



more than a place, it's home.

Norwood Young America Parks and Recreation Commission
Tuesday, August 21, 2018 at 5:30 p.m.
Oak Grove City Center ~ City Council Chambers, 310 Elm St. W.
AGENDA

**Sharilyn
Feltmann**
Chair

**Karla
Hormann**
Vice-chair

Jim Zellmann

Julie Kuenzel,
School District
Rep.

**Charlie
Storms**
City Council
Liaison

1. Call to Order
 - A. Pledge of Allegiance
2. Adoption of Agenda
3. Approve Minutes of July 17th, 2018 meeting
4. Old Business
 - A. Serenity trail update
5. New Business
 - A. Playground Equipment at South Park, keep or remove
 - B. Kidde pool and pool Repair, engineer estimate from US Aquatics
 - C. Old warming house at South Park
 - D. Discuss the 2019 budget
6. Miscellaneous Updates
 - A. Planning Commission discussed a replacement for JR's vacancy on the Park & Rec Comm and did not find anyone to replace him. Paul Hallquist said he would fill the spot in Jan 2019.
 - B. Email concerns from Yvonne Mooney about Willkommen Ballfield
7. Commissioner Report/Updates
8. Adjourn

UPCOMING MEETINGS

| | |
|----------------|---|
| August 27th | 6:00 p.m. – City Council meeting |
| September 10th | 6:00 p.m. – City Council meeting |
| August 21st | 5:30 p.m. – Parks & Recreation Commission meeting |

Norwood Young America

Parks and Recreation Commission

July 17, 2018 Minutes

Present: Sharilyn Feltmann, Jim Zellmann, Charlie Storm, Karla Hormann, Julie Kuenzel,
School District Rep.

Staff Present: Tony Voigt, Public Service Director, Steve Helget, City Administrator

Call to Order, Feltmann called meeting to order at 4:30 pm at City Council Chamber

1. Pledge of Allegiance
2. Adopt Agenda
 - a. Feltmann added a new business item 5. B. for the Young America Cardinals Baseball building to be added, Motion by JZ/KH 5-0 with the addition
3. Approve minutes of June 19th meeting
 - a. Motion by CS/JK 5-0
4. Old business
 - a. Voigt spoke about Serenity Trail, said the culverts that needed to be removed and replaced were completed. He Spoke with Jake Saulsbury with Bolton and Menk who said the drainage concerns could not be fixed at this time and recommended paving the trail as it is designed with the addition of grading an extra swale in one of the residents backyard. He anticipated OMG to be paving the trail in the next 3-4 weeks. Storms asked if one of the culverts that were replaced was in the area of the drainage concern, Voigt assured him it was not. Voigt stated it was for an abandoned drain tile no longer in use.
 - b. Voigt spoke about the Pavilion roof which has been repaired and looks good with the project turning out well. Voigt stated Shanahan Construction found some more leaks that were caulked shut and will need to be addressed next year. Voigt stated he will put in the budget for next year to replace the rest of the roof. Storms asked if there were bad shingles torn off the building and Voigt stated they found multiple shingles that had failed. Shanahan explained he has replaced shingles that had failed like this before.
5. New business
 - a. Helget spoke about an Ordinance amending Chapter 11 of the city code pertaining to subdivision design standards. This is for monies used to make park improvements. Helget stated the planning commission discussed about the code pertaining to park dedication funds and stated the city has the choice to accept land or monies for park dedication. Helget spoke with the city attorney and stated currently the city is acquiring a set amount for the properties and stated this is illegal and it needs to be a percentage versus a flat fee when the property is platted. Helget stated we have to amend our fee schedule to accept this change and we are looking to charge 10% which is a common fee for residential and 5% for commercial. Helget stated it will go to planning and ultimately go to council. Feltmann asked if 10% was the lot price or the total property. Helget stated it was 10% of the land value at the time or an appraisal value. Hormann asked if the 10% will be approximately the same as the flat rate before. Helget could not give an exact answer because of multiple

