



**Norwood Young America Parks and Recreation Commission
Tuesday, March 15, 2016 at 5:30 p.m.
Oak Grove City Center ~ City Council Chambers, 310 Elm St. W.**

AGENDA

**Sharilyn
Feltmann**

Lori Trocke

**Jim
Zellmann**

**Karla
Hormann**

**Julie
Kuenzel,
School
District Rep.**

Craig Heher
Council
Liaison,
Chairperson

1. Call to Order
2. Adoption of Agenda
3. Approve Minutes of February 16, 2016 meeting
4. Old Business
 - A. Outlot A, Preserve 3rd Addition
 - B. Willkommen Park Restrooms
 - C. Pavilion and Old Town Buildings
 - D. Highway 212 Feasibility Study
 - E. 2016 Goals & Objectives
5. New Business
6. Miscellaneous Updates
7. Commissioner Reports/Updates
8. Adjourn

UPCOMING MEETINGS

- | | |
|------------------------|---|
| March 28 th | 6:30 p.m. – City Council meeting |
| April 11 th | 6:30 p.m. – City Council meeting |
| April 19 th | 5:30 p.m. – Parks & Recreation Commission meeting |

**NORWOOD YOUNG AMERICA
PARKS & RECREATION COMMISSION
FEBRUARY 16, 2016 MINUTES**

Present: Commissioners Lori Trocke, Jim Zellmann, Sharilyn Feltmann, Karla Hormann, and Julie Kuenzel, Community Education Rep., and Craig Heher, Council Liaison.

Absent: None.

Staff Present: Steve Helget, City Administrator and Brent Aretz, Public Works Director.

Others Present: Charlie Storms.

1. Call to Order

CH called the meeting to order at 5:32 p.m.

2. Oath of Office

Karla Hormann sited the oath of office for the Parks & Recreation Commission.

3. Adopt Agenda

Motion – JZ/LT, all were in favor to approve the agenda with the addition the VFW's request to apply for a piece of military equipment to be placed at Veteran's Memorial Park.

4. Approve Minutes of January 19, 2016 Meeting

Motion - LT/JZ, all were in favor to approve the January 19, 2016 minutes.

5. Old Business

A. Outlot A, Preserve 3rd Addition

SH provided background on how the City acquired Outlot A and the requirements according to state statute that must be met. BA stated he contacted Carver County about creating a public access off of County Road 34. There would have to be a minimum 40' access possibly larger depending on the number of parking stalls. In addition, an emergency access would have to be established at the point where Outlot A and Shoreview Lane intersect. The current barricades at the end of Shoreview Lane would have to be changed out to make them breakaway barricades. BA will contact the Townhome Association to request their cooperation with the barricades.

The question was raised if a public access on Young America Lake could be installed for canoeing, hunting, etc. purposes. The Commission directed staff to contact the DNR to determine feasibility.

B. Willkommen Park Restrooms

BA stated the estimated cost to install 24' x 10' x 6' restrooms would be about \$40,000. Lengthy discussion was held on the location for the new restrooms. SF stated she would not be in favor of adding them onto the Pavilion because it would be too close to the food booths and takes away from space during Stiftungsfest. In addition, SF is not in favor in removing or reducing the size of the existing shelter. KH suggested locating the restrooms at the west end of the Old Town Buildings and locate the shelter on the west end the restrooms.

JK suggested locating the restrooms under the grandstand. BA stated the current doors don't meet ADA requirements, but the City's engineer has developed a plan to build the restrooms out from the grandstand.

CH suggested a GIS map be prepared illustrating possible locations for the restrooms.

LT suggested inviting the Stiftungsfest Committee and Baseball Association to the next meeting when this item as well as the Old Towns Buildings is being discussed.

C. Pavilion and Old Town Buildings Assessment Report

SH reported he will be preparing a state grant for assistance with the process of getting the Pavilion listed on the Historic Preservation.

D. 2016 Goals & Objectives

The Commission reviewed the 2016 goals. CH suggested each member determine which goals they think should be the Commission's priorities. SF stated repaving the Serenity Trail should get completed. BA estimates it will cost about \$15-\$17,000. LT suggested doing it in phases and budget monies each year and keep working at it until complete.

