



NORWOOD YOUNG AMERICA PARKS AND RECREATION COMMISSION

Tuesday March 16th, 2021

Meeting at 4:45pm in Council Chambers

Meeting ID is 883 9075 5961 and link below for online viewing

<https://us02web.zoom.us/j/88390755961?pwd=S2VRRDQzY2lyNEFqMDY2eDd2VFdidz09>

AGENDA

1. Call to Order

1.1. Pledge of Allegiance

2. Adoption of Agenda

3. Approve Minutes of 2-16-2021 meeting

4. Introductions, Presentations, and Public Comment

(Individuals may address the Parks Commission about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The Parks Commission 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/Goals (Updates)

Willkommen Memorial Park, Old Town Buildings

Steve and Tony are working on RFQ's for the solicitation of quotes. We will send the RFQ to the consultants to receive the same and equal proposals.

Exterior Lighting at Hwy 212 Trail, Kehrer Park and the underpass

5.1 Approve location of Civic Organization's Sign at Kehrer Park

5.2 Trail lighting and bench placement along Hwy 212 trail, Kehrer Park and underpass

Steve and Tony are working on RFQ's for the trail lighting and the solicitation of quotes. We will present the information to City Council to review the scope of the project and bring back to the commission for input.

West Carver Community Pool, resurface plaster in lap pool

Steve and Tony are working on RFQ's for the solicitation for quotes. I will update the commission as we proceed on the project.

South Park Hockey Rink, repair boards, add LED lighting

No Update

Trail and Sidewalk Maintenance

No Update

Install Ceiling at Willkommen Park Shelter and Upgrade lighting

No Update

Norwood Young America

Refinish Pavilion Wood Floors

The project is complete.

Paint the Pavilion Exterior

No Updates.

Clean the ditch at Friendship Park

Project is complete.

Replace Playground Equipment at Legion Park

No updates, tabled until April meeting

Arbor Day Celebration, Tree City USA

5.3 Arbor Day Celebration

Bench Locations

5.4 Bench Donation Program

5.5 Create a future placement bench map

6. New Business

7. Miscellaneous Updates

8. Commissioner Report/Updates

9. Adjourn

Upcoming meetings

March 22nd, EDA, City Council and Work Session – 6:00pm

April 6th, Planning Commission – 6:00pm

April 12th, Personnel – 5:00pm, City Council – 6:00pm

Norwood Young America



NORWOOD YOUNG AMERICA PARKS AND RECREATION COMMISSION

Tuesday February 16th, 2021

Zoom meeting at 4:45pm, Meeting ID is 883 9075 5961 and link below

<https://us02web.zoom.us/j/88390755961?pwd=S2VRRDQzY2lyNEFqMDY2eDd2VFdidz09>

minutes

1. **Call to Order;** CS at 4:50
 - 1.1. *Pledge of Allegiance*
 - 1.2. *Roll call by CS; Jim Zellmann, Vice Chair-Sharilyn Feltman, Secretary-Karla Hormann, Chair-Charlie Storms, Planning Commission Rep-Bill Grundahl, staff members; Public Services Director-Tony Voigt, Mayor-Carol Lagergren, City Administrator-Steve Helget*

2. **Adoption of Agenda;** JZ/SF, 4-0

3. **Approve Minutes of 1-19-2021 meeting;** KH/SF, 4-0

4. **Introductions, Presentations, and Public Comment**

(Individuals may address the Parks Commission about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The Parks Commission 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/Goals (Updates)**

Willkommen Memorial Park, Old Town Buildings

Steve and Tony are working on RFQ's for the solicitation of quotes. We will send the RFQ to the consultants to receive the same and equal proposals.

