



## NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, August 15, 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

Dan  
Stender

5. **New Business**
  - A. National Fitness Campaign Presentation
  - B. 2023 Goals Review & 2024 Goals Proposed

Jim  
Zellmann

Comm ED  
(ad hoc)

6. **Old Business/Updates**
  - A. Old Town Update
  - B. All Park Assessment Update
  - C. Tree Program

7. **Commission Updates**

8. **Upcoming Meeting** - Next P&R meeting – 5:15pm, September 19, 2023

9. **Adjournment**

### **Upcoming City Meetings/Events:**

August 17, 2023	Sr. Advisory	9:00 AM
August 24-27, 2023	Stiftungsfest	Check the Schedule for Event Times!
August 28, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM
September 5, 2023	Planning Commission	6:00 PM
September 11, 2023	City Council Mtg	6:00 PM
September 13, 2023	EDC Mtg	6:00 PM
September 19, 2023	Parks & Rec Commission Mtg	5:15 PM

# NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, June 20, 2023 – 5:15pm

City Hall Council Chambers, 310 Elm Street West

## Minutes

Members present: Dan Stender, Jim Zellmann, Karla Hormann, Bryan Rehnalt

Members absent: Community Ed (Ad hoc Rep), Brooke Allen (City Council), Sharilyn Feltmann, Bill Grundahl

Staff present: Community & Economic Dev Director Karen Hallquist

Others:

### 1. Call to Order

Hormann 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 adopt the agenda as written. Motion passed 4-0.*

### 3. Approve Minutes

A. May 16, 2023, Parks & Recreation Meeting

*Motion: BR/JZ to approve the minutes. Motion passed 4-0.*

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

### 5. New Business

A. Presentation of Interactive Park Maps on City Website

Hallquist showed commissioners how to access the interactive park maps on the website.

From the main page:

- Click on Community at the top
- Click on Parks and Trails
- On the new page, scroll down, under Trails/Sidewalks/Connectivity, and click on the red link NYA Park Activity and Trails Finder (click here!)
- Brings up the GIS map of the parks in NYA
- A Welcome message is displayed
- On the right-hand side, a legend pops up where you can select a Park Activity
- If you click on “Baseball”, the icon will pop up on the parks that have that activity available
- You can zoom in and see an aerial picture of the park and activity
- There is also an interactive map for the Bench Donation Program

### 6. Old Business/Updates

A. Old Town Update

Hallquist shared that at the next Council meeting, Old Town will be talked about again and voted on whether to pursue the project or not. YA Cardinals and Stiftungsfest representatives will be there to commit to helping ask for donations and pledge money to the project.

B. All Park Assessment Update

Hallquist shared that City Staff is currently measuring the use zone of the playground around the equipment. Lion's Park playground has the biggest need for fresh mulch and border. Public services staff have been mitigating weeds in the parks. Next month we will be talking about the playgrounds at South Park, Kehrer Park, and Casper Park. Prairie Dawn and South Park basketball courts will be striped and the tennis courts at Friendship Park for Gus and Julie Wischnak to paint the pickleball courts. Would like to do a work session to go over the park assessment report in detail.

### C. Arbor Day Event

Hallquist shared that the event was successful! Around 30 participants with a wide range of ages, seven blaze maples were planted, coloring activities, and playing in the park. Everyone who wanted one went home with a free sapling. Need to start planning for next year's event, trees need to be ordered in January to guarantee to receive them.

### D. Adopt-A-Park Program and Application

Hallquist shared that most groups were interested in continuing with their current adoption, there are a few parks that still need to be adopted. The Lord family had some ideas for South Park, such as adding some benches. The application lays out the adoption group's responsibilities and the responsibilities of the city. Will be updating the application and getting a new signed agreement from groups.

### E. Tree Program

Hallquist shared the draft brochure, outlining the details of the program (cost of the tree, engravable plaque option, certificate). Last discussed Friendship Park and Prairie Dawn Park as first-choice planting sites and the potential of offering Legion Park and Veterans Park specifically in memory of a veteran.

