



**NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION**  
**Tuesday, October 16, 2024 – 5:30pm**  
**City Hall Council Chambers, 310 Elm Street West**  
**AGENDA**

- |                      |   |
|----------------------|---|
| Brooke<br>Allen      | <b>1. Call to Order</b><br>A. Pledge of Allegiance  |
| Sharilyn<br>Feltmann | <b>2. Adoption of Agenda</b>  |
| Bill<br>Grundahl     | <b>3. Approve Minutes</b><br>A. August 20, 2024, Parks & Recreation Meeting   |
| Karla<br>Hormann     | <b>4. Introductions, Presentations, and Public Comment</b><br><small>(Citizens may address the Parks &amp; Recreation Commission about any non-agenda item of concern. Speakers must state their name and address and limit their remarks to three minutes. The Parks &amp; Recreation 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.)</small> |
| Dan<br>Stender       | <b>5. Business/Updates</b><br>A. NYA Sports Complex Zellmann Field Light Pole Project<br>B. Kehrer Park<br>C. 2024 Goal Review  |
| Jim<br>Zellmann      | <b>6. Community Education Update</b>  |
| Open Seat            | <b>7. Commission Updates</b>  |
| Comm ED<br>(ad hoc)  | <b>8. Upcoming Meeting - Next P&amp;R meeting – November 19, 2024, 5:30pm.</b>  |
|                      | <b>9. Adjournment</b>   |

**Upcoming 2024 Meetings/Events**

October 17 <sup>th</sup>	Sr. Advisory	9:00 AM
October 28 <sup>th</sup>	Workshop/EDA/City Council Meeting	5:00 PM/6:00 PM
November 5 <sup>th</sup>	Election: City of NYA City Hall Council Chambers	7:30 AM to 8:00 PM
November 6 <sup>th</sup>	Planning and Zoning Commission Meeting	6:00 PM (Wednesday Meeting)
November 6 <sup>th</sup>	NYA Food Distribution	12:30-1:30 PM
November 11 <sup>th</sup>	Veteran’s Day—No City Council Meeting	No City Council Meeting
November 12 <sup>th</sup>	City Council Meeting	6:00 PM (Tuesday Meeting)

November 13 <sup>th</sup>	Economic Development Commission Meeting	6:00 PM
November 19 <sup>th</sup>	Park and Recreation Committee Meeting	5:30 PM
November 21 <sup>st</sup>	Sr. Advisory Meeting	9:00 AM

# NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION

Tuesday, May 21, 2024- 5:30pm

City Hall Council Chambers, 310 Elm Street West

## Minutes

Members present: Dan Stender, Sharilyn Feltmann, Bill Grundahl, Brooke Allen

Members absent: Karla Hormann, Jim Zellmann

Staff present: Community & Economic Dev Director Karen Hallquist

Others:

### 1. Call to Order

The meeting was called to order at 5:31 p.m.

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

### 2. Adoption of Agenda

*Motion: SF/DS to adopt the agenda as written. Motion passed 4-0.*

### 3. Approve Minutes

A. May 21, 2024, Parks & Recreation Meeting

*Motion: DS/BG to approve the minutes. Motion passed 4-0.*

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

### 5. Business/Updates

A. Disc Golf

Hallquist started researching the sport of disc golf and all the requirements. Both Prairie Dawn Park and Friendship Park could accommodate a course. Commissioners asked to review the Prairie Dawn Master Plan at the next meeting.

B. Outlot A - Rezoning - No update

C. Friendship Park - Dog Park

Hallquist shared that District 108 Community Ed Recreation Specialist Melissa Laubach confirmed that the fenced-in soccer field at Friendship Park is used six weeks in the spring and fall (one time per week), for about 12 times per year. Because of the new turf field being added, practices and/or games could be moved if this fenced-in area becomes a dog park. Commissioners discussed the following:

- The fenced-in area is approximately 0.76 acres, with two entrances on the northwest and southwest sides. The fence is 8 ft high and will need some adjustments/ additions at the NE entrance to add a small gateway area. The SE entrance will be permanently closed.
- The only additional amenities to install for a dog park could be some picnic tables, the planting of some trees, and a doggy waste station and waste receptacle. A watering station is unnecessary, as pet owners should be encouraged to bring their own water/bowl.
- A "name the park" contest could be held, also a painting contest for a few fake fire hydrants.

