



PARKS & RECREATION COMMISSION

AGENDA

Tuesday, May 19th, 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, Carol Lagergren – Mayor, Karen Hallquist – Economic Development Marketing Director

-
1. Call to Order
 - A. Pledge of Allegiance
 2. Adoption of Agenda
 3. Approve Minutes of 4-21-20 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. Arbor Day celebration
 - E. Kehrler Park Civic Groups Sign update
 - F. Provide Updates on the sidewalk connectivity of the 2020 Underpass project from Bolton & Menk
 6. New Business
 - A. Elm Street Municipal Parking Lot improvement
 7. Miscellaneous Updates
 - A. Mitchell Scott is still working on the flagpole project at Friendship Park. Due to Covid-19 they are delayed but anticipate the project getting completed towards the end of June
 8. Commissioner Report/Updates
 9. Adjourn

UPCOMING MEETINGS

May 26,	Work Session, EDA, City Council – 6:00pm
May 30,	Spring Clean up day, City Hall Parking Lot, 8:00-12:00pm
June 10,	Economic Development Commission—6:00pm
TBA,	Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, Chamber of Commerce Board – 6:30

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PARKS & RECREATION COMMISSION

minutes

Tuesday, April 21st, 2020 – 4:45pm

Zoom Meeting link

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

MEMBERS present: Charlie Storms--Chair--City Council, Sharilyn Feltmann – Vice Chair, Jim Zellmann, Julie Kuenzel – Community Ed at 5:17, Bill Grundahl –Planning Commission Representative at 5:03

CITY STAFF present: Tony Voigt – Public Services Director, Steve Helget – City Administrator, Carol Lagergren – Mayor

Residents present: Darrin Fox

-
1. Call to Order; CS at 4:49
 - A. Pledge of Allegiance

2. Adoption of Agenda, JZ/SF 3-0

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; Darrin Fox was present. He talked about the future projects and the plans for this summer. DF has had a great relationship with Julie Kuenzel with aligning fields and working together. DF said they would like to build bullpens this year near the flagpole with Mueller & Sons and also parents as volunteers. DF would like to meet with TV to make sure everything is done within the cities best interest. July 6th they would like to start improvements. DF is also looking to put up a batting cage maybe later this summer. DF informed the commission the new softball concession building should be painted on May 17th. DF will do a case study this year on fouls balls over the backstop to see if it has reduced the number of balls over the fence. If so they will look into putting nets on top to control errant balls. SH added we need to get agreements in place for the work the boosters plan to get done this year.
- B. Provide Updates on the sidewalk connectivity of the 2020 Underpass project from Bolton & Menk, Steve Helget will be present to address commission; SH presented to the commission the information he received form Jake Saulsbury with Bolton and Menk. BG asked if we can look at putting the sidewalk on the South Side of Wilson St. CS asked TV about the challenges of snow removal on Morse St sidewalk. CS asked if utility poles need to be moved on North side of Wilson, who's expense is that? BG asked if we can put flashing lights crossing to make the crosswalk safer on Wilson. CS asked about a case study for traffic flow and safety, the cost to move it to the south side of Wilson, and the cost to add flashing PED crossing signs.
- C. Friendship Park restroom update; TV is acquiring bids for new doors and will continue work on the building this year. TV informed the commission staff put up a ceiling on the concession side. TV is looking to replace the leaking faucets with hot water faucets and will keep working on that. CS asked for timed spring loaded faucets so the water does not stay running. TV informed the commission city staff installed a retaining wall at the west ball field to control the ag lime from washing into the ditch. CS requested TV reach out to the boy scouts and find out where they are at with the flagpole project.
- D. Pavillion Doors update; TV no new update, stated he will work with CS with the reinforcement for the door frames and will get more bids on the doors.

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E. Old Town; TV had minimal updates. TV stated he is working on footage and gathering information and specs to get work bid out.

6. New Business

- A. Arbor Day Celebration; There was a lot of discussion about tree planting. SF requested Prairie Dawn, JZ mentioned Forest Hills, CS said lets plan 1 tree for Arbor Day, TV mentioned planting on Faxon Rd, CS recommended after Covid-19 is over we organize a tree planting day. JZ mentioned to ask Amber Orr if she still has interest in planting, CS requested to advertise in next newsletter to look for members to create a future tree committee. Item was tabled till next meeting.
- B. Community Gardens request; Karen Haulquist submitted a memo in regards to LaVonne Kroells and Caitlin Huria have requested to add dirt to the gardens, paint the shed and trim that is near the gardens, and they would like to add signage to the individual plots to the other signage present. Parks commission approved all items should get completed.
- C. Resident concerns at the Lions Shelter: In light of the concerns brought forward from Cathleen Williams, the commission recommended getting more information on the concerns and see what we can do to work with them on the requests brought forward. CS mentioned a dormer may work better than a gutter over the door. JZ asked if we could add varmint protection to the door at the Lions Shelter that is damaged and needs replacement. TV said he will look into the items.
- D. Kehrler Park Civic Groups Sign; TV asked commission where to relocate the sign. CL said she will contact the scouts and bring it back to the next meeting. CS said if they need to relocate the sign is to cut off the bottom, weld plated to that and install in new anchors in the new location.