6. **New Business**

7. **Miscellaneous Updates**

BA stated Central School will be purchasing a park bench through the City and placing it on School grounds in recognition of Chuck Anderson for his many years as a teacher and Boy Scouts Leader.

8. **Commissioner Reports/Updates**

SF asked Charlie Storms if there was anything new to report on the German statute. Mr. Storms stated there isn't.

CH stated the City recently hired two new custodians who take of the Oak Grove building and the rental buildings owned by the City.

BA stated last week was the last week for ice skating and that the Broomball League seemed to go well this year again.

9. **Adjournment**

Motion –JZ/SF, all were in favor to adjourn the meeting at 6:52.

Respectfully submitted,

Steve Helget, City Administrator

February 12, 2016

Mr. Lyndon Robjent, PE
County Engineer/Public Works Director
CARVER COUNTY PUBLIC WORKS
11360 Highway 212, Suite 1
Cologne, MN 55322

SUBJECT: **Norwood Young America Highway 212 Feasibility Study**

Dear Mr. Robjent,

Carver County and the Minnesota Department of Transportation (MnDOT) continue to work towards improving Highway 212. As part of this effort, SRF has been under contract (SRF Project #8155) to prepare a *Highway 212 Corridor Access Management, Safety and Phasing Plan*. SRF has completed the first phase of the study and has entered the second phase, which consists of designing a four-lane facility between the City of Cologne and Carver.

Throughout the study process, we have been able to preserve study dollars for additional planning efforts along the corridor. At the request of the project stakeholders, SRF is proposing \$71,700 be allocated towards a *“Highway 212 Corridor Feasibility Study”* between Highway 5/25 and County Road (CR) 34 in Norwood Young America (approximately 1.3 miles of the Highway 212 corridor). The purpose of this study is to help identify improvements along the corridor that balance the safety, mobility and access needs for all modes of transportation (e.g., pedestrians, bicyclists, freight, and vehicles). More importantly, the study will help align future improvements with MnDOT’s scheduled mill and overlay (year 2020) and the preparation of two (2) grant applications.

Our team will be led by our **project manager, Lance Bernard**. Lance led the first phase of the Highway 212 study, and played a role in the public engagement activities, grant applications, and the prioritization of improvements. Lance will receive support from **project principal Craig Vaughn, PE, PTOE**. Craig is a leader of SRF’s Transportation Planning Group, with experience in traffic, access management, safety, corridor planning, and public involvement. **Joni Giese, ASLA, AICP** will oversee the corridor evaluation from a Complete Streets perspective.

SRF has met with the City, County and State on multiple occasions to better understand the desired outcomes of this study. Based on this understanding, SRF has prepared a scope of work (see Attachment A) for the City, County and State’s consideration. Once agreement has been made regarding the scope of work, SRF will begin work immediately. This work can be completed within a six-month time frame once we receive notification to proceed.

If you have any questions, please feel free to contact me at 763.249.6750 or via email at lbernard@srfconsulting.com.

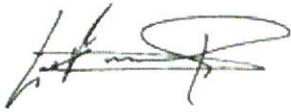
Mr. Robjent

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February 12, 2016

Sincerely,

SRF CONSULTING GROUP, INC.



Lance Bernard
Project Manager



Craig Vaughn, PE, PTOE
Project Principal

LHB

cc: Jon Solberg, MnDOT South Area Manager
Diane Langenbach, MnDOT South Area Engineer
Steve Helget, Norwood Young America City Administrator
Tina Diedrick, Norwood Young America Mayor

Craig Vaughn, SRF Consulting Group, Inc.
Kevin Jullie, SRF Consulting Group
Matt Pacyna, SRF Consulting Group, Inc.
Mike McGarvey, SRF Consulting Group, Inc.
Joni Giese, SRF Consulting Group
David Filipiak, SRF Consulting Group
Scott Poska, SRF Consulting Group

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Attachment A – Scope of Work

Task 1: Project Management & Oversight

SRF will provide day-to-day project management, including project updates to the client. This task also includes time to attend and facilitate three (3) Project Management Team (PMT) meetings.

