and Recreation Month (Attached)
 - i. Consider Approval of Bills – Schlomka’s Portable Restrooms and Safety First for Playground Assessment (Attached)
8. Other Business
- a. Update on Windrose-Woodcrest Trail Segment
 - b. Update on Rowena Pond Park Project (Attached)
 - c. Update on Recreation Specialist Position
9. Set Next Meeting
- a. Regular Parks Commission Meeting July 14, 2020 @ 4 PM @ ZOOM
10. Park Commissioner Comments
11. Adjournment

NPA Community Ed Offerings

Kirsch, Janelle [jkirsch@isd721.org]

Sent: Monday, June 29, 2020 2:21 PM

To: Mark Nagel; Lynda Jirak

Attachments: ENM - Summer 2020.pdf (48 KB)

Hi!

I put together a sheet of classes that are still going to happen in ENM this summer. Of course there are numerous others happening at other locations within the district and others have had to be cancelled due to the COVID-19 pandemic. Everything we do is following the guidance put forth by MDH and MDE. Please contact me if you have questions or suggestions.

Thanks!

Janelle



Janelle Kirsch | Director of Community Services

Community Services | 410 Central Ave. N | New Prague, MN 56071

phone: 952-758-1733 | fax: 952-758-1739

www.npaschools.org | [facebook](#) | [twitter](#)

New Prague Area Schools: Proud Tradition, Promising Future

Summer 2020 Elko New Market

The following are still being offered by New Prague Area Community Education in July and August. All classes, camps and clinics will follow the guidance laid out by the MN Department of Health.

Full descriptions including dates, times, pricing and age requirements can be found at <https://npaschools.ce.eleyo.com/> or call 952-758-1734. We are working to make your summer fun and memorable.

Eagle View Elementary

July

- 7/6 M-F Project Runway
- 7/7 T Zumba and Zumba Strengthening
- 7/14 T Babysitting Basics and Safety
- 7/20 M-Th YEL Chess
- 7/20 M-Th Cheerleading! Dance! Tumbling! Camp
- 7/20 M-Th ENM/Lons Flag Football Mini Camp
- 7/27 M-Th Mini Ninja Super Hero Camp
- 7/27 M-Th Camp Kindergarten

August

- 8/4 Varied Trojan Rec Soccer
- 8/10 M-Th Mini Sport Camp
- 8/10 M-Th Art Experiments

Windrose Park

- 8/15 S Archery for All Ages

New Prague Aquatic Center

- July and August Swim Lessons: Private, Semi-Private, Small Group
- 7/7 Tu/Th Intro to Competitive Swimming
- 7/10 F Dive Clinic

No Bummer Summer 2020 has some openings for children in PreK through grade 5. There is still lots of fun to be had. Don't miss out!

**ELKO NEW MARKET
VETERAN'S
MEMORIAL
IN WAGNER PARK**

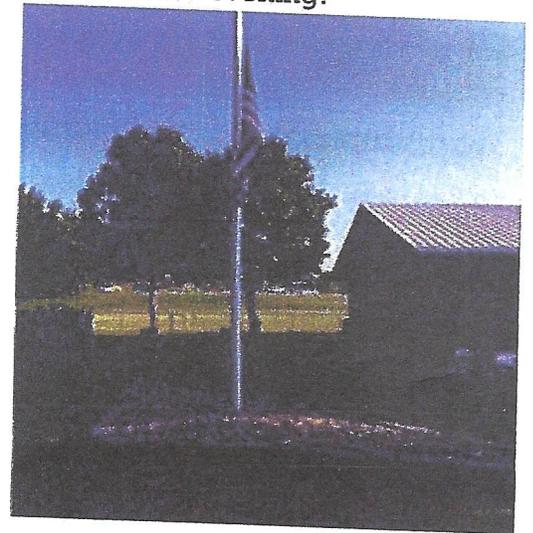
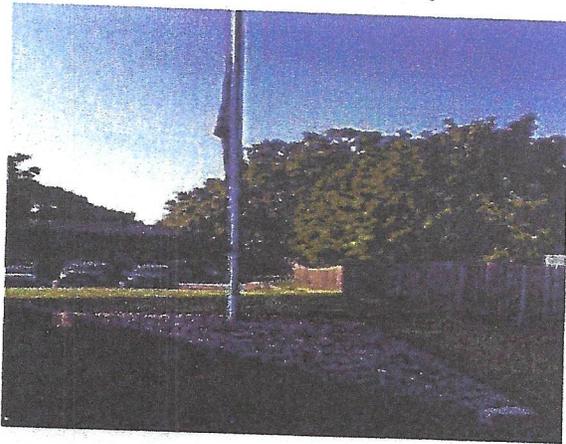
Ryan Huberty's Eagle Scout Project

