



NORWOOD YOUNG AMERICA PARKS AND RECREATION COMMISSION

Tuesday April 20th, 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

Members; Parks-Chair Charlie Storms—Council Member, Vice-Chair Sharilyn Feltmann, Secretary Karla Hormann, Jim Zellmann, Dan Stender
Planning Commission Representative; Bill Grundahl
School Representative; Julie Kuenzel
Staff; Tony Voigt—Public Service Director

1. Call to Order

1.1. Pledge of Allegiance

2. Adoption of Agenda

3. Approve Minutes Of 3-16-2021 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

We sent RFQ's to all 3 contractors we had previously solicited from and did not receive any quotes in return. We will continue to work with the consultants for availability and/or send out another set of RFQ's for other vendors.

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

The lighting project was approved at the April 12th meeting and awarded to Xtreme Electric Services Inc. We are working on getting an approved MnDOT right-of-way permit for the project. Once the permit is approved, we will coordinate with Xtreme to get the project completed.

West Carver Community Pool, resurface plaster in lap pool

I am working on RFQ's for the solicitation for quotes. This will for sure be a fall into next spring project. I will update the commission as we proceed on the project.

South Park Hockey Rink, repair boards, add LED lighting

No Update

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Trail and Sidewalk Maintenance
No Update

Install Ceiling at Willkommen Park Shelter and Upgrade lighting

I have confirmation from a group of volunteers that plan to complete this project April 24th. Staff will deliver the steel sheeting the Friday before. Brandon Stender plans to retrofit the lights to LED replacements for the cost of the bulbs at this time as well.

Paint the Pavilion Exterior
No Updates.

Replace Playground Equipment at Legion Park

No updates. Tabled until we can meet at the park in warmer weather.

Arbor Day Celebration, Tree City USA

5.1 Arbor Day Celebration

Bench Locations

5.2 Approve current donation bench placements

5.3 Approve future donation bench placement map

6. New Business

6.1. Pool Update—Rates, Kwik Trip Donation

6.2. Pool Fee schedule

6.3. Allowing dogs on city owned Athletic Fields

7. Miscellaneous Updates

8. Commissioner Report/Updates

9. Adjourn

Upcoming meetings

<i>April 24th,</i>	<i>NYA Annual Clean-up day, Central High School Parking Lot 8:00am-12:00pm</i>
<i>April 26th,</i>	<i>EDA, City Council and Work Session – 6:00pm</i>
<i>May 4th,</i>	<i>Planning Commission – 6:00pm</i>
<i>May 10th,</i>	<i>Personnel – 5:00pm, City Council – 6:00pm</i>

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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>

minutes

Members Present; Parks Chair Charlie Storms—Council Member, Vice Chair Sharilyn Feltmann, Jim Zellmann, Julie Kuenzel—Central School Representative

Staff Present; Tony Voigt—Public Service Director, Carol Lagergren—Mayor

1. Call to Order; CS at 4:53

1.1. Pledge of Allegiance

2. Adoption of Agenda; Motion by JZ/SF 3-0

3. Approve Minutes of 2-16-2021 meeting; Motion by JZ/JK 3-0

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.) **CS introduced Bryan Rehnel to the Parks Commission as an applicant to the commission. BR was present via Zoom link**

5. Old Business/Goals (Updates)

Willkommen Memorial Park, Old Town Buildings

The RFQ's are complete and were sent out to consultants. The deadline for their updated proposal is March 26th. We will then bring that item to Council for approval. **CS said the RFQ's have been sent out and we are waiting to receive bids back from consultants.**

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

5.1 Approve location of Civic Organization's Sign at Kehrler Park; CS said he looked at the flagged location and thought it looked like a good placement, JZ and JK agreed. Motion by JZ/SF to approve the flagged location of the sign. 4-0 vote

5.2 Trail lighting and bench placement along Hwy 212 trail, Kehrler 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. **SF asked if this is the proper amount of bollards and spacing we talked about. TV assured this was the 90' spacing as discussed at previous meetings. CL questioned the bench placement, or should we add benches and do we need tall lights at the benches. CL questioned the need for extra lighting over the benches since the parks close at sunset. CS stated we should provide walkers and runners light for late night or early**

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morning use of trails. CS said the bollard placement doubles as trail lighting and helps designate where the trail is. CS asked if there is an overhead street light at the vacated Morse St and Hwy 212 intersection? TV thought it was removed or relocated with the project. JZ said he would like to walk the trail and give more input at that time. CS thought the layout was good.

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.; CS asked for an update on the pool. TV stated he will have contractors out after the snow melts. TV stated he inspected the pool for cracks and the original crack that was open last year has not opened up. TV stated the pool can be opened on time this spring and is planning on completing the pool as a fall project. TV stated they will look at the concrete heaving and try to figure out what is causing it and how to fix it.

South Park Hockey Rink, repair boards, add LED lighting

No Update; CS asked when the work was planned to be completed at the hockey rink? TV stated it will probably be a July or August project depending on the weather.

