



## NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, March 21, 2023 – 5:15pm  
City Hall Council Chambers, 310 Elm Street West

### AGENDA

Brooke  
Allen

#### 1. Call to Order

- A. Pledge of Allegiance

Sharilyn  
Feltmann

#### 2. Adoption of Agenda

Bill  
Grundahl

#### 3. Approve Minutes

- A. January 17, 2023, Parks & Recreation Meeting

Karla  
Hormann

#### 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.)

Bryan  
Rehnelt

#### 5. New Business

- A. Playground replacement schedule
- B. West Carver Community Pool Improvements

Dan  
Stender

Jim  
Zellmann

#### 6. Old Business/Updates

- A. Old Town Update
- B. NYA Skate Park Decommission

Kelly  
Vossen  
(ad hoc)

#### 7. Commission Updates

#### 8. Upcoming Meeting - Next P&R meeting – 5:15pm, March 21, 2023

#### 9. Adjournment

### Upcoming City Meetings/Events:

March 27, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM
April 7, 2023	NYA food distribution	2:00-3:00 PM
April 4, 2023	Planning Commission Meeting	6:00 PM
April 10, 2023	City Council Meeting	6:00 PM
April 12, 2023	Economic Development Commission Meeting	6:00 PM
April 18, 2023	Park and Recreation Commission Meeting	5:15 PM
April 20, 2023	Sr. Advisory	9:00 AM
April 24, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM

## NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, January 17, 2023 - 4:45pm

City Hall Council Chambers, 310 Elm Street West

### Minutes

Members present: Brooke Allen, Dan Stender, Sharilyn Feltmann, Jim Zellmann, Bill Grundahl, Bryan Rehnelt

Members absent: Advisor Kelly Vossen, Karla Hormann

Staff present: Karen Hallquist - Community & Economic Dev Director, Crist Kinkel - Community & Economic Development Admin Assistant

Others:

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

Feltmann called the meeting to order at 4:51pm.

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. Appointment of Officers**

Brooke Allen was nominated for Chair.

*Motion: BG/JZ to appoint Brooke Allen as Parks & Recreation Commission Chair. Motion passed 6-0.*

Sharilyn Feltmann was nominated for Vice Chair.

*Motion: BG/DS to appoint Sharilyn Feltmann as Parks & Recreation Commission Vice Chair. Motion passed 6-0.*

#### **4. Approve Minutes**

A. October 18, 2022, Parks & Recreation Meeting

B. November 15, 2022, Work Session

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

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

#### **6. New Business**

A. 2023 Goals

Hallquist reviewed goals for 2023. Clarification on pool repairs was asked. Hallquist reported these improvements are separate from the previous maintenance that was done on the pool.

#### **7. Old Business/Updates**

A. Old Town Update

Hallquist said they are working on going through the design process for food compliance for the kitchen. Someone from Stiftungsfest is on the committee to help make sure the design fits all groups that will utilize the kitchen. The company designing the kitchen is someone Kaeding partners with.

B. Outlot A Review

Hallquist reported Grundahl, Stender, Storms and Zellmann originally helped draw up plans/ideas for the outlot. When presented to City Council they liked the ideas. Hallquist is meeting with Bolton & Menk next week to continue working on ideas. Currently working on budgeting and planning to meet the requirements for the lot.

Commissioners brought up questions about the trail ending at the east part of the lot, the possible danger of a parking lot off the county road, if the parking lot was approved, what happens if it is not, and if there can be parking lot access off Shoreview Lane. Hallquist stated there is no easement so it cannot meet up with the cul-de-sac, currently it just ends there. The parking lot questions are all being looked at and considered during the design process. There has already been information gathered, Hallquist is locating the information. Even if the parking lot is not approved, the dog parks and trails will still be completed. The City

does not maintain Shoreview Lane, it's private, so most likely there would not be an option to have access to a public, city parking lot off private roads.

**C. Park Assessment – Friendship Park**

Hallquist shared the estimated costs for the culvert project and that there is no money budgeted to do the study right now. The tennis courts also require a lot of maintenance to bring them back to their full potential. Staff met with ATE Recreation at the site, tennis court resurfacing is recommended every 3 years. Commissioners discussed the possibility of adding parking by the old hockey area, removal vs. maintenance of east playground equipment, picnic area shelter pads, downsizing the border area around the west play area to help with lower maintenance costs and the possibility of a tree program instead of or concurrent with the bench program. What types of trees and getting different types to avoid disease were discussed. It was emphasized that if the tree program is adopted there should be a maintenance/care program adopted as well to make sure the trees thrive.