7. Miscellaneous Updates

8. Commissioner Report/Updates

9. Adjourn; SF/JZ 6:49

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

Zoom Meeting Link

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TO: Parks and Recreation Commission Members
FROM: Tony Voigt, Public Service Director
DATE: May 19th, 2020
RE: Old Town

I was working on getting specs together and attempting to get this project bid out for the anticipated fall start date. It has been brought to my attention the funds for this project have been put on hold until next year. The Fire Department was researching to replace their aging ladder truck for next year and stumbled across a deal they could not pass up. In the process of allocating funds for this purchase, the Old Town buildings have been put on hold until next year. I will continue to gather and prepare specs and hope to have this project ready to bid out next year when the funds are available again.

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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: May 19th, 2020

RE: Arbor Day Celebration

Last month we decided to table this topic in light of the Covid-19 pandemic. According to Governor Walz we will be allowed to congregate in groups of 10 maintaining social distance. I am addressing the commission to pick a day and host an Arbor Day Celebration tree planting event. I would like to discuss the time and place if possible. We can keep it simple to one tree in a park or multiple trees in the same park.

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



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May 6, 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. The City desires to connect their sidewalk system to this new trail that will terminate in Kehrre Park. The selected route for the new sidewalk is along Wilson Street from Kehrre Park to the east to the existing sidewalk located along Morse Street.

Findings:

Construction of the sidewalk on either the north side or the south side of Wilson Street appears to be feasible. Attached is a figure showing the sidewalk on each side of the road. The layout for either option assumes a 5-foot wide concrete walk with a 5-foot wide turf boulevard. Available right-of-way appears to exist for either option. This figure also shows the existing topography, the overhead utility lines, and the building setbacks. Also attached is an evaluation matrix outlining the pros and cons of each of these alignment options.

Recommendations:

It is recommended that the City select a preferred alignment option and proceed with the project. Next steps include topographic survey collection, utility coordination, and preliminary design. This work would allow for verification that no easements are needed and verification that the preferred alignment will work and cost as anticipated. A potential cost savings exists by having the concrete subcontractor on the MnDOT project bid on this work. Therefore, it is recommended to proceed with this project now in order to have construction ready to commence by late summer.

Please contact me if you have any questions or if you wish to discuss this potential project in greater detail.

Sincerely,

Bolton & Menk, Inc.

