



**Norwood Young America Parks and Recreation Commission
Tuesday, August 16, 2016 at 5:30 p.m.
Oak Grove City Center ~ City Council Chambers, 310 Elm St. W.**

AGENDA

- 1. Call to Order
Sharilyn Feltmann
- 2. Adoption of Agenda
Lori Trocke
- 3. Approve Minutes of July 28, 2016 meeting
Jim Zellmann
- 4. Old Business
 - A. Willkommen Memorial Park Restrooms Project
 - 1. Restrooms Project
 - 2. Old Town Buildings**Karla Hormann**
- 5. New Business
Julie Kuenzel, School District Rep.
- 6. Miscellaneous Updates
JR Hoernemann, Planning Comm. Rep.
- 7. Commissioner Reports/Updates
Craig Heher, Council Liaison, Chairperson
- 8. Adjourn

UPCOMING MEETINGS

- August 22nd 6:30 p.m. – City Council meeting
- September 12th 6:30 p.m. – City Council meeting
- September 20th 5:30 p.m. – Parks & Recreation Commission meeting

**NORWOOD YOUNG AMERICA
PARKS & RECREATION COMMISSION
JULY 28, 2016 MINUTES**

Present: Commissioners Sharilyn Feltmann, Jim Zellmann, Lori Trocke, JR Hoernemann, Planning Commission Rep., and Julie Kuenzel, Community Education Rep.

Absent: Karla Hormann and Craig Heher, Council Liaison.

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

Others Present: None.

1. Call to Order

Trocke called the meeting to order at 5:30 p.m.

2. Adopt Agenda

Motion was made by Hoernemann to approve the agenda. Seconded by Zellmann and unanimously carried.

3. Approve Minutes of June 21, 2016 Meeting

Motion was made by Kuenzel to approve the June 21, 2016 minutes. Seconded by Hoernemann and unanimously carried.

4. Old Business

A. Willkommen Memorial Park Restrooms

Helget suggested inviting SEH Engineering to the next meeting for the purpose of reviewing the Restrooms plans and specifications. The Commission consented to such.

Motion was made by Kuenzel to table the Willkommen Memorial Park Restrooms project discussion. Seconded by Hoernemann and unanimously carried.

B. Outlot A, Preserve 3rd Addition

Helget suggested tabling this item to a future meeting when more Commission members are present.

Motion was made by Feltmann to table the discussion on Outlot A, Preserve 3rd Addition. Seconded by Kuenzel and unanimously carried.

C. Willkommen Memorial Park Rental Fee/Deposit

Discussion was held on whether or not a fee should be charged for the Old Town Buildings. The buildings are utilized by the Baseball Team, for Stiftungsfest and the Taste of NYA.

Kuenzel stated she would be opposed to charging any fees for using the Old Town Buildings. The Baseball Team spends many hours maintaining the field.

Helget stated the City doesn't allow the usage of the grills in the Gazebo when parties rent it.

Feltmann suggested considering raising the rental fee for the Pavilion. Possibly \$50 - \$100.

D. 2016 Goals & Objectives

Helget requested a Commission member attend a future City Council member to give an update on the Commission's 2016 goals. Kuenzel volunteered to do such.

Trocke suggested tabling discussion of this item to a future meeting when all members are present.

Motion was made by Feltmann to table the 2016 Goals & Objectives discussion. Seconded by Kuenzel and unanimously carried.

5. **New Business**

A. Robotic Pool Cleaner Purchase Proposal

Aretz stated as part of the City's 2016 Capital Equipment Replacement Schedule, planned is to replace the swimming pool Robotic Pool Cleaner or Turtle. A proposal was received from Horizon Commercial Pool Supply for a Dolphin Wave Gyro 2x2 Robotic Pool Cleaner for \$4,995. Budgeted is \$5,000 for the replacement of this unit.

Motion was made by Kuenzel to purchase the Robotic Pool Cleaner from Horizon Commercial Pool Supply for \$4,995 and recommend such to the City Council. Seconded by Zellmann and unanimously carried.

6. **Miscellaneous Updates** – None.

7. **Commissioner Reports/Updates**

Feltmann asked if the bottom of the Old Town Buildings in Willkommen Memorial Park could be cleaned prior to Stiftungsfest. Aretz stated they will try but the exterior of the building is stucco and particle board so they'll have to be careful.

Kuenzel stated in respect to the swimming pool, this year Community Ed took on the task of the pool passes and feels everything went very well. She personally delivered them to people's home, mailed them, and offered on-line payment. Community Ed would like to do them again next year. Kuenzel also stated she received a lot of compliments about the life guards and lessons this year. She suggested installing a platform to separate lesson classes.

Trocke stated it was very nice having the punch cards at the pool this year.

Aretz stated the MN Department of Health conducted its annual inspection of the pool and we passed with no violations.

8. Adjournment

There being no further business, motion was made by Hoernemann to adjourn the meeting. Seconded by Feltmann and unanimously carried the meeting was declared adjourned at 6:30.