**D. Park Assessment Project – Skate Park**

Hallquist reported the previous lease agreement had been found and expired with no new lease agreement being signed. Continuing to work with the city attorney to resolve this, there will be more information to share next month.

**8. Commission Updates**

KH – EDC reviewed goals and are thinking about a housing study. Planning did not have a meeting due to weather.

BA – Proposed changing the meeting time to 5:15 pm.

*Motion: SF/BR to change Parks & Recreation Commission meeting to 5:15 pm. Motion passed 6-0.*

**9. Upcoming Meetings - Next P&R meeting – 5:15 pm, February 21, 2023**

**10. Adjournment**

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

Submitted by:

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Karen Hallquist, Community & Economic Development Director



TO: Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: March 21, 2023

RE: Playground Equipment Replacement Schedule

Staff researched the current playground equipment installation dates as listed below. An average lifespan of playground equipment is 8-10 years per online research, however, depending on weather, usage, and maintenance, they could last 15-20 years or more.

It has been proposed to administration to include \$100,000 every four years in the City of NYA's CIP (Capital Improvement Plan) to create an equipment replacement schedule for the six primary playground parks. With the schedule of one playground being replaced every four (4) years, each playground would be replaced every 24 years.

NYA civic organizations could be provided with information about the projects for the purpose of potential financial support.

Location	Equipment Purchased	NOTES	Estimated Cost
Willkommen Park Playground	Early 2000s		\$ 100,000
Friendship Park (East)	5/22/2007		\$ 100,000
Prairie Dawn Park	7/11/2007		\$ 100,000
NYA Sports Complex	8/12/2014		\$ 100,000
Friendship Park (West)	5/4/2015		\$ 100,000
NYA Legion Park	7/30/2022		\$ 100,000
Casper Circle	??	Old metal equipment/swings - Park to be evaluated for decommissioning	
South Park	??	Old metal equipment/swings - P&R researching removal of equipment	
Kehrer Park	??	Old metal equipment/swings - P&R researching removal of equipment	

Information Only.



TO: Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: March 21, 2023

SUBJECT: West Carver Community Pool Improvements

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The Per MN Dept of Health requirements: replacement of front and exit doors, new flooring, reconfiguring entrance/concessions/bathroom shower/exit flow through the building, addition added to maintenance room to allow more flow of air for equipment and separation of chemicals.

Administration has confirmed that ARPA Funds can be used to fund this project due to health, safety, and wellness concerns.

Staff will be meeting with a local architect to assess the project. The first necessary improvement will need to be the addition to the maintenance room – there is a potential for this to be completed before the 2023 summer season, however, the remaining improvements will be completed after the summer season. It will take the summer to create the plan of the pool house.

Information only.



TO: Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: March 21, 2023

RE: Old Town Update

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Below is the process and recommendations that have occurred with the “New” Old Town project:

- The following notice was posted on the League of MN Cities and the City of NYA website on February 9, 2023.

**CONTRACTOR SERVICES.** *The City of Norwood Young America (City) seeks bids from licensed General Contractors interested in building the Old Town Concession Building located in Willkommen Memorial Park.*

*The contractor is to submit a schedule of construction to reflect the proposed completion date. Bids should be provided as a Guaranteed Maximum Price (GMP) and submitted on the provided Construction Bid Form. Each bid should identify individual sections of work with a scheduled value for each section. Also, provide separate line items for all alternates. Bids will be reviewed privately. The owner shall have the right to accept any bid. Each bidder will receive an electronic copy (PDF format) of the construction documents for bidding purposes. Printed copies will not be provided. See “Note to Bidders” on the cover sheet of the construction documents for additional subcontractor contacts to obtain bids. There will be a **mandatory** site walk-thru Monday, February 13, 2023, at 1:00 pm. We will meet outside on the north side of the existing building. The selected Contractor is responsible for the permit application and fee. The selected Contractor is also responsible for submitting the drawings to Metropolitan Council. Before submitting your bid, each bidder shall carefully examine the documents and re-visit the site as necessary. Each bidder shall be familiar with the existing conditions and limitations under which the work will be performed. The bidder shall include in their bid a sum to cover the cost of items necessary to perform the work as set forth in the proposed contract documents. Ordering of materials and shop drawings are to start immediately after the project has been awarded, with the intent to begin construction as soon as possible with a completion date of August 11, 2023. The complete bid packet is available on the City’s website, below. Bids are due by 2:00 pm, Thursday, February 23, 2023, to Kaeding Architecture, Attn: Jennifer Kaeding at [jkaeding@kaedingarch.com](mailto:jkaeding@kaedingarch.com). All questions should be directed to Jennifer Kaeding via email.*

- Staff was present at a mandatory site walk-thru on Monday, February 13<sup>th</sup>. There were at least six general contractors represented along with multiple sub-contractors.
- Four contractor bids were submitted to Kaeding Architecture on Thursday, Feb 23<sup>rd</sup>.