Troop 325

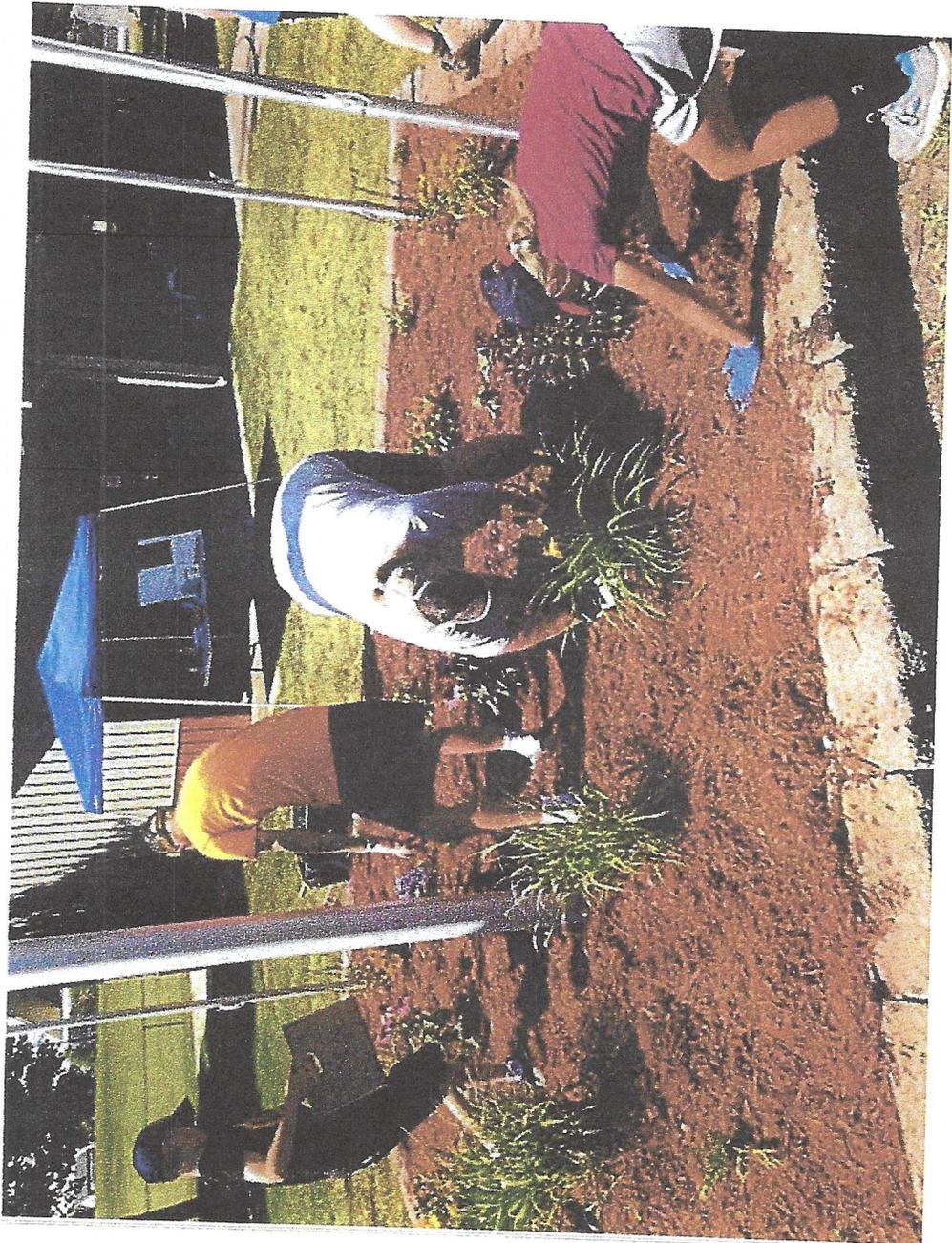


DESCRIPTION AND BENEFIT

- At Wagner Park in Elko New Market there is a American Flag surrounded by paving stone in a triangular shape. The inside of the triangle is very run down and needs landscaping help.
- No flowers or plants inside of the triangle and is filled with dirt & gray/faded mulch.
- The current flagpole has no lighting whatsoever & is not always taken down in the evening.
- Eyesore in the park.
- Revamp this space & turn it into a Veteran's Memorial for the city.
- Turn into something much more appealing, honor the Veteran's & create a signature piece for the community.









Mark Nagel

From: Daniel E Schomka <office@twincitytoilets.com>
Sent: Wednesday, July 01, 2020 8:36 PM
To: Mark Nagel
Subject: Re: Mobile Washing Station

Mark,

We will be glad to help out with another. It's the same as the last you got for \$140/month.

Currently we are still experiencing a shortage of inventory with the recent demand. I will set one aside till I hear back from you.

Thank you!

Danny Schlomka
651-332-4200
office@twincitytoilets.com
www.twincitytoilets.com

On Tue, Jun 30, 2020, 12:01 PM Mark Nagel <mnagel@ci.enm.mn.us> wrote:

Hi Dan –

This seems to be working well...I would like add another one at Little Windrose Park...can you give me a quote for that so I ca get it approved? Thanks!

Mark

From: Daniel E Schomka [<mailto:office@twincitytoilets.com>]
Sent: Wednesday, June 10, 2020 3:42 PM
