



PARKS & RECREATION COMMISSION

AGENDA

Tuesday, September 15th, 2020 – 4:45pm

Council chambers

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

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

1. Call to Order
 - A. Pledge of Allegiance
2. Adoption of Agenda
3. Approve Minutes of 8-18-20 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. Pavillion Doors update
 - B. Old Town
 - C. Provide updates on the sidewalk connectivity of the 2020 Underpass project
 - D. Legion Park Playground Replacement
6. New Business
 - A. 2021 Budget
 - B. 2020 Pool Recap
 - C. Tennis Court Resurfacing at Friendship Park
7. Miscellaneous Updates
8. Commissioner Report/Updates
9. Adjourn

UPCOMING MEETINGS

September 28, City Council – 6:00pm
October 6, Planning Commission—6:00pm
October 12, Work Session, EDA, City Council – 6:00pm
October 14, Economic Development Commission—6:00pm

Norwood Young America



PARKS & RECREATION COMMISSION

minutes

Tuesday, August 18th, 2020 – 4:45pm

Council chambers

attendance: Charlie Storms--Chair--City Council, Sharilyn Feltmann – Vice Chair, Karla Horman – Secretary, Jim Zellmann, Justin Mayo, Julie Kuenzel – Community Ed, Bill Grundahl – Planning Commission Representative
staff present: Tony Voigt – Public Services Director, Steve Helget –City Administrator
others present: Darrin Fox, Brandon Stender, James and Cassandra Kemp, Lavonne Kroells, Dan Lanes, Mark and Wendy Couch

1. Call to Order
CS at 4:47
 - A. Pledge of Allegiance
2. Adoption of Agenda
JK-SF with addition of Oath of Office by Justin Mayo, 6-0
 - A. Oath of office by Justin Mayo
3. Approve Minutes of 7-21-20 meeting
JZ-JK 7-0
4. Public Comment
None
5. Old Business
 - A. Friendship Park restroom update
TV gave an update all the work is complete. Trim painted, doors in, and timers installed. TV said the building should give us many years of trouble-free maintenance. CS agreed it looked good
 - B. Pavillion Doors update
TV gave update. TV talked with Town & Country about timeline with mid to end of September as completion date. TV stated the doors are taking longer due to removable mullions and fixed lower panels as not standard items.
 - C. Old Town
TV shared he met with Bolton & Menk about the project. TV does not have any numbers on the scope of the project. TV stated the 2020 money for the project that was used somewhere else should be available in 2021. CS confirmed the money should be pushed out until next year and will be talked about at the September 2 budget meeting. CS asked if members were available to show support at next budget meeting on the 2nd.
 - D. Provide updates on the sidewalk connectivity of the 2020 Underpass project and our meeting with residents
SH presented the summary of the neighborhood meeting at Wilson St on August 5th about the sidewalk connecting Morse St to Kehrer Park where it will connect to the underpass. SH explained why it is not feasible to install sidewalk along Reform St and why it makes more sense to connect it to Morse St. SH stated all 3 property owners on the North side of Wilson were present at the neighborhood meeting and 3 property owners from the South side of Wilson. SH stated the north side concerns were loss of trees, shoveling the sidewalk, losing yards or driveways, do not want to be assessed for any costs involved and wanted to be assured Xcel will not assess them for moving the poles. SH shared the South side concerns were shoveling the sidewalk, losing a fence, and a suggestion of 3 way stop at Wilson and Union St. Cassandra Kemp, 411 Morse St N, talked with Timothy Johnson about the power lines. CK shared the poles need 10 ft of clearance from trees, shrubs, homes etc. and TJ questioned why the poles needed relocation. TJ said it will be 6 months or longer until they could design the project of moving the poles. CK shared there is little concern from the residents on the South side of Wilson for the relocation. SH confirmed one resident on the South side was ok with shoveling the sidewalk. Wendy Couch, 321 Morse St, thanked the members and staff that came to the meeting on Wilson St and TV for getting a sidewalk inspection done. WC was concerned about the mailboxes along Wilson St

