



**Norwood Young America Parks and Recreation Commission**  
**Tuesday, February 20, 2018 at 5:30 p.m.**  
**Oak Grove City Center ~ City Council Chambers, 310 Elm St. W.**

### **AGENDA**

- |   |   |
|---|---|
| <p><b>Sharilyn Feltmann</b><br/>Vice-Chair</p> <p><b>Karla Hormann</b></p> <p><b>Lori Trocke</b><br/>Chairperson</p> <p><b>Jim Zellmann</b></p> <p><b>Julie Kuenzel,</b><br/>School District Rep.</p> <p><b>JR Hoernemann</b><br/>Planning Comm. Rep.</p> <p><b>Charlie Storms</b><br/>City Council Liaison</p> | <ol style="list-style-type: none"> <li>1. Call to Order             <ol style="list-style-type: none"> <li>A. Pledge of Allegiance</li> </ol> </li> <li>2. Adoption of Agenda</li> <li>3. Approve Minutes of January 16, 2018 meeting</li> <li>4. Old Business             <ol style="list-style-type: none"> <li>A. Willkommen Memorial Park Restroom Project Update</li> <li>B. Park Bench Project Update</li> <li>C. South Park Hockey Rink Warming House Update</li> <li>D. Serenity Trail Repaving Project - Construction Proposals</li> <li>E. Willkommen Memorial Park – Old Town Buildings</li> </ol> </li> <li>5. New Business             <ol style="list-style-type: none"> <li>A. Commissioner Trocke Resignation</li> </ol> </li> <li>6. Miscellaneous Updates</li> <li>7. Commissioner Reports/Updates</li> <li>8. Adjourn</li> </ol> |
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### **UPCOMING MEETINGS**

- |                           |   |
|---------------------------|---|
| February 26 <sup>th</sup> | 6:00 p.m. – City Council meeting                  |
| March 12 <sup>th</sup>    | 6:00 p.m. – City Council meeting                  |
| March 20 <sup>th</sup>    | 5:30 p.m. – Parks & Recreation Commission meeting |

**NORWOOD YOUNG AMERICA  
PARKS & RECREATION COMMISSION  
JANUARY 16, 2018 MINUTES**

**Present:** Commissioners Karla Hormann, Jim Zellmann, JR Hoernemann, and Charlie Storms.  
**Absent:** Lori Trocke, Sharilyn Feltmann, and Julie Kuenzel.  
**Staff Present:** Steven Helget, City Administrator, and Tony Voigt, Public Service Director.  
**Others Present:** None.

**1. Call to Order**

Voigt called the meeting to order at 5:30 p.m. The Pledge of Allegiance was recited.

**2. Adopt Agenda**

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

**3. Election of Officers**

**4. Approve Minutes**

Motion was made by Storms to approve the December 19, 2017 minutes. Seconded by Hormann and unanimously carried.

**5. Old Business**

A. Willkommen Memorial Park Bench Project Update

Storms stated he sent the plans for the bench to Young America Corporation but hasn't heard back from them about the proposed bench or the placing of their name and logo on a cutout on one of the bench legs or on the back of the bench. Storms stated the Commission will need to pass a motion approving the bench plans in February in order to complete for this summer.

B. South Park Hockey Rink Warming House Update

Voigt stated the City and School have entered into a written agreement for the construction of the 12' x 20' warming house. The cost for the insulation was included in Mayer Lumber's cost proposal and so the City Council approved the project not to exceed \$10,000.

Storms suggested steel siding versus vinyl since it's more durable.

Hoernemann stated he'll be attending the VFW's monthly meeting this week and request a donation for the project. He's also contacted the American Legion and appears they're willing to make a donation too. Zellmann will also attend the VFW meeting.

C. Willkommen Memorial Park – Old Town Buildings

Discussion was held on the past reports and cost estimates for making some improvements to the Old Town Buildings and to the drainage around the buildings. Some discussion was held on lifting the building up and installing a new floor and also at the same time changing the existing pavement so it drains away from the buildings. Storms stated the dimensions of the buildings will need to be defined. The Commission consented to have a local contractor look at the building and

provide suggestions for improvements and the cost for repairs. It was also agreed to invite representatives from the Stiftungsfest Committee and the Baseball Association to a future meeting to obtain their input. But Storms, Zellmann, Helget, and Voigt will meet first with a local contractor. It was suggested to also invite representatives of Baseball Association and the Stiftungsfest Committee to said meeting.

