



## NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, August 16, 2022 - 4:45pm

City Hall Council Chambers, 310 Elm Street West

### AGENDA

**1. Call to Order**

- A. Pledge of Allegiance

**2. Adoption of Agenda**

**3. Approve Minutes**

- A. July 19, 2022, Parks & Recreation Meeting

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

(Citizens may address the Economic Development Commission about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The Economic Development Commission will take no 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.)

**5. Old Business/Updates**

- A. Legion Park Playground Replacement Update
- B. Old Town Update
- C. Bench Program Options
- D. Community Survey - Outlot A & Barnes Lake Nature Trail
- E. All-Park Assessment Project - Friendship Park
- F. All-Park Assessment Project - Skate Park

**6. New Business**

**7. Commission Updates**

**8. Upcoming Meeting - Next P&R meeting - 4:45pm, September 20, 2022**

**9. Adjournment**

**Upcoming City Meetings/Events:**

August 18, 2022	Senior Advisory Meeting	9:00 AM
August 22, 2022	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM
August 25-28, 2022	Stiftungsfest!	Please see the website for the schedule
September 6, 2022	Planning Commission Meeting	6:00 PM
September 9, 2022	NYA Food Distribution	2:00 PM to 3:30 PM
September 12, 2022	City Council Meeting	6:00 PM
September 14, 2022	Economic Development Commission Meeting	6:00 PM

September 15, 2022	Senior Advisory Meeting	9:00 AM
September 20, 2022	Park and Recreation Commission Meeting	4:45 PM
September 26, 2022	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM

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#### 2022 Goals:

- **Willkommen Memorial Park Old Town \*\*IN PROGRESS\*\***
  - Budgeted to date: \$300,000
  - Hire a consulting company to create a SOW. Create a construction plan, complete project
- **Replaster Community Pool \*\*DONE\*\***
  - Budgeted \$71,000 for 2022
- **Trail & Sidewalk Maintenance \*\*DONE\*\***
  - Budgeted \$15,000 for 2022
- **Replace Playground Equipment at NYA Legion Park \*\*DONE\*\***
  - Budgeted \$35,000 for 2022
- **Arbor Day Tree Planting \*\*DONE\*\***
  - Budgeted \$2,000 for 2022

# NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, July 19, 2022 – 4:45pm

City Hall Council Chambers, 310 Elm Street West

## Minutes

Members present: Charlie Storms, Dan Stender, Bryan Rehne, Karla Hormann, Sharilyn Feltmann, Jim Zellmann

Members absent: Bill Grundahl, Advisor Kelly Vossen,

Staff present: Economic Dev Director Karen Hallquist

Others:

### **1. Call to Order**

Storms called the meeting to order at 4:47pm.

A. Pledge of Allegiance – all those present stood for the Pledge of Allegiance

### **2. Adoption of Agenda**

*Motion: JZ/DS to approve the agenda. Motion passed 6-0.*

### **3. Approve Minutes**

A. June 21, 2022, Parks & Recreation Meeting

*Motion: KH/DS to approve. Motion passed 6-0.*

### **4. Introductions, Presentations, and Public Comment - None**

### **5. Old Business/Updates**

A. Legion Park Playground Replacement Update

Hallquist confirmed that the playground install will start on July 22. The goal is to have it completed with new edging and mulch by Tuesday, August 2<sup>nd</sup> for National Night Out. Storms commented on the cicada bugs and the need to eradicate them immediately.

B. Old Town Update

Hallquist shared that the City Council approved the schematic design. Next phase is working on the design plans and creating a bid packet. Timeline for the bid packet is end of September.

C. Bench Program Options

Hallquist shared that new bench legs would be \$146 each. She will be working on a spreadsheet to show name of bench, age of bench, location and current condition. Commissioners asked what Waconia, Mayer or county parks have for benches. Staff will research.

D. Community Survey - Outlot A & Barnes Lake Nature Trail

Hallquist shared that the survey will be sent out in the July newsletter along with a link to the online SurveyMonkey.