Trail and Sidewalk Maintenance

No Update; CS asked what the plan was for trail and sidewalk maintenance this year. TV stated he plans to get some of the trails will be crack filled this year, some will get sealcoated and blacktop patched where needed. TV stated he also plans to slab jack concrete sidewalks and replace sections if necessary this year.

Install Ceiling at Willkommen Park Shelter and Upgrade lighting

No Update. CS said we should start this project before baseball season starts and we wont have the volunteers.

Refinish Pavilion Wood Floors

The project is complete. CS said the project is complete and can be removed from the agenda.

Paint the Pavilion Exterior

No Updates.

Clean the ditch at Friendship Park

Project is complete. CS said the project is complete and can be removed from the agenda.

Replace Playground Equipment at Legion Park

No updates, tabled until April meeting. TV stated the plan is to meet at Legion Park with a playground vendor to discuss options. TV said the plan will change if weather does not cooperate.

Arbor Day Celebration, Tree City USA

5.3 Arbor Day Celebration; CS asked if we should set a planting date in April. TV stated he is not looking for a date yet. TV asked if there is preference on locations to plant trees this year. SF said the downtowns should be a priority. CS asked how we will remove the stumps? TV stated after talking to other communities he was told a combination of a stump chipper and a frost tooth on a mini excavator should be able to remove the stumps. TV said the plan was to put more trees in the Sports Complex. CS said the Softball boosters are looking to donate some money to plant trees in the sports complex. TV said he is working with Karen Hallquist to get more information

Bench Locations

5.4 Bench Donation Program; CL presented the information in the memo with the change in cost of the park bench from \$625 to \$650. CL said the application will have a place for the donators to include the words and spelling of what they want engraved to reduce the amount of time spent on each order. CL said

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the map included by our GIS specialist was great and asked that it be posted on the city website. Motion was made by SF/JK to recommend changes to the Bench Donation Program guidelines to the City Council for approval. Vote was 3-0

5.5 Create a future placement bench map; TV presented the information in the memo and the included map. CS and SF were surprised to see there was no benches in Friendship Park. SF said we could add a bench at the 5-way stop. JZ recommended adding the map to the city website for all to view including who donated each bench. TV stated we could add a bench on Central in the area between 2nd and 3rd ST. TV stated we need to keep in mind where the city has the proper right of way to install the benches. CS said we will keep working on completing the map. SF brought up bench placement at Willkommen Park. TV stated we have 3 donation benches to place there. SF suggested putting a bench or two on the south side of the Pavilion on the right and left sides of the doors. TV said he has a map from the Stiftungsfest committee that he will review. CS asked to bring this back to next meeting.

6. New Business

7. Miscellaneous Updates; JK commented on plenty of people using the new trails. JK also stated she has 150 kids signed up for soccer. The first practice game will be April 10th weather dependent.

8. Commissioner Report/Updates

9. Adjourn Motion to adjourn JZ/SF at 5:45

Respectfully Submitted By

Tony Voigt, Public Services Director

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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: April 20th, 2021

RE: Arbor Day Celebration

I am proposing planting trees at the Sports Complex, in the boulevard of Park Circle on the South side of the Sports Complex, and would like to replace 5 trees in our downtown areas that died and were removed. I am proposing to plant at least 16 trees identified on the included maps with an orange dot if they fit in the budget. I am researching prices for trees since the wholesaler I worked with in the past for bareroot trees no longer offers the same service and selection. This may cause the city to buy container trees like last year and it will be for less trees. I am looking for a suggestion on a planting date. We could plan on mid-May or push it out until June. If we wait until June, we may be able to find more volunteers.

Once the date is set, I will request the Mayor to declare the Arbor Day proclamation for the City of Norwood Young America at the next City Council meeting. The declaration is in accordance with our participation with Tree City USA.

Suggested Motion: Motion to approve tree planting date of _____

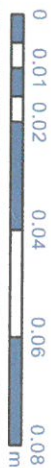
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more than a place. it's home.

CITY OF NORWOOD YOUNG AMERICA NYA GIS

Map Date: 4/15/2021





more than a place. It's home.

