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NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, June 20, 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. May 16, 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. Presentation of Interactive Park Maps on City Website

Dan
Stender

Jim
Zellmann

6. Old Business/Updates

- A. Old Town Update
B. All Park Assessment Update
C. Arbor Day Event
D. Adopt-A-Park Program and Application
E. Tree Program

Comm ED
(ad hoc)

7. Commission Updates

8. Upcoming Meeting - Next P&R meeting – 5:15pm, July 18, 2023

9. Adjournment

Upcoming City Meetings/Events:

June 26, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM
July 5, 2023	Planning and Zoning Commission Meeting	6:00 PM (Please note the day change due to the holiday)
July 12, 2023	NYA Food Distribution	12:30 PM to 1:30 PM
July 10, 2023	City Council Meeting	6:00 PM
July 12 th , 2023	Economic Development Commission Meeting	6:00 PM
July 18, 2023	Park and Recreation Commission Meeting	5:15 PM
July 20, 2023	Sr. Advisory	9:00 AM
July 24, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM

NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, May 16, 2023 – 5:15pm

City Hall Council Chambers, 310 Elm Street West

Minutes

Members present: Brooke Allen, Dan Stender, Sharilyn Feltmann, Bill Grundahl, Jim Zellmann, Karla Hormann, Bryan Rehnalt

Members absent: Community Ed (Ad hoc Rep)

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

- Add 5C. Guidelines for Advisory Commissions

Motion: KH/DS to adopt the agenda with the addition of 5C Guidelines for Advisory Commissions. Motion passed 7-0.

3. Approve Minutes

A. March 21, 2023, Parks & Recreation Meeting

Motion: JZ/KH to approve the minutes. Motion passed 7-0.

4. Introductions, Presentations, and Public Comment - None

5. New Business

A. Arbor Day Celebration – June 1, 2023 @ 12:00pm

Hallquist proposed the Arbor Day event for June 1, 2023, at Prairie Dawn Park near the basketball court. The basketball court will be getting cracks filled and currently has no shade. Proposing to plant 7 blaze maple trees by the court. The Boy Scouts and Girl Scouts have been contacted to help and are in favor of helping plant the trees. Saplings from Carver County will be available to plant in the prairie grass area and potentially take one home. Will print off activities from Tree City USA, Girl & Boy Scouts to bring crayons. McDonald's may be able to donate orange drink. Rain or shine event.

- Rain or shine event
- Change proposed time to earlier for weather and accommodate public works staff schedule

Motion: KH/BR to approve the Arbor Day Celebration for Thursday, June 1, 2023, from 9-11 am. Motion passed 7-0.

B. Tree Program

Kinkel presented information researched to implement a Memorial Tree Program in addition to the Memorial Bench Program. Gathered information from over 10 cities regarding the following:

- Where would the trees come from? Who would supply them? Cost? Types of trees?
- Which trees would have the best lifespan?
- Where would the city offer them to get planted?
- Type of acknowledgment for the memorial – plaque? Certificate?
- If a plaque, what happens if broken or stolen?

Staff recommends the following for consideration in the adoption of a Memorial Tree Program:

- consulting city staff who have taken the forestry class on types of trees conducive to match NYA soil type to help the tree thrive
- offer one evergreen type and two or three other types
- initial planting in Friendship Park or Prairie Dawn Park

- Limit planting times to spring or fall
- City to offer replacement of tree if dies within first three years of planting
- Certificate memorial to give to donor

Commissioners discussed trying to find a more public way of memorializing the tree, so others can see and enjoy the memorial as well. Did like the idea of the certificate for the donor's personal keeping, maybe do both. The memorial tree would not replace the bench program, add it as a second option. Would planting trees in the cemeteries be an option? Cemeteries would be a different avenue that would need to be looked at separately from this program.

Staff will do more research on how to be able to establish a more public memorial for the tree, whether plaque or other option and bring back information to the Parks Commission next month.