Commissioners discussed offering the choice of the plaque to the donor, whether they would get to choose, or if the commission would decide which option would be offered. Commissioners agree the tree hugger plaque seems like the best option because it does attach to the tree with a spring, is covered in a plastic coating to grow with, and helps protect the trunk of the tree. The planting sites seem like appropriate places to plant, check with the VFW about planting trees at Veterans Park.

Hallquist will reach out to the VFW and update the plaque option to the tree hugger, and commissioners will vote on the final recommendation to present to the City Council at the next Parks meeting.

## 7. Commission Updates

Hormann – The grandstand at Willkommen Park is dusty, would be nice to get it sprayed out before the first game.

Hallquist – Planning Commission is working on driveway standards and city code and ordinances addressing landscaping and façade for industrial park standards. EDC is doing an updated housing study to address how much housing is needed in NYA and the types of housing developments that need to be added. SAC hosted a Lunch & Learn on Senior Rights, with about 40 people in attendance. Senior Center will be reopening in September.

## 8. Upcoming Meetings – Work Session Tuesday, July 18, 2023, at 5:15 p.m. at City Hall

## 9. Adjournment

*Motion: JZ/DS to adjourn at 5:57 p.m. Motion passed 4-0.*

Submitted by:

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Karen Hallquist, Community & Economic Development Director



TO: Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: August 15, 2023

RE: National Fitness Campaign

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Blue Cross Blue Shield of MN has partnered with the National Fitness Campaign to bring ten (10) Fitness Courts to MN each year starting in 2024. These are open-air courts with circuit equipment. Staff viewed a demo for the program as attached in the packet.

Highlights include:

- Fitness courts are made of the same materials as playground equipment, so it is weather resistant.
- The Fitness courts are ageless – anyone can use them.
- NFC offers an app that offers guidance to those who want to use it as an exercise regimen.
- NFC makes a large production of the planning, installation, and marketing of each project to bring attention to the community and beyond.
- The Fitness Courts are a new “niche” which draws people to the community.
- BCBS and NFC offer grants up to \$75,000 (includes structure and artwork)
- City fund commitments can be a range of \$135,000-177,000
- Potential for outside sponsorship opportunities – SHIP, local clinics, etc.

Staff is recommending keeping this idea on the “back burner” for a future project.

Informational Only



## Norwood Young America Parks & Recreation Commission 2023 Goals Review & 2024 Proposed Goals

Commissioners are to review the 2023 goals and have conversation on projects for 2024.

### 1. Create opportunities for new park amenities

- a. Research/develop a plan for Outlot A including dog park – in progress
  - i. Work with Bolton & Menk to develop a formal design/layout plan
  - ii. Work with DNR on grant opportunities
- b. Complete the “new” Old Town Project – in progress
  - i. Organize a ribbon cutting to celebrate the project

Proposed additions for 2024:

- Research/install disc golf to add to Prairie Dawn Park - \$2,500
- Update/install a new “NYA Sports Complex” sign - \$5,000
- Install a “South Park” sign? - \$5,000
- 
- 

### 2. Assess current park amenities and develop a plan to maintain the safety of equipment and surroundings

- a. Continue All-Park Assessment – in progress
  - i. Organize a commissioner tour of the parks
  - ii. Assess potential removal of Casper, Kehrer, and South Park playgrounds
- b. ~~Create formal schedule/budget for playground replacement~~ DONE
- c. Improve on health and safety issues at West Carver Community Pool per MN Dept of Health (ARPA Funds)
  - i. Replace entrance/exit doors
  - ii. Replace flooring
  - iii. Increase size of equipment room
- d. ~~Review NYA Skate Park~~ – DONE
  - i. ~~Work with Central Public Schools to resolve the future of the park~~
- e. ~~Review Casper Park~~
  - i. ~~Administer survey to Casper Circle residents on use of park~~
- f. ~~Continue to replace playground mulch and create a maintenance/replacement plan~~ – DONE
- g. ~~Review trail system~~
  - i. ~~Create a maintenance plan for crack sealing/seal coating~~ – DONE
  - ii. ~~Name the trails based on location/history~~

