



more than a place, it's home.

## NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, May 16, 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. March 21, 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. Arbor Day Celebration - June 1, 2023 @ 12:00pm  
B. Tree Program

Dan  
Stender

Jim  
Zellmann

#### 6. Old Business/Updates

- A. Old Town Update  
B. All Park Assessment Update

Comm ED  
(ad hoc)

#### 7. Commission Updates

#### 8. Upcoming Meeting - Next P&R meeting - 5:15pm, June 20, 2023

#### 9. Adjournment

### Upcoming City Meetings/Events:

May 18, 2023	Sr. Advisory Meeting	9:00 AM
May 22, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM
June 6, 2023	Planning Commission Meeting	6:00 PM
June 12, 2023	City Council Meeting	6:00 PM
June 14, 2023	Economic Development Commission Meeting	6:00 PM
June 15, 2023	Sr. Advisory Meeting	9:00 AM
June 20, 2023	Park and Recreation Commission Meeting	5:15 PM
June 26, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM

# NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, March 21, 2023 - 5:15pm

City Hall Council Chambers, 310 Elm Street West

## Minutes

Members present: Brooke Allen, Dan Stender, Sharilyn Feltmann, Bill Grundahl (5:44), Jim Zellmann, Karla Hormann

Members absent: Advisor Kelly Vossen, Bryan Rehnalt

Staff present: Community & Economic Dev Director Karen Hallquist, Community & Econ Dev Admin Asst Cristi Kinkel

Others:

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

Allen called the meeting to order at 5:15 p.m.

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 5-0.*

### **3. Approve Minutes**

A. January 17, 2023, Parks & Recreation Meeting

*Motion: DS/JZ to approve the minutes. Motion passed 5-0.*

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

### **5. New Business**

A. Playground Replacement Schedule

Hallquist presented the research done by city staff on when current playground equipment was installed. There are three parks where the equipment is dated and not in great shape. To follow the goal of focusing on the quality and use of the park, discussion will be held on whether the playground equipment needs to be replaced or removed. This research was used to create and propose an equipment replacement schedule for the six primary playground parks to City Council. There will be a playground assessment done by a loss/control consultant to create a baseline for the quality of our parks.

- Will propose to include \$100,000 every four years in the City's Capital Improvement Plan (CIP)
- Schedule would allow for one playground to be replaced every four years, giving a lifespan of 24 years to each park
- Replacement would include equipment and potential for mulch and border.

Commissioners agreed a replacement plan was more than needed and how asked the plan would be documented to make sure it was continued past current commission members' terms of service. Hallquist said this information will be included in the Capital Improvement Plan (CIP), which will help keep the schedule for replacement.

B. West Carver Community Pool Improvements

Improvements need to be made to the pool house per MN Dept of Health requirements. The building that houses the chemicals and equipment is too small for appropriate airflow and the chemicals need to be housed separately. The Dept of Health wants to encourage showering before entering the pool, so the entrance will need to be reconfigured. ARPA funds are available to fund this project due to health, safety, and wellness concerns. Staff will be meeting with a local architect to assess the project and more information will be provided following their feedback. Improvements will not be done prior to this pool season.

### **6. Old Business/Updates**

A. Old Town Update

Hallquist shared bids came back higher than expected. Council voted to table the project, so staff has time to consult with the architect to figure out how to bring down some of the cost. Things that may have affected the higher cost were the tight timeline as well as rising construction costs. Kaeding Architect will be sending out a second bid proposal packet with some simplified design finishes.

Commissioners discussed if there was a way for people to donate time, materials, or funds. Hallquist shared there is a state statute that affects the bidding process due to Old Town being a public facility. There are steps that need to be taken before the city will know what is required to be done by a licensed contractor vs. donated.

#### **B. NYA Skate Park Decommission**

Hallquist shared that the NYA Skate Park has been closed due to safety concerns since the end of October. Discussion was held regarding what should be done with the park since the land is owned by the school district and the lease agreement between the city and the school district has been expired for years. The city attorney recommended action be taken to pursue a formal authorization for the closure of the park.

- The Parks & Rec Commission is to recommend decommissioning of the skate park
- The City Council would need to approve the decommissioning
- The City will be responsible for cleaning out the equipment

The school district has elected to keep the fencing and the pavement. They are considering making the area into pickleball courts.