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and if the Stop signs need to get moved. CS measured 10'6" from curb to back of fence which should not disturb the fence on the Couch property and thanked the residents for showing up to voice their concern. CS asked SH want he wants to see out of the meeting. SH said he would like a recommendation and informed there has been little expense invested so far to get an estimated project cost. CS asked if the Morse St sidewalk will continue to the trail on the MnDOT project, SH did not have that answer yet. SH stated the whole point of this discussion is to make an adequate connection form the south side sidewalks to the underpass. CS asked the commission if they would like to make recommendation to council on how to proceed. KH made a motion to not install sidewalk on Wilson St. CS stated we were given the mission to connect all the trails and sidewalks to the underpass. BG thought we should move ahead and put the sidewalk on the South side of Wilson and put a 3 way stop at Wilson and Union. BG is concerned if we don't put sidewalk in walkers will find a way through yards, private property and maybe not even use the underpass. SF asked if we put in sidewalk on Wilson St, will the North section of Morse St be rebuilt as well. KH shared that in Waconia walkers use everything but the underpass consistently. SF asked if the commission could leave it up to the council to decide, CS stated council is looking for a recommendation from the commission. JM stated he was too new to the commission and the discussion to have a strong decision made. JK stated she always likes sidewalk and would like to see it put in the right place. JZ asked to study this a little longer, possibly walk it again, how the crossing will be on Wilson and Union, etc. TV recommended not to remove sidewalks in town but rather add or maintain what we have. CS asked commission if we will be tabling this item, JZ and SF agreed. Concern were cost of Morse St continuation of sidewalk and want to make sure this is the right decision to install on Wilson St. CS also asked if we are still discussing sidewalk on Wilson St form Kehrer Park to Reform. CK shared concern about adding safe pedestrian crossings on the street. KH did not think this is the right time to add sidewalk for this area. SF was in favor of a 4 way stop at Wilson St, Union St. and the Park Entrance. The commission questioned about parking at Kehrer Park and if the Parking lot will exist. WC asked if the city will take ownership back to the park and asked if the residents will be made aware if this will be at future meetings. CS asked if this will get completed yet this year, SH said we are getting close to not being able to get this completed yet this year. SH wanted confirmation on the questions from the commission which included costs for the installation on the South Side, need to know if the steps are included leading into Century Link, if the property with the single stall shed in the right of way is ok with removing, and what the connection of Morse St sidewalk and the trail on Hwy 212 will look like and if it will be completed as part of the project. TV stated he was fairly confident the sidewalk will connect to the trail in the drawings. CS asked about the lighting on the trail and asked if Matt with Choice Electric has received drawings to move forward with a plan. TV stated he has not received nor delivered plans or drawings to him yet.

- E. Brandon Stender on behalf of the YA Cardinals, proposing installing a ceiling in Willkommen Shelter
Brandon was not present at the meeting at that time, the commission moved on to the next item.