CITY OF NORWOOD YOUNG AMERICA

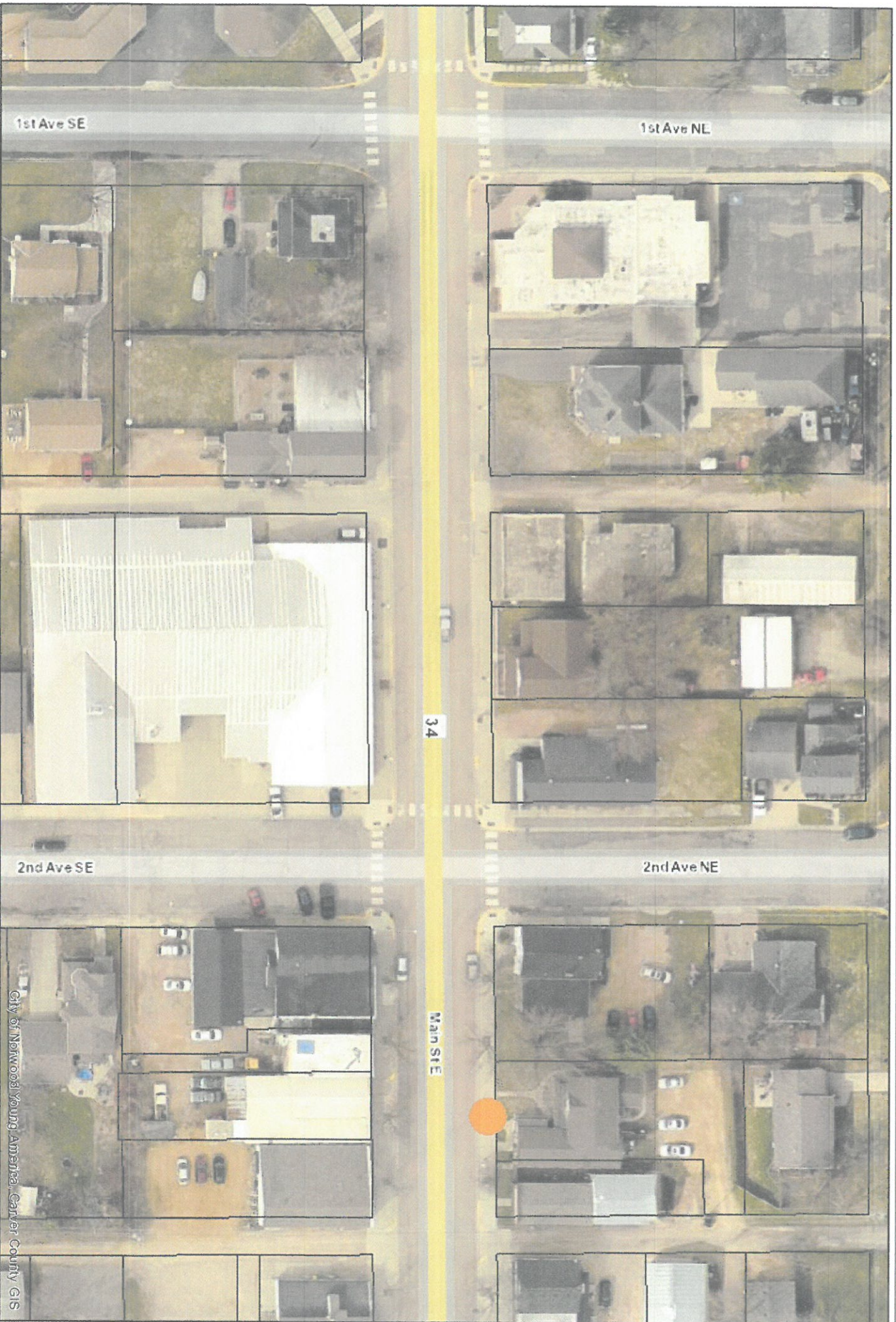
NYA GIS

Map Date: 4/15/2021



CITY OF NORWOOD YOUNG AMERICA NYA GIS

Map Date: 4/15/2021





TO: Parks Commission

FROM: Karen Hallquist and Angela Brumbaugh

DATE: April 20, 2021

RE: Pool Update – Rates - Request for Donation

2021 Pool Rates

Summer is just around the corner and we are getting things in place for the pool opening. We have already seen the Public Service Department over there working on things so it is ready for the tentative opening on Memorial Weekend. Our intent is to start interviewing for Lifeguard positions this week or next. There are currently ten applicants, and we are lucky to have one person that is already certified to do the Lifeguard and WSI training for us.

Attached is a comparison of rates with other pools in our area. After looking at the rates, we are planning on making a recommendation to the Council to keep ours the same as last year. If you feel differently, please let us know. This will be on the Council agenda on April 26th, 2021.

Kwik Trip Donation

City staff was notified that Kwik Trip has donation money available for community projects. After checking out the equipment at the pool house this year, we noticed the white plastic tables and chairs that swimmers use on the pool deck are seeing some wear and tear, including cracking and stains. We will be requesting a donation from Kwik Trip for six (6) 46" round blue metal picnic tables – two of which will be ADA picnic tables. The thermoplastic coating will be beneficial in all weather elements, required COVID cleaning regiments, and less maintenance for staff.

Attached is an example of the metal picnic tables that would be ordered through Uline per Tony Voigt's suggestion. We are planning on submitting the donation request for approximately \$4,500 (tables plus hardware) on Kwik Trip's online portal on Wed, April 21, 2021. Please note there is no guarantee that the donation will be accepted. If not accepted, the City will need to look at purchasing new tables/chairs in the upcoming season.

