



CITY COUNCIL AGENDA

May 14, 2018 - 6:00 p.m.

City Council Meeting

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.)

 - 3.1 Sheriff Deputy Matt Arnst, Quarterly Report
 - 3.2 Deb Barber, Metropolitan Council
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 minutes of April 23, 2018 meetings
 - 4.2 Approve payment of claims
 - 4.3 Approve Jason Winter appointment to the Economic Development Commission
 - 4.4 Appoint Seasonal Hiring's
 - 4.5 Approve Exempt Permit – Stiftungsfest
 - 4.6 Approve 2018-2019 Liquor Licenses
5. Public Hearings
6. Old Business
 - 6.1 Update from SRF Consulting Group on U.S. Highway 212 Underpass Preliminary Design
 - 6.2 Update from MnDOT on Highway 212 and Tacoma Avenue intersection
 - 6.3 Update from MnDOT on Contract Administration
 - 6.4 Award Grass Rig Truck Sale
7. New Business
 - 7.1 Approve Purchase and Installation of Civil Defense Siren
 - 7.2 Review Heritage Center Building Roof Replacement
 - 7.3 Review Heritage Center Elevator Repair Proposals
 - 7.4 Review City Code pertaining to Mailboxes Damaged by City Snow Removal
 - 7.5 Update on West Carver Community Pool
 - 7.6 Approve Amended West Carver Community Pool Policy Manual
 - 7.7 Award Community Entrance Signs – JIT Companies change in quote
 - 7.8 Review City Code pertaining to Peddlers, Solicitors, Transient Merchants Business Hours
 - 7.9 Approve Transient Merchant License
 - 7.10 Schedule Hearing on RG Enterprises, Inc. Solicitors Permit Revocation
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:

UPCOMING MEETINGS / EVENTS

- May 15 Parks and Rec. Commission – 5:30 p.m.
May 17 Senior Advisory Committee – 9:00 a.m.
May 30 Work Session, EDA, City Council – 6:00 p.m.
June 5 Planning Commission – 6:00 p.m.
June 11 City Council – 6:00 p.m.
June 13 EDC – 6:30 p.m.
July 18 Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:00 p.m.



City of Norwood Young America
City Council Minutes
April 23, 2018 – 6:00 p.m.
City Hall Council Chambers

ATTENDEES: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms

STAFF: Administrator Steve Helget, Clerk/Treasurer Kelly Hayes

OTHERS: NYA Library Paul Ericsson & Heidi Hoks, Abdo Auditor Brad Falteysek, Attorney Jay Squires (consultant), Cynthia Smith-Strack (consultant), Nick Molnau, Diane Henning, Tina Diederick, Deborah Matiak, Dale Hoof

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 6:21pm.

2. Approve Agenda

Change: Move 7.2 to 3.0

Addition: 7.12 Community Entrance Signs

Motion: CS/DS to approve the agenda with the change and the addition. Vote 5 – 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment

3.0 Beyond the Yellow Ribbon Proclamation

Kristal Dammann from Beyond the Yellow Ribbon Group, gave an update on what they have been doing over the past year: communication with service members, county connections, and sending treats to those overseas. 9th Annual Banquet on May 12, 2018 honoring 10 service women. Mayor Lagergren read the Beyond the Yellow Ribbon Proclamation proclaimed the month of May as Yellow Ribbon month and May 12, 2018 Yellow Ribbon Day in Norwood Young America.

Motion:

3.1 Carver County Annual State of the Library Report – Heidi Hoks and Paul Ericsson

Gave update and statistics from 2017 and goals that are set for 2018. Besides going to the library, people are able to go online and use some of the library's services. EBooks are fastest growing niche in the industry. They have been refreshing the NYA Library interior and making it more user friendly and to improve sight lines. Many activities available for every age group.

3.2 2017 Annual Financial Report – Brad Falteysek, Abdo Eick & Meyers

- General Fund Balance to Budget increased from 37.5% to 46.9%
- State auditor recommends 35% – 50% general fund balance
- Revenues were almost right on budget
- Expenditures were \$100,000 under budget
- Highest revenue is from taxes followed by intergovernmental (state aid)
- Largest expense is due to debt service – payment of bonds
- Fund balance increase of about \$97,000 from year before
- Water Fund had just under \$1m balance
- Sewer Fund balance increased from \$147,553 to \$495,021
- The Harbor is supporting itself, as well as adding \$100,000 to General Fund each year
- Debt to assets has been decreasing, however, peer group is still much less
- Debt per capita 2013 = \$11,318 and 2017 = \$6,703 (peer group is at \$2,068)

4. Consent Agenda

4.1 Approve minutes of April 9, 2018 City Council meeting

4.2 Approve payment of claims

4.3 Approve the resignation of Fire Fighter Steve Noll

4.4 Approve the Resignation of Fire Fighter Steve Kanduth

4.5 Approve LG214 Premises Permit Application

4.6 Last Call Request for Outdoor Alcohol Sales

Motion: MM/CH to approve the consent agenda. Vote 5 – 0. Motion carried.

5. Public Hearings

6. Old Business

7. New Business

7.1 Nuisance Abatement - 132 Elm Street East

Resident Deb Matiak spoke to the council regarding her property at 132 Elm Street East. She has received four nuisance violation letters within the past 12 months and is still not in compliance. Ms. Matiak stated that due to medical issues and the weather she has not been able to get her property cleaned. She said that it would be nice to be able to put up a privacy fence that is higher than 6 feet tall as city code states. Ms. Matiak was reminded that there is a maximum of four vehicles allowed on the property. She also agreed that if she didn't have the property in compliance by May 30, 2018, that the City would be able to come in and abated the nuisance.

Motion: MM/CS to review the property and determine what is a nuisance, property owner will correct the issue by May 30, 2018, and staff is authorize to abate the nuisance if the property is not in compliance by the deadline. Vote 5 – 0. Motion carried.

~~7.2 Beyond the Yellow Ribbon Proclamation~~ – Moved to 3.0

7.3 *Resolution 2018-~~17~~21, Molnau Trucking Variance

Variance to maximum impervious surface coverage to 34% (max allowed is 25%).

*Due to a clerical error, the incorrect resolution number was used. Per City Attorney Jay Squires, an annotation in the minutes may reflect the correction to coincide with the City's resolution file.

Motion: DS/CS to approve Resolution 2018-~~17~~ 21 approving a variance for the allowed impervious surface in the shore land district. Vote 5 – 0. Motion carried.

7.4 Resolution 2018-18, Molnau Trucking CUP Amendment

Permit to allow additional outdoor storage/

Motion: CH/MM to approve Resolution 2018-18, a resolution approving a conditional use permit to allow limited outdoor storage at 13050 Stewart Avenue. Vote 5 – 0. Motion carried.

7.5 Emma Street Improvement Project

Cul-de-sac not draining properly. It was built to be a temporary cul-de-sac so there is no curb and gutter. Completion date by October 15. Once work is started, they will have 30 days to complete the project.

Motion: CH/MM to award the Emma Street Improvement Project to WM Mueller and Sons, Inc for \$28,689. Vote 5 – 0. Motion carried.

7.6 Information Technology Consultant Services Proposals

TechStar has provided IT services to the City since 2008. The City requested and received five proposals. The Council created a subcommittee to review the proposals and to possibly interview the vendors to get additional information. The subcommittee consists of Mayor Lagergren, Councilperson Storms, City Administrator Helget, and City Clerk Hayes.

7.7 Resolution 2018-19, 2040 Comprehensive Plan Extension Request

Comp Plan steering committee is requesting additional time. A resolution is required by state prior to the end of May to allow the extra time.

Motion: CS/DS to approve Resolution 2018-19 a resolution requesting additional time within which to complete the Comprehensive Plan "Decennial" review obligations. Vote 5 – 0. Motion carried.

7.8 Resolution 2018- 20, 2018 CDA Redevelopment Planning Grant

Looking to reestablish two downtowns. There is a Redevelopment Planning Grant available at a max of \$60,000.

Motion: DS/CH to approve Resolution 2018-20 a resolution authorizing submittal of an application for a Carver County Community Development Agency Community Growth Partnership Incentive Grant. Vote 5 – 0. Motion carried.

7.9 Establish Civil Penalties for Administrative Enforcement Code

April 9, 2018, the City Council approved Ordinance No. 300, Administrative Enforcement. Discussion was on the penalty amount. City Attorney Squires said that it would be based on case-by-case situation. Flexibility is required because each violation is different. Council requested: how penalty will be assessed and what other cities have. Attorney Squires said that the way the ordinance states right now, staff has the discretion of how the penalty will assessed. To start, the staff will notify the council of each plan,

7.10 793 Tacoma Ave. Nuisance Violations

This nuisance violation began last year and the violation is still not in compliance. The County Attorney's office has offered to prosecute this case on a criminal level and there would be no cost to the city.

Motion: DS/CS to authorize the Carver County Attorney to prosecute the nuisance violations currently existing on the property located at 793 Tacoma Avenue. Vote 5 – 0. Motion carried.

7.11 Reschedule May 28, 2018 City Council Meeting

Due to the next meeting landing on Memorial Day, the meeting must be rescheduled.

Motion: CS/CH to reschedule City Council meeting to 6:00pm on May 30, 2018. Vote 5 - 0. Motion carried.

7.12 Entrance Signs

Motion: MM/CS to award the sign area on monument face to JIT Companies for \$5,706.30. Vote 5 - 0. Motion carried.

8. Council Member & Mayor Reports

CH John Fahey is now on the Planning Commission and the commission is now full with seven members.

MM EDC getting coverage on new businesses with ribbon cuttings in the newspaper.

Stiftungsfest adding "hammerschlaggen".

Stiftungsfest donated \$1,000 for the next five years for the Pavilion restroom project.

DS Would like to look at credit card policy.

CS Parks is looking at Old Town buildings, restroom plaque and park bench dedication coming up at Willkommen Park.
YA Baseball donated \$1,000 for the restroom.

CL Received calls during last snowstorm. City code states that if a mailbox/pole is broke while the plows are plowing the snow from the street that the home owner is responsible for costs (it is not the City's responsibility). Council recommended having a discussion about that in the future.

There are leaks from the history center roof and that the elevator is not working - there could be extensive work and costs associated with it. The Public Services Director is getting estimates to get these things fixed.

There currently is "Public Comment" on the commission agendas and to get on the agenda an application needs to be completed. Council agreed that there should be a place for "Public Comment" on the commission agendas.

UPCOMING MEETINGS / EVENTS

May 1 Planning Commission - 6:00 p.m.

May 2 Small Business Week Breakfast - 8:00 a.m., Oak Grove Community Room

May 9 EDC Meeting - 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.

May 15 Parks and Rec. Commission - 5:30 p.m.

May 17 Senior Advisory Committee - 9:00 a.m.

