



## PARKS & RECREATION COMMISSION

### AGENDA

Tuesday, September 17<sup>th</sup> 2019 – 4:45pm

City Council Chambers

MEMBERS: Sharilyn Feltmann – Chair, Karla Horman – Vice Chair, Jim Zellmann, Julie Kuenzel – Community Ed, Charlie Storms – City Council, Bill Grundahl – Planning Commission Representative

CITY STAFF: Tony Voigt – Public Services Director

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1. Call to Order
  - A. Pledge of Allegiance
2. Adoption of Agenda
3. Approve Minutes of 7-16-19 and 8-20-19 meeting
4. Public Comment

(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
5. Old Business
  - A. Warming House Update
  - B. Friendship Park restroom update
  - C. Pavillion Doors update
  - D. Old Town
  - E. Sidewalk connectivity and future planning
6. New Business
  - A. Playground Equipment at Legion Park
  - B. NYA Sports Complex Backstop Proposal
  - C. Preliminary budget set
7. Miscellaneous Updates
8. Commissioner Report/Updates
9. Adjourn

#### UPCOMING MEETINGS

September 19, Senior Advisory, 9:00 am  
September 23, City Council 6:00 pm  
October 4, Planning Commission, 6:00 pm  
October 9, EDC meeting, 6:30 pm  
October 14, City Council, 6:00 pm

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## PARKS & RECREATION COMMISSION

### Minutes

Tuesday, August 20th 2019 – 4:45pm

City Council Chambers

MEMBERS: Jim Zellmann, Charlie Storms – City Council, Bill Grundahl – Planning Commission Representative

**There was no quorum present therefore the meeting consisted of discussions versus voting and approving items.**

CITY STAFF: Tony Voigt – Public Services Director

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1. Call to Order; TV at 4:47
  - A. Pledge of Allegiance
2. Adoption of Agenda
3. Approve Minutes of 7-16-19 meeting
4. Public Comment

(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
5. Old Business
  - A. Warming House Update; CS asked about the gas service, TV decided not to remove yet due to possible changes in the heating system. TV updated he will keep in touch with the school and get this completed in fall.
  - B. New Roll-up Doors on concession windows at Friendship Park, and restroom update; TV stated Door Power has completed the install and the doors look good. CS asked about cladding on the building as an alternative to paint. TV will check into it. BGE asked about the plastic hanging from the ceiling due to concessions. BG also asked how we can promote more use of the concession building.
  - C. Pavillion Doors; TV had no update. CS met with Pat Shanahan and said he is very busy but working on a quote.
  - D. Old Town; TV had no new updates. TV stated he will work on asking for more money out of the budget for this project
  - E. Community Entrance Signs; TV gave an update that we had volunteers complete the planting and the signs are complete
  - F. Sidewalk connectivity and future planning, sidewalk slab jacking leveling; TV brought updated maps and also a large scale map for future reference. CS talked about connectivity to the 2020 underpass trail and said we should concentrate on including that. TV said he will research and try to include this with the project with our engineers CS requested TV reach out to SRF since they are leading the engineering. BG asked why the trails parallel 212, TV stated it was a requirement by MnDOT.
6. New Business
  - A. Playground Equipment at Legion Park; TV stated he will bring this back to next meeting. CS recommendation was new not rebuild, TV agreed
  - B. There was discussion about the upcoming budget. TV stated he will bring the budget to Council and follow the recommendations the commission has agreed to in the past. Old Town being a top priority.
7. Miscellaneous Updates

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- A. There will be a training work session on the Open Meeting Law and conflict of interest for all Commission members on Thursday, September 12 at 6:00 p.m. It will be held in the Council Chambers. Jay Squires will be leading the session. TV presented this information and encouraged all committee members to attend.
- B. TV presented some information on the pool operation of the 2019 season
- C. CS asked if we could inspect the floor leveling of the Pavillion, TV agreed it should get done soon and we can line up a time.

8. Commissioner Report/Updates

9. Adjourn; TV at 6:08





## PARKS & RECREATION COMMISSION

### Minutes

Tuesday, July 16th 2019 – 4:45pm

City Council Chambers

MEMBERS present: Sharilyn Feltmann – Chair, Karla Horman – Vice Chair, Jim Zellmann, Julie Kuenzel – Community Ed, Charlie Storms – City Council, Bill Grundahl – Planning Commission Representative

CITY STAFF: Tony Voigt – Public Services Director

Residents: Joe Kley and Darrin Fox

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1. Call to Order; SF at 4:46
    - A. Pledge of Allegiance
  2. Adoption of Agenda; CS/JK 5-0
    - A. CS; With an addition to add old town to old business 5.F. Keep on future agenda's until we have a plan
  3. Approve Minutes of 6-18-19 meeting; CS/JK 5-0
  4. Public Comment

(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
  5. Old Business
    - A. Joe Kley and Darrin Fox will give an update on behalf of the Central Softball Boosters; Joe presented an update on the groups projects and the uses of the money they received from a Twins Grant.