6. New Business

- A. Brandon Stender on behalf of YA Cardinals, proposing replacement of the Willkommen Park baseball field fencing
- B. Lavonne Kroells will be present to discuss moving the Original Norwood Band Shell back to Legion Park
Lavonne Kroells discussed moving the Original Norwood Band Shell back to you Legion Park. It was built in the early 1900's and moved to 226 Park St in 1920 and used as a garage. In 1988 new owners built a bigger garage and restored the band shell to look like a gazebo. LK approached the current owner to see if we can get it donated back to the city. The current owner agreed to donate it back. It used to be elevated 7 steps in the park. LK is looking to raise money to move it back on city property. LK is having someone investigate the legacy research of the band shell. CS asked if it is structurally sound, LK had Bob Kroells look at it and assured the building is sound. LK is looking to replace the roof once it is moved. LK has a partial estimate of \$20,000 to move it and restore it. LK will pursue how to fund the project. LK stated they have a plan to move and relocate it at Legion Park. LK is looking to replace the bottom portion with slats and not screen it in like in currently sits. LK recommended putting it on a cement slab. KH asked how it will be moved, LK said they will use a Lull to move it. LK said it needs to be established on the historic registry before it gets moved to make sure it qualifies for historic value and legacy grants. TV stated he was concerned about long term maintenance cost to the city if we move it back to the park. LK will keep the commission informed of any updates. LK is looking to put the band shell East of the existing shelter and south of the large spiral slide. CS asked about installing sidewalk up to the building, LK did not think it was necessary. LK will work on raising money and getting the legacy grant monies in place. CS assured LK has support of the Parks Commission to move forward.
- C. Softball Boosters Darrin Fox proposing a fence extension at the Sports Complex Softball Fields
Darrin Fox requested replacing and extending the fences on the softball fields at the sports complex. DF talked about adding bullpens and a batting cage to the fields as well. DF is requesting the city to budget new fences at the softball fields. DF shared all the work and the donations the softball boosters have contributed to the fields. DF also talked about adding taller fence posts above the dugouts to install a fence to prevent foul balls from sailing over the dugouts. CS recommended getting 3 quotes for the fence and it will not be on the budget until 2021 at the earliest. KH

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A. I contacted Wade Scott about the flagpole in Friendship Park. I will share at meeting if there is an update.
TV gave an update after speaking with Wade Scott they will plan on installing the flagpole on August 20th.

8. Commissioner Report/Updates

BG None

JM He was glad to be part of the commission and look forward working with the commission.

SF None

JZ Asked if TV could look at the tennis courts at Friendship Park and the basketball courts, CS asked if that coating can get reapplied. TV said he will research it.

KH Asked if the dog waste stations were in. TV stated he called in locates and will install soon. KH questioned the investment in the skating rink since the funds were not planned for this year. TV stated we used staff time and limited general maintenance funds to repair what was needed. KH also asked who maintains the trail by Central Elementary, TV stated it is the Schools responsibility up to the ditch.

9. Adjourn

JZ/SF Motion to adjourn, 7-0 at 7:38

Respectfully Submitted,



Tony Voigt, Public Services Director



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: August 18th, 2020

RE: Pavillion doors Update

I spoke with Scott at Town & Country glass. Scott is expecting delivery of the doors the week of the 15th. They will have to do the final assembly and prepare them for installation. He scheduled the install to take place the week of the 21st.

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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: September 15th, 2020

RE: Old Town

I am continuing to work with the engineers to get a better idea of what their services will cost for this project next year. I met with Bolton & Menk on the August 18th and have not received an update since. I have reached out SEH as well for an update with no response. I will continue to collect information and pass it along as I obtain it.

Norwood Young America



TO: Parks & Recreation Commission Members
FROM: Steven Helget, City Administrator
DATE: September 15, 2020
SUBJECT: Wilson Street Sidewalk Installation

At the August 8th regular meeting, the Commission continued its discussion of whether to install a sidewalk on Wilson Street between Kehrer Park and Morse Street. The Commission had the following questions and directed staff to research:

1. Will the Morse Street sidewalk be extended to the north to intersect with the new Highway 212 trail?

According to MnDOT's project plans, the Morse Street sidewalk will be extended to connect with the new Highway 212 trail. The Morse Street sidewalk removed to date due to the construction project will be replaced.

2. What is the cost for installing the sidewalk on the south side of Wilson Street and how much would be saved by not installing a retaining wall?

Bolton & Menk estimate for installing sidewalk on the south side of Wilson Street is \$53,000. If the retaining wall is removed it would save about \$7,500.

3. Can the small single-car garage be removed?

At the time of this memo, the owner of the property has not responded to my telephone call.

4. Could Kehrer Park be utilized for off-street parking?

I have spoken to MnDOT and they are checking to determine if the new trail could be located such to allow for off-street parking near Wilson Street. Their initial response was they think it could.

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5. Would CenturyLink have any concerns about the change in their front steps to their building?