Exterior Lighting at Hwy 212 Trail, Kehrer Park and the underpass

5.1 Approve location of Civic Organization's Sign at Kehrer Park

TV presented information on the memo. TV asked the commission to give him a direction of where to place the sign. CS asked if the park has a sign on Wilson St. TV said there is a small identification sign. CS asked if we should put a sign on the trail coming into the park from Morse St. KH added most parks don't have signs on all sides. TV stated most the parks have one sign identifying their location. KH stated Prairie Dawn park has 2 signs, TV agreed. CS asked for a list of park signs and which entrances they are located at. CS figured it was not a lot of money to put at least the small green signs at all the park entrances including the trails. CS requested we bring that back to next meeting. CS asked if we could put sign locations on the trail map of the city? KH said the proposed location looked good but would like to see it higher. CS asked if city staff can put up conduit or something at least 8 feet tall and bring it back to next meeting. SF asked that the sign be legible from the Highway. CS asked to table the item to next meeting.

West Carver Community Pool, resurface plaster in lap pool

Steve and Tony are working on RFQ's for the solicitation for quotes. I will update the commission as we proceed on the project.

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South Park Hockey Rink, repair boards, add LED lighting

TV presented Ice is in great condition and the Park is receiving plenty of use. KH didn't believe this item was included in the budget for 2021 and was going to check her notes. CS confirmed we set aside \$8000 this year to update the lights and the boards. TV said we dropped it from the original \$15,000 in 2020 down to \$8000 in 2021.

Trail and Sidewalk Maintenance

No Updates

Install Ceiling at Willkommen Park Shelter and Upgrade lighting

No Update

Refinish Pavilion Wood Floors

The project is complete. The building will be ready for use after February 15th.

Paint the Pavilion Exterior

No Updates.

Clean the ditch at Friendship Park

Project is complete.

Replace Playground Equipment at Legion Park

5.2 Discuss playground options provided by Flagship Recreation and Midwest Playscapes

TV presented the updated information from the memo. CS said the most useful set looked like the Smart Play Venti and asked if we plan to keep the tornado slide, TV concurred. SF said we could keep the old swings, the old may be better than the new. KH asked if we could paint the existing poles for the swings, TV said he will look into it and staff could possibly paint. TV stated the Game Time Grant may not be an actual grant. TV stated all playground companies need to follow the MN state contract pricing. SF said she would like the information to be confirmed and present before asking for donations, all agreed. KH asked if we can meet with a vendor at the park for placement. CS asked if we have the choice to rotate, configure or change final placement? TV stated we would need to talk with the vendor. CS recommended staying away from tree top canopies, SF agreed. CS asked about the maintenance on the rope structures and the life expectancy and said they could be great until they are wore out. SF said we don't need additional shade at Legion Park since there are plenty of trees. CS asked to table the conversation until the April meeting when we can go to the park and possibly meet with a vendor, all commission members agreed.

Arbor Day Celebration, Tree City USA

No updates. CS requested to add this item to the next meeting for an update. CS wants to discuss adding trees to the Hwy 212 trail and underpass near Kehrner Park. TV discussed not adding more trees to Prairie Dawn Park this year and focus on the boulevard by the Sports Complex and add trees on Elm St south side of city hall.

Bench Locations

5.3 Bench Donation Program

Mayor Lagergren presented the information included on the memo. TV stated he contacted the bench vendor and they could not confirm a max character per board for engraving. TV said we could charge for engraving if the donator is requesting more than 2 lines of engraving. TV confirmed we have a map with the current bench placement but that the commission has not determined future placement options. TV was asked to bring this back to the next meeting including the map with placement. KH and SF asked if we should offer expedited shipping if the donator pays for it? CS said we could do that on a case by case basis as needed. CL stated the maintenance budget will cover shipping costs which will be paid for by the city. KH asked if park commission budget will cover shipping, CL said it will and will be addressed in the future if it is needed to be increased.

