



more than a place, it's home.

NORWOOD YOUNG AMERICA PARKS AND RECREATION COMMISSION

Tuesday January 18, 2022

Meeting at 4:45pm in Council Chambers

AGENDA

**Members; Parks-Chair Charlie Storms—Council Member, Vice-Chair Sharilyn Feltmann, Secretary Karla Hormann, Jim Zellmann, Dan Stender, Bryan Rehnelt
Planning Commission Representative; Bill Grundahl
School Representative; Kelly Vossen
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 12-21-2021 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

5.1 Old Town Buildings Update

West Carver Community Pool, resurface plaster in lap pool

The plaster project will commence in Spring of 2022.

Trail and Sidewalk Maintenance

No updates.

Replace Playground Equipment at Legion Park

5.2 Legion Park Playground Replacement, addition to the newsletter and marketing brochure language update

Bench Donations

5.3 City Council approved the increase to \$975 for bench donations at the 1-10-22 Council Meeting.

6. New Business

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7. Miscellaneous Updates
8. Commissioner Report/Updates
9. Adjourn

Upcoming meetings and events

January 24,	EDA, City Council, Work Session—6pm
February 1,	Planning Commission--6pm
February 9,	EDC Meeting—6pm
February 14,	City Council--6pm

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NORWOOD YOUNG AMERICA PARKS AND RECREATION COMMISSION
Tuesday December 21, 2021
Meeting at 4:45pm in Council Chambers
MINUTES

Members present; Parks-Chair Charlie Storms—Council Member, Vice-Chair Sharilyn Feltmann, Jim Zellmann, Dan Stender, Bryan Rehne
Planning Commission Representative present; Bill Grundahl
Staff present; Tony Voigt—Public Service Director, Karen Hallquist—Economic Development Marketing Director

1. **Call to Order;** CS called meeting to order at 4:47
1.1. *Pledge of Allegiance*
2. **Adoption of Agenda;** JZ Made a motion to adopt the agenda, SF second, motion passed 6-0
3. **Approve Minutes Of 11-16-2021 meeting;** BR made a motion to approve the minutes, DS second, motion passed 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.)

5. Old Business/Goals (Updates)

Willkommen Memorial Park, Old Town Buildings; TV stated he is working on getting a cost estimate to tear down and rebuild the structure as directed by the City Council. TV stated he will give more updates as he received them. CS asked if TV is working with a designer? TV stated he is working with a contractor to get an estimate.

West Carver Community Pool, resurface plaster in lap pool; TV stated the contract is in place and there are no updates.

South Park Hockey Rink, repair boards, add LED lighting; TV stated the project is complete. Due to Xcel Energy the electrical connection was delayed. TV stated staff will try to make ice in the upcoming week or two but the weather is not cooperating. BG asked what temp you like to freeze at? TV stated single digit temps or lower promote good ice production. BG asked if the rink was concrete or blacktop, would it freeze faster or easier? TV stated yes it probably would but comes with a large cost.

Trail and Sidewalk Maintenance

The 2021 Concrete Raising and Leveling Project is complete; CS stated everything looks complete. TV stated staff did seal up the cracks in the raised areas. CS asked TV if he has a list for next year? TV stated he is working on the list for next year. BG asked what the city is doing about the sidewalk removed by Willkommen Park? TV stated the city did not take any further action. SF stated the City should get the message out that people cannot just remove sidewalks if they choose.

Replace Playground Equipment at Legion Park

5.1 Legion Park Playground Replacement, addition to the newsletter and marketing brochure; TV stated City Clerk Angela Brumbaugh is looking into the City having the right to solicit for donations. KH expanded on this. KH stated we need to work on the language and not solicit for donations. KH stated we can accept donations but cannot solicit or ask for specific donations. SF asked if we can present to the civic groups at all. KH stated AB is still working on it.

Bench Donations

5.2 Increase bench donation amount

TV presented the information included on the memo. CS asked if prices will go down? TV stated vendor does not see the price going down. JZ asked if there are other vendors? TV stated he has not found another vendor that sells these particular benches. BG asked if we have a list of people waiting and if we will raise the cost before the next bench is ordered? TV stated we have 1 waiting and they are willing to pay the difference. BR asked if anybody has questioned the \$650 cost? TV stated no, nobody has questioned the price up till now. BG stated we can't keep losing money. CS asked if we should raise it to \$975 and review annually? BR asked if we have more areas for a bench? TV stated we have plenty of areas to include new benches plus future expansion. DS asked about shipping costs\$ TV stated the low shipping estimate on the memo is for one bench and the high estimate is for five. CS recommended to increase the amount from \$650 to \$975. SF made a motion to increase the donation amount to \$975, DS second the motion. Motion passed 6-0

6. New Business

6.1. Discuss Joint Commission Meeting

KH presented information in the memo pertaining to the city continuing the Joint Commission Meetings. KH went over the Downtown Redevelopment Plan that is mostly complete. KH stated all commission members are welcome and they plan to meet quarterly starting on the 2nd Wednesday of January 2022.

6.2. 2021 Parks Commission Accomplishments

TV presented the information in the memo. TV asked if anything was missed from 2021 accomplishments? TV stated we had a damaged trail light that needs to get fixed. TV stated he is working with insurance and the contractor to get it replaced. SF stated the parks looked great this year and the extra work definitely was noticed.

