



## PARKS & RECREATION COMMISSION

### AGENDA

Tuesday, February 18<sup>th</sup>, 2020 – 4:45pm

City Council Chambers

MEMBERS: Charlie Storms--Chair--City Council, Sharilyn Feltmann – Vice Chair, Karla Horman – Secretary, Jim Zellmann, Julie Kuenzel – Community Ed, 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 1-21-20 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. Friendship Park restroom update
    - B. Pavillion Doors update
    - C. Old Town
    - D. Provide Updates on the sidewalk connectivity of the 2020 Underpass project from Bolton & Menk
  6. New Business
    - A. Roger Kamps would like to donate a memorial bench in memory of his brother, approve location
  7. Miscellaneous Updates
  8. Commissioner Report/Updates
  9. Adjourn

#### UPCOMING MEETINGS

February 24,	City Council – 6:00pm
March 3,	Primary Elections – 7:00am-8:00pm at Council Chambers in City Hall
March 9,	Personnel Committee Meeting – 5:00pm
March 9,	City Council – 6:00pm
April 8,	Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, Chamber of Commerce Board – 6:30 pm

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## PARKS & RECREATION COMMISSION

minutes

Tuesday, January 21<sup>st</sup> 2020 – 4:45pm

City Council Chambers

MEMBERS: Sharilyn Feltmann – Chair, Karla Hormann – Vice Chair, Jim Zellmann, Julie Kuenzel – Community Ed, Charlie Storms – City Council,  
Bill Grundahl – Planning Commission Representative- arrived at 5:05

CITY STAFF: Tony Voigt – Public Services Director

RESIDENTS PRESENT: Kelly Lueck on behalf of the Central Softball Boosters, Mitchel and Wade Scott on behalf of the NYA Boy Scouts

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1. Call to Order; SF at 4:49
    - A. Pledge of Allegiance
    - B. Oath of Offices; SF
  2. Adoption of Agenda; correction to date on agenda 2010-2020 by CS, addition of Mitchell Scott to old business 1.A. by TV, addition of Kehrer park 2020 project upgrades, sidewalks, lighting to new business by TV, Donation from Springfest Artisan Fair to new business by TV. KH/JZ 5-0
  3. Election of Officers
    - A. Chair; Elect Charlie Storms, SF/JK 5-0
    - B. Vice Chair; Elect Sharilyn Feltmann, CS/JK 5-0
    - C. Secretary; Elect Karla Hormann, JZ/SF 5-0
  4. Approve Minutes of 12-17-19 meeting; JZ/KH 5-0
  5. 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.)
  6. Old Business
    - A. Flag installation at Friendship Park; Mitchell Scott presented on behalf of the Boy Scouts for a flag install at friendship park. The commission approved the install and agreed to make a recommendation to bring to city council; CS/KH 6-0
    - B. Warming House Update; TV gave an update the warming house is open, the ice and the improvements to making ice are going well and there has been no issues with the lights.
    - C. Friendship Park restroom update; TV informed commission he called contractor with no new update
    - D. Pavillion Doors update; TV informed commission he called contractor with no new update
    - E. Old Town; The commission had a long discussion about the project. CS requested we find a blueprint or have one created for the project, SF will look into when it was built at the Heritage Center, SF, KH and CS will contact people that helped with the project, TV said he will look at city hall for old blueprints. CS commented on the possible plan of the project which would include shoring the walls and build new bottoms, add block or concrete to the base of the walls, pour a new floor, etc.
  7. New Business

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- A. Darrin Fox will present the Central Softball Boosters Priorities List for 2020; Kelly Lueck presented the 2020 goals of the booster club. KL asked for the city to consider helping fund some of the projects at the Sports Complex softball fields. CS recommended the boosters present all money spent on projects completed and they bring future project estimates to city council for assistance.
  - B. Kehrer Park/ 212 Underpass 2020 project; There was a lot of discussion about the 2020 project, CS recommended contacting the parties that have adopted each park before changing or upgrading amenities and also added each group has specific duties to uphold in each park. JZ requested we approach the Boy Scouts about upgrades to Kehrer Park since they have adopted that park, TV requested the commission propose park bench locations, CS, asked if we could install cameras in tunnel, TV said he will try and have lighting ideas to the next commission meeting in February.
  - C. Springfest Artisan Fair donation for Legion Park Playground; TV presented a email from Karen Hallquist on behalf of the NYA Chamber of Commerce presenting to hold a raffle at this years Springfest with the proceeds to go towards the replacement of playground equipment at Legion Park. The commission agreed it was a great idea; CS/KH 6-0
8. Miscellaneous Updates
- A. At the last City Council meeting the Mayor was encouraging more participation in the EDC joint meetings with the Downtown Redevelopment Plan. Please attend on April 8<sup>th</sup> to show the Parks Commission support on this project.
  - B. List of Civic groups within the community; TV brought information to the commission for contact lists of civic groups within the community an who to contact for volunteer or reimbursement opportunities
9. Commissioner Report/Updates; BG commented on Planning Commission discussing mother-in-law flats limiting size to 900 sq ft, limiting entrance doors, will they allow attached or detached, etc.