To: Mark Nagel
Subject: Re: Mobile Washing Station

Mark,

The wash station has been delivered today.



WAGNER PARK SHELTER RENTAL AGREEMENT

[FOR PARK SHELTER USE ONLY/DOES NOT INCLUDE OTHER PARK FACILITIES OR AMENITIES]

Renters Name: _____ Daytime Phone: _____

Home Address: _____

Rental Date: _____

Rental Fee Received: Date: _____ Amount: \$ _____ <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash <input type="checkbox"/> Credit
--

Damage/Key Deposit Received: Date: _____ Amount: \$ <u>200.00</u> <input type="checkbox"/> Check # _____ <input type="checkbox"/> Cash
--

WILL ALCOHOL BE SERVED? <input type="checkbox"/> Yes <input type="checkbox"/> No If Yes, Check all that Apply: <input type="checkbox"/> Keg Beer <input type="checkbox"/> Boxed Wine
--

Deposit Returned: Date: _____ Returned To: _____

Reservations are to be contracted for by the individual who thereby accepts full responsibility. **No reservations can be made without payment.** User fee is \$150.00 (includes sales tax) for a city resident and \$200.00 (includes sales tax) for a non-resident. This reservation may not be transferred to another party without the written permission of the City.

The Renter must sign this Rental Agreement in the space provided below. By doing so, the Renter agrees to adhere to the following requirements, unless special arrangements have been noted by staff on this Rental Agreement, and agrees to accept the consequences for their failure to do so.

