



## PARKS & RECREATION COMMISSION

### AGENDA

Tuesday, March 17th, 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, Steve Helget – City Administrator

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1. Call to Order
    - A. Pledge of Allegiance
  2. Adoption of Agenda
  3. Approve Minutes of 2-18-20 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. Central Softball Boosters improvements at Sports Complex
    - B. Provide Updates on the sidewalk connectivity of the 2020 Underpass project from Bolton & Menk, Steve Helget will be present to address commission
    - C. Friendship Park restroom update
    - D. Pavillion Doors update
    - E. Old Town
  6. New Business
    - A. Arbor Day Celebration
  7. Miscellaneous Updates
  8. Commissioner Report/Updates
  9. Adjourn

#### UPCOMING MEETINGS

March 23,	City Council – 6:00pm
April 8,	Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, Chamber of Commerce Board – 6:30 pm
April 13,	Personnel Committee Meeting – 5:00pm
April 13,	City Council – 6:00pm

*Norwood Young America*



## PARKS & RECREATION COMMISSION

minutes

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

City Council Chambers

MEMBERS present: Charlie Storms--Chair--City Council, Sharilyn Feltmann – Vice Chair, Karla Horman – Secretary, Jim Zellmann, Julie Kuenzel – Community Ed,

CITY STAFF: Tony Voigt – Public Services Director, Steve Helget – City Administrator

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1. Call to Order: CS 4:45
    - A. Pledge of Allegiance
  2. Adoption of Agenda; JK/KH 5-0 approved with addition by TV to add Steve Helget Present for item 5.D.
  3. Approve Minutes of 1-21-20 meeting; JK/SF -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. Friendship Park restroom update; TV informed the commission that city staff had installed new exhaust fans in the bathroom and he had no new updates on the exterior work. CS asked about adding electric timed locks on the doors which TV confirmed that will be installed with the new doors
    - B. Pavillion Doors update; TV had no new updates on the doors
    - C. Old Town: There was a lot of discussion about the project; CS questioned and assumed the building has footing due to drawings and the working in the engineer reports, TV stated the city is looking to invest \$100,000 in the building this year, CS questioned whether we raise the floor height during the project and also questioned if we replace stucco on the exterior or stone veneer, TV questioned the cost to raise floor height or address exterior drainage, CS recommended getting together with the other committees involved with the build including Stiftungsfest committee and the YA Baseball Association, CS added to put gutters, soffit, fascia, windows and doors in a second stage of the project, TV said he would work on specs and bids. CS asked the project be bid and ready to go after Labor Day.
    - D. Provide Updates on the sidewalk connectivity of the 2020 Underpass project from Bolton & Menk; SH was present to address the commission on the upcoming project, SH contacted Bolton & Menk to obtain cost estimates for sidewalk connectivity to the project and addition of sidewalk on Wilson St. There was a lot of discussion about sidewalks, plowing concerns, placement and gave recommendations to look at sidewalks along Morse St, Reform St and in front of Pro Auto. CS asked who will plow the sidewalks when complete. SH suggested we look at adding benches and lighting. CS suggested TV look into Choice Lighting for ideas. SH will bring more information back to March Meeting.
  6. New Business
    - A. Roger Kamps would like to donate a memorial bench in memory of his brother, approve location; KH suggested placing the bench in Roger's proposed locations if they are available., the commission agreed.
  7. Miscellaneous Updates
  8. Commissioner Report/Updates

*Norwood Young America*

**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

Submitted by:

  
\_\_\_\_\_  
Tony Voigt  
Public Services Director

*Norwood Young America*



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: March 17<sup>th</sup>, 2020

RE: Central Softball Boosters improvements at Sport Complex

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There will be a member of the Central Softball Boosters in attendance to present this years plan of improvements. Some of the improvements include adding accomplishment signs on the backstop fence, adding bullpens to the softball fields by the flagpole, and adding a ag-lime bunkers. The Boosters plan to complete a case study this year in reference to foul balls over the new backstops at the softball fields and whether nets on top of the fences are warranted. The boosters are also questioning the use of multiple fields around the community and the use of the old portable fence at Friendship Park.

*Norwood Young America*

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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: March 17<sup>th</sup>, 2020

RE: Provide Updates on the sidewalk connectivity of the 2020 Underpass project from Bolton & Menk, Steve Helget will be present to address commission

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Steve Helget will present information on what he has received from Jake Saulsbury with Bolton & Menk. I have included Jakes estimates that he has sent the city. I have also included his last email in this memo for your review.

"Purely guessing on a wall height of 3 feet (with 2 buried blocks) and a length of 175 feet (half a block) moves the construction only cost estimate to approx. \$50k. Also needed would be an additional ped ramp and crosswalk signage and striping since the crossing would be at Union Street which is an uncontrolled through movement along Wilson. This, along with the retaining wall, moves the construction only cost to approx. \$54k. The south side is more expensive as well as less safe. I recommend using the north side of Wilson Street to make a sidewalk connection to either the east or the west. Let me know if you have any questions or if you need any additional information."