Respectfully submitted,

Steven Helget, City Administrator



TO: Parks & Recreation Commission Members
FROM: Steve Helget, City Administrator
DATE: August 16, 2016
SUBJECT: Willkommen Memorial Park Restrooms Project

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As discussed at the July 28th regular meeting, John Rodeberg, SEH Engineering, will be present to review the plans and specifications they designed for the Restrooms project.



TO: Parks & Recreation Commission Members
FROM: Steve Helget, City Administrator
DATE: August 16, 2016
SUBJECT: Willkommen Memorial Park Old Town Buildings

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The Commission met at Willkommen Memorial Park for its April 19th regular meeting and reviewed and discussed the Old Town Buildings. The Commission directed staff to solicit proposals for conducting mold mediation of the buildings. Brent Aretz, Public Works Director has solicited two proposals (see enclosures). The proposals are as follows:

Mavo Systems	\$3,350
ProCare Systems	\$14,400

The Commission could utilize its Park Dedication Fund to complete the mold mediation.

Suggested Motion:

Motion to accept _____ proposal to complete mold mediation of the Old Town Buildings located in Willkommen Memorial Park and recommend such to the City Council.



ProCare Services, Inc
14177 US Hwy 12
Cokato, MN 55321
www.procaremn.com
License # BC 634385

Home Inspection Report



21 Main Street E
Norwood Young America, MN 55368

ProCare Services, Inc

09:09 May 17, 2016

City of Norwood Young America
21 Main Street E
Page 1 of 10

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ProCare Services, Inc

09:09 May 17, 2016

City of Norwood Young America
21 Main Street E
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Definitions

All definitions listed below refer to the property or item listed as inspected on this report at the time of the inspection.

No Visible Suspect Mold	Conditions not favorable for mold growth and no visible or odorous signs were present.
Conditions Favorable	Conditions are favorable for mold growth. High humidity or odors present. No visible mold was observed but, due to conditions, mold testing is recommended.
Visible Mold Like Substance	Visible mold like substance present. Testing and remediation of visible mold, structural damage and it's cause is recommended.

General Information

Property Information

Property Address 21 Main Street E
City Norwood Young America State MN Zip 55368
Contact Name Brent Aretz
Phone 952-467-1830
Fax 952-467-1818

Client Information

Client Name City of Norwood Young America
Client Address 310 Elm Street West PO Box 59
City Norwood Young America State MN Zip 55368
Phone 952-467-1800
Fax 952-467-1818
E-Mail publicworks@cityofnya.com

Inspection Company

Inspector Name Dean Mahlstedt
Company Name ProCare Services, Inc
Address 14177 US Hwy 12
City Cokato State MN Zip 55321
Phone 320-286-5748
Fax 320-286-5749
E-Mail dean@procaremn.com
File Number 04292016-1
Amount Received 0

Conditions

Others Present None Property Occupied Occasional Occupancy for Public Use
Estimated Age More than 20 years old Entrance Faces North
Inspection Date 04/29/2016
Start Time 2pm End Time 3:15pm
Electric On Not Applicable
Gas/Oil On Not Applicable
Water On Not Applicable
Temperature 59 F

General Information (Continued)

Weather Partly cloudy Soil Conditions Wet
Space Below Grade None
Building Type Commercial Garage Attached
Sewage Disposal City How Verified Visual Inspection
Water Source City How Verified Visual Inspection

Grounds

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1. Conditions Favorable

Exterior Surface Drain: Surface drain - Surface drainage is a primary problem for the lower portion of the north side of the building. Rain waters from the air and roof surfaces is a secondary contributor to rot and decay of some of the lower fascia of the building. The lot is very flat and surface waters between the building and the Pavilion to the north are routing towards the building and causing water wicking into the framing, sheathing and fascia materials. It appears the only good remedy is to tear out a large portion of pavement and concrete to re-grade the entire area between the building and pavilion and then install a semi-pervious surface with french style drainage or to add new hard surfaces to included drainage away from both buildings and into th storm sewer.



2. Conditions Favorable

Grading: Minor slope - Minor slope, but mostly flat and graded in such a way as to force surface waters to collect in and around the building, especially at the north side.

Grounds (Continued)

Grading: (continued)



3. Conditions Favorable

Swale: Flat or negative slope - Recommend improvements be made to the grade, swale slope and depth to improve water control.



4. No Visible Suspect Mold

Vegetation: Pavement and grass

Exterior

All definitions listed below refer to the property or item listed as inspected on this report at the time of the inspection.

No Visible Suspect Mold Conditions not favorable for mold growth and no visible or odorous signs were present.

Conditions Favorable Conditions are favorable for mold growth. High humidity or odors present. No visible mold was observed but, due to conditions, mold testing is recommended.

Visible Mold Like Substance Visible mold like substance present. Testing and remediation of visible mold, structural damage and it's cause is recommended.

1. Visible Mold Like Substance Exterior Foundation: Wood Framed - ProCare recommends removal of the lower stucco that is water and mold damaged to a height up to four feet tall and to replace the stucco with a brick or cement type of material that can be sealed and adequately drained, that will also repel waters that are dripped, wind driven, snow or ice accumulated, etc. Due to the fact that much of the damage is hidden in the walls, it is safe to assume that a certain portion of the framing may either need removal or remediation and shoring up.