Task 2: Broaden Understanding of the Study Area

SRF will work with the City, County, and State to collect background data in a Geographical Information System (GIS) format. We will gather background information including, but not limited to the following:

- Parcel and tax accessor assessor data (e.g., ownership and type of land use)
- Natural resource data (e.g., flooding, groundwater and surface water management)
- Topography data
- Inventory of existing infrastructures (e.g., storm sewer, roads, sidewalks, utilities, and culverts)

SRF will utilize this information to produce a series of base maps for other tasks.

Task 3 – Public Engagement

A fundamental component to the project will include an active and transparent planning process with members of the community. SRF will work with the PMT to identify key stakeholders (e.g., residents, property/business owners, school district members or emergency services) along the corridor to participate in a set of three (3) focus group meetings. The purpose of the focus groups are to better understand the public's transportation needs, issues and opportunities. Input from the focus groups will be used to establish a vision statement and a set of goals for the corridor within Norwood Young America.

The focus groups will be identified and held prior to a public open house. SRF will prepare and attend one (1) open house; the open house will focus on the study's findings and will seek public input on potential recommendations. The City of Norwood Young America will be responsible for identifying a location and notifying the public regarding the date and time of the open house.

Task 4 – Traffic Safety

Safety along this corridor is important to all study area stakeholders and will be a central element in SRF's work. SRF will review historical crash information within the study area provided by the Carver County Sheriff's Department and MnDOT. This task will include a detailed crash analysis to identify any safety hazards. A technical memorandum will be prepared documenting the findings. Findings from this assessment will help inform Tasks 5 – 7.

Task 5 - Traffic Operations

Since traffic volumes and facility characteristics play a significant role in how well a corridor functions from both a safety and mobility perspective, a thorough understanding of how Highway 212 currently operates is important. SRF will use a comprehensive data collection effort to understand traffic patterns and pedestrian movements at key locations (pedestrian movement counts will help inform Task 7). This task will also evaluate access modifications at Morse Street. Findings from this task will be documented in a technical memorandum. Our data driven approach includes the following tasks:

- Collect pedestrian and vehicle turning movement counts for up to thirteen (13) hours at the following intersections:
 - Highway 212 & Highway 5/25 (Including westbound ramp)
 - Highway 212 & Morse Street
 - Highway 212 & Merger Street
 - Highway 212 & Faxon Road
 - Highway 212 & Tacoma Avenue
 - Highway 5/25 & CR 33
 - Highway 5/25 & 7th Street
 - Morse Street/2nd Avenue & Central Avenue/Faxon Road & 7th Street
- Collect fifteen (15) minute pedestrian and vehicle turning movement pulse counts during the a.m. commuter, school p.m., and p.m. commuter peak hours at the following intersections:
 - Highway 212 & East Street
 - Highway 212 & Industrial Boulevard
- Analyze the a.m. commuter, school p.m., and p.m. commuter peak hour traffic operations at the identified study intersections under existing conditions.
- Prepare three (3) sketch-level access alternatives for the Highway 212 and Morse Street intersection:
 - Three-Quarter Access
 - Right-In/Right-Out Access
 - Full Closure
- Analyze the a.m. commuter, school p.m., and p.m. commuter peak hour traffic operations at the identified study intersections with the potential access alternatives at the Highway 212 & Morse Street intersection under existing conditions. This includes modifying current traffic volumes to account for the access changes.
- Analyze the a.m. commuter, school p.m., and p.m. commuter peak hour traffic operations at the identified study intersections with the potential access alternatives at the Highway 212 & Morse Street intersection under 20-year forecast conditions. This includes modifying future traffic volumes to account for the access changes.
- Prepare a sketch-level alternative for the Morse Street/2nd Avenue & Central Avenue/Faxon Road & 7th Street intersection.