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Pool Rate Comparisons	2020 NYA	2020 Glencoe	2021 Belle Plaine	2021 Silver Lake	2019 Lester Prairie	2020 Gaylord
Single Pass Non-Resident	\$60	\$75	\$60 \$120	\$68	\$50	\$85
Family Pass Non-Resident Maximum people Addtl Family (ea)	\$125 up to 5 \$10	\$145 up to 3 \$15	\$125 \$250 up to 4 \$20	\$145 up to 5 \$29	\$90 up to 2 \$40	\$125 up to 2 \$20
Child Care Maximum people Addtl Family (ea)		\$145 up to 3 \$10				
Daily Rate Twilight Age 0-4=\$2/Toddler-LP Non-Resident	\$5 \$3	\$6 \$2	\$4 \$8	\$6	\$4 \$1	\$6 \$5
10 Punches	\$35			\$48		
Group 25+ People (ea)						\$5
Rental 1 hour Addtl Lifeguard	\$100	\$100 \$15		\$120 up to 20		
Lessons Non-Resident (BP only)	\$35	\$34	\$35 \$50	\$42 5 yr old + \$31 Age 3-4		
Private	\$90					
Semi Private	\$60					
Party Pkg				\$170		
Other Notes		Rates approved for 2021	Free Adm. Residents Thurs&Sun Times TBD	1 hr up to 20 incl food/ drink	Working on rates right now	These rates are current

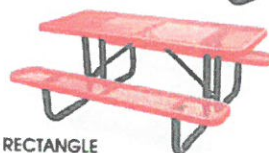
METAL PICNIC TABLES



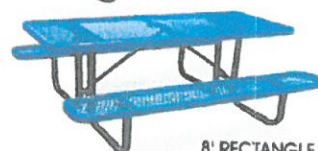
ROUND



SQUARE



6' RECTANGLE



8' RECTANGLE

[Enlarge & Video](#)

Uline loves these! Attractive, rugged and built to last. Give your corporate office patio an upscale look.

- Thermoplastic coating withstands heat, cold and all weather elements. Rust free.
- High gloss, smooth surface allows for easy spray paint and graffiti removal.
- 9 gauge expanded metal with 2" black steel frame.
- Rounded corners for added safety.
- **ADA Picnic Tables** - Wheelchair access. Round and square tables have one less bench. Rectangle table has shorter benches.
- Mounting hardware sold separately.
- [Umbrella and Base](#) available.

METAL PICNIC TABLES



MODEL NO.	DESCRIPTION	SIZE L x W x H	WT. (LBS.)	PRICE EACH		ADD TO CART
				1	3+	
H-2126	46" Square	80 x 80 x 31"	185	\$720	\$670	Specify Color
H-2127	46" Round	81 x 81 x 31"	175	740	690	Specify Color
H-2128	6' Rectangle	72 x 61 x 31"	145	650	600	Specify Color
H-2129	8' Rectangle	96 x 61 x 31"	170	700	650	Specify Color

DROP SHIPS IN 10 DAYS FROM NC UNASSEMBLED VIA MOTOR FREIGHT
Restrictions apply. See items for details.

METAL ADA PICNIC TABLES

MODEL NO.	DESCRIPTION	SIZE L x W x H	WT. (LBS.)	PRICE EACH		ADD TO CART
				1	3+	
H-2671	46" ADA Square	80 x 80 x 31"	180	\$700	\$650	Specify Color
H-2672	46" ADA Round	81 x 81 x 31"	160	720	670	Specify Color
H-2673	8' ADA Rectangle	96 x 61 x 31"	160	680	630	Specify Color

DROP SHIPS IN 10 DAYS FROM NC UNASSEMBLED VIA MOTOR FREIGHT
Restrictions apply. See items for details.

METAL PICNIC TABLE MOUNTING HARDWARE

MODEL NO.	DESCRIPTION	FITS	PRICE EACH	ADD TO CART
H-2300	Mounting Hardware	Square and Round Tables	\$30	1 ADD
H-2301		Rectangle Tables and Benches	35	1 ADD