May 29 Work Session, EDA, City Council - 6:00 p.m.

9. Adjournment

Motion: MM/CH to adjourn at 8:38pm. Vote 5 - 0. Motion carried.

Respectfully Submitted

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



City of Norwood Young America
Work Session Minutes
April 23, 2018 – 6:00 p.m.
City Hall Council Chambers

ATTENDEES: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms

STAFF: Administrator Steve Helget, Clerk/Treasurer Kelly Hayes

OTHERS: NYA Library Paul Ericsson & Heidi Hoks, Abdo Auditor Brad Falteysek, Attorney Jay Squires (consultant), Cynthia Smith-Strack (consultant), Nick Molnau, Diane Henning, Tina Diederick, Deborah Matiak, Dale Hoof

1. Call Meeting of City Council Work Session to Order
Work Session was called to order by Mayor Lagergren at 6:00pm.
2. Approve Agenda
 - 2.1 Abating Nuisances
Process on nuisance violations:
 1. City receives complaint from resident.
 2. Staff and/or Deputy investigate violation.
 3. If there is a nuisance, property owner receives a letter. Depending on the number of violations that the property has received in the past 12 months, there may be a fine attached to the letter.
 - 1st Offense = warning
 - 2nd Offense = \$115.00
 - 3rd Offense = \$130.00
 - 4th Offense = \$150.00
 4. The owner is given 10 days to remedy the violation.
 5. Property is inspected following the 10 days.
 6. If the property is still in violation, the owner will receive another letter giving and additional 10 days (up to the 4 letters within the past 12 months).
 7. If the violation is not in compliance after receiving four violation letters within 12 months, the abatement process begins.
- There are a couple of nuisance violations that do not follow this process:
 - If there is a safety risk to residents such as snow on sidewalks.
 - Long grass/weeds – residents is given 10 days to remedy.
 - Barking dog – complainant needs to contact Sheriff's Office.

The work session was adjourned by Mayor Lagergren at 6:20pm.

Respectfully Submitted:

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer

CITY OF NORWOOD YOUNG AMERICA

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

To Be Approved: May 14, 2018

Pre-Paid Claims	<u>\$18,809.85</u>
(Check Sequence #504750-504765)	

Claims Pending Payment	<u>\$125,485.76</u>
(Check Sequence #28039-28101)	

Grand Total	<u>\$144,295.61</u>
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PAYROLL - MAY 3, 2018

CHECK	EMPLOYEE	GROSS
504750	ARETZ, BRENT R	\$2,521.60
504751	BIPES, DEBORAH	\$193.43
504752	CANO, JOEY M	\$1,716.25
504753	DHOORE, PAUL	\$1,744.00
504754	FRATUS, DOMINIC	\$328.74
504755	HAAG, HERMAN	\$231.17
504756	HAYES, KELLY	\$2,340.00
504757	HELGET, STEVE	\$3,644.00
504758	Hormann, Duane	\$301.80
504759	JAUS, RODNEY D	\$2,411.05
504760	LENZ, DEBRA A	\$1,924.81
504761	MENZEL, ALICIA	\$1,710.38
504762	SCHNEEDWIND, BRIAN O	\$2,399.30
504763	STENDER, DANIEL H	\$2,779.74
504764	VOIGT, ANTHONY	<u>\$3,728.85</u>
504765	KLEINBANK - NET	\$18,809.85
	GROSS	\$27,975.12

CITY OF NORWOOD YOUNG AMERICA

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MAY 2018

			Check Amt	Invoice	Comment
10100 CHECKING					
Paid Chk#	028039	5/14/2018	ABDO, EICK, & MEYERS		
E 101-41500-301	Auditing and Acct g Services		\$2,000.00	399576	AUDIT SERVICES
	Total ABDO, EICK, & MEYERS		\$2,000.00		
Paid Chk#	028040	5/14/2018	ADC SERVICES INC		
E 101-43100-208	Medical-Physicals		\$46.50	0083613-MN	DRUG TESTING
E 101-45200-208	Medical-Physicals		\$46.50	0083613-MN	DRUG TESTING
E 601-49400-208	Medical-Physicals		\$22.50	0083613-MN	DRUG TESTING
E 602-49450-208	Medical-Physicals		\$22.50	0083613-MN	DRUG TESTING
	Total ADC SERVICES INC		\$138.00		
Paid Chk#	028041	5/14/2018	ALL FLAGS. LLC		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$164.45		
	Total ALL FLAGS. LLC		\$164.45		
Paid Chk#	028042	5/14/2018	BENTZ, RONALD		
E 601-49400-432	Refund		\$47.28		OVERPAYMENT OF UTILITY BILL
	Total BENTZ, RONALD		\$47.28		
Paid Chk#	028043	5/14/2018	BOLTON & MENK, INC		
G 812-22100	Escrow Collected		\$484.00	0216648	2018 VICKERMAN EXP
E 101-41500-303	Engineering Fees		\$1,004.00	0216649	EMMA ST IMPROV
E 101-41500-303	Engineering Fees		\$237.00	0216650	ADVANCED ELECTRIC
G 812-22100	Escrow Collected		\$27.50	0216650	VICKERMAN EXP
E 101-41500-303	Engineering Fees		\$312.50	0216650	MISC ENGINEER
	Total BOLTON & MENK, INC		\$2,065.00		
Paid Chk#	028044	5/14/2018	BRYAN ROCK PRODUCTS, INC.		
E 101-43100-224	Street Maint Materials		\$572.61	27239	1" WITH FINES
E 101-43100-224	Street Maint Materials		\$1,409.59	27451	1" WITH FINES
	Total BRYAN ROCK PRODUCTS, INC.		\$1,982.20		
Paid Chk#	028045	5/14/2018	CARQUEST AUTO PARTS		
E 101-42200-221	Repair/Maintenance Equipment		\$10.99	166811	
E 602-49450-212	Motor Fuels		\$11.18	5927-166388	SEAFOAM, SPARK PLUG
E 602-49450-210	Operating Supplies		\$5.99	5927-166444	FILTER WRENCH
E 101-43100-221	Repair/Maintenance Equipment		\$25.98	5927-166671	WIPER BLADE
E 101-43100-210	Operating Supplies		\$19.99	5927-166785	DIGITAL MULTIMETER
E 101-43100-221	Repair/Maintenance Equipment		\$184.50	5927-166791	RED GREASE, TOW STRAP
E 101-43100-221	Repair/Maintenance Equipment		\$59.86	5927-166824	MINI BULB
E 602-49450-221	Repair/Maintenance Equipment		\$4.45	5927-167106	FUSE MINI
	Total CARQUEST AUTO PARTS		\$322.94		
Paid Chk#	028046	5/14/2018	CARVER COUNTY		
E 423-41960-300	Professional Svcs		\$250.00	2109	
E 425-41960-300	Professional Svcs		\$290.00	2109	
E 407-41960-300	Professional Svcs		\$290.00	2109	

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MAY 2018

			Check Amt	Invoice	Comment
E 422-41960-300	Professional Svcs		\$290.00	2109	
E 421-41960-300	Professional Svcs		\$540.00	2109	
E 424-41960-300	Professional Svcs		\$290.00	2109	
Total CARVER COUNTY			\$1,950.00		
Paid Chk# 028047	5/14/2018	CARVER COUNTY			
E 101-41500-305	Other Professional Fees		\$250.00	SHERI003045	NORTHSIDE GRILL BACKGROUND
Total CARVER COUNTY			\$250.00		
Paid Chk# 028048	5/14/2018	CARVER COUNTY RECORDER			
E 101-41320-350	Print/Publishing/Postage		\$46.00		VARIANCE
E 101-41320-350	Print/Publishing/Postage		\$46.00		CUP AMENDMENT
Total CARVER COUNTY RECORDER			\$92.00		
Paid Chk# 028049	5/14/2018	CARVER COUNTY RECORDER			
E 101-41320-350	Print/Publishing/Postage		\$138.00		BLDG HEIGHT, SETBACK, & TREE VARIANCES
Total CARVER COUNTY RECORDER			\$138.00		
Paid Chk# 028050	5/14/2018	CASH			
E 101-49860-251	Concessions		\$75.00		POOL START UP MONEY
Total CASH			\$75.00		
Paid Chk# 028051	5/14/2018	CENTER POINT			
E 101-41940-383	Gas Utilities		\$496.74		
E 101-42200-383	Gas Utilities		\$157.68		
E 101-43100-383	Gas Utilities		\$1,237.50		
E 101-45200-383	Gas Utilities		\$409.69		
E 601-49400-383	Gas Utilities		\$286.33		
E 602-49450-383	Gas Utilities		\$1,636.73		
E 101-49860-383	Gas Utilities		\$18.23		
Total CENTER POINT			\$4,242.90		
Paid Chk# 028052	5/14/2018	CURFMAN TRUCKING & REPAIR INC			
E 101-43100-437	Maintenance Contract		\$3,010.00	C18V086	HAULING
Total CURFMAN TRUCKING & REPAIR INC			\$3,010.00		
Paid Chk# 028053	5/14/2018	DELTA DENTAL			
G 101-21714	Dental Insurance		\$1,020.75		DENTAL INSURANCE
Total DELTA DENTAL			\$1,020.75		
Paid Chk# 028054	5/14/2018	DPC INDUSTRIES INC			
E 601-49400-216	Chemicals and Chem Products		\$81.50	827000544-18	CHLORINE
E 602-49450-216	Chemicals and Chem Products		\$829.98	827000545-18	CHLORINE
Total DPC INDUSTRIES INC			\$911.48		
Paid Chk# 028055	5/14/2018	DROEGE, BRAD			
E 101-42200-210	Operating Supplies		\$590.79		
Total DROEGE, BRAD			\$590.79		

