



PARKS & RECREATION COMMISSION

AGENDA

Tuesday, April 21st, 2020 – 4:45pm

Zoom Meeting link

<https://us02web.zoom.us/j/2334797414>

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

Public Copy

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
 - B. Community Gardens request
 - C. Resident concerns at the Lions Shelter
 - D. Kehrer Park Civic Groups Sign
7. Miscellaneous Updates
8. Commissioner Report/Updates
9. Adjourn

UPCOMING MEETINGS

April 27,	Work Session, EDA, City Council – 6:00pm
May 2,	CHS Car cruise parade 2020—2:00pm
May 13,	Economic Development Commission—6:00pm

Norwood Young America

TBA,

Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, Chamber of Commerce Board – 6:30 pm

Zoom Meeting Link

<https://us02web.zoom.us/j/2334797414>

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com



PARKS & RECREATION COMMISSION

minutes

Tuesday, February 18th, 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

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

9. Adjourn; 6:14 KH/JZ 5-0

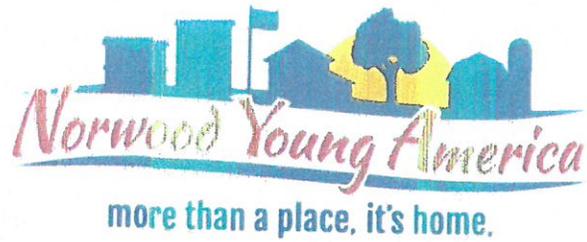
UPCOMING MEETINGS

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

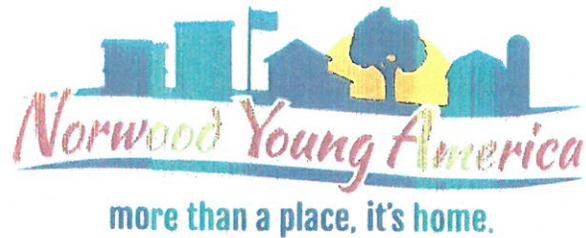
Norwood Young America



TO: Parks and Recreation Commission Members
FROM: Tony Voigt, Public Service Director
DATE: April 21st, 2020
RE: Central Softball Boosters improvements at Sport Complex

There will be a member of the Central Softball Boosters in attendance to present their intentions for this year's plans 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 bag-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 fences from Friendship Park.

Norwood Young America



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: April 21st, 2020

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

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 Wilson St. Also please look at the sidewalks on Morse St especially along the area with the retaining wall whereas it abuts to the sidewalk. Thank you.

Norwood Young America



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
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 Kehrer 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,

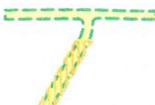
Bolton & Menk, Inc.



Jake S. Saulsbury, P.E.



LEGEND

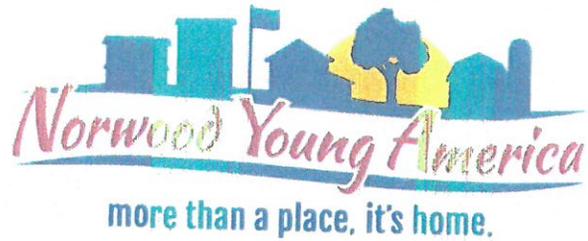
-  PROPOSED CITY SIDEWALK LOCATION
-  TRAIL & PEDESTRIAN UNDERPASS TO BE COMPLETED WITH 2020 212 PROJECT



H:\NOVA\C1235710 - misc\2020 Sidewalk-212 Trail\Fig-035710-Sidewalk-212 Trail Connection-2.dwg 2/19/2020 1:03 PM

ENGINEER'S ESTIMATEWILSON 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:					\$30,900.00



TO: Parks and Recreation Commission Members
FROM: Tony Voigt, Public Service Director
DATE: April 21st, 2020
RE: Arbor Day Celebration

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 suggested was to add more trees to the commercial corridor on Faxon Rd.