DROP SHIPS IN 10 DAYS FROM NC



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: April 20th, 2021

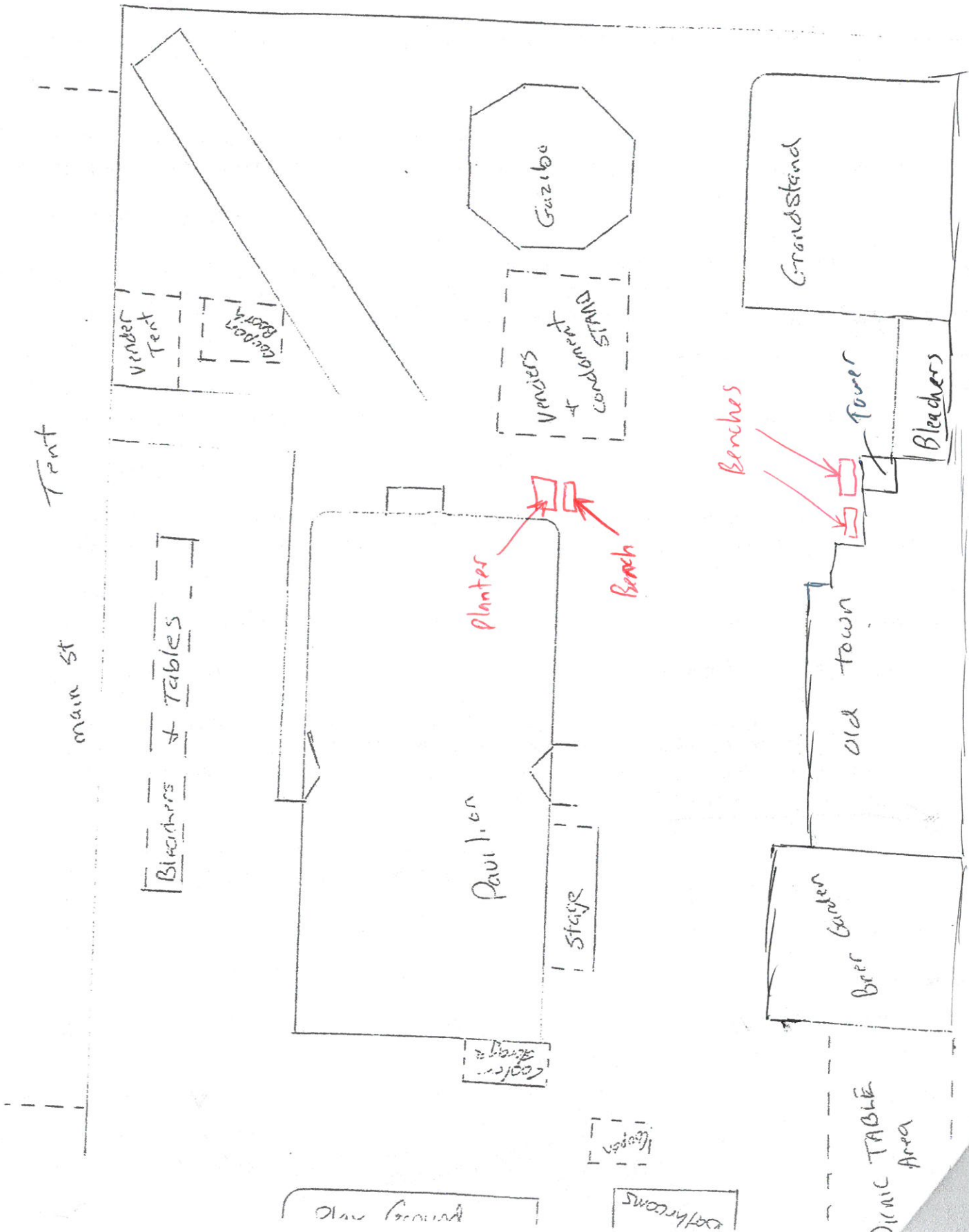
RE: Approve current donation bench placements

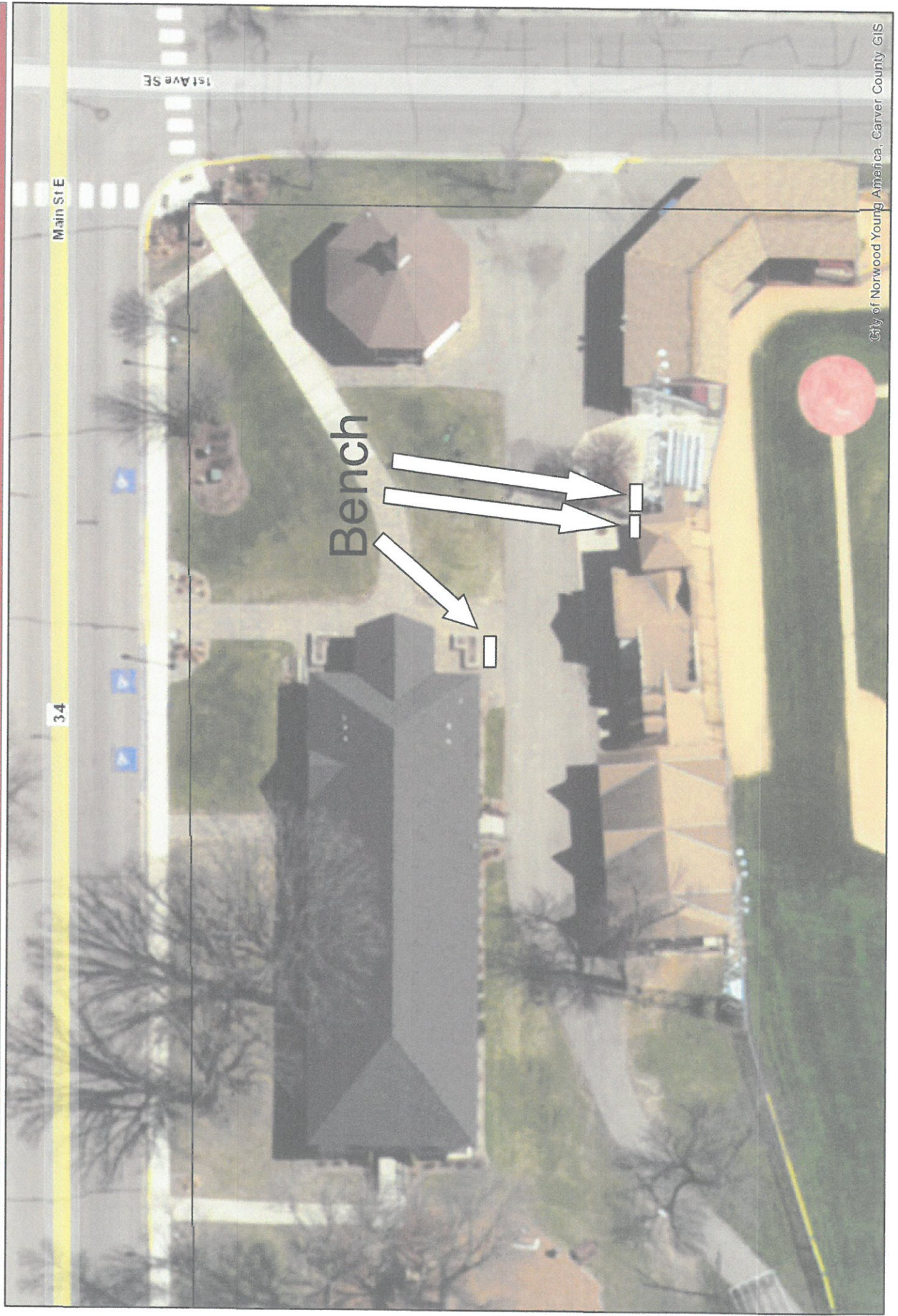
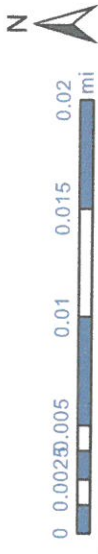
I have included maps of the proposed locations for the donation benches we currently have on order. These areas have been discussed at previous meetings. I wanted to bring this item back one final time for approval. We have requests to place benches at the following locations.

