



CITY COUNCIL AGENDA

April 9, 2018 – 6:00 p.m.

City Council Meeting

CITY COUNCIL

1. Call Meeting of City Council to Order
 - 1.1 Pledge of Allegiance
2. Approve Agenda
3. 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, 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.)
4. 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 to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve City Council minutes of March 26, 2018 meeting
 - 4.2 Approve Joint Meeting minutes for September 13 and November 8, 2017; January 10 and March 14, 2018
 - 4.3 Approve payment of claims
 - 4.4 Approve Planning Commission Appointment
 - 4.5
5. Public Hearings
 - 5.1 Ordinance No. 299, Sexual Offenders and Sexual Predators
 - 5.2 Ordinance No. 300, Administrative Penalties
6. Old Business
 - 6.1 U.S. Highway 212 Underpass Project Update
 - 6.2 U.S. Highway 212 / Tacoma Avenue Intersection – MnDOT Update
7. New Business
 - 7.1 Ordinance No. 299, Sexual Offenders and Sexual Predators
 - 7.2 Ordinance No. 300, Administrative Penalties (also discuss 793 Tacoma Ave.)
 - 7.3 Serenity Trail Repaving Proposal
 - 7.4 Oak Grove Building - Electronic Door Opener
 - 7.5 Information Technology Service Proposals
 - 7.6 Resolution 2018-17, Manufactured Home Park Emergency Plan
 - 7.7
8. Council Member & Mayor Reports
9. Adjournment

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: February Building Permit Report

UPCOMING MEETINGS / EVENTS

April 11	EDC Meeting – 6:00 p.m.
April 17	Parks and Rec. Commission – 5:30 p.m.
April 19	Senior Advisory Committee – 9:00 a.m.
April 23	Work Session, EDA, City Council – 6:00 p.m.
May 1	Planning Commission – 6:00 p.m.
May 9	Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:30 p.m.
May 14	City Council – 6:00 p.m.



WORK SESSION MINUTES

March 26, 2018 – 6:00 p.m.

Work Session; followed by EDA / City Council Meetings

Attendees: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms
City Staff: Administrator Steve Helget, Clerk/Treasurer Kelly Hayes, Public Services Director Tony Voigt
Others: Amber Orr, Dave Orr, Cassandra Nelson, Shannon Schefer, Dustin & Tricia Mackenthun, Cynthia Smith-Strack, and Paul Hallquist.

WORK SESSION

1. Call Meeting of City Council Work Session to Order

Meeting was called to order by Mayor Lagergren at 6:00pm.

2. Approve Agenda

2.1 Work Session Items

a) Nuisances Abatement Procedures

Council discussed in length the nuisance abatement procedures and how it relates to the Administrative Penalty ordinance being considered. The Council directed Helget to contact the City Attorney with the following questions:

When does abatement take place? Is the City able to abate items that are located on a resident's property? Steve Helget will contact City Attorney Jay Squires to see if the code enforcement administrative penalty would be used for nuisance violations and to get clarification on chapter 6 of the City Code.

1. Does the administrative penalty ordinance cover nuisances?
2. In respect to nuisances, at what point does abatement happen?
3. How and when do fines get applied and what's the timeline for when each fine is implemented? For example, are additional fines only issued for each additional offence that occurs in a 12 month period or are they also issued for a single offence in an increasing manner until the offence is brought into compliance?
4. Are there any nuisances that we can't abate; what are the guidelines?

b) Home Occupations

Council discussed the Home Occupation section of the City Code. The discussion included how to find out who has a home occupation and if they are following the code. Discussion was also held on whether or not the Home Occupation section of the Code falls under the Administrative Penalty ordinance being considered. Again, the Council directed Helget to consult with the City Attorney.

Motion: DS/CH to adjourn at 6:42pm. Vote 5 – 0. Motion carried.

Respectfully Submitted:

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



CITY COUNCIL MINUTES

March 26, 2018 – 6:00 p.m.

Work Session; followed by EDA / City Council Meetings

Attendees: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms
City Staff: Administrator Steve Helget, Clerk/Treasurer Kelly Hayes, Public Services Director Tony Voigt
Others: Amber Orr, Dave Orr, Cassandra Nelson, Shannon Schefer, Dustin & Tricia Mackenthun, Cynthia Smith-Strack, Paul Hallquist

1. Call Meeting of City Council to Order
Meeting was called to order by Mayor Lagergren at 6:43pm.
2. Approve Agenda
Addition: 7.9 Exempt Permit for Young America Baseball Club
Motion: MM/CH to approve the agenda with the addition. Vote 5 – 0. Motion carried.
3. Introductions, Presentations, Proclamations, Awards, and Public Comment – none
4. Consent Agenda
 - 4.1 Approve minutes of March 12, 2018 meeting
 - 4.2 Approve payment of claims
 - 4.3 Approve hiring Paul Dhoore as a Public Services Technician 3
 - 4.4 Accept Theresa Meis Resignation from the Economic Development Commission*Motion: CS/DS to approve the consent agenda. Vote 5 – 0. Motion carried.*
5. Public Hearings - none
6. Old Business - none
7. New Business
 - 7.1 Tree City USA Program - Amber Orr, Central School Student
Central student Amber Orr gave a presentation on how Norwood Young America can become a “Tree City USA”. There are four standards:
 1. Tree Care Board – Mayor, Chairperson, City Forestry Contact, Community Members
 2. Budget of \$2 per capita minimum – current yearly expense is approximately \$35,000/year
 3. City tree care ordinance
 4. Arbor day proclamation

The Council consented to applying and becoming a Tree City USA city.
 - 7.2 Advanced Electrical Services – Water & Sanitary Sewer Extension
Advanced Electrical Services is looking at purchasing property that is located at the intersection of Highway 212 and Tacoma. The parcel is located in Young America Township; business owners Tricia and Dustin Mackenthun are requesting that the city annex in the property. The Mackenthun’s are also requesting that the City provide water service to the property. They plan on installing their own septic system. The Council requested that City staff get information on how this has been handled in the past, consult with the City Engineer to determine if there would be any other options for providing water service and if a fire hydrant would be required.
 - 7.3 Ordinance No. 298, Pertaining to Towers and Antennas
Motion: CH/DS to approve Ordinance 298, an ordinance amending Chapter 12 of the City Code by amending sections 1210.06, Subd 3(B)(2) and 1230.03 Subd. 4(D) and adding section 1270 pertaining to towers and antennae. Vote 5 – 0. Motion carried.
 - 7.4 Northside Grill Liquor License Application
Sandra Harms has completed a liquor license application for 105 Main Street, formerly known as Unkle Thirsty’s. She plans on leasing the building from the owner and hopes to open the new Northside Grill in May. Liquor licenses run from July 1 – June 30. Since a good portion of this liquor license year is over, the Council was asked if they would pro-rate the fees.
Motion: CH/MM to approve Northside Grill’s on-sale intoxicating liquor and on-sale Sunday liquor licenses contingent upon receipt of a copy of the lease agreement to operate the business at 105 Main Street East, proof of liquor liability and

workers' compensation insurance, and successful completion of Carver County Sheriff's Office background investigation and to pro-rate the fees by month. Vote 5 – 0. Motion carried.

7.5 Peace Villa Bus Agreement

Motion: CH/CS to approve the Transportation of Passengers Agreement with Peace Villa, Inc. Vote 5 – 0. Motion carried.

7.6 Oak Grove 2018 Lawn Maintenance

Last year City staff took care of the maintenance of the lawn care around Oak Grove. The CDA took it upon themselves to solicit quotes for lawn maintenance this year and the low quote was from a business they have work with at other facilities. The cost would be less than what the City's charges would be.

Motion: CS/CH to authorize the Carver County CDA to enter into a Lawn Care Service Agreement for the 2018 growing season not to exceed \$3,160. Vote 5 – 0. Motion carried.

7.7 Hand Held Meter Purchase Proposal

The production of the radio transmitters that the City uses to read water meters was discontinued and our current readers will not read the new transmitters that will be installed. Sensus has a current promotion to help cities purchase the upgraded reader through March.

Motion: CH/MM to purchase the Sensus 6502 handheld meter reader from Core & Main for \$6,100 and to amend the 2018 budget for said purchase. Vote 5 – 0. Motion carried.

7.8 Schedule Special City Council meeting

Motion: CH/MM to schedule a special City Council meeting for 6:30 pm, May 9, 2018. Vote 5 – 0. Motion carried.

7.9 Exempt Permit Young America Baseball Club

Motion: DS/CS to approve the exempt permit for the Young America Baseball Club. Vote 5 – 0. Motion carried.

8. Council Member & Mayor Reports

CH – none

MM – none

DS – none

CS – Parks & Rec. Commission is focusing on Serenity trail. Should have proposals at the next Council meeting.

CL - none

UPCOMING MEETINGS / EVENTS

April 3 Planning Commission – 6:00 p.m.

April 9 City Council – 6:00 p.m.

April 11 EDC Meeting – 6:30 p.m.

April 17 Parks and Rec. Commission – 5:30 p.m.

April 19 Senior Advisory Committee – 9:00 a.m.

May 9 Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:30 p.m.

9. Adjournment

Motion: MM/CH to adjourn at 8:18pm. Vote 5 – 0. Motion carried.

Respectfully Submitted:

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



JOINT MEETING MINUTES

Wednesday, September 13, 2017 at 6:30 p.m.
Oak Grove City Center – Community Room
310 Elm Street West, Norwood Young America, MN 55368

City Council, Planning Commission, Economic Development Commission

I. Call to Order

Mayor Lagergren called the meeting to order at 6:45 p.m.

Council members in attendance were: Charlie Storms, Dick Stolz, Craig Heher, and Mike McPadden.

No Planning Commission members in attendance.

EDC members in attendance were: Kaarin Foede, Tina Diedrick, Theresa Meis, and Julie Schmidt.

Member of the Chamber of Commerce included Karen Hallquist,

Staff attending were: City Administrator Steve Helget and Economic Development Coordinator Holly J. Kreft.

II. Consideration of the Agenda

The agenda was approved as presented.

III. New Business

Economic Development Coordinator Kreft provided information on updates since the last meeting that included updates to all of the available property fliers and contact of the listing agents and owners. She noted that some of the out of town owners did not respond to the letters.

Coordinator Kreft provided an overview of the three small group exercises from the last meeting and the responses. She also reviewed the 2030 Comprehensive Plan Land Use map, which included the north downtown as the Civic Center and the south downtown as the Central Business District.

She also noted that the EDC had requested research on other communities that have downtowns in close proximity to others or other consolidated cities. Coordinator Kreft provided information from North Mankato and then communities through the U.S. She noted that North Mankato recently approved a Belgrade Avenue Redevelopment Plan. Commissioner Foede requested that it be sent out to the group for review.

Coordinator Kreft then distributed a survey with questions relative to the 2030 Comp Plan and how the land use designations should be considered for the 2040 Comprehensive Plan. Chamber Director Hallquist said that she felt people still connect to the original downtowns and the original communities. She said maybe the City should embrace that those were the historic downtowns of each community. She recommended Historic Norwood Downtown and Historic Young America Downtown and allowing similar uses in each district.

The group discussed having niche businesses locate in the downtowns, so those that don't need highway exposure. Some examples of artist areas, community kitchens, and other destination businesses could be a focus. Commissioner Diedrick stated she felt that design standards are important and gave the example of what the City of Annadale did with their downtown and streetscaping. The group discussed that they would be interested in trying to find a way to compel property owners with vacant businesses to market or fix up their buildings.

Coordinator Kreft noted that typically design standards aren't enforceable unless the property owner requests some type of permit or change in use.

EDC Chair Schmidt noted that Faxon Road should also be consider a commercial district since many consider that the "new" downtown. There was discussion about calling this district the central commercial district since it ties in geographically and to the School District. The group briefly discussed loans or grant for design standards to assist businesses with updates.

The group discussed the type of uses which would be allowed and this included niche commercial, small industrial, and residential units in the upstairs and back of buildings, but not entire buildings converted to rental. There was also a general discussion about rental units within the community and the inspection process.

The consensus of the group was to invite Doug Thomas from Henderson to discuss what they have done to revitalize the downtown and review sample design standards at the next meeting.

The next meeting was set for Wednesday, November 8th at 6:30 p.m. Coordinator Kreft will invite Mr. Thomas to the meeting for a presentation.

IV. Adjourn

A motion was made by McPadden, seconded by Stolz to adjourn the meeting at 8:03 p.m. Motion carried.

Respectfully submitted,
Holly J. Kreft, Economic Development Consultant
MDG, LLC.

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



JOINT MEETING MINUTES

Wednesday, November 8, 2017 - 6:30 p.m.
City Hall - Large Conference Room
310 Elm Street West, Norwood Young America, MN

City Council, Planning Commission, Economic Development Commission

I. Call to Order

Mayor Lagergren called the meeting to order at 6:30 p.m.

Council members in attendance were: Charlie Storms, Dick Stolz, and Craig Heher.

Planning Commission members in attendance were: Bill Grundahl and Mike Eggers.

EDC members in attendance were: Kaarin Foede, Theresa Meis, and Julie Schmidt.

Member of the Chamber of Commerce included Karen Hallquist,

Also in attendance was Cole White, editor, Norwood Young America Times.

Staff attending were: City Administrator Steve Helget and Economic Development Coordinator Holly J. Kreft.

II. Consideration of the Agenda

The agenda was approved as presented.

III. New Business

Economic Development Coordinator Kreft introduced Doug Thomas and Jeff Steinborn from Henderson, Minnesota. They presented information on the history of redevelopment in Henderson. Doug noted that in 1985 many of the downtown buildings were boarded up and the City only had \$1.5 million total in taxable value. Doug stated that things started to turn around in the 1990's. He noted that the Minnesota Design Team came three times to give the community an idea of what was physically possible for the downtown.

Doug said that historic preservation started in 2002 after local residents decided to stop waiting for outside funds and decided to revitalize buildings privately and with sweat equity.

Jeff stated there is a Historic Heritage Preservation Commission and they use the guidebook created with assistance from the State Historical Preservation Office. He noted there is also a walking tour book and detailed history of Henderson and that is was grassroots approach to preservation.

Doug noted that the Chamber really served as the economic development arm of the City since there wasn't one. He also noted that the events are separate nonprofits. Doug also discussed the idea of economic gardening and that Henderson found their niche in small businesses that focused on education and health care.

Jeff and Doug noted that having the events was important to have people discover Henderson and support their local businesses. Doug referenced a recent U of M Extension study that showed the average person spent \$17-18 per night of the Classic Car Roll-in.

There was a question if any residents were unhappy about the events. Jeff noted there were about a handful of residents unhappy due to the traffic, but the committees do try to be proactive. He said there are also concerns

about the number of motorcyclists, since on nice weekends it isn't uncommon to have hundreds of motorcyclists come through Henderson.

Doug said that the key for events is volunteerism. He also noted the importance of finding the community's niche and playing it up.

Councilmember Stoltz asked what their definition of economic development was. Doug replied that it is really community development and building community. He noted that he wishes the City had helped more with public relations and marketing.

Councilmember Stoltz also asked how the old buildings were preserved. Doug replied that the designation on the National Register in the 1990s helped, but that only about four projects actually used the tax credit due to concerns with the amount of paperwork.

Doug noted that once the core businesses (hardware store, bank, post office, etc.) are outside of downtown it can be very challenging. He said that then the community needs to change its mindset to destination and specialty shops. He gave examples of Lake Benton and Crosby.

Mayor Lagergren asked if anyone was not interested in updating their building. Doug said generally no. He noted that most are locally owned and one building is underutilized, but is not empty. Councilmember Stoltz asked about regulating use. Jeff noted that the Historic Preservation Commission can only recommend and they can't require compliance with the guidelines. Stoltz asked if there were any main level apartments. Doug said that previously there had been, but most have been converted to commercial spaces.

Doug asked what the City saw with their downtowns. Mayor Lagergren noted that there isn't niche marketing for the downtowns. Stoltz noted that there doesn't seem to be focus and both noted concerns with absentee owners who weren't interested in selling or revitalizing their buildings.

Jeff said it was important for Henderson to bring in outside help and one of their consultants had recommends a windshield survey of other similarly sized communities. Doug gave examples of communities that base their commercial districts on cultural identities. He said it was important to look for value added businesses. He said that communities such as Henderson and Norwood Young America will struggle to recruit the next generation of volunteers due to the high number of commuters in the communities. The group thanked Doug and Jeff for their time and insight.