- A. **Adult.** Renters must be at least twenty-one years of age, and the event must be supervised by a responsible adult twenty-one years of age at all times.
- B. **Nuisance.** The Renter is responsible for the conduct of guests during the rental period, causing a public nuisance or violating the City's noise ordinance may, at the discretion of the Police Department, be grounds for removal from the facilities.
- C. **Park Hours.** Renters are permitted to use the rented facilities between the hours of 6:00 a.m. to 10:00 p.m. Renters may be requested to leave the facilities during the hours not permitted.
- D. **Key FOB.** The key FOB to the park shelter must be picked up the 2-3 days prior to the rental date during regular business hours, M-F, 8:00 a.m.-4:30 p.m., not including holidays. The key FOB must be returned to City Hall the next business day immediately following the rental date. Renters shall be responsible for the cost of replacing lost or damaged key FOB's. If preferred, Renter may return the key FOB by depositing it in the drop box located in front of the City Hall. **If a key FOB is not returned by 4:30pm on the next business day following the rental, \$50 will be deducted from the damage deposit.**
- E. **Facilities.** The facility provides tables & chairs to seat approximately 125 people. Absolutely no chairs, tables, etc., may be removed from the park shelter. The facility is equipped with hand air dryers, so the City will supply only toilet paper for the restrooms. The facility includes a stove/oven. It is the responsibility of the Renter to provide any other items needed for an event, including, but not limited to: dishes, serving utensils, silverware, linens, towels, and other products, etc. It is the Renter's responsibility to see that everything is clean, all appliances wiped off, counter tops cleaned, floors swept, and that all lights are off and doors are locked when vacated.
- F. **Facilities Rented.** The City's park system requires a substantial annual cost, with most of the usage occurring on weekends. Most of the events for which the shelter is rented also occur on weekends. So the Renter is advised that the facilities for which rental fees are paid, reserves only the park shelter and does not include other park facilities and amenities which will be open to the public. A rental does not provide for exclusive use of restrooms. Bouncy houses and other inflatables are not permitted to be used in connection with this rental or the park.
- G. **Renter's Responsibility.** The applicant needs to be in attendance at the event during the time specified on the permit and have it in their possession. The Renter must have a copy of the Agreement with them at the Shelter. The Renter assumes responsibility for all activities conducted, including, but not limited to:

- Supervision and control to prevent injury or damage and maintain order during the event
- Complying with any applicable Governor's Executive Order and Department of Natural Resources (DNR) and Minnesota Department of Health COVID-19 Outdoor Recreation Guidelines, which can be found at <https://www.dnr.state.mn.us/aboutdnr/covid-19-outdoor-recreation-guidelines.html>
- Maintenance of the premises during the scheduled use
- Cleaning of refuse and debris and disposing in trash receptacles

H. **Trash & Recyclables.** Trash and recyclable containers will be provided; Renters must ensure that all refuse and recyclables are removed from the pavilion and placed in these containers. (Renter shall provide trash can liners.)

I. **Glass Containers.** No glass containers are allowed in City parks.

J. **Parking.** Parking is permitted on-street or in designated areas only. Overnight parking in parks is prohibited.

K. **Alcohol.** No liquor is to be served or brought onto the premises, except the consumption of keg beer and/or boxed wine. The Renter will be required to leave and subject to prosecution for the consumption of intoxicating beverages by minors, whether it is occurring with or without the Renter's knowledge. Absolutely no sale of intoxicating beverages is permitted. The Renter shall indemnify and hold the City harmless for any liability introduced by the consumption of alcoholic beverages upon city property during the rental period.

• **In order for a Renter to serve keg beer and/or boxed wine at the event, the Renter must provide the City with a Certificate of Liability Insurance from their insurance company affirming they have liability coverage for the event. This Certificate of Insurance must be submitted prior to the date of the event. If no Certificate of Liability insurance is received from the Renter, no keg beer and/or boxed wine can be served at the event.**

L. **Proof of Insurance.** Certain events may require proof of insurance in a minimum amount to be determined based on the event type.

M. **Inspection.** The Facility will be inspected following completion of the rental. The cost for repairing any damage; cleaning; and/or missing tables/chairs that occurred during the rental, will be deducted from the damage deposit.

N. **Refund.** There are no refunds in part or in whole of rental fees, whether due to inclement weather, messy facilities, or for any other reason except that rental fees will be refunded if the City cancels the event.