Commissioners will wait to make a recommendation to the Council until more financial information will be available.

D. Arbor Day Event

The event was a success, with about 30 children in attendance. Commissioners discussed holding the 2025 event at Friendship Park.

E. Old Town Update

The Old Town Dedication will be postponed until Spring 2025. Weather and the incomplete project are factors in the delay. Donations will be accepted until April 15, 2025.

#### F. West Carver Community Pool

The closing date of the pool is August 16<sup>th</sup>. New, less-maintenance landscaping had been planted around the pool perimeter. Administration has started looking into contractors to satisfy the MDH requirements of new doors, floors, and traffic flow through the building. These improvements will be completed prior to the 2025 season.

#### G. Casper Circle Park

Staff removed the park equipment. The City announced that it was happening due to safety concerns and that future conversations about the park would include Casper Circle neighbors. Two neighbors reached out to ask questions about the process. They understood the equipment's age and standards. City public service staff will clean up the remaining pea gravel and spread grass seed yet this fall. Until further notice, the park will remain greenspace and City staff will continue to mow/maintain.

#### H. Kehrer Park

The Kehrer Park playground equipment has been identified as needing to be either removed or replaced due to its age and change in standards. As it currently stands, there is also a lack of impact material. The packet includes pictures of the accessibility, parking, playground, greenspace, list of amenities, and staff suggestions to complement those amenities. Commissioners discussed the removal of the equipment and ideas for enhancing the park, which included a picnic shelter and information center for the Yellowstone Trail.

*Motion: DC/BG to recommend the removal of the playground equipment at Kehrer Park and leave it as a greenspace to research more options for enhancing the park. Motion passed 4-0.*

#### I. South Park Hockey Rink

Commissioners discussed a hockey rink concrete project for 2027 (at the same time as the South Street reconstruction project). The project would include concrete the entire rink, replacing boards and gates, and painting hockey and pickleball striping. Staff will research whether the rink is regulation size. Stender confirmed that the free skate area used to be a tennis court.

#### 6. Community Education Update - NA

#### 7. Commission Updates - NA

8. **Upcoming Meeting** - Next P&R meeting – 5:30pm, October 16, 2024. Staff will not be available in September.

#### 9. Adjournment

*Motion: DS/SF to adjourn. Motion passed 4-0.*

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: October 16, 2024  
RE: Business/Updates

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**A. NYA Sports Complex Zellmann Field Light Pole Project**

The light pole project at the NYA Sports Complex is included in the 2025 Capital Improvement Projects. It will involve sandblasting and painting eight (8) light poles located in Zellmann Field.

Bid requests are as follows:

**Bid #1**

Hanson's Painting & Repairs Did not submit a bid for the 2025 project.

**Bid #2**

M. Carlson Painting	\$43,249	
Clean N Seal Inc.	\$36,180	
		\$79,429 total

**Recommended Motion**

Motion to recommend the approval to hire Clean N Seal Inc. for \$36,180, and M. Carlson Painting for \$43,249, for a total project price of \$79,429 for the sandblasting and painting of the light poles at the NYA Sports Complex Zellmann Field.

**B. Kehrer Park**

The playground equipment was removed in September. Commissioners are asked to review ideas for enhancing the park and be prepared to discuss how to proceed.

**C. Goals Review**

Commissioners are to review the 2024 goals and discuss 2025.

