

**ELKO NEW MARKET PARKS COMMISSION  
REGULAR MEETING AGENDA  
TUESDAY, JUNE 9, 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/83455787328>

- 1. Call to Order/Roll Call**
- 2. Approve Agenda**
- 3. Citizen Comments**
- 4. Approval of 5/12/20 Parks Commission Minutes (Attached)**
- 5. Petitions, Requests, and Communications:**
  - a. Article: The Economic Impact of Parks (Attached)**
- 6. Updates/Reports:**
  - a. Review Parks Commission Update for 5/31/20 (Attached)**
  - b. Facebook Post on Historic City Hall Park Playground Equipment (Attached)**
  - c. New Prague Community Ed Summer Programs Response to COVID-19 (Attached)**
  - d. May Community Development Update (Attached)**
- 7. Old/New Business**
  - a. Review 2020 Parks Department Budget Thru May 31st (Attached)**
  - b. Consideration of Approval of Mobile Handwashing Station for Wagner Park (Attached)**
  - c. Consider Approval of Revised Wagner Park Shelter Rental Agreement (Attached)**
  - d. Consider Changing Parks Commission Meeting Date/Time (Attached)**
  - e. Discuss SkatePark Equipment Addition (Attached)**
  - f. Discuss COVID-19 and Youth Programming (Attached)**
  - g. Consider Approval of Bills – Safety First for Playground Assessment (Attached)**

**8. Other Business**

- a. Update on Windrose-Woodcrest Trail Segment**
- b. Update on Rowena Pond Park Ballfield Relocation**
- c. Update on Recreation Specialist Position**

**9. Set Next Meeting**

- a. Regular Parks Commission Meeting July 14, 2020 @ 4 PM @ ENM City Hall (Tentative)**

**10. Park Commissioner Comments**

**11. Adjournment**

**ELKO NEW MARKET PARKS COMMISSION  
TUESDAY, MAY 12, 2020  
REGULAR MEETING MINUTES**

**PRESENT:**

Present at Roll Call were Chair Sutton, Commissioner Melgaard, Commissioner Zahratka, Commissioner Miller and Commissioner Dornseif. Also present was Assistant City Administrator Mark Nagel.

**CALL TO ORDER:**

The meeting was called to order at 4:02 PM online via ZOOM by Chair Mike Sutton.

**APPROVE AGENDA:**

Mr. Nagel said that there were no additions to the May 2020 Meeting Agenda. Upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the May 2020 Meeting Agenda was unanimously approved, as printed.

**CITIZEN COMMENTS:**

There were no citizen comments presented at the May 2020 Parks Commission Meeting.

**APPROVAL OF MINUTES OF APRIL 14, 2020 PARKS COMMISSION MEETING:**

Upon motion by Chair Sutton, seconded by Commissioner Zahratka, the Parks Commission unanimously approved the April 14, 2020 Parks Commission Minutes, as printed.

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**PETITIONS, REQUESTS, AND COMMUNICATIONS**

Mr. Nagel called Commissioners' attention to a copy of a new study from the NRPA on the Economic Impact of Parks. He said that the 2017 study showed the

economic impact of parks was over \$4 billion in Minnesota; the employment impact was 28,312 jobs associated with parks; and those jobs accounted for \$1.33 billion in labor income. The study concludes that “parks drive significant economic activity” in Minnesota and other states across the country.

## **UPDATES:**

Mr. Nagel reviewed the April 30, 2020 ENM Parks Commission Update, which contained 15 items. He said that the installation of the replacement equipment for Old Elko City Hall Park was tentatively scheduled for the week of May 18th.

Mr. Nagel reported that the City had received the \$10,000 check from the Twins Foundation for the relocation of the Rowena Pond Park Ballfield.

## **OLD/NEW BUSINESS:**

Mr. Nagel presented a proposal from Ryan Huberty for his Eagle Scout project at Wagner Park over the 4<sup>th</sup> of July Holiday. The project will upgrade the present garden surrounding the American Flag and add a statue of an American Eagle to the garden. Upon motion by Commissioner Melgaard, seconded by Commissioner Zahratka, the Parks Commission unanimously approved the Eagle Scout project, as proposed by Ryan Huberty.

Mr. Nagel presented the Rowena Pond Park ballfield grading plans to the parks Commission and noted that the project would get underway on May 14<sup>th</sup>, if plans were approved. He also said that the City Engineer, Rich Revering, reported in his attached Memo that the hockey rink/basketball court work would be bid later this Summer. Upon motion by Commissioner Melgaard, seconded by Chair Sutton, the Parks Commission unanimously approved the ballfield relocation grading plans for Rowena Pond Park, as presented.

Mr. Nagel said that in preparation for upcoming possible playground improvements to Woodcrest Park, Wagner Park, and Little Windrose Park in the next 5 years, he would like to begin with an assessment of playground compliance with CPC and ASTM standards. They would be conducted by an Independent Certified Playground Safety Inspector and assess each playground for compliance to the updated standards. The information would be useful in determine the equipment that could be kept as part of any update to each park. He reviewed the agreement with Safety First, which would conduct all 3 and provide a report for

each for \$1,500 in total cost, with Parks Commissioners. Upon motion by Chair Sutton, seconded by Commissioner Zahratka, the Parks Commission unanimously approved the agreement with Safety First for \$1,500 for playground assessments of Woodcrest Park, Wagner Park and Little Windrose Park.

Mr. Nagel called Commissioners' attention to the proposal from the American Ramp Company for completing the Skatepark. The project would be done in 2 phases – the first would include 6 new pieces that would be attached to the current Half Pipe for \$32,466.33, while Phase 2 would be a stand alone piece featuring rails, ledges and ramps for \$23,656.06. The equipment would be purchased through Sourcewell, which would save the City \$4,224.28 in cost, plus the ARC would waive the shipping costs. After discussion of the proposal, Parks Commissioners requested that the Capital Outlay Plan be adjusted to see what effect the project would have on expected revenues for planned projects and that the Skateboarding community be contacted on their thoughts on the proposed improvements. Mr. Nagel said that he would bring back more information at a future meeting. No further action was taken by the Parks Commission on this item.

Mr. Nagel said that he had been contacted by the Tree City USA organization about joining the program, which is run by the Arbor Day Foundation. He noted that of the 4 required standards that are necessary, the one that would be most difficult to meet is the \$2 per capita for Community Forestry budget. Since Elko New Market is a City approaching 5,000 people, the annual budget would be around \$10,000. After much discussion, consensus of the Parks Commission was not to join the organization at this time. Mr. Nagel said that he would let the organization know of the decision on their request.

Mr. Nagel presented the Bill List to the Parks Commissioners – Schlomka's for Portable Restrooms for May 2020 for a total of \$420.00. Upon motion by Commissioner Melgaard, seconded by Commissioner Miller, the Parks Commission unanimously approved the Bill List for the May 2020 Meeting.

## **OTHER BUSINESS:**

Mr. Nagel updated the Commissioners on the effects of the COIVD-19 virus on park and recreation operations. While parks and trails remained open, he told Commissioners that the playgrounds were now open, but that Wagner Park Shelter, SkatePark and basketball courts remained closed due to the possible gatherings of more than 10 unrelated people. In addition, Wagner Park Shelter rentals were

being cancelled on a weekly basis a month out, as were events in the ENM Library Community Room. The Summer Events on Thursday evening have not been scheduled, but he said that he hoped some could be held in August. He said he will be making a complete report to City Council at their May 14<sup>th</sup> Meeting and would email Parks Commissioners those comments on May 18<sup>th</sup>. No further was taken by the Parks Commission on this item.

Mr. Nagel said that due to difficulty in purchasing asphalt and resident concerns, the Windrose 8<sup>th</sup> Addition/Woodcrest Trail Segment project had been postponed until Spring 2020. As he noted at the December meeting, he contacted the SMSC to see if it would be possible to retain the \$18,224 grant for the project. In late February, he said that he had received word that the SMSC had agreed to extend the grant for 2020. The City informed affected residents in early March that the project would be proceeding, a wetland delineation was conducted, Public Works has now completed the prep work and is taking bids for paving after Memorial. Mr. Nagel said that if the bids were low enough the entire trail may be repaved. No further action was taken by the Parks Commission on this item.

Mr. Nagel noted that the terms of Chair Sutton and Commissioner Zahratka were up on March 31, 2020 and that Council had decided to accept applications from the community for these 3-year terms. He said that a mistake had made on Commissioner's Dornseif's appointment – it is up on 3/31/21, not 3/31/20, as previously thought and she has agreed to stay on and complete the term. The interviews have been held for the two openings and a recommendation is scheduled to be considered at the May 14<sup>th</sup> City Council Meeting. The Commissioners joined Mr. Nagel in thanking Commissioner Zahratka for her years of service on the Parks Commission. No further action was taken by the Parks Commission on this item.

Mr. Nagel reported on the status of the newly created part-time position of Recreational Specialist. He said that the position had been advertised, but there only five (5) applicants for the position. He said that to increase the number of applications, the Minimum Requirements was revised to include more related fields. Another 4 applications were received by the Friday, May 8<sup>th</sup> deadline making a total of 9 applicants for the position. The next steps, he said, were to review the applications, select qualified candidates, and conduct interviews. No further action was taken by the Parks Commission on this item.

## **NEXT MEETING:**

Mr. Nagel noted that the Governor could lift restrictions to hold public meetings before the June meeting, so he was not recommending changing the current City Hall meeting location to a Zoom Meeting at this time.

Upon motion by Commissioner Dornseif, seconded by Commissioner Melgaard, the next Regular meeting of the Parks Commission was set for Tuesday, June 9, 2020 at 4:00 PM in Conference Room B of Elko New Market City Hall

## **PARK COMMISSIONER COMMENTS:**

Commissioner Dornseif suggested that Mr. Nagel look at the cost of providing handwashing stations at Wagner Park for people to use on a temporary basis. Mr. Nagel said that he would call Schlomka's about the cost and include it in the next Parks Commission update.