The Renter acknowledges that use of the Facility could result in exposure to infectious diseases including but not limited to methicillin-resistant Staphylococcus aureas (MRSA), influenza, coronavirus disease 2019 (COVID-19), or other disease. While particular rules and personal discipline may reduce this risk, the risk of serious illness and death does exist. The Renter KNOWINGLY AND FREELY ASSUMES ALL SUCH RISKS, both known and unknown, EVEN IF ARISING FROM THE NEGLIGENCE OF THE CITY. The Renter for him/herself and on behalf of his/her heirs, assigns, personal representatives and next of kin, HEREBY RELEASE AND HOLD HARMLESS the City of Elko New Market its officers, officials, agents, employees, and or volunteers, other participants, sponsoring agencies, advertisers ("RELEASEES"), WITH RESPECT TO ANY ILLNESS, DISABILITY, DEATH, or loss or damage to person or property, WHETHER ARISING FROM NEGLIGENCE OF THE RELEASEES OR OTHERWISE, to the fullest extent permitted by law.

The Renter agrees to defend, fully indemnify and hold harmless the City from any and all claims, demands, costs, damages, losses, actions, causes of action or judgments of whatever nature arising out of the use of the premises, including the loss of personal property belonging to Renter or its guests, invitees, or participants, or any obligations arising from the Agreement, including costs, disbursements, witness fees, professional fees and attorneys' fees. The Renter will be responsible for any and all clean up, costs or damage in excess of the damage deposit, including collection costs, Attorneys fees and any other additional cost incurred by the City due to the failure to clean or damage including lost rental revenue. Renter agrees that in the event that any costs in excess of the damage deposit are not paid, they may be assessed against Renter's property, and Renter agrees to said assessment, waives a hearing, any irregularity in the proceedings, as well as any right of appeal.

*****IT IS THE RENTER'S RESPONSIBILITY TO PICK UP THE KEY FOB FOR THE PARK SHELTER 2-3 BUSINESS DAYS PRIOR TO THE RENTAL DATE. THE KEY CAN BE PICKED UP AT CITY HALL DURING REGULAR BUSINESS HOURS - MONDAY THROUGH FRIDAY 8:00 A.M. TO 4:30 P.M. (NOT INCLUDING HOLIDAYS)**

Signature _____

Print Name _____

Date _____

Elko New Market Skatepark Expansion Option

Evan Moss [evan@americanrampcompany.com]

Sent: Wednesday, April 08, 2020 1:27 PM

To: Mark Nage!

Attachments: Q24089, 6906.pdf (2 MB)

Hey Mark,

I've attached a rendering and quote for a skatepark expansion option for your skatepark. This option makes best use of the space available. Let me know what you think!