At the time of this memo, I am still attempting to speak with a representative of CenturyLink

Options for consideration:

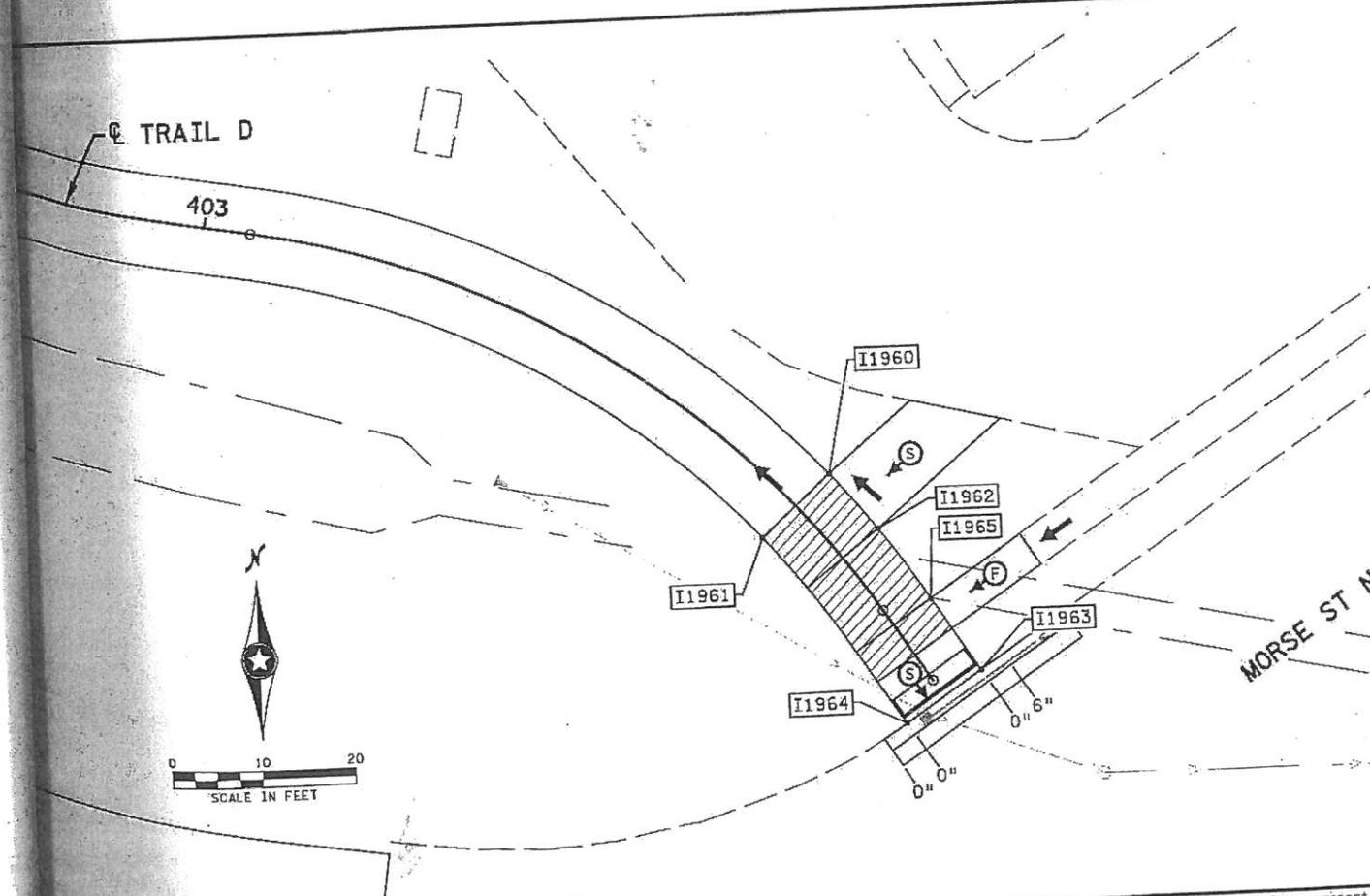
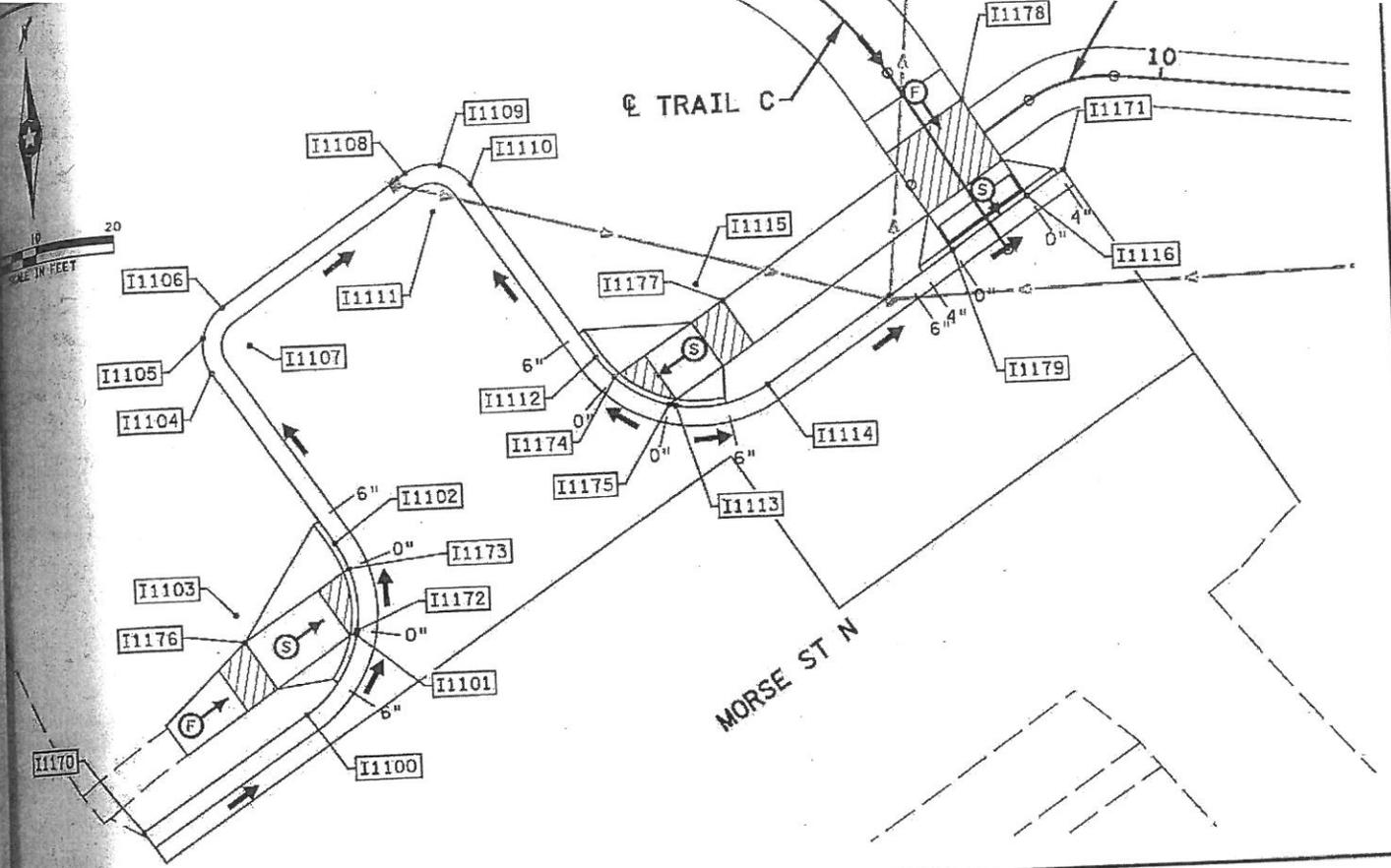
1. Recommend to the City Council to install the sidewalk on the south side of Wilson Street and installing a crosswalk from Union Street across Wilson Street.
2. Recommend to the City Council not to install sidewalk on Wilson Street

