



**Norwood Young America Parks and Recreation Commission
Tuesday, June 16, 2015 at 5:30 p.m.
Oak Grove City Center ~ City Council Chambers, 310 Elm St. W.**

AGENDA

**Dorothy
Bohnen,**
Vice-Chair

1. Call to Order
2. Adoption of Agenda

**Sharilyn
Feltmann**

3. Approve Minutes of May 19, 2015 meeting

**Karen
Hallquist,**
Planning
Commission
Rep.

4. Old Business
 - A. Young America Corporation Parting Gift
 - B. Willkommen Park – Old Town Building Forensic Evaluation Proposal
 - C. Downtown Boulevard Trees

**Lori
Trocke**

5. New Business
6. 2015 Goals & Objectives Update

**Jim
Zellmann**

7. Commissioner Reports/Updates

**Julie
Kuenzel,**
School
District Rep.

8. Adjourn

Jim Keller,
Council
Liaison,
Chairperson

UPCOMING MEETINGS

- | | |
|-----------------------|---|
| June 22 nd | 6:30 p.m. – City Council meeting |
| July 13 th | 6:30 p.m. – City Council meeting |
| July 21 st | 5:30 p.m. – Parks & Recreation Commission meeting |

**NORWOOD YOUNG AMERICA
PARKS & RECREATION COMMISSION
MAY 19, 2015 MINUTES**

Present: Commissioners Lori Trocke, Sharilyn Feltmann, Dorothy Bohnen, Julie Kuenzel, Community Education Rep. and Jim Keller, Council Liaison.

Absent: Jim Zellmann and Karen Hallquist, Planning Commission Rep.

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

Others Present: Andy Wigfield.

1. Call to Order

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

2. Adopt Agenda

Motion – DB/JK, all were in favor to approve the agenda.

3. Approve Minutes of April 21, 2015 Meeting

Motion - DB/JK, all were in favor to approve the April 21, 2015 minutes.

4. Old Business – None.

5. New Business

A. Young America Corporation Parting Gift

SH stated the City was recently contacted by Young America Corporation and in recognition of the 40 plus years that Y.A. Corp. has been a member of the community, they would like to donate \$5,000 to the City as a parting gift. Y.A. Corp. has asked their donation be utilized in the City's parks and they be recognized for the donation. The Commission discussed possible park improvement options. The following options were agreed to present to Y.A. Corp. to choose from:

1. Purchase three park benches at a cost of \$760 per bench.
2. Purchase a little German (Karl) metal statute and place at the 5-way stop.
3. Purchase/build a small concession stand for the Sports Complex by the softball fields. Could possible partner with the School Softball Booster Club.
4. Purchase large umbrellas for the swimming pool that would be large enough to fit several families under them at one time.

The Commission directed SH to present the options to Y.A. Corp.

6. 2015 Goals & Objective Update

The Commission reviewed their list of goals and BA provided updates on progress to date. BA reported the new basketball poles in South Park have been installed; the play structure in Casper Park has been removed; the restrooms in Willkommen Park have been removed; and the park trash containers have all been purchased and placed in parks.

In respect to the Old Town Building in Willkommen Park, the Commission directed SH to obtain a proposal from Encompass who specializes in forensic investigations of problem buildings, and present their proposal at a future meeting.

In respect to Outlot A of the Preserve 3rd Addition, LT suggested the DNR, County representatives, and/or school representatives be contacted and request their assistance with developing a concept plan for the park. Other Commission members concurred.

Some discussion was held on the downtown trees. JK stated he will meet with BA to determine the best variety of tree(s) to install.

7. Commissioner Reports/Updates

In respect to the removed restrooms at Willkommen Park, Andy Wigfield stated at a recent Stiftungsfest Committee meeting they discussed the replacement of the restrooms and their suggestion is that the City take its time versus rushing into a decision to replace them.

8. Adjournment

Motion –LT/SF, all were in favor to adjourn the meeting at 6:58.

Respectfully submitted,

Steve Helget, City Administrator



TO: Parks & Recreation Commission

FROM: Steve Helget, City Administrator

DATE: June 16, 2015

SUBJECT: Young America Corporation Parting Gift

As directed by the Commission, the proposed options for utilizing Young America Corporation's \$5,000 gift were presented to Y.A. Corp., and they liked them all. They would be satisfied with any of the options presented to them and are asking the City to decide which option(s) to choose.

Again the options the Commission came up with are as follows:

1. Purchase three park benches at a cost of \$760 per bench.
2. Purchase a little German (Karl) metal statute and place at the 5-way stop.
3. Purchase/build a small concession stand for the Sports Complex by the softball fields. Could possible partner with the School Softball Booster Club.
4. Purchase large umbrellas for the swimming pool that would be large enough to fit several families under them at one time.



TO: Parks & Recreation Commission
FROM: Steve Helget, City Administrator
DATE: June 16, 2015
SUBJECT: Willkommen Park – Old Town Building Forensic Evaluation Proposal

As directed by the Commission, a proposal was solicited from Encompass to conduct a forensic evaluation of the Old Town buildings located in Willkommen Park. Attached is their proposal. Proposed is to review the proposal and determine if the Commission wants to recommend to the City Council to approve Encompass' proposal and proceed with conducting an investigation on the building's condition and obtaining possible repair options.



