



NORWOOD YOUNG AMERICA PARKS AND RECREATION COMMISSION

Tuesday May 18th, 2021

Meeting at 4:45pm in ~~Council Chambers~~ **Legion Park**

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*

1.2. *Oath of Office*

**2. Adoption of Agenda**

**3. Approve Minutes Of 4-20-2021 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*

I contacted Rice Companies and Vos Construction for assistance. I will offer any updates I have at meeting time.

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

The MnDOT permit is complete. We are waiting on a bond to secure the permit and receive approval. Xtreme Electric is ready to start as soon as the permit is approved.

*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.

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*South Park Hockey Rink, repair boards, add LED lighting*  
No Update

*Trail and Sidewalk Maintenance*  
No Update

*Paint the Pavilion Exterior*  
No Updates.

*Replace Playground Equipment at Legion Park*

**5.1 Meet at Legion Park with Midwest Playscapes Dominic Dvorak**

- Please bring all previously received literature regarding the Legion Park Playground for discussion purposes.

*Arbor Day Celebration, Tree City USA*

**5.2 Arbor Day Celebration**

*Bench Locations*

Benches are ordered, no update.

**5.3 Allowing dogs on city owned Athletic Fields**

**5.4 Repair Pavement at Skate Park**

**6. New Business**

**7. Miscellaneous Updates**

**8. Commissioner Report/Updates**

**9. Adjourn**

**Upcoming meetings**

<i>May 15<sup>th</sup>,</i>	<i>Springfest Artisan Fair-Historic Downtown Norwood</i>
<i>May 19<sup>th</sup>,</i>	<i>Safety Committee Meeting-2:00pm</i>
<i>May 24<sup>th</sup>,</i>	<i>Work Session, EDA, City Council – 6:00pm</i>
<i>May 31<sup>st</sup>,</i>	<i>Memorial Day-City offices closed</i>

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NORWOOD YOUNG AMERICA PARKS AND RECREATION COMMISSION

Tuesday April 20<sup>th</sup>, 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; Charlie Storms, Sharilyn Feltmann, Karla Hormann, Jim Zellmann, Dan Stender**  
**Planning Commission Representative present; Bill Grundahl**  
**School Representative present; Julie Kuenzel**  
**Staff present; Tony Voigt, Angela Brumbaugh**  
**Others Present; Kelly Lueck**

**1. Call to Order; CS at 4:48pm**

**1.1. Pledge of Allegiance**

**1.2. Dan Stender Oath of Office**

**2. Adoption of Agenda;** Motion to adopt the agenda, with the additions of Kelly Lueck to be added to Introductions, Presentations, and Public Comment as well as SF additional requests to Old Town, by KH/JZ 6-0

**3. Approve Minutes Of 3-16-2021 meeting;** Motion by SF/JZ 6-0

**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.)* Kelly Lueck was present on behalf of the Central Softball Boosters to discuss the previous and proposed improvements to softball fields at the sports complex. KL reviewed there priority list and the improvements planned for this year to include installing a bunker for the overflow Ag-lime and erecting a batting cage/bullpen off the ends of the first and third baselines of each field. KL stated the ag class at Central High School will be building the bunker and the total project cost should be around \$1000. KL stated they plan to have volunteers put up the batting cage/bullpen and the materials should cost around \$7000 per bullpen, \$14,000 for all. CS stated the Parks Commission and the City Council have approved both projects already. CS instructed KL to work with TV to present information to the city council at there next meeting. CS asked KL about the Canopy Tops added to KL's list. KL stated these are portable canopies used for distancing during the Covid pandemic. KL asked if the Park and Rec Commission can budget for the future projects adding new larger bleachers and extending the fences down each foul lines. KL also

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stated a long term goal for the softball fields would be an addition of a crows nest to the top of the home field dugout.

## **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. TV gave an update about the status of the project. TV stated none of the contractors could meet the deadline given. SF asked if we will be looking at other consultants. TV stated he can reach out to Rice Companies to see if they would be interested in the project. CS suggested contacting Vos Construction for engineering or consultant ideas. CS asked if staff could expose the severely rotted areas to have a better idea of the repair needed. SF suggested Willkommen Park receives attention before Stiftungsfest this year. SF suggested work to be completed on the Pavilion to include scraping and painting the exterior, painting the railings, expose and clean out the landscape edging. SF also suggested work to be completed on the Old Town buildings including painting the doors and trim, wash windows, fix the screen on the balcony door, put the grid back in the window, wash the stucco, paint and check the flower boxes, replace the balcony,

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

The lighting project was approved at the April 12<sup>th</sup> 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. CS confirmed the project was approved by City Council. TV stated they are working on the MnDOT permit and will get the project complete.