Chamber Director Hallquist provided an overview of the results of Chamber of Commerce survey. She noted she only received five responses. She noted that there are two niche businesses that draw people from outside of Norwood Young America including the Quilting Grounds and the Olde Mill House. She said the bus tour at Stiftungsfest was very successful and highlighted the history of Norwood and Young America. She can examples of Excelsior with lights on their street trees and directional signage for businesses in Wabasha. The Chamber Board did recommend the renaming of the commercial districts to: Historic Downtown Norwood, Historic Downtown Young America, and Highway 212 Business Corridor. There was discussion that those areas will need to be defined geographically.

Economic Development Coordinator Kreft provided a brief overview of the existing design standards and examples of other communities in Carver County.

Mayor Lagergren said the next meeting needs to focus on an action plan. Economic Development Coordinator Kreft asked if there are people who should be at the table, but aren't such as the Historical Society. She stated that it is important to include local cheerleaders like Doug and Jeff are for Henderson. The group also discussed getting building owners involved.

Stolz noted that the Minnesota Design Team did visit Norwood Young America in 2000. The group discussed streetscaping. Councilmember Heher noted that there were street trees planted, but they were not maintained,

so when they died they were removed. He also noted that maybe Vickerman would be willing to help with street tree lighting. Kreft noted that the Carver County CDA has a grant available next year that may help assist with a planning project. She noted that the EDC will be discussing this in more detail in December.

At the next meeting the group will focus on:

1. Historic Downtowns – how to identify and market them; recommendation to have Council formally adopt name
2. Streetscape – what amenities should be included and where
3. Potential Business List – lists of businesses that would be good fits for the downtowns

The next meeting will occur on Wednesday, January 10th in the Large Conference Room at 6:30 p.m.

IV. Adjourn

A motion was made by Storms, seconded by Stolz to adjourn the meeting at 8:30 p.m. Motion carried.

Respectfully submitted,
Holly J. Kreft, Economic Development Consultant
MDG, LLC.

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



JOINT MEETING MINUTES

Wednesday, January 10, 2018 - 6:30 p.m.
City Hall - Large Conference Room
310 Elm Street West, Norwood Young America, MN

City Council, Planning Commission, Economic Development Commission

I. Call to Order

Mayor Lagergren called the meeting to order at 6:30 p.m.

Council members in attendance were: Charlie Storms, Dick Stolz, Mike McPadden, and Craig Heher.

Planning Commission members in attendance were: Bill Grundahl and Mike Eggers.

EDC members in attendance were: Kaarin Foede, Tina Diedrick, and Julie Schmidt.

Member of the Chamber of Commerce included Karen Hallquist.

Also in attendance was LaVonne Kroells, President of the Willkommen Heritage and Preservation Society.

Staff attending were: City Administrator Steve Helget and Economic Development Coordinators Holly J. Kreft and Jo Foust.

II. Consideration of the Agenda

The agenda was approved as presented.

III. New Business

Economic Development Coordinator Kreft presented a brief background of the past meetings. She noted the first item on the agenda is to make a recommendation to the City Council on the renaming of the downtowns. Karen Hallquist, Chamber Executive Director, noted that the Chamber Board recommended Historic Downtown Norwood, Historic Downtown Young America, and 212 Business Corridor. She noted that she has also discussed this change with additional businesses since the last meeting, and everyone was supportive of the change.

Councilmember McPadden asked if the areas were delineated. Executive Director Hallquist responded that the Chamber Board did not have a recommendation on the delineation. It was discussed that this would need to be completed as part of the renaming.

Mayor Lagergren asked what the renaming would mean for the community. The discussion was that it would mean there would be a coordinated effort to market the areas including signs, banners, signs on the businesses, website, etc. Executive Director Hallquist stated that she thought the signs should reflect the history and heritage of the historic downtowns.

Coordinator Kreft noted that MnDOT will need to replace the existing green signs with new signs and there may potentially be a cost to the City.

Councilmember Storms asked if there is any information on historical signs that could be referenced with new signage and the banners. President Kroells noted that she isn't aware of anything, but it would be easy to research. She also stated that the logo needs to remain in the material since it reflects the consolidated community.

Commissioner Diedrick also requested that information be placed on the City and Chamber websites.

Mayor Lagergren asked the group why they felt it was important to name the commercial areas. The discussion was the importance of the historic identities of the two communities. Councilmember McPadden referenced the historical tours at Stiftungsfest and how well-received they were. He noted that this seems to be something that both new residents and long-time residents are interested in learning more about.

There was discussion about buildings having small plaques like the Shear Effects Salon business that lists the address of the building. There was also discussion about having information about the history and past businesses available at the new businesses. President Kroells noted that historical society has most of this information, it would just be a matter of compiling it.

Coordinator Foust noted that a walking history tours and brochures could also be considered.

Mayor Lagergren asked who will decide the boundaries of the various districts. President Kroells said she felt it dependent on which side due to the historical development of commercial buildings on both sides. Coordinator Foust noted it could be based on the zoning as a reference.

Commissioner Diedrick stated she would like to see it broader and suggested that the EDC recommend the boundaries to the City Council. Councilmember Stoltz noted that he felt it needed to be more than just the zoning. Councilmember McPadden stated he didn't see it extending much further than one block on each side of Main Street/Elm Street.

Councilmember Stoltz noted that a font and logo would be needed. Councilmember Storms stated that maybe each area could be color-coded pulling colors from the new logo.

Mayor Lagergren asked where Faxon Road would fit and the strip mall along the Hwy 212 Corridor. The consensus was that they both could be included within a Hwy 212 Business Corridor.

There was discussion about the planning grant available through the Carver County CDA. Coordinator Kreft noted that based on discussions with Allison Streich from the CDA that a streetscaping plan would be eligible since it is focused on redevelopment of the downtowns. She stated that it is a \$7,500 matching grant that each Carver County city is eligible and that it is accepted on a rolling deadline of the 1st of the month. She noted that the streetscaping plan could include elements like signage, banners, benches, trash receptacles, and street trees.

Councilmember Stoltz felt that applying for the grant now would be beneficial to ensure it is funded and to get started on the project.

Coordinator Kreft reviewed other businesses found in similar sized communities that also had quilt shops participating the 2017 Shop Hop. The group discussed businesses that would be beneficial for the downtowns. Coordinator Foust provided an example of the FastTrack Challenge in Scott County. She noted that a similar program could be developed to attempt to attract a business identified as desired for the downtowns.

The group asked of other ways to attract businesses. Coordinator Foust noted that staff receives a list of new businesses in Norwood Young America, including home-based businesses. She also gave the example of a research tool to identify the demand for certain businesses.

Mayor Lagergren noted that the City will need to be mindful about competition with existing businesses when recruiting new businesses. She also questioned the group if there is a niche for the downtowns.

Councilmember McPadden noted that not all of the downtown spaces are going to work well for every business. He stated he would like to see boutique businesses and maybe tasting rooms that tie into the many wineries in the area.

Commissioner Diedrick asked if there were other ways to recruit businesses. Coordinator Foust gave the example of Jordan creating a grant specifically for restaurants. She also noted renovation grants to help businesses get into older buildings.

Mayor Lagergren noted it would also be nice to have information from the historical society on what buildings used to look like before they were changed and what businesses used to be there. President Kroells provided some examples of what buildings were previously. She noted this was something the historical society could compile.

There was discussion about some of the potential businesses to recruit including a bakery/coffee shop, food truck, ice cream shop, and other destination type businesses.

As part of the discussion about options for incentives, it was suggested to invite local bankers to the next meeting to get their perspective or ideas.

The action items for the next meeting include:

1. Renaming of downtowns – the EDC will discuss the potential boundaries at their February meeting to present at the next joint meeting
2. Streetscaping Plan – staff will present information at the next EDC meeting for a recommendation to the City Council to apply for the CDA grant on March 1st
3. Potential Businesses – Kreft and Foust will prepare information on incentives for potential businesses; local bankers will be invited; the historical society will start compiling information on the history of buildings

The consensus of the group was that the next joint meeting will be Wednesday, March 14th at 6:30 p.m.

IV. Adjourn

A motion was made by Diedrick, seconded by McPadden to adjourn the meeting at 7:54 p.m. Motion carried.

Respectfully submitted,
Holly J. Kreft, Economic Development Consultant
MDG, LLC.

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



JOINT MEETING MINUTES

March 14, 2018 - 6:30 p.m.
City Hall - Large Conference Room
310 Elm Street West, Norwood Young America, MN

City Council, Planning Commission, Economic Development Commission

I. Call to Order

Mayor Lagergren called the meeting to order at 6:30 p.m.

Council members in attendance were: Charlie Storms, Dick Stolz, and Craig Heher.

Planning Commission members in attendance were: Bill Grundahl and Paul Hallquist.

EDC members in attendance were: Kaarin Foede and Theresa Meis.

Staff attending were: City Administrator Steve Helget and Economic Development Coordinator Holly J. Kreft.

II. Consideration of the Agenda

Motion Storms, second Heher to approve the agenda was approved as presented. Motion approved 4-0.

III. Business

A. Boundaries of Historic Downtowns

Economic Development Coordinator Kreft presented an overview of what was reviewed at the February EDC workshop including the zoning district boundaries and the discussions on the boundaries proposed for the historic districts. Mayor Lagergren stated that it was important to include the Mill House on the Young America side. There was a discussion on the boundary for the southeast corner of the Historic Downtown Young America.

Mayor Lagergren asked why it was important to identify the historic downtowns. Councilmember Stolz stated he felt it was important that the downtowns have a separate identity from the surrounding area. There was discussion about potential themes for each downtown. Mayor Lagergren also noted that the City of Henderson felt the historic aspect was important to attract destination businesses. Councilmember Storms stated that by identifying the historic districts it was also a guidance system on how the buildings should look and what type of businesses should be there. EDC Member Meis stated that there will be an expectation by and of the businesses in a historic district. Councilmember Stolz noted that it all ties together.

The consensus of the group was to adopt the boundaries of the historic districts as presented with the change of removing the City-owned public works parcels on the Young America side.

PC Member Grundahl questioned if the former City Hall parcel ("old Singer's Hall) should be included. The discussion was that it was a privately owned residence and could be included in historic tours, but not within the boundaries for this purpose.

B. Redevelopment Plan

Economic Development Coordinator Kreft provided an overview of the proposal for the Redevelopment Plan as presented to the EDC at their February workshop. She noted that the EDC requested additional public input from business owners and property owners, so there was a slight increase to the proposed cost. Kreft provided an overview of the Carver County CDA grant and noted it is a 50/50 match and due the first of each month.

The group reviewed the proposal and discussed the next steps in the redevelopment plan. Kreft clarified that this is a scope of work and plan to create the redevelopment plan which will assist the City in implementing the redevelopment of the historic districts.

EDC Member Foede referenced the Belgrade Redevelopment Plan that had been provided as an example at a previous meeting. Mayor Lagergren asked that it be redistributed so people could review it.

Kreft noted that due to the deadlines the group could decide to have a special EDC meeting for a recommendation, wait to apply until the May 1st deadline, or have the resolution go to the City Council without an EDC recommendation. The consensus of the group was to wait until the May 1st deadline and have it placed on the April 11th EDC agenda.

C. Incentive Programs

Kreft provided an overview of incentive programs including a no interest loan program, a interest write down with local banks, or a business competition. Steve noted there is approximately \$140,000 in the City loan program. Councilmember Stolz stated it was important to market to the existing businesses first and have them buy-in to the redevelopment of the downtowns. Councilmember Storms stated his preference was to keep the existing Open to Business program and consider adding others depending on interest and funds.

PC Member Hallquist asked about the prior forgivable loan program. He noted that about 10 businesses participated and it seemed well received. Councilmember Storms asked what the qualifications would be and if the buildings would need to be redeveloped to the original architecture.

The consensus of the group was that the next joint meeting will be Wednesday, May 9th at 6:30 p.m. with the two agenda items being discussion of the incentive programs and identify the strengths, challenges, and implementation steps to build on the strengths and address the challenges. The local bankers, Lee Hall, and Stacey from the Quilting Grounds will be invited to discuss what is working and isn't working relative to incentives.

IV. Adjourn

A motion was made by Storms, seconded by Heher to adjourn the meeting at 7:26 p.m. Motion carried.

Respectfully submitted,
Holly J. Kreft, Economic Development Consultant
MDG, LLC.

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer

CITY OF NORWOOD YOUNG AMERICA

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

To Be Approved: April 9, 2018

Pre-Paid Claims (Check Sequence #504719-504733)	<u>\$14,996.42</u>
---	---------------------------

Claims Pending Payment (Check Sequence #27945-27980)	<u>\$152,633.38</u>
--	----------------------------

Grand Total	<u>\$167,629.80</u>
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PAYROLL APRIL 5, 2018

CHECK #	EMPLOYEE	GROSS
504719	ARETZ, BRENT R	\$2,521.60
504720	BIPES, DEBORAH	\$113.39
504721	CANO, JOEY M	\$1,543.20
504722	FRATUS, DOMINIC	\$166.30
504723	HAAG, HERMAN	\$196.14
504724	HAYES, KELLY	\$2,340.00
504725	HELGET, STEVE	\$3,644.01
504726	Hormann, Duane	\$486.65
504727	JAUS, RODNEY D	\$1,550.43
504728	LENZ, DEBRA A	\$1,924.81
504729	MENZEL, ALICIA	\$1,702.40
504730	SCHNEEDWIND, BRIAN O	\$1,620.00
504731	STENDER, DANIEL H	\$2,068.80
504732	VOIGT, ANTHONY	\$2,582.25
504733	KLEINBANK - NET	\$14,996.42
	GROSS	\$22,459.98

CITY OF NORWOOD YOUNG AMERICA

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APRIL 2018

		Check Amt	Invoice	Comment
10100 CHECKING				
Paid Chk#	027945	4/9/2018	ACCESS LIFTS, INC.	
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$1,128.00	M3178SA-21	FOOD SHELF LIFT REPAIRS
Total ACCESS LIFTS, INC.		\$1,128.00		
Paid Chk#	027946	4/9/2018	BOLTON & MENK, INC	
G 812-22100	Escrow Collected	\$1,257.00	0215482	2018 VICKERMAN EXP
E 101-41500-303	Engineering Fees	\$1,968.00	0215483	EMMA ST IMPROVMENTS
E 101-41500-303	Engineering Fees	\$195.50	0215487	MISC ENGINEERING
E 101-41500-303	Engineering Fees	\$371.00	0215487	DIEDRICH
G 809-22100	Escrow Collected	\$158.00	0215487	ALL SAINTS
E 101-41500-303	Engineering Fees	\$27.50	0215487	ADVANCED ELECTRICAL
G 812-22100	Escrow Collected	\$27.50	0215487	VICKERMAN
Total BOLTON & MENK, INC		\$4,004.50		
Paid Chk#	027947	4/9/2018	CANO, JOEY	
E 101-49860-331	Travel/Meeting Expense	\$24.00		MEALS
E 101-49860-331	Travel/Meeting Expense	\$63.22		MILEAGE
Total CANO, JOEY		\$87.22		
Paid Chk#	027948	4/9/2018	CENTER POINT	
E 101-41940-383	Gas Utilities	\$805.55		
E 101-42200-383	Gas Utilities	\$277.47		
E 101-43100-383	Gas Utilities	\$2,167.56		
E 101-45200-383	Gas Utilities	\$731.61		
E 601-49400-383	Gas Utilities	\$481.28		
E 602-49450-383	Gas Utilities	\$2,253.20		
E 101-49860-383	Gas Utilities	\$18.23		
Total CENTER POINT		\$6,734.90		
Paid Chk#	027949	4/9/2018	CITIZENS STATE BANK OF NORWOOD	
G 101-10103	Money Market/YA Bank	\$100,000.00		CD
Total CITIZENS STATE BANK OF NORWOOD		\$100,000.00		
Paid Chk#	027950	4/9/2018	CURFMAN TRUCKING & REPAIR INC	
E 101-43100-437	Maintenance Contract	\$980.00	C18V066	SNOW HAULING
Total CURFMAN TRUCKING & REPAIR INC		\$980.00		
Paid Chk#	027951	4/9/2018	DWK CLEAN WATER SERVICES LLC	
E 601-49400-314	Contracts Payments	\$633.75	0318	CONTRACT HOURS
E 602-49450-314	Contracts Payments	\$633.75	0318	CONTRACT HOURS
Total DWK CLEAN WATER SERVICES LLC		\$1,267.50		
Paid Chk#	027952	4/9/2018	GALL S, INC.	
E 101-42200-210	Operating Supplies	\$6.50	009612065	BLOM
E 101-42200-210	Operating Supplies	\$6.50	009612066	SILSETH
Total GALL S, INC.		\$13.00		

