NORWOOD nya YOUNG AMERICA

Norwood Young America Parks and Recreation Commission
Tuesday, December 15, 2015 at 5:30 p.m.
Oak Grove City Center ~ City Council Chambers, 310 Elm St. W.

AGENDA

Dorothy Bohnen, Vice-Chair

Sharilyn Feltmann

Karen Hallquist, Planning Commission Rep.

Lori Trocke

Jim Zellmann

Julie Kuenzel, School District Rep.

Craig Heher Council Liaison, Chairperson

1. Call to Order
2. Adoption of Agenda
3. Approve Minutes of November 17, 2015 meeting
4. Old Business
   A. Pavilion and Old Town Buildings Assessment Report
   B. 2016 Goals & Objectives
5. New Business
6. Miscellaneous Updates
7. Commissioner Reports/Updates
8. Adjourn

UPCOMING MEETINGS

December 28th	6:30 p.m. – City Council meeting
January 11th	6:30 p.m. – City Council meeting
January 19th	5:30 p.m. – Parks & Recreation Commission meeting

NORWOOD YOUNG AMERICA
PARKS & RECREATION COMMISSION
NOVEMBER 17, 2015 MINUTES

Present: Commissioners Lori Trocke, Dorothy Bohnen, Craig Heher, Council Liaison, Julie Kuenzel, Community Education Rep. and Karen Hallquist, Planning Commission Rep.
Absent: Sharilyn Feltmann and Jim Zellmann.
Staff Present: Steve Helget, City Administrator, and Brent Aretz, Public Works Director.
Others Present: None.

1. **Call to Order**
   CH called the meeting to order at 5:30 p.m.

2. **Adopt Agenda**
   Motion – DS/KH, all were in favor to approve the agenda.

3. **Approve Minutes of October 20, 2015 Meeting**
   Motion - DS/JK, all were in favor to approve the October 20, 2015 minutes.

4. **Old Business**

   A. 2015 Goals & Objectives Recap – City Council Report

   Discussion was held on a representative of the Commission providing a report to the City Council on the Commission's 2015 goals. LT agreed to give the report at the Council's November 23rd meeting.

   B. 2016 Goals & Objectives

   The Commission commenced its discussion on establishing goals for 2016. Possible goals included:

   Developing a plan for Outlot A, Preserve 3rd Addition
   Developing a plan for the Pavilion, Old Town Buildings, & bathrooms at Willkommen Park
   Reviewing Parks and overall needs of the Community
   Evaluate playground ground equipment
   Research cost and consider repaving Serenity Trail
   Evaluate current walk paths
   Upgrading/replacing Hockey Rink warming house, lighting, and rink boards at South Park

   LT suggested establishing dollar figures to each goal. Questions were asked about how other communities fund improvements to their parks and will the Park Dedication Fund be utilized for the Willkommen Park facility improvements. It was also suggested that a process should be established for people/organizations to make donations to specific projects.

   The Commission will continue its discussion at their December regular meeting.

C. Prairie Dawn Park Master Plan

The Plan was distributed and discussion was held on the Park Dedication Fund.

5. **New Business** – None.

6. **Miscellaneous Updates**

7. **Commissioner Reports/Updates**

   CH stated the EDC has been working with some perspective businesses.

8. **Adjournment**
   Motion –LT/DB, all were in favor to adjourn the meeting at 6:53.

Respectfully submitted,

_____
Steve Helget, City Administrator

SEH

Building a Better World for All of Us®

MEMORANDUM

TO: Steve Helget, City Administrator

FROM: Brian Bergstrom, AIA

DATE: November 16, 2015

RE: American Pavilion and Old Town in the Park Building Assessments
SEH No. P-NORWO 134554 14.00

The intent of this memo is to document the preliminary findings of a site visit to the American Pavilion and Old Town in the Park Buildings located in Norwood Young America. On October 30, 2015 representatives from SEH's architectural and structural engineering departments made a site visit to the above noted buildings with the intent of visually observing the existing conditions of each structure. Prior to the site visit the City of Norwood Young America provided SEH with copies of investigative reports for each building completed by Encompass (reports dated April 23, 2015 and September 8, 2015).

Based on our site visit it is our opinion that the listed observations in the investigative reports prepared by Encompass are valid. Furthermore, we would like to offer the following preliminary list of possible improvements and estimated costs for each building.