### **6. New Business**

A. All-Park Assessment Project

Hallquist recommended to the commission to do an update park assessment to identify current amenities and potential improvements that can be done. This will help with maintenance, future budgeting and project preparations. Horman commented that they did an assessment in 2018-19. Items that were brought up to talk about going forward with the assessment:

- Talk about one park per month
- Need a mulch maintenance plan – should be turned every year, maybe replaced every 5 years?
- Multiple doggie waste stations need to be at each park
- Maybe the hockey rink can serve as a dog park during the summer months
- Questions on what to do at South Park

B. Dog Park

Hallquist shared information staff and commission have previously researched on dog park rules.

Memberships would be hard to monitor. Feltmann concerned on clean up and noise. Hallquist identified ¼

acre, ½ acre and 1-acre dimensions on a map of Outlot A. Costs for chain link fencing costs between \$5-20 per foot and \$10-20 for installation. More discussion will come with the results of the survey.

#### C. 2023 Budget Items

Hallquist shared potential budgetary items for 2023. She will be having budget meetings with staff soon. Storms commented on the need to start to budget for Outlot A. A splash pad should also be considered for a future project. The Skate Park needs to be looked at for the conditions of the equipment and if it is worth investing in.

#### 7. Commission Updates

SH – commented on the sidewalk in Willkommen Memorial Park and the pavers that are missing. She also questioned if Tents can be overnight in the parks. Hallquist confirmed that the parks are open dawn to dusk, so no tents overnight.

#### 8. Upcoming Meetings - Next P&R meeting – 4:45pm, August 16, 2022

#### 9. Adjournment

*Motion: SH/DS to adjourn. Motion passed 6-0.*

Submitted by:

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Karen Hallquist, Economic Development Director



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: August 16, 2022

SUBJECT: Legion Park Playground Replacement Update

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Flagship Recreation completed the playground equipment installation the week of July 25<sup>th</sup>. City staff was able to finish the plastic edging and Midwest Groundcover installed the new playground mulch all before National Night Out on Tuesday, August 2<sup>nd</sup>. The following is a completed total of the project:

Landscape Structures:	49,541.32 (equipment/freight)
Flagship Recreation:	11,475.34 (installation/mobilization/disposal of equip packing)
Midwest Groundcover:	6,200.00 (mulch delivery/installation)
Midwest Playscapes:	<u>2,806.00</u> (edging/border timbers)

Total of Project	<b><u>70,022.66</u></b>
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Addition work at NYA Legion Park:

- Staff is working on methods to remedy the cicada bug situation at the park. Exterminators to be involved.
- Removal of sand and mulch by the swings and placed toys – replacing all with the playground mulch.

Discussion Only.



**Please Make PO's & Contracts Out To:**

**Landscape Structures**  
601 7th St. S  
Delano, MN 55328

**Please Remit Payment To:**

Landscape Structures, Inc.  
SDS 12-0395 PO Box 86  
Minneapolis, MN 55486-0395

*We are pleased to submit this proposal to supply the following products/services:*

[illegible]

Quotes from Landscape Structures, Inc. are subject to current Landscape Structures, Inc. policies as well as Terms & Conditions, Inclusions & Exclusions outlined below unless noted otherwise on this quote. Changes are subject to price adjustment. Sales tax, if applicable, will be applied unless a tax-exempt certificate is provided at the time of order entry. Customer deposits, if required, must be received before orders will be entered & installation scheduled. Purchases in excess of \$1,000.00 must be supported by a formal Purchase Order made out to Landscape Structures, Inc.