CITY OF NORWOOD YOUNG AMERICA

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APRIL 2018

		Check Amt	Invoice	Comment
Paid Chk# 027953 4/9/2018 HD SUPPLY WATERWORKS				
E 601-49400-229	Water Meters	\$1,000.00	1587886	
Total HD SUPPLY WATERWORKS		\$1,000.00		
Paid Chk# 027954 4/9/2018 HOME SOLUTIONS				
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$154.81		
E 101-43100-223	Repair/Maintenance Bldg/Ground	\$7.19		
E 101-45200-223	Repair/Maintenance Bldg/Ground	\$73.06		
E 101-43100-210	Operating Supplies	\$84.42		
E 101-43100-221	Repair/Maintenance Equipment	\$43.95		
E 101-41940-210	Operating Supplies	\$29.21		
E 601-49400-210	Operating Supplies	\$36.88		
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$6.37		
E 602-49450-221	Repair/Maintenance Equipment	\$9.20		
E 101-42200-221	Repair/Maintenance Equipment	\$14.49		FIRE DPET ACCT
Total HOME SOLUTIONS		\$459.58		
Paid Chk# 027955 4/9/2018 JAUS, RODNEY				
E 101-49860-331	Travel/Meeting Expense	\$24.00		MEALS
Total JAUS, RODNEY		\$24.00		
Paid Chk# 027956 4/9/2018 LANO EQUIPMENT				
E 601-49400-221	Repair/Maintenance Equipment	\$71.63	17628A	MC35
E 602-49450-221	Repair/Maintenance Equipment	\$71.62	17628A	MC35
E 601-49400-221	Repair/Maintenance Equipment	\$446.70	20444	MC35 PARTS
E 602-49450-221	Repair/Maintenance Equipment	\$446.71	20444	MC35 PARTS
E 101-43100-221	Repair/Maintenance Equipment	\$3.47	20511	BOLT
Total LANO EQUIPMENT		\$1,040.13		
Paid Chk# 027957 4/9/2018 LOFFLER COMPANIES, INC.				
E 101-41400-437	Maintenance Contract	\$89.50	22387402	COPIER RENT
Total LOFFLER COMPANIES, INC.		\$89.50		
Paid Chk# 027958 4/9/2018 MENARDS - BURNSVILLE				
E 101-43100-210	Operating Supplies	\$16.68	70603	WINSHIELD WASH
Total MENARDS - BURNSVILLE		\$16.68		
Paid Chk# 027959 4/9/2018 METRO WEST INSPECTION SERVICES				
E 101-42400-312	Building Inspection Fee	\$3,837.02	1459	PERMIT FINALS
Total METRO WEST INSPECTION SERVICES		\$3,837.02		
Paid Chk# 027960 4/9/2018 MN DEPARTMENT OF PUBLIC SAFETY				
E 101-42200-207	Training Instructional	\$155.00	18083	FIRE MARSHALL CONFERENCE
Total MN DEPARTMENT OF PUBLIC SAFETY		\$155.00		
Paid Chk# 027961 4/9/2018 MN POLLUTION CONTROL AGENCY				
E 602-49450-406	LICENSES	\$1,450.00	10000052995	WWTP ANNUAL PERMIT
Total MN POLLUTION CONTROL AGENCY		\$1,450.00		

CITY OF NORWOOD YOUNG AMERICA

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APRIL 2018

			Check Amt	Invoice	Comment
Paid Chk#	027962	4/9/2018	MN VALLEY ELECTRIC COOPERATIVE		
E	601-49400-381	Electric Utilities	\$522.97		640 TACOMA
E	101-43100-380	Street Lighting	\$101.84		ST LIGHTS
E	602-49450-381	Electric Utilities	\$34.22		LIFT STATION
	total MN VALLEY ELECTRIC COOPERATIVE		\$659.03		
Paid Chk#	027963	4/9/2018	MUELLER, ROBERT		
E	601-49400-432	Refund	\$56.82		OVERPAYMENT OF UTILITY BILL
	Total MUELLER, ROBERT		\$56.82		
Paid Chk#	027964	4/9/2018	NYA TIMES		
E	101-41400-350	Print/Publishing/Postage	\$34.02	583411	ADMIN ENFORCMENT
E	101-41400-350	Print/Publishing/Postage	\$30.24	583412	SEX OFFENDER ORD
E	101-41320-350	Print/Publishing/Postage	\$45.36	583413	CUP PH
	Total NYA TIMES		\$109.62		
Paid Chk#	027965	4/9/2018	PRO AUTO & TRANSMISSION REPAIR		
E	101-43100-221	Repair/Maintenance Equipment	\$1,191.07	0059366	P3
E	601-49400-221	Repair/Maintenance Equipment	\$104.00	0059477	W1 DOT
E	602-49450-221	Repair/Maintenance Equipment	\$104.00	0059482	W2 DOT
E	101-42200-221	Repair/Maintenance Equipment	\$574.35	0059508	NEW GRASS RIG
E	602-49450-221	Repair/Maintenance Equipment	\$111.85	0059516	JETTER BATTER CABLE
	total PRO AUTO & TRANSMISSION REPAIR		\$2,085.27		
Paid Chk#	027966	4/9/2018	QUILL CORPORATION		
E	101-41400-200	Office Supplies	\$241.31	5524012	RUBBER BANDS, PENS, BINDER CLIPS
	Total QUILL CORPORATION		\$241.31		
Paid Chk#	027967	4/9/2018	SAM S TIRE SERVICE		
E	101-43100-221	Repair/Maintenance Equipment	\$1,140.00	139016	BOBCAT TIRES
	Total SAM S TIRE SERVICE		\$1,140.00		
Paid Chk#	027968	4/9/2018	SRF CONSULTING GROUP INC		
E	101-41320-310	Other Professional Services	\$10,466.39	10479.00-9	COMP PLAN
E	522-43100-528	Underpass Expenses	\$11,388.07	11012.00-3	212 UNDERPASS
	Total SRF CONSULTING GROUP INC		\$21,854.46		
Paid Chk#	027969	4/9/2018	STENDER, DANIEL H		
E	101-49860-331	Travel/Meeting Expense	\$23.91		MEALS
	Total STENDER, DANIEL H		\$23.91		
Paid Chk#	027970	4/9/2018	STORMS WELDING & MFG INC		
E	101-43100-221	Repair/Maintenance Equipment	\$170.56	52014	T3 PLOW WING
	Total STORMS WELDING & MFG INC		\$170.56		
Paid Chk#	027971	4/9/2018	TASC		
G	101-21713	Health Care Reimbursement Acct	\$15.00	IN1234210	COBRA ADMIN FEE
	Total TASC		\$15.00		

CITY OF NORWOOD YOUNG AMERICA

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APRIL 2018

			Check Amt	Invoice	Comment
Paid Chk# 027972 4/9/2018 TECHSTAR IT SOLUTIONS					
E 101-41400-437	Maintenance Contract		\$100.00	7753	SSL CERTIFICATE
E 101-41400-437	Maintenance Contract		\$1,014.00	MSP-7676	MANGED SERVICES
Total TECHSTAR IT SOLUTIONS			\$1,114.00		
Paid Chk# 027973 4/9/2018 TOWN & COUNTRY GLASS					
E 101-43100-221	Repair/Maintenance Equipment		\$272.69	59015	P2 GLASS
Total TOWN & COUNTRY GLASS			\$272.69		
Paid Chk# 027974 4/9/2018 TWIN CITIES & WESTERN RAILROAD					
E 101-43100-440	Lease		\$70.15	M012958-IN	CROSSING PERMIT
Total TWIN CITIES & WESTERN RAILROAD			\$70.15		
Paid Chk# 027975 4/9/2018 UNITED FARMERS CO-OP					
E 601-49400-221	Repair/Maintenance Equipment		\$50.77	875927	
E 602-49450-221	Repair/Maintenance Equipment		\$18.54	875948	
Total UNITED FARMERS CO-OP			\$69.31		
Paid Chk# 027976 4/9/2018 US POSTAL SERVICE					
E 601-49400-350	Print/Publishting/Postage		\$132.53		APRIL BILLS
E 602-49450-350	Print/Publishting/Postage		\$132.53		APRIL BILLS
E 603-49500-350	Print/Publishting/Postage		\$132.54		APRIL BILLS
Total US POSTAL SERVICE			\$397.60		
Paid Chk# 027977 4/9/2018 UTILITY CONSULTANTS					
E 602-49450-217	Lab Fees		\$471.85	98039	CBOD, TSS TESTING
Total UTILITY CONSULTANTS			\$471.85		
Paid Chk# 027978 4/9/2018 VERIZON WIRELESS					
E 101-43100-321	Telephone		\$168.97		
E 101-45200-321	Telephone		\$72.41		
E 601-49400-321	Telephone		\$121.84		
E 602-49450-321	Telephone		\$121.84		
E 101-42200-321	Telephone		\$175.05		FIRE DEPT
Total VERIZON WIRELESS			\$660.11		
Paid Chk# 027979 4/9/2018 WACONIA TOWNSHIP					
E 101-42200-430	Miscellaneous		\$450.00		FIRE CONTRACT OVERPAYMENT
Total WACONIA TOWNSHIP			\$450.00		
Paid Chk# 027980 4/9/2018 WIGFIELD, ANDY					
E 101-42200-331	Travel/Meeting Expense		\$107.37		MILEAGE
E 101-42200-331	Travel/Meeting Expense		\$339.34		HOTEL
E 101-42200-331	Travel/Meeting Expense		\$37.95		MEALS
Total WIGFIELD, ANDY			\$484.66		
10100 CHECKING			\$152,633.38		

CITY OF NORWOOD YOUNG AMERICA

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APRIL 2018

Check Amt Invoice Comment

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$130,145.42		
522 Underpass Project	\$11,388.07		
601 WATER FUND	\$3,659.17		
602 SEWER FUND	\$5,865.68		
603 STORM WATER UTILITY	\$132.54		
809 Escrow - All Saints	\$158.00		
812 Vickerman - 2018 Expansion	\$1,284.50		
	<u>\$152,633.38</u>		



TO: Honorable Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: April 9, 2018
RE: Appointment of Planning Commissioner

Interviews were held for the Planning Commission vacancy. It is recommended to appoint the vacant position to John Fahey.

Suggested Motion:
Appoint John Fahey to the Planning Commission for a three year term.



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: April 9, 2018
RE: Renewal of Consumption and Display Permit – Midtown Family Restaurant

Midtown Family Restaurant has submitted a *Renewal of Consumption and Display Permit*. Their current permit expired on 3/31/18. Below is MN Statute 340A.414 Consumption and Display Permits.

340A.414 CONSUMPTION AND DISPLAY PERMITS.

Subdivision 1. Permit required.

No business establishment or club which does not hold an on-sale intoxicating liquor license may directly or indirectly allow the consumption and display of alcoholic beverages or knowingly serve any liquid for the purpose of mixing with intoxicating liquor without first having obtained a permit from the commissioner. Rental of a public facility does not make a subdivision or the facility a "business establishment" for the purposes of this chapter.

RECOMMENDATION:

A motion to approve the Renewal of Consumption and Display Permit for Midtown Family Restaurant.

Norwood Young America



more than a place, it's home.

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 9, 2018
SUBJECT: Ordinance No. 299, Sexual Offenders and Sexual Predators

At the March 12th regular City Council meeting, the Council scheduled a public hearing for 6:00 p.m. for the purpose of considering an amendment to the City Code adding language pertaining to sexual offenders and sexual predators. Enclosed is the proposed Ordinance No. 299 as prepared by Jay Squires, City Attorney.

Also enclosed are a number of sample boundary maps reflecting distances a designated offender can establish a permanent residence from schools, parks, and licensed day cares and also distances from places where children regularly congregate.

Suggested Motion:

Motion to adopt Ordinance No. 299, An ordinance Amending Chapter 12 of the Norwood Young America Code of Ordinances.

Motion to approve the summary of Ordinance No. 299 and its publication.

ORDINANCE NO. 299
AN ORDINANCE AMENDING CHAPTER 12 OF THE
NORWOOD YOUNG AMERICA CODE OF ORDINANCES

**THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA,
MINNESOTA DOES ORDAIN:**

SECTION ONE: Chapter 12 of the Norwood Young America Code of Ordinances is amended by adding a new Section 1265 as follows:

SEC. 1265 SEXUAL OFFENDERS AND SEXUAL PREDATORS

1265.01 Purpose and Intent. The City Council of the City of Norwood Young America finds that sexual offenders and sexual predators present an extreme threat to the health, safety, and welfare of the citizens of the City. It is the intent of this Section to serve the City's compelling interest to promote, protect and improve the health, safety and welfare of the citizens of the City by creating areas around locations where children regularly congregate in concentrated numbers wherein certain Designated Offenders are prohibited from loitering or prohibited from establishing temporary or permanent residency.

1265.02 Definitions.

1. "Designated offender" means any person who has been convicted of a designated sexual offense, regardless of whether adjudication has been withheld, in which the victim of the offense was less than sixteen (16) years of age, or has been categorized as a Level III sex offender under Minnesota Statute, section 244.052 or successor statute.
2. "Designated sexual offense" means a conviction, commitment under Minnesota Statute, section 253B, or admission of guilt under oath without adjudication involving any of the following offenses under Minnesota Statutes: 609.342; 609.343; 609.344; 609.345; 609.352; 609.365; 617.246; 617.247; 617.293; successor statutes; or a similar offense from another jurisdiction.
3. "Permanent resident" means a place where the person abides, lodges, or resides for fourteen (14) or more consecutive days.
4. "Temporary residence" means a place where the person abides, lodges, or resides for a period of fourteen (14) or more days in the aggregate during any calendar year and which is not the person's permanent address, or a

place where the person routinely abides, lodges, or resides for a period of four or more consecutive or nonconsecutive days in any month and which is not the person's permanent residence.

5. "Loitering" means standing or sitting idly, whether or not the person is in a vehicle or remaining in or around an area.
6. "Park or Playground" means one of the following:
 - a. Any land, including improvements to the land that is administered, operated or managed for the use of the general public as a recreational area.
 - b. Recreational areas include, but are not limited to, conservation areas, jogging trails, hiking trails, biking trails, recreational centers, water parks, swimming pools, soccer fields or baseball fields.
7. "Places where children regularly congregate" includes public parks, private and public schools, licensed day care facilities, public libraries, places of worship which provide regular educational programming, amusement parks and centers, recreation centers, youth athletic fields, public or commercial and semi-private swimming pools, and specialized schools for children, including but not limited to gymnastic and dance academies.

1265.03 Designated offender residence and activity prohibited; penalties; exceptions

1. Prohibited location of residence. It is unlawful for any designated offender to establish a permanent residence or temporary residence: (1) within 2,000 feet of any school, licensed day care center, park or playground; or (2) within 1,000 feet of any place where children regularly congregate.
2. Prohibited activity.

It is unlawful for any designated offender to knowingly loiter at a place where children regularly congregate or at school bus stops.

Designated offenders shall not, on each October 30th and 31st (or any other date set by the City for trick-or-treaters) distribute candy or other items to children, leave an exterior porch light on or otherwise invite trick-or-treaters to solicit their residence.

3. Measurement of distance.

For purposes of determining the minimum distance separation, the requirement shall be measured by following a straight line from the outer property line of the permanent residence or temporary residence to the nearest outer property line of the prohibited area or property.

The City Clerk shall maintain an official map showing prohibited locations of residence as defined by this Ordinance. The Clerk shall update the map at least annually to reflect any changes in the location of such prohibited areas.

4. Penalties. Any person violating any provision of this Section shall be guilty of a misdemeanor as defined by state law and shall be subject to the penalties thereof. Each day a person maintains a residence in violation of this Section constitutes a separate violation.

5. Exceptions. A designated offender residing within a prohibited location of residence does not commit a violation of this Section if any of the following apply:

- a. The person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes 243.1 and 243.167 or successor statutes, prior to the effective date of this section.
- b. The person was a minor when he/she committed the offense and was not convicted as an adult.
- c. The person is a minor.
- d. The location became a prohibited location after the person established the permanent residence or temporary residence and reported and registered the residence pursuant to Minnesota Statutes, sections 243.166 and 243.167.