Submitted Capital Improvement Plan P&R Projects (see attached)

- Friendship Park Tennis Courts
- South Park Hockey Rink
- South Park Basketball Courts
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CITY OF NORWOOD YOUNG AMERICA  
CAPITAL IMPROVEMENT PROJECT  
DESCRIPTION and JUSTIFICATION FORM

DEPARTMENT: Parks

SUBMISSION DATE: 08/01/23

PROJECT: NYA Sports Complex Gateway Sign

**Purchase (Check One):**

- ☒ Project Purchase  
☐ Equipment Purchase

**STAFF PRIORITY RECOMMENDATION In Years (Check One):**

- ☒ 1-3    ☐ 3-5    ☐ 5-7    ☐ 7+

**DESCRIPTION OF PROJECT:**

Replacement of the NYA Sports Complex gateway sign

**COST BREAKDOWN**

**Additional Information:**

Mounted NYA Sports Complex Sign with address

(\*\*This amount is probably more than needed)

**Amount**

\$5,000

**Grand Total**

**\$5,000**

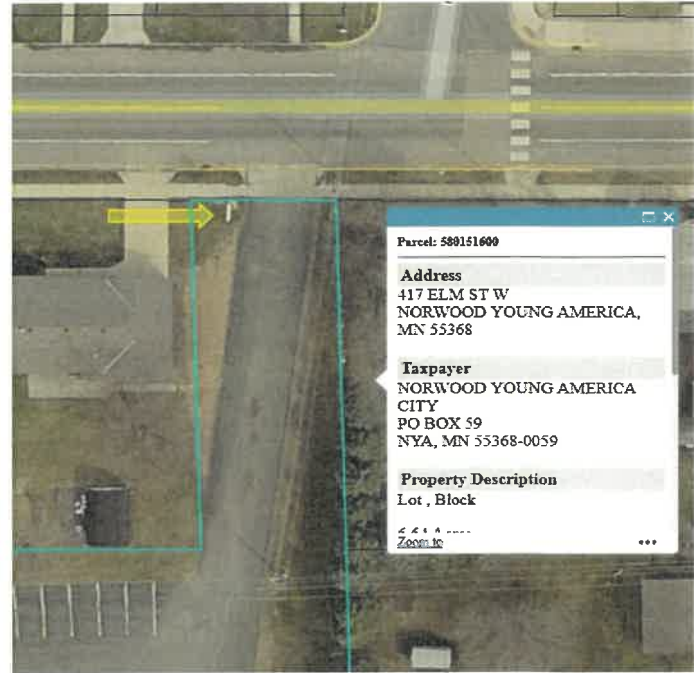
**JUSTIFICATION**

The current NYA Sports Complex Gateway Sign (as shown below) is extremely outdated with its structure, city logo, and ability to maintain current park happenings. The entrance to the park is somewhat narrow, so the replacement gateway sign will probably need to be in the same location, most likely smaller, but similar in look/feel to the other park signs in the city. Consideration also needs to be taken with vehicle entrance/exit visibility.

DEPARTMENT HEAD

Khallquist

**GRAPH (Optional):**



**PROPOSED FINANCING (Department Head's Suggestion):**

1) General Tax Revenues	_____ %	10) State Loan	_____ %
2) Capital Fund Revenues	_____ %	11) Federal Grant	_____ %
3) G.O. Bonds	_____ %	12) Federal Loan	_____ %
4) Water - Bonds/Cash	_____ %	13) Special Assessments	_____ %
5) Sewer - Bonds/Cash	_____ %	14) _____	_____ %
6) TIF Funds	_____ %	Other-List	_____ %
7) Liquor Store Revenues	_____ %		
8) Donations/Fundraising	_____ %		
9) State Grant	_____ %		