## **ADJOURNMENT:**

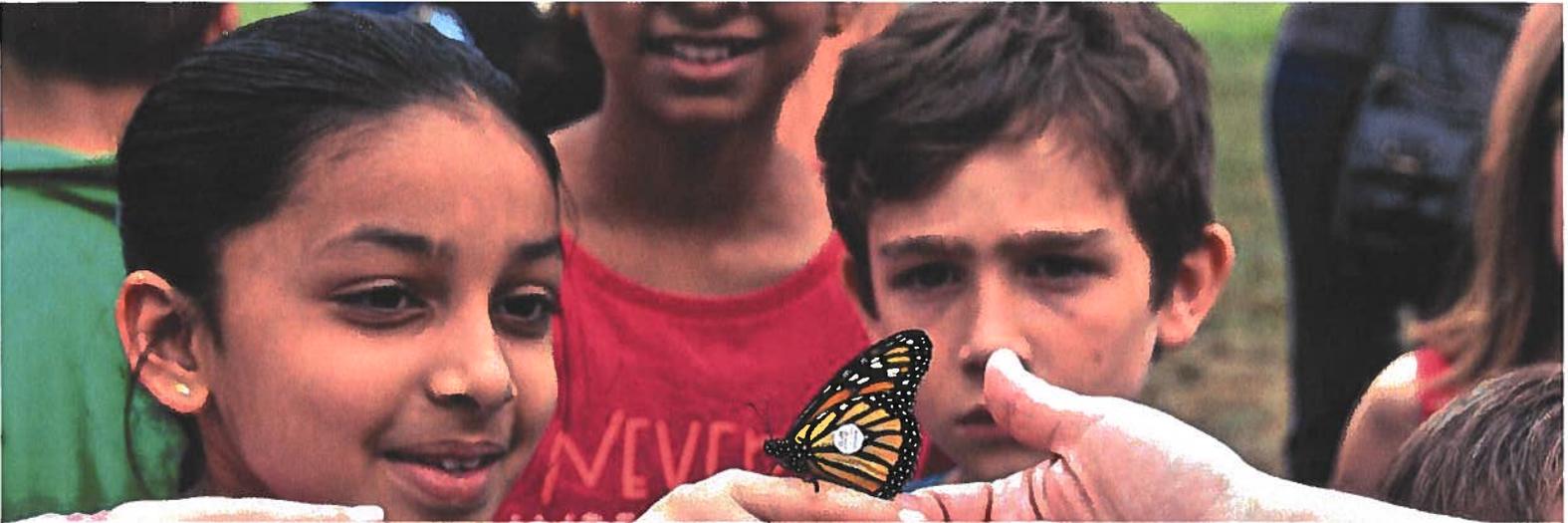
There being no further business to come before the Parks Commission, upon motion by Commissioner Zahratka, seconded by Chair Sutton, the meeting was adjourned by voice vote at 5:06 PM.

**Respectfully Submitted,**

**Mark Nagel, Assistant City Administrator**

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# THE ECONOMIC IMPACT OF PARKS AND RECREATION

The powerful impact parks and recreation has on economic activity, when combined with the ability to deliver healthier and happier communities, highlights the fact that these offerings are not merely a "nice-to-have," luxury government service. Rather, parks and recreation is a critical aspect of what makes a city, town or county a vibrant and prosperous community. Policymakers and elected officials at all levels of government should take notice and support greater and more stable taxpayer funding of parks and recreation.

## NATIONAL ECONOMIC IMPACT

IN 2015, AMERICA'S LOCAL PUBLIC PARK AND RECREATION AGENCIES GENERATED MORE THAN **\$154 BILLION IN ECONOMIC ACTIVITY** AND THEIR OPERATIONS AND CAPITAL SPENDING SUPPORTED MORE THAN **1.1 MILLION JOBS**

## THE ECONOMIC IMPACT IN MINNESOTA

**Economic Activity**  
(Transactions)

**\$ 2,520,078,194**

**Labor Income**

**\$ 963,778,166**

**Employment**  
(Jobs)

**20,338**

This information comes from NRPA's Economic Impact of Local Parks Report. The report is based on a study by NRPA and the Center for Regional Analysis at George Mason University and data compiled from the U.S. Census Bureau. To read the report and learn more, visit [www.nrpa.org/ParkeconReport](http://www.nrpa.org/ParkeconReport)





## ENM Parks Commission Update

### May 31, 2020

1. As you know, the City received a \$10,000 grant from the Twins to assist in the relocation of Rowena Pond Park T-Ball Diamond. The City Council accepted the grant at their April 9<sup>th</sup> Meeting and I sent in the signed grant agreement the following day. As you know the City has received the Check from the Twins Foundation for the project. The relocation of the ballfield got underway the week of May 4<sup>th</sup> with grading and placement of drain tile. The recent rainy weather has slowed down progress, but the project remains "on track".
2. Continuing with the baseball theme, the Registration Form for the 2020 Kids' Baseball/Softball season was due on 4/1/20. At this time, the 2020 season is on "hold" right now, so routine maintenance to the fields is all that is needed. The NM Baseball Association is hopeful that some part of the season can be played this year. We are waiting for the Governor's announcement in early June on specifics. Right now, it appears that the 10 or less non-related participants will be the guideline, which means that instructional baseball will be allowed, but not games, since there would be more than 10. I will be meeting with the NMBA to talk more about it the first or second week of June.
3. The City stopped accepting Wagner Park Shelter Rental Apps on Monday, March 23<sup>rd</sup> for 2020...Staff will be cancelling reserved dates with a month advance notice. Currently, all reservations have been cancelled thru June. The only use of the Wagner Parks Shelter is the Food Shelf Program, which has expanded to the 1<sup>st</sup> and 3<sup>rd</sup> Wednesdays of each month thru September due to increasing demand.
4. The Windrose 8<sup>th</sup>/Woodcrest Trail is back on track! I sent out letters to adjacent property owners notifying them that the work will get started on April 10<sup>th</sup> with brush clearance and leveling the trail for future paving. Public Works has completed this part of the project. We are waiting for bids from contractors to do the paving. If the bids are low enough, then the City will repave the entire trail.
5. I submitted an application for a free \$31,000 BCI Burke Playground Set in late February, as part of their "Great Playground Giveaway", but, to date, they haven't made an announcement of the winner.



6. Applications for the Recreational Specialist position closed on Friday, March 27th. There were 5 applications, so City Council was asked to revise the Minimum Requirements at their April 23<sup>rd</sup> Meeting in hopes of increasing the candidate “pool”. Extending the deadline to Friday, May 8<sup>th</sup> at 4:30 PM yielded 4 more applications. Staff reviewed them and 6 met the qualifications. We are in the process of setting up interviews for the 3<sup>rd</sup> week of June.
7. As you know, the Parks Commission made a final decision at the November 2019 Meeting to accept the proposal from Webber Recreational Design, which included an Accelerator Swing and Ten Spin to replace an old swing set and balance beam at Old City Hall Park. The final cost for the 2 pieces was \$8,452.48. The city purchased the equipment prior to the end of 2019 to take advantage of the almost 30% discount on the equipment. The PW Department removed the old equipment saving more dollars. The new playground equipment has been installed and will be open by the time you receive this Update...go take a look!
8. American Ramp Company, which built and installed the SkatePark equipment, and I had a Conference Call on Monday, April 13<sup>th</sup> to discuss options for additional pieces of equipment for the SkatePark. The noise issue has been satisfactorily resolved with new equipment, so plans to complete the upgrade can now be considered. Based on the discussion at the May Parks Commission Meeting, I have firmed up costs and updated Capital Outlay Plan for further discussion at the June 9<sup>th</sup> Meeting.
9. As you know, we work with area Boy Scouts and Girl Scouts on their projects. Right now, I am working with Ryan Huberty on his Eagle Scout project of upgrading the Wagner Park Flag Garden over the 4<sup>th</sup> of July Holiday; Sheridan Liggett on her Gold Award on building 3 “Little Libraries” in the City; and Addison Hermann and Amelia Death on their Silver Award on planting a Bee Garden this Summer. All 3 projects will add value to the City parks.
10. The parks, trails and playgrounds are open. Staff will be evaluating reopening SkatePark and Little Windrose basketball court on a regular basis, but it will depend on the Governor raising the number of unrelated people at facility being greater than 10.
11. The City Council extended the deadline for applying for the 2 vacant Parks Commission positions for a couple of more weeks in hopes of increasing the applicant “pool”. Interviews were held on Friday, April 24<sup>th</sup> and



recommendation and current Chair Mike Sutton was re-appointed to a 3-year term by City Council at the May 14<sup>th</sup> Meeting. Dawn Vernon was also appointed to a 3-year term – we will welcome Dawn at the June 9<sup>th</sup> Meeting! Again, our thanks to outgoing member Eve Zahratka for her years of service – Eve was one of the original members of the Elko New Market Parks Commission appointed in 2008.

12. At the May Parks Commission Meeting, Commissioners approved a proposal for doing playground assessments for 3 of our playgrounds – Woodcrest Park, Wagner Park, and Windrose Park – to make sure that they are in compliance with CPC and ASTM standards. These assessments will be done on Thursday, June 11<sup>th</sup> and be ready for review at the July Parks Commission Meeting.
  13. More followup from the May Parks Commission Meeting...I have let Tree City USA know that ENM will not be joining the organization at this time, but that we'll continue to plant as many trees as possible in our parks.
  14. Also from the May Meeting, I have sent an email about changing a day/time of the Parks Commission Meetings, so please respond, so that I can tabulate the results for discussion at the June 9<sup>th</sup> Meeting.
  15. The Grand Opening of the Disc Golf Course originally scheduled for Thursday, May 28<sup>th</sup> was postponed to Thursday September 10<sup>th</sup>. More details to follow, but Cale Leiviska, the designer of the course and professional disc golfer, will be there to help us cut the ribbon!
  16. I want to thank the Police Department for their help in patrolling Pete's Hill to ensure that the ATVs stay off the trails and out of the open space. We've received several calls from nearby residents that they are seeing more of them in the Open Space and they are doing damage to the woods and grass.
  17. I am tentatively scheduled to present the 2020 - 2025 Parks CIP to the City Council at their Thursday, June 11<sup>th</sup> Meeting.
  18. Then next Parks Commission Meeting will be on Tuesday, June 9<sup>th</sup> @ 4 PM. At this time, it is likely to be another Zoom Meeting, but I'll send an email when I know for sure.
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## Mark Nagel

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**From:** Mark Nagel  
**Sent:** Tuesday, May 26, 2020 12:55 PM  
**To:** Haley Sevening  
**Cc:** Mark Nagel  
**Subject:** FW: Old City Hall New Playground Equipment  
**Attachments:** IMG\_2368.JPG; ATT00001.txt

Haley -

Here's a Facebook post on our new playground equipment:

An \$11,500 upgrade at Historic Elko Park is nearly complete! The upgrade includes the City's first Accelerator Swing and a unique Ten Spin merry-go-round that allows up to 10 children to play at once! Try them! The improvements are part of the City Council's and Parks Commission's continuing efforts to provide a different playground experience at every City park, so try them all because no two are the same! Historic Elko Park is located 26520 France Avenue near the Elko Express Baseball Field. Go to the City website for a complete listing of all City parks!