1265.04 Property Rental Prohibited; Penalties

1. It is unlawful to let or rent any place, structure, or part thereof, trailer or other conveyance, with the knowledge that it will be used as a permanent residence or temporary residence by any person prohibited from establishing such permanent residence or temporary residence pursuant to Section 1265, if such place, structure, or part thereof, is located within a

prohibited area and not subject to an exception set forth in Section 1265.03, subdivision 5 above.

2. A property owner who violates this Section shall be guilty of a misdemeanor as defined by state law and shall be subject to the penalties thereof.

SECTION TWO: This ordinance shall become effective upon publication.

Adopted by the Norwood Young America City Council this 9th day of April, 2018.

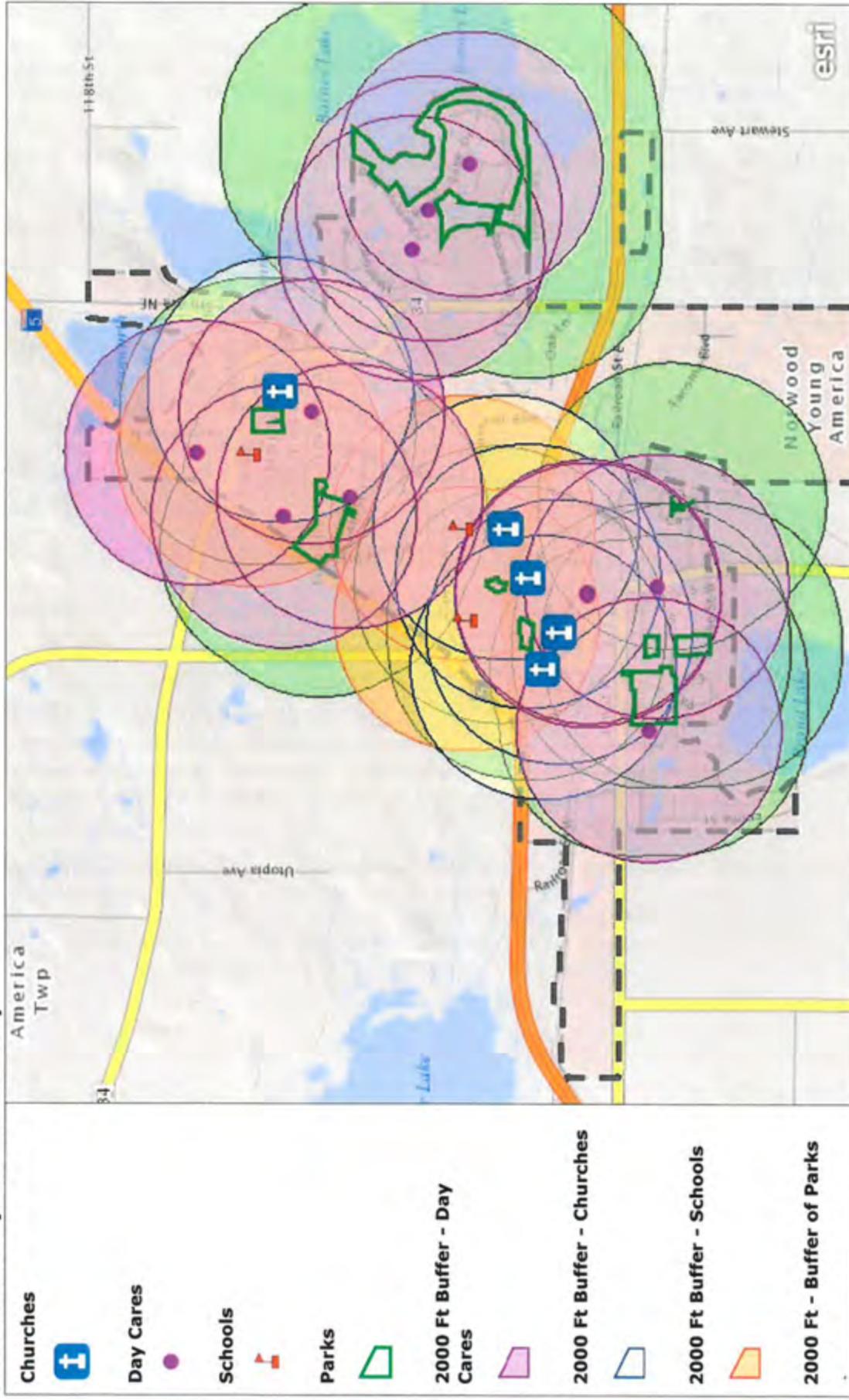
Carol Lagergren, Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer

(S E A L)

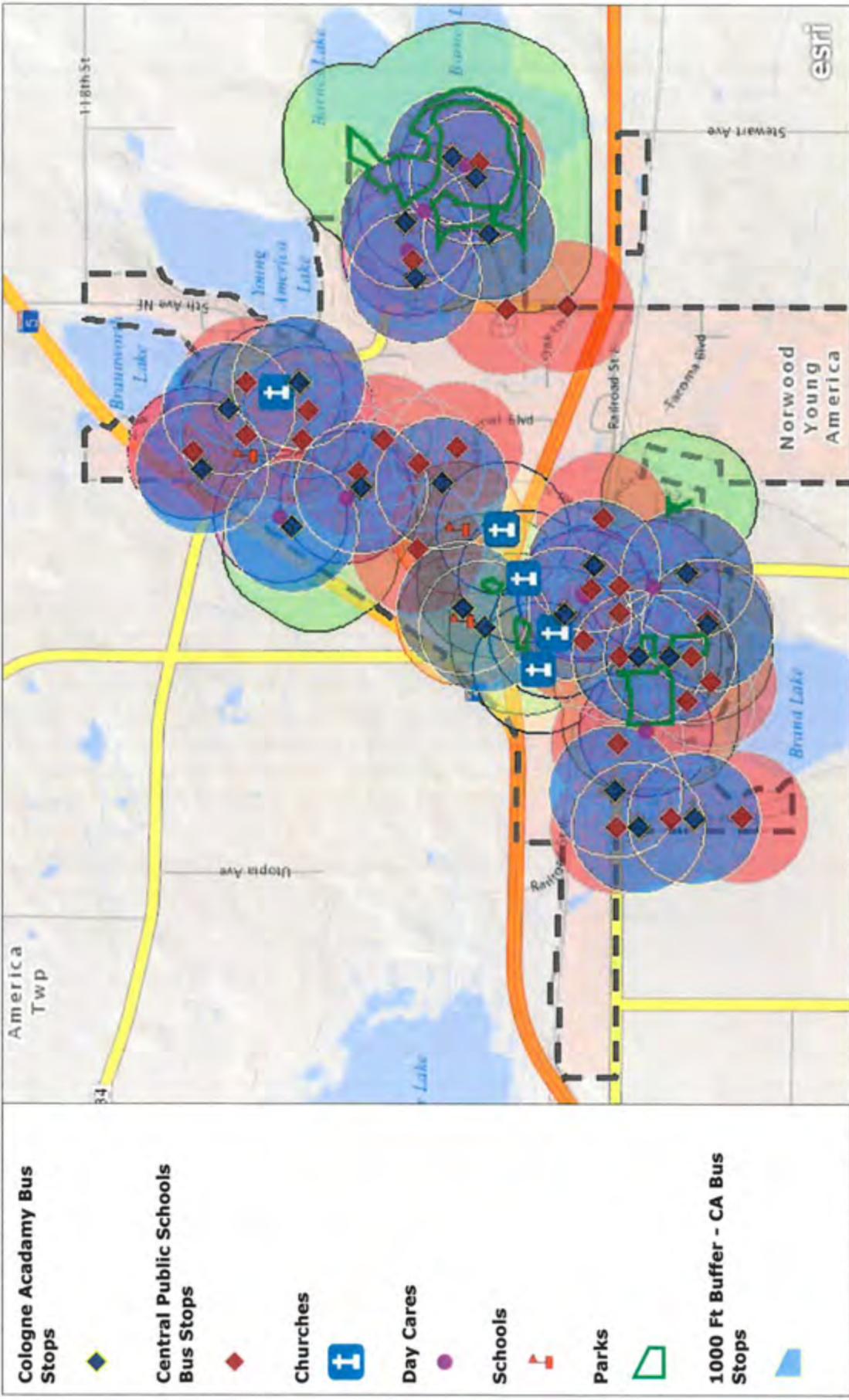
NYA Predatory Ordinance Map



Map showing 2000 Ft Buffers around Parks, Schools, Churches, and Daycare Facilities within the City of NYA.

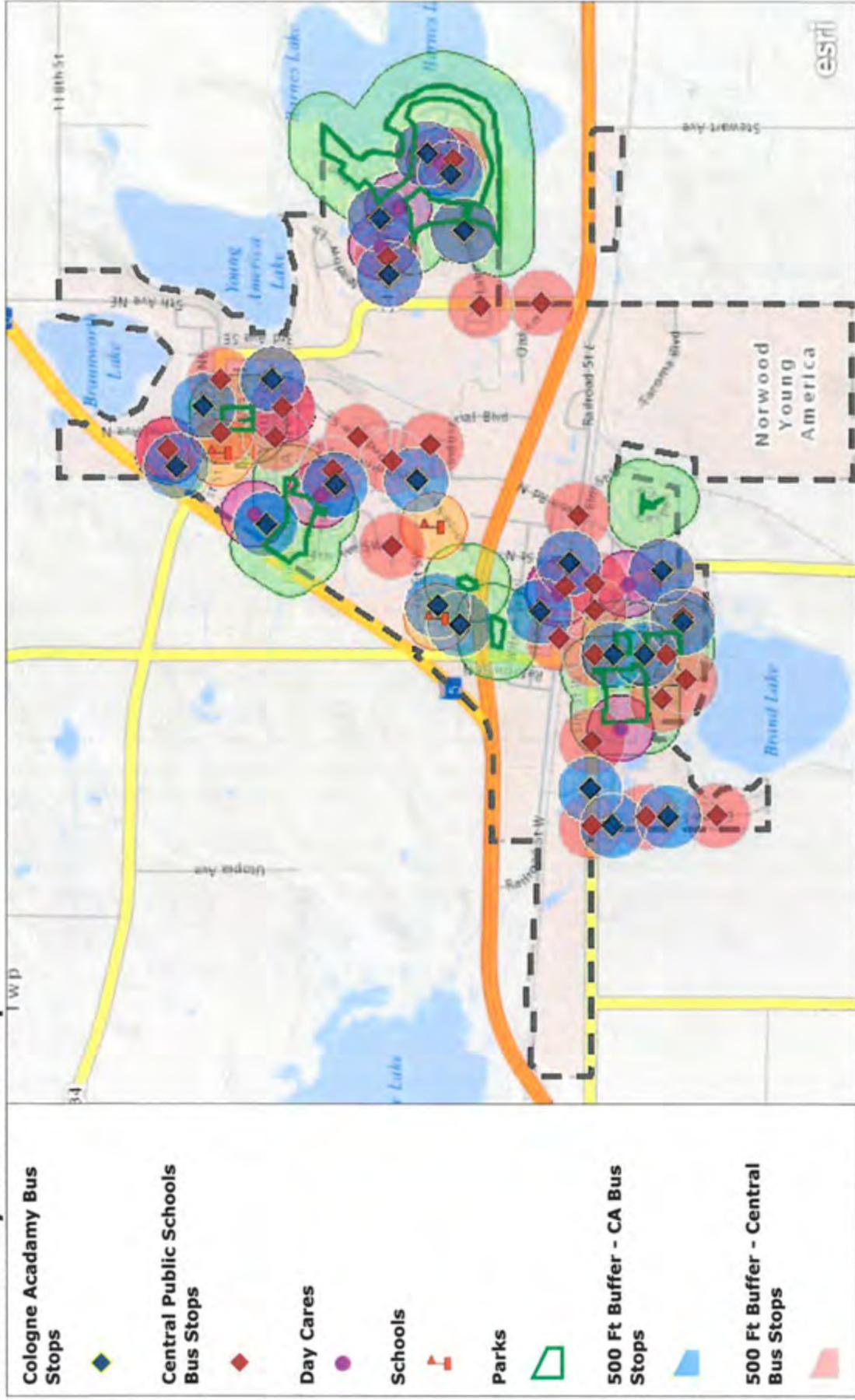
0.6mi

NYA Preditory Ordinance Map



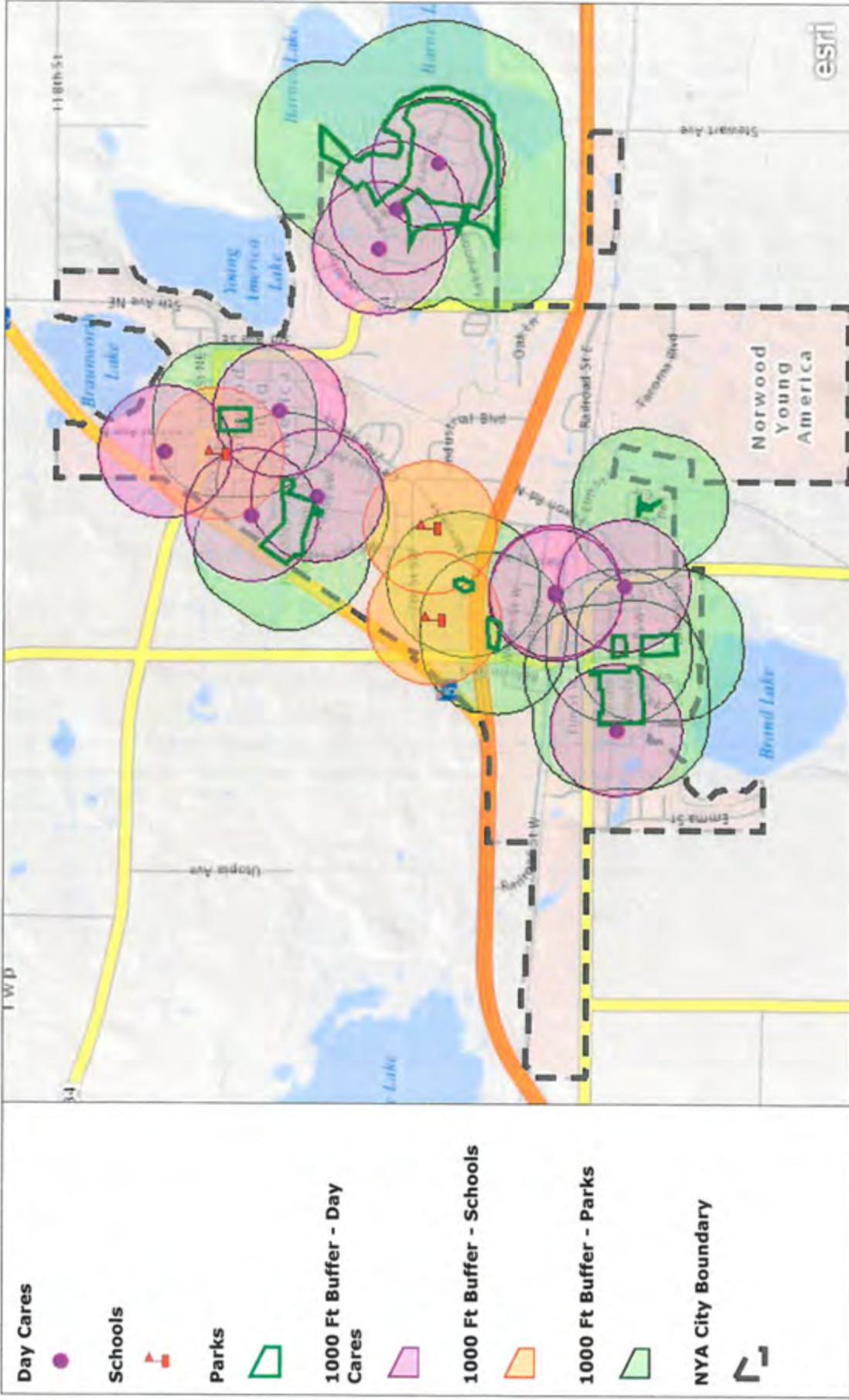
Map showing 1000 Ft Buffers around Central School's and Cologne Academy's bus stops, Parks, Schools, Churches, and Daycare Facilities within the City of NYA. *Places where Children Congregate*

NYA Predatory Ordinance Map



Map reflecting 500 foot Buffer from Bus Stops, Parks, Schools, and Daycares.

NYA Predatory Ordinance Map



- Day Cares** ●
- Schools** ▲
- Parks** ▲
- 1000 Ft Buffer - Day Cares** ■
- 1000 Ft Buffer - Schools** ■
- 1000 Ft Buffer - Parks** ■
- NYA City Boundary**

Map comparing distances around Daycares, Schools and Parks for draft Predatory Ordinance.