American Pavilion Building

A. Roof

1. Insulation: Based on the Encompass report and comments from city staff portions of the existing building roof have been retrofitted with spray-foam insulation. We would suggest that any areas that have not been insulated be insulated to provide a constant thermal barrier.
   - *Estimate of Probable Cost: $15,000 to $20,000 (assumes 1/3 of roof requires insulation)*

2. Lack of Venting: During the site visit it was observed that the attic space at the east end entry area of the building consisted of fiberglass batt insulation directly over the existing wood ceiling deck with no vapor barrier or attic ventilation. It was also observed that several of the wood roof structural member showed signs of possible exposure to moisture. It is recommended that the insulation be removed and a vapor barrier be installed along with proper means of attic ventilation at the eave and ridge line as required under current MN building code.
   - *Estimate of Probable Cost: $7,000 to $10,000*

3. No structure under eaves: During the site visit it was noted that the existing roof overhang is supported by decorative wood framing that appears to be nailed to the face of the exterior wall and not tied into the roof framing. We recommend having this support system reviewed and a structural analysis completed to ensure the overhangs are properly supported.
   - *Estimate of Probable Cost: $15,000 to $20,000*

4. Pronounced sag at previous splice area (assumed existing hip rafter): Based on comments in the Encompass report and the visual observation of the existing roof framing it is believed that the sag in the existing roof is caused by the overloading of an original hip rafter. It is our recommendation that the hip rafter and roof framing associated with the rafter be removed and re-built. This would include the re-shingling of the roof.
   - *Estimate of Probable Cost (Re-Shingle Roof): $35,000 to $40,000*
   - *Estimate of Probable Cost (Replace Roof Framing): $50,000 to $60,000*

5. Review truss and rafter capacity: A complete structural analysis of the roof framing systems should be completed to verify the existing capacity and lateral stability of the building.
   - *Estimate of Probable Cost: TBD based on findings of structural analysis.*

B. Walls

1. The existing building appears to be out of plumb and leaning to north slightly. In our opinion any possible solution to this would be very costly and intrusive to the buildings appearance. In the Encompass report it is noted that the building is likely done moving and this condition will not worsen. Therefore, it is our recommendation that this issue be monitored moving forward and reviewed further should the condition worsen.
   - *Estimate of Probable Cost: None at this time*

C. Floor

1. Based on our visual observations, comments from city staff and the Encompass report it is believed that the existing floor structure is overloaded. It is our recommendation to have a full structural analysis completed on the floor structure to verify current capacity. One possible solution should the floor structure prove to be overloaded would be to install a helical pile foundation system with additional steel beams supporting existing floor joists. This option would involve removal of portion of the existing wood flooring for foundation installation.
   - *Estimate of Probable Cost: $80,000 to $125,000*

Old Town in the Park

A. Site

1. It appears that the site paving to the north of the building has a slight back slope towards the building allowing storm water to run towards the building. It is our recommendation that the site be regraded to provide positive slope away from the structure and the pavement be reinstalled.
   - *Estimate of Probable Cost: $12,000 to $15,000*

B. Walls

1. Deteriorated walls: There appears to be significant deterioration of the wood stud framed wall and sheathing along the bottom 2-3 feet. The likely cause of this is the storm water that is able to infiltrate the building. We recommend raising the concrete foundation wall approximately 12" and replacing any damaged wood framing and sheathing.
   - *Estimate of Probable Cost: $40,000 to $50,000*

2. Replace windows and detail properly: The exterior windows consist of wood frames with single pane glass or Plexiglas infills. Many of the frames have deteriorated due to water infiltration. It is recommended that the windows be replaced and flashed properly to prevent moisture infiltrations.
   - *Estimate of Probable Cost: $10,000 to $15,000*

C. Upper Floor

1. Review floor capacity: A complete structural analysis of the floor framing systems should be completed to verify the existing capacity of the upper level.
   - *Estimate of Probable Cost: TBD based on findings of structural analysis.*

D. Roof

1. Existing wood roof truss framing has spliced bottom chords that appear to be inadequately connected. It is recommended that this condition be reviewed by a structural engineer and proper splice connections provided.
   - *Estimate of Probable Cost: $2,000 to $4,000 (for splice repair)*

2. Roof flashing and drainage should be reviewed and new drainage crickets and copings provided. It is also recommended that gutters and downspouts be installed all around the structure.
   - *Estimate of Probable Cost: $5,000 to $7,000*

Please note that the recommendations and estimates of probable cost provided in this memo are based on preliminary information gathered during our visual observations of the buildings. Therefore, it is recognized that neither SEH nor the Owner has control over the cost of labor, materials or equipment; the Contractor's methods of determining bid prices; or competitive bidding market conditions. Accordingly, SEH cannot and does not warrant or represent that bid prices will not vary from the Owner's budget for the Cost of the Work or from any Estimates of Probable Cost prepared or agreed to by SEH.

bmb

c: Dan Ehrke
Mike Hemstad, PE
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