**BREAKDOWN OF FINANCING**

Dollars

	\$3,500
	\$750
	\$750

\$5,000 (should equal grand total)





CITY OF NORWOOD YOUNG AMERICA  
CAPITAL IMPROVEMENT PROJECT  
DESCRIPTION and JUSTIFICATION FORM

DEPARTMENT: Parks

SUBMISSION DATE: 08/01/23

PROJECT: Friendship Park Tennis Courts

**Purchase (Check One):**

- ☒ Project Purchase  
☐ Equipment Purchase

**STAFF PRIORITY RECOMMENDATION In Years (Check One):**

- ☒ 1-3    ☐ 3-5    ☐ 5-7    ☐ 7+

**DESCRIPTION OF PROJECT:**

Tennis Courts at Friendship Park - at this time, includes two regulation tennis courts and two basketball hoops (no striping for basketball court). The goal would be to have the tennis courts resurfaced, add pickleball courts/posts/nets, basketball striping, new entrance fencing in order to be ADA compliant.

**COST BREAKDOWN**

**Additional Information:**

Complete mill & re-pave, sport court surfacing, pickleball posts/net, basketball striping, and ADA compliance fencing

**Amount**

\$95,000

**Grand Total**

**\$95,000**

**JUSTIFICATION**

The tennis courts were installed in 2001. They do get used, however, not to their potential due to the conditions of the courts. This large of a court could serve as multi-purpose for tennis, pickle-ball, kickball, basketball and more. This is a park amenity improvement but also a quality of life improvement with offering additional outdoor recreation options. Staff cannot find record of any pavement maintenance. Crack filling is typically done on a 3 year cycle. There are improvement options, however, only doing a crack fill would not be a long-term solution.

DEPARTMENT HEAD

Khallquist



**GRAPH (Optional):**



**PROPOSED FINANCING (Department Head's Suggestion):**

1) General Tax Revenues	_____ %	10) State Loan	_____ %
2) Capital Fund Revenues	_____ %	11) Federal Grant	_____ %
3) G.O. Bonds	_____ %	12) Federal Loan	_____ %
4) Water - Bonds/Cash	_____ %	13) Special Assessments	_____ %
5) Sewer - Bonds/Cash	_____ %	14) _____	_____ %
6) TIF Funds	_____ %	Other-List	
7) Liquor Store Revenues	_____ %		
8) Donations/Fundraising	_____ %		
9) State Grant	_____ %		

**BREAKDOWN OF FINANCING**

Dollars

	<b>\$95,000</b>
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**\$95,000** (should equal grand total)



CITY OF NORWOOD YOUNG AMERICA  
CAPITAL IMPROVEMENT PROJECT  
DESCRIPTION and JUSTIFICATION FORM

DEPARTMENT: Parks

SUBMISSION DATE: 08/01/23

PROJECT: South Park Hockey Rink

**Purchase (Check One):**

- ☒ Project Purchase  
☐ Equipment Purchase

**STAFF PRIORITY RECOMMENDATION In Years (Check One):**

- ☐ 1-3 ☒ 3-5 ☐ 5-7 ☐ 7+

**DESCRIPTION OF PROJECT:**

South Park hockey rink needs to be reconstructed with a concrete base, new boards, and new entrance/exit doors. The pavement can also be painted for four (4) pickle ball courts to be used in the spring/summer/fall months.

**COST BREAKDOWN**

**Additional Information:**

Hockey rink concrete, boards, doors

Painting of pickle ball courts and netting equipment

**Amount**

\$80,000

**Grand Total**

**\$80,000**

**JUSTIFICATION**

The South Park hockey rink (and free skate area) are used as soon as the rink is flooded in the winter, until it is too warm and the ice melts. These improvements will significantly aid city staff with maintenance of the ice (less labor time with prepping and maintenance) and add another park amenity making the all-season park a destination for another quality of life sport.