**Minnesota State Contract #119795**

**\*Terms: Net 30 days; 1.5% finance charge on balances over 30 days**

**Ship To:**

Legion Park  
314 Reform St S  
Norwood Young America, MN 55368

**Please Make PO's & Contracts Out To:**

**Flagship Recreation**  
11123 Upper 33rd St. N  
Lake Elmo, MN 55042

**Bill To:**

City of Norwood Young America  
310 Elm St W P.O. Box 59  
Norwood Young America, MN 55368

**Please Remit Payment To:**

**Flagship Recreation**  
11123 Upper 33rd St. N  
Lake Elmo, MN 55042

***We are pleased to submit this proposal to supply the following products/services:***

<i>We are pleased to submit this proposal to supply the following products/services:</i>				
<b>QTY</b>	<b>ITEM #</b>	<b>Description</b>	<b>UNIT PRICE</b>	<b>EXT. PRICE</b>
1		Mobilization		\$500.00
1		Dumpster - Disposal / Equipment Packing (30 Yard)		\$525.00
1		Installation by Landscape Structures Certified Instllers		\$10,450.34
			Subtotal	\$11,475.34
			Freight	\$0.00
			Sales Tax	Tax Exempt Cert
			Total	\$11,475.34

Quotes from Flagship Recreation, Inc. are subject to current Flagship Recreation, Inc. policies as well as Terms & Conditions, Inclusions & Exclusions outlined below unless noted otherwise on this quote. Changes are subject to price adjustment. Sales tax, if applicable, will be applied unless a tax-exempt certificate is provided at the time of order entry. Customer deposits, if required, must be received before orders will be entered & installation scheduled. Purchases in excess of \$1,000.00 must be supported by a formal Purchase Order made out to Flagship Recreation, Inc.

**Minnesota State Contract #119795**

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### Terms & Conditions

**MIDWEST  
GROUNDCOVER**  
EXPRESS BLOWER SERVICE  
PO BOX 120 - ORONO, MN 55356

# 2022 Proposal

Date	Estimate #
5/20/2022	22055

Client Information
City Of Norwood Young America Attn: Randy Clay

Midwest Groundcover Information
Midwest Groundcover Express Blower Service Justin Crandall - Owner   763-274-9829 MidwestGroundcover@gmail.com www.MidwestGroundcover.net PO Box 120   Orono, MN 55356

DESCRIPTION	QTY	RATE	Due to volatility of costs estimates are only VALID FOR 10 DAYS.	Payment Terms
			Net 15	
Installation of Engineered Wood Fiber in a new playground. Installation Depth - 12 Inches	200	31.00		6,200.00
Approval Name: _____			<b>Subtotal</b> \$6,200.00	
Approval Signature: _____ Date: __/__/____			<b>Sales Tax (0.0%)</b> \$0.00	
Please sign & return this estimate along with job purchase order. Product specified has been approved with this signature. This agreement will authorize Midwest Groundcover to be an authorized purchasing agent on their organizations behalf. Cancellation of this agreement will result in 50% of total balance due. We are not responsible for weather or mechanical delays.			<b>Total</b> \$6,200.00	
<p>TERMS: PAST DUE ACCOUNTS CHARGED A 1.5% PER MONTH SERVICE CHARGE WHICH IS AN ANNUAL RATE OF 18%. In the event any action by Midwest Groundcover is necessary to collect amounts owed, customer shall pay to Midwest Groundcover all attorneys' fees, costs and expenses, including deposition costs and expert fees incurred by Midwest Groundcover in collecting the amounts owed, whether such fees are incurred prior to litigation or arbitration, at trial or arbitration, or on appeal.</p> <p>A fuel surcharge will be applied when diesel fuel reaches \$4.00 per gallon. A variable fuel surcharge may rise, fall or be removed, in line with movements in fuel prices.</p>				





8632 Eagle Creek Circle, Savage, MN 55378  
**www.MIDWESTPLAYSCAPES.com**

direct: 952.895.8888  
fax: 952.895.8889  
toll free: 800.747.1452

playscapes@earthlink.net

## Quotation



**Project:** City of Norwood Young America  
**Contact:** Randy  
**Ship To:**  
NYA, MN  
**Email:** [rclay.cityofnya@gmail.com](mailto:rclay.cityofnya@gmail.com)  
**Shipping Contact Name:**