Thanks,



EVAN MOSS

Action Sports Specialist

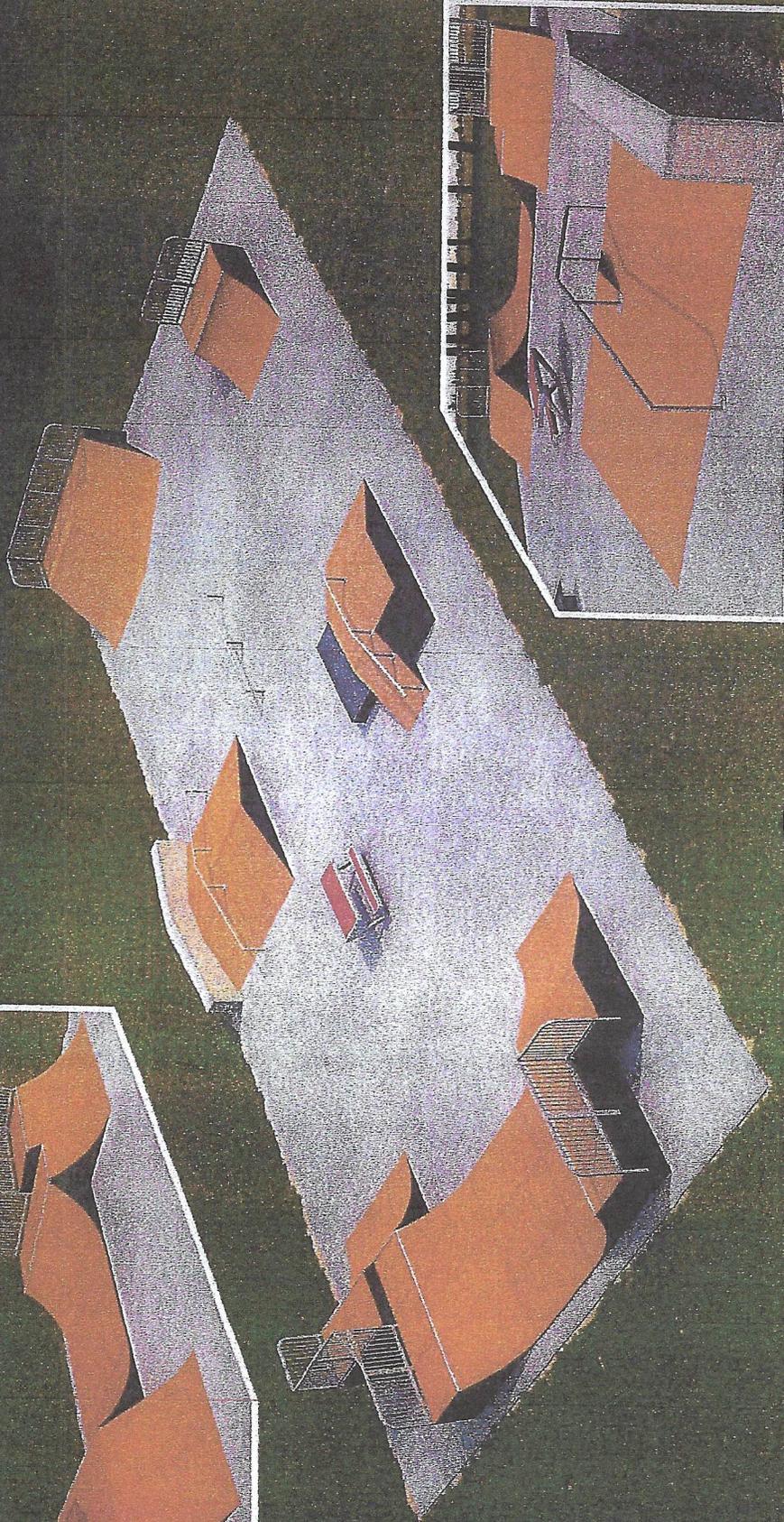
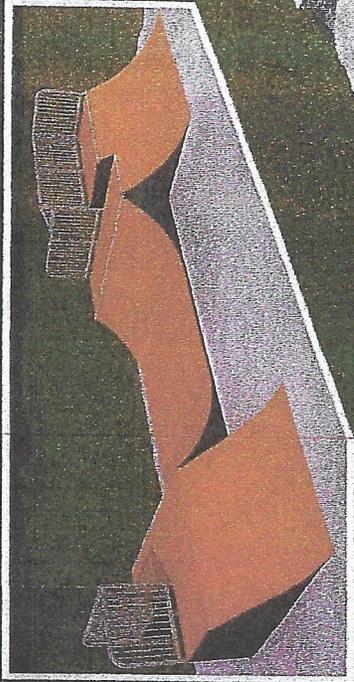
p 417.206.6816 x 119 c 417.629.4118