DEPARTMENT HEAD

Khallquist

**GRAPH (Optional):**



**PROPOSED FINANCING (Department Head's Suggestion):**

1) General Tax Revenues	_____ %	10) State Loan	_____ %
2) Capital Fund Revenues	100 %	11) Federal Grant	_____ %
3) G.O. Bonds	_____ %	12) Federal Loan	_____ %
4) Water - Bonds/Cash	_____ %	13) Special Assessments	_____ %
5) Sewer - Bonds/Cash	_____ %	14) _____	_____ %
6) TIF Funds	_____ %	Other-List	
7) Liquor Store Revenues	_____ %		
8) Donations/Fundraising	_____ %		
9) State Grant	_____ %		

**BREAKDOWN OF FINANCING**

Dollars

	<b>\$80,000</b>
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**\$80,000** (should equal grand total)



CITY OF NORWOOD YOUNG AMERICA  
CAPITAL IMPROVEMENT PROJECT  
DESCRIPTION and JUSTIFICATION FORM

DEPARTMENT: Parks

SUBMISSION DATE: 08/01/23

PROJECT: South Park Basketball Court

**Purchase (Check One):**

- ☒ Project Purchase  
☐ Equipment Purchase

**STAFF PRIORITY RECOMMENDATION In Years (Check One):**

- ☐ 1-3 ☒ 3-5 ☐ 5-7 ☐ 7+

**DESCRIPTION OF PROJECT:**

The South basketball courts are in need of completely new concrete or replacement with overlay/ sport coat sealing/ re-striping. At a minimum (in 2023), weeds are to be controlled, striping to be repainted, and permanent or season benches need to be added for seating. Additional trees are to be added to the park as well.

**COST BREAKDOWN**

**Additional Information:**

South Park bball pavement improvements(2025)

**Amount**

\$50,000

**Grand Total**

**\$50,000**

**JUSTIFICATION**

The South Park basketball courts are the only public/park basketball courts on the south side of Hwy 212. The other closest basketball courts are at Central Public Schools, Friendship Park (tennis courts) or St. John's School - almost one mile away. These improvements are both quality of life and park improvements.

DEPARTMENT HEAD

Khallquist



**GRAPH (Optional):**

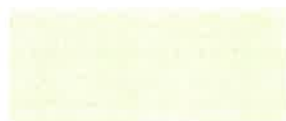


**PROPOSED FINANCING (Department Head's Suggestion):**

1) General Tax Revenues	_____ %	10) State Loan	_____ %
2) Capital Fund Revenues	100 %	11) Federal Grant	_____ %
3) G.O. Bonds	_____ %	12) Federal Loan	_____ %
4) Water - Bonds/Cash	_____ %	13) Special Assessments	_____ %
5) Sewer - Bonds/Cash	_____ %	14) _____	_____ %
6) TIF Funds	_____ %	Other-List	
7) Liquor Store Revenues	_____ %		
8) Donations/Fundraising	_____ %		
9) State Grant	_____ %		

**BREAKDOWN OF FINANCING**

Dollars



**\$50,000**

**\$50,000** (should equal grand total)



CITY OF NORWOOD YOUNG AMERICA  
CAPITAL IMPROVEMENT PROJECT  
DESCRIPTION and JUSTIFICATION FORM

DEPARTMENT: Parks

SUBMISSION DATE: 08/01/23

PROJECT: Playground Replacement Schedule

**Purchase (Check One):**

- ☒ Project Purchase  
☐ Equipment Purchase

**STAFF PRIORITY RECOMMENDATION In Years (Check One):**

- ☐ 1-3 ☐ 3-5 ☐ 5-7 ☐ 7+

**DESCRIPTION OF PROJECT:**

Formal Playground replacement schedule - \$100,000 every four years in CIP for playground replacement schedule - See attached schedule

**COST BREAKDOWN**

**Additional Information:**

Playground fund - next playground replacement to be in 2026 at Willkommen Memorial Park Playground

**Amount**

\$100,000

**Grand Total**

**\$100,000**

**JUSTIFICATION**

An average lifespan of playground equipment is 8-10 years. Depending on weather, usage and maintenance, they could last 15-20 years or more. Proposing \$100,000 every four years in CIP to playground equipment replacement with a schedule of one playground being replaced every four (4) years for an approximate cost of \$100,000 per playground. Each playground (6 playgrounds) would be replaced every 24 years. NYA civic organizations to be provided with information about the projects for the purpose of potential financial support.