**6. New Business - None**

**7. Miscellaneous Updates - None**

**8. Commissioner Reports/Updates**

**9. Adjournment**

There being no further business, motion was made by Storms to adjourn. Seconded by Hormann and unanimously carried, the meeting was declared adjourned at 6:31.

Respectfully submitted,

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Steven Helget, City Administrator

# WILLKOMMEN MEMORIAL PARK RESTROOM 2017

## CONSTRUCTED BY

HILGERS PLUMBING, HEATING & AC ~ NORWOOD ELECTRIC  
REX LIND CONSTRUCTION ~ SHANAHAN CONSTRUCTION

## SUPPORTED BY

AMERICAN LEGION AUXILIARY EDWARD BORN UNIT 343  
AMERICAN LEGION EDWARD BORN POST 343  
CITIZENS INSURANCE SERVICES ~ CITY OF NORWOOD YOUNG AMERICA (NYA)  
NYA BEYOND THE YELLOW RIBBON ~ NYA CHAMBER OF COMMERCE  
NYA LIONS CLUB ~ NYA PARKS & REC. COMMISSION  
YOUNG AMERICA VFW POST 1783 ~ TAS HEATING & AIR CONDITIONING, LLC  
WEST CARVER LIONS CLUB ~ YOUNG AMERICA CORPORATION ~ STIFTUNGSFEST INC.

Date: 1-26-2018

Reference #: 092517-40

AMC #: 325

Time: 9:55

Layout:

# #5

Color: Jet Black

Size: 1-8x1-0x0-1 1/4" - Polish Face & Edges, Sawn Back

Draftsman: Jon Theis

This layout is in exact scale and holds priority over previous information provided on the original contract or any previous drawings. **Review the layout for accuracy of spelling, dates and appearance.** Also, review the color, size and finish information. Mark any desired changes directly on the layout. **If everything is correct, approve the layout and return it to our attention.**

This layout is a simulated rendering of the actual granite color and other materials. The actual material colors will vary. Granite is a natural product, grain structures & color will vary from stone to stone. All engraving, especially laser, will be affected by the natural grain structure and mineral content of the stone.

To help prevent any chance of errors we will not proceed with the manufacturing of this memorial without your signed written approval of this sketch. Please do not sign if there are any modifications or changes required.

**Please Sign If O.K.**

**Date:** \_\_\_\_\_



TO: Parks & Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: February 20, 2018

RE: Warming House Update

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The warming house project is moving forward. Mayer Lumber has delivered materials to the School and Pat Pherson has informed me they're working on the floor and will be starting the walls. They will continue to build as much as they can inside until it gets nice enough outside where they'll complete the project.

The total cost for the building materials increased approximately \$1,000 with the change order in the siding materials per the Commission's and Council's recommendations.

In respect to the siding, I spoke with Mayer Lumber and they recommend going with an LP siding which is more durable than vinyl and more dent resistant than steel, and it also carries a 30-year no fade color warranty. I'm asking the Commission to pick out a siding color. I'll have a siding brochure at the meeting for you to choose from. The shingle color will be Weatherwood and the soffit, fascia, doors and windows will be white. Norwood Electric will be doing the wiring and also some instruction in the classroom as needed.

In respect to donations for the project, the VFW has donated \$4,000 and the American Legion has donated \$5,000. The total estimated project cost is about \$9,300.

*Norwood Young America*





TO: Parks & Recreation Commission Members  
FROM: Tony Voigt, Public Service Director  
DATE: February 20, 2018  
RE: Serenity Trail Repaving Project - Construction Proposals

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One of the Parks & Rec. Commission's 2018 goals is to repave Serenity Trail. I recommend we replace the missing trail section and also overlay the existing trail sections located on the ends of the trail. There will be some damage to the existing sections with the construction project and also overlaying the existing sections will increase the entire trail's life expectancy. I also recommend the contractor do the black dirt work with City staff doing the grass seeding and erosion control.