Arbor Day was scheduled this year for April 24th but many events have been cancelled until further notice due to Covid-19. I would like to discuss some dates that we could hold a tree planting event and where to observe it if we are able this year.

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com



TO: Park and Recreation Commission

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: April 21, 2020

SUBJECT: Community Gardens

Background

LaVonne Kroells, along with Caitlin Hurias from Carver County Public Health, have been discussing the Community Gardens for the 2020 season and recommending some updates and improvements to the site. To date, there are three remaining garden plots yet to be reserved.

Kroells has been maintaining the site since the gardens were built in 2012. Last year there was a problem with visitors picking the private garden plot food. To help eliminate this issue, LaVonne and Caitlin are working to bring additional push-in signage for each plot that will read "Private Garden." There will also be a hanging sign "Call City Hall to Reserve Garden Plot" added to the bottom of the existing large sign on the property. Caitlin has confirmed that Carver County SHIP funds will pay for all new signage.

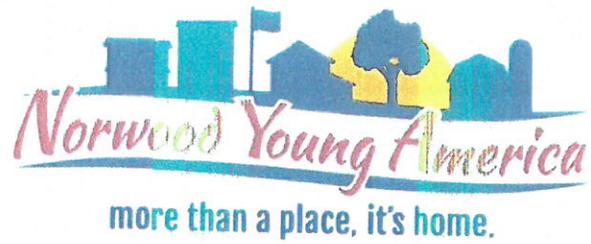
There are two improvements presented to the Parks & Recreation Commission and Public Service Department for consideration at the Community Garden site this year:

1. Add dirt to the existing garden plots by May 1, 2020
2. Paint shed and trim whenever it is convenient for city staff to complete

Action

Approve the two improvement requests of additional dirt and painting of the shed at the Community Garden site.

Norwood Young America



TO: Parks and Recreation Commission Members
FROM: Tony Voigt, Public Service Director
DATE: April 21st, 2020
RE: Resident concerns at the Lions Shelter

I have included an email with the concerns brought forward by Cathleen Williams who is a resident of the city and a member of the Lions organization. I would like a recommendation from the commission on how to proceed with the requests. The city did slab jack the concrete by the entrances last year and I didn't observe any current trips hazards caused by this previous winter season.

Norwood Young America

Tony Voigt

From: Karen Hallquist
Sent: Tuesday, March 31, 2020 12:32 PM
To: Tony Voigt; charlie.storms@nyacouncil.com
Subject: Lions Shelter Concern

Parks & Rec -

Local resident Cathleen Williams (she and her husband are both Lions members – one for West Carver Lions and the other for NYA Lions) called to voice her concern on a few issues at the Lion's Shelter:

1. There needs to be a gutter on the north side of the building – since there is no overhang for the door
2. Apparently there is some cement issues by the entrance of the doors and people trip when walking in
3. She would like to see a sign "NYA Lions Shelter" or something like that on the building. She mentioned that if the city would ask the NYA Lions that they would probably pay for it.

That's it!

Have a good day,
Karen

Karen Hallquist

Economic Development & Marketing Director
City of Norwood Young America
310 Elm St W, PO Box 59
Norwood Young America, MN 55368
(952)467-1810 direct
www.cityofnYA.com





TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: April 21st, 2020

RE: Kehrer park civic groups sign

I would like to discuss the relocation of the civic groups sign at Kehrer Park. In accordance with the 2020 underpass project the sign needs to be moved. I would like to consider the relocation, removal, or repurposing the signs at a different location. One consideration is to relocate the signs near the community entrance sign further West on Hwy 212. Another idea could be to relocate them onto posts in or near Kehrer Park. I know the current sign design will not be allowed back in the Hwy 212 right of way after the project is completed. The signs currently are anchored with concrete and erected with steel beams. This sign will be a challenge for the contractors to move but would be possible if that is the recommendation of the commission.

Norwood Young America