variables that but said under state statute we have no choice but to follow it. Storms stated it may create a lot less revenue from this change. Helget stated at the end of last year we have \$72,092 in this dedication fund. Helget stated there has been no revenues this year or use of this fund currently. Helget stated we have been collecting approximately \$3000 a lot from the Brand Lake Highland development. Planning commission will approve this change at the next meeting and send it to council thereafter. Feltmann felt apprehensive to comment but was not sure if this was the route the park commission would like to take. Hormann was concerned about the percentage to not create enough revenue in the future versus the flat rate we had, she asked if this is required or a recommendation for this amount. Storms asked if other communities were collecting the \$2500 we were getting before. Helget stated he was not aware and we need to follow the state statute. Zellmann asked if we take land will it have to be park dedication, Helget stated you would need to accept land for park dedication or accept monies. Storms asked if you can collect both and Helget assured him you would have to make the decision at the time of the development. Helget was looking for a consensus from the commission. The commission asked multiple questions about trees and was confirmed by Helget the amendment was correct and enforced. The commission also questioned again if the 10% was enough to collect for dedication funds and if this was enough. Keunzel asked if we can move forward and question the percentage at a later date. Helget assured we can do so. Feltman asked Helget if they need a motion to move forward and Helget stated a consensus or motion would be fine. The commission stated they would like to see what other communities collect for some better options.

- b. Feltmann received complaints and was looking to get the garage owned by the Young America Cardinals fixed up to be more presentable. Hormann stated it was lined up to get painted before Bruce Maschke had an accident. Feltman asked if it could get painted before Stiftungsfest and Hormann could not confirm that. Feltmann asked Voigt to see if that could get painted before Stiftungsfest from the county STS program. Hormann stated they planned to build a facility there after buying the property, and she was going to reach out to the ball club to see what they have for plans for that building.
6. Misc. Updates
 - a. Voigt stated they put a new Green biff out at Prairie Dawn Park because there were multiple requests for a restroom at this location. He stated the new biff is situated behind the current sign to the park and it blends in well.
 - b. Voigt stated Kohls was in town and installed roof coatings on the third base dugout and the press box at Zellmann field.
 7. Commissioner Updates.
 - a. None.
 8. CS/JZ motion to adjourn at 5:07 Motion carried 5-0

Minutes by: Tony Voigt Public Service Director



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: Aug 21st, 2018

RE: Serenity trail update

The paving on Serenity Trail is complete. The black dirt work should be completed soon if not completed by the time of this meeting. We will plan on seeding late Aug or early Sep to establish the grass before the end of the season. The project is turning out great.



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: Aug 21st, 2018

RE: Playground equipment at South Park

I am looking to remove the swings and other playground equipment from South Park. The current equipment does not have the proper fall protection and does not have barriers encompassing the equipment. I do not see a lot of residents utilizing the equipment and it is one more thing to maintain and mow/trim around. If we decide to keep the playground equipment at South Park we should invest in edging barriers and proper mulch for fall protection. Since there is a great set of playground equipment and swings at Legion Park less than a block away, I do not think the investment in this equipment at this park would be beneficial to the city.

Proposed Motion: To remove the swings and playground equipment from South Park



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: Aug 21st, 2018

RE: Kidde Pool Splash Pad upgrade

We had discussed at our June meeting about the potential upgrade to the Kidde/Wading Pool. I was able to meet with an aquatics engineer on site to come up with a plan for a splash pad idea. I have included his proposals and estimates for what we discussed. The cost to repair the current coping brick and plaster in the pool will be approximately \$40,000 which is needed before we open the pool for next season. If we decide to go with US Aquatics and their proposed splash pad concept the cost would be \$175,000-\$225,000 depending on splash pad features. We need to make a decision immediately or we will not have time to schedule the work before next season. If we do not get on a contractor's schedule soon, we will not be able to get the work completed by next season. I spoke with Horizon pool about completing the immediate repairs and he stated they would probably not have time this fall anymore and their spring schedule is filling up as well.

The splash pad would encompass the current wading pool area and would require its own self-contained water source, pumps, and additional plumbing.

Proposed Motion 1: Repair the immediate maintenance concerns of the kidde pool for approximately \$40,000

Proposed Motion 2: Decide how big of a splash pad to build and seek financial support from our local civic organizations. Have a final decision to be made at September Parks Meeting.

Norwood Young America

Tony Voigt

From: Jeff Huber <jeff@usaquaticsinc.com>
Sent: Tuesday, July 17, 2018 1:11 PM
To: Tony Voigt
Subject: NYA splash pad concepts

Hi Tony,

I couldn't send the file direct through email because it must be too big for either me to send or you to receive, or maybe both. The link below should allow you to download the file. Let me know if you have any issues with it.

<https://we.tl/COxXwTRLCh>

Please and let me know what you think.

Turn-Key Pricing - 3 Options to select from:

- Option 1 - \$225,000 (Budgetary)
- Option 2 - \$200,000 (Budgetary)
- Option 3 - \$175,000 (Budgetary)

Thanks!