Haley, I'll send the other picture along in another email. As always, feel free to revise it.

Mark

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**From:** Mark Nagel [nagelfamily1@comcast.net]  
**Sent:** Thursday, May 21, 2020 2:04 PM  
**To:** Mark Nagel  
**Subject:** Old City Hall New Playground Equipment











## Our response to COVID-19

New Prague Area Schools Community Education [seggum@isd721.org]

Sent: Thursday, May 28, 2020 4:43 PM

To: Mark Nagel



## Summer 2020 Programming Updates

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New Prague Area

420 Central Ave. N. - New Prague, MN 50671  
phone: 952-758-1734; fax: 952-758-1739

COMMUNITY EDUCATION

www.npaschools.org

A message to all our participants:

Community is the foundation of New Prague Area Community Education and we miss you. As we all try to navigate through these uncharted times we appreciate hearing from you on your needs for connection, knowledge, and inspiration. We are happy to announce that New Prague Area Community Education is still planning to meet those needs by offering Summer 2020 classes and activities while following guidance from the Minnesota Department of Health and Minnesota Department of Education. Our programs and classes are being purposely redesigned with new health and safety procedures in mind.

What will this look like for you?

- Smaller class sizes or classes held in larger spaces
- Increased online and at-home options
- Staggered start times and designated pick up and drop off locations as appropriate
- Health screenings for staff and students
- Individual supplies and limited opportunities for shared materials
- Increased cleaning of classroom spaces prior to and after classes
- Practicing social distancing strategies
- Increased hand hygiene throughout the day; anyone entering the building will be required to hand wash or sanitize

To find out the latest on what New Prague Area Community Education is planning, we invite you to follow us on: Facebook, Instagram or on our website at [ce.isd721.org](http://ce.isd721.org) where we are finding ways to bring smiles and opportunities to adults, youth and families.

You may register for summer classes and camps [here](#). If you have questions feel free to email them to Janelle Kirsch at [jkirsch@isd721.org](mailto:jkirsch@isd721.org).

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*Proud Tradition, Promising Future*

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## Summer Camps Starting Soon!!

### June 1 Start Date

Let's Make Dinner: Vomacka & Zelniky (Adult)

Driver's Ed - Classroom (Ages 14 and up)

Girls Basketball Skills Camp (Grades 3-9)

### June 2 Start Date

[Zumba & Zumba Strengthening - Online or In Person!](#) (Adult)

[Custom Volleyball](#) (Entering Grades 5-12 in Fall 2020)

### **June 3 Start Date**

[Age 4 Rookie T-Ball Sandlot Style](#) (Age 4 by June 3)

### **June 8 Start Date**

[Kids Cooking Camp 101](#) (Entering Grades 4-10 in Fall 2020)

[Tech Tac Toe: Kids vs. Wild](#) (Ages 5-9 years)

[Tech Academy: Extreme Robotics: EV3 Battlebots](#) (Entering Grades 3-8 in Fall 2020)

[Macrame Feather Wall Hanging](#) (Adult)

### **June 10 Start Date**

[Wonderful Ones Plus](#) (11 mos - 2 years 6 mos)

[Babysitting Basics and Safety](#) (Ages 11-14 years)

[Children's Self Defense & Safety Awareness](#) (Ages 4-12 years)

[Terrific Twos Plus](#) (Ages 2 to 3 years 6 mos)

[Introduction to Tai Chi](#) (Adult)

[Out and About: New Prague History Walking Tour](#) (Adults & Youth)

[Behind-the-Wheel](#) Summer Schedule available here!

*COVID-19 has required us to make some changes to the way we have conducted camps, clinics and activities in the past. This program will follow all Minnesota Department of Health guidance for summer youth sports including small group sizes, sanitation procedures, participant health screenings, etc. Parents are asked to keep their players at home if they show signs of illness.*

Please click on the link to register for more  
**[Summer Programming](#)**

**New Prague Area Community  
Education | [Website](#)**



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New Prague Area Schools Community Education | 410 Central Ave N, Suite 300, New Prague, MN  
56071

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601 Main Street  
Elko New Market, MN 55054  
phone: 952-461-2777 fax: 952-461-2782

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## MEMORANDUM

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**TO:** CITY COUNCIL, PLANNING COMMISSION, EDA & CHAMBER OF COMMERCE  
**FROM:** RENEE CHRISTIANSON, COMMUNITY DEVELOPMENT SPECIALIST  
**SUBJECT:** COMMUNITY DEVELOPMENT UPDATES  
**DATE:** MAY 22, 2020

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### **Background / History**

The purpose of this memo is to provide updates regarding miscellaneous projects and activities being worked on by Community Development staff. Below is a summary of projects that are currently being worked on, inquiries received, and miscellaneous information:

**Christmas Pines** – There are a few items left to complete in this residential subdivision including landscaping, street signs, and installing a second/final layer of pavement. The development is eligible for two building permits at this time. The City has issued a building permit for one home in the development.

**Boulder Heights** – Streets have now been paved in this 53 lot residential subdivision. Natural gas and electric installation are in progress. An additional part needed to be ordered to complete the final installation of the sanitary sewer lift station. The developer is working with two potential contractors to complete paving of 275<sup>th</sup> Street between CSAH 91 and Oxford Lane. The City is hopeful that the development will be ready for building permits in the spring of 2020.

**Dakota Acres 2<sup>nd</sup> Addition / Global Properties** – The City Council approved the plat of Dakota Acres 2<sup>nd</sup> Addition containing one 3.1 acre lot, and a 68-unit apartment development is currently planned on this lot. The first phase would consist of one 28-unit building and the second phase would contain one 40-unit building. The property is zoned High Density Residential and apartments are a permitted use. The plat has not yet been filed with the County Recorder's Office but the developer indicates they still plan to move forward with an apartment project in the summer of fall of 2020.

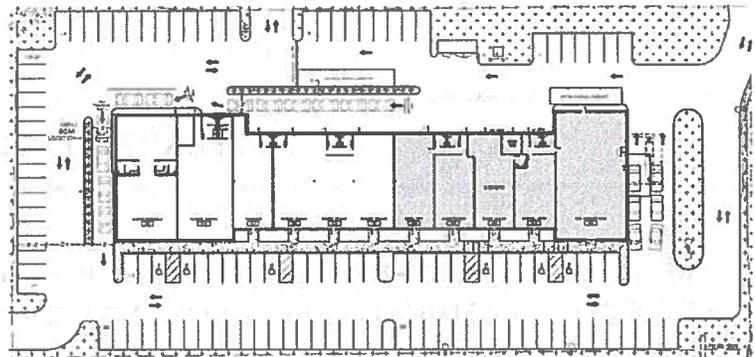
**Dakota Acres 1<sup>st</sup> Addition / Syndicated Properties** – This plat, which contains 28 attached townhome units, has been recorded with Scott County. One 4-unit townhome building is under construction and nearing completion. A private street is being constructed within the development. All water and sanitary sewer infrastructure has been installed. The contractor is finishing construction of the private street and some stormsewer. Additional townhome units are planned for the summer of 2020, beginning with construction of a 7-unit building.

**Adelmann Property** – City staff has been working with the Adelmann family and their consultants in the preparation of an AUAR (environmental study) for their 242.5 acres located on the west side of the I-35 / CSAH 2 interchange. As part of the AUAR and preparation for development, several studies have been completed, including a wetland delineation, traffic impact study, tree inventory, Phase I ESA, and geotechnical work. An open house regarding the AUAR was held on February 26<sup>th</sup>, 2020. Public comment

regarding the AUAR closed on March 4<sup>th</sup>, 2020. Consultants and city staff are currently preparing responses to the comments received during the comment period. Final adoption of the AUAR is expected after the adoption of the 2040 Comprehensive Plan.

**Elko New Market Commerce Center** –

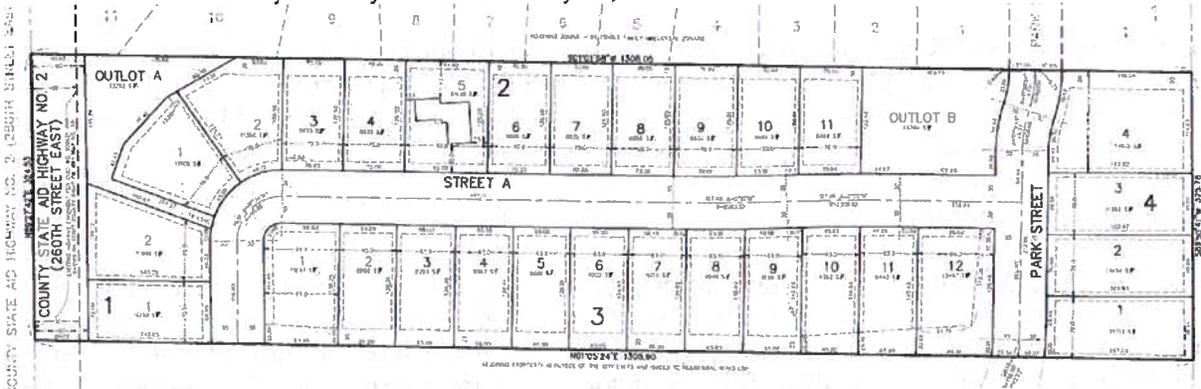
Construction is underway on Phase II of the Elko New Market Commerce Center. The building permit has been issued on the “shell” building, and also permits for the interior finishes of three units including a chiropractic office, a martial arts studio and a pharmacy. Two new tenants are currently planning to locate in the first phase of the building, including a real estate office and a smoothie/nutrition shop. The shell building completion is expected in June of 2020.