It is further suggested that a qualified engineer/architect provide a material that can replace all lower wood framing, while maintaining the install and integrity of the existing building.

ProCare can provide demo and remediation of the mold affected areas, leaving most, or all, framing in place. A temporary cleaning of the framing can be completed to avoid cross-contaminating other interior areas and surfaces of the building.

Another contractor could then come and set up to shore up the building and replace the lower framing with a more water durable cement like product to appear as a wainscot, but which will also function as the main lower structure for the walls of the building.

The majority of the structure and face of the building are in great condition and should be preserved. The mold and rot issues at the lower walls as wells as the surface drainage issues need to be remedied, to protect public health.

Exterior (Continued)

All sides of the building Exterior Surface

2. Visible Mold Like Substance Type: Brick, Stucco, Wood - Replace only the lower portions of north and south walls and framing with more durable cement type structural product.



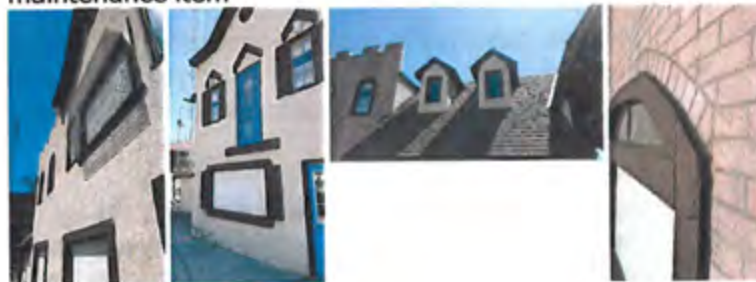
3. No Visible Suspect Mold

Entry Doors: Metal - All trim should be checked for caulking as an annual maintenance item



4. Conditions Favorable

Windows: Loose caulk - All trim should be checked for caulking as an annual maintenance item



Roof

- All definitions listed below refer to the property or item listed as inspected on this report at the time of the inspection.
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 - Conditions Favorable** Conditions are favorable for mold growth. High humidity or odors present. No visible mold was observed but, due to conditions, mold testing is recommended.
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All Surfaces Roof Surface

1. Method of Inspection: Ground level
2. No Visible Suspect Mold **Material: Architectural Shingle - Shingles appear to be in good condition, although the roof/wall intersection points are suspect for on-going water damage.**



3. Type: Gable
4. Approx Age: More than 5 years old
5. No Visible Suspect Mold **Flashing: Unknown - hidden - Some areas of roof/wall intersections have non-existent or hidden flashing. All roof/wall intersections and caulked joints need to be evaluated for current maintenance needs and inspection by a qualified roofing company. These areas need to be kept dry to protect the sheathing and framing of the structure long-term.**



Final Comments

ProCare will provide for the removal and remediation of water-mold damaged areas of the lower exterior walls of the building adjacent to the baseball field which houses the dug-outs, maintenance garage and serving areas.

The project would include removal of stucco, damaged trim, damaged framing (if integrity of the structure is not compromised), and interior lower OSB panels at exterior walls. Temporary sheathing will be provided by ProCare to keep rodents and vandals out of the structure. Cuts to stucco will be made in such a way that new flashing and new lower wall materials can be installed by another contractor.

Cost of the ProCare portion of the project will be \$ 14,400.00, which includes all labor & PPE, materials, permits to demo, hauling and disposal, and new temporary sheathing.

Conditions Favorable Summary

Grounds

1. Exterior Surface Drain: Surface drain - Surface drainage is a primary problem for the lower portion of the north side of the building. Rain waters from the air and roof surfaces is a secondary contributor to rot and decay of some of the lower fascia of the building. The lot is very flat and surface waters between the building and the Pavilion to the north are routing towards the building and causing water wicking into the framing, sheathing and fascia materials. It appears the only good remedy is to tear out a large portion of pavement and concrete to re-grade the entire area between the building and pavilion and then install a semi-pervious surface with french style drainage or to add new hard surfaces to included drainage away from both buildings and into th storm sewer.



2. Grading: Minor slope - Minor slope, but mostly flat and graded in such a way as to force surface waters to collect in and around the building, especially at the north side.



3. Swale: Flat or negative slope - Recommend improvements be made to the grade, swale slope and depth to improve water control.



Exterior

4. Windows: Loose caulk - All trim should be checked for caulking as an annual maintenance item

Exterior (Continued)

Windows: (continued)



Visible Mold Like Substance Summary

Exterior

1. Exterior Foundation: Wood Framed - ProCare recommends removal of the lower stucco that is water and mold damaged to a height up to four feet tall and to replace the stucco with a brick or cement type of material that can be sealed and adequately drained, that will also repel waters that are dripped, wind driven, snow or ice accumulated, etc. Due to the fact that much of the damage is hidden in the walls, it is safe to assume that a certain portion of the framing may either need removal or remediation and shoring up.

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2. All sides of the building Exterior Surface Type: Brick, Stucco, Wood - Replace only the lower portions of north and south walls and framing with more durable cement type structural product.



