



CITY COUNCIL AGENDA

Monday, November 25, 2024

5:00 p.m. Workshop

6:00 p.m. City Council

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

WORKSHOP

1. Workshop
 - 1.1 123 Reform Street Predevelopment Agreement—Nick Anhut, Ehlers

EDA

2. CALL A MEETING OF THE EDA TO ORDER
 - 2.1. **Pledge of Allegiance**
 - 2.2. Approve Agenda
 - 2.3. Approve the minutes of October 28, 2024
 - 2.4. Resolution 2024-04 Approving a Predevelopment Application for 123 Reform Street Development – Nick Anhut, Ehlers
 - 2.5. Adjournment

CITY COUNCIL MEETING

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

4. APPROVE AGENDA

5. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name and address and limit their remarks to three minutes. The City Council will not take 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 agenda.)
 - 5.1 Presentation—Mark Metz, County Attorney

6. CONSENT AGENDA

(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)

- 6.1. Approve minutes of November 12, 2024, City Council Workshop
- 6.2. Approve minutes of November 12, 2024, City Council Meeting
- 6.3. Approve minutes of November 13, 2024, Special City Council Meeting
- 6.4. Approve Payment of Claims
- 6.5. DDA Ongoing Compensation Plan Management Agreement

7. PUBLIC HEARING

- 7.1 WWTP Facility Plan Presentation—Seth Peterson, Bolton & Menk, Inc.
 - 7.1.1 Motion to Open the Public Hearing
 - 7.1.2 Public Comment
 - 7.1.3 Motion to Close the Public Hearing
 - 7.1.4 City Council Discussion
 - 7.1.5 Resolution 2024-59 A Resolution Adopting Wastewater Treatment Facility Plan

8. OLD BUSINESS

9. NEW BUSINESS

- 9.1. Resolution 2024-61 Approving a Predevelopment Agreement 123 Reform St—Nick Anhut, Ehlers

- 9.2. Resolution 2024-60 ARPA Funds Designation —Mitchell Thiesfeld, Clerk/Finance Director
- 9.3. Ordinance 378: An Ordinance Amending City Code Section 230—Administrator Aukrust
- 9.4. Ordinance 379: An Ordinance Amending City Code Section 252—Administrator Aukrust
- 9.5. Push Camera Quotes—Mark Streich, PS Director
- 9.6. Friendship Park Trail Quotes—Mark Streich, PS Director

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

11. ADDITIONAL INFORMATION

(The following informational items have been included in the Council packet for informational purposes, council review, and discussion. No action is required by the City Council.)

12. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

December 3 rd	Planning and Zoning Commission Meeting	6:00 PM
December 9 th	City Council Meeting/TNT Public Hearing	6:00 PM
December 11 th	NYA Food Distribution	12:30 PM – 1:30 PM
December 19 th	Senior Advisory Commission Meeting	9:00 AM
December 23 rd	No City Council Meeting	
December 24 th &25 th	City Hall Closed in Observance of the Christmas Holiday	
January 1 st	City Hall Closed in Observance of New Years Day	
January 7 th	Planning and Zoning Commission Meeting	6:00 PM
January 13 th	City Council Meeting	6:00 PM
January 15 th	Park and Recreation Commission Meeting	5:30 PM
January 16 th	Senior Advisory Commission Meeting	9:00 AM
January 27 th	Workshop/City Council Meeting	5:00 PM/6:00 PM



TO: Mayor Lagergren and City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: November 25, 2024

SUBJECT: ****Work Session****
Predevelopment Agreement - Norwood Flats at 123 Reform Street N/Community
Asset Development Group

Nick Anhut, Senior Municipal Advisor with Ehlers, will present the terms for an updated Pre-Development Agreement with Community Asset Development Group for the proposed Norwood Flats housing development at 123 Reform Street N (PIDs 58.0500700 and 58.0144550).

The NYA City Council will have the final approval at the subsequent EDA and City Council meetings.

Attached is the concept plan and rendering for the project.

Discussion Only



ELEVATION



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

October 28, 2024

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

ATTENDEES: Carol Lagergren, Charlie Storms, Brooke Allen, Craig Heher

ABSENT: Mike McPadden

STAFF: Andrea Aukrust, City Administrator; Karen Hallquist, Community and Economic Development Director; Mitchell Thiesfeld, Clerk/Finance Director; Mark Streich, Public Service Director

OTHERS: Nick Anhut, Ehlers; Kim Lohse, Southern Valley Alliance; Deputy Sheriff Lee

2. Call EDA Meeting to Order

Mayor Lagergren called the EDA meeting to order at 6:02 PM with all members present.

2.1. Pledge of Allegiance

The Pledge of Allegiance was said by all.

2.2. Approve Agenda

Motion: CS/CH to approve the agenda as submitted. Motion passed 4-0

2.3. Approve minutes of September 23, 2024, meeting.

Motion: CH/BA to approve the minutes as submitted. Motion passed 4-0.

2.4. Adjournment

Motion: BA/CH Motion to adjourn at 6:04 pm. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk/Finance Director



TO: President Lagergren and City Council Members, serving as the Norwood Young America Economic Development Authority

FROM: Karen Hallquist, Community & Economic Development Director

DATE: November 25, 2024

SUBJECT: Resolution 2024-04: Approving a Predevelopment Agreement - Norwood Flats at 123 Reform Street N/Community Asset Development Group

Nick Anhut, Senior Municipal Advisor with Ehlers, will present the terms for an updated Pre-Development Agreement with Community Asset Development Group for the proposed Norwood Flats housing development at 123 Reform Street N (PIDs 58.0500700 and 58.0144550).

The NYA City Council will have the final approval at the subsequent meeting.

Recommended Motion

Motion to approve Resolution 2024-04 Approving a Predevelopment Agreement with Community Asset Development Group for the proposed Norwood Flats housing development at 123 Reform Street N (PIDs 58.0500700 and 58.0144550).

Attachment

NORWOOD YOUNG AMERICA ECONOMIC DEVELOPMENT AUTHORITY
COUNTY OF CARVER
STATE OF MINNESOTA

RESOLUTION # 2024-04

**RESOLUTION APPROVING A PRELIMINARY
DEVELOPMENT AGREEMENT**

WHEREAS, the Norwood Young America Economic Development Authority (the “EDA”) has received a proposal from Community Asset Development Corporation, a Minnesota corporation, or an entity affiliated therewith or related thereto (the “Developer”), for a multifamily housing development to be located on the certain real property owned by the EDA (the “Property”) and described in the Preliminary Development Agreement (as hereinafter defined) (the “Development”); and

WHEREAS, the EDA has caused to be prepared a Preliminary Development Agreement by and between the EDA, the City of Norwood Young America (the “City”) and the Developer (the “Preliminary Development Agreement”) setting forth the tasks the Developer will undertake in determining whether to proceed with the Development and the tasks the EDA will undertake in considering a definitive agreement pursuant to which it would sell the Property and potentially provide financial assistance for the Development.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Norwood Young America Economic Development Authority (the “Board”), as follows:

Section 1. EDA Approval; Further Proceedings.

1.01. The EDA hereby approves the Preliminary Development Agreement substantially in accordance with the terms set forth in the form presented to the Board, together with any related documents necessary in connection therewith (collectively, the “Preliminary Development Documents”), and hereby authorizes the President and Executive Director to negotiate the final terms thereof and, in their discretion and at such time as they may deem appropriate, to execute the Preliminary Development Documents on behalf of the EDA, and to carry out, on behalf of the EDA, the EDA’s obligations thereunder.

1.02. The approval hereby given to the Preliminary Development Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the EDA and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the EDA. The execution of any instrument by the appropriate officers of the EDA herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the officers, any of the documents authorized by this Resolution to be executed may be executed without further act or

authorization of the Board by any duly designated acting official, or by such other officer or officers of the Board as, in the opinion of the City Attorney, may act in their behalf.

1.03. Upon execution and delivery of the Preliminary Development Documents, the officers and employees of the EDA are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the EDA to implement the Preliminary Development Documents.

Adopted this 25th day of November, 2024.

President

ATTEST:

Executive Director



CITY COUNCIL WORKSHOP MINUTES

November 12, 2024
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

Attendance:

ATTENDEES: Carol Lagergren, Charlie Storms, Brooke Allen, Craig Heher, Mike McPadden

ABSENT:

STAFF: Andrea Aukrust (City Administrator), Karen Hallquist (Community and Economic Development Director), Mitchell Thiesfeld (Clerk-Finance Director), Mark Streich (Public Service Director)

OTHERS: Josh Eckstein, Bolton & Menk; Hannah Rybak, WSB; Jay Squires, Squires, Waldspurger, & Mace P.A.; Andy Storms, 10 Main St. E

1. CALL WORKSHOP MEETING OF THE CITY COUNCIL TO ORDER

Mayer Lagergren called the meeting to order at 5:00 pm. All members present.

1.1. Cannabis Discussion – Hannah Rybak, City Planner and Jay Squires, City Attorney

- Hannah & Jay spoke about zoning for cannabis, along with other information about cannabis from the State & other Cities.

1.2. Sanitary Sewer Repair – Mark Streich, PS Director and Josh Eckstein, Bolton & Menk

- Mark & Josh spoke with the Council on some areas that need repair after conducting smoke testing.

1.3. Land Discussion – Administrator Aukrust and Karen Hallquist, CED Director

- Spoke about future land use, along with an update on 123 Reform St. N.

2. ADJOURNMENT

CH/BA motion to adjourn at 5:42 p.m. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



Attendance:

ATTENDEES: Carol Lagergren, Charlie Storms, Brooke Allen, Craig Heher, Mike McPadden

ABSENT:

STAFF: Andrea Aukrust (City Administrator), Karen Hallquist (Community and Economic Development Director), Mitchell Thiesfeld (Clerk-Finance Director), Mark Streich (Public Service Director)

OTHERS: Josh Eckstein, Bolton & Menk, Inc; Hannah Rybak, WSB; Andy Storms, 10 Main St. E; Mike Ziemer, 210 Railroad St. E; James Richter, 123 Railroad St. E; Richard Kamps, 114 Wilson St. W; Terence Koloc, 124 Railroad St. E; Deputy Sheriff Lee

CITY COUNCIL MEETING

2. CALL A MEETING OF THE CITY COUNCIL TO ORDER

Mayor Lagergren called the meeting to order at 6:00 pm with all council members present.

2.1. The Pledge of Allegiance was said by all.

3. APPROVE AGENDA

3.1. Two additions

- 8.8 2025 Contract for Police Services
- 8.9 NYA Sports Complex Zellmann Field Light Pole Project

CS/CH Motion to approve the agenda with the additions of 8.8 & 8.9. Motion passed 5-0.

4. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT

4.1. Brooke Allen, 20 SE 2nd Ave.

- Gave a speech about Veteran's Day

5. CONSENT AGENDA

5.1 Approve minutes of October 28, 2024, City Council Workshop

5.2 Approve minutes of October 28, 2024, City Council Meeting

5.3 Approve Payment of Claims

5.4 Personnel Committee Hiring Recommendation—Taia Good

CS/MM Motion to approve the consent agenda. Motion passed 5-0.

6. PUBLIC HEARING

6.1 Railroad Street Special Assessment Hearing—Josh Eckstein, Bolton & Menk, Inc.

MM/BA Motion to open the public hearing at 6:04 pm. Motion passed 5-0.

Mayor Lagergren left the meeting at 6:20 pm. Four members now present.

- In following Mn Statute, Bolton & Menk sent out proper notification to each property owner impacted in the project area and advertised for the public hearing following all the statutory requirements of the 429 processes.
 - A benefit analysis was also conducted by a third party per city policy.
- Replaced & Expanded existing storm sewer system, along with replaced existing pipe with 12-Inch Trunk Main from Morse to Faxon.
- Conducted sanitary sewer improvements including lining main the Main south of East Street.

- The method of financing for the project is through the sale of GO Bonds for streets, storm sewer, and utility items.
 - Chapter 429 requires a portion of the project costs to be assessed.
 - The City's Assessment Policy provides a uniform and equitable policy for all property owners.
- Assessed property owners can pre-pay without interest for 30 days after the hearing.
- Assessment will be installment payments with taxes collected beginning in 2025.
 - Assessments not paid in full will be paid through tax statements for 10 years with an interest rate of 4.9%.
- Total final project is \$2,683,731.99, which is 27% below preliminary estimate.
- The final assessed amount is \$267,247, which is 76% below the preliminary estimate.

6.1.2 Public Comment

- James Richter, 123 Railroad St. E
 - Expressed his opinion on the special assessment.
- Terence Koloc, 124 Railroad St. E
 - Thanked the Council for getting this project done; asked for a breakdown of costs for his property
- Richard Kamps, 410 Railroad St. W.
 - Thanked the Council for the project & had a few comments regarding the project.

CH/CS Motion to close the public hearing at 6:31 pm. Motion passed 4-0.

6.1.4 City Council Discussion

6.1.5 Resolution 2024-56 A Resolution Adopting Assessment

CS/BA Motion to approve Resolution 2024-56: A Resolution adopting the assessment roll for the City of Norwood Young America to be Certified to Carver County for the 2024 Railroad Street Improvement Project area along railroad Street from Progress Street to Reform Street and from Morse Street to Faxon Road. Motion passed 4-0.

7. OLD BUSINESS

7.1. None

8. NEW BUSINESS

8.1 2026 Historic Downtown Young America Beautification Project Feasibility Study, Topo Survey and Geotechnical Evaluation Authorization—Josh Eckstein, Bolton & Menk

- A 2026 Street Improvement project has been identified as a priority for the City.
- The Main Street improvement project includes reconstructions of:
 - Main Street from 1st Ave SE to 3rd Ave SE
 - A partial block of 3rd Ave from Main Street to 1st Street SE
- A mill and overlay is also planned from Central Avenue to 1st Avenue SE.
- In conjunction with this work, Carver County plans to mill and overlay County Road 34 from Highway 212 to County Road 33.
 - It is anticipated that both projects will be completed in conjunction with each other.
- The Council has previously authorized staff to submit a MN DEED small cities streetscape grant application. If successful, those grant dollars will provide funds for sidewalks, lighting and other streetscape improvements.

CH/CS Motion to authorize City Engineer Eckstein and City Administrator Aukrust to develop a Joint Powers Agreement with Carver County and the 2026 Historic Downtown Young America Beautification Project feasibility study, which includes a topographical survey and geotechnical analysis. Motion passed 4-0.

8.2 Resolution 2024-57 PVS Sackett Waconia, Inc. Variance, CUP, and Site Plan—Hannah Rybak, City Planner

- PVS Sackett Waconia, Inc. has submitted plans for site alterations at the Sackett Waconia campus.
- The site plan includes adding an additional 65 parking stalls, which results in an impervious surface coverage of 60.8%.
- A Conditional Use Permit has also been requested to allow the expansion of the existing outdoor storage area.
- At their November 6th, 2024, regular meeting, the Planning Commission voted unanimously to recommend that the City Council approve the application, subject to 15 conditions.

CH/CS Motion to adopt Resolution 2024-57, approving PVS Sackett Waconia, Inc.'s request for a conditional use permit, variance and site plan review at 680 Tacoma Blvd., subject to the recommended conditions. Motion passed 4-0.

8.3 WWTP Boiler Quotes—Mark Streich, PS Director

- The City's plan to utilize the used boiler from Foster Mechanical at the WWTP isn't an option anymore.
 - The contractor removed the boiler and found that it was not in good shape & the bottom is very rusty.
- Three quotes were received from three different contractors.
 - Diversified Plumbing & Heating - \$30,472.10
 - Foster Mechanical – Viessmann Boiler - \$24,006.00
 - Modern Heating & Air – L.E.S. Boiler - \$39,990.00
- All the contractors agreed it would be nice to be able to repurpose it once it is no longer needed at the WWTP.

CS/CH Motion to approve the quote from Foster Mechanical for the Viessmann boiler for \$24,006.00. The reason for choosing this boiler is the lead time and also it will be the cheapest and easiest boiler to be moved to the Heritage Center. Motion passed 4-0.

8.4 Call for Public Hearing November 25, 2024—Notice of Hearing on Improvement: WWTP—Administrator Aukrust

- Seth Peterson will be here with updated information on the facility plan.

CH/CS Motion to call for a public hearing on improvement to consider the making of the wastewater treatment plant improvement project on Monday, November 25, 2024, at 6:00 p.m. Motion passed 4-0.

8.5 Call for Public Hearing December 9, 2024—Fee Schedule—Mitchell Thiesfeld, Clerk/Finance Director

- The City must have a public hearing to make changes to Schedule A in Chapter 20 of City Code.

CS/BA Motion to call for a public hearing regarding the Fee Schedule in Chapter 20 of our City Code for 6:00 p.m. Monday, December 9th. Motion passed 4-0.

8.6 Call for Public Hearing December 9, 2024—Truth In Taxation (TNT)—Mitchell Thiesfeld, Clerk/Finance Director

- Each year, the city must hold a public hearing for Truth in Taxation, the property tax levy, & budget prior to submitting the final levy to the county for certification.

CH/BA Motion to call for a Public Hearing regarding the 2025 Property Tax Levy & Budget and Truth in Taxation Presentation on Monday, December 9th, 2024, at 6:00 p.m. Motion passed 4-0.

8.7 Call for Public Hearing December 9, 2024—TWIP2 Amended Special Assessments—Karen Hallquist, CED Director

- The amendments of Resolution 2024-36 include adjusting the assessment amount and timeline of the assessment process.

BA/CS Motion to call for a public hearing on Monday, December 9, 2024, at 6:00 p.m. at NYA City Hall regarding the amendment of Resolution 2024-36. Motion passed 4-0.

8.8 2025 Contract for Police Services – Andrea Aukrust, City Administrator

- Carver County agrees to provide police services within the corporate City limits of Norwood Young America.
- The total police services for 2025 is \$318,236, which is an \$18,349 (6.11%) increase from 2024.

BA/CH Motion to approve the 2025 Contract for Police Services with Carver County. Motion passed 4-0.

8.9 NYA Sports Complex Zellmann Field Light Pole Project – Karen Hallquist, Community & Economic Development Director

- The light pole project at the NYA Sports Complex is included in the 2025 Capital Improvement Projects.
 - The project involves sandblasting and painting eight light poles located at Zellmann Field.
 - RFQs were sent out, but only one was received for each the sandblasting and painting.

BA/CH Motion to approve 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. Motion passed 3-0. Councilmember Storms abstained from the vote.

9. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

BA – Parks & Rec meeting is next week.

MS – Notified the Council that there have been some issues with contractors dumping at the compost site.

10. ADDITIONAL INFORMATION

10.1 None

11. ADJOURNMENT

CS/BA Motion to adjourn at 7:29 pm. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



**CITY COUNCIL SPECIAL MEETING
MINUTES**

November 13, 2024 – 5:00 p.m.
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

CITY COUNCIL SPECIAL MEETING

1. CALL A SPECIAL MEETING OF THE CITY COUNCIL TO ORDER

Mayor Lagergren called the special meeting to order at 5:00 pm with all council members present.

- 1.1. The Pledge of Allegiance was said by all.

2. APPROVE AGENDA

MM/CS Motion to approve the agenda. Motion passed 5-0.

3. NEW BUSINESS

- 3.1. Canvass Election Results

CH/MM Motion to approve Resolution 2024-58 A Resolution Certifying Election Results of the General Election of November 5, 2024, for Mayor and Two City Council Members. Motion passed 5-0.

4. ADJOURNMENT

CS/BA Motion to adjourn at 5:01 pm. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Mitchell Thiesfeld, Clerk-Finance Director



more than a place. it's home.

**VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE**

To Be Approved: November 25, 2024

Payroll EFT

Check #	509213 - 509227	Pay Period 24	\$	38,933.40
Check #				
Check #				

Prepays

Check #
Check #

Electronic Payments

Check #	1794e	MN Healthcare Consortium	\$	14,459.58
Check #	1785e	Sun Life Assurance	\$	802.17
Check #				
Check #				

Claims Pending Payment

Check #	36058 - 36119	\$	553,954.58
Check #			
Check #			

Voided Checks

Check #	36026 ,	36083
	509212 ,	36095

Grand Total (excluding voided checks)	\$	608,149.73
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NORWOOD YOUNG AMERICA