Suggested Motion:

Motion to recommend to the City Council to install sidewalk on the south side of Wilson Street from Union Street to Morse Street.

OR

Motion to recommend to the City Council not to install sidewalk on Wilson Street.



DATE	BY	CHKD	APPR	REVISION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: **JOEL JOHNSON**

Joel Johnson

Date: 1/17/20 License # 42395

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

H:\NOVA\C1235710 - misc_2020 Sidewalk-212 Trail\Fig-035710-Sidewalk-212 Trail Connection-2.dwg 5/5/2020 4:13 PM

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: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: September 15th, 2020

RE: Legion Park Playground Replacement

Dan with Minnesota/Wisconsin Playgrounds looked at our park and designed a playground to fit in our existing space. This is just a recommendation and an example of what we can place in the park. He also sent a cost estimate for purchasing and installing the playground.

Norwood Young America



Minnesota / Wisconsin Playground
 5101 Highway 55, Suite 6000
 Golden Valley, Minnesota 55422
 Ph. 800-622-5425 | 763-546-7787
 Fax 763-546-5050 | dan@mnwiplay.com

08/27/2020
 Quote #100699-01-02

CONSULTANT: DAN LANES

Legion Park - D10312L - Equipment

Quantity	Part #	Description	Unit Price	Amount
		(2) 8910 – Belt Seat 3 1/2"Od(8910)		
		(1) 12584 -- Ada Primetime Swing Aab, 3 1/2" Od		
		(1) 12583 -- Ada Primetime Swing Frame, 3 1/2" Od		
1	EWf-12L	EWFLGE - Engineered Wood Fiber Safety Surfacing, 304 CY at 12" depth	\$6,847.00	\$6,847.00
4	161290	GameTime - Geo-Textile 2250 Sqft Roll	\$681.00	\$2,724.00
1	178749	GameTime - Owner's Kit	\$58.00	\$58.00
			Sub Total	\$65,661.00
			Grant	(\$25,282.00)
			Freight	\$4,066.65
			Total	\$44,445.65

Comments

Owner must provide open and clear access to the site. Owner must prepare and provide a flat and level site prior to the installation of play equipment and safety surfacing.

This quotation is subject to current Minnesota/Wisconsin Playground (MWP) policies as well as the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Minnesota/Wisconsin Playground.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and MWP, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

This quotation is subject to policies in the current Gametime Park and Playground catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment. Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to Gametime, c/o Minnesota/Wisconsin Playground.

Each quote is handled on a per order/project basis. Unless a long-term agreement is in place between purchaser and GameTime, terms and conditions of this quotation shall be as outlined herein with no other requirements applicable.

Pricing: f.o.b. factory, firm for 30 days from date of quotation. A tax-exempt certificate is needed at time of order entry for all orders whether from tax-supported government agencies or not. Sales tax, if applicable, will be added at time of invoice unless a tax exempt certificate is provided at time of order entry.

Payment terms: payment in full, check submitted with order.

Unless already on file, please include a tax exempt certificate upon order entry whether a tax supported government agency or other.

Shipment: order shall ship within 45 - 60 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of deposit, if required. Receipt of anything other than what is stated herein will not constitute an order and therefore no materials will be placed into production nor installation, if required, will be scheduled.

EWf Shipment: order shall deliver within 14 - 21 days after our receipt and acceptance of your purchase order as well as schedule and weather allowing. Bulk material will ship via semi-truck/trailer with a live floor system in trailer which allows driver to deposit EWf directly onto a specific area provided proper access is available. Driver has final say whether the site has proper access. Site restoration is not included and will be the responsibility of the owner/owner's representative. Road restrictions may be in effect and cause delays depending on time of year.