Jeff Huber, P.E.
Design Engineer

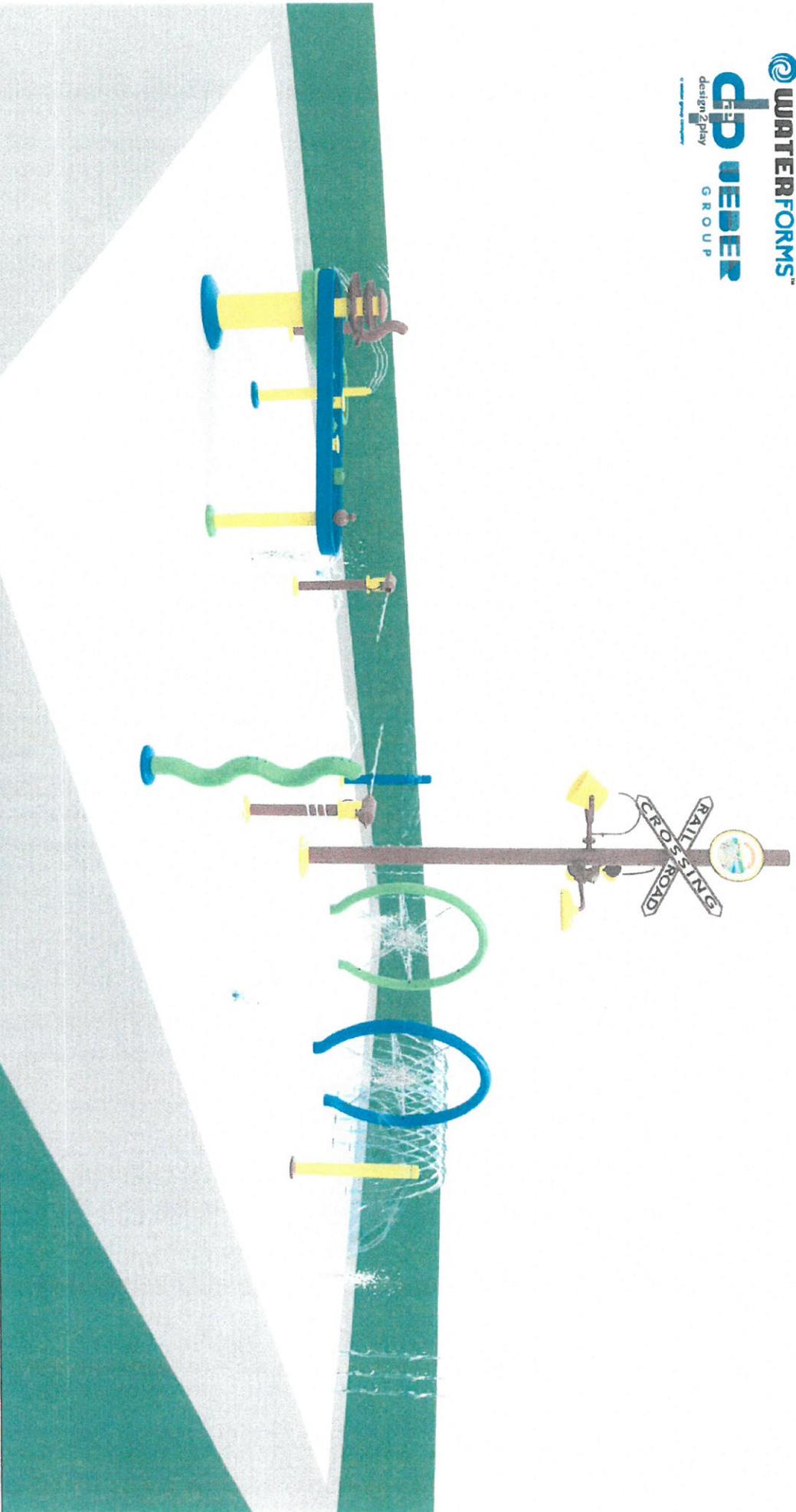
USAquatics, Inc.
PO Box 86