**Phone:** 952-212-0226

**Fax:**

**Bill To:**  
NYA, MN

**Date:** 7/22/2022

Qty	Design/Item #	Description	Total
36		4' Border Timbers	\$ 2,556.00

	Subtotal \$	2,556.00
	Freight \$	250.00
Tax Exempt # <u>2884990</u>	Sales Tax \$	-
	Local Sales Tax \$	-
	<b>Total \$</b>	<b>2,806.00</b>

\* Please provide certificate

**NOTE: Any Insurance requirements above \$1,000,000 General Liability will be subject to a surcharge**

**NOTE: UNLESS OTHERWISE NOTED,** prices shown are material only. They **DO NOT** include: assembly, installation, border, safety surfacing, drain tile, geotextile fabric, removal of existing equipment, site preparation, excavation or site restoration, unloading of equipment, disposal of packaging material, storage of equipment, additional insurance and bonding would be extra, unless otherwise stated above. If playground equipment or materials are stored off site, customer is responsible for transporting equipment to job site.

*Prices firm for 30 days, subject to review thereafter. Our terms are net 30. A finance charge of 1.5% will be imposed on the outstanding balance unpaid for more than 30 days after the shipment of materials. Equipment shall be invoiced separately from other services and shall be payable in advance of those services and project completion. Retainage not accepted. Once customer has signed quotation, your order cannot be changed or canceled. Please allow TBD weeks for delivery after receipt of order. Standard manufacturing design, specification, and construction apply unless noted otherwise. Customer is responsible for the identification and marking of all underground utilities (public or private) to include drain tile and sprinkler systems. Area must be accessible to Bobcat and other equipment necessary for installation or additional fees will be charged. Freight quote is based on customer unloading equipment and checking in all equipment for any missing parts. If product is refused by customer upon delivery for any reason (unless damaged), without prior authorization from Midwest Playscapes, Inc., the customer agrees to pay 20% restocking fee plus freight charges. Price does not include prevailing wages, unless otherwise noted. If we can be of Other Assistance, please feel free to contact us.*

Signed: \_\_\_\_\_  
Dominic Dvorak

Accepted Randy Clay  
Date: 7-28-22  
Printed Name: Randy Clay



TO: Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: August 16, 2022

RE: Old Town Update

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Based on updated information, staff and planning consultants from WSB are putting together RFPs for a design/build scope of work that will reduce the costs of the final project without changing the final product. Stakeholders will continue to be involved through the design portion of the project.

Information Only.



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: August 16, 2022

SUBJECT: Park Bench Program

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As discussed at the June meeting, Tangent Materials quoted new legs for the Park Avenue Series benches at \$146 each. Thirteen benches within the community are needing either replacement or repair of bench legs. This would be a total of \$3796 plus shipping.

Charlie Storms checked with his contact for sandblasting and powder coating the legs of the current Park Avenue Series benches and will have an update at the meeting. Another option instead of powder coating would be covering the legs in bedliner. Staff will have information at the meeting on this.

Staff contacted Paul Roepke with Baylor Park to find out their bench situation. Roepke shared the following pictures. They purchase their benches with the galvanized posts and maintenance free slats from St. Croix Recreation out of Stillwater. The current benches at Baylor Park are over 15 years old and there is no wear or tear on them.

Benches at Baylor Park:



St. Croix Recreation has a similar maintenance free "Park Avenue Bench" to the City of NYA's current design.