[VIEW OUR RECENT PROJECTS!](#) |   



ELKO NEW MARKET SKATEPARK #6906

ELKO NEW MARKET, MN



20 YEAR WARRANTY

FASTENER FREE RIDING SURFACE



MAXGRIP™ POLYESTER POWDERCOAT 3/16" STEEL RIDING SURFACE

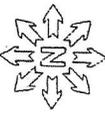
WWW.AMERICANRAMPCOMPANY.COM

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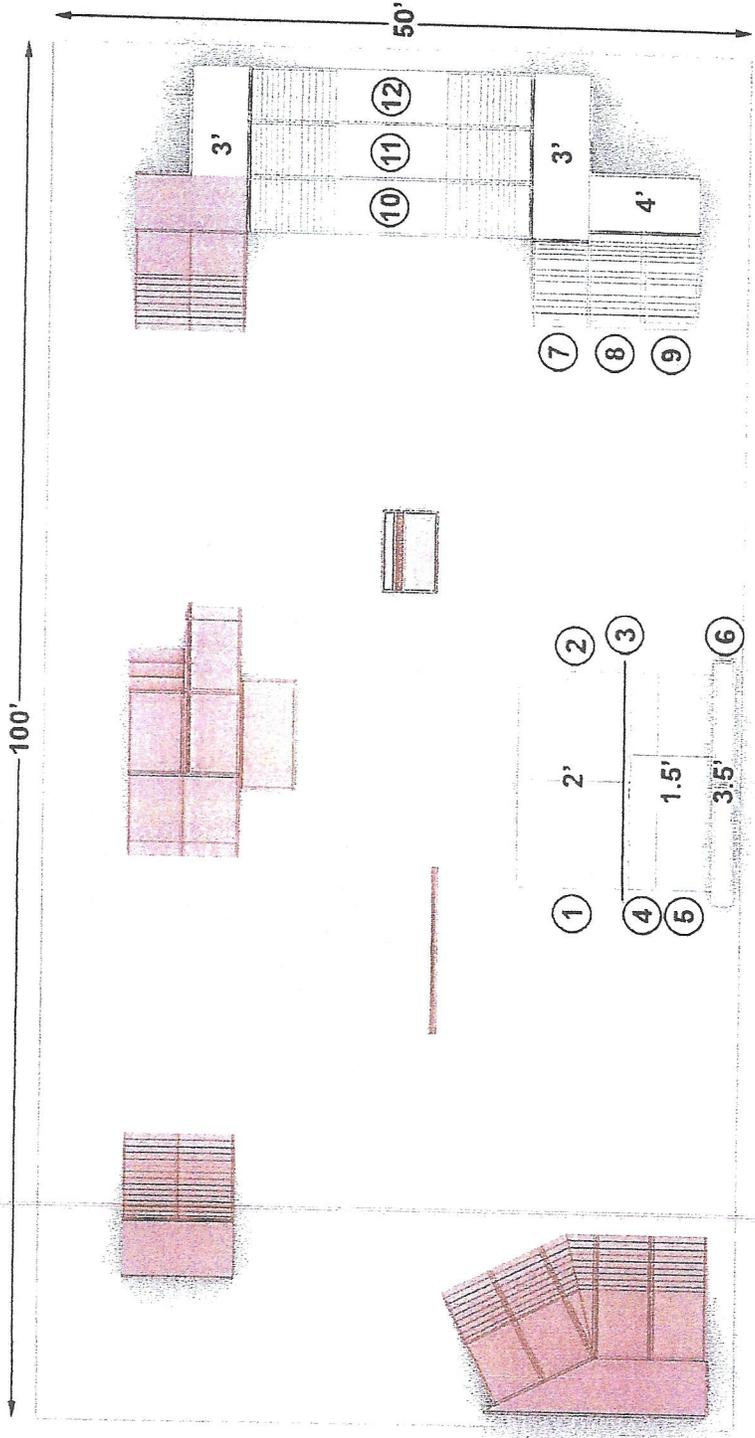
601 McKinley
 Joplin, MO 64801
 Tel: (417) 206-6816
 Toll Free: (800) 949-2024
 Fax: (417) 206-6888
 sales@americanrampcompany.com

DRAWN BY	Chuck Dodge
DATE	4/8/20
REP. AGENCY	American Ramp Company
REP. NAME	Evan Moss
REP. PHONE	(800) 949-2024



CUSTOMER APPROVAL	DATE
PARK ENCLOSED?	Yes
PRO SERIES	✓
X SERIES	-
STEALTH SERIES	-
STEALTH CLASSIC SERIES	-
PROJECT NAME	

Elko New Market Skate Park	
DESIGN NO.	6906



*Note – Existing equipment is highlighted in red.