June 9, 2015

Steve Helget
City Administrator
City of Norwood Young America
P.O. Box 59
310 Elm Street West
Norwood Young America, MN 55368
cityadmin@cityofnya.com

Re: **Professional Services Proposal - Forensic Evaluation**
Old Town In The Park
21 Main Street East
Norwood Young America, MN 55368

Dear Steve:

At your request, we are presenting to you our proposal to provide professional services relating to performing a forensic investigation of the Old Town in The Park Building located in Norwood Young America.

SCOPE OF SERVICES

Encompass, Inc. proposes to provide the following services.

1.0 Investigation & Documentation

The investigation will include documentation of existing conditions to assess and analyze reported sources of moisture intrusion. Photographs and other necessary investigative tools will be utilized to document the conditions. Our investigation will be led by a licensed, professional engineer and will include:

1.1 Building Condition Documentation

- 1.1.1 Conduct an evaluation of reported moisture intrusion, of particular interest will be locations at wall bases relative to existing flashings and waterproofing, window and door openings, roof/wall intersections, and grading at the building perimeter.

14850 Martin Drive
Eden Prairie, Minnesota 55344
952-854-4511

- 1.1.2 If deemed necessary to our investigation, perform 1-2 invasive openings into the stucco facade to determine construction configurations. The openings will be made and temporarily repaired by Encompass personnel.

1.2 Summary Report

- 1.2.1 Prepare a summary of findings from the investigation, including conclusions relative to causes of distress and general recommendations for repair.
- 1.2.2 Provide opinion of cost for repair of identified deficiencies. Where possible Encompass will identify multiple repair options.

COST OF ENGINEERING SERVICES

The cost of the professional engineering services required for the forensic evaluation of the Old Town in the Park building located in Norwood Young America, Minnesota, is **\$3,200**.

BASIS OF PAYMENT

Basis of payment for the services outlined above shall be per hour of service rendered at the hourly rate indicated below. In addition to hourly service, all direct project expenses shall be billed at cost plus 15% administrative expense. Expenses could include, but are not limited to, cost of printing and reproduction of documents and automobile mileage at the rate of \$0.575 per mile. Hourly rates for professional services, by classification, are:

1. Principal Engineer	\$190.00
2. Senior Project Engineer	\$175.00
3. Project Engineer	\$165.00
4. Technician	\$135.00

Invoicing for professional engineering services will be made monthly. Payment is due when the invoice is received.

MINNESOTA STATUTORY LIEN NOTICE

- A. Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- B. Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

MOLD DISCLAIMER

Evaluation and/or abatement of any fungal growth is outside the scope of our proposed services.

WARRANTY

Encompass will perform its services in a manner consistent with the level of care and skill ordinarily exercised by members of the profession currently practicing under similar conditions in the same locale.

CONSEQUENTIAL DAMAGES

Neither party shall be liable to the other for loss of profits or revenue; loss of use or opportunity; loss of good will; cost of substitute facilities, goods, or services; cost of capital; or for any special, consequential, indirect, punitive, or exemplary damages.

CONTRACTOR'S RESPONSIBILITIES

Encompass shall not be responsible for the contractor's means, methods, techniques, sequences, or procedures, or for safety precautions or programs in connection with the contractor's work, nor shall Encompass be responsible for the contractor's failure to carry out the work in accordance with the contract documents or for the contractor's failure to comply with applicable laws, ordinances, rules, or regulations. Neither the services of Encompass, nor the presence of Encompass at the construction/Project site, shall relieve the contractor of any of its responsibilities or duties to perform the work in strict accordance with the contract documents and to comply with all health and safety precautions required by any regulatory agency.

ENTIRE AGREEMENT

Upon Client's acceptance, this Proposal represents and contains the entire agreement and understanding between Encompass and the Client with respect to the subject matter of this Proposal and supersedes any and all prior oral and written agreements and understandings.

MODIFICATIONS

The accepted Proposal may be modified only by a written instrument executed by both parties. During the investigation, should the scope of the initial proposal require modification, you will be notified.

Thank you for the opportunity to present this proposal. We will be pleased to review the scope of this proposal with you at your convenience. If this proposal meets with your approval, please indicate your acceptance by signing below and returning one copy to Encompass, Inc. Upon receipt of your acceptance, we will schedule the project and coordinate commencement of the investigation with you. Should you have any questions, please call.

Respectfully submitted,
ENCOMPASS, INC.



Mark Blazevic, P.E.
Senior Project Engineer



TO: Parks & Recreation Commission
FROM: Steve Helget, City Administrator
DATE: June 16, 2015
SUBJECT: Downtown Boulevard Trees

Jim Keller and Brent Aretz will review some options for boulevard trees in the downtown areas. Possible tree varieties include seedless Linden, Princeton Elm, and seedless Skyline Honey Locus.