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MAY 2018

		Check Amt	Invoice	Comment
Paid Chk#	028056	5/14/2018	DWK CLEAN WATER SERVICES LLC	
E	601-49400-314	Contracts Payments	\$601.25	0418
E	602-49450-314	Contracts Payments	\$601.25	0418
Total DWK CLEAN WATER SERVICES LLC			\$1,202.50	
Paid Chk#	028057	5/14/2018	EMERGENCY RESPONSE SOLUTIONS	
E	275-42200-541	Public Safety Equip	\$5,420.89	10849 TURNOUT GEAR
E	275-42200-541	Public Safety Equip	\$529.18	10931 FIRE DEX GLOVE
E	275-42200-541	Public Safety Equip	\$357.09	10943 FIRE GLOVES
E	101-42200-221	Repair/Maintenance Equipment	\$55.81	10954 MSA STND FRONT
E	101-42200-221	Repair/Maintenance Equipment	\$65.00	10990 FIRE HOSE
Total EMERGENCY RESPONSE SOLUTIONS			\$6,427.97	
Paid Chk#	028058	5/14/2018	GRAINGER	
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$25.29	9775793988 RUBBER STRIP
Total GRAINGER			\$25.29	
Paid Chk#	028059	5/14/2018	HAYES, KELLY	
E	101-41400-331	Travel/Meeting Expense	\$743.75	CONFERENCE REIMBURSEMENT
Total HAYES, KELLY			\$743.75	
Paid Chk#	028060	5/14/2018	HENRY SCHEIN INC	
E	101-42200-210	Operating Supplies	\$137.97	52631603 FINGERTIP PULSE OXIMETER
Total HENRY SCHEIN INC			\$137.97	
Paid Chk#	028061	5/14/2018	HERMANS LANDSCAPE SUPPLIES	
E	101-43100-224	Street Maint Materials	\$66.25	27428/1 PULVERIZED DIRT
Total HERMANS LANDSCAPE SUPPLIES			\$66.25	
Paid Chk#	028062	5/14/2018	HOLIDAY FLEET	
E	101-43100-212	Motor Fuels	\$329.27	
E	602-49450-212	Motor Fuels	\$27.85	
Total HOLIDAY FLEET			\$357.12	
Paid Chk#	028063	5/14/2018	HOME SOLUTIONS	
E	602-49450-210	Operating Supplies	\$39.20	
E	101-43100-221	Repair/Maintenance Equipment	\$6.01	
E	101-41940-210	Operating Supplies	\$87.88	
E	101-43100-210	Operating Supplies	\$178.85	
E	101-42200-221	Repair/Maintenance Equipment	\$62.79	FIRE DEPT
Total HOME SOLUTIONS			\$374.73	
Paid Chk#	028064	5/14/2018	HYDRO ENGINEERING INC	
E	601-49400-210	Operating Supplies	\$10.20	83475 CAMLOCK, NIPPLE
E	602-49450-221	Repair/Maintenance Equipment	\$10.20	83475 CAMLOCK, NIPPLE
Total HYDRO ENGINEERING INC			\$20.40	
Paid Chk#	028065	5/14/2018	JERRY S TRANSMISSION SERVICE	
E	101-42200-221	Repair/Maintenance Equipment	\$424.95	0030647 BOOSTER HOSE

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MAY 2018

			Check Amt	Invoice	Comment
Total JERRY S TRANSMISSION SERVICE			\$424.95		
Paid Chk#	028066	5/14/2018	KENNEDY & GRAVEN CHTD		
E	431-41960-300	Professional Svcs	\$1,573.77		VICKERMAN TIF
Total KENNEDY & GRAVEN CHTD			\$1,573.77		
Paid Chk#	028067	5/14/2018	KWIK TRIP INC.		
E	101-43100-212	Motor Fuels	\$31.31		FUEL
E	101-43100-212	Motor Fuels	\$151.79		FUEL
Total KWIK TRIP INC.			\$183.10		
Paid Chk#	028068	5/14/2018	LANO EQUIPMENT		
E	602-49450-221	Repair/Maintenance Equipment	\$328.31	21179	JOINT, YOKE, FREIGHT
E	101-45200-221	Repair/Maintenance Equipment	\$51.00	21383	TINE REEL
Total LANO EQUIPMENT			\$379.31		
Paid Chk#	028069	5/14/2018	LEAGUE OF MN CITIES		
E	101-41400-430	Miscellaneous	\$69.00		CITY DIRECTORY
E	101-41110-331	Travel/Meeting Expense	\$400.00	271625	STOLZ CONFERENCE
E	101-41300-331	Travel/Meeting Expense	\$400.00	271625	HELGET CONFERENCE
Total LEAGUE OF MN CITIES			\$869.00		
Paid Chk#	028070	5/14/2018	LIFT MANAGEMENT		
E	601-49400-432	Refund	\$41.20		OVERPAYMENT OF H2O BILL
Total LIFT MANAGEMENT			\$41.20		
Paid Chk#	028071	5/14/2018	LOFFLER BUSINESS SYS LLC		
E	101-41400-437	Maintenance Contract	\$143.24	2804170	COPIES
Total LOFFLER BUSINESS SYS LLC			\$143.24		
Paid Chk#	028072	5/14/2018	LOFFLER COMPANIES, INC.		
E	101-41400-437	Maintenance Contract	\$89.50	22559167	COPIER RENT
Total LOFFLER COMPANIES, INC.			\$89.50		
Paid Chk#	028073	5/14/2018	LOOMIS HOMES		
G	101-22000	Deposits	\$900.00		855 LAKEWOOD TR 2016053
Total LOOMIS HOMES			\$900.00		
Paid Chk#	028074	5/14/2018	MAYER LUMBER CO.		
E	832-45250-470	Donation Expense	\$274.75		
E	833-45250-470	Donation Expense	\$274.75		
Total MAYER LUMBER CO.			\$549.50		
Paid Chk#	028075	5/14/2018	METRO WEST INSPECTION SERVICES		
E	101-42400-312	Building Inspection Fee	\$412.51		PERMITS
Total METRO WEST INSPECTION SERVICES			\$412.51		
Paid Chk#	028076	5/14/2018	MINI BIFF		
E	101-45200-418	Other Rentals (Biffs)	\$75.02	A-94441	LEGION PARK

CITY OF NORWOOD YOUNG AMERICA

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		Check Amt	Invoice	Comment
Total MINI BIFF		\$75.02		
Paid Chk#	028077 5/14/2018	MINNESOTA VALLEY TESTING LAB		
E 601-49400-217	Lab Fees	\$93.00	916435	COLIFORM TESTING
Total MINNESOTA VALLEY TESTING LAB		\$93.00		
Paid Chk#	028078 5/14/2018	MN VALLEY ELECTRIC COOPERATIVE		
E 601-49400-381	Electric Utilities	\$572.83		640 TACOMA BLVD
E 101-43100-380	Street Lighting	\$101.70		STREET LIGHTS
E 602-49450-381	Electric Utilities	\$34.18		LIFT STATION
otal MN VALLEY ELECTRIC COOPERATIVE		\$708.71		
Paid Chk#	028079 5/14/2018	NCPERS 855401LIFE INS		
G 101-21705	PERA Life	\$16.00		LIFE INSURANCE
Total NCPERS 855401LIFE INS		\$16.00		
Paid Chk#	028080 5/14/2018	NORTH AMERICAN SAFETY INC		
E 101-43100-211	Personal Protection Equipment	\$66.50	34600	FROGWEAR
Total NORTH AMERICAN SAFETY INC		\$66.50		
Paid Chk#	028081 5/14/2018	NYA TIMES		
E 101-42200-350	Print/Publishting/Postage	\$88.00	590166	FIRE TRUCK BIDS
E 101-41400-350	Print/Publishting/Postage	\$265.00	590167	NYA GUIDE
E 101-41320-350	Print/Publishting/Postage	\$41.58	591613	124 RAILROAD ST CUP
E 101-41320-350	Print/Publishting/Postage	\$45.36	591614	CUP IN THE RC-1 DISTRICT
E 101-41400-350	Print/Publishting/Postage	\$37.80	591615	ADMIN ENFORCE
E 101-41400-350	Print/Publishting/Postage	\$41.58	591616	ADMIN ENFORCE
E 101-41400-350	Print/Publishting/Postage	\$37.80	591617	ADMIN ENFORCE
E 101-41400-350	Print/Publishting/Postage	\$574.56	593604	AUDIT
E 601-49400-350	Print/Publishting/Postage	\$57.00	594157	HYDRANT FLUSHING
E 101-41400-350	Print/Publishting/Postage	\$41.58	595802	ORD 299
E 101-41400-350	Print/Publishting/Postage	\$41.58	595803	ORD 299
Total NYA TIMES		\$1,271.84		
Paid Chk#	028082 5/14/2018	OVERLINE & SON INC		
E 602-49450-310	Other Professional Services	\$1,470.00	621	EMERGENCY CALL
Total OVERLINE & SON INC		\$1,470.00		
Paid Chk#	028083 5/14/2018	PAR REAL ESTATE		
G 813-22100	Escrow Collected	\$62,500.00		
Total PAR REAL ESTATE		\$62,500.00		
Paid Chk#	028084 5/14/2018	PRATHER, ELIZA		
E 101-45200-432	Refund	\$350.00		PAVILION REFUND
Total PRATHER, ELIZA		\$350.00		
Paid Chk#	028085 5/14/2018	PRO AUTO & TRANSMISSION REPAIR		
E 101-43100-221	Repair/Maintenance Equipment	\$116.18	0059731	2017 FORD E450 VAN
E 101-43100-221	Repair/Maintenance Equipment	\$206.91	0059843	P4 REPAIRS

CITY OF NORWOOD YOUNG AMERICA

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MAY 2018

			Check Amt	Invoice	Comment
Total	PRO AUTO & TRANSMISSION REPAIR		\$323.09		
Paid Chk#	028086	5/14/2018	QUILL CORPORATION		
E 101-41400-200	Office Supplies		\$69.25	6418916	3-HOLE PUNCH, STAMP INK, DUSTERS
E 101-41400-200	Office Supplies		\$159.99	6785905	PAPER CLIPS, MARKERS, PAPER
E 601-49400-200	Office Supplies		\$17.99	6822028	
E 602-49450-200	Office Supplies		\$17.99	6822028	
E 101-41400-200	Office Supplies		\$15.99	6822028	
	Total QUILL CORPORATION		\$281.21		
Paid Chk#	028087	5/14/2018	SMITH OIL CO		
E 602-49450-212	Motor Fuels		\$116.08		WATER
E 601-49400-212	Motor Fuels		\$87.00		SEWER
E 251-46331-212	Motor Fuels		\$190.20		BUS
E 101-43100-212	Motor Fuels		\$427.51		STREETS
E 101-42200-212	Motor Fuels		\$254.79		FIRE DEPT
	Total SMITH OIL CO		\$1,075.58		
Paid Chk#	028088	5/14/2018	SRF CONSULTING GROUP INC		
E 101-41320-310	Other Professional Services		\$4,782.52	10479.00-10	COMP PLAN
E 522-43100-528	Underpass Expenses		\$11,310.03	11012.00-4	UNDERPASS
	Total SRF CONSULTING GROUP INC		\$16,092.55		
Paid Chk#	028089	5/14/2018	TASC		
G 101-21713	Health Care Reimbursement Acct		\$15.00	IN1253236	COBRA ADMIN FEE
	Total TASC		\$15.00		
Paid Chk#	028090	5/14/2018	TECHSTAR IT SOLUTIONS		
E 101-41400-437	Maintenance Contract		\$1,014.00	MSP-7865	MANAGED SERVICES
	Total TECHSTAR IT SOLUTIONS		\$1,014.00		
Paid Chk#	028091	5/14/2018	THE POUR HOUSE		
E 101-41400-430	Miscellaneous		\$300.00		LIQUOR LICENSE REFUND
	Total THE POUR HOUSE		\$300.00		
Paid Chk#	028092	5/14/2018	UHL COMPANY, INC		
E 101-42200-437	Maintenance Contract		\$383.40	55075	ANNUAL CONTRACT
	Total UHL COMPANY, INC		\$383.40		
Paid Chk#	028093	5/14/2018	UNITED FARMERS CO-OP		
E 101-43100-221	Repair/Maintenance Equipment		\$122.03	877460	PUMP
E 101-43100-221	Repair/Maintenance Equipment		\$1.38	877461	MISC HARDWARE
	Total UNITED FARMERS CO-OP		\$123.41		
Paid Chk#	028094	5/14/2018	USA BLUE BOOK		
E 602-49450-210	Operating Supplies		\$279.49	547617	GLASS FIBER, FAST RELEASE PUMP
E 602-49450-210	Operating Supplies		\$162.88	560076	CHLORINE ACCUVAC
	Total USA BLUE BOOK		\$442.37		