"Park Avenue Benches" at St. Croix Recreation:



- Recycled Plank benches can be engraved with or without resin. This costs \$12/letter for resin filled and \$6/letter for just engraved. Set up charge is additional.
- Legs/frames are powder coated aluminum
- These are portable or surface mounted benches that can be anchored (bolts/hardware purchased separately and/or by others)
- Price varies on what length of bench you want:
  - 4': \$1406
  - 5': \$1563
  - 6': \$1660
  - 8': \$1953
  - \*above prices do not include personalization, freight or install/assembly.
- Shipping depends on quantity ordered
- Warranty:

#### Five Years

Picnic Table Frames (those not included in Lifetime Warranty), Park Bench Frames, Recycled Plastic Components, Steel and Aluminum Bench and Table seat/top Structures, TRH and TRQ Frames, Steel Trash Receptacle and Planter Structures, Pedestal Mounts, Tissue Holders, Utility Tables, Bike Racks, all Grills, Campfire Rings, Lantern Holders, Food Lockers, Hot Coal Bin, Kolor Cans.

#### Fifty Years

Recycled Plastic

Staff will have a drafted spreadsheet and map at the meeting.

Discussion Only.



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: August 16, 2022

SUBJECT: Outlot A & Barnes Lake Nature Trail Community Survey

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Staff will be showing a presentation at the meeting with preliminary survey results. The complete survey, including all comments, will be reviewed at the Parks & Recreation meeting in September.



TO: Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: August 16, 2022

SUBJECT: All-Park Assessment Project – Friendship Park

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Friendship Park is located at 316 4<sup>th</sup> Ave SW, NYA MN 55397. NYA resident Cindy Zabel will be present at the September 20, 2022, meeting to talk about efforts she would like to undertake to help with Friendship Park improvements.

In addition to the Friendship Park map is the Playground Assessment checklist that city public service staff review on a quarterly/semiannually basis on all city playgrounds.

**Commissioners are to discuss the current amenities and potential park improvements.**

**Discussion Only.**

## Low Frequency Inspection (Quarterly/Semiannually)

Playground _____	Inspector _____	Date _____					
Page _____ of _____ (Hands On- Physical Check Inspector)		Equipment List					
<b>GENERAL SAFETY</b>							
1. Warning labels and age signage present and legible							
2. Equipment free of crush and shear hazards							
3. Equipment free of entanglement hazards, protrusions							
4. Equipment free of sharp points, edges							
5. Bolts ends less than two threads, rounded, smooth							
6. No change in openings causing head entrapment							
7. No insect, bird or animal infestation							
<b>FINISHES &amp; MATERIAL CONDITIONS</b>							
1. Metal surfaces are free of rust and loose paint chips							
2. Surfaces are clean, free of graffiti and vandalism							
3. Wood is free of rot, splinters, warping, checking							
4. Free of bent, broken, missing parts, excessive wear							
5. Plastics components are free of cracks							
6. Welds are intact and crack free							
7. PVC coatings are not peeling and in good condition							
<b>FASTENERS</b>							
1. Hardware is present, tight and fully engaged							
2. Pipe caps are present on ends of tubing							
3. Fittings/bearings are functional, greased, squeak free							
4. Turnbuckles are engaged and properly adjusted							
5. Cables/ropes are anchored and not unraveled							
<b>STRUCTURAL MEMBERS</b>							
1. Footings/anchoring devices are secure and stable							
2. Structural members are sound and securely fastened							
3. Springs/rocking components in good repair							
<b>GRIPPING &amp; STEPPING COMPONENTS</b>							
1. Hand gripping components secure and do not rotate							
2. Stepping surfaces are level, stable and clean							
3. Foot holds/rungs are tight and free of excessive wear							
<b>SLIDES</b>							
1. Slide bedway and rails are smooth and clear of debris							
2. Bedway at platform is free of entanglement hazard							
<b>SWINGS &amp; MOVING COMPONENTS</b>							
1. Chains are not twisted and are free of excessive wear							
2. S - hooks are not worn and closed to within 0.04 inch							
3. Swing hangers & bushings are free of excessive wear							
4. Swing seats are smooth & in good condition							
5. Tire seats are lightweight, smooth & in good condition							
6. Tire swing assemblies greased and in good condition							
7. All moving components are in good condition, secure, & lubricated							
<b>OTHER</b>							
<b>PROTECTIVE SURFACING</b>			Comment on back				
1. Loose-fill surfacing is level and at proper depth							
2. Use zones are clear of obstacles and debris							
3. Surface drainage is functional with no standing water							
4. Wear mats are properly secured in place, level							
5. Unitary surfaces are intact, free of depressions & ruts							
6. Surfaces intended to be accessible are essentially level (1:48 cross slope, 1:16 running slope)							
7. Accessible surfaces are free of abrupt changes of elevation greater than ½ inch and do not have cracks or gaps greater than ½ inch horizontal.							
8. Transfer platforms have a height above the surfacing between 11 and 18 inches.							
<b>Codes</b>	N/A (Not Applicable)	✓ (Okay)	M=Maintenance	R=Repair Required	O=Outstanding Issue	P=Parts Needed	X=Corrected