6. Old Business/Updates

A. Old Town Update

Hallquist shared re-bids came back, one lower than previous bids, and others came back without changing even though a lot was cut from the original bid packet. Council will need to decide if they want to continue to pursue the project and whether they want to add more funds to the budget for the project. The YA Cardinals and Stiftungsfest Committee are also researching fundraising ideas to help with the cost. More discussion and planning is needed.

B. All Park Assessment Update

Hallquist shared that Troy Walsh, Loss Control Consultant/Public Works Specialist with the League of MN Cities did a Park Liability Prevention Loss Control Survey of the parks. He looked at playground equipment, fencing, picnic areas/tables, signage, etc. to address health/safety concern and ADA compliance. This service is included in the cost of the annual dues. Mr. Walsh has provided a detailed report which will help assist and guide the public service department with maintenance programs. After staff has reviewed the report, staff will bring research to the Parks Commission in June addressing playgrounds at South Park, Kehrer Park, and Casper Park.

7. Commission Updates

Grundahl – Planning met and talked about industrial park zoning, setting standards and façade, as well as outdoor storage.

Hallquist – EDC is doing an updated housing study. SAC is hosting a Lunch & Learn next Wednesday, May 24, 2023 – Know Your Rights: For Seniors, it is a free event.

8. Upcoming Meetings – Tuesday, June 20, 2023, at 5:15 p.m. at City Hall

9. Adjournment

Motion: KH/SF to adjourn at 6:10 p.m. Motion passed 7-0.

Submitted by:

Karen Hallquist, Community & Economic Development Director



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: June 20, 2023

RE: Old Town Update

The City Council will be holding a work session at 5pm on Monday, June 26th prior to their regular Council meeting at 6pm. The topic of the work session will be the Old Town project. Representatives from the YA Cardinal baseball team and Stiftungsfest will be present.

Information Only.

Norwood Young America

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



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: June 20, 2023

RE: All-Park Assessment Update

Staff is in the process of measuring and calculating all playgrounds for their "use zone." This information will be added to the City of NYA GIS system for future reference when it comes to border and mulch maintenance. New border and mulch for the NYA Sports Complex Lions park playground is set to be replaced yet this summer.

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.

Public service staff will be striping the basketball court at Prairie Dawn Park and South Park. They will also be cleaning off the tennis courts at Friendship Park in preparation for Gus & Julie Wischnack to paint pickleball striping for two courts. Staff is researching the necessary netting equipment for pickleball.

Discussion only.

Norwood Young America



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: June 20, 2023

SUBJECT: Arbor Day Event – June 1, 2023

Over 30 people including Mayor Lagergren, City Council Member Brooke Allen, P&R Commissioner's Renhelt and Stender, CEDD Hallquist, boy scouts, girl scouts and three city public service staff participated in the Arbor Day tree planting event on June 1st. There were enough shovels for all the kids to participate. They were a huge help with shoveling dirt all around the newly planted trees immediately after city staff placed the trees in the pre-dug holes. Seven blaze maples were planted at Prairie Dawn Park along with two Crabapple trees (planted by city staff) at the Community Gardens.

All of those in attendance were welcome to take home a sapling. Many stayed at the park to play on the playground, yard games, and color. There were many compliments about the event and those looking forward to participating again next year.





TO: Parks & Recreation Commission

FROM: Cristi Kinkel, Community & Economic Development Admin Assistant

DATE: June 20, 2023

RE: Adopt-a-Park Program

The current Park Adoption groups were all contacted via email. Each was recognized when the group adopted the park, asked if they had any suggestions for improvements at that park, and asked if they were interested in continuing with the adoption of the park.

Friendship Park

- Kid's Company Child Care Program (since April 2012)
- Would like to continue the park adoption.
- Need to verify if they are caring for the Butterfly Gardens (this needs work)

Legion Park

- Boy Scout Troop 361 (since 2012)
- Interested in continuing the park adoption.

