



**Norwood Young America Parks and Recreation Commission**  
**Tuesday, July 28, 2016 at 5:30 p.m.**  
**Oak Grove City Center ~ City Council Chambers, 310 Elm St. W.**

**AGENDA**

- |  |  |
|--|--|
| <b>Sharilyn Feltmann</b>                         | 1. Call to Order                               |
| <b>Lori Trocke</b>                               | 2. Adoption of Agenda                          |
| <b>Jim Zellmann</b>                              | 3. Approve Minutes of June 21, 2016 meeting    |
| <b>Karla Hormann</b>                             | 4. Old Business                                |
| <b>Julie Kuenzel, School District Rep.</b>       | A. Willkommen Memorial Park Restrooms Project  |
|  | B. Outlot A, Preserve 3 <sup>rd</sup> Addition |
|  | C. Willkommen Memorial Park Rental Fee/Deposit |
|  | D. 2016 Goals & Objectives                     |
| <b>JR Hoernemann, Planning Comm. Rep.</b>        | 5. New Business                                |
|  | A. Robotic Pool Cleaner Purchase Proposal      |
|  | 6. Miscellaneous Updates                       |
|  | 7. Commissioner Reports/Updates                |
| <b>Craig Heher, Council Liaison, Chairperson</b> | 8. Adjourn                                     |

**UPCOMING MEETINGS**

- |                         |   |
|-------------------------|---|
| August 11 <sup>th</sup> | 6:30 p.m. – City Council meeting                  |
| August 22 <sup>nd</sup> | 6:30 p.m. – City Council meeting                  |
| August 16 <sup>th</sup> | 5:30 p.m. – Parks & Recreation Commission meeting |

**NORWOOD YOUNG AMERICA  
PARKS & RECREATION COMMISSION  
JUNE 21, 2016 MINUTES**

**Present:** Commissioners Karla Hormann, Sharilyn Feltmann, Jim Zellmann, Lori Trocke, JR Hoernemann, Planning Commission Rep., and Craig Heher, Council Liaison.

**Absent:** Julie Kuenzel, Community Education Rep.

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

**Others Present:** Doug Stender, Young America Baseball Team.

**1. Call to Order**

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

**2. Adopt Agenda**

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

**3. Approve Minutes of May 17, 2016 Meeting**

Motion was made by Feltmann to approve the May 17, 2016 minutes. Seconded by Hormann and unanimously carried.

**4. Old Business**

A. Willkommen Memorial Park Restrooms

Helget reported that the City Council at their June 13<sup>th</sup> regular meeting approved moving forward and advertising for bids. To date, three contractors have picked up copies of the plans and specifications. They are Shanahan Construction, Dvorak Bros. Construction, and RAM Building. The bid submittal deadline is June 27<sup>th</sup> and the Council will review them that evening during their regular meeting. At the June 13<sup>th</sup> Council meeting SEH Engineering provided a presentation on the project plans which included the restrooms building, drainage improvements, water service improvements, and estimated project schedule. The plumbing plans is required to be approved by the state and the application has been submitted and it will take about five weeks to process it. The total project estimate to include engineering is about \$152,000.

Heher stated the Council unanimously consented that if the project commences prior to Stiftungsfest it must be completed by the celebration and if it's determined that it can't be completed in time that it would be put on hold until after Stiftungsfest.

Helget stated the current specifications call for the cement block to be colored. A local masonry contractor researched and reported that any color other than standard grey adds about \$5,000 to \$6,000 to the project cost. The Commission consented that they'd like it to be aesthetically pleasing and to keep the color cement block in the specifications. In addition, the Commission consented that the restrooms need to be open often for public use. Aretz stated they could be open for the season which is about 30-weeks each year and timer door locks could be installed.

The Commission discussed scheduling a special meeting for the purpose of determining aesthetic items such as paint, block, trim, and shingles colors.

Motion was made by Trocke to schedule a special meeting for 5:30 p.m., July 12<sup>th</sup> at Willkommen Park. Seconded by Feltmann and unanimously carried.

#### B. Outlot A, Preserve 3<sup>rd</sup> Addition Tour

The Commission toured Outlot A during its May 17<sup>th</sup> meeting. Helget reported that the City is required to have a park plan by the summer 2017. Helget suggested keeping the plan basic with the option of adding amenities later. Aretz stated it's important for Carver County approval to have a trail so access will be permissible from County Road 34. As a starting point, Helget suggested staff prepare an illustration identifying the parking lot area and how a trail could meander through Outlot A and present it at a future meeting. The Commission consented to such.