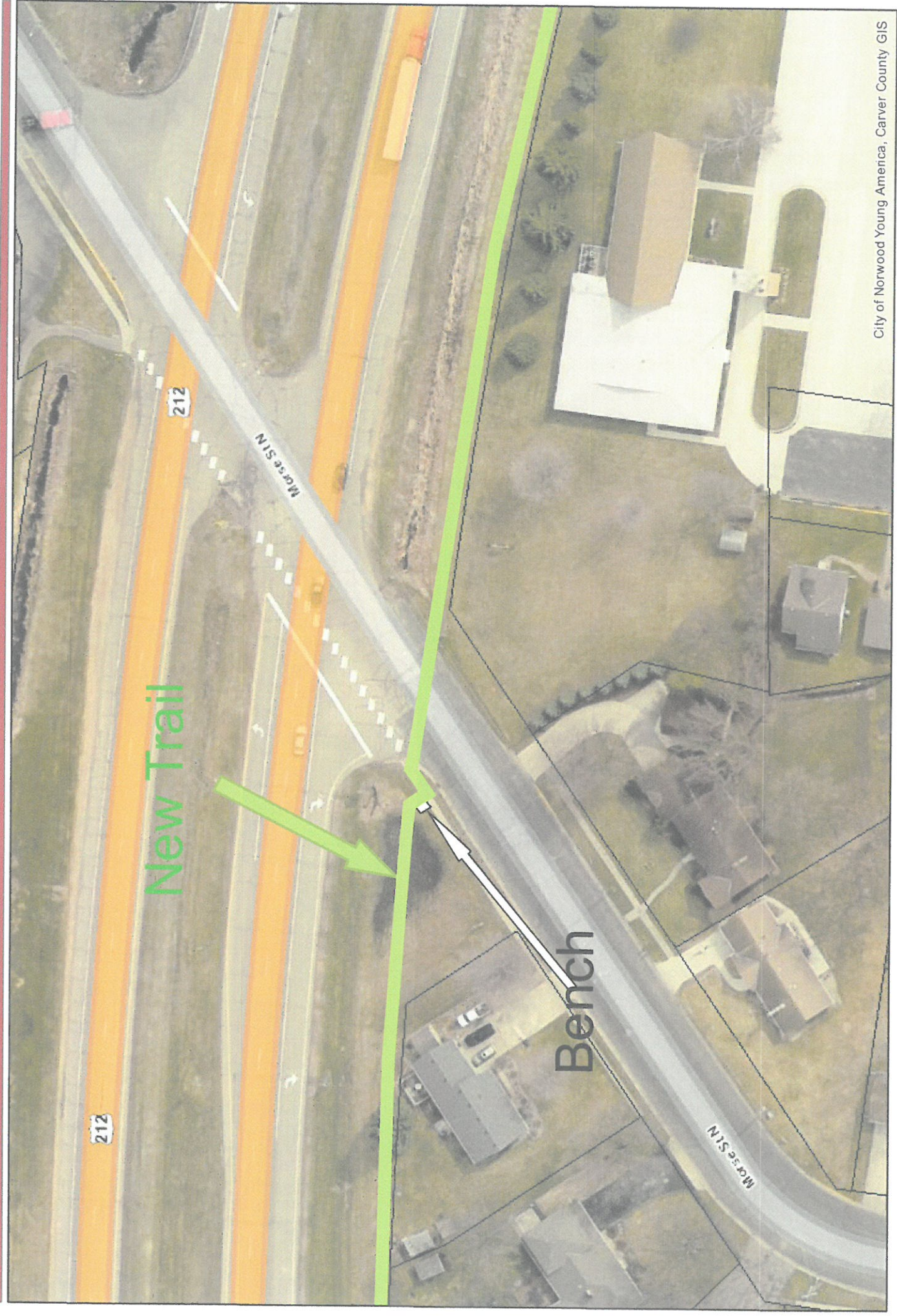
- 3 benches proposed to be placed at Willkommen Park
- 1 bench on the new trail near Morse St.
- 1 bench on the Northeast corner of Tacoma Ave and Preserve Boulevard intersection
- 1 bench located in front of Tanglez Salon 110 E Main St