**Degross Property** – City staff has had contact with a developer regarding possible development of the Degross property located between France & Xerxes Avenues, on the south side of CSAH 2. A wetland delineation has been completed and the City has approved the wetland boundaries for the site. The developer has indicated that they are preparing concept plans for the property and working through some title issues. The City has not received any concept plans for review.



**Ridgeview Estates** – The Planning Commission has reviewed and recommended approval of a request for rezoning and preliminary plat approval of Ridgeview Estates, containing 29 residential lots. The application is scheduled for review by the City Council on May 28, 2020.



**Pete’s Hill** – Construction continues on this 45 lot residential development. Installation of street curbing is currently planned for June 1st, with paving of the streets to follow within the next several weeks. Lots are expected to be available for construction in the spring/summer of 2020.

**Business Leads** – Community Development staff are working on the following business leads (no official development applications have been received.)

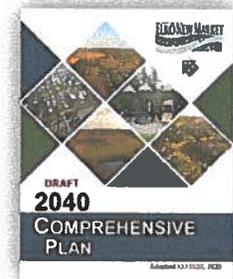
- **Kwik Trip** - City staff is currently working with Kwik Trip to review a preliminary site plan for a potential development at the southwest corner of CSAH 2 and France Avenue. A Development Review Team meeting was held on March 27<sup>th</sup> to review the project. Revised concept plans have been submitted since that meeting and are currently under review by City staff. If the project proceeds, Kwik Trip has indicated construction would begin in 2021.

**Building Permits** – The City issued no building permits for new housing units in April, 2020.

**Ordinance Updates** –

- **Flexibility to Local Businesses** – Staff is currently working with the City Council to allow flexibility to local businesses that want to provide for temporary outdoor customer service areas. Based on Emergency Executive Order 20-56 certain businesses including bars and restaurants are allowed to reopen with outdoor customer areas, not to exceed 50 customers. The proposed temporary flexibility would waive typical City requirements for such areas. The City Council is expected to take formal action on the matter prior to June 1<sup>st</sup>.

**2040 Comprehensive Plan** – City staff has been working on the draft 2040 Comprehensive Plan. The City Council authorized the draft Plan be distributed for review by adjacent jurisdictions on January 9<sup>th</sup>, 2020. A community open house which had been planned for early April has been delayed due to COVID-19. Adjacent jurisdictions have until July 8<sup>th</sup> to submit comments to the City. Adoption of the final plan is anticipated in 2020.



**Infrastructure Extension to I35/CSAH 2 Interchange Area**

City staff continues to work with Scott County and the Scott County CDA regarding possible extension of municipal utilities to the interchange area. A technical committee has been formed to continue to evaluate the feasibility of the project. If constructed, the utility extensions would open up property that is guided to commercial/industrial development.



**Roundabout Project** – Scott County authorized construction of a roundabout at the intersection of CSAH 2 & 91, and awarded construction of the project to Ryan Contracting. Construction has begun, and the intersection is scheduled to be fully closed to traffic beginning on approximately June 15<sup>th</sup>. Scott County received a \$1.8 million safety grant to construct the roundabout.





**Active Projects and/or Discussion**  
May 22, 2020



**Dakota Acres 1st Addition:**  
28 townhome units.  
Under construction.

**Dakota Acres 2nd Addn:**  
68-unit apartment development.  
Approved by City.

**Addition to existing Elko New Market Retail Center**  
Under construction, nearing completion.

**Ridgeview Estates:**  
29 residential lots.  
Application for rezoning and preliminary plat approval received.  
Approval recommendation by Planning Commission  
Pending City Council review.

**Christmas Pines:**  
Residential subdivision containing 20 detached townhome units.  
Construction mostly complete.

**Proposed Roundabout:**  
Design complete; project to be bid in February/March 2020.

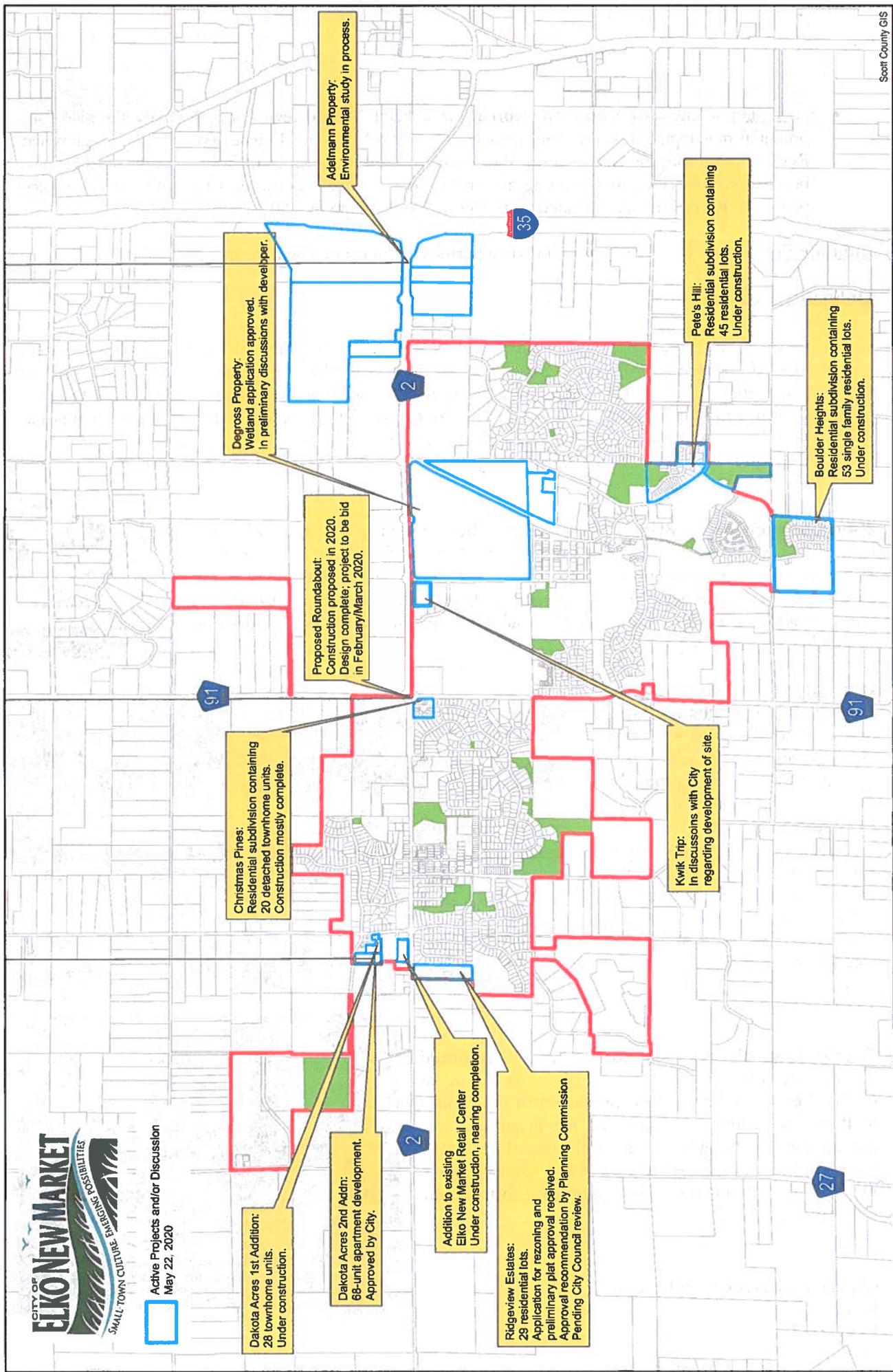
**Degross Property:**  
Wetland application approved.  
In preliminary discussions with developer.

**Adelmann Property:**  
Environmental study in process.

**Kwik Trip:**  
In discussions with City regarding development of site.

**Pete's Hill:**  
Residential subdivision containing 45 residential lots.  
Under construction.

**Boulder Heights:**  
Residential subdivision containing 53 single family residential lots.  
Under construction.



2020 YTD Budget	MAY February 2020 Amt	Prior Yr YTD Amount	2020 YTD Amount	2020 YTD Remaining Budget	% YTD Budget
--------------------	-----------------------------	------------------------	--------------------	---------------------------------	-----------------