### 5. **New Business**

#### Willkommen Memorial Park User Fee/Deposit

Trocke asked if there is a fee for renting the gazebo. Aretz stated it's seldom rented but has been by the Lions Club or for a graduation party but he didn't know what the fee was. Trocke suggested providing a list of the fees for all the rental buildings at a future meeting.

### 6. **Miscellaneous Updates**

Aretz followed up on the discussion about the First Street sidewalk removal request. The only other property in addition to 118 First Street that was interested in having the sidewalk removed in front of their property was the owner at 114 First Street. This request will be presented to the City Council at their June 11<sup>th</sup> meeting.

### 7. **Commissioner Reports/Updates**

Feltmann expressed concerns about properties with weed problems. Helget stated the City has been addressing many properties. Heher stated the weeding around City Hall needs to be addressed too.

In respect to the Adopt a Park program, Commissioners directed that in the future letters be mailed out early each year to the organizations who've adopted a park reminding them of their maintenance responsibilities.

Trocke stated in regards to swimming pool passes, that to purchase a punch card through Community Ed is not very convenient versus at the pool. Aretz stated it was a decision of the Personnel Committee to have all passes be purchased through Community Ed. Trocke also suggested in an effort to keep the money count accurate at the pool to do money counts at specific intervals throughout the day.

Heher reported on recent City Council actions. O.J. Schrupp is retiring from the Public Works Department and Brian Schneewind was recently hired. The Council approved purchasing a new paint sprayer that's used for curbs and street crossing lines and also the purchase of a new disc mower.

**8. Adjournment**

There being no further business, motion was made by Zellmann to adjourn the meeting. Seconded by Feltmann and unanimously carried the meeting was declared adjourned at 6:56.

Respectfully submitted,

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Steven Helget, City Administrator



TO: Parks & Recreation Commission Members  
FROM: Steve Helget, City Administrator  
DATE: July 28, 2016  
SUBJECT: Willkommen Memorial Park Restrooms Project

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At the City Council's June 27<sup>th</sup> regular meeting, the Council reviewed the sole bid received for the Willkommen Memorial Park restrooms project which was from RAM Building for \$165,700. Due to the over project estimate bid amount, the Council unanimously rejected the bid. The Council consented to work towards completing the project in 2017. The feeling was the City would receive more competitive bids if bid early in the year.

Proposed is to discuss how the Commission will move forward with preparing to bid out the Restrooms Project in 2017.



TO: Parks & Recreation Commission Members

FROM: Steve Helget, City Administrator

DATE: July 28, 2016

SUBJECT: Outlot A, Preserve 3<sup>rd</sup> Addition

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At the Parks & Recreation Commission's June 21<sup>st</sup> meeting, the Commission directed staff to prepare a drawing illustrating the proximity of the parking area and a trail meandering through Outlot A. Attached is an aerial photo identifying these items.

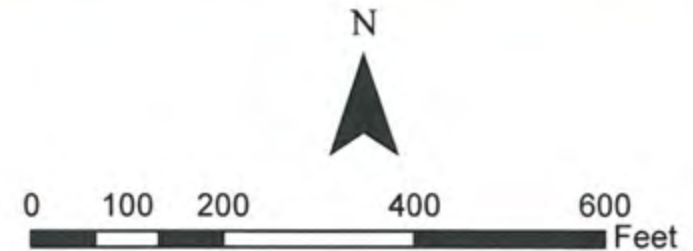


Document Path: I:\CH\_GIS\GISData\Projects\Public\_Organizations\CityofNorwood\Administration\OutlotA\_ParkPlan.mxd

Map Date: 7/22/2016



# City of Norwood Young America Park Preserve Concept Plan





TO: Parks & Recreation Commission Members  
FROM: Steve Helget, City Administrator  
DATE: July 28, 2016  
SUBJECT: Willkommen Memorial Park Rental Fee/Deposit

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At the Parks & Recreation Commission's June 21<sup>st</sup> meeting, the Commission directed staff to provide a list of the fees for the City's park rental buildings. Below is the current fee schedule:

City Facility Rental (per day)

|                          |  |           |
|--------------------------|--|-----------|
| Buildings Include:       | Damage Deposit                                     | 200.00    |
| Clay Community Building  | Non-Profit Local Group - regular meetings          | No Charge |
| Lions Shelter            | Non-Profit local group/local church - other events | 75.00     |
| Legion Shelter (pool)    | All other rentals                                  | 125.00    |
| Willkommen Park Pavilion | All events   | 350.00    |
|                          | Non-Profit Local Group Rental                      | 100.00    |
|                          | Damage Deposit                                     | 300.00    |
| Pavilion sound system    | Rental per day                                     | 50.00     |
| Willkommen Park Gazebo   | Rental per day                                     | 50.00     |
|                          | Damage Deposit                                     | 100.00    |



## **PARKS AND RECREATION COMMISSION GOALS**

Goal: Preserve 3<sup>rd</sup> 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.