CITY OF NORWOOD YOUNG AMERICA

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			Check Amt	Invoice	Comment
Paid Chk#	028095	5/14/2018	UTILITY CONSULTANTS		
E 602-49450-217	Lab Fees		\$576.75	98262	CBOD, TSS TESTING
	Total UTILITY CONSULTANTS		\$576.75		
Paid Chk#	028096	5/14/2018	VERIZON WIRELESS		
E 101-43100-321	Telephone		\$182.74		
E 101-45200-321	Telephone		\$78.32		
E 601-49400-321	Telephone		\$192.97		
E 602-49450-321	Telephone		\$192.97		
E 101-42200-321	Telephone		\$175.05		FIRE DEPT ACCOUNT
	Total VERIZON WIRELESS		\$822.05		
Paid Chk#	028097	5/14/2018	VIGIL, RUDY		
E 101-41940-221	Repair/Maintenance Equipment		\$475.00		
	Total VIGIL, RUDY		\$475.00		
Paid Chk#	028098	5/14/2018	WASTE MANAGEMENT		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$168.60		GARBAGE
	Total WASTE MANAGEMENT		\$168.60		
Paid Chk#	028099	5/14/2018	XCEL ENERGY		
E 101-45200-381	Electric Utilities		\$13.67		710 RAILROAD ST
	Total XCEL ENERGY		\$13.67		
Paid Chk#	028100	5/14/2018	XTREME ELECTRICAL		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$400.00	18-1484	HANDICAPPED DOORS
	Total XTREME ELECTRICAL		\$400.00		
Paid Chk#	028101	5/14/2018	YOUNG AMERICA TOWNSHIP		
E 101-43100-224	Street Maint Materials		\$163.66		GRAVEL
E 101-43100-224	Street Maint Materials		\$2,341.50		DUST CONTROL
	Total YOUNG AMERICA TOWNSHIP		\$2,505.16		
	10100 CHECKING		\$125,485.76		

CITY OF NORWOOD YOUNG AMERICA

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MAY 2018

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Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$32,089.28
251 HARBOR / HAVEN	\$190.20
275 CAPITAL	\$6,307.16
407 TAX INCREMENT 1-5 PEACE VILLAG	\$290.00
421 TAX INCREMENT DISTRICT 3-1 V#1	\$540.00
422 TAX INC DISTRICT 3-2 YAGER	\$290.00
423 TAX INCREMENT DISTRICT 3-3 V#2	\$250.00
424 TAX INCREMENT DISTRICT 3-4 WMI	\$290.00
425 TAX INCREMENT DISTRICT 3-5 V#3	\$290.00
431 TIF District 3-6	\$1,573.77
522 Underpass Project	\$11,310.03
601 WATER FUND	\$2,111.05
602 SEWER FUND	\$6,393.27
812 Vickerman - 2018 Expansion	\$511.50
813 Escrow-Vickerman RightofEntry	\$62,500.00
832 DONATIONS - VFW	\$274.75
833 DONATIONS - LEGION	\$274.75
	<hr/>
	\$125,485.76



Norwood Young America
310 Elm Street West – P.O. Box

Norwood Young America, MN
Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnya.com

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 14, 2018

SUBJECT: Approve Jason Winter appointment to the Economic Development Commission

=====

Currently there are two at-large vacancies on the EDC. Jason Winter has applied to serve on the Commission. According to Chapter 2 of the City Code, members of the EDC shall reside or be employed within the city. Jason does not reside in Norwood Young America but is employed at Citizens State Bank.

Suggested Motion:

Motion to appoint Jason Winter to the Economic Development Commission.



TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 14, 2018

RE: Seasonal Staff Hiring – Lifeguards, WSI, Pool Managers, Public Services Workers

Applications were accepted for seasonal staff. Below is the list of seasonal staff.

RECOMMENDATION:

A motion to hire the following seasonal staff for the 2018 summer season:

LAST	FIRST	POSITION	GRADE	STEP
Coffel	Ellie	Lifeguard	1	1
Coffel	Lucille	Lifeguard	1	1
Gamber	Kaitlyn	Lifeguard	1	1
Golberg	Katana	Manager	4	6
Golberg	Kailey	Lifeguard	1	4
Hoen	Bob	Public Services Worker	2	10
Jacobs	Cambria	On-Call Mgr	3	5
Jacobs	Cambria	WSI	2	5
Jacobs	Cambria	Lifeguard	1	5
Knutson	Megan	Lifeguard	1	1
Lagergren	Ben	On-Call Mgr	3	5
Lagergren	Ben	WSI	2	5
Lagergren	Ben	Lifeguard	1	5
Maurer	Maddie	Lifeguard	1	1
Orr	Amber	On-Call Mgr	3	5
Orr	Amber	WSI	2	5
Orr	Amber	Lifeguard	1	5
Swanson	Kit	Lifeguard	1	1
Wenisch	Mary	Lifeguard	1	2
Wickenhauser	Grace	Lifeguard	1	3
Wickenhauser	Grace	WSI	2	3

Norwood Young America



TO: Mayor Lagergren and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 14, 2018

RE: Application for Exempt Permit – Stiftungsfest

Stiftungsfest has submitted an LG220 Application for Exempt Permit. This permit authorizes the organization to conduct lawful gambling for not more than 5 days and awards less than \$50,000 in prizes in a calendar year. The Minnesota Gambling Control Board requires the City Council to approve the permit application before it issues the permit.

Recommendation: **A motion to approve the Lawful Gambling LG220 Application for Exempt Permit for Stiftungsfest.**

Norwood Young America



TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 14, 2018

RE: Liquor License 2018-2019

The City's liquor licenses renew on July 1, 2018. License holders must provide documentation including signed applications, certificates of insurance and fees as part of the renewal process.

After receiving this information from the applicants, the applications were sent to the Carver County Sheriff for a background check review for any violations. The Carver County Sheriff's Office has reviewed and approved all of the applications on the list on the reverse side.

Staff recommends approval of the liquor license applications for these establishments. Once approved, applications will be mailed to the Carver County Sheriff's Office for the background investigation. Approved applications will then be sent to the Alcohol and Gambling Enforcement Division of the State and the licenses will be sent back to the City to distribute.

NAME	LICENSE NAME	LIC #
Gasthouse	On-Sale Intox. Liquor	2018-1A
Gasthouse	Off-Sale Intox. Liquor	2018 - 3B
Gasthouse	On-Sale Sunday	2018-1S
Good Time Liquors	Off-Sale Intox. Liquor	2018 - 1B
Holiday	Off-Sale 3.2 Beer	2018-1K
Kwik Trip	Off-Sale 3.2 Beer	2018-2K
Last Call Too	On-Sale Intox. Liquor	2018-2A
Last Call Too	Off-Sale Intox. Liquor	2018 - 11B
Last Call Too	On-Sale Sunday	2018-2S
Lazy Loon Lanes	On-Sale Intox. Liquor	2018-5A
Lazy Loon Lanes	On-Sale Sunday	2018-4S
Lazy Loon Lanes	Off-sale	2018-4B

NAME	LICENSE NAME	LIC #
MidTown Family Rest.	On-Sale Wine	2018-1W
MidTown Family Rest.	On-Sale 3.2 Beer	2018-1J
EconoFoods #318	Off-Sale 3.2 Beer	2018-3K
Stiftungsfest Inc	Temporary On-Sale 3.2	2018-3T
The Pour House Pub	On-Sale Intoxicating Liquor	2018-3A
The Pour House Pub	Off Sale Intoxicating Liquor	2018-2B
The Pour House Pub	On-Sale Sunday	2018-3S
The Pour House Pub	2am Close	2018-1C
Northside Grill	On-Sale Intoxicating Liquor	2018-5A
Northside Grill	On-Sale Sunday	2018-5S
YA Baseball Club	On-Sale 3.2 Malt Liquor	2018-2T

RECOMMENDATION:

A motion to approve the liquor license applications as listed.

Norwood Young America



Norwood Young America
310 Elm Street West – P.O. Box

Norwood Young America, MN
Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnya.com

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 14, 2018

SUBJECT: Update from SRF Consulting Group on U.S. Highway 212 Underpass
Preliminary Design

=====

Kevin Jullie, SRF Consulting Group, will be present to provide an update on their progress in completing the preliminary design for the Underpass Project. Mr. Jullie will review their schedule for completion.

Suggested Motion:

No motion required, information item only.



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TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 14, 2018

SUBJECT: Update from MnDOT on U.S. Highway 212 and Tacoma Avenue Intersection

=====

Jon Solberg, MnDOT South Area Manager, will be present to provide an update on their research design options for the Highway 212 and Tacoma Avenue intersection.

Suggested Motion:

No motion required, information item only.



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Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnya.com

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 14, 2018

SUBJECT: Update from MnDOT on Contract Administration

=====

Jon Solberg, MnDOT South Area Manager, will be present to discuss the additional trail and retaining wall proposed to be installed with the Underpass Project. MnDOT is proposing to reimburse the City for the costs associated with these items.

Mr. Solberg will suggest the City enter into a Master Partnership contract with MnDOT. This will allow the City to receive reimbursements directly from the state. To date, the City and MnDOT have administratively utilized Caver County's contract for processing reimbursements. For example, earlier this year MnDOT reimbursed the City 30% of its contractual cost with SRF Consulting Group for preparing the underpass preliminary design. The City and MnDOT will not be able to utilize the County's contract for the trail and retaining wall cost reimbursement.

Mr. Solberg will provide a further explanation at the meeting.

Suggested Motion:

No motion required, information item only.



TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 14, 2018

RE: Grass 21 Truck Surplus - Proposals

On March 12, 2018, the City Council approved to purchase a 2001 grass/brush truck from the MN DNR. At that time, the council also approved to declare the current grass truck "Grass 21" (a 1990 Chevy K3500 4x4) as surplus as to accept sealed bids for selling the truck.