**FUND 101 GENERAL FUND**

Dept 45000 Parks & Grounds Maintenance

101-45000-101	Full-Time Employees Regular	\$84,589.00	\$0.00	\$22,876.41	\$30,622.39	\$53,966.61	36%
101-45000-102	Full-Time Employees Overtime	\$2,961.00	\$0.00	\$1,591.34	\$291.98	\$2,669.02	10%
101-45000-103	Part-Time Employees	\$20,234.00	\$0.00	\$11,130.48	\$10,145.83	\$10,088.17	50%
101-45000-108	On Call	\$2,250.00	\$0.00	\$541.57	\$326.14	\$1,923.86	14%
101-45000-109	Call Back	\$396.00	\$0.00	\$52.90	\$0.00	\$396.00	0%
101-45000-121	PERA	\$8,084.00	\$0.00	\$2,847.45	\$3,107.14	\$4,976.86	38%
101-45000-122	FICA & Medicare	\$8,245.00	\$0.00	\$3,001.53	\$3,123.07	\$5,121.93	38%
101-45000-131	Employer Paid Insurance	\$21,516.00	\$0.00	\$5,715.79	\$10,684.79	\$10,831.21	50%
101-45000-216	Chemicals and Chem Products	\$3,500.00	\$0.00	\$873.03	\$1,583.27	\$1,916.73	45%
101-45000-331	Travel Expenses	\$300.00	\$0.00	\$0.00	\$0.00	\$300.00	0%
101-45000-332	Training & Conferences	\$600.00	\$0.00	\$8.00	\$0.00	\$600.00	0%
101-45000-379	Portable Bathrooms	\$6,000.00	\$0.00	\$780.00	\$1,260.00	\$4,740.00	21%
101-45000-381	Electric Utilities	\$950.00	\$0.00	\$396.70	\$704.23	\$245.77	74%
101-45000-384	Refuse/Garbage Disposal	\$1,800.00	\$0.00	\$382.42	\$385.32	\$1,414.68	21%
101-45000-401	Repairs/Maint.	\$8,000.00	\$0.00	\$2,264.90	\$88.02	\$7,911.98	1%
101-45000-430	Miscellaneous	\$500.00	\$0.00	\$32.28	\$240.00	\$260.00	48%
101-45000-433	Dues and Subscriptions	\$700.00	\$0.00	\$450.00	\$0.00	\$700.00	0%
101-45000-825	Recreational Program Expense	\$6,500.00	\$0.00	\$1,873.48	\$356.70	\$6,143.30	5%
		<b>\$177,125.00</b>	<b>\$0.00</b>	<b>\$54,818.28</b>	<b>\$62,918.88</b>	<b>\$114,206.12</b>	<b>36%</b>

**FUND 280 COMMUNITY EVENTS**

Dept 49991 Community Events

280-49991-201	Community Events	\$10,000.00	\$0.00	\$1,097.56	\$516.97	\$9,483.03	5%
		<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$1,097.56</b>	<b>\$516.97</b>	<b>\$9,483.03</b>	<b>5%</b>



City of Elko New Market 601  
Main Street, PO Box 99  
Elko New Market, MN 55020-0099  
Phone: (952) 461-2777 | Fax: (952) 461-2782



## WAGNER PARK SHELTER RENTAL AGREEMENT

(FOR PARK SHELTER USE ONLY/DOES NOT INCLUDE OTHER PARK FACILITIES OR AMENITIES)

Renters Name: \_\_\_\_\_ Daytime Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Rental Date:

Will Alcohol be Served?  Yes  No If Yes, Check All that Apply.  Keg Beer  Boxed Wine

Rental Fee Received: Date: \_\_\_\_\_ Amount: \$ \_\_\_\_\_  
Payment Type:  Check# \_ \_ \_ Cash  Credit

Damage/Key Deposit Received: Date: \_\_\_\_\_ Amount: \$ 200.00  
Payment Type:  Check# \_\_\_\_\_  Cash (No Credit Card Accepted)

Damage/Key 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 ~~eighteen~~**twenty-one** years of age, and the event must be supervised by a responsible adult ~~eighteen~~**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 ~~does not~~ 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, paper 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.**

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**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.**

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*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

Good morning!

As I mentioned at the last Parks Commission Meeting, I want to conduct a quick survey of changing the time and, perhaps, the day of our monthly meeting. Let's start with the time...I think it has to be later than 4 PM, so that more people can attend...so, below are the time choices:

5:00 PM

5:30 PM

6:00 PM

6:30 PM

7:00 PM

Please give me your 2 preferred meeting times that will work for you. In looking at other Parks Commissions in other cities, these seem to be the times that most start.

Now...to the Day. We meet the second Tuesday of the month currently. Fridays would be out, so we are left Monday, Tuesday, Wednesday, Thursday, as possibilities. So...please give me your 2 preferred meeting days and whether it's the first, second, third or fourth week of the month.

If you're flexible, then it's fine to say that I can make them all normally. I'd add that our time will be moving back to 5:00 PM at the very least.

Let me know if you have questions...I'll have the results for you at our June 9th Parks Commission Meeting. Thanks for your help!

Mark

---





# STAFF MEMORANDUM

**SUBJECT:** Parks Department Capital Outlay Plan 2020-25  
**MEETING DATE:** May 14, 2020  
**PREPARED BY:** Mark Nagel, Assistant City Administrator  
**REQUESTED ACTION:** Information and Discussion

## COMMUNITY VISION:

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

## 5 YEAR GOALS:

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

## COMMUNITY ORIENTED LOCAL GOVERNMENT:

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

### **BACKGROUND:**

I have attached a copy of the Capital Outlay Plan thru to 2025 for the Parks Department for discussion. The intent is to outline the work by the Parks Commission on the projects listed in that Plan to implement over the next 6 years. The Parks Commission recognizes that a Capital Outlay Plan is a work-in-progress and can change in terms of funding sources, expenses, and timetable. As you know, the current vision of the Parks Commission is to upgrade and maximize the use of the existing parks system, while planning for future parks and trails.

The Parks Commission has spent the last decade implementing that vision by building an award-winning park shelter; doubling the City's paved trail system to its current 10+ miles; upgrading the SkatePark; building a new park – Whispering Hills, acquiring another from the Windrose HOA – Little Windrose Park; upgrading each of the City's 10 parks (one a year) with new playground equipment; improving ballfields with better drainage, new backstops, and benches; and adding an outdoor hockey rink/basketball court to name just a few of the projects. The Parks Commission is now back to the beginning – Woodcrest Park was the first park upgraded and next year will again be redone. Approximately \$1.1 million has been spent on the parks and trail sin the last 10 years, not including the estimated \$264,000.00 this year. And, based on the Community Survey, residents seem to be pleased with the results.

### **DISCUSSION:**

The Parks Department Capital Outlay Plan shows annual projects that have been discussed and approved for placement in the Capital Outlay Plan by the Parks Commission and are in the City's budget - the exception is the SkatePark improvements and the Little Windrose Park renovations (it is next in line after Woodcrest Park). If all these projects were done, then they could be done with existing and anticipated funds over the next 6 years. On the revenue side, the CIP assumes no additional Park Dedication Funds other than what is in the current fund and no other new sources of revenue. Also, the timing of the projects could change – for example, Woodcrest Park could be moved up, if more funds are available. Also, securing additional dollars, such as for the final 2 pieces for the SkatePark, the Xerxes Avenue trail connection, and a major upgrade of Wagner Park would mean additional needed projects could be added to the list. The intent is to bring City Council up-to-date on the Park Department Capital Outlay Program content and discuss future revenue sources, so that we c an better plan for the future.

### **BUDGET IMPACT:**

None

### **RECOMMENDATION:**

Information and Discussion.

### **ATTACHMENT:**

- 2020-25 Parks Department Capital Outlay Program

PARKS DEPT CAPITAL OUTLAY

EXPENDITURES	2020	2021	2022	2023	2024	2025
SkatePark Equipment (Pending)		\$12,000.00	\$12,000.00	\$16,000.00	\$16,000.00	
Hockey Rink - Rowena Pond (Lighting, Pad)	\$156,450.00					
Basketball Full Court - Rowena Pond/Half Ct Repair	\$43,000.00				\$7,674.00	
Relocation of T-Ball Baseball Field - Rowena Pond	\$4,600.00					
Windrose 8th/Woodcrest Trail Link Match	\$48,600.00					
Pete's Hill Trail Link	\$11,500.00					
Replace Swingsets - Old Elko City Hall Park			\$50,000.00			\$60,000.00
Renovate Woodcrest Park(2022)/Little WR (2025)						
Boulder Heights Park	\$264,150.00	\$24,000.00	\$62,000.00	\$80,000.00	\$23,674.00	\$60,000.00
<b>TOTAL</b>						
<b>REVENUES</b>						
Capital Outlay Reserve	\$92,347.00	\$50,535.00	\$71,535.00	\$54,535.00	\$7,375.00	\$28,861.00
Capital Outlay Annual	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00	\$40,000.00
Park Dedication Fund	\$109,114.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Charitable Gambling (Existing 5%)	\$45,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00
Grant Revenue	\$28,224.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	\$314,685.00	\$95,535.00	\$116,535.00	\$99,535.00	\$52,535.00	\$73,861.00
<b>BALANCE OF REVENUES/EXPENDITURES</b>	<b>\$50,535.00</b>	<b>\$71,535.00</b>	<b>\$54,535.00</b>	<b>\$7,375.00</b>	<b>\$28,861.00</b>	<b>\$13,861.00</b>



## Elko New Market Skatepark Expansion Option

Evan Moss [evan@americanrampcompany.com]