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6. New Business

6.1. Skate Park concerns

TV presented the information in the memo and the present concerns at the Skate Park. CS stated the park surface is rough and a problem that we should fix if possible and the budget allows. CS stated we should sealcoat if possible and table the conversation until April of May. CS asked if we could add a skate park to prairie dawn in the future. TV stated the current park is on Central School property and unsure about the agreement. JZ stated the city put the walking path in near the park and the school let them have a skate park. CS asked if we have room to squeeze it in the budget? SF asked if the city of school is liable for injuries, TV stated the entrance sign to the park should limit responsibility to injuries. SF asked how long a 1.5" overlay would last and if this park is protected from the traffic on the highway? TV stated there is a natural ditch to protect patrons from highway traffic. KH asked if there are useable structures and enough of them or if we should talk about in the future? CS asked if we included this with the 2021 street projects if it will reduce the cost? SF asked if this is a big enough area to use the facilities? CS stated the size is limited to what is there. KH said if it is big enough to be functional then we need to decide if we will spend money on this site. KH asked why we would spend money on this park this year since we have plenty of projects tabled with other groups and we should proceed cautiously. CS stated we need to maintain it or close it. CS requested we ask Bolton & Menk to propose the cost savings if we include it on the 2021 project areas.

6.2. Artwork within NYA Community

Steve Helget filled in for Karen Hallquist and presented information on the memo. SH stated the projects are being spearheaded by the EDC and the downtown redevelopment plan. SH stated they are looking for input and themes to paint artwork in the underpass of Hwy 212 in a partnership with the schools art's program. The EDC would like to invite the Parks Commission into the discussion. SF asked when the next EDC meeting is? SH stated 3-10-21 at 6:00pm. SF asked what ideas they are looking for, SH stated any ideas are welcome. KH asked if the grandstand mural will be the whole grandstand or part of the back of the grandstand? CS stated the previous mural was created by the artist from local ideas. CL stated they will talk to Lana Beck who did the previous mural for ideas as well as the EDC and other input. CS asked if artists will bring back thoughts and bids? CL stated the grandstand mural could be one big mural or keep separate panels. CS asked when project will be scoped out? KH asked if Mayer Lutheran will be approached? SF said this will be great for the community. CL stated the underpass mural will be done in stages. TV stated Karen Hallquist is looking for ideas by the March Council Meeting. KH asked who had the ideas for the Norwood mural, CL stated the ideas came from council and added things as the painting progressed. SF stated to look in the Heritage Center for ideas.

7. Miscellaneous Updates

7.1. Meetings will be virtual until the end of February. City Council will review at the February 22nd council meeting and decide at that time; CS presented the information as written.

8. Commissioner Report/Updates

8.1. BG gave updates from the Planning Commission about their work on re-zoning lots on Railroad ST, working on the overland watershed district, and talked about the sale of the Old YA Post Office and the Clark Building on Main ST both to the same buyer for a business venture.

9. Adjourn; SF/JZ, 5-0

Respectfully Submitted by

Tony Voigt, Public Service Director

Norwood Young America



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: February 16th, 2021

RE: Approve location of Civic Organization's Sign at Kehrer Park

In coordination with the Underpass and Hwy 212 project, we needed to remove the Civic Organization's sign at Kehrer park. I have included a picture of the sign for reference. We removed the sign to avoid damage during construction and placed it at the cities South Storage building. This sign will be replaced in accordance with the 212 Project by the MnDOT awarded contractor this spring. The installation will be at no additional cost to the city as it was included in the project. I have proposed a suggested location marked by 7' tall flags. My suggested location should be far enough off Hwy 212 to minimize the possibility of an impact by a motorist, yet close enough to the highway to visually see the sign. The location I chose is a raised section in the park which should also help deter a motorist that slides off the road and into the park during an accident.

Please drive by the park and look at the *flags* which mark the suggested sign placement. Be prepared to discuss the location at the meeting to make a final decision.