10. Adjourn; SF 6:45 CS/JK

#### UPCOMING MEETINGS

January 27,	Work session, EDA, City Council – 6:00 pm
January 28,	Chamber of Commerce Annual Banquet @ Northside Grill – 5:30pm
February 4,	Planning Commission
February 10,	Personnel Committee Meeting – 5:00pm
February 10,	City Council – 6:00pm
April 8,	Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, Chamber of Commerce Board – 6:30 pm



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: February 18<sup>th</sup>, 2020

RE: Memorial Bench purchase by Roger Kamps

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Roger Kamps inquired about purchasing a memorial bench in his brother's name. The city has placed multiple memorial benches around the community. The benches are purchased by a resident or organization and are placed by the city staff. We purchase the benches from the same manufacturer so they have uniformity and the same recognition. Roger has proposed 4 areas that he would prefer the bench be located. I would like the commission to choose one of the locations or an alternate location we could present to city council for approval.

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# CITY OF NORWOOD YOUNG AMERICA

## Red Dots are Proposed bench locations

Map Date: 2/13/2020





**BOLTON  
& MENK**

Real People. Real Solutions.

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Bolton-Menk.com

February 17, 2020

City of Norwood Young America  
Attn: Steve Helget  
310 W. Elm St.  
P.O. Box 59  
Norwood Young America, MN 55368

**RE: Wilson Street & Reform Street Sidewalk Project**

Dear Mr. Helget:

Background:

As part of MnDOT's Hwy 212 and pedestrian underpass project a safe pedestrian crossing of Hwy 212 will exist between Reform Street and Morse Street. This MnDOT project also includes a trail from the future pedestrian underpass thru Kehrer Park that will connect to Wilson Street.

To promote the use of this Hwy 212 pedestrian crossing additional sidewalks are needed. A new sidewalk along the north side of Wilson Street and along the east side of Reform Street would connect the new trail / pedestrian underpass to the pedestrian facilities in the southern part of town. The MnDOT project already includes additional trails that will connect the crossing to the pedestrian facilities to the north of Hwy 212. The attached figure shows the work planned to be completed with the MnDOT project as well as the recommended sidewalk project to be completed as a separate city project.

Estimated Scope & Fee:

The table below lists the tasks necessary to complete this project through construction. This table also lists the estimated fee to complete each task.

Task	Description	Basis	Estimated Fee
1	Topographic Survey & Utility Coordination	Estimated Hourly	\$5,000
2	Prelim Design & ROW/Easement Review	Estimated Hourly	\$5,000
3	ADA Compliance & County Permitting	Estimated Hourly	\$2,500
4	Final Design/Preparation of Plans & Specs	Estimated Hourly	\$8,000
5	Construction Administration	Estimated Hourly	\$8,000
6	Other Project Tasks as Directed	Hourly as Needed	TBD
	<b>Total:</b>		<b>\$28,500</b>

Name: Wilson Street & Reform Street Sidewalk Project  
Date: February 17, 2020

These fees are based on the following assumptions:

- Task 1 - The topographic survey data will be completed without snow cover. Having to remove snow, chip ice, etc. to collect topographic survey data typically adds 20% to 40% to the estimated hourly fee.
- Task 2 - The preparation of easement figures and legal descriptions (if necessary) is not included in this fee. The goal of the preliminary design will be to avoid the need for any easements. However, this will not be known until after the topographic survey is collected, the existing right-of-way lines are identified, and the preliminary design work is completed.
- Task 3 - This fee does not include any potential permitting fees from Carver County.
- Task 4 - The project will not be publicly bid. The quote process will be utilized to minimize the design, specification, and bidding requirements.
- Task 5 - The project will be handled as a stand-alone city project. Completing as a change order to MnDOT's project would increase bid pricing due to wage rates, would require additional materials testing, and would be subject to other rules and requirements for a MnDOT project utilizing state funds.

Schedule:

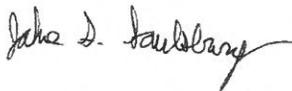
In an effort to reduce project costs, it is recommended to solicit quotes for this project. A likely bidder for this project will be the TBD concrete subcontractor on the MnDOT Hwy 212 project. It is recommended to send bidding documents to this company as well as to two or three local concrete contractors.

The recommended schedule is to have the sidewalk construction work approximately coincide with the concrete work of the adjacent MnDOT project. Therefore, the tentative project schedule is to complete Task 1 and Task 2 this spring / early summer, complete Task 3 and Task 4 late summer / early fall, and then construct the sidewalk later in the 2020 construction season.

I am available at your convenience to discuss this project and answer any questions that you or the City Council may have.

Sincerely,

**Bolton & Menk, Inc.**



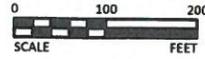
Jake S. Saulsbury, P.E.

# Sidewalk Project

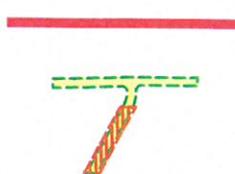
City of Norwood Young America

## Figure 1: Proposed Project Location

February 2020



### LEGEND



PROPOSED CITY SIDEWALK LOCATION

TRAIL & PEDESTRIAN UNDERPASS TO BE COMPLETED WITH 2020 212 PROJECT

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