0.6mi

Carver County GIS

**City of Norwood Young America
Summary of Ordinance No. 299
Amending Chapter 12 of the City Code**

The City of Norwood Young America has adopted Ordinance No. 299 entitled "An Ordinance Amending Chapter 12 of the Norwood Young America Code of Ordinances." The following is a summary of the adopted ordinance:

SEC. 1265 SEXUAL OFFENDERS AND SEXUAL PREDATORS

1265.01 Purpose and Intent. The City Council of the City of Norwood Young America finds that sexual offenders and sexual predators present an extreme threat to the health, safety, and welfare of the citizens of the City. It is the intent of this Section to serve the City's compelling interest to promote, protect and improve the health, safety and welfare of the citizens of the City by creating areas around locations where children regularly congregate in concentrated numbers wherein certain Designated Offenders are prohibited from loitering or prohibited from establishing temporary or permanent residency.

Effective Date: This ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted by the City Council on April 9, 2018.

A copy of the complete ordinance is available for review at the Norwood Young America City Offices, located at 310 Elm St W. If you have any questions, please contact the City at (952) 467-1800.



more than a place. it's home.

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 9, 2018
SUBJECT: Administrative Enforcement Ordinance

At the March 12th regular City Council meeting, the Council scheduled a public hearing for 6:10 p.m. for the purpose of considering an amendment to the City Code establishing Administrative Enforcement language.

At the March 26th work session meeting, the Council discussed the nuisance Code and how it may relate to the Administrative Enforcement ordinance. The Council had the following questions for Jay Squires, City Attorney:

1. Does the administrative penalty ordinance cover nuisances?
2. In respect to nuisances, at what point does abatement happen?
3. How and when do fines get applied and what's the timeline for when each fine is implemented? For example, are additional fines only issued for each additional offence that occurs in a 12 month period or are they also issued for a single offence in an increasing manner until the offence is brought into compliance?
4. Are there any nuisances that we can't abate; what are the guidelines?

Jay Squires will be present at the Council meeting and will address the Council's questions.

Enclosed are Ordinances No. 300, 301, and 302 for Council consideration.

Suggested Motions:

Motion to adopt Ordinance No. 300, An Ordinance adding a new Section 120.04 to the City Code relating to Administrative Enforcement of Code Violations.

Motion to approve the summary of Ordinance No. 300 and its publication.

Motion to adopt Ordinance No. 301, An Ordinance adding a new Section 1265 to the City Code relating to Enforcement.

Motion to approve the summary of Ordinance No. 301 and its publication.

Motion to adopt Ordinance No. 302, an Ordinance amending the Title of Section 1210 of the City Code.

Motion to approve the summary of Ordinance No. 302 and its publication.

**CITY OF NORWOOD YOUNG AMERICA
CARVER COUNTY, MINNESOTA
ORDINANCE NO. 300**

AN ORDINANCE ADDING A NEW SECTION 120.04 TO CITY CODE RELATING
TO ADMINISTRATIVE ENFORCEMENT OF CODE VIOLATIONS

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA HEREBY
ORDAINS:

SECTION 1. ADDITION OF SECTION. A new section 120.04 is added to the Norwood Young America City Code as follows:

120.04. Administrative Enforcement of City Code

Subd. 1. Findings and Purpose. The purpose of this section of the city code is to establish a procedure for administrative enforcement of violations of the city code. The City Council finds that criminal or civil legal action is not an appropriate remedy for certain violations of city code. The City Council establishes this administrative enforcement process as an informal, cost-effective and more efficient alternative to traditional criminal charges for violations of certain city code provisions.

Subd. 2: General Provisions.

- (A) A violation of any provision of the city code, other than a traffic offense, is an administrative offense subject to a citation and civil penalties pursuant to this chapter.
- (B) Each day a violation exists constitutes a separate offense.
- (C) Each administrative offense may be subject to a civil penalty not to exceed \$1,000. The City Council shall adopt a schedule of civil penalties for offenses subject to administrative enforcement.
- (D) Civil penalties may be doubled for repeat violations that occur within a twelve-month period.
- (E) The City Administrator or designee is authorized to promulgate rules and forms to facilitate the execution of this chapter.

- (F) In its sole discretion, the City may elect to pursue criminal charges, a civil action, or other remedies allowed by law for conduct covered by this chapter.

Subd. 3: Administrative Citation

- (A) *Individuals Authorized to Enforce the City Code.* The following individuals may issue administrative citations on behalf of the City:
1. Any Officer of the Carver County Sheriff's Department assigned to serve in the City of Norwood Young America
 2. Fire Chief;
 3. Fire Marshal;
 4. Public Services Director;
 5. City Administrator;
 6. Any other employee or agent of the City designated in writing by the City Administrator.
- (B) *Notice of Violation.* Upon determining that a violation of city code has occurred, any individual authorized under this chapter may give notice of the violation to the violator. Such notice shall be in writing and include the nature, date, and time of the violation, the name and title of the official issuing the notice, and the amount of the scheduled penalty. In the case of a vehicular violation, notice may be attached to the vehicle.

Subd. 4: Payment or Hearing Request Required

For violations other than violations of the City's Zoning and Subdivision Codes, within seven days of issuance of the written notice of violation, the person issued such notice must either pay the civil penalty or request an administrative hearing in writing. The civil penalty may be paid in person or by mail. Payment is deemed an admission of the violation.

For violations of the City's Zoning and Subdivision Codes, the property owner shall have thirty days from the issuance of the written notice of violation to request an administrative hearing in writing, modify the property to adhere to zoning requirements, or provide the City Administrator with satisfactory written evidence of efforts toward compliance. By way of example, but without limitation, satisfactory written evidence may include a contract with an individual or entity to perform the necessary work to bring the property into compliance with zoning requirements within a limited period of time. During the thirty days from the issuance of the written notice, the property owner will not incur a civil penalty. If the property owner does not request a hearing, bring the

property into compliance, or provide the City Administrator with satisfactory written evidence of efforts toward compliance within thirty days of issuance of the written notice, the property owner will incur a civil penalty on the 31st day after issuance of the written notice, and each day the violation continues, as provided in the City's schedule of civil penalties. Civil penalties will continue to accrue until the property owner notifies the City Administrator that the property has been brought into compliance and the City Administrator or designee has verified the property is compliant.

Subd. 5: Administrative Hearing

- (A) Any person contesting an administrative citation pursuant to this chapter may request a hearing. The request must be in writing and include the violator's name and contact information, citation number, date of offense, and a brief description of the reason(s) for requesting a hearing. Any request for hearing other than a hearing on a zoning or subdivision code violation must be addressed to the Chief of Police and received at the Police Department within seven (7) days of issuance of the citation. A request for a hearing on a zoning or subdivision code violation must be addressed to the City Administrator and received at City Hall within thirty (30) days of the issuance of the notice of violation.
- (B) The City will determine the hearing date. The hearing should be conducted within sixty (60) days from the date the request is received.
- (C) A hearing officer shall conduct an informal hearing to determine, by a preponderance of the evidence, whether a violation has occurred. The hearing officer shall have authority to sustain or dismiss the violation and, if sustained, reduce or waive the civil penalty.
- (D) The civil penalty must be paid within seven days of the hearing officer decision.

Subd. 7: Hearing Officer

The hearing shall be before any member of City Council acting as the Hearing Officer, or an individual designated by the City Council to act as Hearing Officer. The Hearing Officer is authorized to hear and decide any controversy relating to administrative offenses covered by this chapter.

Subd. 8: Payment of Civil Penalty

- (A) Except for violations of the Zoning and Subdivision Codes, the civil penalty must be paid within seven days of issuance of an administrative citation, or seven days of the Hearing Officer's decision. A ten-percent (10%) late fee will be added beginning on the eighth day, and for each day thereafter until the penalty is paid in full. The City Administrator may agree to a one-time extension to pay, up to an additional fourteen days.
- (B) The City will periodically send invoices regarding outstanding civil penalties and late fees. Where a violation affects property within the City, no permits or land use approvals will be granted for the property at issue until all civil penalties are paid.
- (C) If an individual fails to timely pay the civil penalty or request a hearing, the City may request a misdemeanor or petty misdemeanor charge to be filed in accordance with applicable statutes, or the City may use traditional debt collection methods or any other method prescribed by law, including assessing the unpaid fines against property owned by the violator, to collect the fine amount and any associated fees.
- (D) If the penalty is paid or if an individual is found not to have committed the administrative offense by the hearing officer, no such charge may be brought by the city for the same violation.
- (E) During the time any Civil Penalty remains unpaid, no City approval will be granted for a license, permit, or other City approval sought by the violator or for property under the violator's ownership or control.

Subd. 9: Disposition of Penalties

All civil penalties and late fees shall be paid to the City and deposited into the general fund.

Subd. 10: Schedule of Civil Penalties

A schedule of Civil Penalties will be developed and adopted by City Council. In the absence of an identified civil penalty, the penalty shall be \$100.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be effective immediately upon its passage and publication.

Adopted by the City Council this 9th day of April, 2018.

Carol Lagergren, Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer

(S E A L)

**City of Norwood Young America
Summary of Ordinance No. 300
Amending City Code adding Section 120.04**

The City of Norwood Young America has adopted Ordinance No. 300 entitled "An Ordinance Adding a new Section 120.04 to the City Code relating to Administrative Enforcement of Code Violations." The following is a summary of the adopted ordinance:

Subd. 1. Findings and Purpose. The purpose of this section of the city code is to establish a procedure for administrative enforcement of violations of the city code. The City Council finds that criminal or civil legal action is not an appropriate remedy for certain violations of city code. The City Council establishes this administrative enforcement process as an informal, cost-effective and more efficient alternative to traditional criminal charges for violations of certain city code provisions.

Effective Date: This ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted by the City Council on April 9, 2018.

A copy of the complete ordinance is available for review at the Norwood Young America City Offices, located at 310 Elm St W. If you have any questions, please contact the City at (952) 467-1800.

**CITY OF NORWOOD YOUNG AMERICA
CARVER COUNTY, MINNESOTA
ORDINANCE NO. 301**

AN ORDINANCE ADDING A NEW SECTION 1265 TO CITY CODE RELATING TO
ENFORCEMENT

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA HEREBY
ORDAINS:

SECTION 1. ADDITION OF SECTION. A new section 1265 is added to the Norwood Young America City Code as follows:

Section 1265 – Enforcement

1265.01 Penalty. The violation of any provision of Chapter 12 of City Code, or the violation of any condition or requirement of any permit or approval given under Chapter 12, shall constitute a misdemeanor. Each day that a violation continues shall be a separate offense.

1265.02 Alternatives to Criminal Prosecution. The City may take any additional action necessary to prevent or remedy violations, including but not limited to the following:

- A. Orders for corrective action.
- B. Administrative penalties as provided by City Code.
- C. District court civil enforcement, including injunctive relief.
- D. After-the-fact permitting.

SECTION 2. EFFECTIVE DATE. This Ordinance shall be effective immediately upon its passage and publication.

Adopted by the City Council this 9th day of April, 2018.

Carol Lagergren, Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer

**City of Norwood Young America
Summary of Ordinance No. 301
Amending City Code adding Section 1265**

The City of Norwood Young America has adopted Ordinance No. 301 entitled "An Ordinance Adding a new Section 1265 to City Code relating to Enforcement." The following is a summary of the adopted ordinance:

Section 1265 – Enforcement

1265.01 Penalty. The violation of any provision of Chapter 12 of City Code, or the violation of any condition or requirement of any permit or approval given under Chapter 12, shall constitute a misdemeanor. Each day that a violation continues shall be a separate offense.

1265.02 Alternatives to Criminal Prosecution. The City may take any additional action necessary to prevent or remedy violations, including but not limited to the following:

- A. Orders for corrective action.
- B. Administrative penalties as provided by City Code.
- C. District court civil enforcement, including injunctive relief.
- D. After-the-fact permitting.

Effective Date: This ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted by the City Council on April 9, 2018.

A copy of the complete ordinance is available for review at the Norwood Young America City Offices, located at 310 Elm St W. If you have any questions, please contact the City at (952) 467-1800.

**CITY OF NORWOOD YOUNG AMERICA
CARVERY COUNTY, MINNESOTA
ORDINANCE NO. 302**

AN ORDINANCE AMENDING THE TITLE OF SECTION 1210 OF CITY CODE
THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA HEREBY
ORDAINS:

SECTION 1: AMENDMENT TO SECTION 1210. The title of Section 1210, of the Norwood Young America City Code is hereby amended as follows:

The new title of Section 1210 shall be "Administration"; "& Enforcement" shall be deleted from the title.

SECTION 2: EFFECTIVE DATE. This Ordinance shall be effective immediately upon its passage and publication.

Adopted by the City Council this 9th day of April, 2018.

Carol Lagergren, Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer

**City of Norwood Young America
Summary of Ordinance No. 302
Amending City Code adding Section 1265**

The City of Norwood Young America has adopted Ordinance No. 301 entitled "An Ordinance Amending the Title of Section 1210 of City Code." The following is a summary of the adopted ordinance:

SECTION 1: AMENDMENT TO SECTION 1210. The title of Section 1210, of the Norwood Young America City Code is hereby amended as follows:
The new title of Section 1210 shall be "Administration"; "& Enforcement" shall be deleted from the title.

Effective Date: This ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted by the City Council on April 9, 2018.

A copy of the complete ordinance is available for review at the Norwood Young America City Offices, located at 310 Elm St W. If you have any questions, please contact the City at (952) 467-1800.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 9, 2018
SUBJECT: U.S. Highway 212 Underpass Project Schedule Update

=====

Kevin Jullie, SRF Consulting Group, will not be in attendance for the City Council meeting but provides the following tentative schedule for completing the project design and bidding the project.

- April – MnDOT & SRF working out a contract for SRF to provide final design services for TH 212 project from Norwood Young America to Cologne. MnDOT and SRF meeting Friday, April 6th to review scope.
- April – MnDOT & SRF working out scope for additional preliminary design elements related to the underpass in Norwood Young America; work items include staff approved geometric layout along TH 212 in NYA and trail connections parallel to TH 212
- June – Construction limits set so that needed right of way acquisition process can begin as needed
- May/June – City of Norwood Young America to make final decision on proceeding with underpass portion of the project.
- July 2018 through 2019 – SRF to develop final construction plans, specifications & estimates
- Spring 2020 – Project letting and begin construction

Jon Solberg, MnDOT, concurs with this schedule. Possible right of way acquisition may be necessary from the School District. Kevin Jullie will be present at the May 14th regular City Council meeting and provide a more formal schedule.

Suggested Motion:

No action required. Information only.



more than a place, it's home.

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 9, 2018
SUBJECT: Advanced Electrical Services – Water Extension

The City Council at its March 26th regular meeting, discussed Advanced Electrical Services' request to extend water services to the property located at the southeast corner of the intersection of U.S. Highway 212 and Tacoma Avenue. The parcel in question is currently located in Young America Township. Advanced Electrical Services desires to purchase the property and construct a 50' x 150' sq. ft. building on it.

According to Carver County, Advanced Electrical Services' use of the property would not be permitted without the establishment of a homesteaded residence and occupied as the principal use prior to the construction and operation of a business. In addition, a CUP would have to be issued for a "Contractor's Yard". Among some of the specific conditions would include that the business be located at least 500 feet from neighboring residential parcels, and it can't be located within a Shoreland Overlay District. Advanced Electrical Services could apply for variances but these appear to be major hurdles to operating their business at this location within the Township.

In respect to the City's 2008 Comprehensive Plan Future Land Use map, the parcel in question is identified or planned for Industrial use. Advanced Electrical Services' proposed use would be an acceptable use of this property and therefore eligible for annexation consideration.

If annexed, Advanced Electrical Services has expressed an interest in connecting to City water. In respect to sanitary sewer, at the March 26th meeting Advanced Electrical stated they would be willing to install their own septic system and the Council appeared receptive to the proposal.

At the March 26th meeting, the City Council consented to continue its discussion of extending water service to their April 9th meeting. The Council directed staff to determine if the installation of a fire hydrant would be necessary on Tacoma Ave. with the construction of Advance Electrical Services' building; and to also determine if there are any other options for providing water service to the property in question.

In respect to installing a fire hydrant on Tacoma Ave., currently the closest fire hydrant to the subject property is over 700 feet away. According to Steve Zumberge, Fire Chief, the MN Fire Code requires a hydrant to be located within a minimum of 400 feet as measured from the rear of the building.