### *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. TV stated the plaster will be a fall project and the pool is in satisfactory shape to open for this season.

### *South Park Hockey Rink, repair boards, add LED lighting*

No Update. TV stated the he will have staff work on the boards and the lighting later in the year.

### *Trail and Sidewalk Maintenance*

No Update. TV stated he is working on a list and will keep working on getting areas budgeted for the 2021 season.

### *Install Ceiling at Willkommen Park Shelter and Upgrade lighting*

I have confirmation from a group of volunteers that plan to complete this project April 24<sup>th</sup>. 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. TV presented the information above. TV stated the volunteers will take care of all the sound system in the shelter.

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### *Paint the Pavilion Exterior*

No Updates. TV is working on getting volunteers to paint, having staff compete, or possibly hire a contractor if necessary. TV stated it will get done this year.

### *Replace Playground Equipment at Legion Park*

No updates. Tabled until we can meet at the park in warmer weather. CS asked if we can meet at the park next month. CS asked that we meet with a playground vendor at the park. TV said he will invite one to be present. SF asked about any updates to pave the Skate Park along with one of the 2021 project areas. TV stated he will ask.

### *Arbor Day Celebration, Tree City USA*

**5.1 Arbor Day Celebration;** TV presented tree planting information to the commission asking for a planting date. CS asked if we need to do it this month or not? TV stated we can make the proclamation any day as long as it is recognized at City Council by the Mayor. CS asked about a specific day and mentioned there are quite a few trees to plant with a few volunteers. TV stated the amount of trees planted will be dictated by the amount of help but would like a date. CS asked to bring it back to another meeting, possibly planting closer to June.

### *Bench Locations*

**5.2 Approve current donation bench placements;** TV presented information about the current donation benches that are ordered. TV asked the commission if the proposed placement was ok? The commission was ok with the placement at Tacoma Ave and Preserve Blvd. SF requested the benches in Willkommen be placed in different spots. The Commission discussed the final placement and agreed to place one behind the Home Team dugout with possible spacing for 2, and put 2 more in the greenspace on the South East corner of the Pavilion in between the South entrance and the planter on the South East corner. The commission agreed on the placement of a bench in front of Tanglez Salon on Main St. CS asked about the benches along the trail. CS suggested the girl scout donation benches donated late last year be placed on the trail in close proximity of the school. CS thought one would fit on each side of the underpass. TV said the North side of the underpass does not offer a lot of real estate to put in a bench. TV stated one bench could go on the trail to south east of the elementary and one could go on the south side of the underpass in Kehrer park, the commission agreed to those location. TV asked if he could put another donation bench on the trail to near the vacated Morse St intersection, the commission agreed to this location as well. TV asked for approval on the proposed future bench location map that we would like to include in the Donation Bench Brochure. CS asked if all the proposed spots were in city right of way or property? TV assured CS all locations are on public property. CS did not think the commission needed to make a motion therefore no official action was taken. TV stated he will include the map with the Donation Bench Brochure and will approve all suggested future locations with the Parks Commission.

**5.3 Approve future donation bench placement map;** This item was discussed along with 5.2

## **6. New Business**

**6.1. Pool Update—Rates, Kwik Trip Donation;** City Clerk Angela Brumbaugh presented information about the pool opening up before Memorial Day. TV agreed the projected date is the Friday before Memorial Day. AB reported on the city receiving applicants for the guard positions and would like a motion to approve the current pool rate. JZ made a motion to accept the current rates for the 2021 season, SF seconded. 6-0 vote

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AB presented information about applying for donation money from Kwik Trip to purchase new tables for the pool. AB asked if she needs a motion to move forward on the project. CS said AB did not need a motion and gave a recommendation to pursue getting new tables for the pool. TV stated these would be heavy duty tables to hold up an umbrella, are rubber coated steel, and would be stored inside during the winter months.