- The City Council was presented with the four contractor bids at the February 27<sup>th</sup> Council meeting. The bids all came in at approximately \$1.2 million. Council tabled the project to have the architect review the project to simplify interior finishes while keeping the same design façade of the building. A couple of factors with the price tag included high construction costs and a short timeline.
- Kaeding Architecture will be sending out a second bid proposal packet in the next few weeks.
- Should the financing be available, the new ideal timeline would be to start the project September 1<sup>st</sup>.
- Administration and Council welcome any donations from the public for this project.

Information Only.



TO: Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: March 21, 2023

SUBJECT: Decommission of the NYA Skate Park

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The following timetable is how the NYA Skate Park came to be:

- October 9, 2000, City Council Meeting
  - City Council heard from staff the request of a Neighborhood Watch Group that encouraged the city to invest in a skateboard park as other nearby communities had installed them with a very positive response. Council encouraged further research.
- April 23, 2001, City Council Meeting
  - Boy Scout Ned Ashton submitted a petition of 31 signatures in support of a skateboard park.
- May 14, 2001, City Council Meeting
  - City Council approved to appropriate \$27,000 from the Special Capital Projects Fund to be used toward the cost of a skateboard park, determine a site, and set up a group of youth to help design it. The VFW and Legion would also contribute to the project.
- June 4, 2001, Youth Workshop
  - NYA Community Development Assistant Nate Sparks held a workshop with youth from the community to come up with a design for a 160'x60' skate park along with getting their opinion on skateboard features/equipment, and a site. The area by the school was selected for the site.
- July 9, 2001, City Council Meeting
  - City Council authorized the Mayor and City Administrator to sign a lease agreement with District 108 for land to be leased from the school district by the city for the purpose of a skateboard park/outdoor ice rink. The lease (of \$1.00) was to start August 1, 2001, and sunset ten years later July 11, 2011. The city was to hold all maintenance responsibility and insurance liability.
- August 2001, Skatepark Construction
  - Wm Mueller & Sons installed the surface and RampTech installed the features. The skate park expenses totaled \$29,238. Total income for the project was \$32,870 which included \$4,870 from the VFW and \$1,000 from the American Legion.
- September 24, 2001, City Council Meeting
  - City Council approved the installation of an 8' fence at the skateboard park at a price not to exceed \$6,959. The fence cost was covered from the funds allocated for the skateboard park and donations, and the remaining costs came from the General Park Improvements Capital budget line item.
- June 17, 2014, Parks & Recreation Commission Meeting
  - Owners of Dairy Queen had a survey done of their property for a parking lot expansion project. Part of the skate park/fencing was on their property. City staff adjusted the



fencing to accommodate their property line. Minutes from this meeting mention a 99-year lease with the school.

Since this time, city staff has maintained the skateboard park features/equipment including painting it. As of the end of October, the skate park was locked with a "Park Closed Due to Safety Concerns" sign because of major wear and tear plus exposed and rusted hardware.

Staff reached out to Superintendent Tim Schochenmaier and Community Ed Director Kelly Vossen to have the conversation about the situation. There was a time that a former employee said the agreement was a 99-year lease, not a 10-year lease, however, there is no documentation to support this. After talking with another former staff member, she remembered a verbal agreement in which the school allowed the skate park to continue in exchange the city maintains (snow removal) the trail that extends to their parking lot and maintain the culvert. It is unclear when this was decided and for how long. Again, no documentation to support this. The school cannot find any as well.

Per the City Attorney, there are no specific City Codes regarding the recognition of parks or the City's formal requirements of decommissioning a park. This is also a unique situation given there is no active lease, and the City does not own the property.

The City Attorney recommended the following actions to pursue a formal authorization for closure of the NYA Skate Park:

- The Parks & Recreation Commission is to recommend the decommissioning of the NYA Skate Park to the City Council.
- The City Council (should they desire) would approve the decommissioning of the NYA Skate Park and sign a formal agreement with Central Public Schools for the official closure. The agreement also addresses that the City of NYA is responsible to clean out the property of the equipment and remove the fencing should Central Public Schools request this.

**Recommended Motion:**

**Motion to recommend the decommissioning of the NYA Skate Park.**