I contacted WM Mueller & Sons and Chard (OMG Midwest) to obtain proposal updates. Both companies responded that they're not changing their original proposal which were submitted last year. Wm Mueller & Sons' total proposal is \$47,100 and Chard is \$39,821.25. Both contractors verbally agreed they could get it done late spring/early summer weather permitting. There are some culverts that will need to be replaced and City staff can replace them this spring.

**Recommendation:**

**Motion to award the Serenity Trail project to OMG Midwest and to recommend such to the City Council.**



ROAD CONTRACTORS  
AGGREGATES  
BITUMINOUS PAVING  
BITUMINOUS MATERIALS



HAMBURG, MN  
PROPOSAL AND ACCEPTANCE

831 PARK AVE P.O. BOX 247  
HAMBURG, MN 55339  
PHONE 952-467-2720  
FAX 952-467-3894  
EMAIL INFO@WMMUELLER.COM

PROPOSAL SUBMITTED TO:	City of Norwood Young America	DATE:	2/13/2018	PHONE:	320-761-5008
STREET:	310 Elm St. W., P.O. Box 59	JOB NAME:	Pave trail		
CITY, STATE, ZIP:	NYA, MN 55368	JOB LOCATION:	trail from Tacoma Ave. to Industrial Blvd.		
CONTACT:	Tony Voigt	VIA:	tvoigt@cityofny.com		

**WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:**

**Shape & Pave 3"**

- \* Shape the existing gravel base in the 1,240' x 8' area to a 3" depth for new bituminous.
- \* Pave 1.5" of bituminous base and 1.5" of bituminous wear, compacted thickness.

\$23,750.00

**Overlay 1.5" bituminous wear.**

- \* Sweep clean and prep the 490' x 8' & 1030' x 8' areas for a 1.5" bituminous overlay.
- \* Tack area and pave 1.5" of bituminous wear, compacted thickness.

\$17,550.00

**Black Dirt**

- \* Furnish and place 1.5' of black dirt along the trail edge.

\$5,800.00

**NOTES:**

WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE  
IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS  
FOR THE SUM OF: \$47,100.00

\*\*\* PAYMENT TO BE MADE UPON COMPLETION \*\*\*  
NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US  
IF NOT ACCEPTED WITHIN 30 DAYS.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, storm, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

AUTHORIZED SIGNATURE: *Timothy Mueller*  
TITLE: *Secretary/Treasurer*

**ACCEPTANCE OF PROPOSAL** - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment is due upon receipt of invoice. Owner agrees that Wm. Mueller and Sons, Inc. may charge interest at the rate of eighteen percent (18%) on any sum due under this contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, cost incidental to collection, and attorney's fees (if an attorney is retained for collection) shall be added to the unpaid balance. Owner hereby releases Wm. Mueller and Sons, Inc. of notice requirements for lien rights in the event payments are not made as outlined above.

PLEASE SIGN AND RETURN ONE COPY  
SIGNATURE: \_\_\_\_\_  
DATE OF ACCEPTANCE: \_\_\_\_\_





Lori Trocke

443 Park Circle, Norwood Young America, MN 55368  
(952) 237-3813 | ltrocke@embarqmail.com

February 10, 2018

Park and Recreation Commission c/o Steve Helget, Administrator  
City of Norwood Young America  
310 Elm Street West – PO Box 59  
Norwood Young America, MN 55368

Dear Steve and Members of the Park and Recreation Commission:

This letter is to inform you that I tender my resignation from the City of Norwood Young America Park and Recreation Commission, effective immediately after the February 2018 Park and Recreation Commission meeting. Due to my commitments at home and at work, I am in a place where I need to recalibrate my schedule.

I am grateful for having had the opportunity to serve on the Commission for the past years. I look forward to seeing the results of the project priorities set for 2018 and beyond come to life to help further enhance the parks in our community.

Sincerely,  
Lori Trocke