TO: Parks & Recreation Commission Members  
FROM: Brent Aretz, Public Works Director  
DATE: July 28, 2016  
SUBJECT: Robotic Pool Cleaner Purchase Proposal

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In respect to the 2016 Capital Equipment Replacement Schedule, planned is replace the swimming pool turtle or robotic pool cleaner. Enclosed is a proposal from Horizon Commercial Pool Supply for a Dolphin Wave Gyro 2x2 Robotic pool cleaner for \$4,995. Budgeted is \$5,000 for this replacement.

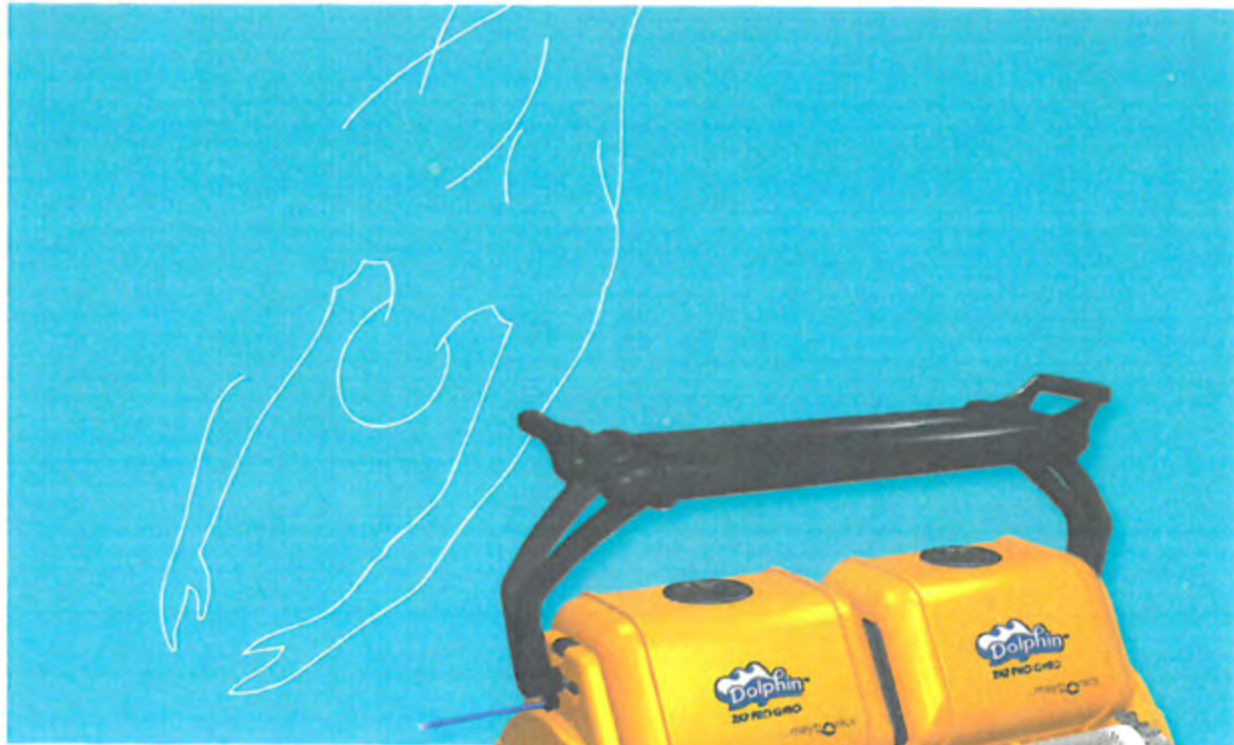
**Suggested Motion:**

**Motion to purchase a Robotic Pool Cleaner from Horizon Commercial Pool Supply for \$4,995 and recommend such to the City Council.**



2X2 PRO GYRO

Robotic Pool Cleaners



maytronics  
Exceptional Pool  
Experience



## DOLPHIN 2X2 PRO GYRO

Heavy-duty, professional cleaner - designed for pools up to 33 m in length.