Willkommen Park

- West Carver Lions (since 2012)
- Waiting for response

South Park

- The Lord Family (since June 2013)
- Suggested picnic tables and benches for the park.
- Asked about field hockey – suggested maybe starting with Community Ed
- Noticed the ice rink has a big gouge in the dirt that may need to be leveled before filling next season.
- Would like to continue with the park adoption.

NYA Sports Complex

- NYA Lions Club (since March 2014)
- Waiting for response

Prairie Dawn Park

- Living Rock Church (since June 2014)
- Not interested in continuing the park adoption

Veteran's Park

- NYA Beyond the Yellow Ribbon (since March 2017)
- Would like to continue the park adoption.

Casper Park

- Not currently adopted.

Kehrer Park

- Not currently adopted.

The current Park Adoption application needs to be reviewed. Last updated in 2018. The criteria for being a Park Adoption Group are listed on the enclosed application.

Discussion Only



City of Norwood Young America
310 Elm St. W.
Norwood Young America, MN 55368
(952) 467-1800/(952) 467-1818 (f)
www.cityofnya.com

Adopt-A-Park Application

Park Name: _____

Organization or Group: _____

Contact Person: _____

Address: _____

Telephone (Home): _____ (Work): _____ (Cell): _____

E-mail Address: _____

Adopting Group's Responsibilities:

- Pick up all litter within the park a minimum of twice a year: once in the spring and once in the fall. If litter such as needles, pools of body fluids, etc. are discovered while cleaning the park, do not pick these items up. Instead, notify the Carver County Sheriff's Department (952-361-1231) immediately to take care of the problem. Clean park buildings, structures, signs and or playgrounds, including washing, raking sand, pea rock or wood chips.
- Groups should take note of any broken or loose park items such as picnic tables, benches, loose fencing, playground equipment, broken tree branches, or other problems and notify the City (467-1800) of the nature and location of these problems.
- Group will agree to be responsible of cleaning the park a minimum of twice a year for a minimum of two years.
- If a group is interested in funding, installing or assisting in the installation of a new park improvement within the park they have adopted, prior approval must be obtained from the City. Groups should submit a written proposal along with location drawings, details and/or pictures of the proposed improvement.

City's Responsibilities:

- Provide the group with gloves, garbage bags, rakes and other hand equipment or materials as deemed necessary. Work within a right-of-way shall require use of a safety vest. The equipment supplied will have prior approval of the Public Works Director and/or designated staff.
- City will fund and provide one sign for placement in the park by the City staff identifying the group that adopted the park.
- City staff will be responsible for making any repairs noted by the park adopting group.
- City staff will inspect the work completed by the adopting group and report immediately any unsatisfactory work to the Public Works Director or designated staff.

I have read and I understand the responsibilities for the NYA Adopt-A-Park Program.

Signature-Adopting Group

Date

Signature City of Norwood Young America



TO: Parks & Recreation Commission

FROM: Cristi Kinkel, Community & Economic Development Admin Assistant

DATE: June 20, 2023

RE: Memorial Tree Program Update

Commemorative Plaque

Commissioners requested more research to be done on how to publicly commemorate the trees for the Memorial Tree Program. Suggestions included some form of plaque either attached to the tree or a marker staked in the ground near the tree.

Staff looked at various options, including tree charms, plaque attached to the tree, staked plaque/marker, and flat in-ground marker. While there are several different options, most are rather expensive, while less expensive options seemed to lack durability.

The two options found that stood out most were the Tree Hugger Plaque and the Great Oak Memorial Marker. Descriptions of the plaques are included.

- **The Tree Hugger Plaque** is made of stainless steel, so it will not rust and can be engraved with up to 5 lines of 35 characters each. The plaque comes with a small or large spring encased in plastic to protect and grow with the tree and the cost is \$54.95.
- **The Great Oak Memorial Marker** is made from rust-free aluminum and includes two angled stakes and hardware to stake in the ground. It can be engraved with up to two lines of 32 characters each and the cost is \$89.95.