601 McKinley
 Joplin, MO 64801
 Toll-free 877-RAMP-778
 Local 417-206-6816
 Fax 417-206-6888
sales@americanrampcompany.com



Quote #	Design #	FOB
Q24089	6906	Elko New Market, MN

Phase 1

<u>Item</u>	<u>Obstacle</u>	<u>Height</u>	<u>Width</u>	<u>Length</u>	<u>Pro Series</u>
7	Quarter Pipe	3.0'	4.0'	6.0'	\$1,432.87
8	Quarter Pipe	4.0'	4.0'	11.0'	\$3,235.93
9	Quarter Pipe	4.0'	4.0'	11.0'	\$3,405.93
10	Half Pipe	3.0'	4.0'	24.0'	\$5,428.79
11	Half Pipe	3.0'	4.0'	28.0'	\$7,562.39
12	Half Pipe	3.0'	4.0'	28.0'	\$6,862.39
Subtotal					
Framework Enclosures					\$27,928.28
Freight					\$2,792.83
Installation					FREE
Sourcewell Discount					\$4,189.24
					-\$2,443.72
TOTAL					\$32,466.63

Phase 2

<u>Item</u>	<u>Obstacle</u>	<u>Height</u>	<u>Width</u>	<u>Length</u>	<u>Pro Series</u>
1	Bank Ramp (Wedge)	2.0'	8.0'	8.0'	\$3,186.18
2	Bank Ramp (Wedge)	2.0'	8.0'	8.0'	\$3,186.18
3	Grind Rail, Kinked (Round)	1.5'	2"	18.0'	\$720.00
4	Wedge, Flat, Wedge 2' Wide	1.5'	2.0'	16.0'	\$3,110.52
5	Wedge, Flat, Wedge	1.5'	4.0'	16.0'	\$3,876.47
6	Hubba Ledge (Replica Series)	3.5'	1.5'	18.0'	\$6,269.94
Subtotal					
Framework Enclosures					\$20,349.30
Freight					\$2,034.93
Installation					FREE
Sourcewell Discount					\$3,052.39
					-\$1,780.56
TOTAL					\$23,656.06

From: Ortiz, Josh <JoshOrtiz@twinsbaseball.com>
Sent: Tuesday, June 30, 2020 10:10 PM
To: LJTBORGEN@HOTMAIL.COM <LJTBORGEN@HOTMAIL.COM>
Subject: Play Ball! MN Youth Clinic and COVID-19

Dear Linda Borgen,

Greetings, I hope you and your family are well during this time.

As you have seen, Governor Walz has allowed baseball and softball participation under strict guidelines set forth by the Minnesota Department of Health.

You are scheduled to host a Play Ball! Minnesota youth clinic in Elko New Market, MN on Saturday, July 18. For us to proceed any further we are asking clinic hosts to submit a COVID-19 plan that addresses key elements of the MDH guidelines. I am specifically referring to the ingress and egress of participants and the screening of each participant. We are not able to staff the clinic with more people than who would be working on the field with the kids. Because of our staff size, we are asking the hosts to assist with the key measures outlined above. For the on-field clinic, our instructors can handle the pods and rotations.

I understand that this may be putting an extra burden on you that you may not feel comfortable with. This is also something that was not planned for in the host communication. Frankly, we have been very cautious in our return to programming and we have found that there are times that we would not be able to maintain the MDH guidelines, so we have canceled programming.

For us to do the clinic in Elko New Market, MN, we need your help. If you decide that you are not able to assist with this we can cancel the clinic and return in 2021, rest assured that your decision now will not impact our relationship or the ability for us to come in 2021. We recognize that things are difficult.

Please let me know your thoughts and how we should proceed. Thank you.

Best Regards,

--- **Josh Ortiz**

Manager, Community Programs

Minnesota Twins Baseball Club

Target Field - 1 Twins Way | Minneapolis, Minnesota 55403

P: (612) 659-3506 | M: (651) 485-0617 | F: (612) 659-4031