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

**To:** Mark Nagel

**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**

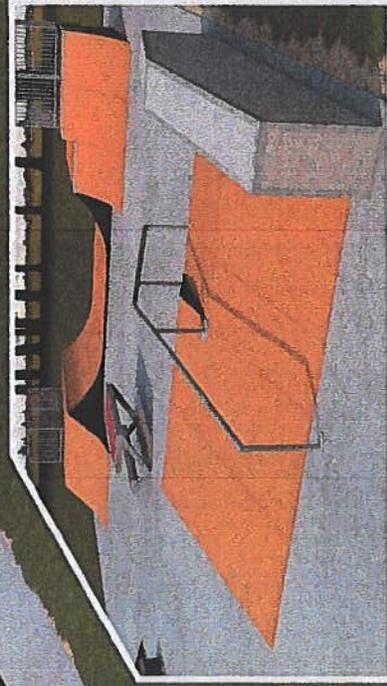
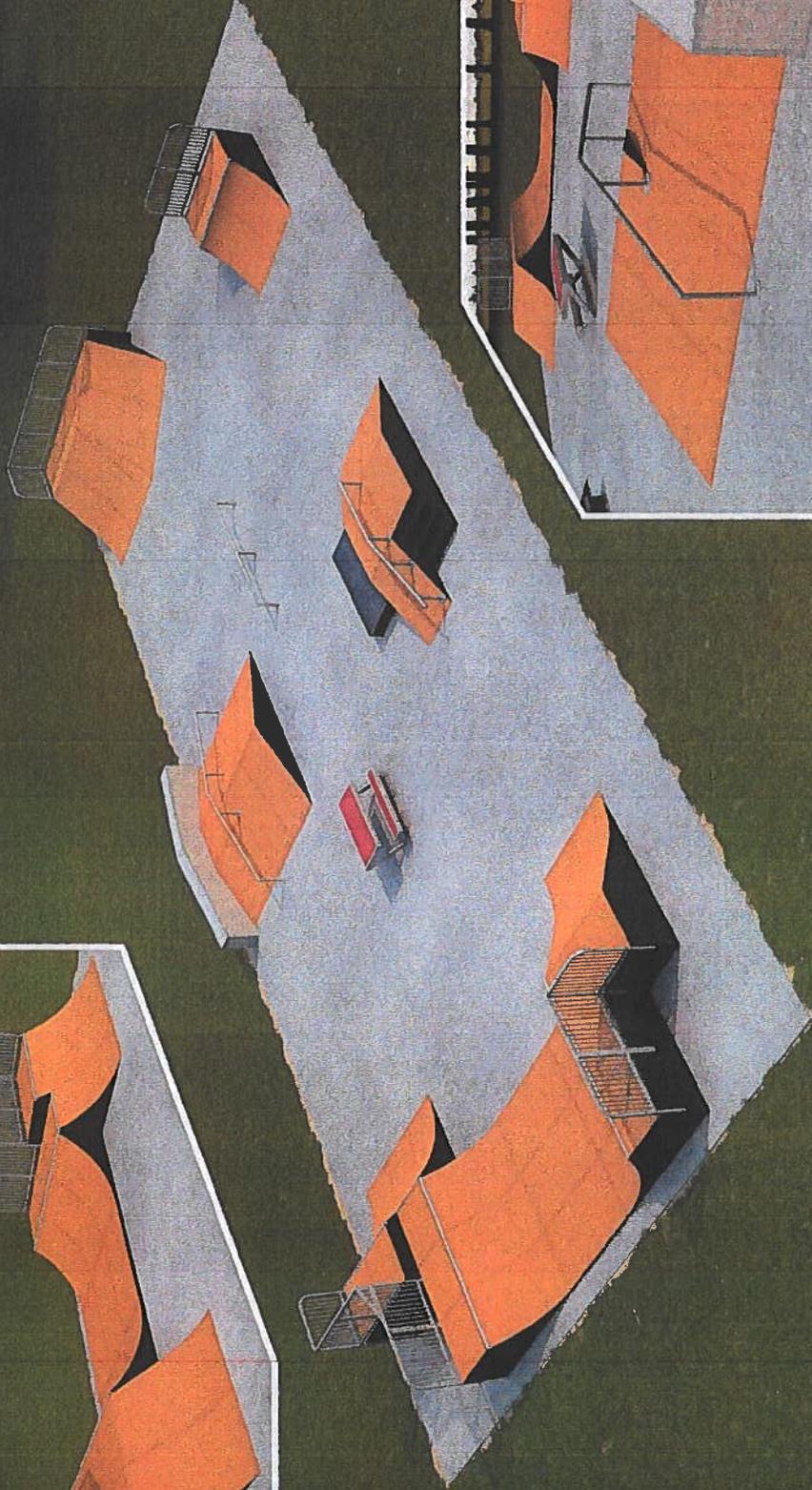
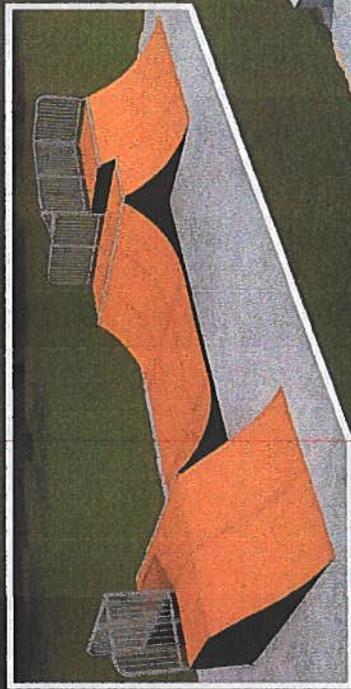
p 417.206.6816 x 119 c 417.629.4118

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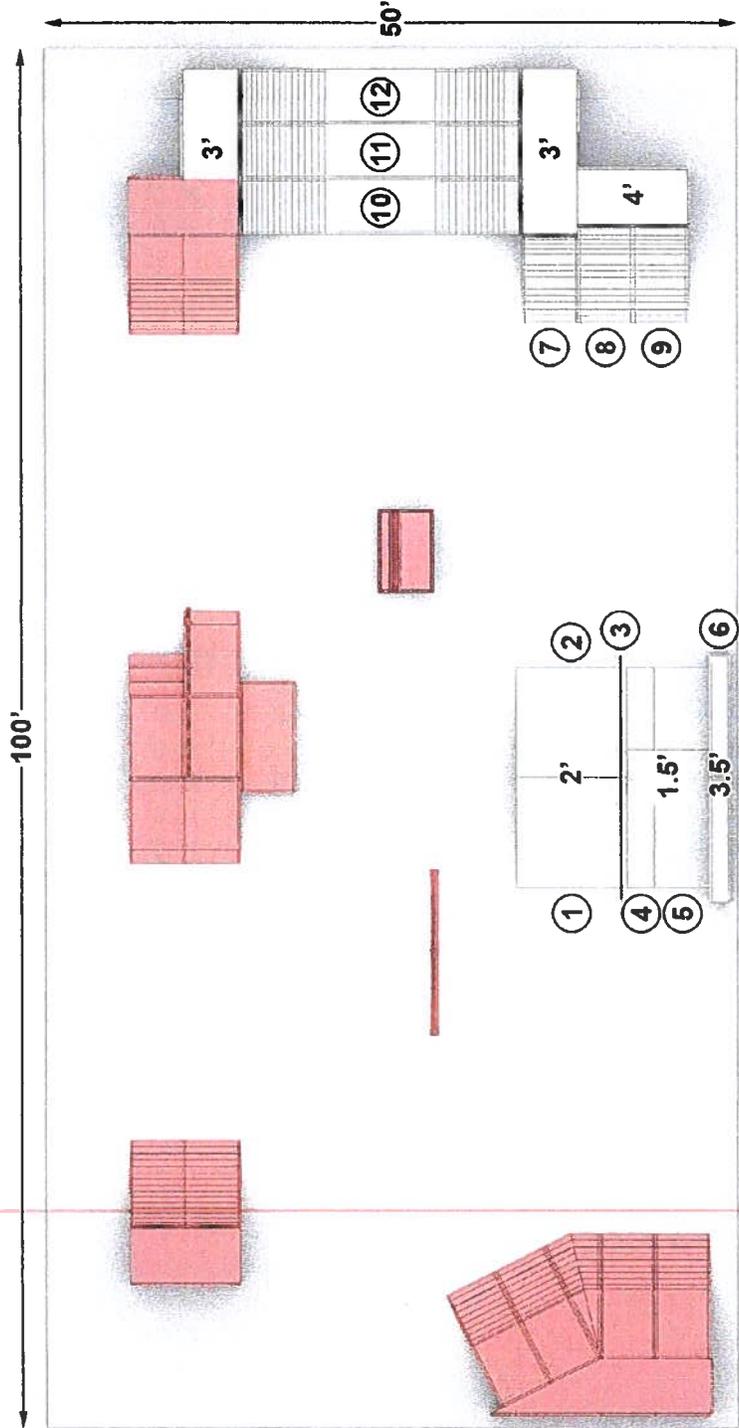
601 McKinley  
 Joplin, MO 64801  
 Tel: (417) 206-6816  
 Toll Free: (800) 949-2024  
 Fax: (417) 206-6888  
 sales@americanrampcompany.com

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



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

<b>Elko New Market Skate Park</b>	
<b>DESIGN NO.</b>	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](mailto: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				\$27,928.28
	Framework Enclosures				\$2,792.83
	Freight				FREE
	Installation				\$4,189.24
	Sourcewell Discount				-\$2,443.72
	<b>TOTAL</b>				<b>\$32,466.63</b>

**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				\$20,349.30
	Framework Enclosures				\$2,034.93
	Freight				FREE
	Installation				\$3,052.39
	Sourcewell Discount				-\$1,780.56
	<b>TOTAL</b>				<b>\$23,656.06</b>



# COVID-19 and Youth Programming

Susan Klammer, Epidemiologist

5/27/2020

PROTECTING, MAINTAINING AND IMPROVING THE HEALTH OF ALL MINNESOTANS

**Coronavirus Disease 2019 (COVID-19)**

COVID-19 Home

Strategies to Slow the Spread

Situation Update

About COVID-19

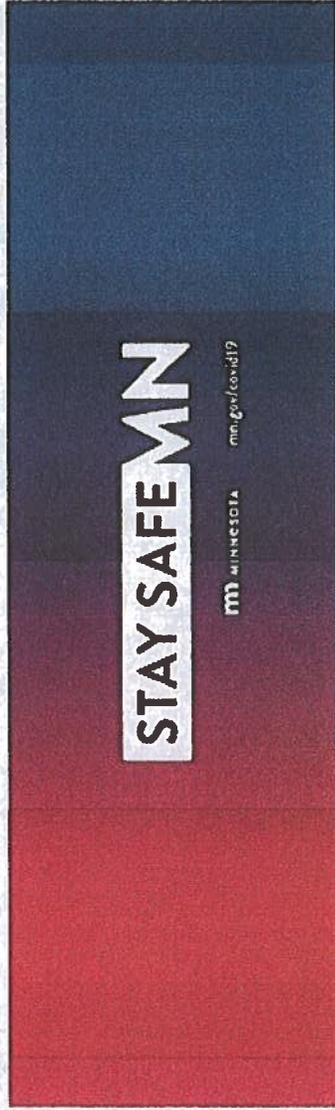
Protecting Yourself and Family

Community Settings

Travelers

Health Care

# Coronavirus Disease 2019 (COVID-19)



How the latest Executive Order to stay safe affects you: [#StaySafeMN](#)

 Share This

 Subscribe: COVID-19 updates



**Face masks and Personal Protective Equipment**



**Symptoms and Testing for COVID-19**



**Surgeries and Procedures During COVID-19**

## MDH COVID-19 Website

# COVID-19 Website

**Coronavirus Disease 2019 (COVID-19)**

Stay home except for essential needs  
#StayHomeMN  
"Exceeds until they're"

How the latest Executive Order to stay at home affects your #StayHomeMN

**Strategies to Slow the Spread**

- StayHome Update
- About COVID-19
- Protecting Yourself and Family
- Community Settings
- Travelers
- Health Care
- Schools and Child Care
- Businesses and Employers
- First Responders
- What MDH is Doing
- Reference and Resources
- Guidance Library

**Related Topics**

- Supporting mental health during COVID-19
- COVID-19 Research Studies in Minnesota
- Individual Respiratory Illness

**Strategies to Slow the Spread**

Summary of executive orders.