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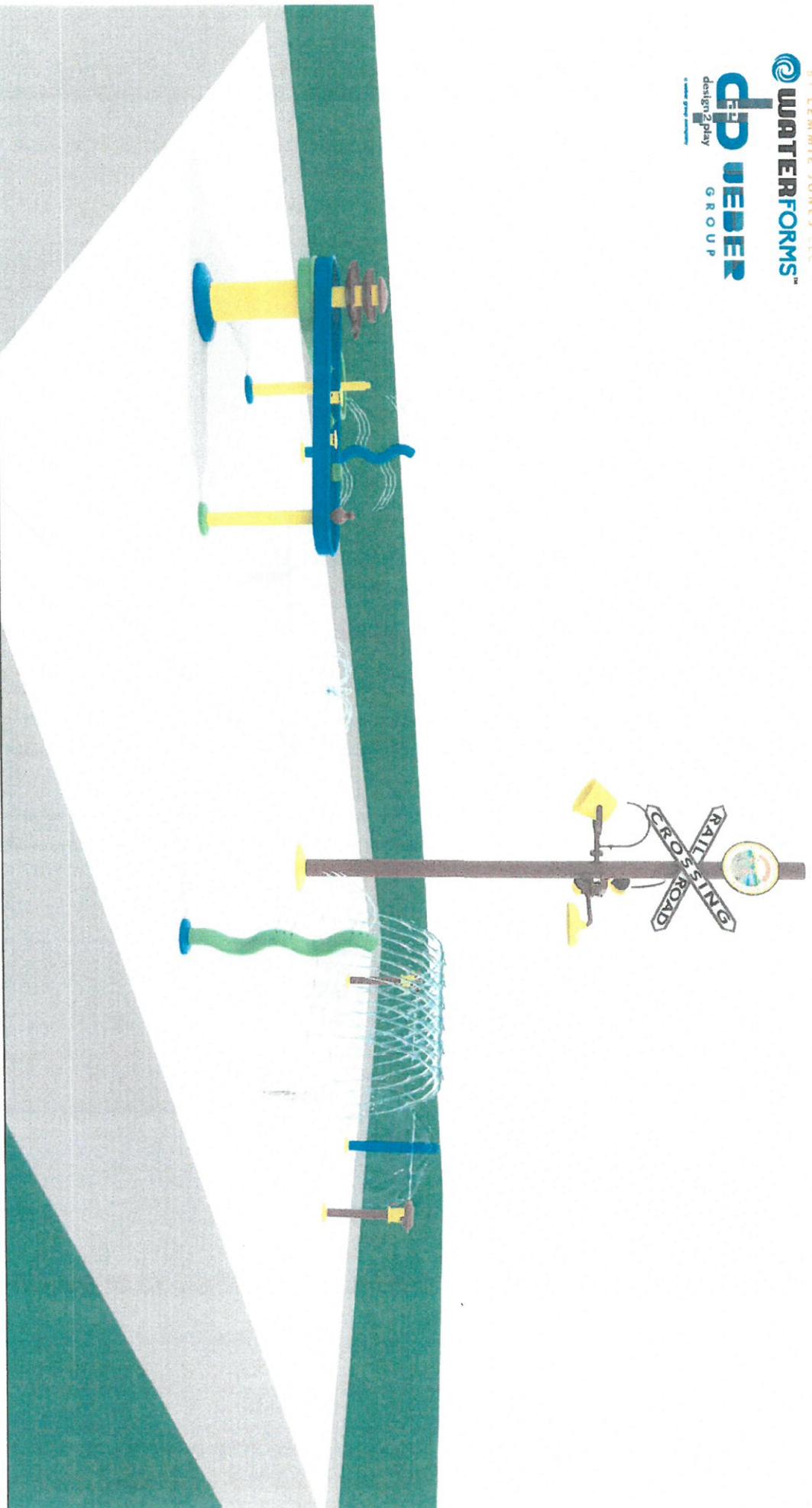