*Motion: KHormann/SF the decommissioning of the NYA Skate Park. Motion passed 6-0.*

#### **7. Commission Updates**

Allen – Capital Day was attended where the mayor, council member McPadden, and city staff presented information to representatives for potential funding help with bigger projects. The city is working on a welcome packet for new residents and potential businesses.

Hallquist – City closed on the land for the Industrial Park 2<sup>nd</sup> Addition. The city is pursuing getting the Masonic Building razed due to safety concerns. The mortar in between the bricks is turning to dust. The Merger St project was approved and will be redone this summer. EDC is looking into façade programs.

#### **8. Upcoming Meetings – Tuesday, April 18, 2023, at 5:15 p.m. at City Hall**

#### **9. Adjournment**

*Motion: KHormann/DS to adjourn at 6:13 p.m. Motion passed 6-0.*

Submitted by:

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Karen Hallquist, Community & Economic Development Director



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: May 16, 2023

SUBJECT: Arbor Day Event - June 1, 2023

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Staff is recommending the following Arbor Day event:

**Prairie Dawn Park**

**Thursday, June 1, 2023 @ 12-2pm**

**Join the NYA Parks & Recreation Commission & City Council (and maybe Boy Scouts/Girl Scouts) in a fun event of planting trees around the basketball court at Prairie Dawn Park!**

**\*\*Shade\*\*Natural Beauty\*\*Clean Air\*\***

**\*Bring gloves and a shovel**

**\*Games & Activities**

**\*Free Sapling! With planting instructions**

**\*Refreshments served**

There are 7 trees (Blaze Maples) ordered at Kahnke's in Plato for around the basketball court in addition to smaller saplings to plant in the prairie grass areas. City public service staff would pre-dig the 7 large holes for the trees.

The Tree City USA website has a bunch of coloring pages and activities...plus the park is right there...

Maybe McDonald's would donate orange drink?

Staff has reached out to representatives of the local boy scouts and girl scouts groups to inquire about doing this as a joint venture.

**Recommended Motion**

**Motion to recommend an Arbor Day Tree Planting event on Thursday, June 1<sup>st</sup> from 12-2pm at Prairie Dawn Park.**



TO: Parks & Recreation Commission

FROM: Cristi Kinkel, Community & Economic Development Admin Assistant

DATE: May 16, 2023

RE: Memorial Tree Program

Research was done regarding implementing a Memorial Tree Program, this would be offered alongside the current Memorial Bench Program, not replace it.

Some initial questions brainstormed before starting the research:

- Where/who would supply the trees and cost? What types would be “best” – lifespan, thrive?
- How would the City recognize the memorial? Plaque? Ribbon? Certificate?
- Where would the trees get planted?
- What type of plaque – ground or tree? How could the plaque be attached to the tree?
- What happens if it breaks or gets stolen?
- Could we add the locations of the trees to the GIS program like the bench locations?

Gathered information from over 10 other towns/cities, currently with a Memorial Tree program. Here is a summary of the information collected and initial recommendations:

	<b>Cost of Tree</b>	<b>Marker</b>	<b>Trees offered</b>
<b>Annandale</b>	200, or 600 with marker	Y	7
<b>Monticello</b>	600	didn't state	
<b>Edina</b>	350	N	2 types
<b>Hastings</b>	400	Y	4
<b>New Prague</b>	450, up to 650 if marker	Y	5+
<b>Belle Plaine</b>	600	Y	up to City arborist
<b>Savage</b>	Did not state	N	8
<b>Eden Prairie</b>	400	Y	
<b>Rochester, MI</b>	600	Y	no info
<b>Hagerstown, MD</b>	500	N	2 types

- Recommend consulting city staff who have taken the forestry class to help pick trees that will be a conducive match to the soil so the trees will thrive.
- Offer one evergreen type and 2-3 shade tree types.
- Estimated cost per tree can run \$300-\$600, final cost will depend on supplier pricing, type of tree, and any other costs for the tree planting.
- Currently looking to offer tree planting in Friendship Park and Prairie Dawn Park, can reevaluate or add other locations after seeing how the program does.
- Limit planting to spring or fall to give the trees best survival chance.
- Would take suggestions on where applicant would like tree planted, but final approval for planting site would be up to the discretion of the City.
- Offer replacement of the tree, by the City, if it dies within the first three years of planting.