The concession stand is nearing completion and should be ready by Stiftungsfest. They have Storms Welding countertops and electric will be run by Extreme Electric.

Joe talked about installing new backstop fences on the softball fields. Steinhagen Enterprises will remove the old ones and Century Fence will install the new ones. They will be 24' high and will span from dugout to dugout. They plan to install after Stiftungsfest. CS asked about wind load and engineering and to share with council. Darrin will get the specs from Century Fence and share with TV. CS asked how long it will take to erect, Darrin said 3-4 days and will be completed sometime between Sept-Nov.

Joe talked about installing a new batting cage between the 1<sup>st</sup> and 3rd dugouts on the softball fields and east of the flagpole. It will be 14'x14'x52'. Minnetonka donated artificial turf to use in the batting cage.

Joe talked about adding bullpens. They will plan on using up the artificial turf from Minnetonka, buy bases, and make sure the drainage works.

Joe talked about adding a 4'x7' bunker to store surplus ag-lime. They plan to have the Industrial Arts at Central Schools to build it.

JZ asked if they are looking for help from the city, Darrin confirmed only looking for an ok. JK commented she likes the quality of all the projects the boosters have installed. SF asked if we could get a map to confirm where they are proposing the locations and make sure to work with JZ and TV on drainage. Joe said he can draw up a sketch of the proposed plans.

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- B. Warming House Update; TV gave an update that he is still attempting to communicate with Pat at Central Schools to confirm completion. TV stated there is some panel work left and Pat currently has all his tools in the building. TV stated he will make sure the building gets moved in time for skating season.
- C. New Roll-up Doors on concession windows at Friendship Park, and restroom update; TV gave an update the doors should be installed soon. TV also stated he is working with contractors to get pricing on the other upgrades to the building. JK asked about electronic locks which TV confirmed they will be in place when the new doors get installed.
- D. Arbor Day celebration, Prairie Dawn Park, Date? Time?; TV gave an update and stated JZ, CS, JK, Amber Orr, Logan Smith, and himself were all present for the planting on June 26<sup>th</sup>. TV stated the paper was present and the planting went well. TV stated this is one more step to gain Tree City USA status. TV thanked the volunteers and assured the trees were staked, mulched and watered after planting.
- E. Pavillion Doors; TV stated he is still working with contractors for pricing and a replacement plan for the doors.

#### 6. New Business

- A. CS added the Sidewalk Plan to new business. TV stated he is working on rating the sidewalks and proposing a plan to council for eliminating some trip hazards. CS recommended we plan out tree placements and lights in the downtown before we level all the sidewalks on Main St. CS also asked how we will remove the stumps in the sidewalk from the removed trees, TV said he will research it. SF asked for bigger maps to plan the future sidewalk plan, TV stated he will ask Allison with the Carver County GIS to make some bigger copies for the next meeting.

#### 7. Miscellaneous Updates

#### 8. Commissioner Report/Updates

- A. BG talked about the positive feedback he received from residents in regards to the city wide cleanup. He also asked if this was going to be an annual event. SF added it would be nice to get the info out sooner for the curbside pickup and give the residents more time to prepare for the clean up day. KH recommended the city reach out to church groups or other organizations to help with the curbside pickup
- B. BG asked about the cities response to blowing grass clippings in the street. He was looking for a way we can get the information out to residents and remind them it is not okay.

#### 9. Adjourn



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: September 17<sup>th</sup>, 2019

RE: Warming House Update

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Administrator Helget informed me Mayor Lagergren was in contact with Tim Schochenmaier, the new Superintendent of Central Schools. Schochenmaier assured Mayor Lagergren the warming house will get completed this fall and he will give her an update on October 1<sup>st</sup>. I will stay in close contact with that discussion and report.

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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: September 17<sup>th</sup>, 2019

RE: Friendship Park restroom update

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On Tuesday August 13<sup>th</sup>, Door power installed 3 new roll-up doors in the concession windows at Friendship park. The doors are dark brown in color and have matching door stop weather strip around them. We will paint the trim around the doors once we complete the rest of the upgrades to the building. The doors look great and open and close very easy.

At the September 9<sup>th</sup> Council meeting, they approved moving forward with Shanahan Construction to continue the repair on this building. The work includes 2 new windows, new shingles, new soffit and fascia, and new skirt and trim boards. He is still working on pricing for the doors and intends on getting the work completed yet this fall.