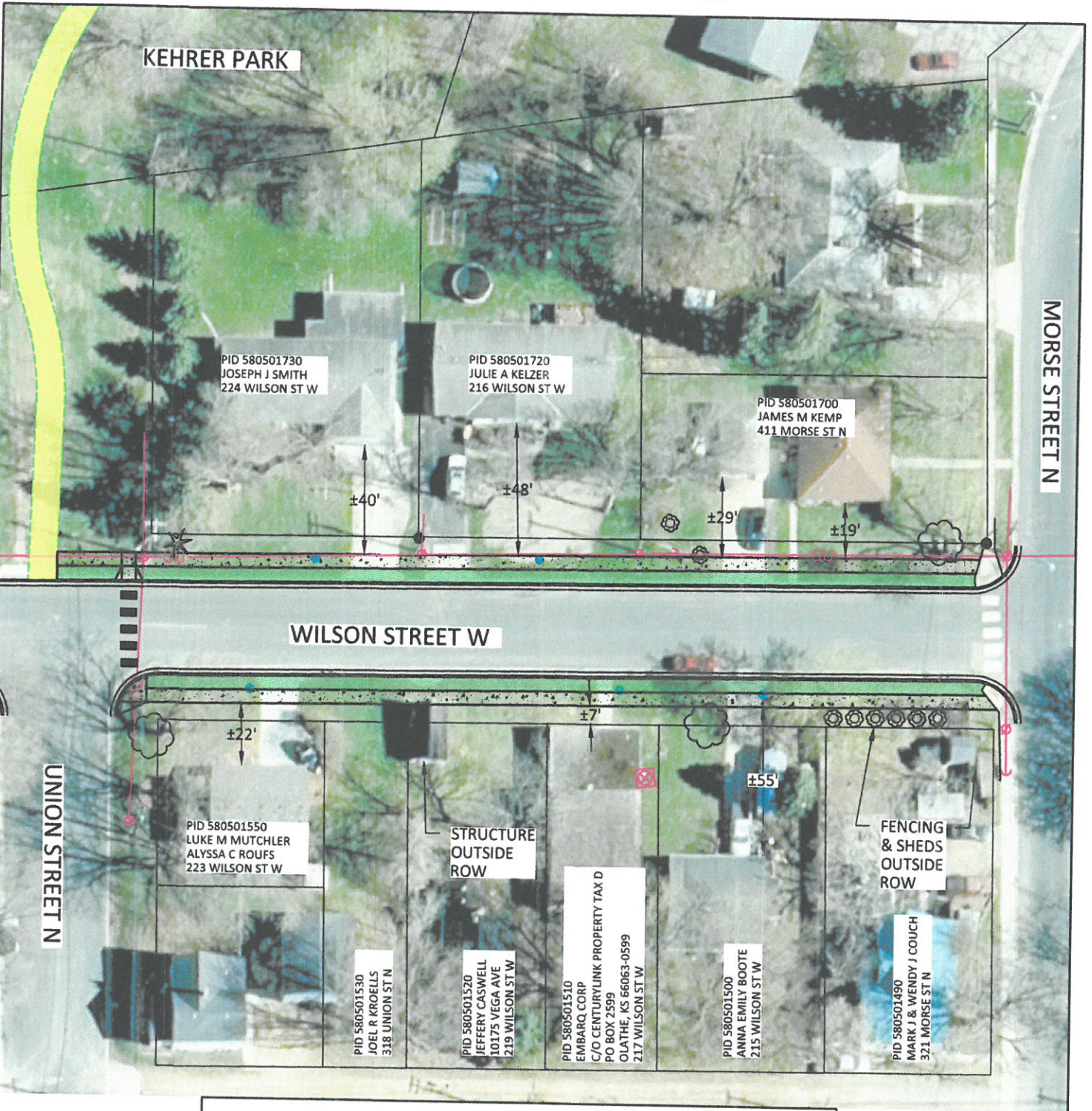
Jake S. Saulsbury, P.E.

Sidewalk Project

City of Norwood Young America

Options: Wilson Street Sidewalk

May 2020



LEGEND



PROPOSED 5' CONCRETE SIDEWALK

PROPOSED 5' BOULEVARD

PROPOSED TRAIL TO KEHRER PARK



EXISTING POWER POLES



EXISTING WATER SERVICES

Wilson Street Sidewalk Analysis

Legend

Favorable - The sidewalk location is more favorable for this item

Not Favorable - The sidewalk location is less favorable for this item

Item	North Side of Wilson Street	South Side of Wilson Street
Pedestrian Safety	Stop controlled crossing of Wilson Street would be at Morse Street.	Crossing at Union Street would be at an uncontrolled intersection.
Number of Frontage Properties	3 properties (all residential).	Six properties (4 residential, 1 vacant, 1 utility company) .
Setback to Adjacent Structures	Average setback is 34 feet.	Average setback is 17 feet with 2 properties encroaching onto the proposed sidewalk.
Tree Impacts	3 to 4 trees removals estimated to be needed along with some smaller bushes.	0 to 1 trees removals estimated to be needed. Additional trees removals behind the fence at the east end may also be needed.
Available Right-of-Way	The road is centered in the right-of-way so the same amount of space exists on each side which is about 15 feet.	2 structures and a fence are located within the right-of-way.
Utility Conflicts	Overhead power poles conflict with the proposed sidewalk alignment. Pole relocations are needed and/or a wider boulevard section is needed. Additional underground utilities may exist.	No known impacts. Underground private utilities may exist.
Topography	No concerns.	The west end of the project would likely require a retaining wall due to the steeper grades. Mailboxes for all properties are located on this side.
Estimated Cost	Assuming the overhead power can be relocated for no cost, the estimated cost to construct the sidewalk on the north side is approximately \$10,000 less than on the south side.	This option increases the project cost by approximately \$10,000 due to a retaining wall being needed at the west end, an additional pedestrian ramp, and signing/stripping for an additional crosswalk.



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: May 19, 2020

SUBJECT: Elm Street Municipal Parking Lot

Background

The Downtown Redevelopment Plan was put in place with the intentions of revitalizing the two historic downtowns. One of the projects suggested was to create a design plan to improve the Elm Street Municipal Parking Lot. The responsibility of this project, as to who was to take it on, was in question at one point – this is a beautification landscape project (Parks) but also an enhancement for the local businesses on Elm Street (EDC). After much discussion, the EDC agreed that this is a joint project as it brings value to the overall community.