# Jeff Anderson

(612) 477-0190

jeff@mcarlsonpainting.com

3496 Shoreline Drive, Wayzata,  
MN 55391, US

License Number CR-638264



http://mcarlsonpainting.com/

# NYA Sports Complex - #39482

Date: 06-25-24

# Proposal Number: 39482

City of Norwood Young America,  
NYA Sports Complex Andrea Auqrust

(612) 270-6997

jeff@mcarlsonpainting.com

417 Elm St W, Norwood Young  
America, MN 55368

## #1 GENERAL DESCRIPTION OF WORK

Exterior Painting/Staining: See details below

All items must be removed from work areas prior to us beginning. If there are items that must be removed for us to paint, there will be an additional hourly charge (\$60.00 per team member) for us to do so. All trees, branches, bushes, etc need to be trimmed back in order for our painters to work on those areas of the home.

Lead Disclaimer: On or after April 22, 2010, firms working in pre-1978 homes and child-occupied facilities must be certified and use lead-safe work practices during renovations. All homes pre-1978 are to be assumed that lead is present and must be tested. There will be an additional charge for Lead Safe Practices and Disposal.

Warranty: [Access our warranty by clicking here.](#)

M. Carlson Painting does not offer any electrical services from our painting Crews. This requires Proper Licensure and should be carried out by professional Electricians.

Description	Notes
Prime and Paint 8 light poles (ladders included) Work to be completed in 2025	Apply one coat of 9100 two-part epoxy Mastic primer Apply one coat of 9800 DTM Urethane Mastic Top Coat (1) 120' Boom Lift included \$43,249.00

## #2 PREPARATION

Thoroughly prepare all substrates to be painted.

	Description	Notes
Include	Power Washing	Wash all substrates to remove surface debris, and to ensure proper finish coat adhesion. Loose/chipping paint is to be removed during preparation for painting, not during the power wash process.
Include	Masking	Mask all windows, doors, and all unpainted areas. Remove or mask all fixtures. Items removed will be replaced after painting. Cover all walkways, patios, and shrubs.
Include	Prep	Scrape all loose and peeling paint. Scuff sand all areas scraped for adhesion. Spot prime all bare wood on areas being painted. Caulk vertical seams as well as door and window openings as necessary.

### #3 WORK TO BE PERFORMED

Thoroughly apply two (2) top coats of paint and/or stain to areas listed below. Our application process consists of spraying the first coat then back brushing or rolling. We then spray the second coat and back brush or back roll depending on the surface.

### #4 MATERIALS TO BE USED

Description	Notes
Brand of Paint	Rust-Oleum
Product Name	9100 DTM Epoxy Mastic Primer 9800 DTM Urethane Mastic Top Coat
Paint Sheen/ Gloss Level	TBD

### #5 CLEAN UP

Maintain a safe, clean and tidy job site daily. Ensure that the job site is thoroughly clean, including removing garbage, debris, and all other materials upon completion of the project.

### #6 PAYMENT SCHEDULE

Warranty: Three-year written warranty included on labor. Product warranty provided by the manufacturer. **NO WARRANTY ON DECKS**

Package Price: Estimates are all-inclusive. No line item can be removed without the possibility of a cost increase in other areas.

Total Price: Includes all labor, paint/stain/sealer/primer, soft materials, one (1) body color, one (1) trim color, removal/recycling of trash, pre and post walkthrough, taxes, and necessary insurance.

**DOES NOT INCLUDE REPAIRS AND/OR REPLACEMENT OF DAMAGED AREAS. ADDITIONAL COATS, COLORS, DEEP BASE COLORS, AND TRIM WILL BE AN ADDITIONAL COST**

Description	Notes
Deposit due at time of signing	50%
Amount due upon completion	Remaining balance
All paint, labor, and materials	\$43,249.00