6.3. Outlot A Resolution, DNR Grant and Public Water Access

KH presented the information in the memo regarding the lake access and the nature trail behind the Preserve 5th Addition. KH also stated her and TV did walk the Preserve 5th area and the South end of Prairie Dawn Park where we could potentially install a natural trail. KH stated there is some elevation concerns that we need to work around. KH also stated the area on the South end of Prairie Dawn park would be a good public access

area. KH stated this is a fairly straight forward process if we don't plan to allow motor boats. KH stated we should work towards a plan for the Outlot A and work towards a DNR grant for the improvements. SF asked about topography and who decided what is safe? KH said an engineer would need to give us direction. CS stated we should include this on the next development agreement with the undeveloped property to the south. CS also said we should create a gravel parking area and wood chip trail to lake access. TV stated the steep slopes along the stormwater pond will make a trail challenging. BR commented this would be a cool trail and ice skate area. BR had concerns for the lake us and potential drowning. CS asked TV to get a cost for the parking area and the trail. KH presented information regarding Outlot A and implementation by 2024. CS stated we should included a dog park but ask the neighbor for input. KH stated we should hold a Community Survey in regards to the Outlot A use and amenities. CS asked if we can get this completed in 2022 and if we should bring this up at the Joint Commission Meeting? CS also stated the dog park is important to the community. KH expanded, a dog park is also important to young families as discussed in Economic Development meetings outside the city. KH stated it should be a good goal to get the survey completed in 2022. CS stated lets work on the survey.

7. Miscellaneous Updates; no updates

8. Commissioner Report/Updates

BG stated the Planning Commission commended the Parks Commission for a successful 2021 year.

9. Adjourn; SF made a motion to adjourn, DS seconded at 6:02pm. Motion passed 6-0



TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

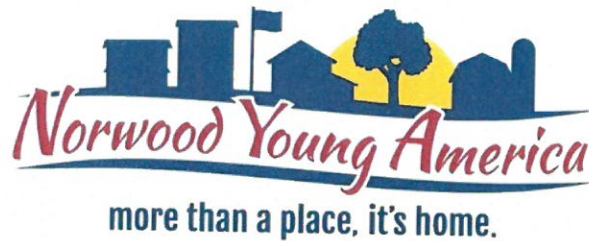
DATE: January 18, 2022

RE: Old Town Repair Plans Update

I have included the memo that was presented at the 1-10-2022 City Council Meeting. Council reviewed the construction cost estimates to replace the structure vs repairing the structure. After review, they have decided to concentrate on repairing the existing structure. Staff will continue working on RFQ's and solicit to consultants to get the project complete

Norwood Young America

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



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: January 10, 2022
RE: Preparing Old Town Repair Plans

Old Town located in Willkommen Park has been identified as needing extensive exterior repairs. The needed repairs include replacing all the exterior stucco, replacing the roofing, replace all the windows and doors, properly flash all openings, replace the lower wall sections of the building with concrete, and repair all the rotted materials due to years of moisture intrusion. The goal of the project is to make the exterior envelope of the building watertight and address all the building design standard deficiencies that are present.

This item has been thoroughly discussed at Parks Commission as needing repair. I have provided a timeline of the events that have transpired to complete this project.

- I solicited from 3 consultants in 2020 receiving a low bid of \$6500 to prepare plans for this project. The consultant's quotes were not approved since they were not all equal, and I did utilize a Request For Quotes (RFQ) approach to obtaining those bids.
- Administrator Helget helped put together the first RFQ for this project and solicited to the same 3 consultants early in 2021, in which we received no quotes at that time due to their busy construction schedules.
- At the September 13, 2021 Council Meeting, I presented a modified version of the original RFQ to include the previous information and include a cost estimate to tear down and rebuild the structure. The city received one quote from a general contractor that gave a proposal for the outlined scope of the project but did not follow the RFQ. The quote received was \$137,845.00 but did not include inspections for the mold mitigation, structural engineering, or a total cost for the time and material replacement for rotted sections. At the September 13 meeting, I was instructed to obtain construction estimates to tear down and rebuild the structure.

I contacted Vos Construction to obtain some budgetary costs to rebuild the structure. I have included the amounts below. These costs do not include electrical, plumbing, foundation drainage or correcting the drainage around the building. The drainage will need to be addressed regardless of it getting repaired or rebuilt.

• Cost to tear down and remove the structure	\$45,000
• Cost to replace the structure on the existing concrete and footings	\$395,000
• Cost to raise the structure (stairs will need to be redone) remove and replace The concrete footings	\$125,000

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Over the past 3 years, I have met on site with 3 consultant representatives, 4 architects, and 3 general contractors. The recommendations I received from all the meetings that took place, was to repair the exterior of the building and not rebuild the entire structure. The opinions were based on visual inspection of the existing structure considering most of the interior walls are exposed or you can see the amount of moisture damage present in the interior plywood sheeting and comparing the cost of purchasing new materials, framing and the removal of the existing structure.

My recommendation for the project would be to hire a consultant to follow the RFQ and complete the exterior repairs. I would recommend including a contingency or a not to exceed amount for the time and material repair of unforeseen rotten areas that would need to be addressed as the project is completed. Language could be added in the RFQ stating all time and material work would need to be presented to and pre-approved by a city representative.

Suggested Action: This item is for discussion and to give staff more direction to complete the project.

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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: January 18, 2022

RE: Legion Park Playground Replacement, addition to the newsletter and marketing brochure

Staff continues to review the proper language in regards to accepting donations for the playground equipment. We can still accept donations from civic groups, however we cannot directly solicit from them. I will report any additional updates as I receive them.

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TO: Parks and Recreation Commission Members

FROM: Tony Voigt, Public Service Director

DATE: January 18, 2022

RE: Increase Bench Donation Amount

At the December Parks meeting, the Commission made a recommendation to the City Council to increase the bench donation amount to \$975. The City Council reviewed the request at the January 10 meeting. The council unanimously approved the increase to \$975.

Staff will continue to receive bench donations at the increased amount. I have updated our bench donation form to reflect the change.

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