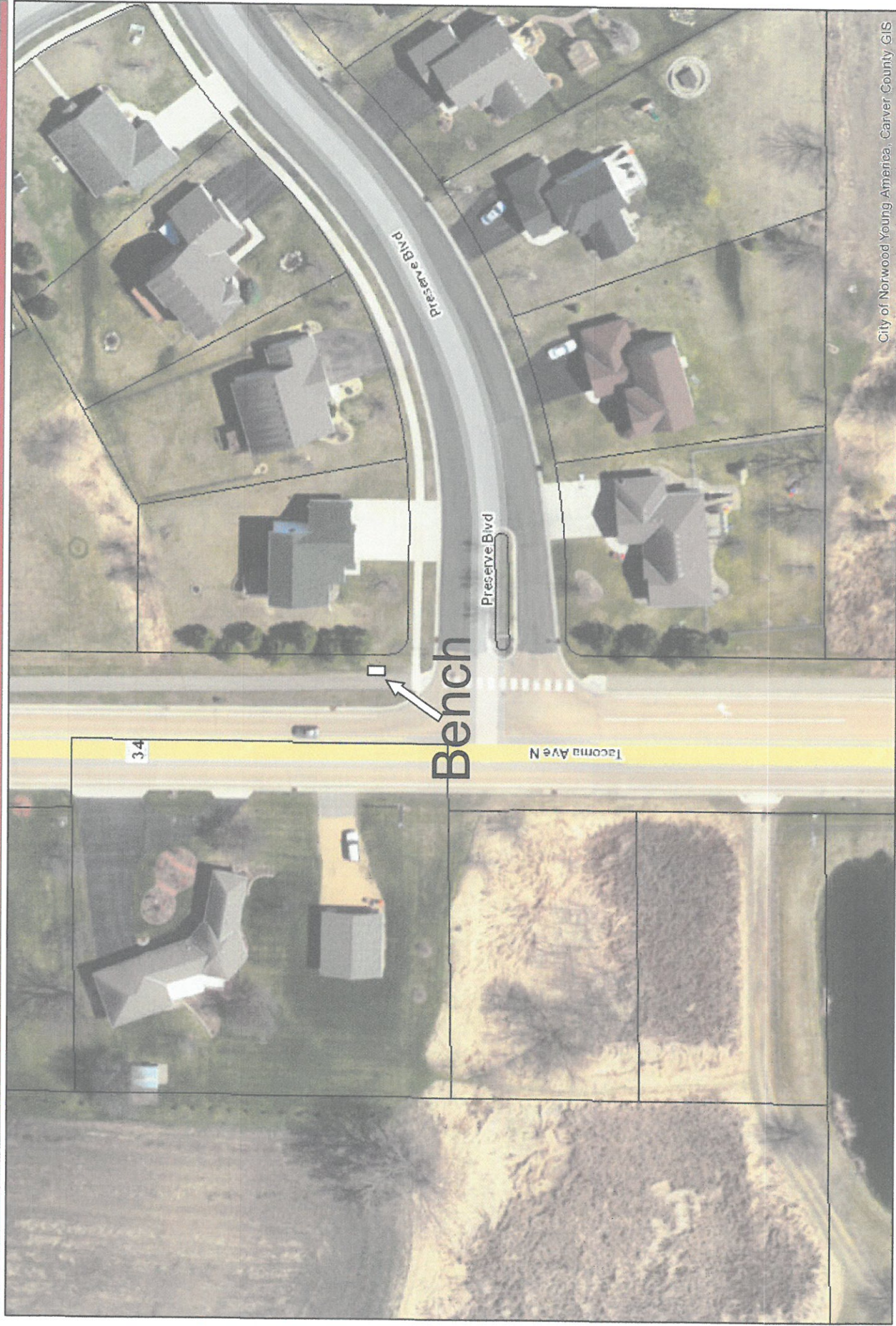
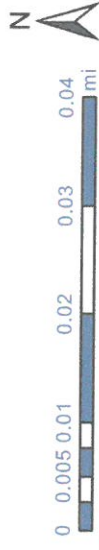
Suggested action: Approve the proposed locations for the current donation benches on order.