The City received six bids for the vehicle that ranged from \$2,505 to \$5,050. The winning bid of \$5,050 was submitted by Steve Curfman of Curfman Trucking in Norwood Young America.

RECOMMENDATION:

A motion to approve accepting the bid and the sale of the 1990 Chevy K3500 4x4 of \$5,050 from Steve Curfman of Curfman Trucking.

Norwood Young America



Norwood Young America
310 Elm Street West – P.O. Box

Norwood Young America, MN
Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnya.com

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: May 14, 2018
SUBJECT: Approve Purchase and Installation of Civil Defense Siren

Steve Zumberge, Fire Chief, will be present to review the enclosed proposals for purchasing and installing a new civil defense siren to be located at the Wastewater Treatment Facility. In the 2018 Budget, \$25,000 has been budgeted to complete this project.

The following is a cost breakdown for the project:

Federal Signal Corp. (Siren)	\$11,493
Ready Watt Electric (Installation)	7,710
A-1 Electric (Electrical)	<u>2,339</u>
	\$ 21,542

Suggested Motion:

Motion to purchase a 130 db Rotating Mechanical Siren from Federal Signal Corporation; to accept Ready Watt Electric's quote to install the siren; and to accept A-Electric's quote for completing the electrical connection work.



QUOTATION
FEDERAL SIGNAL CORPORATION
Federal Warning Systems

Quotation No.: FWS 126181154
Reference 3 your order

Name City of Norwood Young America
Co. Name Fire Chief Steve Zumberge
Address PO Box 59
City, State, Zip Norwood Young America 55368
Phone No. 507-469-9145 cell
Fax No. SteveZ@locherbros.com

Date 1/26/2018

Reference AC Siren

CUSTOMER COPY
SALESPERSON COPY
OFFICE COPY

Item No.	Qty.	Federal Model/Part No.	Description	Net Cost Each	Total Cost
1	1	2001-130	130 db Rotating Mechanical Siren		\$7,225.00
2	1	2001AC	AC Contactor Box/Transformer		1,950.00
3	1	ES-SMV	Standard Model Variation to furnish non		NC
4			standard 480-V Transformer		
5	1	FCH	VHF Narrowband Receiver in Cabinet		1,600.00
6	1	RP164/10A3	Ground Plane Antenna/25 ft Coaxial Cable		350.00
7	1	AMB-RP164	Antenna Mounting Bracket		50.00
8	1	MISC.	Shipping from Factory		318.00
9	1	TOTAL	Equipment & Shipping		\$11,493.00
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

Prices are firm for 30 days from the date of quotation unless shown otherwise. Upon acceptance, prices are firm for _____ (days / months). This quotation is expressly subject to acceptance by Buyer of all Terms stated on the reverse side hereof, and any exception to or modification of such Terms shall not be binding on Seller unless expressly accepted in writing by an authorized agent or Officer of Seller. Any order submitted to Seller on the basis set forth above, in whole or in part, shall constitute an acceptance by Buyer of the Terms on this and the reverse side hereof. Any such order shall be subject to acceptance by Seller in its discretion. If the total price for the items set forth above exceeds \$50,000 then this quotation IS ONLY VALID if countersigned below by a Regional Manager of the Signal Division, Federal Signal Corporation.

F.O.B. University Park, IL

EST. DEL. WT. _____

DELIVERY 6-8 Weeks (ARO)

TERMS Equipment: Net 30 Days Upon Shipment

FREIGHT TERMS See Line Item Above

BY: [Signature]
FWS Sales Representative

ADDRESS: Federal Warning Systems, Inc.
1708 3rd Avenue SE
Rochester, MN 55904

BY: _____
Federal Signal / Countersigned

TITLE _____

Purchase order MUST be made out to:
Federal Signal Corporation, Federal Warning Systems, 2645 Federal Signal Drive, University Park, IL 60484

Ready Watt ELECTRIC

21269 Jarvis Street NW
Nowthen, MN 55330
Phone 763-241-4944
Fax 763-241-5245
www.readywaltelectric.com
RSchiller@readywaltelectric.com

Estimate

Date	Estimate #
1/16/2018	18-400

Name / Address	
Norwood Young America Po Box 59 310 Elm Street W Norwood Young America, MN 55368 Attention: Chief Steve Zumberge	
Project	
18-400 Siren Install	
Description	
<p>Install City's 2001 AC siren controller, radio and transformer on wood pole.</p> <p>Ready Watt Electric will supply and or install wood pole, electric material, electric permit, labor ect.</p> <p>Power and 480v disconnect by others.</p> <p>Price does not include Power Co charges, dirt restoration, snow removal, un-augarable soil conditions if any.</p> <p>If augared soil is not usable to tamp pole, customer to supply.</p> <p>If there are any additional questions please call me.</p> <p>Bob Schiller 612-282-4840</p> <p>Over 40 years of Civil Defense Siren experience, installation, maintenance, and consulting.</p>	
We look forward to doing business with you. Rob Schiller 612-221-4983	Total \$7,710.00

ACCEPTANCE OF PROPSAL

(must be signed and returned for work to begin)

NOTE: This proposal may be withdrawn by Ready Watt Electric if not accepted with in 15 days.

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

Signature _____



more than a place, it's home.

TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Services Director
DATE: May 14, 2018
SUBJECT: Heritage Center Building Roof Replacement

=====

This spring we have had multiple leaks in the Heritage Building and the Food Shelf. Upon inspecting the roof I believe it needs to be recoated or replaced. The current roof was coated back in 2005 with Kohl's Foam Systems and it has surpassed the 10 year warranty and possibly its service life. I have solicited quotes from multiple vendors and I am requesting a motion to complete this project.

The following are three options for replacing the roof for the Council's consideration:

Option 1: To install a pitched roof on the building with truss style rafters and shingles. The sole bid I've received is from Dvorak Brothers Construction for \$115,622.24 to install the roof, 50 year warranty, GAF shingles, and to remove the existing drive thru/carport roof because it would interfere with the installation of a pitched roof. I also reached out to Shanahan Construction but have not received a response at this time. The advantages of a pitch roof include gaining proper drainage and a roof system more tolerable to the changing seasons of our climate region. Also the long-term maintenance costs would be much less with replacing shingles approximately every 30-50 years.

Option 2: To remove the existing foam system roof and install a rubber membrane flat style roof. I received quotes from Vos Construction for \$68,000 which includes a TPO white membrane roof with insulation and building up the outside perimeter to slope the water towards the roof drains, and also Laraway Roofing for \$64,650 for an EPDM black membrane roof and an additional \$10,660 to build up the edges and slope the roof to the current roof drains. Both membrane style roofs carry a 20 year warranty and projected life span would be 20-25 years.

Option 3: To hire Kohl's Foam Systems for \$25,679 to reinstall a foam layer over the existing foam system. This would include a 10 year warranty with approximately a 10-12 year life expectancy.

Proposed Motion:

Motion to award the Heritage Center Building Roof Replacement Project to _____
_____.

Dvorak Brothers Construction Inc.

10825 Sunset Road
Young America, MN 55397

Estimate

Date	Estimate #
4/20/2018	255

Name / Address
CITY OF NYA 102 Main St E NYA MN 55397

			Project
Description	Qty	Rate	Total
NEW PITCHED ROOF ON HERITAGE BUILDING, FOOD SHELF			
MATERIAL INCLUDES RAFTERS, ROOFING, SOFFIT FASCIA, SIDING, AND ANY MISC. TO COMPLETE THIS PROJECT.	1	62,722.24	62,722.24
LABOR FOR PREP WORK ON EXISTING ROOF. INSTALL NEW RAFTERS, ROOF SHEATHING, SHINGLES, SOFFIT AND FASCIA AND SIDING.	1	47,800.00	47,800.00
MATERIAL AND LABOR TO EXSTEND ANY PLUMBING THROUGH THE ROOF.	1	1,200.00	1,200.00
LABOR TO DEMO THE CAR PORT	1	3,000.00	3,000.00
DUMPSTER	3	300.00	900.00
		Total	\$115,622.24

PROPOSAL

To: City of NYA

Date: 4/20/18

Project: Heritage Center Reroof -
Norwood Young America

Attention: Tony Voigt

Submitted By: Scott Vos

Tear off spray foam roof and install membrane roof.

- Remove spray foam and BUR.
- Remove existing trims.
- Mechanically Install (2) layers of insulation, maintaining an average R value of 31
- Laydown 60 mil TPO membrane roof, attached with Rhinobond system
- Build up parapet around perimeter
- Install new trims and flashing

Notes/Exclusions

- It is assumed that all metal decking is structurally sufficient and does not need to be reworked.
- Quote does not include work or materials to reroof the drive through over canopy.

Bid Total: \$68,000

This proposal may be withdrawn by Vos Construction, Inc. if not accepted within 30 days from above date.
Payments will be paid within 30 days of invoice

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are
satisfactory and are hereby accepted. You are authorized
to do the work as specified. Payment will be made within
thirty days of invoice.

Signature

Date of acceptance



Laraway Roofing, Inc.
www.larawayroofing.com

25068 205th Avenue
Hwy 14 West PO Box 72
New Ulm, MN 56073-0072
507.354.8538
800.967.1738
FAX 507.359.7183

Hutchinson, MN 55350-0084
320.587.3633
800.967.1738

April 2, 2018

Tony Voigt
City of Norwood Young America
10 1st Avenue Northeast
Norwood Young America, MN 55397

**RE: Roof Replacement
Approximately 5,650 Sq. Ft**

**102 Main Street East
Norwood Young America, Minnesota**

We have inspected the above referenced building roof as requested and offer the following single-ply roof system. We propose to complete the following work:

1. Remove the existing sheet metal flashing and dispose of.
2. Remove the entire roof down to the top of the deck. Inspect the existing decking and report any rotted or damaged roof boards to the owner. Any replacement shall be done on a "time and material" basis.
3. Laraway Roofing will transport all resultant debris to a state-approved landfill and pay for this cost.
4. Install two (2) layers of 2.6" isocyanurate insulation, to provide an R-value of 30, which will meet the State recommended code requirements for Southern Minnesota. The insulation is fastened to the deck with plates and fasteners at the rate required by Firestone Building Products.
5. Install untreated lumber to build up the outside edge to the new insulation thickness as required.
6. Install a Firestone fully-adhered 60-mil E.P.D.M. roofing system, complete as per Firestone's latest printed instructions.
7. Install base, curb, and wall flashing where required. This consists of E.P.D.M. membrane. The membrane shall extend up and over the wall. The chimney shall be wrapped with membrane up to the existing metal cap flashing.
8. Seal the top of the EPDM flashing with metal termination bar at the perimeter of the brick building.
9. Flash the roof drains and vents as per Firestone's standard details.
10. Install 24-gauge pre-finished sheet metal gravel stop edge and wall counter-flashing as required. The owner shall select the color from the manufacturer's standard colors.
11. Furnish to the owner a twenty (20) year manufacturer's full system labor and material warranty.