**DEPARTMENT HEAD**





CITY OF NORWOOD YOUNG AMERICA  
 CAPITAL IMPROVEMENT PROJECT  
 DESCRIPTION and JUSTIFICATION FORM

GRAPH (Optional):

PROPOSED FINANCING (Department Head's Suggestion):

1) General Tax Revenues	_____ %	10) State Loan	_____ %
2) Capital Fund Revenues	100 %	11) Federal Grant	_____ %
3) G.O. Bonds	_____ %	12) Federal Loan	_____ %
4) Water - Bonds/Cash	_____ %	13) Special Assessments	_____ %
5) Sewer - Bonds/Cash	_____ %	14) _____	_____ %
6) TIF Funds	_____ %	Other-List	
7) Liquor Store Revenues	_____ %		
8) Donations/Fundraising	_____ %		
9) State Grant	_____ %		

BREAKDOWN OF FINANCING

Dollars

	\$25,000
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\$25,000 (should equal grand total)



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: August 15, 2023

RE: Old Town Update

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After many years of research and discussions, the NYA City Council approved the bid for \$813,244.00 to RAM General Contracting, Inc. for the Old Town project at the Monday, June 26, 2023, Council meeting.

Representatives from Stiftungsfest & Young America Cardinals will be meeting again to make a proposed game plan for donation requests/ recognitions to present to both of their respective groups. Attached is the information brochure the groups will be using to ask for donations.

The plan for donation recognition (since it will be on the "New" Old Town wall) was approved by City Council at the July 24, 2023, meeting.

The contract with RAM General Contracting starts on August 30, 2023, with a completion date no later than June 30, 2024. Best case scenario of demo and framing yet this fall, interior work over winter, and completion in spring 2024. RAM will notify the city when the demo occurs for those who want to watch.

Information Only.

## Supporting the “New” Old Town

Old Town is not only a public facility that is used for community events, but also iconic to Willkommen Memorial Park, Home of the Young America Cardinals, and of course, Norwood Young America's annual Stiftungsfest celebration!



The “New” Old Town project is supported by the Young America Cardinals baseball team and the Stiftungsfest Committee. Both entities are proud of the “Gemeinschaft” or “Community” that the Old Town buildings represent for their respective purposes and for the City of Norwood Young America as a whole.

The Young America Cardinals and Stiftungsfest Committee are asking organizations, businesses, citizens of Norwood Young America and surrounding areas, baseball go-ers, and visitors of Stiftungsfest to donate to the “New” Old Town project. These efforts will keep the project moving forward and maintain the pride of all those individuals who have great memories of their visit to Old Town.

## Donations to “New” Old Town

Make your donation to support the “New” Old Town.

All categories of donations above \$500 will be recognized on a plaque at the “New” Old Town and presented with a commemorative beer stein!

**\$25,000 – Erbe (Heritage)**

**\$10,000 – Feier (Celebration)**

**\$5,000 – Dörflich (Village)**

**\$2,500 – Gemeinschaft (Community)**

**\$1,000 – Partnerschaft (Partnership)**

**\$500 - Zusammen (Together)**

**All donations are welcomed!**

Checks are to be mailed to:

**“New” Old Town Project**

**PO Box 59, Norwood Young America, MN 55368**

All major credit cards are accepted with a 5% service charge.

Any questions? Please call:

Brandon Stender (YA Cardinals) at 612-599-6597 or John Trocke (Stiftungsfest, Inc.) at 952-412-3018.