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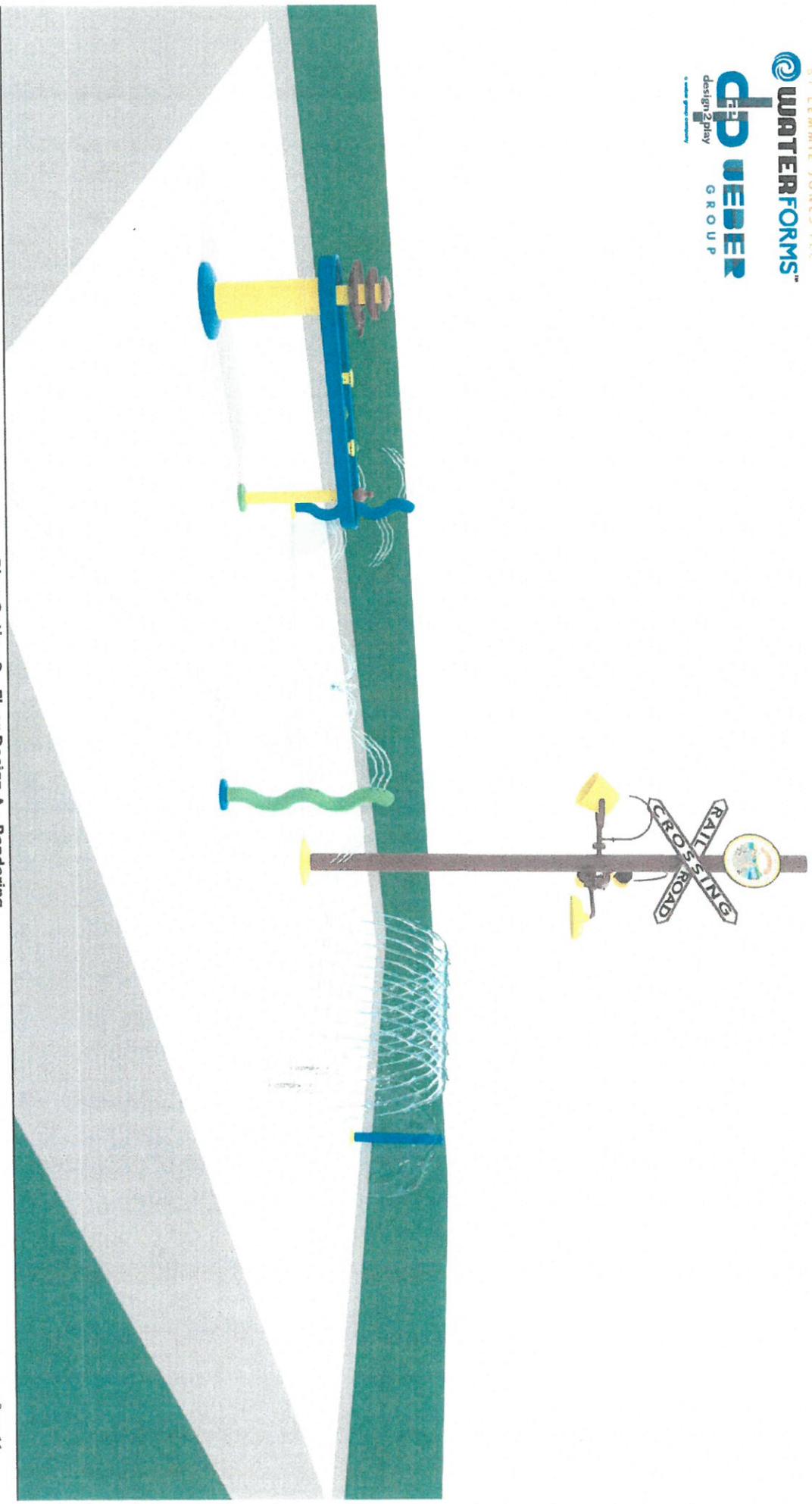