# Clean 'N Seal Inc.

Po Box 150 | Carver, MN 55315  
9523939588 | cleannsealteam.com

**RECIPIENT:**

**City of Norwood Young America**  
417 Elm Street West  
Norwood Young America, Minnesota 55368

## Estimate #4097

Sent on **Aug 18, 2023**

**Total \$36,180.00**

Product/Service	Description	Qty.	Unit Price	Total
Spring Down Payment	<p>Please sign and return this estimate with a check for \$750 to lock in pricing and to get on 2025 spring schedule. Remaining 50% deposit will be due in spring prior to our arrival. Or sign and pay with link provided in quote. Down payment is non-refundable.</p> <p>***Price valid for 30 days.  ***In the event Customer fails to pay all sums required under this agreement, Customer shall incur the expense of any and all costs of collection, which shall include, but not be limited to, reasonable attorneys' fees, costs, and expenses incurred in connection with the collection.  ***Lien Notice. Under Minn. Stat. §514.01 et seq., Company may file a lien against Clients property in the event Company is not promptly paid for Services performed hereunder.  ***Final payment is due immediately upon job completion.</p>			
Note	<p>Job location: Norwood Sports Complex  Contacts: Charlie Storms and/or Andrea Aukrust</p>			





# Clean 'N Seal Inc.

Po Box 150 | Carver, MN 55315  
9523939588 | cleannsealteam.com

Product/Service	Description	Qty.	Unit Price	Total
Media Blast	<p>Light poles - qty 8. 80' in height. Ladder sections - qty. 5 per pole, 40 ladder sections total</p> <p>1. Poly/tarp off concession stand roof to protect from debris. 2. Remove ladders from poles. 3. Abrasive blast light poles to remove failing paint. Profile metal to promote adhesion with new paint coating. 4. Blow blasting debris &amp; paint on ground and surrounding structures to disperse in grass etc. Debris will still be visible.</p> <p>** Price assumes paint is lead free. ** Price assumes light poles are 80' tall. Additional height may increase the invoice. ** Mill scale removal is extra, if located. ** 120' lift with jib to be provided by painter at no cost to Clean 'N Seal. ** Blasting of poles terminates at bottom of cage/basket around lights. ** Speakers to be removed from poles by other. ** Turf and/or irrigation repairs from aerial lift not included.</p>	1	\$36,180.00	\$36,180.00*
				Not included
Credit Card Fee (estimate)	A 4% processing fee applies to credit card payments. Kindly choose this option when paying by credit card. Failure to select this option when paying by credit card will result in an additional charge being applied to the invoice for the processing fee.	1	\$1,447.20	\$1,447.20*

**A deposit of \$18,090.00 will be required to begin.**

<b>Total</b>	<b>\$36,180.00</b>
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\* Non-taxable

This quote is valid for the next 30 days, after which values may be subject to change.