# The “New” Old Town Project





# The “New” Old Town



## The History of Old Town

Old Town was constructed in 1990-1991 by a group of community members who wanted to beautify Willkommen Memorial Park by building a structure to resemble historic buildings from the now former Young America, MN. At the time, the Y.A Cardinals donated \$5,000, the Fire Department donated \$10,000, and a private donation of \$20,000 got the project started. More donations came in as construction happened. At the time of construction, no formal structural engineering services were used; however, the building committee used their trades, talents, and love for the project to complete it. Old Town has brought fame to Willkommen Memorial Park and the community of Norwood Young America.



## Old Town Today

Approximately ten years ago, the NYA Parks & Recreation Commission and City Council started conversations concerning the structural integrity of the building. After countless meetings with contractors, engineers, and building officials, it was determined that Old Town is too compromised in its current conditions of drainage issues, rain damage, and walls decomposing. Old Town was determined to need a complete reconstruction.

The City of NYA and representatives from the Young America Cardinals and Stiftungsfest have worked with a local architect and structural engineer for the “New” Old Town. This new building project will keep the integrity of the present historical design while updating needed health and safety concerns. The intentions are to continue to honor the dedication of the original community member’s Old Town project.



## Facts of Old Town:

- Serves as the “home field” for the Young America Cardinals from April – July annually for home baseball games and fundraising events.
- Consumed by Stiftungsfest one week in August annually for multiple concession stands and baseball games along with using the iconic image of the structure for marketing purposes.
- Everyone knows Old Town!
- Used by local service organizations (NYA Lions, West Carver Lions, Boy Scouts, Chamber of Commerce) for drive through and park events throughout the year.
- Used for Central JV/middle school baseball games March – May annually.



## Facts of “New” Old Town Project:

- The New Old Town Project is a complete reconstruction with the hopes of expanding on the existing footings.
- 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 to guide the City Council on building safety and health improvements.
- A second construction bidding process deemed the project at an \$813,000 total completion cost. Pricing considers the current high construction rates. Local contractors will be used for the project.



TO: NYA Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: August 15, 2023

RE: All-Park Assessment Update

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Commissioners will be discussing each park, improvements already made, where mulch/border projects are at, and next steps with playground decisions at Kehrer Park, South Park and Casper Park.

Discussion only.



TO: Parks & Recreation Commission

FROM: Karen Hallquist, Community & Economic Development Director

DATE: August 15, 2023

RE: Memorial Tree Program Update

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Staff has updated the Memorial Tree Program and brochure to the following:

- Offering four types of trees (Maple, Crabapple, Oak, or Evergreen) for a price of \$400 which includes the tree, memorial certificate, delivery and planting.
- Trees will be planted in the spring and fall. Donators will be notified of the date of the planting.
- Donators have the option of selected parks to plant the tree, with reserving NYA Legion Park and Veteran's Park for those honoring a veteran.
- Donators have an option of purchasing a "Tree Hugger Plaque" for an additional cost of \$54.95. The Tree Hugger Plaque is made of stainless steel - 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. The city holds no liability for the plaque.

**Recommended Motion**

**Motion to recommend approval of the Memorial Tree Program to the City Council.**



# 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   Oak   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)

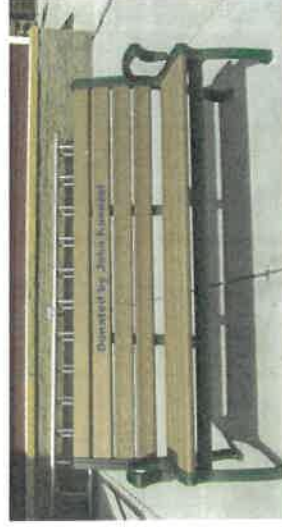
Donors have the option to purchase an engravable, 2"x6" stainless steel plaque.

*\*\*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@cityofnfa.com](mailto:office@cityofnfa.com)  
[www.cityofnfa.com](http://www.cityofnfa.com)

**City of Norwood Young America**

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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 veteran.