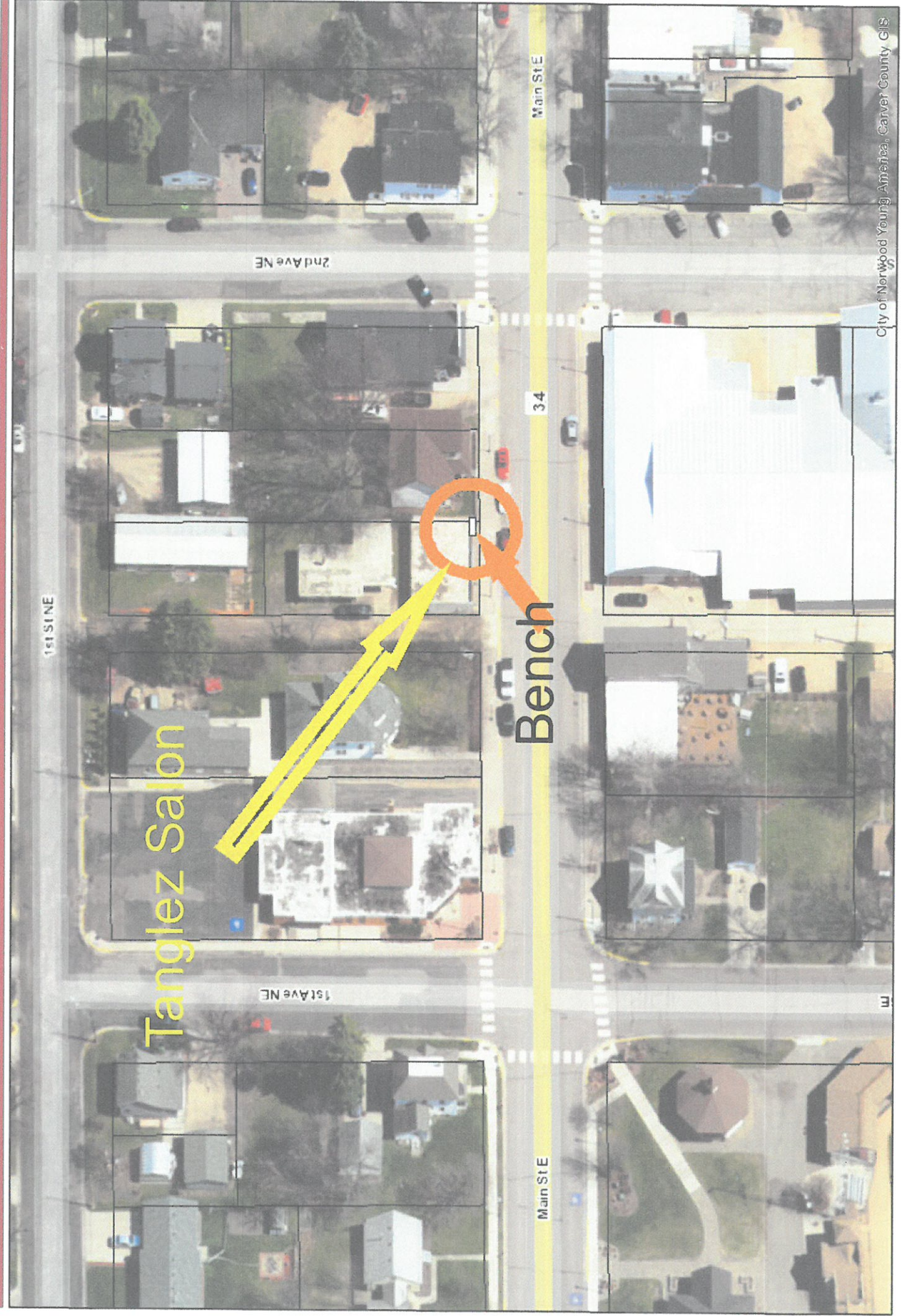
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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: April 20th, 2021

RE: Approve future donation bench placement map

I have included a map which show the current location of all the donation benches around the city. The map includes where we currently have sidewalks and trails within the city. I have also included my recommendations on the map for future placement. These areas are designated because they are located on city property or in the city ROW, they are located at a manageable walking distance from the previous bench, or it is a location I feel offers a nice view for residents to sit and enjoy.

I would like to include this map with the current bench donation brochure to offer residents potential locations needing fulfillment. Please review the included map and offer suggestions or add locations of general areas in need of future bench placement. I can 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 if necessary. This can be a working document and added to or changed as needed. I want to offer a map for residents and other city staff to visually see where more benches are needed if we receive more donations.

Suggested action: Approve the proposed future placement map to be included with the Bench Donation program brochure.

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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: April 20th, 2021

RE: Allowing dogs on city owned Athletic Fields

I was recently contacted regarding the amount of dogs that have been witnessed on the cities athletic ballfields. It has been recognized as more and more frequent these last few years. The concern was not so much the dogs on the fields versus the amount of dog waste that gets left on the fields. I have included the emailed concern I received below.

"Several people have noticed the increase of people with dogs on the field. Would it be possible for the city to put up some "no dogs in the park signs" near all of the gates entering the field? I did have to pick up dog poop a handful of times last year before games"

The request was to post signs not allowing dogs on the fields. This is included as a discussion item for the commission. If we would like to post signs and change the use of the cities' parks, I would need a recommendation to bring forward to council. If no changes are determined,

Suggested Motions: Motion to bring a recommendation to the city council to prohibit dogs on the cities athletic fields, or a Motion to allow dogs in the city parks with no changes to current park use.

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