**The best value for money in commercial pool cleaning**

### Dolphin 2x2 Pro Gyro

Put the power of two robots to work at once with this heavy-duty fully automated cleaner with dual brushing action, dual high-capacity, ultra-fine filtration systems, and a sophisticated gyroscope, it expertly cleans the entire pool floor and walls with maximal effectiveness and efficiency.

Gain heavy-duty cleaning performance, with robust reliability for long-term, cost-effective operation. Dolphin commercial robotic cleaners from Maytronics are the proven, professional solution for any commercial olympic pool - from small public pools to the largest, professional pools, getting the best value for money. Advanced technologies ensure comprehensive scanning of the entire pool and highly effective brushing and filtering throughout the cleaning cycle.

With fully automated operation, your staff can focus on other tasks and your pool water is left sparkling clear and hygienic after every cleaning cycle.

### Total pool cleaning

Unique gyroscopic system delivers accurate and effective scanning for systematic cleaning along the entire pool.

CleverClean scanning system ensures complete pool coverage and cleaning.

### Maximum hygiene

Active brushing efficiently removes algae and bacteria, enhancing water quality.

### Advanced, high-capacity filtration

Dual-level filtration system leaves the water clear and free of hair, dust, insects and other debris.

### User-friendly

Fully automated, plug & play operation, with optional parameters to suit every pool, ensures easy use and maintenance.

### Specifications:

|                                    |   |
|------------------------------------|---|
| Cycle time                         | 4 / 6 / 8 hours   |
| Cable                              | 40 m  |
| Swivel on cable                    | Prevents cable tangling   |
| Filtration                         | Dual-level filtration for fine and rough dirt                     |
| Brushes - combined brushes         | Matches all pool terrains   |
| Remote control                     | Set-up of parameters and cleaning programmes                      |
| Weight                             | 20 kg   |
| Suction rate                       | 32 m <sup>3</sup> per hour  |
| Moving speed                       | 15 m per min.   |
| Cleaning area                      | 450 m <sup>2</sup> per hour                                       |
| Motor unit voltage                 | 27 VDC  |
| Power supply - digital switch-mode | Output <30 VDC; IP 54; full filter bag indicator; operation delay |
| Caddy                              | Included  |
| Warranty                           | 24 months on all parts  |



Active brushing



Wall climbing



CleverClean scanning system



Filter indicator on power supply



Remote control unit



Swivel prevents cable twisting



Gyroscopic scanning system



Dual-level filtration options

your distributor

8100750

www.maytronics.com

**Dolphin™** | by **maytronics**  
Exceptional Pool Experience





2125 Energy Park Drive, St. Paul, MN 55108  
 www.horizonpoolsupply.com  
 1.800.969.0454  
 Local 651.917.3075  
 Fax 651.917.3087



Quoted to:

**CITY OF NORWOOD YOUNG AMERICA**

310 ELM WEST  
 NORWOOD YOUNG AMERICA, MN 55368

**Quotation**

Phone: 952-467-1800

Fax:

Customer ID: CIT57

Date: Jun 21, 2016

Good Thru: 7/21/16

Quote #: 20160621 CIT57b

Quoted by: Jason Gillet

| Quantity | Item            | Description  | Unit Price | Extension |
|----------|-----------------|--|------------|-----------|
| 1.00     | MAY-9999359GYRO | DOLPHIN WAVE GYRO 2X2 ROBOTIC COMMERCIAL CLEANER<br>131ft CORD, REMOTE, CADDY, 3-YEAR WARRANTY<br><br>NOTES: Shipping No Charge FOB factory. | 4,995.00   | 4,995.00  |

ACCEPTANCE OF QUOTE - I am authorized to sign on behalf of the owner and I have read the attached Terms & Conditions and Proposal Notes and the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment(s) will be made as specified.

|                 |                 |
|-----------------|-----------------|
| <b>Subtotal</b> | 4,995.00        |
| Sales Tax       |                 |
| <b>Total</b>    | <b>4,995.00</b> |

Quote Accepted By: \_\_\_\_\_

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

Authorized Signature: \_\_\_\_\_

- Products and equipment used to complete job are subject to applicable state & city sales taxes.
- Estimates exceeding \$2,000 will require a payment of 50% upon acceptance and the remainder is due Net 10 Days.
- This quote, once signed, is a contract between Horizon Commercial Pool Supply & the property owner.