**What MDH is Doing**

Work by MDH and partners.

**Materials and Resources**

Videos and print materials translated into multiple languages.

**Guidance Library**

List of MDH and CDC guidance documents.

**Station Updates**

Latest information, including Minnesota case information.

**About COVID-19**

Symptoms, when to see a doctor, testing, and more.

**Protecting Yourself and Your Family**

How to protect yourself and your family, including those with underlying medical conditions.

**Travelers**

Travel guidance and recommendations during the outbreak.

**Health Care**

Guidance for providers and care and nursing homes.

**Schools and Child Care**

Guidance for schools and child care staff and students, including instructors of Higher Education (IHE).

**Community Settings**

Faith based, adult/geriatric day centers, job/recreational settings, congregations and homeless shelters.

**Businesses and Employers**

Guidance for employers and employees.

**First Responders**

Guidance for EMS and law enforcement.

**COVID-19 Hotlines**

Impoverished residents  
Health questions  
1-800-657-3000  
Monday, 8 a.m. to 8 p.m.  
Weekend 8 a.m. to 4 p.m.  
Schools and child care questions.  
1-800-657-3000  
Monday, 8 a.m. to 6 p.m.  
Weekend 8 a.m. to 4 p.m.  
**COVID-19 Information in other languages**

2019 Novel Coronavirus (nCoV)  
Ranunculus Club is  
2019  
Somali  
Intermedial and Community  
2019 COVID-19  
Spanish  
American Sign Language (ASL)  
Video

**Contact Us**

4 ways to contact us  
1-800-657-3000  
2019 COVID-19  
1-800-657-3000  
1-800-657-3000  
1-800-657-3000  
1-800-657-3000

■ [MDH COVID-19 Web: https://www.health.state.mn.us/diseases/coronavirus/index.html](https://www.health.state.mn.us/diseases/coronavirus/index.html)

- Situation Updates
- Schools and Childcare (youth programming resources there)
- Materials and Resources

# MDH Youth and Student Programs (Schools/Child Care)

**Schools and Child Care: Coronavirus Disease 2019 (COVID-19)**

On April 23, 2020, Governor Walz authorized the Commissioner of Education to extend the Distance Learning Period through the end of the 2019-2020 school calendar year. ([Executive Order 20-41](#)).

More information is available:

- [Minnesota Department of Education COVID-19 Updates](#)
- [State of Minnesota COVID-19 Child Care Updates](#)

**On this page:**

- [Safety and Well-being](#)
- [Social Distancing and Exclusion Guidance](#)
- [Cleaning and Disinfecting](#)
- [CDC Guidelines](#)
- [Other Resources and Print Materials](#)

This situation surrounding the outbreak is rapidly evolving and the information or recommendations are changing as new information becomes available. Please follow MDH and CDC recommendations and avoid creating situations that may stigmatize staff or students.

**Share This**

- [Subscribe: COVID-19 updates](#)

**Facemasks**  
Personal Protective Equipment

**Symptoms and Testing**  
for COVID-19

**Surgeries and Procedures**  
During COVID-19

**COVID-19 Hotlines:**  
Interpreters available

**Health questions:**  
651-201-3920 or 1-800-657-3903

**Weekdays:** 8 a.m. to 6 p.m.  
**Weekend:** 8 a.m. to 4 p.m.

**Schools and child care questions:**  
651-297-1304 or 1-800-657-3504

**Weekdays:** 8 a.m. to 6 p.m.  
**Weekend:** 8 a.m. to 4 p.m.

## Safety and Well-being

- [Social Distancing and Exclusion Guidance](#)
- [Document](#)
- [Masking](#)
- [Food Service](#)
- [Mental Well-being](#)

## Cleaning and Disinfecting

- [Guidance and FAQs](#)
- [Recommended Supplies List](#)

## CDC Guidance

## Other Resources and Print Materials

- [Print Resources \(Hand Hygiene, et. al.\)](#)

# Social Distancing



## Guidance for Social Distancing in Youth and Student Programs

UPDATED 5/13/2020

This guidance document outlines the practical application of prevention strategies to reduce the spread of COVID-19 in youth and student programming. This guidance is applicable to programs authorized to operate by Executive Order 20-56 including youth programs, K-12 schools, colleges, universities, and day camps. Other youth serving organizations such as overnight camps can use this to start planning should programming be allowed to resume at a later date.

Specific guidance for licensed and certified child care providers is noted on the last page of this document.

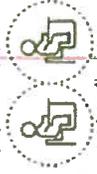
Public health guidance is based on:

- Centers for Disease Control and Prevention's Guidance for School and Child Care Programs (<https://www.cdc.gov/media/releases/2020/s0508-schools-child-care.html>)
- Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission (<https://www.cdc.gov/media/releases/2020/s0513-mitigation-strategies.html>)

MDH recognizes that each program setting is unique, and it may be difficult for the proposed strategies to be implemented in every setting. Administrators are encouraged to think creatively about ways to increase the physical space between staff and program participants while limiting interactions in target group settings.

### What is social distancing?

The term "social distancing" refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community. This recommendation is most important in the setting of a large gathering where there is intermingling of people whose symptom status may be hard to monitor.



Small, closed pods that serve a consistent group of participants and staff offer the opportunity to more closely control the environment through monitoring of symptoms and adherence to policies for people who are ill. Additionally, staff can build routines for participants to wash hands upon

## Main principles:

- Social distancing whenever possible.
- Create small, consistent groups of 10 or less. Limit groups from intermixing.
- Encourage health etiquette.
- Routine cleaning practices.

## Considerations for High Risk Groups

- Encourage staff or children with underlying conditions to consult with their healthcare provider before deciding to attend.
- Children and staff returning home each day to household members with underlying conditions should also consider their risk.
- More information - [People who are at higher risk for severe illness: https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html)

## Group Size

- Maintain consistent group sizes of staff to attendee ratio of 1:9 or smaller.
- Create consistent pods of the same staff, volunteers, and participants.
- Whenever possible, implement programming that refrains from intermixing pods.
- If intermixing of pods is necessary, limit the number of pods that intermix and keep records of staff, volunteers, and attendees that intermix.
- These steps will help minimize transmission and also allow for swift contact tracing if needed.

# Masks and Cloth Face Covering

- Do children/attendees have to wear masks?
- We recommend children/attendees that can reliably take them on and off (above age 2) wear them whenever possible. MDH does not recommend that younger children wear masks if they can't reliably follow CDC guidelines.
- What about staff?
- Staff are encouraged to wear them during the work day as much as possible. Teach staff how to effectively use cloth masks.
- If outdoors and **effectively and consistently** maintaining social distancing, then can consider not using them for certain activities.
- Masks are most essential in times when physical distancing is difficult.
- Can shields be worn instead of masks?
- Shields do not provide great source control on their own.

## Screening Attendees and Staff

- [Guidance for Childcare Programs that Remain Open: https://www.cdc.gov/coronavirus/2019-nCoV/community/schools-childcare/guidance-for-childcare.html](https://www.cdc.gov/coronavirus/2019-nCoV/community/schools-childcare/guidance-for-childcare.html)
- Example 1 = Families take temp at home and validate while screener maintains social distancing and verbally questions parent/guardian
- Example 2 = Physical barrier between attendee and screener
- Example 3 = PPE; masking, goggles, gloves and gowns

## What happens when someone gets sick?

- Make a plan with parents prior to when programming begins around expectations if their child becomes ill or is exposed to COVID-19 while at the program.
- Send home any staff or attendees with any symptoms of illness.
  - Have a room or area to isolate symptomatic people before they can be picked up or leave on their own.
- Use the exclusion guidance document for anyone with symptoms consistent with COVID-19 to determine when they may return.

# Exclusion Guidance Implementation

[COVID-19 Exclusion Guidance: Decision Tree for Symptomatic Individuals in Schools & Childcare Programs \(PDF\): https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)



### COVID-19 EXCLUSION GUIDANCE

#### Decision Tree for Symptomatic People in Schools & Child Care Programs

Send home, or deny entry, to children, care providers, or staff with any symptoms of illness. For symptoms consistent with COVID-19, reference exclusion criteria below to determine when individuals may return. Symptoms consistent with COVID-19 include: new onset or worsening cough OR shortness of breath OR at least two of the following symptoms: fever (100.4°F or higher); chills; muscle pain; headache; sore throat; new loss of taste or smell.