12. Should an electrical or mechanical contractor be required, due to the existing roof top equipment, it will be the owner's responsibility for all costs directly involved.

Furnish and installed, for the sum of:

SIXTY-SIX THOUSAND SEVEN HUNDRED THIRTY DOLLARS (\$ 66,730.00)

NOTES:

1. Laraway Roofing is not responsible for any ponding water that may occur due to deflection of the structure or decking.
2. Set-up requirements will be for the hoisting of materials and the removal of the old roofing. Approval from the city and the tenant will be required.
3. This price does not include a building permit or performance bond if required. It is the owner's responsibility to obtain all required permits from the City of Norwood Young America. If Laraway Roofing is to obtain permit, the cost will be added to the base contract.
4. Ice / Snow removal is not included.
5. Laraway Roofing's Contractor ID Number is # BC069266. (EEO/AA)

Special Note: Dust and debris, including dust resting on the joists, can enter the building during the tear-off and roofing process. It is the owner's/ tenant's responsibility to cover and protect the contents within the interior of the building.

Due to the re-roofing process, some change in the dead loading on the roof structure may result in some structural movement within the ceiling and/or wall assembly. Laraway Roofing is not responsible for any interior damage due to such movement.

Damage due to puncturing of conduit that is fastened to the under-side of the deck is not covered in this proposal.

ALTERNATES:

Alternate 1: In lieu of a Firestone fully-adhered 60-mil E.P.D.M. roofing system, install a Firestone invisiweld 60-mil TPO roof system that is white in color. This also carries a twenty (20) year manufacturer's full system labor and material warranty.

Deduct from the Base Price: TWO THOUSAND EIGHTY DOLLARS (\$ 2,080.00)
Total: \$64,650.00

Alternate 2: Build up the outside edge and install a tapered isocyanurate insulation system below the two (2) layers of 2.6" isocyanurate to aid in the drainage of water. ADD to the base price of either roof system.

ADD: TEN THOUSAND SIX HUNDRED SIXTY DOLLARS (\$ 10,660.00)

March 30, 2018

Laraway Roofing's scope of work shall not include the identification, detection, abatement, encapsulation or removal of asbestos or similar hazardous substances. If we encounter any such products or materials in the course of performing our work; or if such hazardous materials are encountered by any other firm performing work at the job site, Laraway Roofing shall have the right to discontinue its work and remove its employees from the job site. Should we determine that such materials present a hazard to our employees, work will not resume until such products or materials, and any hazards connected therewith, are located and abated, encapsulated or removed, or it is determined that no hazard exists (as the case may require). We shall receive an extension of time to complete the work hereunder and compensation for delays encountered as a result of such situation and correction.

TERMS: Owner agrees that all payments required under this contract shall be due and payable upon receipt of the invoice whether billing is for job preparation, materials stored, work completed each month (progress payments) or final payment. Owner further agrees that Contractor may charge interest at the annual rate of eighteen percent (18%) unless a lesser percentage is required by law on any sum due under this Contract which is not paid according to terms outlined above. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if an attorney is retained for collection) shall be added to the unpaid balance. Contractor reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Contractor when due. Owner hereby releases Contractor of notice requirements for lien rights in the event payments are not made when due as outlined in this paragraph.

Please contact us if you have any questions. If you should find this quote acceptable, sign below and return to this office. Please retain a copy for your files. This quotation is offered for acceptance for a period of 30 days.

Thank you for allowing Laraway Roofing the opportunity to quote a price to you on this project.

Laraway Roofing, Inc.



Matt Dockter
Sales Associate
matt@larawayroofing.com

Accepted by Owner

By: _____

Title: _____

Date: _____

(EEO/AA)

Alternate Accepted: _____
(Please Note)

Client/Representative Telephone Number _____

Client/Representative e-mail Address _____



Contract For:
City of Norwood-Young America
Willkommen Heritage Building
102 East Main Street
Norwood-Young America, MN 55368

Submitted on:
April 11, 2018

Kohls installed
foam 2006 -
2005



Proposal for Provision of Services to:
City of NYA

Project Location:
102 East Main Street

The undersigned, Kohls Foam Systems, Inc. ("Kohls"), hereby agrees to perform services and provide product to City of NYA ("Owner"), upon the terms and conditions set forth hereinafter.

Article I. Scope of Work: ("Work")

- 1) Powerwash the existing roof surface.
- 2) Remove areas of foam that have disbanded from the roof.
- 3) Scarify any areas that have moisture in the existing foam.
- 4) Spray a black vapor permeable primer to the entire roof surface.
- 5) Spray 1" nominal thickness Premiseal 2,8 pound density foam over the entire roof surface.
- 6) Apply two coats of Poly-Sil 2500 series silicone coating to the entire roof surface. The final mil thickness will be 20 dry mils.
- 7) Sesco Roofing Granules (white) will be broadcasted into the topcoat.
- 8) All material & debris associated with the job will be cleaned up before the job is considered complete.
- 6) **** Services and Products not included in this proposal are as follows****

- 1) **Building Permit**
- 2) **Installation of three new drains (additional cost of \$500 per drain)**
- 3) **Cost of the plumber to run all piping**
- 4) **Anything not listed in the scope of work**

Article II. Payment:

- 1) Owner agrees to pay for the Services and Products set forth in Article I hereinabove, the sum of \$25,679.00 ("Purchase Price"), payable in the following manner and at the following times:
 - a) 33⅓% of the Purchase Price is due upon the first day of work, an additional 33⅓% is due upon the project being 50% completed, and the remaining balance of the Purchase Price is due upon completion.

Article III. Warranty:

- 1) Kohls warrants that the products will be applied according to the manufacturer's specifications.
- 2) Kohls warrants that their application of the product will be done per manufacturer's specifications. If any problem arises do to improper application during the duration of this 10-year warranty Kohls will fix the problem at no cost to the customer.
- 3) This warranty doesn't cover natural disasters.
- 4) Kohls needs to be advised in writing, promptly, of any alterations done to the roof or the warranty will be void to the extent of the alterations.
- 5) **KOHL'S DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL KOHL'S BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES OR ATTORNEYS FEES.**

Article IV. KOHL'S Responsibilities:

- 1) **Quality of Work.** Kohls shall perform and complete the Work in a good and workmanlike manner. The Work shall be free from material defects not intrinsic in the design or materials specified in the Contract. All materials, fixtures, and equipment shall be new

unless otherwise specified, of good quality, and free from defects. All Work shall conform to applicable building codes and laws. Upon completion of construction, all improvements will comply with all applicable laws, ordinances and regulations and with all covenants, easements, and restrictions affecting the Property.

- 2) **Construction Obligations.** Kohls will supervise and be solely responsible for all construction means, methods, techniques and procedures for the work.

Contractor will provide and pay for all labor, materials, equipment, tools, construction equipment and machinery, transportation, and other facilities and services necessary for execution and completion of the Work.

- 3) **Subcontractors.** A "Subcontractor" is a person or entity who has a direct contract with and authority from Kohls to perform any part of the Work. Kohls will have sole discretion as to whom it hires for subcontracted work and shall be solely responsible for the conduct and performance of the Subcontractors.

Kohls will give Owner the names and addresses of each Subcontractor and material supplier employed to perform or supply any portion of the Work.

- 4) **Mechanics' Liens.** Kohls will timely pay all Subcontractors, laborers, and material suppliers for their respective contributions to the Work so as to prevent mechanics' or material suppliers' liens against the Property.

Article V. Default:

- 1) In the event the Owner breaches a material term of this Contract, and fails to cure the breach within 5 business days after written notice by Kohls, Owner shall be deemed to be in default herein. Any amounts due Kohls by Owner herein shall bear interest at the annual rate of 18% per annum, or the highest rate allowed by law, not to exceed 18% per annum. Owner agrees that Owner shall reimburse Kohls all

of Kohls' costs, disbursements, out of pocket expenses and reasonable attorney's fees incurred in enforcing the terms and conditions of this Contract.

2) This Contract shall be governed by the laws of the State of Minnesota.

Article VI. Miscellaneous:

Neither Party may assign this Contract without the written consent of the other Party. This restriction does not preclude the hiring of subcontractors for performance of parts of the work by Kohls. The Contract documents constitute the entire Contract between the Owner and Contractor and may be altered, amended or repealed only by a written instrument duly executed by both Parties.

This Contract shall inure to the benefit of and be binding upon the Owner and Kohls and their respective successors, legal representatives, and assigns. This Agreement constitutes all of the terms and conditions between the Parties, and there are no other agreements, oral representations, or oral agreements relative to the subject matter of the Contract, and all such discussions have been merged into this agreement.

Article VI. Mechanics' Lien Notice by Contractor:
(Minnesota Statutes Section 514.011)

“(a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

(b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them

from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice."

**OWNER ACCEPTANCE OF PROPOSAL AND
AGREEMENT TO
CONTRACT**

The above offer including the prices, specifications and conditions are hereby accepted. You are authorized to supply and perform the Work as specified in your Proposal and we will abide by all terms of this Contract including the Conditions of Contract attached hereto.

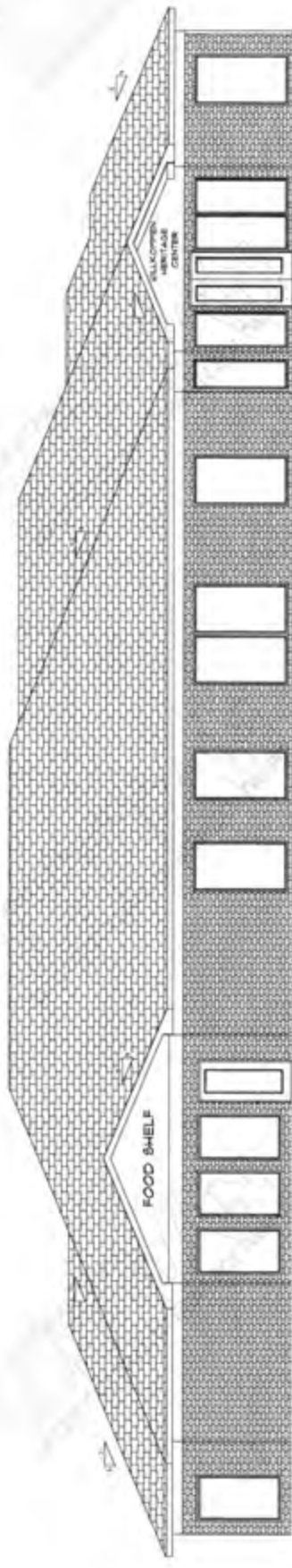
THIS IS A LEGALLY BINDING CONTRACT.
IF YOU DO NOT UNDERSTAND THIS CONTRACT,
CONSULT YOUR LAWYER BEFORE YOU SIGN IT.