Public Service Director Voigt and ED Director Hallquist have met at the site and determined a preliminary scope of work. The attached presentation shows the goal, challenges with current conditions and proposed improvements.

The NYA Economic Development Commission met last evening and discussed the project. They are in favor of the proposed improvements and are looking for feedback from the P&R Commission. The next steps would be to obtain proposals from local contractors for cement and landscaping work.

Action

No action necessary – discussion only.

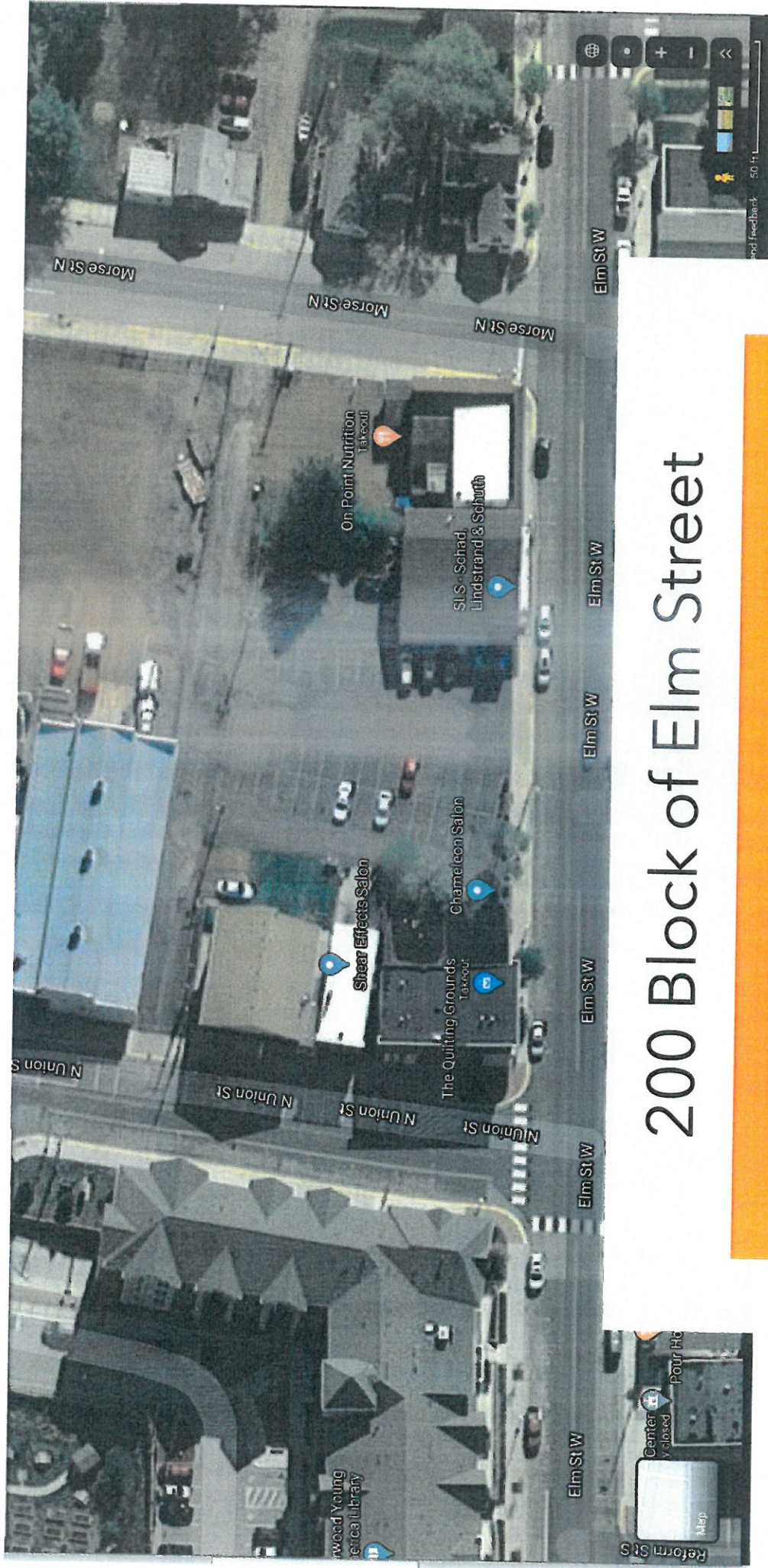
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[illegible]