Staff is recommending the Tree Hugger Plaque. It allows for a more personalized message and attaches right to the tree with an expandable marker that can grow with the tree.

It should be noted that each donator of a Memorial Tree will get a Certificate of Donation to the Memorial Tree Program. The commemorative plaque is an optional purchase at the donator's expense. There is no warranty on the plaque and the City will not be held responsible for replacement.

Tree Planting Sites

At the last meeting, there was discussion on Friendship Park and Prairie Dawn Park being offered for initial planting sites. Staff would like feedback on offering Veterans Park and NYA Legion Park as locations for plantings specifically in honor of Veterans.

Commissioners are to review a draft of the Memorial Tree and Park Bench Program brochure.

Recommended Motion

Motion to recommend the City of NYA to offer a Memorial Tree Program as presented.

Order Form

I would like to order a:

☐

Memorial Tree

☐

Park Bench

Name of person(s) making donation: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Desired Type of Tree: (circle one)

Maple Crabapple Birch Evergreen

Park Bench Engraving: (please print legibly)

The bench allows for up to 2 lines; 50 spaces per line.

Punctuation marks and spaces between words
count as spaces.

Desired Location: _____

**Please return this form to the NYA City Hall
and a staff member will contact you
to discuss all the details.**

Date Submitted: _____

Costs & Payment

Memorial Tree Program

The cost to donate a memorial tree is **\$400**. This one-time cost includes tree, memorial certificate, delivery, and planting.

Tree Plaque (optional)

Donors have the option to purchase an engravable, 2"x6" stainless steel plaque.

****Visit with city staff for more information.**

Park Bench Program

The cost to donate a personalized park bench is \$1,200. This one-time cost includes installation and personalized engraving.

Payment can be made in cash, check (made payable to the City of NYA), or credit card (with a 5% service charge). **There are no refunds after the tree or bench has been ordered.**



Memorial Tree and Park Bench Program



City of Norwood Young America

310 Elm Street West/PO Box 59

Norwood Young America, Minnesota 55368

Phone: 952-467-1800

Fax: 952-467-1818

E-mail: office@cityofnYA.com

www.cityofnYA.com

City of Norwood Young America

PO Box 59, 310 Elm St W

NYA, MN 55368

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Email: office@cityofnYA.com

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Memorial Tree and Park Bench Program

The Memorial Tree and Park Bench Program was developed by the City of Norwood Young America's Parks and Recreation Commission to provide an opportunity to recognize residents who have made an impact in the community, honor a loved one who passed away, or celebrate a milestone.



Family and friends can join together to donate a personalized park bench or memorial tree to be planted in one of the local parks. This generous donation will be a lasting memory, while enhancing the beauty of the community.

Application Process

Once an application for a tree or park bench has been received, City staff will review it and contact the applicant within 30 days. The application will be approved after City staff and the applicant meet to review location and engraving language. City staff will try to accommodate all requests, but reserves the right to limit locations, placement and total number of trees or benches at any City location. After an application is approved, payment will be collected, and the tree or bench with personalized engraving will be ordered.

Benches

After the application has been received, location agreed upon and the payment clearing, the City will order materials necessary to complete the project. Installation time varies depending on seasonal restrictions, equipment ordered and supplier inventory. Donors will be notified prior to scheduled installation.

The City of Norwood Young America shall be responsible for the bench installation and will provide a concrete pad for the bench. The Parks & Recreation Department along with the Public



The bench slats are constructed from recycled plastic materials and backed by a 50 year warranty. The legs are made of coated aluminum. Regular maintenance will be completed on the legs, due to weathering.

The City reserves the right to relocate the bench if unforeseen circumstances arise due to its location or setting, such as a park renovation.