11/22/24 11:19 AM

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*Check Detail Register©

Batch: 112524PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
1785 e	11/14/24	SUN LIFE ASSURANCE COMPANY			
G 101-21707		Disability Insurance	\$802.17		STD/LTD INSURANCE
		Total	\$802.17		
36058	11/25/24	ADVANCED POWER SERVICES INC			
E 601-49400-221		Repair/Maintenance Equip	\$903.00	5992	FULL INSPECTION/SERVICE BACKUP GENERATOR/BATTERY REPLACEMENT
E 602-49450-221		Repair/Maintenance Equip	\$4,022.00	5992	FULL INSPECTION/SERVICE BACKUP GENERATOR/BATTERY REPLACEMENT
		Total	\$4,925.00		
36059	11/25/24	ANDERSON, SUSAN			
E 101-41410-103		Part-Time Employees	\$55.00		ELECTION JUDGE
		Total	\$55.00		
36060	11/25/24	BALZUM, MARY			
E 101-41410-103		Part-Time Employees	\$55.00		ELECTION JUDGE
		Total	\$55.00		
36061	11/25/24	BENEKE, SHARON			
E 101-41410-103		Part-Time Employees	\$55.00		ELECTION JUDGE
		Total	\$55.00		
36062	11/25/24	BENEKE-RUCKS, EUNICE			
E 101-41410-103		Part-Time Employees	\$55.00		ELECTION JUDGE
		Total	\$55.00		
36063	11/25/24	BOUNDTREE MEDICAL			
E 101-42200-210		Operating Supplies	\$329.47	85566801	SUPPLIES
		Total	\$329.47		
36064	11/25/24	CARQUEST AUTO PARTS			
E 101-45200-223		Repair/Maintenance Bldg/	\$57.00	5927-302696	RV ANTIFREEZE
E 101-45200-223		Repair/Maintenance Bldg/	\$85.50	5927-302735	RV ANTIFREEZE
		Total	\$142.50		
36065	11/25/24	CARVER COUNTY RECORDER			
E 275-41320-500		Capital Outlay	\$46.00		NYA FAÇADE IMPROVEMENT LOAN PROGRAM - ALECIA SCHADE
		Total	\$46.00		
36066	11/25/24	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$75.74		GAS UTILITIES - BLDGS
E 101-45500-383		Gas Utilities	\$3.21		GAS UTILITIES - LIBRARY
E 601-49400-383		Gas Utilities	\$294.39		GAS UTILITIES - WATER
E 602-49450-383		Gas Utilities	\$109.64		GAS UTILITIES - WWTP
		Total	\$482.98		
36067	11/25/24	CORE & MAIN LP			
E 601-49400-229		Water Meters	\$1,112.46	V919795	IPERL 1 3TS 1G SM 7WHL
		Total	\$1,112.46		

NORWOOD YOUNG AMERICA

11/22/24 11:19 AM

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*Check Detail Register©

Batch: 112524PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
36068	11/25/24	DELTA DENTAL			
G 101-21714		Dental Insurance	\$909.36	RIS00060937	DENTAL INSURANCE
G 101-21714		Dental Insurance	\$452.74	RIS00060937	DENTAL INSURANCE
		Total	\$1,362.10		
36069	11/25/24	ECM PUBLISHERS, INC			
E 602-49450-350		Print/Publishing/Postage	\$35.00	1024192	NOV 25 PH WWTP IMPROV PROJECT
E 493-46500-350		Print/Publishing/Postage	\$128.12	1024193	NOV 25 PH PROPOSED ASSESSMENT
		Total	\$163.12		
36070	11/25/24	EHLERS AND ASSOCIATES, INC			
E 522-49330-300		Professional Svcs	\$3,000.00	99712	GO BONDS, SERIES 2020A
E 517-49330-300		Professional Svcs	\$4,500.00	99713	GO CAPITAL IMPROVEMENT PLAN BONDS, SERIES 2013A
E 523-49330-300		Professional Svcs	\$3,000.00	99714	GO BONDS, SERIES 2021A
G 819-29500		Expenditures	\$1,215.00	99715	123 REFORM STREET HOUSING DEVELOPMENT
		Total	\$11,715.00		
36071	11/25/24	EQUIPMENT MANAGEMENT CO			
E 101-42200-221		Repair/Maintenance Equip	\$791.00	64705	C236-SL2 & C195 INSERT ONLY E-FORCE 2.0
		Total	\$791.00		
36072	11/25/24	ESSIG, MARLENE			
E 101-41410-103		Part-Time Employees	\$175.00		ELECTION JUDGE
		Total	\$175.00		
36073	11/25/24	GARFUNKEL, RENEE			
E 101-41410-103		Part-Time Employees	\$55.00		ELECTION JUDGE
		Total	\$55.00		
36074	11/25/24	GENZ, JODY			
E 101-41410-103		Part-Time Employees	\$55.00		ELECTION JUDGE
		Total	\$55.00		
36075	11/25/24	GLENCOE FLEET SUPPLY, INC			
E 101-45200-223		Repair/Maintenance Bldg/	\$198.77		-50 RV/MARINE ANTIFREEZE
E 101-45200-223		Repair/Maintenance Bldg/	\$7.59		-50 RV/MARINE ANTIFREEZE
		Total	\$206.36		
36076	11/25/24	GOEBEL, SUSANN			
E 101-41410-103		Part-Time Employees	\$57.50		ELECTION JUDGE
		Total	\$57.50		
36077	11/25/24	HAWKINS INC			
E 101-49860-216		Chemicals and Chem Pro	\$30.00	6915444	CHLORINE CYLINDER
E 601-49400-216		Chemicals and Chem Pro	\$40.00	6915870	CHLORINE CYLINDER
E 602-49450-216		Chemicals and Chem Pro	\$60.00	6915923	CHLORINE CYLINDER & SULFUR DIOXIDE CYLINDER
		Total	\$130.00		
36078	11/25/24	HOERNEMANN, CAROLYN			

NORWOOD YOUNG AMERICA

11/22/24 11:19 AM

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*Check Detail Register©

Batch: 112524PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41410-103		Part-Time Employees	\$55.00		ELECTION JUDGE
		Total	\$55.00		
36079	11/25/24	INTERNATIONAL UNION			
G 101-21712		Union Dues	\$306.00		UNION DUES & WORKING DUES - NOVEMBER
		Total	\$306.00		
36080	11/25/24	J.P.COOKE CO			
E 101-42700-210		Operating Supplies	\$94.95	858661	2025 ANIMAL LICENSE TAGS
		Total	\$94.95		
36081	11/25/24	JERRY'S TRANSMISSION SERVIC, INC			
E 101-42200-221		Repair/Maintenance Equip	\$94.65	0044228	MISCELLANEOUS PARTS
		Total	\$94.65		
36082	11/25/24	JT FLOOR COVERING INSTALL. LLC			
E 101-45200-223		Repair/Maintenance Bldg/	\$1,206.72	3276	FOOD SHELF MATERIALS - 2ND HALF PAYMENT
		Total	\$1,206.72		
36084	11/25/24	KENNEDY & GRAVEN CHTD			
E 251-46331-304		Legal Fees	\$800.00	184635	GENERAL
G 819-29500		Expenditures	\$224.00	184635	CADC HOUSING DEVELOPMENT
G 804-29500		Expenditures	\$2,430.00	184849	SACKETT-WACONIA LAND SALE
		Total	\$3,454.00		
36085	11/25/24	KIMBLE, MARILYNN			
E 101-41410-103		Part-Time Employees	\$57.50		ELECTION JUDGE
		Total	\$57.50		
36086	11/25/24	KUMMER, GREG			
E 101-41410-103		Part-Time Employees	\$50.00		ELECTION JUDGE
		Total	\$50.00		
36087	11/25/24	LANO EQUIPMENT OF NORWOOD, INC			
E 101-45200-221		Repair/Maintenance Equip	\$11.40	3369	ELECTRICAL PIN
		Total	\$11.40		
36088	11/25/24	LATZIG, ELROY			
E 101-41410-103		Part-Time Employees	\$297.00		ELECTION JUDGE
		Total	\$297.00		
36089	11/25/24	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$154.00	INV13212688	MICROSOFT 365 BUSINESS STANDARD & MICROSOFT EXCHANGE ONLINE PLAN 1
		Total	\$154.00		
36090	11/25/24	METRO FIBERNET LLC			
E 101-41940-321		Telephone	\$127.44		PHONE - RENTAL BUILDINGS
E 601-49400-321		Telephone	\$50.97		PHONE - WATER
E 602-49450-321		Telephone	\$50.97		PHONE - SEWER
E 101-42200-321		Telephone	\$50.97		PHONE - FIRE

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-321		Telephone	\$56.98		PHONE - PW-HSR
E 101-45200-321		Telephone	\$24.42		PHONE - PW-PARKS
E 101-49860-321		Telephone	\$25.49		PHONE - POOL
E 101-41940-321		Telephone	\$76.46		PHONE - HISTORY/FOOD
E 101-41300-321		Telephone	\$44.35		PHONE - EXECUTIVE
E 101-41320-321		Telephone	\$44.35		PHONE - COMM DEV
E 101-41400-321		Telephone	\$44.35		PHONE - CLERK
E 101-46500-321		Telephone	\$14.78		PHONE - EC DEV
E 101-42100-321		Telephone	\$73.91		PHONE - POLICE
E 101-45500-321		Telephone	\$73.92		PHONE - LIBRARY
		Total	\$759.36		
36091	11/25/24	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$158.10	A-153627	LEGION/POOL PARK - EVENT LIBERTY TAN BIG TANK
		Total	\$158.10		
36092	11/25/24	MINNESOTA RURAL WATER ASSOC			
E 602-49450-500		Capital Outlay	\$550.00		SMOKE BLOWER MAINTENANCE FEE
		Total	\$550.00		
36093	11/25/24	MINNESOTA DEPARTMENT OF HEALTH			
E 101-49860-406		LICENSES	\$720.00		POOL LICENSE# FBL-21239-23744
		Total	\$720.00		
36094	11/25/24	MN DEPT OF HEALTH			
G 601-20281		MDH FEE	\$3,499.00		COMMUNITY WATER SUPPLY SERVICE CONNECTION FEE
		Total	\$3,499.00		
36095	11/25/24	MN HEALTHCARE CONSORTIUM			
G 101-21706		Hospitalization/Medical Ins	\$14,459.58		DECEMBER INVOICE - 43777 PASSPORT ASO 3500-0 HSA
		Total	\$14,459.58		
36096	11/25/24	MN VALLEY ELECTRIC COOPERATIVE			
E 603-49500-381		Electric Utilities	\$44.82		13150 TACOMA AVE PUMP -
E 493-46500-500		Capital Outlay	\$110,200.00	1077258	TWIP2 PROJECT ELECTRICAL SERVICES INVOICE
		Total	\$110,244.82		
36097	11/25/24	MUELLER, PEGGY			
E 101-41410-103		Part-Time Employees	\$92.50		ELECTION JUDGE
		Total	\$92.50		
36098	11/25/24	MURRAY, JEREMY			
E 101-41410-103		Part-Time Employees	\$57.50		ELECTION JUDGE
		Total	\$57.50		
36099	11/25/24	MURRAY, RACHEL			
E 101-41410-103		Part-Time Employees	\$120.00		ELECTION JUDGE
		Total	\$120.00		