Suggested Motion: Make a motion to approve location for civic group sign to be relocated at Kehrer Park

Norwood Young America

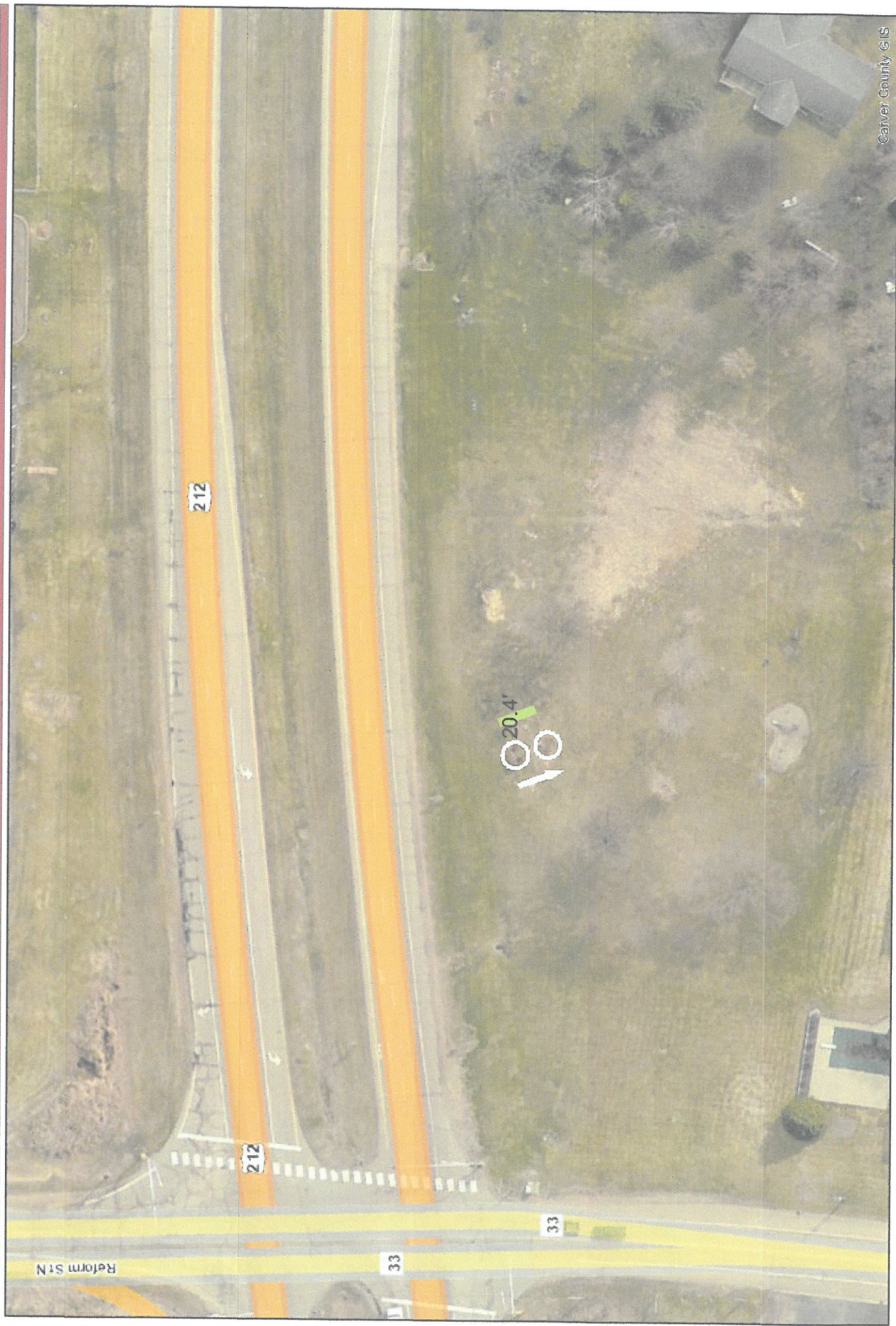


CITY OF NORWOOD YOUNG AMERICA

Kehrer Park sign

Map Date: 3/11/2021

more than a place, it's home.





TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: March 16th, 2021

RE: Trail lighting and bench placement along Hwy 212 trail, Kehrer Park and underpass

















I was asked to have our GIS specialist Allison create a map we can use for design approval and for solicitation of quotes. I have included the map Allison created which shows bollard placement, light pole placement, proposed bench locations, and possible locations to access power.

Recommended Motion: Motion to approve the project design in accordance with the included map

Norwood Young America

City of Norwood Young America Trails & Sidewalks

Map Date: 3/11/2021

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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: March 16th, 2021

RE: Arbor Day Celebration

The city has been actively participating in the Tree City USA program. In 2020 I submitted all the required documentation to continue our membership with Tree City USA. In accordance with our participation in the program we are required to declare a proclamation, continue to actively provide tree care and ongoing tree maintenance, and hold a tree planting event. I will ask Mayor Lagergren to declare an Arbor Day proclamation at an April Council Meeting, staff continues to prune and trim trees to promote tree health and maintain the proper clearances where needed and I am planning to hold a tree planting again this year with volunteers.

I have received requests to put trees at the Sports Complex, in the boulevard of Park Circle on the South side of the Sports Complex, trees along Faxon Rd, and would like to replace a few trees in our downtown areas. I would like to discuss which areas should receive priority. I am unsure of how many trees will be planted. This will depend on availability, volunteer help. And budget.

Arbor Day occurs on April 30th this year, but we do not need to observe it at that time.

Suggested Motion: Motion to signify a priority list for a tree planting event this year amongst the locations of the Sports Complex, boulevard along Park Circle, Downtown area trees, and Faxon Rd.

Norwood Young America



Date: February 14, 2021
To: Members of the Park and Recreation Commission
From: City Staff
Re: Bench Donation Program

With the recent increase in donations for benches, staff reviewed the Bench Donation Program guidelines and is recommending the following changes:

- Benches will be ordered quarterly (March, June, September and December) to minimize shipping costs and staff time.
- Park and Recreation Commission will cover the cost of shipping in their budget. Shipping charge is a flat fee 1 to 10 benches at \$160. Therefore, approximate yearly cost is $\$160 \times 4 \text{ shipments} = \640 per year.
- Citizens will be charged a flat rate of \$650 to cover the cost of the bench and two lines of engraving. Additional lines of engraving will be charged at \$45 per line.
- The city GIS consultant, Allison, will create a map of current bench placement as well as future placement options to share with interested citizens.

Attached please find an updated brochure and a thank you letter template.

Recommendation: Motion to recommend changes to the Bench Donation Program guidelines to the City Council for approval.

Norwood Young America



Date:

Name

Street Address

City, State, Zip Code

Dear Mr. and Mrs. _____

Thank you for your donation of \$650 to cover the cost of a donated bench to the City of Norwood Young America Bench Donation Program. We are so grateful for your heartfelt contribution to our community. Your bench will be a wonderful addition to our park and trail system.

Your bench will have the following engraving: _____ and will be located at: _____.

The city will provide the cement foundation and will be responsible for maintenance of this bench in the future. We are so proud to support you in honoring your _____.

Thank you for working with us to make Norwood Young America a welcoming and beautiful community.

Sincerely,

Members of the Park and Recreation Commission

Charlie Storms, Chairman

Sharilyn Feltmann

Bill Grundahl

Karla Horman

Julie Kuenzel

Jim Zellmann

Norwood Young America



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: March 16th, 2021

RE: Create a future placement bench map

I have included a map which show the current location of all the donation benches around the city. The map also includes where we currently have sidewalks and trails within the city. The city would like to have a map showing proposed future bench locations, so residents looking to donate a bench could see the possible locations needing fulfillment. Please review the included map and be prepared to offer suggestions or general areas of future bench placement. City staff will review the suggestions of the proposed areas to see if there is room to place a bench and if we have sufficient right of way or ownership of the land.

Suggested action: Provide the city with proposed locations or areas in need of future bench placement

Norwood Young America