Trees

Family and friends can leave a living legacy by planting a tree variety that is tolerant of the climate, such as **Maple, Crabapple, Oak, or an Evergreen**. Each tree will come with a memorial certificate. Donators will have the option to purchase a 2"x6" engraved, stainless steel plaque that wraps around the tree with an encased spring that will grow with the tree. Visit with city staff for more information.



The City of Norwood Young America will provide care for the trees by watering and pruning, as necessary. Trees will be planted in the Spring or Fall and if the tree fails to thrive within the first 3 years, the City will replace the tree.

Memorial trees will be planted in select local parks, reserving plantings at NYA Legion Park and Veterans Park for trees planted in honor of a



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thoughtful to give, comforting to get

Memorial Trees & Rose Bushes

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Personalized up to 5 LINES

This authentic Tree Hugger® custom tree dedication plaque engraved with your own special message is the perfect way to commemorate an event, mark a milestone or celebrate a life. Sometimes referred to as a Tree Memorial Plaque, Tree Memorial, Tree Plaque, Tree Identification Tag, or Tree Marker. Tree Huggers® are created using high-grade stainless steel and are noted for being the only tree plaque that gently wraps around the tree (by means of plastic-encased springs) and expands without harming it as it grows! It will not rust or corrode or release any harmful toxins or chemicals that could harm the tree. To accommodate tree growth, springs are provided in either "small" (for trees 3"-24" around) or "large" (for trees 24"-60" around) lengths. High quality engraving using a diamond-tipped engraving technique creates a "tone on tone" (brushed finish text against mirrored finish plaque -- like jewelry!) to make your Tree Hugger® a gift that will last a lifetime. Dimensions 2" wide x 6" long.

Personalization information: maximum 5 lines with up to 35 characters per line including spaces and hyphens, plus you can add up to two symbols if desired at no additional cost! (See below for icon options.)

Your text will always be centered and sized appropriately for the most pleasing outcome! Please note that personalized items cannot be canceled or

All Occasion Home & Garden
Angel Memorials
Benches, Markers & Stones >
Candles & Memorial Lamps
Child Remembrance >
Irish - Celtic Gifts
Keepsake Boxes & Music Boxes
Loss of Father
Loss of Mother
Memorial Jewelry >
Memorial Ornaments
Memorial Trees & Rose Bushes
Pet Memorials >
Photo Stones & Benches
Prayer Plaques & Photo Frames
Reunion Heart Gifts
Suncatchers
Sympathy Throws
Tear Bottles
TREE CHARMS™ Tree Plaques
TREE HUGGERS® Tree Plaques
Tree of Life GARDEN MARKERS
Willow Tree® Angels & Candles
Wind Chimes & Wind Bells

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Please allow up to 10 business days for custom engraving and delivery via USPS.

Would you like to use Tree Huggers® for fund-raising purposes? Please contact us to discuss your needs.

Yes! Tree Huggers® can also be shipped to Canada! Please call us or email us to discuss your needs.

Need inspiration? Click here to see examples of text on Tree Huggers®

Price: \$54.95

FREE  SHIPPING

Add Icons

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Line 5 (35 max)

Select Spring Size Please Select 

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Enlarge Image



Enlarge Image



Enlarge Image

Great Oak Memorial Marker.
Personalized
 Sympathy Gift, Memorial Gift,
 Remembrance Gift

This Great Oak - Tree of Life - memorial - dedication marker is hand cast of sturdy, rust-free aluminum, and includes two angled stakes and hardware. This marker accommodates two lines of personalized text. Personalization information: 2 lines with up to 16 characters per line including spaces and hyphens. Available in bronze/gold (as shown) or antique copper. Dimensions: 10.25" high x 14.25" wide. Ships in two to three weeks. Shipping weight 5 lbs. Please note that personalized items cannot be canceled or returned. Made in USA. SKU: WH-2146

Price: \$89.95Color

Line 1 (16 max)

Line 2 (16 max)

Quantity:

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