****This contract is good for 30 days****

KOHL'S FOAM SYSTEMS, INC.
MN License # BC-20533995
CO License # C-005800
FL License # CCC-1327095
ND License # B-45633

Pat
Kohls _____ 4/11/18 _____

By:	Date	Customer
Signature	Date	
Its: V.P.		



WEST ELEVATION

ELEVATION
SCALE 1/4" = 1'-0"



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Services Director

DATE: May 14, 2018

SUBJECT: Repair Elevator at Heritage Center/Food Shelf

=====

The elevator at the Heritage Center/Food Shelf recently quit working. The lift is used frequently by the Food Shelf staff when storing surplus stock in the basement as well as other civic groups that store surplus materials and supplies in the basement.

I requested a service technician to assess the lift to determine what repairs need to be completed to get it back to working operation. The tech informed me we will need a new motor and pump assembly to restore the lift to working operation.

I solicited quotes from multiple elevator repair companies to get a price to repair the lift, and the ones that gave me a verbal or written proposal are as follows:

Access Lifts \$4,129
MEI – Total Elevator Solutions \$5,000

The other companies I requested proposals from were either higher priced than the 2 above quotes or Norwood Young America was out of there service area.

Proposed Motion:

Motion to hire Access Lifts to repair the elevator at the Heritage Center/Food Shelf for the amount of \$4,129.

Access Lifts, Inc.
1800 Cliff Road East #11A
Burnsville, MN 55337
P.651.688.9222 F.651.688.2536



ACCESS LIFTS
Inspiring Life on all Levels

SERVICE & PARTS QUOTE

Quote#: M3178SA

DATE: 3/19/2018

TO: City of N.Y.A
310 Elm St W
PO Box 59
Norwood Y/A, MN 55368

Upon review of your Lift, Access Lifts, Inc. recommends the following:

DESCRIPTION:	COST:
Replacement of PAL Motor and Pump Including all Parts and Labor	\$4,129.00

TOTAL COSTS: \$4,129.00

(Prices include labor, travel time & mileage)

If you would like us to proceed with the above mentioned items, please sign below and return this quote to our office by email, fax or mail. Upon receipt of this approved quote in our office, Access Lifts, Inc. will schedule a service and/or maintenance visit.

PARTIES ACCEPTANCE:

(Print Name of Contracting Party/ Entity)

By _____ Dated _____
(Authorized Signature)

_____ Its _____

Please Note: All prices quoted are valid for 30 days.

Tony Voigt

From: Mike Matzke <Michael.Matzke@meiusa.com>
Sent: Friday, April 27, 2018 12:17 PM
To: Tony Voigt
Subject: Re: Concord lift for Norwood Young America

Tony,
As discussed the pump and motor would cost approximately \$500000 if you would like a hard quote I can get that to you.

Thanks,

Mike Matzke
Account Manager
MEI Elevator Solutions
507-380-8379

On Apr 27, 2018, at 12:02 PM, Tony Voigt <tvoigt@cityofnva.com> wrote:

Mike,

Sorry to keep bothering, When you get a chance could you send me an email with the quote we talked about over the phone? I was hoping to get this put together this week yet. Thanks,

Tony Voigt
Public Service Director

<image003.png>

City Of Norwood Young America
310 Elm Street West – PO Box 59
Norwood Young America, MN 55368
Phone: (952)467-1830
Email: tvoigt@cityofnva.com
Website: www.cityofnva.com

From: Mike Matzke [<mailto:Michael.Matzke@meiusa.com>]
Sent: Wednesday, April 18, 2018 10:15 AM
To: Tony Voigt
Subject: Re: Concord lift for Norwood Young America

Tony
Sorry for the delay I will get you a number today.

Thanks,

Mike Matzke
Account Manager
MEI Elevator Solutions

507-380-8379

On Apr 18, 2018, at 7:50 AM, Tony Voigt <tvoigt@cityofnva.com> wrote:

Mike,

Were you able to get me some repair numbers for this lift we spoke about? I was hoping to keep moving on this project, if you could help me out that would be great. Thanks.

Tony Voigt
Public Service Director

<image001.png>

City Of Norwood Young America
310 Elm Street West – PO Box 59
Norwood Young America, MN 55368
Phone: (952)467-1830
Email: tvoigt@cityofnva.com
Website: www.cityofnva.com

From: Mike Matzke [<mailto:Michael.Matzke@meiusa.com>]
Sent: Wednesday, April 11, 2018 3:20 PM
To: Tony Voigt
Subject: RE: Concord lift for Norwood Young America

I will get you a Number.

Thanks,

Mike Matzke
MEI TOTAL ELEVATOR SOLUTIONS
Account Manager
Email: mike.matzke@meiusa.com
Direct: 507-245-4205 | Cell: 507-380-8379

From: Tony Voigt [<mailto:tvoigt@cityofnva.com>]
Sent: Wednesday, April 11, 2018 3:06 PM
To: Mike Matzke <Michael.Matzke@meiusa.com>
Subject: Concord lift for Norwood Young America

Mike,

I have included a picture of the plate on the lift I took a picture of. As I shared with you on the phone it has repeatedly blown the fuse and now it is non-operational. I would appreciate if you could get me a quote and I will definitely keep you in mind in the future for repairs. Thanks for your time.

Tony Voigt



Norwood Young America
310 Elm Street West – P.O. Box

Norwood Young America, MN
Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnya.com

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: May 14, 2018
SUBJECT: Review City Code pertaining to Mail Receptacles Damaged by City Snow Removal

Proposed is to review Chapter 12, Section 1245.07, pertaining to mail receptacles. Specifically is to discuss Subd. 1 (H) which states "The City shall not be responsible or liable for any damages to mail receptacles not in compliance with this ordinance or damages to mail receptacles from snow thrown or moved as a result of snow plowing." Enclosed is a copy of Section 1245.07.

If the City Council consents to considering an amendment to Section 1245.07, it would need to be referred to the Planning Commission as this would be an amendment to the Zoning Code.

Possible Motion:

Motion to direct the Planning Commission to pursue an amendment to Chapter 12, Section 1245.07, Subd 1 (H).

1245.07 Mail Receptacles

Subd. 1 Mailboxes in the Public Right-of-way. The installation and maintenance of mailboxes or receptacles for the receiving and sending of mail by residents is permitted within the right-of-way of the public streets, subject to the standards and regulations of the United States Postal Service and such standards and regulations as may from time to time be promulgated by the City not otherwise set forth in this section. The use of street receptacles is not required. Residents may continue to use post office boxes at the local post office.

- A. The mailbox must be installed along the side of the street and in such a manner as to not interfere with or impede the normal flow of vehicle traffic.
- B. All residents wishing curbside delivery and existing rural routes within the city must apply for an Extension of Mail Service with the United States Postal Service. Mailboxes cannot be installed unless extension is approved by the United States Postal Service.
- C. It is the responsibility of each resident user to maintain the mailbox in such a manner that it functions properly according to United States Postal Service Standards.
- D. Pursuant to United States Postal Service regulations, mail delivery is not allowed to individual locations within cul-de-sacs. Mail delivery for these locations will be made only to mailboxes that are located at the entrance or exit of the cul-de-sac to be served. Mailboxes serving such cul-de-sacs shall be grouped together in a manner approved by the City and at a location determined by the United States Postal Service and the City.
- E. Mailboxes may be grouped together in a manner approved by the City and at a location determined by the United States Postal Service and the City.
- F. One additional receptacle for deliveries such as newspapers and advertisements is allowed but must be installed directly underneath the mailbox.
- G. The City may establish regulations by resolution for the use of a certain type or design of mail receptacle in order to be uniform throughout the city.
- H. The City shall not be responsible or liable for any damages to mail receptacles not in compliance with this ordinance or damages to mail receptacles from snow thrown or moved as a result of snow plowing.
- I. The City is not responsible for snow removal on or around the mail receptacles. It is the responsibility of each resident user of the mail receptacle to remove snow or other obstructions from around the mail receptacle.



Norwood Young America
310 Elm Street West – P.O. Box

Norwood Young America, MN
Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnya.com

TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 14, 2018

SUBJECT: Update on West Carver Community Pool

=====

Tony Voigt, Public Service Director, will provide an update on improvements and preparations to the pool for the upcoming season. The pool is scheduled to open on Tuesday, June 5th.

Suggested Motion:

Information item only.



TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 14, 2018

RE: 2018 Pool Manual

The Personnel Committee reviewed the 2018 West Carver Community Pool Manual and made minor updates. The Parks and Recreation Commission reviewed and approved the manual with no further updates.

The Personnel Committee and Parks & Recreation Commission recommend a motion to approve the 2018 West Carver Community Pool Manual.

RECOMMENDATION:

A motion to approve the 2018 West Carver Community Pool Manual.



Norwood Young America
310 Elm Street West – P.O. Box

Norwood Young America, MN
Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnYA.com

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: May 14, 2018
SUBJECT: Community Entrance Signs

At the April 23rd City Council meeting, the Council approved a quote from JIT Companies to create the sign face or logo segment for the new community entrance signs. During the original quoting process JIT was only provided the face view versus a top view of the sign and didn't know that the signs are to be curved. JIT needed to revise their quote to include bending the sign parts to fit the radius of the curve in the sign. Attached is their new proposal to complete the three sign faces for \$6,693.51. Their original quote which the Council approved was for \$5,706.30. A total of three quotes were received for the project and the next lowest quote was for \$9,925.00.

Suggested Motion:

Motion to approve the revised quote from JIT Companies for \$6,693.51.