Has the person been clinically evaluated?	Has the person been clinically evaluated?	Has the person been clinically evaluated?	Has the person not clinically evaluated who is monitoring symptoms at home	For a person not clinically evaluated who is monitoring symptoms at home
<p><b>Received laboratory test for COVID-19 *</b></p> <p>If <b>POSITIVE</b>: MDH will provide instructions to the person and household contacts about when it is safe to return to work/school.</p> <p>If <b>NEGATIVE</b>: Stay home until fever has resolved, other symptoms have improved, AND either two negative tests are received in a row at least 24 hours apart OR 10 days have passed since symptoms first appeared.</p>	<p><b>COVID-19 diagnosis without lab test</b></p> <p>Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.</p> <p>Siblings and household members also stay home for 14 days.</p>	<p><b>Alternate diagnosis or laboratory confirmed condition (e.g., norovirus, hand/foot/mouth) †</b></p> <p>Follow provider directions, treatment, and return guidance.</p> <p>Follow the infectious Diseases in Childcare Settings and Schools Manual (<a href="https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf">https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf</a>)</p>	<p><b>If expanding symptoms of COVID-19 (see list above) †</b></p> <p>Stay home until you have had no fever for at least 3 days AND improvement of other symptoms AND at least 10 days have passed since your symptoms first appeared.</p> <p>Siblings and household members also stay home for 14 days.</p>	<p><b>Other symptoms not consistent with COVID-19 (diarrhea, vomiting, rash only) †</b></p> <p>Follow the infectious Diseases in Childcare Settings and Schools Manual (<a href="https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf">https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf</a>)</p>

Minnesota Department of Health  
Infectious Disease Epidemiology, Prevention, and Control Division  
[www.health.state.mn.us](http://www.health.state.mn.us) | 651.201.5414 | 1-877-676-5414  
Updated: 3/6/2020

# Isolation vs. Quarantine

## Isolation:

- Used to separate people infected with the virus (those who are sick with COVID-19 and those with no symptoms) from people who are not infected. People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

## CDC Quarantine and Isolation:

<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine-isolation.html>

## Quarantine:

- Used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their state or local health department.

## Isolation and Quarantine, Cont.

- Cases will need to follow public health guidance:
  - 3 days with no fever AND
  - improvement of other symptoms AND
  - at least 10 days have passed since your symptoms first appeared.
- People identified as close contacts will need to be quarantined for 14 days since last exposure with the case.

## Buses and Transportation

- Encourage families to transport their kids to the program.
- Reduce the number of people on transportation buses to allow them to spread out.
  - Consider using visual cues to illustrate where participants may sit to adhere to social distancing.
- The cleaning and disinfecting for school buses guidance is found in the Cleaning and Disinfecting Guidance for Schools.
  - Bus seats and handrails are high touch surfaces that require frequent cleaning.
- Drivers should adhere to CDC guidelines
- [What Rideshare, Taxi, Limo, and other Passenger Drivers-for-Hire Need to Know about COVID-19: https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/rideshare-drivers-for-hire.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/rideshare-drivers-for-hire.html)

# Cleaning guidance

 **DEPARTMENT OF HEALTH**

## COVID-19 Cleaning and Disinfecting Guidance FOR SCHOOLS AND CHILD CARE PROGRAMS

The purpose of this document is to provide guidance for cleaning and disinfecting in schools and child care programs. This guidance is based on the Centers for Disease Control and Prevention (CDC) recommendations for schools, workplaces, and community locations.

**Resource**  
[CDC: Cleaning and Disinfecting Your Facility \(https://www.cdc.gov/coronavirus/2019-nCoV/community-site/infecting-buildings.html\)](https://www.cdc.gov/coronavirus/2019-nCoV/community-site/infecting-buildings.html)

### How COVID-19 spreads

The virus that causes COVID-19 is mainly spread by respiratory droplets. When someone infected with COVID-19 coughs or sneezes, respiratory droplets that contain the virus are expelled and can be inhaled or swallowed nearby. Although we do not get into the body through membranes of our eyes, nose, or mouth, the virus can also be spread if you touch a surface contaminated with virus and then touch your eyes, nose or mouth, although this is not the primary way the virus spreads.

### Guidance for cleaning and disinfecting

Routine cleaning and disinfecting is key to maintaining a safe environment for faculty, students, and staff.

- Cleaning removes dirt and most germs and is usually done with soap and water.
- Disinfecting kills most germs, depending on the type of chemical, and only when the chemical product is used as directed on the label.

### Routine cleaning and disinfecting

Clean and disinfect at least daily (or more, depending on use patterns) frequently touched surfaces and objects such as:

- Door knobs and handles
- Stair rails
- Classroom desks and chairs
- Lunchroom tables and chairs
- Countertops
- Handrails
- Light switches
- Handles on equipment (e.g., athletic equipment)
- Push-buttons on vending machines and elevators

- [COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs:](https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html)  
<https://www.health.state.mn.us/diseases/coronavirus/schools/clean.html>

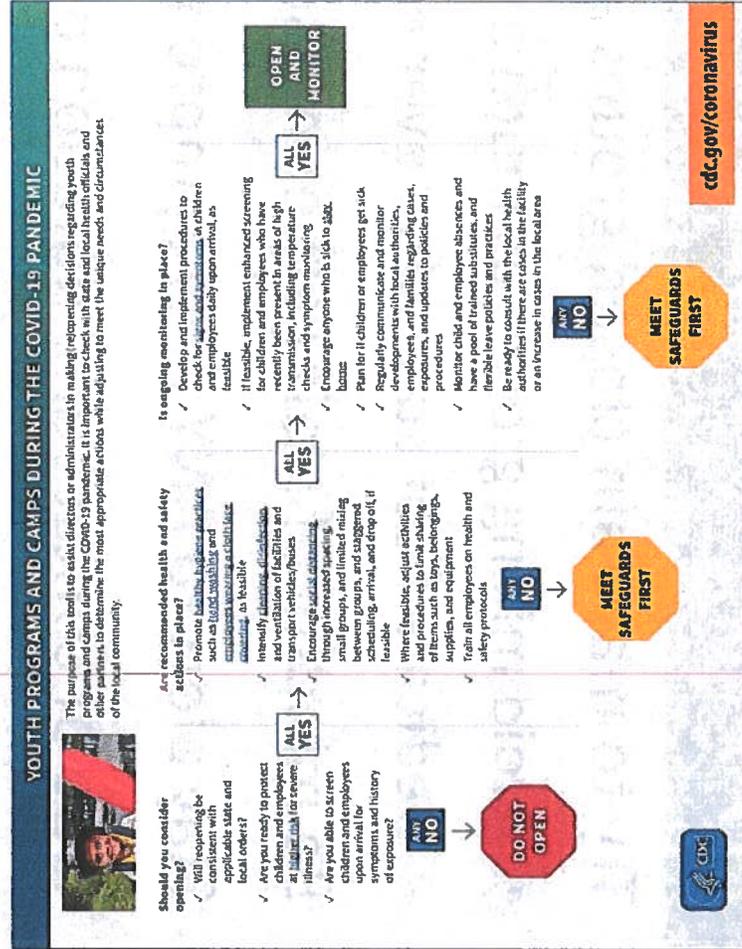
- Should attendees be discouraged from bringing home items from their program (e.g. crafts)?
  - No.
- Can activity instructors be 10 ft. apart from the group of 10 (9 kids, 1 staff) and not be counted in the group of 10?
  - If social distancing is effectively maintained, yes. Holding activities outside is ideal.

## Key Findings from Cases in Child Care and School Settings

- Try to maintain closed groups as much as possible.
- Avoid mixing groups as much as possible.
- Dedicate float staff whenever possible.
- Be mindful of staff gathering/socializing.
- Stay alert to ANY new symptoms of illness, even if mild.
- Type of contact and duration of contact.
- By definition, within 6 feet for 15 minutes or more = close contact exposure.

# Resources

- [CDC Guidance for Youth and Summer Programs: https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/summer-camps.html)
  - [MDH Guidance for Social Distancing in Youth Sports: https://www.health.state.mn.us/diseases/corona-virus/schools/youthsports.pdf](https://www.health.state.mn.us/diseases/corona-virus/schools/youthsports.pdf)
  - [MDH guidance documents: https://www.health.state.mn.us/diseases/corona-virus/schools/index.html](https://www.health.state.mn.us/diseases/corona-virus/schools/index.html)
- Situation is fluid, check for updates to guidance documents and resources on a continuous basis.



# Thank you.

*Disclaimer: Information presented in these slides is as accurate as the time it was presented. This situation is fluid and unprecedented and we will continue to do our best to give the most up-to-date guidance.*

*We encourage you to review the [MDH COVID-19 website: https://www.health.state.mn.us/diseases/coronavirus/index.html](https://www.health.state.mn.us/diseases/coronavirus/index.html) for the most up to date information.*



**SafetyFirst Playground Maintenance**

31095 Baugh St NW

Princeton, MN 55371

320.4931877

marissa.bauer@safetyfirstplayground.com

www.safetyfirstplayground.com



## Estimate

**ADDRESS**

Mark Nagel

City of Elko New Market

**ESTIMATE # 2468**

**DATE 04/29/2020**

---

ACTIVITY	QTY	RATE	AMOUNT
Playground Assessments			
Wagner Park, 120 Park St	1	500.00	500.00
Little Windrose Park 26535 Oakridge Way	1	500.00	500.00
Woodcrest Park 26625 Woodcrest Lane	1	500.00	500.00

---

Tax ID 84-3718494

**TOTAL**

**\$1,500.00**

Accepted By

*Mark E Nagel*  
*Assistant City Administrator*  
*City of Elko New Market, MN*

Accepted Date

*5/25/20*

*NOTE: Inclusive of Attachment #1*  
*Scope of Work*

---



# FW: City of Elko New Market Playground Assessment Proposal

Mark Nagel

**Sent:** Friday, May 22, 2020 10:27 AM  
**To:** Mark Nagel  
**Attachments:** Est 2415.pdf (50 KB)

ATTACHMENT

**From:** Marissa Bauer [marissa.bauer@safetyfirstplayground.com]  
**Sent:** Tuesday, April 07, 2020 9:24 AM  
**To:** Mark Nagel  
**Subject:** City of Elko New Market Playground Assessment Proposal

#1

Dear Mark,

Attached is your estimate for the playground assessments in your community of Elko New Market. Included in this proposal, is a full assessment for compliance of your playgrounds to CPC and ASTM standards for public playgrounds, surfacing assessment and a review of ongoing maintenance needs for each site. Each proposal will also include a summary of the events at each site and important information such as the manufacturer and fall heights of the equipment.

The reports will be accompanied by quotes for repairs and maintenance needed at each site.

Please contact me if you have any questions,

**Marissa Bauer, CPSI 37920-0420**  
President & Owner | **SafetyFirst Playground Maintenance**



**P: (320) 493-1877 | [Email](#) | [Website](#) | [GET A QUOTE](#)**