Plan Option 1 - Floor Design A - Rendering
NORWOOD, MN



Plan Option 2 - Floor Design A - Rendering
NORWOOD, MN

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Plan Option 3 - Floor Design A - Rendering
Norwood, MN

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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: Aug 21st, 2018

RE: Plan for old warming house

The new warming house should be completed before the upcoming ice skating season. We have not removed the old warming house from its current location and I would like to discuss how we should proceed with its removal. The current warming house is not in great shape, the roof is sagging, the floor has been recovered once do to moisture and rotting issues, the windows and door are in poor condition, and the roof and siding are not in great condition. I am afraid if we try to auction and move this building we may find more structural issues with it at that time.

Proposed Motion: I propose we remove and dispose of the current warming house from its location

| EXPENDITURES | Account Code | Line Item Description | 2016 Actual | 2017 Actual | 2018 Budget | 2018 YTD | Balance |
|--------------|---------------|--------------------------------|-------------|-------------|-------------|------------|-----------|
| DEPT 45200 | 101-45200-101 | Full-Time Employees Regular | \$ 44,228 | \$ 62,675 | \$ 64,700 | \$ 35,894 | \$ 28,80 |
| PARKS | 101-45200-102 | Full-Time Employees Overtime | \$ 722 | \$ - | \$ - | \$ - | \$ - |
| | 101-45200-103 | Part-Time Employees | \$ 17,767 | \$ 18,021 | \$ 19,000 | \$ 3,614 | \$ 15,38 |
| | 101-45200-121 | PERA/CMA | \$ 4,170 | \$ 5,313 | \$ 4,900 | \$ 2,806 | \$ 2,05 |
| | 101-45200-122 | FICA/Medicare | \$ 6,581 | \$ 6,024 | \$ 6,400 | \$ 2,152 | \$ 4,24 |
| | 101-45200-131 | Medical/Disability Insurance | \$ 18,169 | \$ 16,386 | \$ 14,000 | \$ 6,556 | \$ 7,44 |
| | 101-45200-142 | Unemployment Benefit | \$ 3,185 | \$ - | \$ - | \$ - | \$ - |
| | 101-45200-151 | Workers' Comp. Insurance | \$ 3,719 | \$ 5,872 | \$ 6,000 | \$ 5,045 | \$ 95 |
| | 101-45200-207 | Training Instructional | \$ 175 | \$ 175 | \$ 800 | \$ - | \$ 80 |
| | 101-45200-208 | Medical-Physicals | \$ - | \$ 73 | \$ 200 | \$ 84 | \$ 11 |
| | 101-45200-210 | Operating Supplies | \$ 908 | \$ 582 | \$ 1,500 | \$ 8 | \$ 1,45 |
| | 101-45200-212 | Motor Fuels | \$ 4,361 | \$ 884 | \$ 6,000 | \$ 125 | \$ 5,87 |
| | 101-45200-220 | Game Fund Disbursements | \$ 20,507 | \$ - | \$ 5,000 | \$ 788 | \$ 4,21 |
| | 101-45200-221 | Repair/Maintenance Equipment | \$ 12,607 | \$ 9,524 | \$ 15,000 | \$ 1,036 | \$ 13,96 |
| | 101-45200-223 | Repair/Maintenance Bldg/Ground | \$ 8,656 | \$ 21,201 | \$ 25,000 | \$ 1,207 | \$ 23,79 |
| | 101-45200-305 | Other Professional Fees | \$ - | \$ 17 | \$ - | \$ - | \$ - |
| | 101-45200-310 | Professional Services | \$ - | \$ 5,040 | \$ 4,500 | \$ 1,746 | \$ 2,75 |
| | 101-45200-321 | Telephone | \$ 1,623 | \$ 1,277 | \$ 1,500 | \$ 622 | \$ 87 |
| | 101-45200-331 | Travel/Meeting Expense | \$ - | \$ 343 | \$ - | \$ 3 | \$ - |
| | 101-45200-350 | Print/Publishing/Postage | \$ 64 | \$ 165 | \$ 300 | \$ 751 | \$ (45 |
| | 101-45200-360 | Property/Liability Insurance | \$ 24,987 | \$ 24,189 | \$ 25,500 | \$ 26,913 | \$ (1,41 |
| | 101-45200-381 | Electric Utilities | \$ 6,166 | \$ 8,758 | \$ 8,000 | \$ 4,067 | \$ 3,93 |
| | 101-45200-383 | Gas Utilities | \$ 2,715 | \$ 3,305 | \$ 4,500 | \$ 2,754 | \$ 1,74 |
| | 101-45200-417 | Uniforms | \$ 150 | \$ 286 | \$ 1,000 | \$ - | \$ 1,00 |
| | 101-45200-418 | Other Rentals | \$ 6,921 | \$ 7,251 | \$ 6,500 | \$ 1,275 | \$ 5,22 |
| | 101-45200-430 | Miscellaneous | \$ 45 | \$ 114 | \$ 100 | \$ 26 | \$ 7 |
| | 101-45200-432 | Rental Refund | \$ 988 | \$ 3,352 | \$ 1,500 | \$ 700 | \$ 80 |
| | 101-45200-439 | Sales Tax | \$ 921 | \$ - | \$ 2,000 | \$ - | \$ 2,00 |
| | 101-45200-441 | Recreation Program | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ 5,000 | \$ - |
| | 101-45200-500 | Capital Outlay | \$ 9,270 | \$ 23,633 | \$ 25,000 | \$ 3,496 | \$ 21,50 |
| | 101-45200-530 | Improvements Other Than Bldgs | \$ 1,550 | \$ 340 | \$ 2,000 | \$ - | \$ 2,00 |
| | | | \$ 206,155 | \$ 229,800 | \$ 255,900 | \$ 106,668 | \$ 149,23 |