In respect to other options for providing water service to the property in question, according to Jake Saulsbury, Bolton & Menk, extending the water main across Tacoma Ave. or extending a service line across Tacoma Ave. to connect into the main are still the most viable options. The existing watermain is 10" in size and located on the west side of Tacoma Avenue. Jake Saulsbury's speculation for extending an 8" waterline, installation of 6" fire hydrant, and patching the street would cost around \$30,000. Additional notes from Jake Saulsbury include:

1. The rough cost estimate does not include a service line from the southwest corner of the subject property to the building as the exact location of the proposed building is unknown at this time as well as the size of the service line that will be needed.
2. Consideration should be given to securing an easement along the south side of the subject property for future extension of the utilities.
3. Typically the City would pay oversizing for the utilities, assuming a larger size is installed now for future system expansion.
4. Cost summary: Additional information with respect to layout/scope/etc. are needed in order to firm up the estimated cost.

In respect to the current Orderly Annexation Agreement with Young America Township, it does not state that annexed properties must connect to City water and/or sewer. If annexed, the City could allow Advanced Electrical Services to install their own well and septic system. However, City Code does state that if sanitary sewer is available that the owner(s) shall connect upon notice from the City.

Water and Sanitary Sewer Extension Options

1. The City Council could elect not to require the connection to City water and sanitary sewer.
2. The City Council could require connection to one or both water and sanitary sewer as follows:
 - a) The City would pay 100% of the cost of extending water and/or sewer to the property.
 - b) The City would require Advanced Electrical Services to pay 100% of the cost of extending water and/or sewer to the property.
 - c) The City and Advanced Electrical Services could share in the cost of extending water and/or sewer to the property.

Other Considerations

1. Public financing could be considered to pay for the cost of extending both water and sewer. Tax Abatement might be an option but would require both County and School District approval. I would consider this not a strong option.
2. Advanced Electrical Services currently has 7 employees and looking to add more.
3. The preliminary plans for the U.S. Highway 212 expansion to 4-lanes, extends into the subject property and may limit its future development opportunities and options.
4. The City did require the properties located in The Preserve and Meadows to pay for the cost of extending water and sewer to those developments but the costs were borne by many more property owners.

Motion Options:

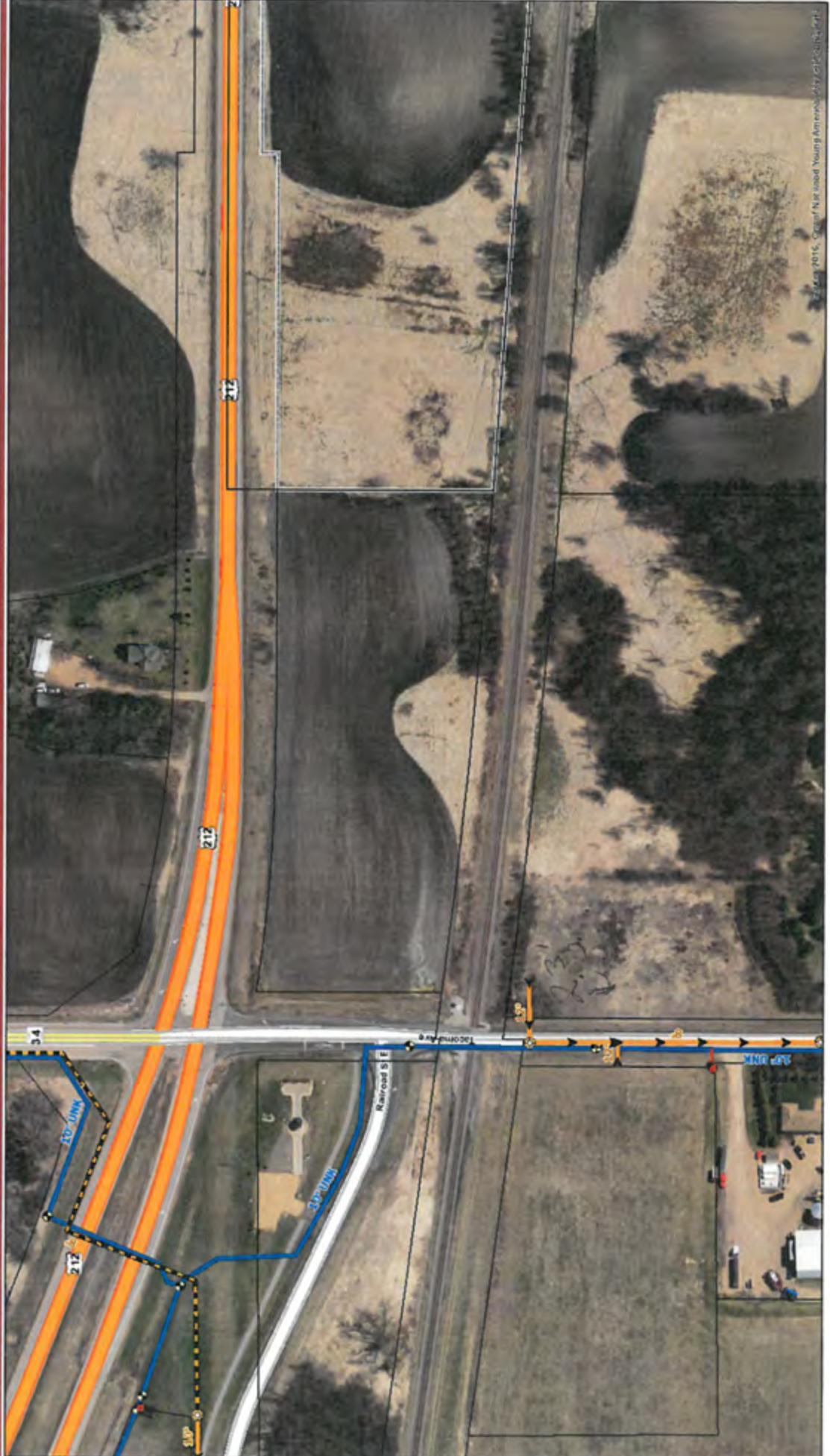
- Option 1. Upon annexation of the subject property, the City will provide water service to the property and will be responsible for 100% of the cost for extending water service to the property contingent upon approval of a Site Plan and other zoning requirements.**
- Option 2. Upon annexation of the subject property, the City will provide water service to the property and Advanced Electrical Services will be responsible for 100% of the cost for extending the water service to the property contingent upon approval of a Site Plan and other zoning requirements.**
- Option 3. Upon annexation of the subject property, the City will pay _____% and Advanced Electrical Services _____% of the cost for extending water services to the property contingent upon approval of a Site Plan and other zoning requirements.**

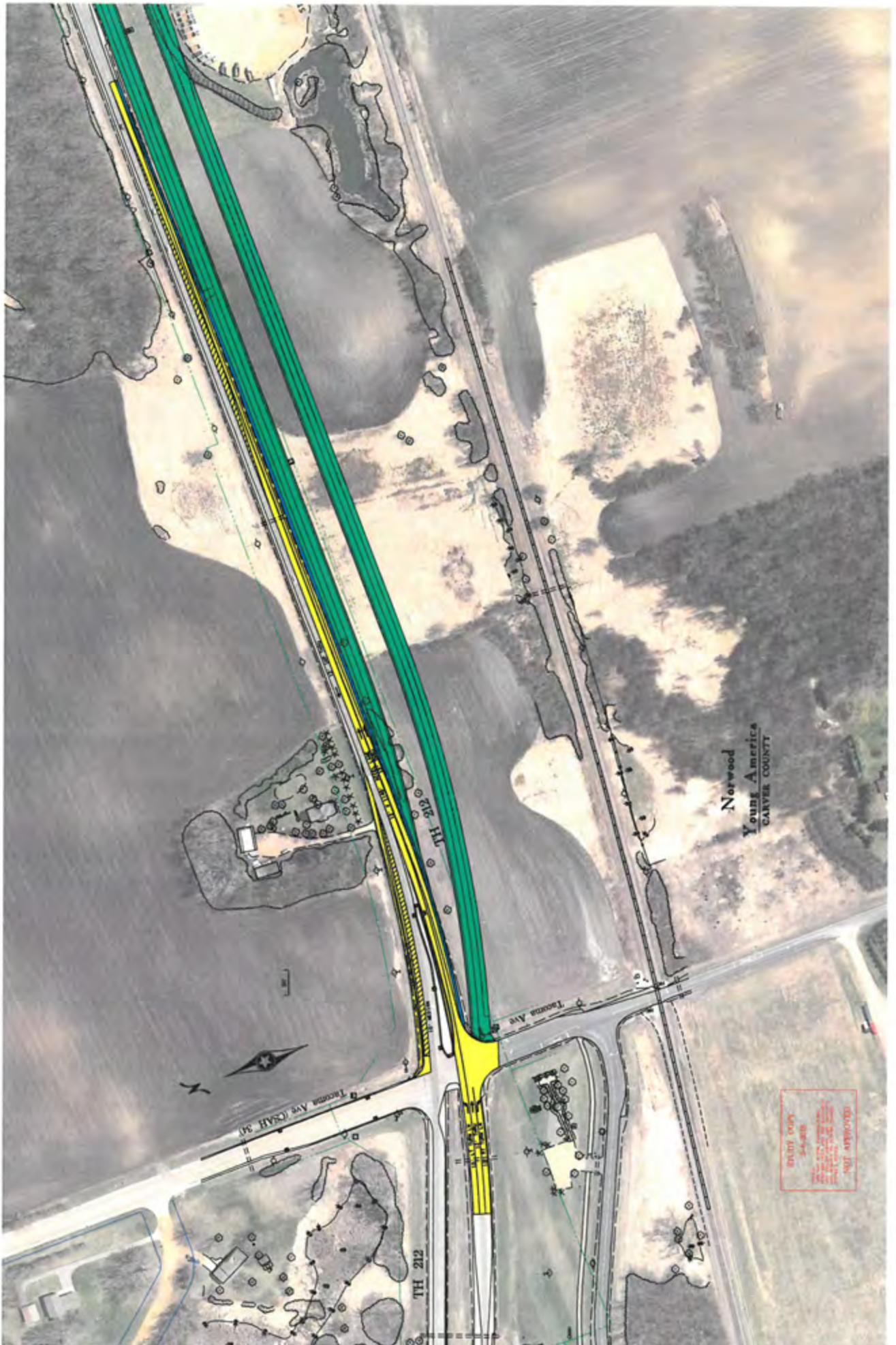


CITY OF NORWOOD YOUNG AMERICA

Luepke Property

Map Date: 3/12/2018





Notwood
Young America
CARVER COUNTY

DATE: 05/05/2011
TIME: 10:00 AM
DRAWN BY: J.M.
CHECKED BY: J.M.
NOT APPROVED

TH 212

TH 219

Tawana Ave (S&H 30)

Tawana Ave



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: April 9, 2018
SUBJECT: Serenity Trail Resurfacing Project

In 2015, a large section of pavement was removed from Serenity Trail due to its poor condition. The trail extends from Tacoma Ave. to Industrial Blvd. The Parks & Recreation Commission has received numerous citizen requests to resurface the trail and as a result has made repaving it its number goal this year. The Commission did consider two quotes last year but it got too late in the year to complete the project.

I recommended, and the Parks & Rec. Commission agreed to not only replace the missing pavement section but to also overlay the existing paved trail sections. Overlaying will strengthen and increase the trail's life expectancy. I also recommend the contractor complete all the black dirt work and City staff be responsible for seeding and erosion control.

I contacted WM Mueller & Sons and also OMG Midwest (Chard) earlier this year and they both stated they'd complete the project for the same quoted amount they submitted last year. The following are their proposals:

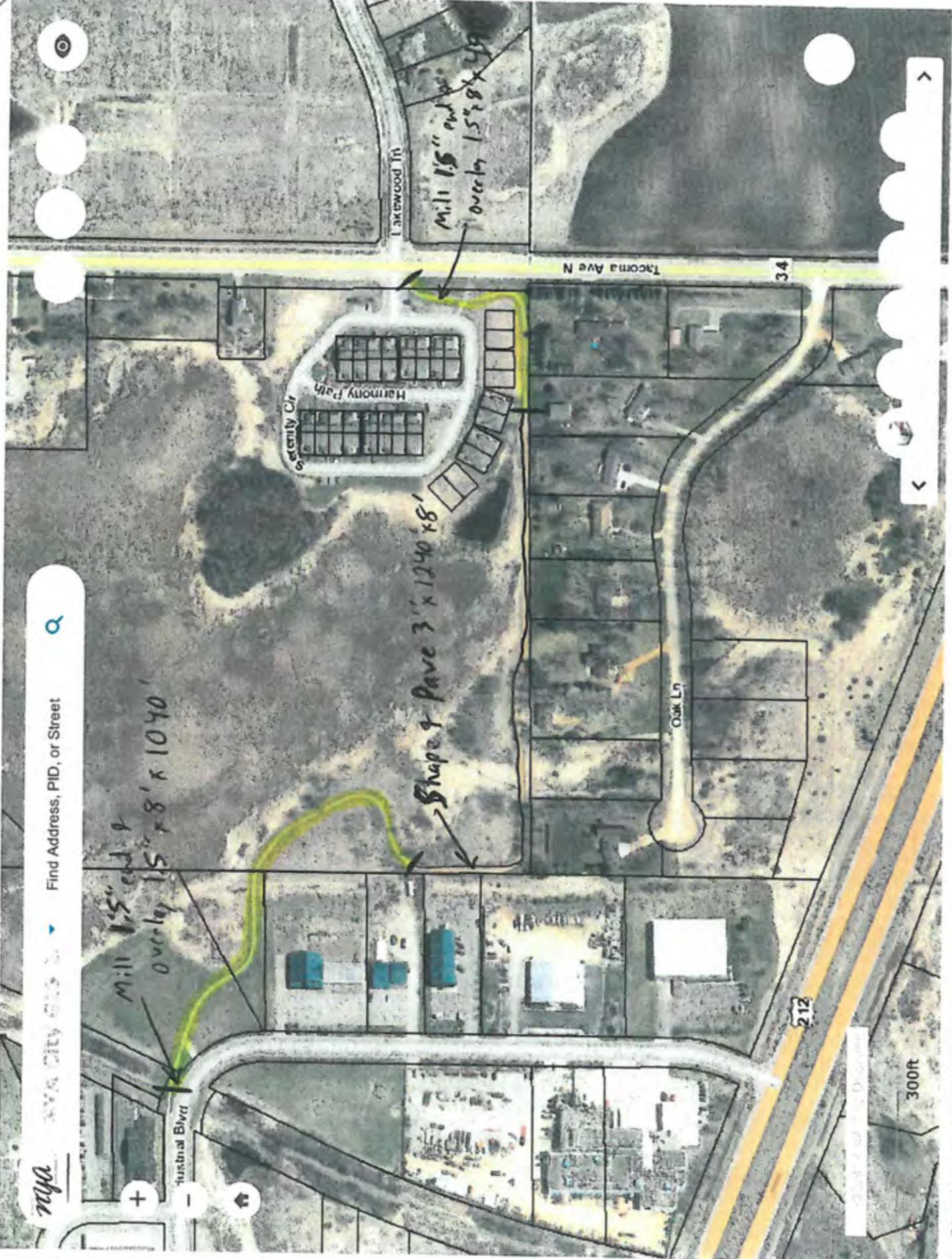
WM Mueller & Sons	\$47,100.00
OMG Midwest	\$39,821.25

Both contractors verbally agreed they could have the project completed by late spring/early summer weather permitting. There are some culverts located along the trail that are planned to be replaced by City staff prior to project commencement. The Parks & Rec. Commission recommends awarding the project to OMG Midwest. The Commission also proposes to utilize the Parks Budget and Park Dedication Fund to pay for the project.

Recommendation:

Motion to award the Serenity Trail resurfacing project to OMG Midwest for \$39,821.25 contingent upon receiving proof of liability and workers' compensation insurance.