- Looked at offering plaque to memorialize, rejected this idea due to the added complexity of maintenance and upkeep.
- Recommend a memorial certificate as well as adding the location to the GIS system like the benches. Potential certificate example is included – would include name of honoree, date planted, possibly a picture of the planted tree.

Discussion Only

# City of Norwood Young America Certificate of Tree Planting

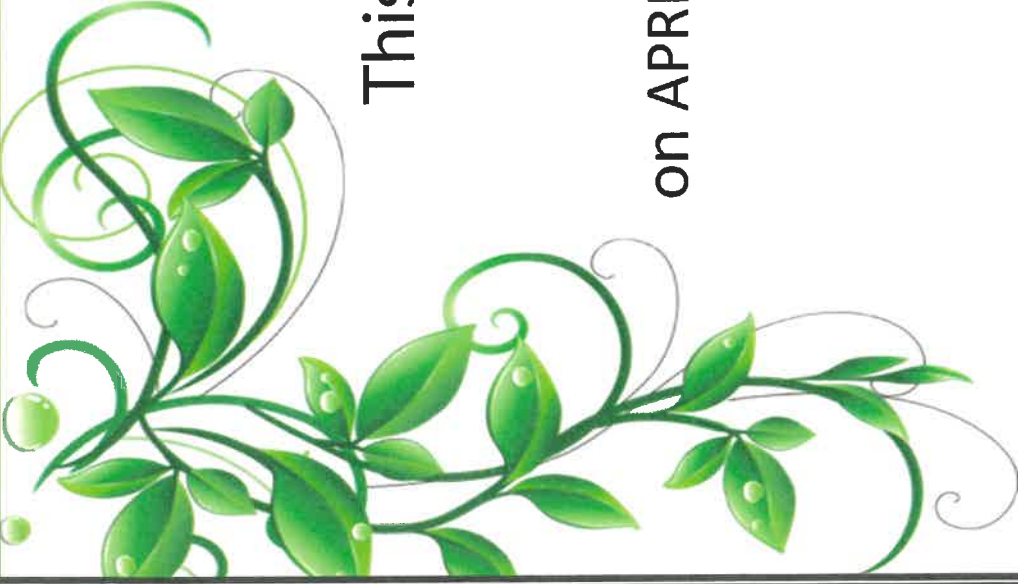
This tree was planted in honor of

**CITY OF NYA**

on APRIL 18, 2023, located in Friendship Park.



Presented by :  
the City of Norwood Young America  
Parks and Recreation Commission.







TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: May 16, 2023

RE: Old Town Update

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Attached is the Construction Rebid Comparison prepared by Kaeding Architecture. The City of NYA has budgeted monies of \$510,000 over the course of the years toward the project. Approximately \$65,000 of the total has been spent on professional architectural and structural engineering services. This project will take place in 2024, so the city does have options with funding.

The Young America Cardinals and Stiftungsfest Committee are also researching fundraising ideas:

- Applying for the MN Twins Community Fund Grant for new fencing
- "Puzzle & Guzzle" Contest at Stiftungsfest with proceeds to New Old Town Project
- Asking local organizations, businesses, and community members for financial support

More discussion and planning will be needed.

Norwood Young America

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





TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: May 16, 2023

RE: All-Park Assessment Update

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Staff, along with Public Service Tech Randy Clay, met with Troy Walsh, Loss Control Consultant/Public Works Specialist with the League of Minnesota Cities on Monday, April 24, 2023, for a "Park Liability Prevention Loss Control Survey." This survey looks in detail at playgrounds, fencing, picnic areas/tables, signage, benches, etc. to address health/safety concerns and ADA compliance.

Mr. Walsh has provided a report that will assist the public service department with maintenance programs and guide discussions and budgetary conversations for the Parks & Recreation Commission on park and playground improvements.

The parks visited:

- NYA Sports Complex
- South Park
- NYA Legion Park
- Casper Circle Park
- Prairie Dawn Park
- Willkommen Memorial Park
- Friendship Park
- Kehrer Park

Staff will be bringing back research to the P&R Commission in June that addresses the playgrounds at South Park, Kehrer Park, and Casper Park. Research will include information on what projects and costs would be needed to address the necessary replacement of significant amounts of impact material (playground mulch) and borders.

Information only.

**Norwood Young America**

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