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Batch: 112524PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
36100	11/25/24	MN VALLEY TESTING LABORATORIES INC			
E 601-49400-310		Other Professional Servic	\$136.00	1280538	COLIFORM, MF - WATER
		Total	\$136.00		
36101	11/25/24	NELSON, JEAN			
E 101-41410-103		Part-Time Employees	\$75.00		ELECTION JUDGE
		Total	\$75.00		
36102	11/25/24	NORTHWEST ASPHALT			
E 493-46500-500		Capital Outlay	\$399,299.94	0C1.124521 - TACOMA WEST INDUSTRIAL PARK PHASE	PAYMENT# 5
		Total	\$399,299.94		
36103	11/25/24	PIPE SERVICES			
E 603-49500-223		Repair/Maintenance Bldg/	\$2,531.25	1159	PERFORM TV INSPECTION ON 8 INCH
		Total	\$2,531.25		SANITARY LINE
36104	11/25/24	PRO AUTO & TRANSMISSION REPAIR			
E 101-43100-221		Repair/Maintenance Equip	\$78.82	110664	WORK ORDER# 84599 - PLATE MN 00
E 101-43100-221		Repair/Maintenance Equip	\$161.04	110666	WORK ORDER# 84498 - PLATE MN 960823
E 101-43100-221		Repair/Maintenance Equip	\$161.04	110667	WORK ORDER# 84605 - PLATE MN 973775
E 101-43100-221		Repair/Maintenance Equip	\$326.09	110669	WORK ORDER# 84606 - PLATE MN 182565
E 101-43100-221		Repair/Maintenance Equip	\$326.09	110669	WORK ORDER# 84607 - PLATE MN 964072
E 101-43100-221		Repair/Maintenance Equip	\$161.04	110670	WORK ORDER# 84608 - PLATE MN 943842
E 101-43100-221		Repair/Maintenance Equip	\$326.09	110671	WORK ORDER# 84609 - PLATE MN 187777
E 101-43100-221		Repair/Maintenance Equip	\$161.04	110672	WORK ORDER# 84610 - PLATE MN 940062
E 101-43100-221		Repair/Maintenance Equip	\$161.04	110673	WORK ORDER# 84611 - PLATE MN 935041
		Total	\$1,862.29		
36105	11/25/24	QUILL CORPORATION			
E 101-41400-200		Office Supplies	\$814.85	41403924	PAPER
E 101-41400-200		Office Supplies	\$151.99	41424470	TONER
		Total	\$966.84		
36106	11/25/24	RAIN, DIANNE			
E 101-41410-103		Part-Time Employees	\$50.00		ELECTION JUDGE
		Total	\$50.00		
36107	11/25/24	SPILLE, MARY			
E 101-41410-103		Part-Time Employees	\$55.00		ELECTION JUDGE
		Total	\$55.00		
36108	11/25/24	Squires, Waldspurger, & Mace, P.A.			
G 818-29500		Expenditures	\$370.50	21826	PROFESSIONAL SERVICES THROUGH
					9/30/2024
E 101-41500-304		Legal Fees	\$156.00	21826	PROFESSIONAL SERVICES THROUGH
					9/30/2024
G 818-29500		Expenditures	\$19.50	21826	PROFESSIONAL SERVICES THROUGH
					9/30/2024
E 493-46500-304		Legal Fees	\$19.50	21826	PROFESSIONAL SERVICES THROUGH
					9/30/2024

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Batch: 112524PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41500-304		Legal Fees	\$39.00	21826	PROFESSIONAL SERVICES THROUGH 9/30/2024
E 101-41500-304		Legal Fees	\$565.50	21826	PROFESSIONAL SERVICES THROUGH 9/30/2024
E 101-41500-304		Legal Fees	\$117.00	21826	PROFESSIONAL SERVICES THROUGH 9/30/2024
G 818-29500		Expenditures	\$117.00	21826	PROFESSIONAL SERVICES THROUGH 9/30/2024
		Total	\$1,404.00		
36109	11/25/24	SWANSON, ELOISE			
E 101-41410-103		Part-Time Employees	\$55.00		ELECTION JUDGE
		Total	\$55.00		
36110	11/25/24	TEMPLE SERVICE CENTER			
E 101-42200-417		Uniform	\$147.00		CLEANING
		Total	\$147.00		
36111	11/25/24	UNITED FARMERS CO-OP			
E 101-45200-221		Repair/Maintenance Equip	\$55.00	23-597076	TANK RENTAL
		Total	\$55.00		
36112	11/25/24	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$39.52		GROUP LIFE INSURANCE
		Total	\$39.52		
36113	11/25/24	HD SUPPLY, INC			
E 602-49450-216		Chemicals and Chem Pro	\$298.03	INV00446049	PARTS
E 602-49450-200		Office Supplies	\$56.30	INV00543942	PH BUFFER PACK
		Total	\$354.33		
36114	11/25/24	WILLIAMS, CATHLEEN			
E 101-41410-103		Part-Time Employees	\$55.00		ELECTION JUDGE
		Total	\$55.00		
36115	11/25/24	WILSON, CURT			
E 101-41410-103		Part-Time Employees	\$85.00		ELECTION JUDGE
		Total	\$85.00		
36116	11/25/24	WILSON, MARY			
E 101-41410-103		Part-Time Employees	\$85.00		ELECTION JUDGE
		Total	\$85.00		
36117	11/25/24	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$1,119.20	305547	3/8" VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$556.80	305682	3/8" VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$560.00	306063	3/8" VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$243.20	306945	3/8" VIRGIN FINE
		Total	\$2,479.20		
36118	11/25/24	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$160.72	901246150	ELECTRICAL UTILITIES - BLDGS

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Batch: 112524PAY

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$160.72		
36119	11/25/24	KAMPS, KAREN			
E 101-41410-103		Part-Time Employees	\$107.50		ELECTION JUDGE
Total			\$107.50		
10100			\$569,216.33		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$30,052.94
251 HARBOR / HAVEN	\$800.00
275 CAPITAL	\$46.00
493 Industrial Park Land (2nd Add)	\$509,647.56
517 Oak Grove Debt Service	\$4,500.00
522 2020 GO Bond	\$3,000.00
523 2021 GO Bond	\$3,000.00
601 WATER FUND	\$6,035.82
602 SEWER FUND	\$5,181.94
603 STORM WATER UTILITY	\$2,576.07
804 Escrow - Sackett Waconia 2021	\$2,430.00
818 Escrow-Nordic Waste	\$507.00
819 Escrow - Community Asset Devel	\$1,439.00
	\$569,216.33



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: November 25, 2024

RE: David Drown and Associates: Ongoing Compensation Plan Management Agreement

Enclosed is the Proposal from David Drown and Associates (DDA) for ongoing maintenance classification and compensation for 2026-2029. This is a yearly budget item that we can lock in the pricing we currently have through 2029. Having DDA provide this service assists the City in Collective Bargaining negotiations. It also keeps the city competitive in the market and helps with employee retention.

- The Ongoing Maintenance Contract of \$2,700 for 2025 is already in place, and 2026-2029 will be locked in at the current contract price.
- Ongoing maintenance includes the following:
 - Pay Equity Reporting
 - LMC Salary Survey reporting
 - Annual Market Analysis
 - Annual review of ¼ of job descriptions for job description writing and classification
 - Analysis of COLA adjustments
 - Human Resource assistance regarding policy writing, trends in the industry, and best hiring practices

Recommendation

Consent Agenda Item

Motion to approve the "Ongoing Compensation Plan Management Agreement" from David Drown and Associates for 2026-2029.

DDA HUMAN RESOURCES, INC.
ONGOING COMPENSATION PLAN MANAGEMENT AGREEMENT

This AGREEMENT is made and entered into by and between Norwood Young America hereinafter referred to as "Client," and DDA Human Resources, Inc., 5029 Upton Ave South, Minneapolis, MN 55410 hereinafter referred to as "Consultant."

RECITALS

- A. The Consultant is experienced in preparing compensation and classification studies and in providing ongoing compensation plan maintenance support services; and
- B. The Client has recently completed comprehensive update of its compensation plan and wishes to enter into an agreement for ongoing maintenance support services.

1. Scope of Services

- a. Consultant agrees to provide market analysis on the City's job description annually. In addition, the Consultant will provide pay grid recalibration and cost implementations for all employees. The Consultant will provide additional human resource services related to classification and compensation, as needed.
- b. If the Client desires to change or amend the scope of services, the parties agree to negotiate the terms of the changes, and the Consultant shall deliver to the client an addendum to this agreement.

2. Compensation and Terms of Payment

- a. The annual fee for services provided is outlined in Addendum A, and/or as modified by subsequent Addendum(s).

3. Condition of Payment

All services provided by Consultant pursuant to this Agreement shall be performed to the satisfaction of the Client, and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. Payment may be withheld for work found by the Client to be unsatisfactory, or performed in violation of federal, state, and local laws, ordinances, rules, or regulations. If Consultant and the Client disagree, any controversy or claim arising out of or relating to this Agreement shall be settled between the parties by mediation. Each party shall pay its own costs resulting from the utilization of the mediation process. The fees and costs charged by the American Arbitration Association shall be borne equally by the parties.

4. Term of Agreement

This Agreement shall automatically renew annually unless terminated by either party.

5. Authorized Agents

The Client and Consultant shall appoint an authorized agent for the purpose of administration of this agreement. The Consultant is notified of the authorized agent of the Client as follows:

Andrea Aukrust, City Administrator
Norwood Young America

The Client is notified of the authorized agent for the Consultant as follows:

Dr. Tessia Melvin
DDA Human Resources, Inc
5029 Upton Ave South
Minneapolis, MN 55410
tessia@daviddrown.com

6. Subcontracts

Consultant may subcontract a portion of the work to be performed under this Agreement, but the Consultant shall remain responsible for any and all work products. Consultant shall ensure and require that any subcontractor agrees to and complies with all the terms of this Agreement. Any subcontractor of Consultant used to perform any portion of this Agreement shall report to and bill Consultant directly. Consultant shall be solely responsible for the breach, performance, or nonperformance of any subcontractor.

7. Force Majeure

Client and Consultant agree that Consultant shall not be liable for any delay or inability to perform this Agreement, directly or indirectly caused by or resulting from strikes, labor troubles, accidents, fire, flood, breakdowns, war, riot, civil commotion, lack of material, delays of transportation, acts of God or other cause beyond reasonable control of Consultant and the Client.

8. Termination

This Agreement may be terminated by either party, with or without cause, upon thirty (30) days written notice to the Authorized Agent of the Consultant or Client. A termination of this Agreement shall not relieve the Client of its obligations to pay Consultant for all services rendered and reimbursable expenses incurred prior to the effective date of termination.

9. Independent Contractor

It is agreed that nothing contained in this Agreement is intended or should be construed as creating the relationship of copartner, joint ventures, or an association with the Client and Consultant. Consultant is an independent contractor and neither its employees, agents, subcontractors nor representatives shall be considered employees, agents, or representatives of the Client. Except as otherwise provided herein, Consultant shall maintain, in all respects, its present control over the means and personnel by which this Agreement is performed. From any amounts due Consultant, there shall be no deduction for federal income tax or FICA payments nor for any state income tax, nor for any other purposes which are associated with an employer/employee relationship unless otherwise required by law. Payment of federal income tax, FICA payments, state income tax, unemployment compensation taxes, and other payroll deductions and taxes are the sole responsibility of Consultant.

10. Notices

Any notices to be given under this agreement shall be given by email to the address stated herein, and to the authorized agent of the Company at the email address stated herein.

11. Controlling Law

The laws of the State of Minnesota shall govern all questions and interpretations concerning the validity and construction of this agreement, the legal relations between the parties and performance under the agreement. The appropriate venue and jurisdiction for any litigation hereunder will be those courts located within State of Minnesota. Litigation, however, in the federal courts involving the parties will be in the appropriate federal court within the State of Minnesota. If any provision of this contract is held invalid, illegal, or unenforceable, the remaining provisions will not be affected.