- *Create an aesthetically pleasing design plan with safety improvements for an under-utilized public parking lot
- *Provide an area for walkers and shoppers to sit or stand and have an opportunity for conversation about our Historic Downtown
- *Achieve another project in the Downtown Redevelopment Plan

Goals





200 Block of Elm Street

Aerial View



Elm Street Municipal Parking Lot

0.26 Acres – Public Parking (36 spots including 2 handicap)

- * Reconfiguration of landscaping
- * Maintenance of landscaping
- * Parking lot cracks/holes

* Snowplow challenges:

- ~ West exit close to building
- ~ Cement slab by building

* Lack of lighting

* Signage for No Overnight Parking

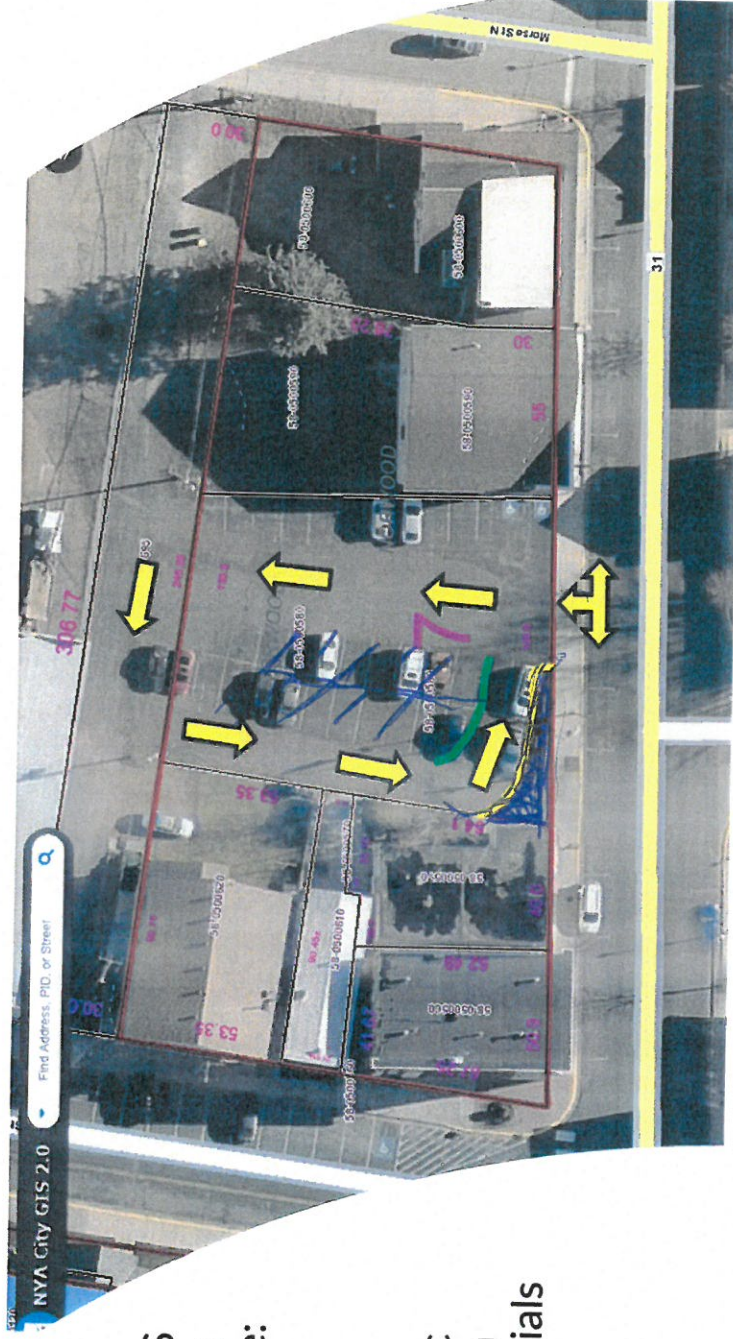
* Signage for Public Parking

Needed Improvements/ Challenges



- *Take out cement slab next to SLS
- *Close exit to Elm St next to salon
- *Expand landscape area to include:
 - ~rounded "L" design area
 - ~Pergola sitting area
 - ~2-3 benches
 - ~split rail fencing to mimic fencing throughout town
 - ~low maintenance perennials
 - ~additional lighting
- *Re-pave entire parking lot
- *Reconfigure parking stalls
- *Additional public parking signage

Proposed Improvements





May 2020

- * Hallquist/Voigt talked about SOW
- * Bring to EDC for feedback 05-13-2020
- * Present to Parks & Rec Commission 05-19-2020

Next steps:

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Project To Do's