**6.2. Pool Fee schedule;** This item was included in the discussion of 6.1

**6.3. Allowing dogs on city owned Athletic Fields;** TV asked the commission their opinion on allowing dogs on the athletic fields? CS asked TV to research the code and bring it back to the next meeting. CS recommended sending out info for public comment. CS stated if Code is clear post signs that dogs are not allowed. CS stated if Code is not clear, email commission the current code and work on this for the next meeting. CS asked TV to research how many dog license have been issued this year and years past as well.

**7. Miscellaneous Updates;** BG asked about cemetery maintenance and who's responsibility they are, TV confirmed it is Public Services and we will look into it.

**8. Commissioner Report/Updates;** CS stated city council is working on getting quotes for cemetery stone restoration and repair. CS stated the Oak Lane project is moving forward as well as the 2<sup>nd</sup> Ave street recon and lift station project. SF stated the road to the Mau cemetery is in need of repair.

**9. Adjourn;** Motion to adjourn JZ/SF 6-0

**Minutes respectfully submitted by**

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Tony Voigt, Public Service Director

*Norwood Young America*



TO: Parks and Recreation Commission Members  
FROM: Tony Voigt, Public Service Director  
DATE: May 18<sup>th</sup>, 2021  
RE: Arbor Day Celebration

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I am proposing planting trees at the Sports Complex and in the boulevard of Park Circle on the South side of the Sports Complex. I will plan on having staff plant the trees in the downtowns at a later date due to not getting the stumps removed in time. I am proposing to plant at least 11 trees identified on the included map with an orange dot. The wholesaler for bare root has upped the minimum charge and this was not an option. I am proposing a June 5<sup>th</sup> Planting date which would be the first Saturday of the month.

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

**Suggested Motion: Motion to approve tree planting date of June 5<sup>th</sup>.**

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# CITY OF NORWOOD YOUNG AMERICA NYA GIS

more than a place. it's home.

Map Date: 4/15/2021







TO: Parks and Recreation Commission Members  
FROM: Tony Voigt, Public Service Director  
DATE: May 18<sup>th</sup>, 2021  
RE: Allowing dogs on city owned Athletic Fields

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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"

I have included language from our current city code stating the rules we have regarding animals in city limits as well as animals in our city parks.

"520.02 Animals Running at Large Prohibited. It shall be unlawful for any person to permit any animal to run at large within the City. An animal shall be considered running at large if found off of the owner's premises and not controlled by a leash, cage, or other similar restraint.

520.03 Cleaning up Litter.A. The owner of an animal shall be responsible for cleaning up any feces of the animal and disposing of such feces in a sanitary manner.

B. The owner of an animal shall not permit such animal to be on public property or the private property of another without having in the owners' immediate possession, a device for the removal of feces and a proper receptacle for the feces.

C. The owner of an animal shall remove feces left by such animal on public property or the private property of another and dispose of such feces in a sanitary manner.

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830.10 "No person shall bring a dog, cat, or other pet into a park unless caged or kept on a leach not more than six (6) feet in length, or tether any animal to a tree or other plant."

The request was to post signs not allowing dogs on the fields. 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 the commission chooses to follow the current City Code and the use of our parks as wirtten, no action is required.

**Suggested Motions: Motion to bring a recommendation to the city council to prohibit dogs on the Cities athletic fields and add language reflecting change to current city code.**

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TO: Parks and Recreation Commission Members  
FROM: Tony Voigt, Public Service Director  
DATE: May 18<sup>th</sup>, 2021  
RE: Repair Pavement at Skate Park

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There have been some recent concerns brought forward about the condition of the Asphalt surface at the Skate Park. After inspecting the park I observed the surface is rough with a lot of exposed aggregate. We could try an Asphalt emulsion with sand sealer seal coat to minimize the porous surface for approximately \$1,500-\$2,000 which may or may not even the surface out. The other option would be to have the lot re-paved with a 1.5" overlay bituminous wear coat for the approximate amount of \$13,000.

This item has not been identified on the Capital Project Plan nor have we budgeted any funds toward this project for 2021.

The Commission would need to make a recommendation to council if they would decide to take action on the project this year. The other option would be to add this to our list of Parks Goals and include on the Capital Project Plan for a following budget season.

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