12. Successors and Assigns

The Client and Consultant, respectively, bind themselves, their partners, successors, assigns, and legal representatives to the other party to this agreement and to the partners, successors, assigns, and legal representatives of such other party with respect to all covenants of this agreement. Neither the Client nor Consultant shall assign, sublet, or transfer any interest in this agreement without prior written consent of the other.

13. Changes

The parties agree that no change or modification to this agreement, or any attachments hereto, shall have any force or effect unless the change is reduced to writing, dated, and made part of this agreement. The execution of the change shall be authorized and signed in the same manner as for this agreement.

14. Insurance

The Consultant shall procure and maintain insurance of the types and in the amounts described below from insurer(s) authorized to transact business in Minnesota.

- a) Statutory Workers' Compensation Insurance.
- b) Comprehensive Automobile Liability Insurance covering owned, non-owned and hired automobiles with a combined limit of \$1,000,000 for each accident or occurrence.
- c) Professional Business Liability Insurance on the Consultant's and Consultant's employee services in this Agreement with a limit of \$2,000,000 per occurrence and \$4,000,000 aggregate.

15. Indemnification

The Client and the Consultant each hereby agree to indemnify, defend and hold the other harmless from and against any and all losses, claims, damages, expenses, including without limitation reasonable attorney's fees, costs, liabilities, demands and cause of action (collectively "Damages") which the other may suffer or be subjected to as a consequence of any act, error, material misstatement or omission of the indemnifying party in connection with any information provided, or the performance or non-performance of its obligations hereunder, less any payment for damages made to the indemnified party by a third party.

Notwithstanding the foregoing, no party shall be liable to the other for Damages suffered by the other which are the consequence of: (a) events or conditions beyond the control of the indemnifying party, (b) actions of the indemnifying party which were reasonably based upon facts and circumstances existing at the time and known to the indemnifying party at the time service was provided; or (c) errors made by the indemnifying party due to its reliance on facts and materials provided to the indemnifying party by the indemnified party.

16. Severability

In the event any provision of this agreement shall be held invalid and unenforceable, the remaining provisions shall be valid and binding upon the parties unless such invalidity or non-enforceability would cause the agreement to fail its purpose. One or more waivers by either party of any provision, term, condition, or covenant shall not be construed by the other party as a waiver of a subsequent breach of the same by the other party.

17. Entire Agreement

It is understood and agreed that the entire agreement of the parties is contained herein, and that this agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the Client and Consultant relating to the subject matter hereof.

IN WITNESS WHEREOF, the parties have caused this agreement to be duly executed intending to be bound thereby.

Client

DDA Human Resources, Inc.

By _____

By _____
Dr. Tessia Melvin

Date _____

Date _____

Exhibit A
Scope of Services & Compensation
Market Analysis

Project Scope	Up to 10 job descriptions
Market Analysis	
Pay Grid Calibration	
Cost Analysis and Budget Preparation	
Pay Equity Report	
Human Resource Services related to Classification and Compensation	
Annual Cost (2026, 2027, 2028, 2029)	\$2,700

Benchmark Communities

Jurisdiction
Arlington
Belle Plaine
Carver
Chanhassen
Chaska
Dayton
Delano
Glencoe
Granite Falls
Hamburg
Hutchinson
Jordan
Le Sueur
Lester Prairie
Mayer
Mound
Olivia
Redwood Falls
Rockford
Sleepy Eye
Victoria
Waconia
Watertown
Winsted



TO: Honorable Mayor Lagergren and Members of the City Council

FROM: Andrea Aukrust, City Administrator

DATE: November 25, 2024

RE: **Resolution 2024-59 Resolution Adopting Wastewater Treatment Facility Plan**

Seth Peterson—Bolton and Menk, Inc. will present the Wastewater Treatment Facility Plan during the public hearing and be available to answer questions. Please review the plan and resolution in this packet.

Recommendation:

Motion to approve Resolution 2024-59 A Resolution Adopting Wastewater Treatment Facility Plan and authorizing the submission to the Minnesota Pollution Control Agency for review and approval.

Norwood Young America

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2024-59**

Resolution Adopting Wastewater Treatment Facility Plan

WHEREAS, pursuant to proper notice duly given as required by law, the Norwood Young America City Council has met and heard and passed upon all objections to the proposed assessment for the Wastewater Treatment Facility Plan as presented by Bolton & Menk, Inc. as Consulting Engineers.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORWOOD YOUNG AMERICA, MINNESOTA:

1. The City Council does hereby approve the Wastewater Treatment Facility Plan as presented by Bolton & Menk Inc. as Consulting Engineers
2. The City Council hereby authorized and directed to submit the Wastewater Treatment Facility Plan to the Minnesota Pollution Control Agency for review and approval.

Adopted by the Norwood Young America City Council this 25th day of November 2024.

Approved:

Carol Lagergren, Mayor

Attest:

Mitchell Thiesfeld, City Clerk - Treasurer



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: (952) 448-8838
Fax: (952) 448-8805
Bolton-Menk.com

MEMORANDUM

Date: November 20, 2024
To: Andrea Aukrust, City of Norwood Young America
From: Josh Eckstein, Bolton & Menk
Subject: Wastewater Treatment Facility Plan

Honorable Mayor and City Council Members:

A facility plan is being developed for the Norwood Young America Wastewater Treatment Facility. The plan will outline existing and future design conditions, existing facility review, proposed new facility options and alternatives, project costs and funding options. A public hearing is required as part of the plan development process. Seth Peterson will provide a presentation summarizing the plan, costs and schedule as part of the public hearing.

One resolution is required to adopt the plan.

- Resolution Adopting the Facility Plan

Included with this memo are copies of the presentation and resolution. I am available to discuss this information with you and answer any questions that you or the City Council may have at your convenience.



Wastewater Treatment Facility Plan

OC1.130910

November 25, 2024

Bolton-Menk.com 

1

Introduction



Purpose of the Facility Plan



Project Needs



Summary of Facility Conditions



Wastewater Treatment Alternatives

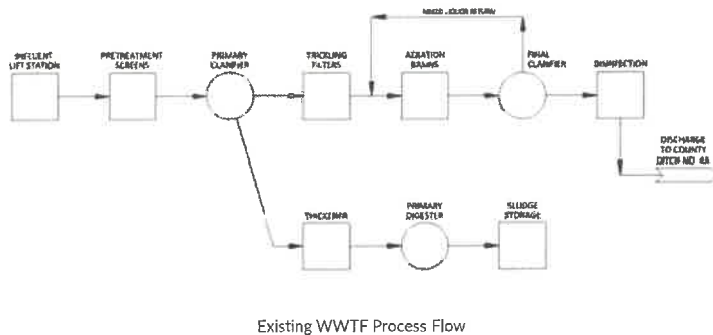


Funding



2

Background



- Class B facility
- Originally built in 1965 with most recent upgrade done in 2005-2007
 - Facility is in poor condition
- NPDES Permit expired in 2015
 - City has been waiting for new NPDES Permit to be issued
 - New Preliminary Effluent limits more stringent
- Compliance schedule has been submitted



3

Purpose of Facility Plan Report



- Required by the MPCA
- Analyze current and future design conditions
- Evaluate existing facilities
- Future limit elevation based on effluent limit requests
- Discussion on WWTF improvement options and alternatives
- Project costs and recommendations
- Funding options



4

Project Needs

Existing facility

- Exceeding AWW permitted limit
- Exceeding CBOD permitted limit
- Population expected to increase
- Maintenance needs and in poor condition

New permit limits

- Phosphorus
- Chloride-Compliance Schedule



5

Project Need – Existing Treatment Facility

- Does not have the capacity for future flows and loadings

Existing and Future Flows and Loadings			
Parameter	Current Flows/Loading	Future Design Flows/Loads	Permitted Flows/Loadings
Year	2018- 2023	2045	
Population*	4,006	10,200	
Average Dry Weather Flow (mgd)	0.38	0.99	
Average Wet Weather Flow (mgd)	0.92	2.25	0.9083
Average Annual Flow (mgd)	0.44	1.07	
Peak Hourly Wet Weather Flow (mgd)	1.27	3.15	
Peak Instantaneous Wet Weather Flow (mgd)	1.51	3.63	
CBOD (lbs/day)	852.6	2183.3	1189
TSS (lbs/day)	1784.5	3368.7	
Phosphorus (lbs/day)	16.7	42.0	
TKN (lbs/day) **	N/A	469.2	
* Average Population			
** TKN no historical data was available			



6

Project Need – New Permit Phosphorus Limits

- Phosphorus Limit
 - Additional treatment process
 - Rapid mix and flocculation
 - Tertiary filtration
 - Additional chemical feed will be required

Design Phosphorus Levels	
	Average Day
Current Facility Discharge	3.47 mg/L
Proposed Limit at AWW	0.54 mg/l
*Future standard 0.25mg/l	



7

Project Need – New Permit Chloride Limits

- Chloride Limit
 - Chloride variance and compliance schedule - Submitted
 - Sources of chlorides are commonly de-icing salt and water softener salt
 - Salty brines from the water softener discharge to the WWTP
 - WWTP is not designed to achieve chloride removal
 - Central softening at WTF required to meet limit

Chloride Limit		
	Average Day	Maximum Day
Current Facility Discharge	405 mg/l	503 mg/l
Interim Chloride limits		595 mg/l
Final Chloride limits	230 mg/l	266 mg/l



8

Wastewater Treatment Alternatives

- Upgrade Existing Facility
 - Not feasible
 - Existing WWTF in poor condition
 - No room to expand
- New WWTF
 - Membrane Bioreactor (MBR) Facility
 - Biological Aerated Filters (BAF) Facility
 - Activated Sludge/Biological Nutrient Removal (BNR) Facility
 - All options are will require Class A operator
- Regionalization
 - Cologne - not interested due to timing
 - Pumping to MCES - not planning to get expanded west, no capacity in current WWTFs
 - Partnering with Bongards Creameries - not interested
 - Glencoe - not interested, recently expanded



11

New Treatment Alternative - MBR

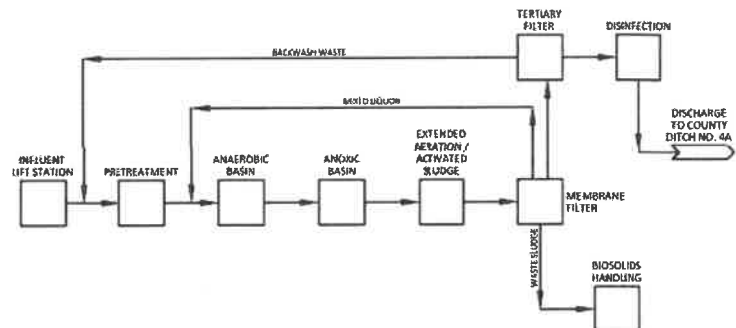
Pros:

- Two filter process
- Will meet permit requirements
- Final clarifier not necessary
- Smaller footprint

Cons:

- Technical to operate
- Expensive equipment replacement

**MEMBRANE BIOREACTOR (MBR) FACILITY
PROCESS FLOW DIAGRAM**



12

New Treatment Alternative - BAF

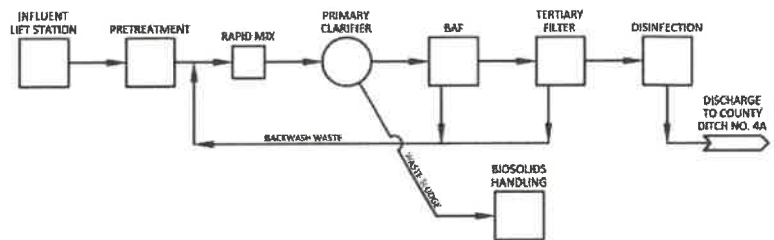
Pros:

- Treatment processes contained inside a building
- Small footprint
- Will meet permit requirements

Cons:

- High capital costs

**BIOLOGICAL AERATED FILTERS (BAF) FACILITY
PROCESS FLOW DIAGRAM**



13

New Treatment Alternative - BNR

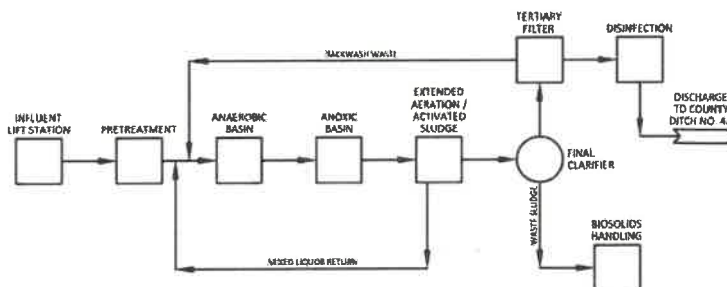
Pros:

- Provides flexibility for future flows and loadings
- Lower capital cost
- Will meet permit requirements

Cons:

- Larger footprint
- Technical to operate

**ACTIVATED SLUDGE / BIOLOGICAL NUTRIENT REMOVAL (BNR) FACILITY
PROCESS FLOW DIAGRAM**



14

New Treatment Alternative - Biosolids

	Alt. No. 1 - Anaerobic Digestion	Alt No. 2 - Aerobic Digestion	Alt No. 3 - Lime Pasteurization	Alt No. 4 - Heat Drying
Operating Class – Current Facility is Class B	Class B	Class B	Class A	Class A
Capital Costs	\$15M to \$17M	\$5.5M to \$6.1M	\$9.5M to \$10.5M	\$22.5M to \$25M
Expected Yearly Operating Costs	\$186,000.00	\$146,000.00	\$140,000.00	\$94,000.00

Alternatives No.1 and 2 utilize the existing Biosolids Storage Tank
 *Operating Costs are based on MBR and BNR treatment options



15

New Wastewater Treatment Facility Location



16

Estimated Capital Costs

	MBR	BAF	BNR
Construction Total	\$ 44,900,000.00	\$ 57,700,000.00	\$ 41,600,000.00
Legal, Administration, Engineering (20%)	\$ 8,970,000.00	\$ 11,540,000.00	\$ 8,310,000.00
Total Cost Range (+/- 10%)	\$50M to \$60M	\$62M to \$76M	\$45M to \$55M

*Capital costs include the cost of Biosolids Alt. No. 2 - Aerobic Digestion and a 2,000 square foot control room with a standard two car garage



17

Estimated Additional Operational Costs

	MBR	BAF	BNR
Additional Staff Member	\$ 100,000.00	\$ 100,000.00	\$ 100,000.00
Annual Natural Gas Costs	No additional costs	No additional costs	No additional costs
Electrical	\$ 330,000.00	\$ 362,000.00	\$ 347,000.00
Equipment Maintenance/Replacement	\$ 792,000.00	\$ 200,000.00	\$ 200,000.00
Biosolids Handling	\$ 10,000.00	\$ 10,000.00	\$ 10,000.00
Biosolids Storage Maintenance	\$ 3,000.00	\$ 3,000.00	\$ 3,000.00
Annual Additional Operating Costs	\$ 1,235,000.00	\$ 675,000.00	\$ 660,000.00

*Operational costs include the operational cost of Alt. No.2 Aerobic Digestion for the biosolids process



18

Estimated Present Worth

	MBR	BAF	BNR
Capital Cost	\$50M to \$60M	\$62M to \$76M	\$45M to \$55M
Present Worth Operation Costs (20 years at 3%)	\$18,380,000.00	\$10,050,000.00	\$9,810,000.00
Total Present Worth Costs	\$68M to \$79M	\$72M to \$87M	\$55M to \$65



19

Estimated User Rate Increase

	MBR	BAF	BNR
Existing Number of Connections	1,300	1,300	1,300
Existing Median Household Income	\$ 76,538.00	\$ 76,538.00	\$ 76,538.00
1.4% Median Household Income per month*	\$ 89.29	\$ 89.29	\$ 89.29
Current User Rate per Month (4,000 gallons/mo.)	\$ 42.64	\$ 42.64	\$ 42.64
WWTF Improvements Project Capital Cost	\$ 53,900,000.00	\$ 69,300,000.00	\$ 50,000,000.00
Annual Repayment (20 years @ 3% Interest)	\$ 3,623,000.00	\$ 4,660,000.00	\$ 3,361,000.00
Annual Additional Operating Cost	\$ 1,235,000.00	\$ 675,000.00	\$ 659,000.00
Monthly Rate Increase per User	\$ 311.41	\$ 341.99	\$ 257.69
New User Rate (4,000 gallons/mo.)**	\$ 354.05	\$ 384.63	\$ 300.33

*State's threshold for affordable wastewater rates

**Future wastewater rate estimated without potential grants (Water Infrastructure Financing, Point Source Implementation Grant, and direct Legislative Appropriations).



20

Potential Funding Sources

- Public Facility Authority (PFA) – Clean Water Revolving Loan Fund Program
- PFA Point Source Implementation Grant (PSIG)
- Direct Appropriation
- City Bonding



21

Recommended Next Steps

Accept the Facility Plan and Recommendations

Submit to MPCA

Pursue Project Funding

Pursue Project Permitting



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Schedule

Item	Date
City of Norwood Young America Accepts Facility Plan	November 2024
Finalize Facility Plan	December 2024
Submit Facility Plan to MPCA	Early 2025
Design New WWTF	Summer 2025 – Fall 2026
Bid New WWTF	Fall 2026
Construct New WWTF	Spring 2027 – Fall 2029



23

Thank You
Questions?

Seth A. Peterson, P.E.

Water/Wastewater Treatment
Group Leader | Senior Principal



24



TO: Mayor Lagergren and City Council Members

FROM: Karen Hallquist, Community & Economic Development Director

DATE: November 25, 2024

SUBJECT: Resolution 2024-61: Approving a Predevelopment Agreement – Norwood Flats at 123 Reform Street N/Community Asset Development Group

Nick Anhut, Senior Municipal Advisor with Ehlers, presented the terms for an updated Pre-Development Agreement at the NYA Economic Development Authority meeting on November 25, 2024, with Community Asset Development Group for the proposed Norwood Flats housing development at 123 Reform Street N (PIDs 58.0500700 and 58.0144550).

Recommended Motion

Motion to approve Resolution 2024-61 Approving a Predevelopment Agreement with Community Asset Development Group for the proposed Norwood Flats housing development at 123 Reform Street N (PIDs 58.0500700 and 58.0144550).

Attachment

CITY OF NORWOOD YOUNG AMERICA, MINNESOTA
COUNTY OF CARVER
STATE OF MINNESOTA

RESOLUTION # 2024-61

**RESOLUTION APPROVING A PRELIMINARY
DEVELOPMENT AGREEMENT**

WHEREAS, the City of Norwood Young America, Minnesota (the “City”) has received a proposal from Community Asset Development Corporation, a Minnesota corporation, or an entity affiliated therewith or related thereto (the “Developer”), for a multifamily housing development to be located on the certain real property in the City (the “Property”) and described in the Preliminary Development Agreement (as hereinafter defined) (the “Development”); and

WHEREAS, the City has caused to be prepared a Preliminary Development Agreement by and between the City, the Norwood Young America Economic Development Authority (the “EDA”) and the Developer (the “Preliminary Development Agreement”) setting forth the tasks the Developer will undertake in determining whether to proceed with the Development and the tasks the City will undertake in considering a definitive agreement pursuant to which it would potentially provide financial assistance for the Development.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwood Young America, Minnesota (the “Council”), as follows:

Section 1. City Approval; Further Proceedings.

1.01. The City hereby approves the Preliminary Development Agreement substantially in accordance with the terms set forth in the form presented to the Council, together with any related documents necessary in connection therewith (collectively, the “Preliminary Development Documents”), and hereby authorizes the Mayor and City Administrator to negotiate the final terms thereof and, in their discretion and at such time as they may deem appropriate, to execute the Preliminary Development Documents on behalf of the City, and to carry out, on behalf of the City, the City’s obligations thereunder.

1.02. The approval hereby given to the Preliminary Development Documents includes approval of such additional details therein as may be necessary and appropriate and such modifications thereof, deletions therefrom and additions thereto as may be necessary and appropriate and approved by legal counsel to the City and by the officers authorized herein to execute said documents prior to their execution; and said officers are hereby authorized to approve said changes on behalf of the City. The execution of any instrument by the appropriate officers of the City herein authorized shall be conclusive evidence of the approval of such document in accordance with the terms hereof. In the event of absence or disability of the officers, any of the documents authorized by this Resolution to be executed may be executed without further act or authorization of the Council by any duly designated acting official, or by such other officer or officers of the Council as, in the opinion of the City Attorney, may act in their behalf.

1.03. Upon execution and delivery of the Preliminary Development Documents, the officers and employees of the City are hereby authorized and directed to take or cause to be taken such actions as may be necessary on behalf of the City to implement the Preliminary Development Documents.

Adopted this 25th day of November, 2024.

Mayor

ATTEST:

City Administrator



TO: Honorable Mayor Lagergren and City Council Members

FROM: Mitchell Thiesfeld, City Administrator

DATE: November 25, 2024

RE: Resolution 2024-60: A Resolution Allocating American Rescue Plan Act Funds (APRA) to Local Government Activities

Enclosed, you will find Resolution 2024-60.

The American Rescue Plan Act (ARPA) provides essential funding to assist cities in addressing the challenges brought on by the COVID-19 pandemic. As we approach the end of 2024, we need to finalize our designation of these funds to ensure compliance with federal guidelines. Per the U.S. Department of the Treasury, funds must:

- Be officially designated via City Council Resolution
- Be tied to a contract in place by the end of 2024.