PO BOX 59  
 NYA, MN 55368-0059

**Property Description**  
 Lot , Block

1.79 Acres  
 Zoning P-1: Parks/Open Space

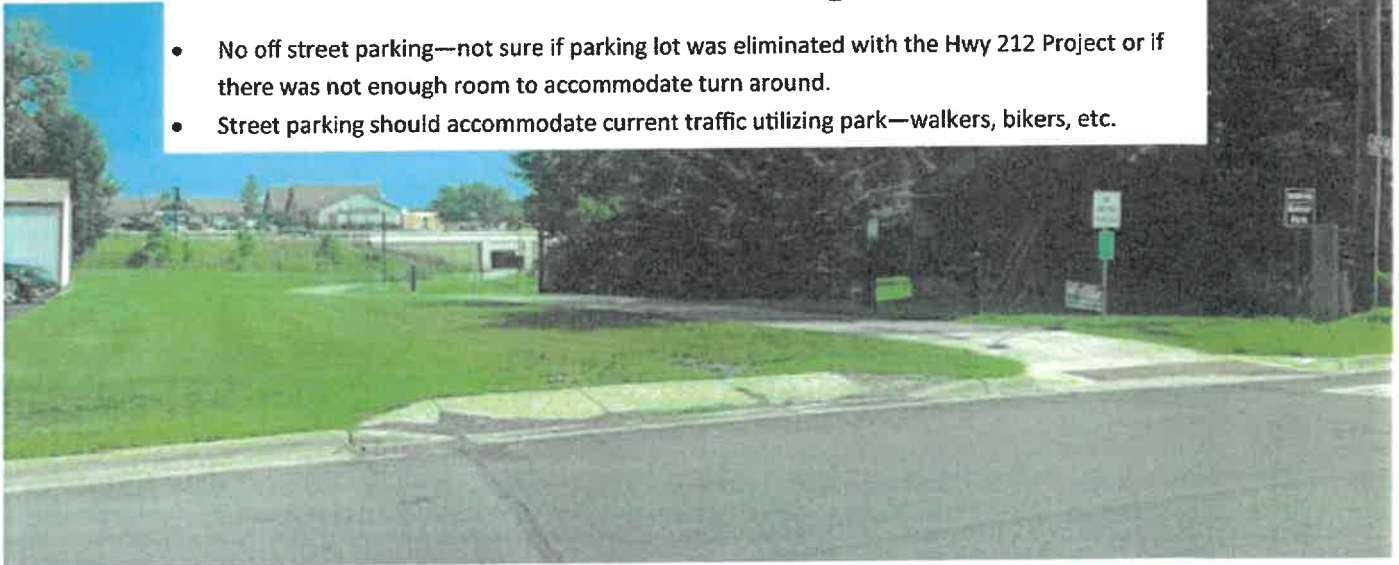
PROPERTY REPORT CARD

**Building Information**  
 Year Built:  
 Home Style:  
 Finished Sq. Ft.:  
 Bedrooms:

[Zoom to](#) ...

### Kehrer Park—Parking

- No off street parking—not sure if parking lot was eliminated with the Hwy 212 Project or if there was not enough room to accommodate turn around.
- Street parking should accommodate current traffic utilizing park—walkers, bikers, etc.

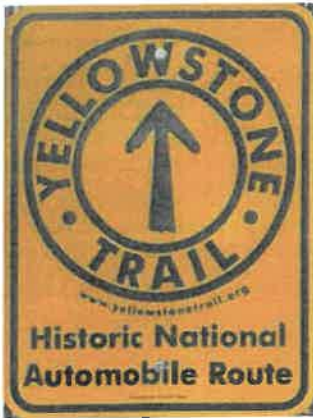


## Kehrer Park current amenities:

- Beautiful green space, shade, established trees
- Connectivity
- Along Hwy 212/Hwy 5/25 (Yellowstone Trail)
- Underpass artwork
- Civic organization acknowledgements

## To complement amenities:

- \* Utilize Yellowstone Trail acknowledgement
- \* Picnic area for visitors and residents alike who may be driving/walking thru the area
- \* Other ideas?





## Norwood Young America Parks & Recreation Commission 2024 Goals UPDATE

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The NYA Parks & Recreation Commission approved the following goals for 2024:

**1. Create opportunities for new park amenities**

- a. Research/develop a plan for Outlot A including dog park **\*\*In process**
  - 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~~
  - i. Organize a ribbon cutting to celebrate the project **\*\*Spring 2025**
- c. Research/install disc golf to add to Prairie Dawn Park **\*\*In process**
- d. Research additions to Willkommen Memorial Park Mural
- e. ~~Host an Arbor Day event~~

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

- a. Continue All-Park Assessment **\*\*In process**
  - i. Organize a commissioner tour of the parks
  - ii. Assess potential removal of Casper, Kehrer, and South Park playgrounds
- b. Improve on health and safety issues at West Carver Community Pool per MN Dept of Health (ARPA Funds) **\*\*In process**
  - i. Replace entrance/exit doors
  - ii. Replace flooring
  - iii. Increase size of equipment room

Additional Projects in progress:

- Dog park at Friendship Park
- Mulch/border replacement & maintenance schedule
- Prairie Dawn playground drainage
- Friendship Park Trail

P&R Long-term goals submitted in CIP include:

- Outlot A completion
- Tennis Courts at Friendship Park
- 2028 New playground at Willkommen Park
- 2027 Concrete South Park hockey rink - with pickle ball striping for off season use
- New signage at NYA Sports Complex
- 2027 Signage at South Park
- Concrete replacement for basketball courts
- 2025 Zellmann Field Light Project

Commissioners are to review the goals for 2024 and discuss 2025.