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NEW HOMES - ADDITIONS - REMODELS - COMMERCIAL - ROOFING - SIDING

506 Devonshire Dr. - Norwood Young America, Mn 55397  
Home (952)467-3619 Cell (612)716-3886 Fax (952)467-9419





TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: September 17<sup>th</sup>, 2019

RE: Sidewalk connectivity and future planning, sidewalk slab jacking leveling

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I have included an updated map for us to review. I will also have a much larger map being created at the county we can view at the meeting. Let us continue discussing which areas we want to focus on installing new sidewalks to increase connectivity. I am starting conversations with the engineer's about adding sidewalk to connect Elm St sidewalks to Kehrer park where the underpass and trail system will be constructed.

We had a contractor come in and level sidewalks at a few locations around town. They used a process of drilling a hole and pumping a concrete mixture underneath the slabs to raise and level them. The project turned out very well. We had a bad trip hazard repaired at 126 Faxon Rd, the entrance slabs leveled at the Lions Shelter at Sports Complex, the sidewalks in front on the Pavillion on Main St, the sidewalks around city hall and also the sidewalks around the Heritage Center and the food shelf.

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## 2019 WEST CARVER COMMUNITY POOL

### End of Season Results

EXPENSES	BUDGET	YTD	BALANCE
E 101-49860-103 Part-Time Employees	\$33,000.00	\$19,984.64	\$13,015.36
E 101-49860-122 FICA	\$2,600.00	\$1,528.80	\$1,071.20
E 101-49860-151 Workers Comp: Insurance Prem	\$1,800.00	\$2,022.02	-\$222.02
E 101-49860-200 Office Supplies	\$200.00	\$0.00	\$200.00
E 101-49860-207 Training Instructional	\$1,500.00	\$940.00	\$560.00
E 101-49860-209 Swim Uniforms	\$400.00	\$259.35	\$140.65
E 101-49860-210 Operating Supplies	\$1,000.00	\$834.13	\$165.87
E 101-49860-216 Chemicals and Chem Products	\$4,000.00	\$2,253.69	\$1,746.31
E 101-49860-221 Repair/Maintenance Equipment	\$6,000.00	\$154.63	\$5,845.37
E 101-49860-223 Repair/Maintenance Bldg/Ground	\$16,000.00	\$12,253.87	\$3,746.13
E 101-49860-251 Concessions	\$3,000.00	\$2,301.43	\$698.57
E 101-49860-321 Telephone	\$300.00	\$87.63	\$212.37
E 101-49860-331 Travel/Meeting Expense	\$200.00	\$124.79	\$75.21
E 101-49860-350 Print/Publishing/Postage	\$300.00	\$192.00	\$108.00
E 101-49860-360 Insurance	\$3,800.00	\$0.00	\$3,800.00
E 101-49860-381 Electric Utilities	\$4,800.00	\$3,386.80	\$1,413.20
E 101-49860-383 Gas Utilities	\$1,500.00	\$925.72	\$574.28
E 101-49860-406 LICENSES	\$825.00	\$720.00	\$105.00
E 101-49860-432 Refund	\$0.00	\$139.75	-\$139.75
E 101-49860-433 Dues and Subscriptions	\$0.00	\$100.00	-\$100.00
E 101-49860-435 Hepatitis B Innoculations	\$100.00	\$0.00	\$100.00
E 101-49860-455 Refunds/Reimbursements	\$150.00	\$0.00	\$150.00
	<u>\$81,475.00</u>	<u>\$48,209.25</u>	<u>\$33,265.75</u>

REVENUES	BUDGET	YTD	BALANCE
R 101-49860-38074 Concession Sales - taxable	\$3,000.00	\$2,204.09	\$795.91
R 101-49860-38071 Concession Sales - non taxable	\$2,000.00	\$3,293.89	-\$1,293.89
R 101-49860-38073 Swimming Lesson Fees	\$12,000.00	\$4,312.50	\$7,687.50
R 101-49860-38072 Pool Passes	\$9,000.00	\$6,875.00	\$2,125.00
R 101-49860-38070 Admission	\$8,000.00	\$8,047.35	-\$47.35
	<u>\$34,000.00</u>	<u>\$24,732.83</u>	<u>\$9,267.17</u>

Total Concession expense \$2301.43, total sales \$5497.98. Profit \$3196.55.

Lessons were not scheduled prior to the season because we didn't have any certified WSI. When the season started, we found two WSI that would hold day classes and one that would hold evening classes. In years past we had 5 WSI for both day and evening classes. I had spoken to managers at other pools and they were also having issues getting certified instructors. Staff were told that the City would reimburse them for the WSI class. At the end of the season, three of our lifeguards told me that they would be getting their WSI before next June.

Last day of school for Central was scheduled for June 7, so the pool didn't open until June 8 which is a little later than usual. The first two weeks that the pool was open, the temp didn't even get to 80 degrees. Because of these two things, we saw more people just paying regular admission or buying the 10 Punch Pass.