Norwood Young America



ny
 Find Address, PID, or Street

Mill 1.5" end of
 overlay 15" x 8' x 1040'

Shape & Pave 3' x 1240' x 8'

Mill 1.5" end of
 overlay 15" x 8' x 1040'

300ft

ROAD CONTRACTORS
AGGREGATES
BITUMINOUS PAVING
BITUMINOUS MATERIALS



HAMBURG, MN

831 PARK AVE P.O. BOX 247
HAMBURG, MN 55339
PHONE 952-467-2720
FAX 952-467-3894
EMAIL INFO@WMMUELLER.COM

PROPOSAL AND ACCEPTANCE

PROPOSAL SUBMITTED TO:	City of Norwood Young America	DATE:	2/13/2018	PHONE:	320-761-5008
STREET:	310 Elm St. W., P.O. Box 59	JOB NAME:	Pave trail		
CITY, STATE, ZIP:	NYA, MN 55368	JOB LOCATION:	trail from Tacoma Ave. to Industrial Blvd.		
CONTACT:	Tony Voigt	VIA:	tvoigt@cityofnya.com		

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Shape & Pave 3"

- * Shape the existing gravel base in the 1,240' x 8' area to a 3" depth for new bituminous.
- * Pave 1.5" of bituminous base and 1.5" of bituminous wear, compacted thickness.

\$23,750.00

Overlay 1.5" bituminous wear.

- * Sweep clean and prep the 490' x 8' & 1030' x 8' areas for a 1.5" bituminous overlay.
- * Tack area and pave 1.5" of bituminous wear, compacted thickness.

\$17,550.00

Black Dirt

- * Furnish and place 1.5' of black dirt along the trail edge.

\$5,800.00

NOTES:

WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE
IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS
FOR THE SUM OF: \$47,100.00

*** 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: *Timothy Mueller*
TITLE: *Secretary/Treasurer*

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: _____



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: April 9, 2018
RE: Handicapped Door Opener Quotes

Currently there is not a handicapped door access at City Hall. Three quotes were received to install handicapped doors for the entryway located on the north side of the building. There are two companies that didn't include the electrical work required. The proposal for the electrical work is \$350 from Xtreme Electrical and \$361 from Norwood Electric.

#1	Assured Security	\$5,228.00
	+Norwood Electric	\$361.00
		=\$5589.00
	Assured Security	\$5,228.00
	+Xtreme Electric	\$350.00
		=\$5578.00

#2 Shanahan Construction
= \$9,900.00 (this price includes the electrical work)

#3	Premier Lift Products	\$5400.00
	+Norwood Electric	\$361.00
		=\$5761.00
	Premier Lift Products	\$5400.00
	+Xtreme Electric	\$350.00
		=\$5750.00

Motion Recommendation:

To award the handicapped door and installation job to _____ for

\$ _____ and the electrical work for the handicapped door to _____ for

\$ _____



Quote

Assured Security, Inc.
 965 North Highway 169
 Minneapolis, MN 55441
 Phone (763) 541-5366 Fax (763) 541-4718

DATE January 31, 2018
Quotation # MJ013118A
Customer ID City of NYA

Quoted To:
 Kelly Hayes
 City of Norwood Young America
 310 Elm Street West
 Norwood Young America, MN 55368

Quotation valid until: May 1, 2018
Prepared by: Mark D. Johnson

Re: Parking lot entry to city hall - Handicap Door Operators

Qty	Description	Price	Amount
2	MA Condor Swing Low Energy Door Operator	\$1,700.00	\$3,400.00
3	LA 6R1U4 433mhz RF wireless wall switch	152.00	456.00
1	LA W6R1U4 weatherproof 433mhz RF wireless switch	176.00	176.00
2	LA 233804 433mhz RF receiver	75.00	150.00
1	Labor to install operators on 1 each interior and exterior vestibule door, mount wall switches, program switches and receivers to activate doors independently	1046.00	1,046.00
*Note; 110/120VAC wiring and connection to the operators by others.			
TOTAL			\$ 5,228.00

If you have any questions concerning this quote please contact,
 Mark D Johnson, 763-541-5366 x101, mark@assuredsecurityinc.com
 www.AssuredSecurityInc.com

THANK YOU FOR YOUR BUSINESS!

Signature: 	Accepted By:
Date: 1/31/2018	Date:

PREMIER LIFT PRODUCTS, INC.

Sales, Service & Consulting

Accessibility Products, Residential Elevators, Stair-Glides & Dumbwaiters

January 29, 2018

Kelly Hayes
City Clerk / Treasurer
City of Norwood Young America
310 Elm St. West - PO box 59
Norwood Young America, MN 55368

RE: Proposal for Power door operator at City Hall entrances

Dear Ms. Hayes,

We will provide & install the following power door operators for this project:

Product Description:

"Gyro Tech" by Nabco Industries - Model 710 - Low Energy commercial duty ADA door operator...

This unit operates in both automatic and manual modes. This unit includes an internal hydraulic door closer offering the flexibility to adjust the closing speed and pressure as needed for specific site conditions. Additionally, the internal hydraulic door closer includes a hydraulic back-check to protect the door and mechanical operator from damage when forced open in windy conditions or when opened manually. In manual mode, the door will operate just like any other door with a hydraulic closer. In automatic mode, the door will open slowly with a hold-open range of 2-60 seconds. The automatic system also includes the protection of an obstruction sensor that will stop the door when it comes in contact with an obstruction.

Parking Lot Entry Doors:

2- Base unit – RH swing, model 710 outswing operators @ \$2,190.00 each (standard Dark Bronze finish to match the entrances)	\$4380.00
4- 6" stainless-steel push plate controls including surface mount tamper resistant box = (1 -Outdoor push plate will include a weatherproof switch for outdoor use)	\$570.00
Installation labor and final adjustment	\$450.00
Total for this pair of doors:	\$5,400.00

Street Side Entry Doors:

Same cost as above

EXCLUSION: Electrical hook up is not included.

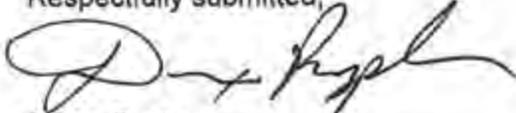
Your electrician will provide hardwire electrical for the operator after the door operator units are mounted; 120 volt / 15 amp non-dedicated circuit required. Also provide all control wiring for the hardwire push buttons. We can mount the push plate boxes or leave that to the electrician when he runs the conduit to the boxes, whichever is most efficient.

Standard Terms:

These prices are good for 60-days after which it is subject to change. Prices include equipment, freight, sales tax & installation as specified. Because this is a custom order unit, a written purchase order is required prior to ordering equipment. Full purchase order amount will be billed at completion.

Order time is currently 4-weeks after we received written approval to proceed with the project. Please feel free to call with any questions or concerns. 507-444-9802 or My cell is 612-986-5953

Respectfully submitted,



Dixon Rypka
President

SHANAHAN CONSTRUCTION, LLC

PAT SHANAHAN - GENERAL CONTRACTOR - LICENSE #BC634079

cell - 612-716-3886 fax - 952-467-9419

15020 TACOMA AVE. - NORWOOD YOUNG AMERICA, MN 55368

Date: 2/12/2018

Submitted To: City of NYA
310 Elm Street W
NYA MN 55368

Job Description: Handicap door openers and closures.

Scope of Work:

2- 4642-REG-TBWMS-120VAC/DC-DKBRZ closure with auto equalizer

4- switch SS 4.5" HC 4R-3 WC logo and push to open

4- Surface mount box 5" N4RS (use with 4R switches)

4- Transmtr Freq 300 SWTRAN300M with BOLTRAN300 option

2- Receiver 2-channel 12/24V 300/310

1- weather resi. Gasket 5" N4WR (use with 4R and N4RS switches)

Supply 110VAC to two operators. Each operator will be activated by two wireless switches.

One of the closures that is removed will be used to replace the leaking closure on the exterior pair of doors.

Total Proposal: \$9,900.00

(a) Any person or company supplying labor or materials for this job may file a lien if that person or company is not paid.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials directly and deduct this amount from our contract price, or withhold the amounts due from us until 120 days after completion of job unless we give you a lien waiver signed by persons who supplied any labor materials and who gave you a timely notice.

TERMS: _____

ACCEPTED BY: _____

DATE: ____/____/____

**XTREME
ELECTRICAL
SERVICES, INC.**

311 W Railroad Street
Norwood YA, MN 55368
Ph # 952-466-5777
Fax # 952-466-5756

PROPOSAL AND CONTRACT

Date: January 29, 2018

We are pleased to submit the following proposal. We will furnish materials and labor necessary for the completion of the Contract Work, in accordance with all electrical codes and regulations. The Contract Work will consist of all work necessary or reasonably inferable from the building plans, so as to produce the intended results.

This proposal may be withdrawn if not signed within 30 days.

Submitted to: City of Norwood Young America Attn: City Clerk
Address: 310 Elm St W, PO Box 59
City, State and Zip: Norwood Young America, MN 55368
Phone # 320-761-5008
Fax #
Email: cityclerk@cityofnya.com

Project Description: Automatic Handicapped Doors
Property Owner/Buyer Name:
Property Owner/Buyer Address:

DESCRIPTION OF CONTRACT WORK

\$350.00 per door plus permit

Thank you for the opportunity to bid this project.
Please call me with any questions.

Thanks
Todd Miller

CONTRACT TERMS

Contract Amount We will perform all Contract Work listed above for the sum of (\$ see above)

Terms of Payment: Payment of \$ _____ will be due at completion of rough in and payment of \$ _____ will be due within 30 days of substantial completion of this Contract Work. Rough in and Substantial completion defined as inspection and approval by city building official



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: April 9, 2018
RE: Resolution 2018 - 017 Emergency Evacuation Plan for Faxon Court

Minnesota State Statute requires mobile home parks to have current and effective shelter or evacuation plans. The emergency evacuation plans are managed by the Department of Health, however, must also have municipal approval. In 2000, the City Council made a motion to review and approve the Faxon Court Emergency Plan every two years.

M.S. 327.20 Subd. 1(7)

(7) A manufactured home park with ten or more manufactured homes, licensed prior to March 1, 1988, shall provide a safe place of shelter for park residents or a plan for the evacuation of park residents to a safe place of shelter within a reasonable distance of the park for use by park residents in times of severe weather, including tornadoes and high winds. The shelter or evacuation plan must be approved by the municipality by March 1, 1989. The municipality may require the park owner to construct a shelter if it determines that a safe place of shelter is not available within a reasonable distance from the park. A copy of the municipal approval and the plan shall be submitted by the park owner to the Department of Health. The park owner shall provide each resident with a copy of the approved shelter or evacuation plan, as provided by section 327C.01, subdivision 1c.

RECOMMENDATION:

A motion to adopt Resolution 2018-017, approving the 2018-2019 Faxon Court Emergency Plan.

Attachments:

Resolution 2018-017

Faxon Court Emergency and Evacuation Plan 2018 - 2019.

Norwood Young America

RESOLUTION NO. 2018 - 017

A RESOLUTION APPROVING THE EMERGENCY EVACUATION PLAN FOR FAXON COURT

WHEREAS, Minnesota State Statutes require mobile home parks to have current effective shelter or evacuation plans;

WHEREAS, the Emergency Evacuation Plans must be approved by the municipality;

WHEREAS, the current Faxon Court Emergency Plan is in need of reapproval by the City of Norwood Young America.

THEREFORE, BE IT RESOLVED, THAT THE CITY COUNCIL OF NORWOOD YOUNG AMERICA, CARVER COUNTY, MINNESOTA, hereby approves the Faxon Court Emergency Plan for 2018 - 2019, attached as Exhibit A to this Resolution.

Adopted by the council this 9th day of April 2018.

ATTEST:

Carol Lagergren, Mayor

Kelly Hayes, City Clerk/Treasurer

FAXON COURT

EMERGENCY & EVACUATION PLAN

911

POLICE, FIRE, MEDICAL EMERGENCIES

AND STORM SHELTER LOCATION

FAXON TRAILER PARK EMERGENCY EVACUATION PLAN

FAXON COURT RESIDENTS

This guide is provided for you in the event of an emergency situation. The information contained here can be used as a guide. We recommend that it is kept in a location of your home for easy reference.

PHONE NUMBERS

Police, Fire and Medical Emergencies: 911

Carver City Sheriff: 952-361-1212, 952-361-1231

NYA Fire Dept: 952 467 1845

Excel Energy outages, Emergencies & gas leaks: 1-800-895-1999, 1-800-895-2999

Center Point Energy Emergencies & gas leaks: 612 372 5050, 1 800 296 9815
1-800-722-9326

Lakeview Clinic West: 952-467-2888

Norwood Young America City Hall: 467-1800

John Vogt: 612-250-7866

RESIDENT'S PHONE NUMBER & ADDRESS

Mike Wass
214 E Railroad St.
952-607-8388

Samuel & Lucina Mendoza
310 E Railroad St.
952-467-2337

Carli Schmidt
218 E Railroad St.

Chad Weiland
314 E Railroad St

Keith & Judy Rasche
222 E Railroad St.
612-741-6712

Tammie Poppler
402 E Railroad St
612-554-6929

Holly Von Berge
226 E Railroad
952-994-4425

Alejo Mendoza Jimenez
410 E Railroad St.
952-288-8524, 952-769-4650

FAXON TRAILER PARK EMERGENCY EVACUATION PLAN

Jaun Domingues
230 E Railroad St.
952-467-3117, 952-451-9137

Luis Andrade
418 E Railroad St.
952-215-2768

Samanthia Wilkinson
234 E Railroad St.
952-237-9934

Jeffrey Dean
422 E Railroad St.
952-688-1604

Jeff Reuter
302 E Railroad St.
763-245-8795

Jeff Ritzko
233 E Railroad St.
952-599-9222

Matthew & Sherry Urness
306 E Railroad St.
952-467-1974, 612-414-1985

NATURAL DISASTER

Summer Severe Weather

Minnesota's summer severe weather season usually begins in April and can continue into August. It is generally recognized that the homes in Faxon Court should be evacuated in the event of a Tornado Warning. Even though your house may be anchored or tied down, it is not recommended that you remain in them if the wind exceeds 70 mph. Anchors and tie downs are meant to prevent damage in low intensity storm. They are not meant to supply complete protection. It is still necessary to get in grade level or below shelters.

The current shelter available is Mid Town Restaurant, 123 East Railroad Street, Norwood Young America, MN. 952-467-2721. See enclosed map for location. If a TORNADO WARNING is issued please follow this procedure:

FAXON TRAILER PARK EMERGENCY EVACUATION PLAN

1. Contact Matt & Sherry Urness 952-467-1974, they will open the Mid Town Restaurant.
3. Contact your neighbors with in the trailer park to make sure they know about the evacuation (phone list enclosed).
4. Keep in mind and prearrange friends and relatives in the area that have below grade shelter that you could stay with on short notice.

The following are National Weather Service Guidelines on how severe the weather warnings are issued.

SEVERE THUNDERSTORM WATCH

National Weather Service alert to the possibility of large hail, rain, damaging winds, in a specified area over a specified period of time.

PUBLIC WARNING: Over radio and TV – NO SIRENS.

PUBLIC ACTION: Stay tuned to radio or TV for latest advisory information.

TORNADO WATCH

National Weather Service alert to possible tornado development in a specified area over specified period of time.

PUBLIC WARNING: over radio and TV – NO SIRENS.

PUBLIC ACTION: stay tuned to radio or TV for latest advisory information.

FAXON TRAILER PARK EMERGENCY EVACUATION PLAN

TORNADO WARNING

National Weather Service confirmation of a tornado sighting and location, time of detection and direction of movement.

PUBLIC WARNING: Over radio and TV 3 to 5 minutes, steady siren tone.

PUBLIC ACTION: TAKE SHELTER IMMEDIATELY.

AT HOME: Go to the corner of the basement, toward the tornado, stay away from windows. Take cover under a sturdy workbench or table (but not underneath heavy appliances on the floor above).

If no basement, take cover under heavy furniture in the center part of the house. Keep some windows open away from tornado. Do not remain in a trailer or mobile home.

Seek shelter inside the nearest permanent structure, preferably in basement, underground excavation, or a steel framed or reinforced concrete building.

AT WORK: In an office building, go to the basement or an inner hallway on a lower floor. In a factory, go to a shelter area, or to the basement if there is one.

AT SCHOOL: Go to the basement or an inner hallway on lower floor. If building is of reinforced construction, stay inside. AVOID AUDITORIUMS, GYMNASIUMS, OR LAGER AREAS with poorly supported roofs.

IN OPEN COUNTRY: Move away from the tornado's path at a right angle. If there is no time to escape, lie flat in the nearest depression, such as a ditch or ravine.

FAXON TRAILER PARK EMERGENCY EVACUATION PLAN

CALL LOCAL ENFORCEMENT AGENCY TO REPORT A TORNADO.

WINTER UTILITY EMERGENCIES

If the extreme cold of winter causes you to leave your home until the problem can be resolved, for the resident's safety, we ask that you keep the following items in mind.