As advised by Abdo, City staff is recommending allocating the remainder of ARPA funds to the purchase of the new plow truck that was approved in May 2024. This equipment is under contract and meets all ARPA eligibility criteria, including the updated Treasury requirements. This adjustment ensures the City meets the federal reporting mandate while still achieving the funds' original purpose. Importantly, this action does not alter how the funds will be used.

The City Council initially allocated these funds in 2022 for safety improvements at the pool house. However, no contract is currently in place for these improvements, making it necessary to reallocate the funds temporarily to comply with the ARPA criteria.

- The funds will be officially designated for purchasing the plow truck, enabling compliance with federal requirements.
- The pool house safety improvements will remain funded as initially planned, using other resources in the City's budget.

The only change is the budget coding for the ARPA funds. This procedural adjustment ensures compliance while preserving the Council's long-term priorities.

Recommended Motion:

Approve Resolution 2024-60, allocating the remaining \$334,969.75 to the purchase of the plow truck approved in May of 2024.

RESOLUTION NO. 2024-60
CITY OF NORWOOD YOUNG AMERICA
A Resolution Allocating American Rescue Plan Act Funds (ARPA) to Local Government Activities

WHEREAS, Congress adopted the American Rescue Plan Act in March 2021 (“**ARPA**”) which included \$65 billion in recovery funds for cities across the country.

WHEREAS, ARPA funds are intended to provide support to state, local, and tribal governments in responding to the impact of COVID-19 and in their efforts to contain COVID-19 in their communities, residents, and businesses.

WHEREAS, \$411,884.75 has been allocated to the City of Norwood Young America pursuant to the ARPA.

WHEREAS, the United States Department of Treasury has adopted guidance regarding the use of ARPA funds.

WHEREAS, the City of Norwood Young America, in response to the Pandemic, has had expenditures and anticipates future expenditures consistent with the Department of Treasury’s ARPA guidance.

WHEREAS, ARPA allows local governmental units to expend funds on costs that are incurred during the covered period of March 3, 2021 – December 31, 2024.

WHEREAS, the City of Norwood Young America has previously designated \$76,915.00 leaving a remaining fund of \$334,969.75 to use on future projects.

NOW, THEREFORE, BE IT RESOLVED that the City of Norwood Young America Council allocates the remaining \$334,969.75 as follows:

Plow Truck - \$334,969.75

Adopted by the Norwood Young America City Council members this 25th day of November 2024.

Carol Lagergren, Mayor

Attest:

Mitchell Thiesfeld, City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: November 25, 2024

RE: Ordinance 378: Amending City Code Chapter 2. Administration. Section 230

Enclosed, you will find Ordinance 378 amending Chapter 2. Administration. Section 230 of the City Code.

- Changes to 230.04 Duties. J. The City Administrator oversees the City's day-to-day operations and coordinates with Department Heads and Consultants, as needed, for projects and agenda items. Council members are not involved in day-to-day operations and play no administrative role. Most agenda items are routine year after year or project-related.
- Changes to 230.04 Duties. K. With operational expenses steadily rising due to inflation, delaying operations to bring routine maintenance and operational purchases to Council meetings for approval is not feasible. An increase to ten thousand dollars in spending authority for the City Administrator is needed to keep operations running sensibly and efficiently, notwithstanding half of what is statutorily allowed.

Minnesota Statute:

§ 412.271 DISBURSEMENTS.

§ Subd. 7. Definition. For purposes of this section, a "city administrative official" means a city manager, administrator, treasurer, senior fiscal officer, clerk, or clerk-treasurer.

§ 412.691 MANAGER IS PURCHASING AGENT; AUDIT AND APPROVAL.

The manager shall be the chief purchasing agent of the city. All purchases for the city and all contracts shall be made or let by the manager when the amount of the purchase or contract does not exceed \$20,000 unless a lower limit is provided by the city council; but all claims resulting therefrom shall be audited and approved by the council as provided in section 412.271. All other purchases shall be made and all other contracts let by the council after the recommendation of the manager has first been obtained. All contracts, bonds, and instruments of every kind to which the city is a party shall be signed by the mayor and the manager on behalf of the city and shall be executed in the name of the city.

- Changes to 230.04 Duties. L. The removal of statutory duties of the City Clerk needs to be removed from the City Administrator's duties.

Recommended Motion:

Approve Ordinance 378 amending Chapter 2 Administration—Section 230 of the City Code.

City of Norwood Young America, Minnesota
Ordinance 378

AN ORDINANCE AMENDING CITY CODE SECTION 230—CITY ADMINISTRATOR

WHEREAS, the City of Norwood Young America has adopted Administration Ordinances structuring Statutory regulations to conduct official City business and operations; and

WHEREAS, City Administration and the City Council have found specific sections of the existing Code that necessitate restructuring to fit the City's current needs and best interests.

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, ORDAINS that City Code Section 230 shall be amended to the following:

230.01 Purpose. In order to provide the City with a more efficient, coordinated, responsible and responsive municipal government, the position of City Administrator shall be hereby established.

230.02 Scope. The City Council shall provide policy guidance and general direction to the City Administrator, who shall serve as the Chief Administrator Officer of the City. The Administrator shall be responsible for the administrative direction of all departments and offices of the municipal government, subject only to statutory and/or municipal code or ordinance limits which may apply. It shall be the intent of this Section that the City Administrator shall have clear authority to administer the day-to-day operations of the municipal government, subject only to the restrictions noted above.

230.03 Appointment. The City Administrator shall be appointed by the City Council. The City Administrator shall be chosen solely on the basis of his or her training, experience and executive and administrative qualifications. *(Amended by Ord. 244, July 8, 2013)*

230.04 Duties. In addition to the general duties and responsibilities set forth in this Section, the City Administrator shall:

- A. Be responsible for preparation of the annual City budget in accordance with the guidelines as may be provided by the City Council, and in coordination with all department heads;
- B. Keep the Council informed of the financial condition of the City. Recommend action as appropriate, prepares and implements financial guidelines;
- C. Keep informed concerning current developments in the field of municipal administration, and from time-to-time submit recommendations or suggestions to improve the municipal government;
- D. Keep informed concerning State and Federal legislation affecting the City, and submit appropriate reports and recommendations to the City Council;
- E. Keep informed concerning the availability of State and Federal funds for local programs, and assist department heads and the City Council in procuring the funds;
- F. Be responsible for the employment, training, direction and supervision of all personnel assigned to the Municipal Government, and for making recommendations to the City Council on appointments and promotions of personnel;

- G. Be responsible for the administrative direction and supervision of all employees of, consultants to, and vendors doing business with the City;
- H. Serve as the personnel officer for the Municipal Government. As such, he or she shall keep complete and up-to-date personnel records, to include specific job descriptions for all City employees, recommend salary and wage scales for City employees not covered by collective bargaining agreements, develop and enforce standards of performance by City employees, assure that all City employees have proper working conditions, work closely with department heads to promptly resolve any personnel problems or grievances, and act as the City's representative in conducting collective bargaining negotiations;
- I. Work closely with all department heads to ensure that such personnel and other City employees receive adequate opportunities for training to improve their knowledge and skills, and act as the approving authority for all requests by City employees to attend conferences, meetings, training schools, etc. pertaining to their employment;
- ~~J. In coordination with the Mayor, prepare~~ Prepare the agenda for all meetings of the City Council ~~together with Department Heads to address the needs and operations of the City with~~ such supporting data as may be required ~~in accordance with historical monthly agenda items and the long-range plans of the Council. Nothing in this Section shall be construed as to give the City Administrator authority to limit or in any way prevent matters from being considered by the Council;~~
- K. Act as purchasing agent for the City and be responsible for making all purchases in accordance with the approved municipal budget. The Administrator shall have the authority to sign purchase orders for budgeted routine services, equipment and supplies for which the cost shall not exceed ~~five~~ ~~ten~~ thousand dollars. All claims resulting from orders placed by the City shall be audited for payment by the Council. The Administrator shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the Council; (Amended by Ord. 324, 3-9-2020)
- L. Perform all duties as prescribed by the job description and such other duties as may be prescribed by law or required by ordinance or resolution adopted by Council, including attending all meetings of the Council and such other boards, commissions, and committees as assigned by the Council, and performing all statutory duties, ~~of the City Clerk~~ except as otherwise assigned by this Code or action of the Council.

Passed and adopted by the City Council of the City of Norwood Young America, Minnesota, this 25 day of November 2024, effective upon publication.

Carol Lagergren, Mayor

Attest:

Andrea Aukrust, City Administrator



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: November 25, 2024

RE: Ordinance 379: Amending City Code Section 252—Parks & Recreation Commission

Enclosed, you will find Ordinance 379 amending Chapter 2. Administration. Section 252 of the City Code.

252.01 Composition. It was changed to two City Council members, and the Planning Commission member was removed to keep the seven-voting member commission.

Recommended Motion:

Approve Ordinance 379 amending Chapter 2 Administration—Section 252 of the City Code to have two City Council members represented on the Park and Recreation Commission.

City of Norwood Young America, Minnesota
Ordinance 379

AN ORDINANCE AMENDING CITY CODE SECTION 252—Parks & Recreation Commission

WHEREAS, the City of Norwood Young America has adopted Administration Ordinances structuring Statutory regulations to conduct official City business and operations; and

WHEREAS, the City Administration and the City Council have found specific sections of the existing Code that necessitate restructuring to fit the City's current needs and best interests.

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, ORDAINS that City Code Section 252 shall be amended to the following:

252.01 **Composition.** The parks and recreation commission shall consist of eight (8) members: ~~one (1)~~ **Two (2)** City Council members, ~~one (1) Planning Commission member~~, one (1) ad hoc (non-voting) representative from School District 108, and five (5) members of the local community. Members of the commission shall reside within the city. *(Amended by Ord.157, 1-12-04) (Amended by Ord. 324, 3-9-2020) (Amended by Ord. 335, 05-10-2021)*

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the Council. *(Amended by Ord.157, 1-12-04)*

All terms shall expire on January 1 of the appropriate year. The City Council member, Planning Commission member and representative of School District 108 shall be appointed annually. All other commissioners shall be appointed for a term of three years expiring January 1 of the appropriate year. Of the four commissioners serving terms of three years, no more than two terms shall expire in the same year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council. *(Amended by Ord.157, 1-12-04)*

Passed and adopted by the City Council of the City of Norwood Young America, Minnesota, this 25 day of November 2024, effective upon publication.