Minnesota / Wisconsin Playground
 5101 Highway 55, Suite 6000
 Golden Valley, Minnesota 55422
 Ph. 800-622-5425 | 763-546-7787
 Fax 763-546-5050 | dan@mnwiplay.com

08/27/2020
 Quote #100699-01-03

CONSULTANT: DAN LANES

Legion Park - D10312L - Installation

City of Norwood Young America
 Attn: Tony Voigt
 310 Elm St W
 Norwood Young America, MN 55368
 Phone: 952-467-1830
 tvoigt@cityofnYA.com

Ship to Zip 55368

Quantity	Part #	Description	Unit Price	Amount
1	INSTALL	Install - Installation of Engineered Wood Fiber Safety Surfacing- Includes geo fabric install	\$5,989.00	\$5,989.00
1	INSTALL	Install - Installation of Play Equipment- Includes concrete footings and packaging material disposal in 20yd dumpster. City/Owner is responsible for site work, old equipment removal and border work.	\$15,155.35	\$15,155.35
Sub Total			\$21,144.35	\$21,144.35
			Total	\$21,144.35

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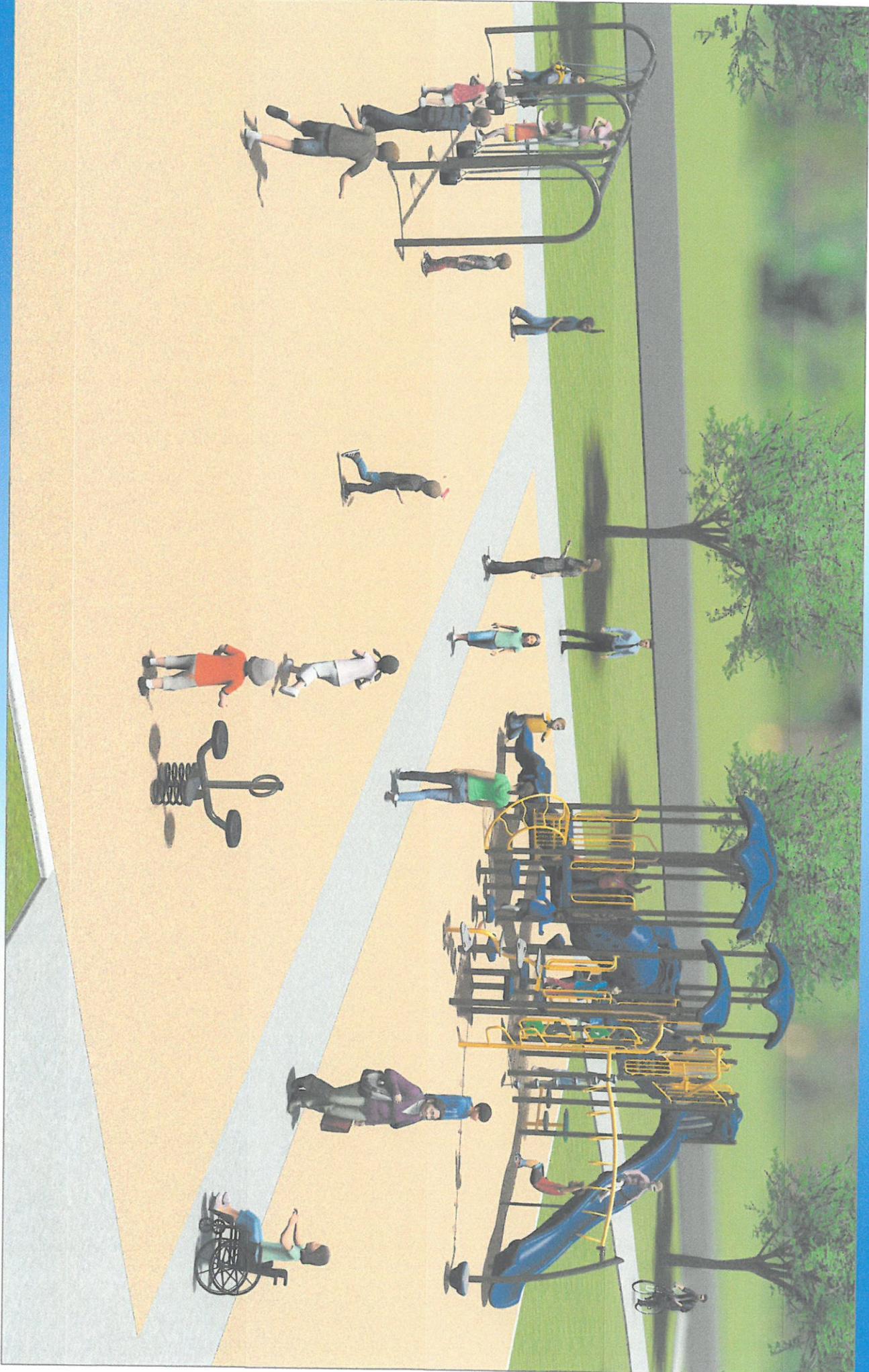
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Legion Park