Commission Members, please drive and look at the proposed sidewalk installation areas on both sides of the street on Wilson St. Also please look at the sidewalks on Morse St especially along the area with the retaining wall whereas is abuts to the sidewalk. Thank you.

*Norwood Young America*



**BOLTON  
& MENK**

Real People. Real Solutions.

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Suite 200  
Chaska, MN 55318-1172

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Bolton-Menk.com

February 27, 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 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 Kehrner Park that will connect to Wilson Street.

To promote the use of this Hwy 212 pedestrian crossing an additional sidewalk is needed. A new sidewalk along the north side of Wilson 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	\$2,500
2	Prelim Design & ROW/Easement Review	Estimated Hourly	\$2,500
3	Final Design/Preparation of Plans & Specs	Estimated Hourly	\$4,000
4	Construction Administration	Estimated Hourly	\$3,000
5	Other Project Tasks as Directed	Hourly as Needed	TBD
Total:			\$12,000

Name: Wilson Street Sidewalk Project  
Date: February 27, 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 - The project will not be publicly bid. The quote process will be utilized to minimize the design, specification, and bidding requirements.
- Task 4 - 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:

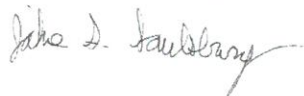
In an effort to reduce project costs, it is recommended to solicit quotes for this project. A likely bidder for this project will be the TBD concrete subcontractor on the MnDOT Hwy 212 project. It is recommended to send bidding documents to this company as well as to two or three local concrete contractors. When adding the estimated construction cost to the fees listed on the previous page, the total estimated project cost for this project is approximately \$43,000. Please note this amount does not include any potential easement costs. This number will be updated, and hopefully reduced, once the topographic survey and the preliminary design are completed.

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 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.

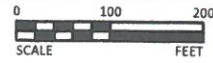
Sincerely,

**Bolton & Menk, Inc.**



Jake S. Saulsbury, P.E.





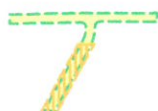
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**LEGEND**



PROPOSED CITY SIDEWALK LOCATION



TRAIL & PEDESTRIAN UNDERPASS TO BE COMPLETED WITH 2020 212 PROJECT





**ENGINEER'S ESTIMATE**

WILSON STREET SIDEWALK  
CITY OF NORWOOD YOUNG AMERICA

ITEM NO.	BID ITEM	APPROX. QUAN.	UNIT	UNIT PRICE	AMOUNT
1	MOBILIZATION	1	LUMP SUM	\$1,500.00	\$1,500.00
2	CLEAR AND GRUB TREE	2	TREE	\$300.00	\$600.00
3	NEW TREE	2	TREE	\$500.00	\$1,000.00
4	REMOVE CONCRETE CURB & GUTTER	40	LIN FT	\$20.00	\$800.00
5	REMOVE BITUMINOUS DRIVEWAY/SIDEWALK	1,000	SQ FT	\$4.00	\$4,000.00
6	COMMON EXCAVATION (EV) (P)	30	CU YD	\$40.00	\$1,200.00
7	4" CONCRETE WALK (W/ 4" AGG. BASE CL. 5)	1,200	SQ FT	\$7.00	\$8,400.00
8	6" CONCRETE DRIVEWAY/SW (W/ 6" AGG.)	500	SQ FT	\$11.00	\$5,500.00
9	CONCRETE CURB & GUTTER	40	LIN FT	\$40.00	\$1,600.00
10	PEDESTRIAN RAMP W/ TRUNCATED DOMES	2	EACH	\$1,000.00	\$2,000.00
11	ADJUST CURB STOP	2	EACH	\$150.00	\$300.00
12	STORM DRAIN INLET PROTECTION	1	EACH	\$200.00	\$200.00
13	SODDING TYPE LAWN	250	SQ YD	\$10.00	\$2,500.00
14	LANDSCAPING	1	ALLOWANCE	\$300.00	\$300.00
15	BITUMINOUS STREET PATCHING	10	SQ YD	\$100.00	\$1,000.00
TOTAL ESTIMATED CONSTRUCTION COST:					<b>\$30,900.00</b>



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: March 13<sup>th</sup>, 2020

RE: Arbor Day Celebration

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The city has been seeking participation in the Tree City USA program. In 2019 I submitted all the required documentation to become a Tree City USA. Our application was approved and is awaiting acceptance by the Arbor Day Foundation. We will once again this year work towards this designation which includes a proclamation by the Mayor during a regular council meeting and a Arbor Day observance, a tree board, tree care ordinance, and a forestry program with at least \$2 per capita spent per year for tree care and maintenance.

I am looking to hold another tree planting event this year. I am looking for suggestions of a park, downtown planting, or another area that was suggested was to add more trees to the commercial corridor on Faxon Rd.

Arbor Day this year is April 24<sup>th</sup>, but do not need to hold a planting or observance on the actual Arbor day therefore some dates would need to be selected as well.

*Norwood Young America*

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