Carol Lagergren, Mayor

Attest:

Andrea Aukrust, City Administrator



TO: Mayor Lagergren and City Council

FROM: Mark Streich, Public Service Director

DATE: November 25th, 2024

SUBJECT: Sewer Televising Camera

The City previously owned a sewer televising camera, a critical tool for diagnosing issues within our sewer system. Approximately 5–7 years ago, the camera became inoperable, and due to its age, parts were no longer available for repairs. Recognizing the importance of this equipment, the camera's replacement was added to the Capital Improvement Plan (CIP) and designated for purchase in 2024. The primary function of the new camera will be for:

- **Emergency Situations:** Rapid diagnostics during sewer line backups or failures, minimizing downtime and disruptions to residents and businesses.
- **Minor In-House Jobs:** Addressing smaller issues that do not require external contractors, saving the City time and money.

It is important to note that this camera is not intended for full-system televising, unlike the contracted services performed last year. Instead, it will serve as a supplemental tool to enhance our operational efficiency and response times.

In preparation for this purchase, we solicited quotes from two vendors who demonstrated their equipment for our team. After hands-on testing, we confirmed that both models meet our needs. The quotes, which offer competitive pricing for this essential asset, are attached for your review.

- **Cost Savings:** Owning a camera reduces reliance on contractors for minor investigations, lowering overall expenses.
- **Improved Service:** Faster response to sewer emergencies will help maintain resident satisfaction and trust.
- **Proactive Maintenance:** Identifying potential issues before they escalate can extend the life of our infrastructure.

This tool will significantly enhance our ability to manage sewer infrastructure effectively while providing long-term cost savings and improved service reliability.

Quotes:

MAQUUEN EQUIPMENT \$16,120.00
JETLINE SALES & SERVICE \$14,716.00

Recommendation:

Motion to approve purchase push camera from Jetline Sales & Service for \$14,716.00

ESTIMATE

Jet Line Sales & Service LLC
7505 County Road 103 SW
Kensington, MN 56343

office@jetlinesales.com
+1 (855) 538-8665
www.JetLineSales.com



Bill to

City of Norwood Young America
310 Elm St W P.O. Box 59
Norwood Young America, MN
55368 USA

Ship to

City of Norwood Young America
310 Elm St W P.O. Box 59
Norwood Young America, MN
55368 USA

Estimate details

Estimate no.: 1590
Estimate date: 09/23/2024

Sales Rep: Andrew

#	Product or service	Description	Qty	Rate	Amount
1.	91087.9.C.120.5	MC80 Push System, MC80 push camera, KK55SL camera, 400' of 11.2mm cable, 512hz sonde	1	\$15,741.00	\$15,741.00
2.	Freight/Shipping	**Training and delivery included in shipping cost**	1	\$0.00	\$0.00
				Subtotal	\$15,741.00
				Discount 10%	-\$1,574.10
				Shipping	\$550.00
				Total	\$14,716.90

Accepted date

Accepted by



MACQUEEN™

1125 7th Street E
St Paul, MN 55106
651-645-5726 • 800-832-6417

Ship To: NORWOOD YOUNG AMERICA FIRE DEPT
310 ELM STREET WEST
NORWOOD YOUNG AMERICA MN 55368

Invoice To: NORWOOD YOUNG AMERICA FIRE DEPARTMENT
Po Box 59
Norwood Youngamerica MN 55397

Branch 01 - ST PAUL MN		
Date 10/18/2024	Time 9:27:29 (O)	Page 1
Account No NORWO004	Phone No 9524671806	Est No 00 Q03589
Ship Via		Purchase Order
Tax ID No		
AARON WINDSETH		Salesperson 171

EQUIPMENT ESTIMATE - NOT AN INVOICE

Description ** Q U O T E ** EXPIRY DATE: 11/17/2024 Amount

2024 ENVIROSIGHT VS ULTRA 200 VS ULTRA PUSH CAMERA - 200 / 16130.00
PER MINNESOTA "SEWER/PIPELINE CAMERA SYSTEMS" CONTRACT
#S-986(5)/RELEASE #194731 TO INCLUDE ALL STANDARD OPTIONS
AND THE FOLLOWING ADDITIONAL ITEMS. CONTRACT EXPIRES
JANUARY 31,2025.

*
3.0 ENVIROSIGHT PRO 200' \$13,375.00
3.11 330' CABLE UPGRADE FROM 200' \$1,195.00
3.21 8" TO 9" ROLLER SKID \$810.00
3.71 UPGRADE TO VERISIGHT ULTRA HD MODEL \$500.00

*
4.4 FREIGHT FROM NJ TO MACQUEEN ST PAUL \$250.00

*
TRAINING AND DELIVERY TO NYA PUBLIC WORKS INCLUDED

Authorization: _____ Subtotal: 16130.00
Quote Total: 16130.00

QUOTED PRICES ARE BASED ON CURRENT COSTS AND THEREFORE SUBJECT TO CHANGE
WITH WRITTEN NOTICE TO ACCOUNT FOR PRICING CHANGES BEYOND SELLER'S CONTROL



TO: Honorable Mayor Lagergren and Members of the City Council

FROM: Mark Streich, Public Services Director

DATE: November 25, 2024

RE: **Friendship Park Trail-Mill & Overlay 2025 Quotes**

Earlier this year, we discussed the Friendship Park trail's urgent need for a mill and overlay. We collectively agreed to establish a dedicated annual trail maintenance line item during budget workshops to address these long-overdue repairs thoroughly. This proactive approach is critical to restoring all trails to good condition and ensuring their longevity, safety, and accessibility.

Attached are two quotes for the Friendship Park trail mill and overlay work scheduled for spring. Timely approval will allow us to secure contractors and begin work as soon as the weather permits. Addressing this now will prevent further deterioration and higher costs in the future and demonstrate our commitment to maintaining the amenities our community values.

Quotes:

WM Mueller's: \$53,212.00

Mid-Minnesota Hot Mix, Inc.: \$53,535.00

Recommendation:

Motion to approve the quote from WM Mueller's, in the amount of \$53,212.00, for the mill & overlay trail project in Friendship Park.

Norwood Young America

ROAD CONTRACTORS
AGGREGATES
BITUMINOUS PAVING
BITUMINOUS MATERIALS



831 PARK AVE P.O. BOX 247
HAMBURG, MN 55339
PHONE 952-467-2720
EMAIL briand@wmmueller.com

H A M B U R G , M N
PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO:	CITY OF NYA	DATE:	2/27/2024	PHONE:	612-214-7684
STREET:	310 ELM ST W	JOB NAME:	FRIENDSHIP PARK TRAIL		
CITY, STATE, ZIP:	NYA, MN 55368	JOB LOCATION:			
CONTACT:	MARK STREICH	VIA:	mstreick@cityofnya.com		

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

RECLAIM EXISTING TRAIL 1,260' X 9'
SHAPE EXISTING 1,260 SY TRAIL FOR 2.5" OF BITUMINOUS
REMOVE 40 SY BITUMINOUS AREA SOUTH OF BRIDGE TO PARKING LOT
EXCAVATE NEW TRAIL 130 SY
PLACE 6" OF AGGREGATE ON 130 SY NEW TRAIL AND SHAPE FOR 2.5" BITUMINOUS
PLACE 2.5" OF BITUMINOUS WEAR ON ALL AREAS 1,430 SY

TOTAL \$53,212.00

**** IF SOIL CORRECTIONS ARE NEED IT WILL BE AT \$42.25 / SY**

NOTES: Excludes permits, prevailing wage, surveying, traffic control, engineering, bond, soil corrections

PRICES FOR 2024 SEASON, PRICES BASED ON USING PG 58-28 BITUMINOUS MIX, SPWEA240B WEAR

WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS FOR THE SUM OF: \$50,625.00	*** PAYMENT TO BE MADE UPON COMPLETION *** NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US IF NOT ACCEPTED WITHIN 30 DAYS.
All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, storm, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.	AUTHORIZED SIGNATURE: <u>Brian Droege</u> TITLE: <u>PROJECT MANAGER / ESTIMATOR</u>

ACCEPTANCE OF PROPOSAL - The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. **Payment is due upon receipt of invoice.** Owner agrees that Wm. Mueller and Sons, Inc. may charge interest at the rate of eighteen percent (18%) on any sum due under this contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, cost incidental to collection, and attorney's fees (if an attorney is retained for collection) shall be added to the unpaid balance. Owner hereby releases Wm. Mueller and Sons, Inc. of notice requirements for lien rights in the event payments are not made as outlined above.

PLEASE SIGN AND RETURN ONE COPY

SIGNATURE: _____

**DATE OF
ACCEPTANCE:** _____

PROPOSAL SUBMITTED TO: Norwood Young America

STREET: 310 Elm St. W.

CITY, STATE, ZIP: Norwood Young America, MN

PHONE: 612-214-7684

DATE: 04/03/2024

Mid-Minnesota Hot Mix, Inc.

P O BOX 239, ANNANDALE, MN 55302

OFFICE: (320) 274-3037

FAX: (320) 274-2033

TOLL FREE: (800) 779-3037

JOB NAME: Trail Rehabilitation

JOB LOCATION: NYA, MN

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

BASE BID

Mill and replace existing bituminous trail 2.5" thick to include:

- Remove and prep new trail section
- 4" of class 5 aggregate base for new trail section
- Mill 1260' x 9' trail 3" deep
- Furnish and place 6" Class 5 aggregate base new section
- Fine grade and tolerance
- Compaction of aggregate base
- 2.5" of bituminous paving 1260' x 9' and 1750 SF new section
- All rolling and compaction

.....Total Cost: \$53,535.00

Prices DO NOT include:

- Landscaping Corrections
- Major Subgrade Corrections
- Striping or other pavement markings.
- Signs or sign post furnishing or installing.
- Concrete work.
- Structure or utility adjustments.
- Construction staking.
- Traffic control.
- Backfilling, shouldering, or other restoration.
- No nights or weekends

**Class 5 aggregate base, if placed, is for tolerancing or fine grading only.*

**A bituminous overlay only adds thickness to your existing blacktop. It may not correct, and, in some cases, it may worsen conditions.*

**Bituminous thicknesses are approximate. Minor fluctuations (+ or -) may occur.*

**Mid-Minnesota is not responsible for vegetation growing through blacktop.*

**Mid-Minnesota is not responsible for breaking or cracking of concrete aprons or slabs.*

WE PROPOSE TO FURNISH MATERIAL AND LABOR-COMPLETE IN ACCORDANCE WITH ABOVE SPECIFICATIONS, FOR THE SUM OF:
UP ABOVE

PAYMENT TO BE MADE AS FOLLOWS: UPON COMPLETION

Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. Under Minnesota law, you have the right to pay persons who supply labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

Any alteration or deviation from the above specifications involving extra costs will become an extra charge over and above the estimate. The undersigned has received and understands our warranty and care information sheet. Mid-Minnesota Hot Mix, Inc. does not warranty problems resulting from subsoil conditions. Interest will be added to accounts over 30 days at a rate of 1.5 percent per month. Owner to carry any necessary insurance. Our workers are fully covered by Workers Compensation Insurance.

**AUTHORIZED
SIGNATURE:**

NOTE: This proposal may be withdrawn by us if not accepted within 21 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: _____ **DATE OF ACCEPTANCE:** _____