1. If a power failure should occur, tune in a radio station for information.
2. Check all gas operated appliances to assure that they have been shut off. If you notice, the smell of gas and cannot immediately shut it off, leave your home and call the Fire Department.
3. Keep in mind and prearrange friends and relatives in the areas that you could stay with on short notice.
4. If you cannot arrange this, a public shelter will be available. Because, space is so limited, you will only be able to bring along a few items. They include a blanket and pillow for each person, personal toilet articles and medications. During the day, you will be able to go into your homes to change clothes, care for pets, etc. Meals will be arranged if necessary.
5. If you have non-electric heating systems such as free standing stove or fireplaces, you may elect to stay where you are. Remember to keep your home well vented to assure circulation. Do not over tax the ability of the unit to produce heat. This can cause fires. Remember electric smoke detectors, heat cords for pipes etc. will not be functional.

FAXON TRAILER PARK EMERGENCY EVACUATION PLAN

Make a list of items to have on hand for all natural disaster emergencies.

Suggestions: cell phone, flashlight, battery powered radio, fresh batteries, first aid kit, canned goods, water, etc.



☰ Find a place

11 St

E Hill St

The Harbor at
Peace Village

N Faxon Rd

Mad St

Mid-Town

E Railroad St

Google

S Faxon Rd

50 m

Map data ©2018 Google, Terms

E Elm St





TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: April 9, 2018
SUBJECT: Fire Hydrant Leak Detection Survey

Proposed is to enter into a contract with Water Conservation Services for the purpose of conducting a leak detection survey on the City's 270 fire hydrants (see enclosed proposal and contract). Water Conservation Services will provide the service at a total cost of \$2,147.

Recommendation:

To approve the contract with Water Conservation Services, Inc. at a cost of \$2,147.



Water Conservation Services, Inc.

TONY SCHRANTZ
ph: 612-600-8716 fx: 651-639-2574
tony.schranz@gmail.com
www.waterleaklocator.com

March 26, 2018

Norwood Young America
Tony Voight
P.O. Box 59
Norwood Young America, MN 55368

WATERMAIN LEAK SURVEY
PROPOSAL
2018

RE: *2018 Leak Survey Proposal*

Dear Mr. Voight,

Attached is a proposal to perform a leak survey of the water system in the City of Norwood Young America.

WCS has been performing water leak surveys for over 19 years—it's not just listening to every hydrant, there is a distinct sound from water main leaks. **My company has located over 19,000 main breaks and completed over 1,000 surveys.** We have the experience and the integrity it takes to perform your leak survey. After the leak survey, we get together with the city and follow-up on the "noisy" areas and pinpoint the leaks with accuracy, providing you with a summary of the leaks.

We have over 50 years of combined experience finding water main breaks—we're experienced. We are professional and thorough and use the highest quality equipment. We appreciate the opportunity to work with your city.

If you have any questions regarding the proposal, feel free to give me a call.

Sincerely,

Tony Schrantz
Water Conservation Services, Inc.

Water Conservation Services, Inc.

Office: 6251 West Shadow Lake Drive • Lino Lakes, MN 55014
Michelle Schrantz, Office Mgr. 612-481-6070 e: mschranz99@gmail.com
fx: 651.639.2574 www.watermainleaklocator.com



Water Conservation Services, Inc.

TONY SCHRANTZ
ph: 612-600-8716 fx: 651-639-2574
tony.schranzt@gmail.com
www.waterleaklocator.com

Water Leak Survey Proposal for the City of Norwood Young America 2018

This is not a contract but a proposal for the City of Norwood Young America for the rendering of services for a Water System Survey. Below are the terms and conditions for the project.

Section I

This section details the work to be performed by Water Conservation Services (WCS) as well as the City of Norwood Young America's responsibilities for the project.

Detailed and accurate maps showing all of the ***hydrant locations** of the chosen project areas will be provided to Water Conservation Services (WCS) before any work is to be performed by WCS. It is the sole responsibility of the City of Norwood Young America to provide accurate maps and to specify what areas and hydrants are to be included in this project.

The Water System Survey will include:

1. Listening to each hydrant in the area that is specified by the city, be it a Full, Half or Quarter System Survey.
2. Doing preliminary correlating in each area that is identified as having sounds of leakage.
3. A "Preliminary Water System Leak Report" will be sent to the city identifying the areas that have the possibility of leakage. WCS will need to have more specific information of curb stops, valves, and main line locations researched by the city for more accurate correlations to be performed at a later date. Curb stops and valves must be exposed and accessible.
4. After the City has gathered all of the pertinent information the city will set a date to meet with WCS to do the final correlations to pinpoint the areas of leakage.
5. A "Final Water System Leak Report" will then be sent to the city identifying all of the locations of leakage that are currently on the system and need to be addressed for corrections.

**For smaller systems, steps 2-4 may be completed on the same day negating the need for a "Preliminary Leak Report" or any rescheduling of extra trips to finish the project.*



Water Conservation Services, Inc.

Office: 6251 West Shadow Lake Drive • Lino Lakes, MN 55014
Michelle Schrantz, Office Mgr. 612-481-6070 e: mschranzt99@gmail.com
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Section II

This section details the cost of having a water system survey performed. All prices are based on the total number of hydrants stated by the city. The City of Norwood Young America has stated that they have a total of 270 **Hydrants*** and 0 **Valves/Curb Stops**** to be included in the water system survey. All of the numbers in this section will be reflected using the number of hydrants & valves stated by the city. Total cost of the water system survey is subject to change based on the city's accuracy in regards to the total number of hydrants to be surveyed during this project.

Total Cost of the Water System Survey = \$2,147

* Hydrants that are found in the project area and not shown on the provided maps, will be sounded for leakage and an additional charge of \$10 will be added to the agreed upon contract price for each additional hydrant.

**Valves/Curb Stops will only be sounded when there are plastic main lines included in the project area. The city is required to have these valves on the plastic main lines exposed before the start of the proposed survey.

Disclaimer:

A system survey is a "snapshot in time" of a city's water system. In no way, can a system survey predict or identify areas that will become an issue in the future. A system survey can only be used to identify areas that are currently a water loss issue that are unknown to the city at the time the system survey is performed.

Submitted by:

Tony Schrantz
Owner/President
Water Conservation Services, Inc.

Water Conservation Services, Inc.

Office: 6251 West Shadow Lake Drive • Lino Lakes, MN 55014
Michelle Schrantz, Office Mgr, 612-481-6070 e: mschranzt99@gmail.com
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CONTRACTUAL AGREEMENT
CITY OF NORWOOD YOUNG AMERICA 2018

Thank you for the opportunity to submit this proposal to your city. WCS is willing to make this proposal a contract by having an authorized official from the City of Norwood Young America sign and return this page to WCS. By doing so, the City of Norwood Young America agrees to all of the terms of the proposal and wishes to enter into a contract to have the proposed services performed by WCS.

ACCEPTING FOR THE CITY OF NORWOOD YOUNG AMERICA,

By: _____
(Signature)

(Printed Name & Title)

(Date)

Thank you for your continued business.

Sincerely,

Tony Schrantz
Owner/President
Water Conservation Services, Inc.





TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: April 9, 2018
SUBJECT: Contract Mowing of City owned Cemeteries

We have contracted services to mow the City owned cemeteries in past years and are proposing to do again for the 2018 lawn maintenance season. I recently solicited quotes and received some very competitive proposals. Mowing and trimming cemeteries takes a fair amount of staff time and it has worked well in previous years to contract out the mowing which then allows City staff more time to complete other tasks. I solicited from 3 contractors and received the following quotes:

BJ's Lawn Service for \$205 per time
Dave's Season All for \$250 per time
Top Notch Turf (contractor the CDA awarded the mowing at the Oak Grove building) they elected not to offer a quote

I appreciate your consideration to allow us to contract out the lawn maintenance of the cemeteries. The low quote received is less than what was budgeted for maintaining the cemeteries this year.

Recommended Motion:

Motion to award the 2018 cemeteries lawn maintenance to BJ's Lawn Service at \$205 per time contingent upon receiving proof of liability and workers' compensation insurance.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: April 9, 2018
SUBJECT: Community Gardens Water Hydrant Installation

We are looking to install a garden hose water hydrant by the Community Gardens located at Oak Grove. Enclosed is a map illustrating the approximate location of the hydrant with respect to the gardens. The City was awarded a SHIP grant in 2017 and earlier this year entered a MOU with Carver County Public Health.

I'm not anticipating putting in a steel enclosure or a water meter since the water usage should be minimal and ultimately this water is for the community residents to use on City property. The following quotes were received for the farm hydrant installation:

Henning Excavating	\$4,200
Schneider Excavating	\$5,150

Recommendation:

To award the Community Gardens water hydrant installation project to Henning Excavating for \$4,200.

Norwood Young America

Farm hydrant location

Parking Lot for Library

City hall entrance

Row of fruit trees

Herb Garden

Shed

Future Gazebo

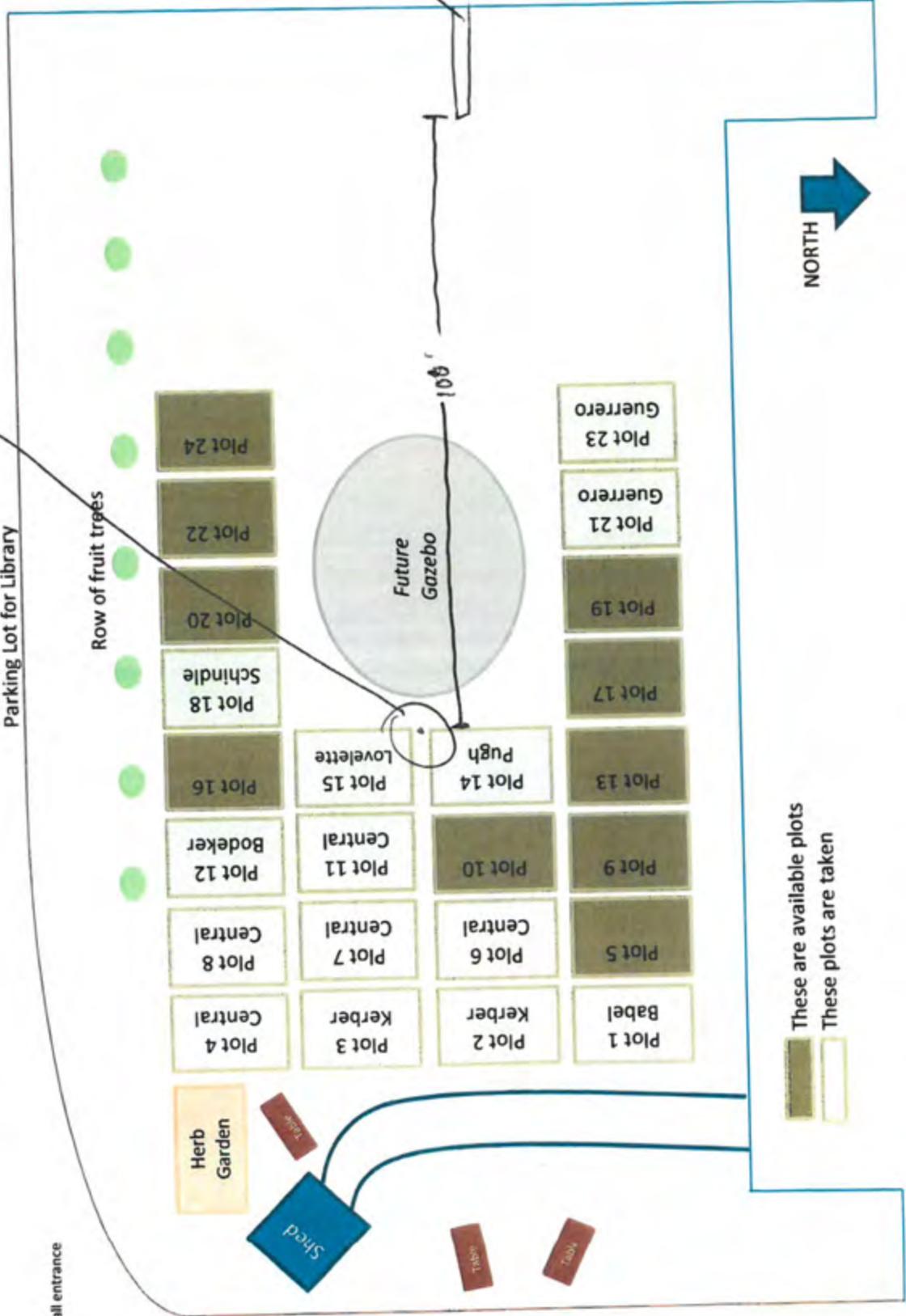
8" Water Service
Stub from store

100'

These are available plots
These plots are taken



Parking Lot





PO Box 814
Young America, MN 55368
(952) 467-2659

ESTIMATE

ADDRESS

CITY OF NYA
PO BOX 59
NYA, MN 55368

ESTIMATE # 1190

DATE 04/04/2018

DATE	DESCRIPTION/MACH. ID	QTY	RATE	AMOUNT
04/04/2018	Install Water Service Install water service with hydrant by the City Hall Gardens	1	0.00	0.00
04/04/2018	Install Water Service Connect to existing stub with corporation stop. Run 100 feet of 1" service pipe with hydrant at the end.	1	5,150.00	5,150.00
04/04/2018	DOES NOT INCLUDE Seeding or erosion control	1	0.00	0.00

TOTAL

\$5,150.00

Accepted By

Accepted Date

CARVER COUNTY SHIP MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (MOU) is entered into by and between the City of Norwood Young America and Carver County Public Health on January 22, 2018.

BACKGROUND

Community gardens offer a variety of benefits to a community, including increased access to healthy food, physical activity opportunities and increased resident engagement through social interactions at the garden. The City of Norwood Young America has supported the community garden by managing applications, providing water access and maintaining the site. However, several plots are unused due to barriers to gardening as it is difficult for the aging population to garden since there is not easy access to water. Statewide Healthy Improvement Partnership (SHIP) funding is available to support the construction of an underground water system to improve water access at the community garden.

PURPOSE

The purpose of this MOU is to clearly identify the roles and responsibilities of each party as they relate to the construction and maintenance of an underground water system at the community garden.

RESPONSIBILITIES AND FUNDING COMMITMENT

In entering into this MOU agreement, the City of Norwood Young America acknowledges full responsibility for the following:

- Selecting an excavator using the city's bidding process.
- Overseeing the completion of the project –including the excavation of the east side of Reform Street behind sidewalk, installation of the underground water system and planting of grass seed.
- Completing maintenance and repairs (as needed) to the underground water system.
- Working with a city resident to complete outreach to inform residents of updated water access.
- Maintaining the garden site and making it affordable to city residents.
- Providing the water meter; estimated cost of \$350.
- Submitting an invoice to Carver County Public Health to receive payment upon completion of installation.

In entering into this MOU agreement, Carver County Public Health acknowledges full responsibility for the following:

- Funding, secured from the SHIP Grant and administered through Carver County Public Health up to a total of \$4,607. An estimate of cost is detailed below:

Dig and tap water –on east side of Reform Street behind sidewalk	\$3032
Aqua Pro –back flow preventer and test	\$325
Aqua Pro –steel utility enclosure (parts and labor)	\$850
Grass seed	\$50

TIMELINE

January 2018	City Administrator to present MOU to the City Council.
February 2018	Obtain bids for project.
March – May 2018	City resident to complete outreach to inform residents of new water system at the community garden.
Spring 2018	Complete excavation and installation. Installation must be completed by 5/31/2018 in time for the start of the garden season.

REPORTING

The City of Norwood Young America and Carver County Public Health will meet (in person or via phone) once after the city receives bids, once prior to the excavation, and once upon completion of the project.

DURATION

This MOU is at-will and may be modified by mutual consent of authorized officials from the City of Norwood Young America and Carver County Public Health. This MOU shall become effective upon signature by the authorized officials and will remain in effect through completion of the project on or before May 31, 2018 or until modified or terminated by any one of the partners by mutual consent.

ACCEPTANCE of the terms of this agreement is acknowledged by the following signatures of the Authorized Representatives.

CITY OF NORWOOD YOUNG AMERICA

Steven Helget 1/24/18
Signature/Date
Steven Helget, City Administrator

CARVER COUNTY PUBLIC HEALTH

Caitlin Huiras 2/14/18
Signature/Date
Caitlin Huiras, Carver County Public Health



Carver County Public Health
600 Fourth Street East
Chaska, MN 55318-2102
Phone (952) 361-1329 | Fax (952) 361-1360
public-health@co.carver.mn.us
www.co.carver.mn.us