Task 6 – Signals and Intelligent Transportation Systems (ITS)

SRF will explore innovative solutions to address traffic and pedestrian issues along the corridor. SRF will explore alternatives and the modernization of intersections. Findings from this task will be documented in a technical memorandum. This task includes the following:

- Inventory existing conditions: signals, corridor lighting, and corridor signing.
- Identify unsignalized intersection/pedestrian crossing improvements related to vehicle and pedestrian safety (e.g., skew at Highway 212 & Highway 5/25, lighting, rectangular rapid flashing beacons (RRFB), and pedestrian hybrid beacons (HAWK)).
- Identify signal upgrades/improvements (modernization) related to vehicle and pedestrian safety (e.g., flashing yellow arrows, phasing/timing, accessible pushbutton stations (APS), pedestrian countdown indications, and LED indications).

- Identify alternatives for reducing Highway 212 speeds (e.g., dynamic speed display signs, chevron pavement markings, and rumble strips).
- Prepare planning level cost estimates for identified improvements.

Task 7 – Pedestrian and Bicycle Connections

Norwood Young America, Carver County and MnDOT are committed to providing a multimodal transportation system. This task will focus on the identification of appropriate trail and pedestrian connections between the neighborhoods located north and south of Highway 212. More importantly, this task will determine the appropriate connections between the schools and neighborhoods. Findings from this task will be documented in a technical memorandum. This task includes the following:

- Evaluate the Highway 212 corridor and adjacent roadways from a Complete Streets perspective.
- Evaluate existing pedestrian and bicycle facilities, and identify improvements that enhance pedestrian and bicycle connectivity and safety.
- Evaluate the feasibility of a pedestrian/bicycle underpass.
- Focus on pedestrian and bicycle connections between the school and neighborhoods.
- Prepare planning level cost estimates.
- Prepare preliminary concepts.

Task 8 – Stormwater Management

SRF recognizes the corridor's proximity to water resources (e.g., lakes and streams) and the challenges in managing stormwater along the corridor. As part of this task, SRF will collect and review available information on surface and groundwater, and determine the feasibility of a pedestrian and bicycle underpass (to be coordinated with Task 7). This analysis will also take into consideration stormwater improvements being programmed as part of MnDOT's 2020 Mill and Overlay. A technical memorandum will be prepared documenting the findings.

Task 9 – Right of Way

SRF will review preliminary right-of-way cost estimates associated with proposed improvements identified from Tasks 4 – 8. Right-of-way estimates will be based on a per parcel or acre value or another methodology that is mutually agreed upon. These planning-level cost estimates are intended to help technical and policy leaders make prudent and thoughtful investment decisions. A technical memorandum will be prepared documenting the findings.

Task 10 – Implementation

SRF will prioritize the improvements identified in Tasks 4 – 9 for their effectiveness in achieving the corridor's vision. The prioritization process will consider low-cost/high-benefit solutions and their feasibility to coincide with MnDOT's 2020 Mill and Overlay. A technical memorandum will be prepared documenting the findings.

Projects will also be aligned with potential funding sources (e.g., grants). Each improvement will be screened to determine their applicability and competitiveness under various funding sources. SRF will prepare two (2) funding applications based on the prioritization method and guidance from the PMT.

Task 11 – Final Plan

SRF will consolidate the various technical memorandums from Tasks 4 – 10 and prepare an executive summary. The executive summary will highlight key study findings and project priorities.

PARKS AND RECREATION COMMISSION GOALS

Goal: Preserve 3rd Addition, Outlot A – develop a park/preserve plan

Goal: Research and develop plan for Pavilion and Old Town Buildings improvements and installation of new bathrooms at Willkommen Park

Goal: Review/evaluate community parks and recreation facilities needs

Objectives:

1. Tour parks and evaluate need for certain parks and evaluate condition of existing playground equipment and needs for additional equipment.
2. Establish long-range improvement plan for parks and recreational facilities
3. Research repaving Serenity Trail
4. Review/update current Trails and Sidewalks Plan
5. Research South Park improvements (upgrade/replace Hockey Rink warming house, rink boards, and lighting)

Goal: Research and establish plan for Young America Corporation \$5,000 donation

Goal: Sports Complex – prepare for 2017 Men's State Amateur Baseball Tournament.

Goal: Dog Park – continue to consider establishing a park.