Norwood Young America, Minnesota



Plan D10312L

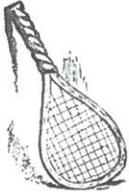




TO: Parks and Recreation Commission Members
FROM: Tony Voigt, Public Service Director
DATE: September 15th, 2020
RE: Tennis Court Resurfacing at Friendship Park

At the last regular Parks meeting it was brought to my attention to inspect the tennis court surface at Friendship Park. Upon inspection the playing surface is not in great shape. The blacktop looks to be good condition with minimal cracking. I reached out to a contactor that resurfaces sports courts and received a bid for budgetary use. I received a quote for \$19,750 to clean, crack fill, fill in low areas, and reapply the sport court coating and an additional \$400 for adding pickleball lines. Please consider this projects priority for a future repair.

Norwood Young America



DERMCO-LaVINE CONSTRUCTION

Recreational & Outdoor Services
31835 124th St NW • Princeton, MN 55371
Office: (763) 535-8250 • Fax: (763) 535-8335
www.dermco-lavine.com



Tony Voigt
Norwood Young America
310 Elm Street
Norwood Young America, MN 55368
952.467.1830
tvoigt@cityofnya.com

Job: Resurface Tennis Court
Location: Friendship Park
Date: 9/9/2020

Tony,

We are pleased to submit a quote to resurface or the double tennis court at Friendship park.

Work to consist of the following:

- Clean and wash surface as needed
- Mechanically Route / Mill cracks as required
- Fill cracks with proprietary crack filler
- Patch low areas
- Apply a 4-coat color system. (2 coats of Laykold NuSurf with filler; 2 coats of Laykold Colorflex with filler.)
Finish Color – Dark Green
- Re-stripe with 2" white lines according to U.S.T.A. specs
- Stripe 2" Light Green Pickleball Lines [1 game over the net]
- Provide and install 2 new tennis nets
- Clean-up site

Total: \$19,750.00

**Optional Pickleball Lines: Add additional Pickleball lines
One game over the net, to second court [add to above amount] \$400.00**

Notes:

- Any water required to accomplish job, is to be supplied by customer. **WATER TRUCK NEEDED FOR THIS LOCATION**
- Aging asphalt, improper base material and/or compaction, moisture, temperature fluctuations, vegetation and tree debris all have the ability to cause structural cracks and discoloration/imperfections to form and appear on all asphalt surfaces. After repairing cracks/resurfacing, these cracks and other imperfections can and will return due to the aforementioned reasons.
- If excessive delaminating/peeling occurs during the resurfacing process, an additional charge of \$45 per man-hour will be added to address the peeling surface plus any materials lost.
- Removal of failed Armor Crack Repair System costs \$35 per linear foot.
- Dermco-Lavine Construction shall use reasonable efforts to ensure the suitability, sustainability and quality of all proposed solutions and repairs but shall not be providing any warranty or guarantees.
- Dermco-LaVine Construction is not liable for improper or failed asphalt mix and/or improper installation with no limitations of time.
- New asphalt to be free of roller marks, depressions or other markings or large exposed aggregate

DERMCO-LaVINE, the Midwest's Recreational Experts for Four Generations
Thank you

Prepared by: Philip Thompson

Accepted by: _____ Date: _____

If this bid is accepted, please sign and return the copy to us within 15 days