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: This is a quarterly/semi-annual report and designed as a sample inspection report. Manufacturer's maintenance instructions for inspection schedules and replacement parts are to be referred to prior to any repairs. Maintenance schedules should be developed based upon actual or anticipated playground use" (CPSC). Retain all inspection reports to assist in developing comprehensive maintenance programs, inspection schedules, and for future budgeting and planning.*



## High Frequency Inspection (Quarterly/Semiannually)

Playground	Inspector	Week of
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Walk-through Visual Check & Routine and Cleaning Tasks	Mon	Tue	Wed	Thur	Fri	Sat	Sun
<b>GENERAL AREA</b>							
Area is free from all trash, broken glass, weeds, and storm remnants							
All walkways are free from ice and trip hazards							
No hazards have been created by vandalism or user modification							
Drains are working properly							
There are no overhead hazards that could fall on users							
<b>PROTECTIVE SURFACES</b>							
Surfaces are free from all debris and foreign material							
Loose-fill surfaces are level, particularly under swings & slide exits							
Loose-fill surfaces are raked to proper depths and properly compacted							
All unitary surfaces are intact and free from trip hazards							
There are no exposed footings or loose borders/curbs							
Surface drainage is functional with no standing water							
Protective surfaces are not frozen							
<b>PLAYGROUND EQUIPMENT</b>							
There are no damaged, loose, vandalized, or missing parts							
Equipment is not bent and is stable							
There are no user modifications, like ropes tied to parts							
All moving parts, like swing seats and chains, are in good repair							
<b>OTHER</b>							

  

<b>Codes</b>	N/A (Not Applicable)	√ (Okay)	M=Maintenance	R=Repair Required	O=Outstanding Issue	P=Parts Needed	X=Corrected
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Inspection Comments	Details (use back of form for additional comments) <input type="checkbox"/> See Attached	Repair Date
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

**Note:** This is a high frequency report and designed as a visual assessment of the play area, play equipment, and play surfacing. Frequently used playgrounds may require a more detailed report by a staff member experienced in repair and playground inspection. Always consult manufacturer's maintenance instructions for inspection schedules and replacement parts. "Maintenance schedules should be developed based upon actual or anticipated playground use" (CPSC). Retain all inspection reports to assist in developing comprehensive maintenance programs, inspection schedules, and for future budgeting and planning.





TO: Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: August 16, 2022

SUBJECT: All-Park Assessment – Skate Park

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Council member Storms visited the NYA Skate Park, took pictures, and measured the fenced in area. It was determined that if the equipment was removed and the tar would be resurfaced, seven (7) pickleball courts could be added to the location with room for benches.

Included are pictures of the current state of the park along with dimensional drawings for a potential pickleball court.

**Commissioners are asked to discuss the future of the NYA Skate Park.**



113'-0"

# ROOM FOR BENCHES

ENTRANCE AREA

13'-6"

50'-0"

20'-0"

15'-0"

7'-0"

44'-0"

45'-0"

58'-6"

163'-0"

3'-6"

7'-0"

15'-0"

CONVERT SKATE PARK TO PICKLE BALL COARTS