JIT COMPANIES, INC

240 Shamrock Drive • Green Isle, MN 55338
 Phone (507) 326-5240 FAX (507) 326-5244
 www.jitcompanies.com • info@jitcompanies.com

Precision Waterjet • Glass Laminating • Metal Finishing

Quotation

Date	Quote/Job #
5/1/2018	18951-3

Sold To

City of Norwood Young America
 Steven Helget
 PO Box 59
 310 Elm St W
 Norwood Young America, MN 55368

Ship To

City of Norwood Young America
 Steven Helget
 310 Elm St W
 Norwood Young America, MN 55368

Phone: 952-467-1807

Fax:

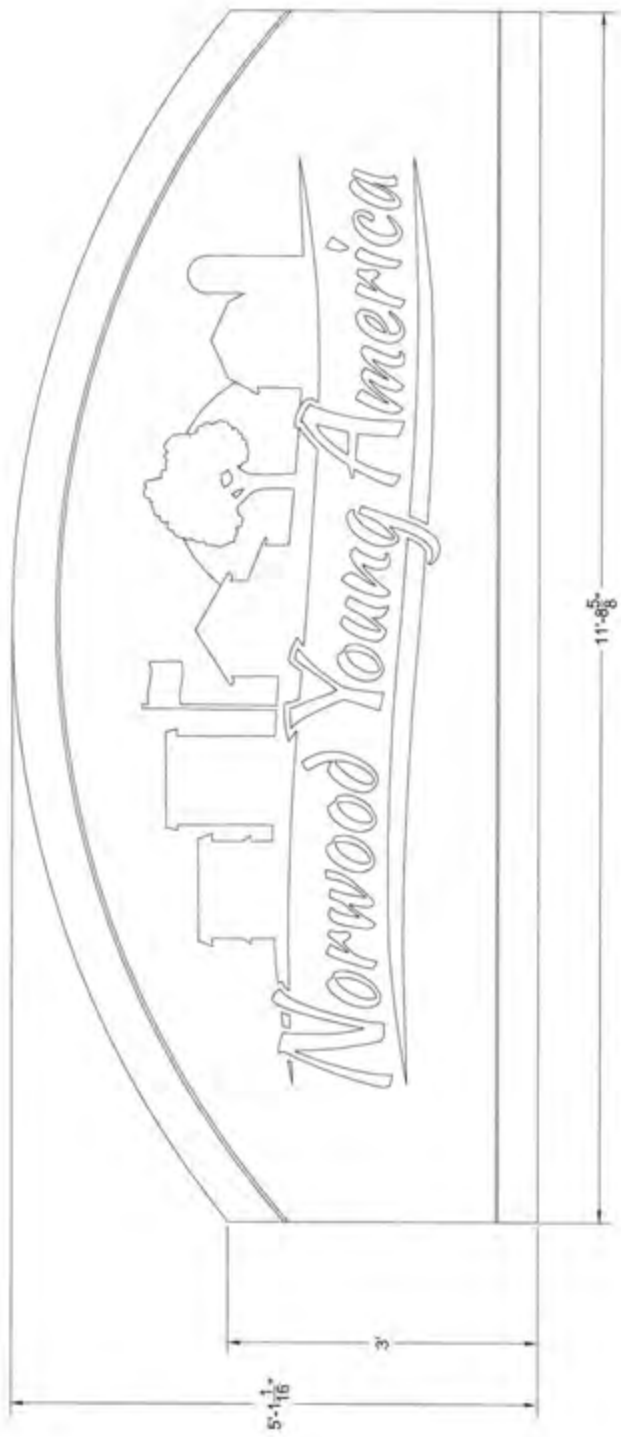
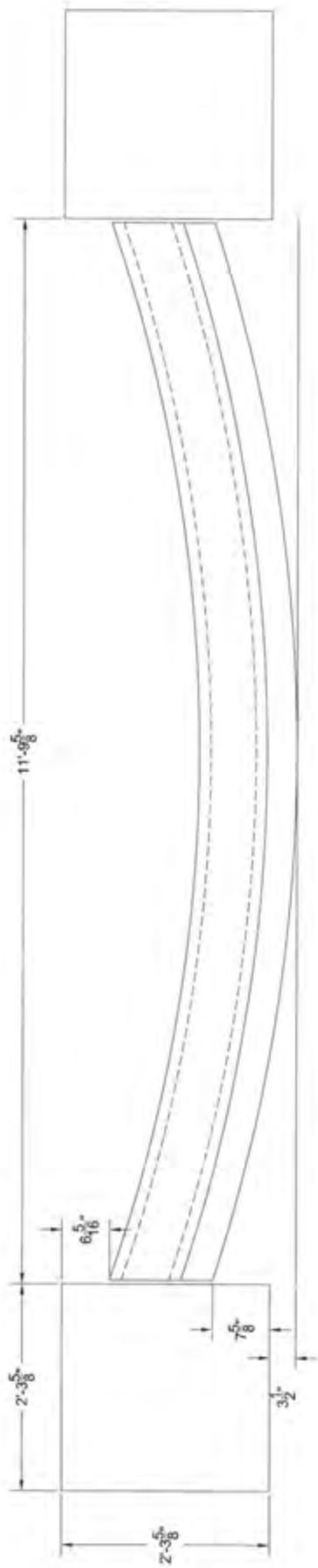
Terms	Due Date	JIT Contact	FOB	Ship Via	Attention	RFQ Via
TBD	5/1/2018	Jen Carpenter	Green Isle	T.B.D.	Steven Helget	E-mail
Description				Qty	Cost	Total
Waterjet cutting to specification as per customer drawing.						
City of Norwood Young America Monument Sign per attached PDF Cityscape, Half sun and 2-part Rule Bar Parts rolled to customer specified radius 1/4" Aluminum (JIT Supplied) Powdercoat Blue (Standard Color) - Cityscape and copy Powdercoat Yellow (Standard Color - Half sun				3	2,231.17	6,693.51
Upper (14" tall) and lowercase copy to read: Norwood Young America 1/2" Aluminum (JIT Supplied) Powdercoat Red (Standard Color)						
Drill/Tap/Template 2" long 10-24 Zinc Plated Steel Studs 1/2" long Nylon Studs (Installation by others; not included in quote) Lot Price						
NOTE: Customer to approve sizing of sign in attached PDF. Due to extreme metal market volatility, price of material is subject to change quickly. Therefore, JIT quotes will be honored for 24 hours.						
Waterjet cutting to specification as per customer drawing. Customer supplied material.				Total		\$6,693.51

Please review the above information for accuracy.

JIT Strives for 24 hour quote turnaround

Orders will not be processed without a signed purchase order.

JIT will not be responsible for unsatisfactory results due to imperfections, inconsistencies or stress relief in material supplied by the customer.







Norwood Young America
310 Elm Street West – P.O. Box

Norwood Young America, MN
Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnya.com

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: May 14, 2018
SUBJECT: Review City Code Pertaining to Peddlers, Solicitors, Transient Merchants
Business Hours

According to Chapter 3, Section 310.09 (D), the defined hours for Peddlers, Solicitors, and Transient Merchants to conduct business is from 7:00 a.m. to 9:00 p.m. Proposed is discuss possibly amending the hours to times that may be more favorable to when residents may desire sales people coming to their homes and businesses.

The Transient Merchant hours could remain unchanged since these are set up in specific locations and generally customers come to them.

If the City Council consents to amending Section 310.09 (D) a public hearing would need to be scheduled to consider such.

Suggested Motion:

Motion to schedule a public hearing for 6:00 p.m., June 11, 2018, for the purpose of considering an amendment to Section 310.09 of the City Code.



TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 14, 2018

RE: Transient Merchant Application – Justin Richard Spande

On May 4, 2018, the City received a Transient Merchant application from Justin Spande from Hamburg, MN. The legal name of his business is Fireman's Barbeque, LLC and it is a food truck/trailer.

Fireman's Barbeque, LLC makes and sells BBQ food. The food truck would be parked next to Car Quest at 309 Faxon Road North. Mr. Spande has received written permission from the owner of Car Quest, Pete Buckentine (attached). The planned hours of operation would be Thursday – Sunday each week.

Chapter 3 of the City Code states the following:

Transient Merchant. *The term "transient merchant" shall mean a person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter, or empty store front for the purpose of exposing or displaying for sale, selling, or attempting to sell, and delivering, goods, wares, products, merchandise, or other personal property, and who does not remain or intend to remain in any one location for more than one hundred twenty (120) consecutive days.*

RECOMMENDATION:

A motion to approve the Transient Merchant Application from Justin Spande, doing business as Fireman's Barbeque, LLC, and not to exceed 120 consecutive days at the location of 309 Faxon Road North as listed in Chapter 3, Section 310 of the City Code.

Norwood Young America



Norwood Young America
310 Elm Street West – P.O. Box

Norwood Young America, MN
Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnya.com

TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: May 14, 2018
SUBJECT: Schedule Hearing on RG Enterprises Solicitors Permit Revocation

On April 5, 2018 the City issued a solicitors permit to RG Enterprises, Inc. to go door-to-door attempting to obtain orders for the purchase of their Kirby vacuum cleaners or to schedule appointments to demo their vacuums. On or about April 17th, a citizen(s) contacted the Sheriff's Office complaining about the salesmen and their aggressive behavior. According to the Sheriff's Office no criminal act was committed but the owner of RG Enterprises, Mr. Michael Gerber was given a warning for disorderly conduct for not leaving households when asked. The City also received complaints from citizens concerning RG Enterprises' sales tactics and bullying sales approach.

On April 18th, I mailed Mr. Gerber a letter revoking his solicitors permit (see enclosure). As provided in City Code, Mr. Gerber is entitled to a hearing if he requests such in writing within 10 businesses days of the City's letter. Mr. Gerber has done so.

Also enclosed is a copy of Mr. Gerber's letter requesting the hearing, and a copy of Section 310 of the City Code titled Peddlers, Solicitors, and Transient Merchants. Section 310.06 addresses suspension and revocation of licenses.

The hearing is to be held by the City Council. Proposed is to schedule the hearing for the May 30, 2018 regular City Council meeting.

Suggested Motion:

Motion to schedule a public hearing for 6:00 p.m., May 30, 2018, for the purpose of considering an appeal by RG Enterprises, Inc. on the revocation of their Solicitors Permit.



Norwood Young America
310 Elm Street West – P.O. Box

Norwood Young America, MN
Phone: (952) 467-1800
Fax: (952) 467-1818
Website: www.cityofnya.com

April 18, 2018

Mike Gerber
RG Enterprises Inc.,
3721 County Road 42 W.
Burnsville, MN 55306

Dear Mr. Gerber:

On April 5, 2018 the City issued you a solicitor's permit to sell Kirby vacuums door to door in the city. The City has received complaints concerning your sales tactics and bullying sales approach. The City has been advised that citizens have asked you and/or your employees to leave and that you have repeatedly refused to do so when asked.

Per section 310.06 of City Code, your solicitor's permit is hereby immediately revoked. Grounds for revocation include violation of section 310, including sections 310.05, (E) (Bad Business Practices) and 310.09, (C) and (G) behaviors that are threatening to the public and refusal to leave when requested.

You have a right to a hearing by requesting for such in writing within 10 business days of this letter.

Sincerely,

Steven Helget
City Administrator

April 25, 2018

Dear Mr. Helget:

I am requesting a hearing on the revoking of our Solicitor's Permit in Norwood Young America. We received our permit and then pulled. We need to be heard in all fairness before the loss of our permit with in your city there is always to sides to the story.

Thank you

Michael A Gerber
Business Owner

A handwritten signature in black ink, reading "Michael A. Gerber". The signature is written in a cursive, flowing style. The first name "Michael" is written with a large, stylized 'M'. The middle initial "A." is written with a small 'A' followed by a period. The last name "Gerber" is written with a large, stylized 'G' and a long, sweeping horizontal line extending to the right.

Section 310 – Peddlers, Solicitors, and Transient Merchants

310.01 Definitions and Interpretation. Except as may otherwise be provided or clearly implied by context, all terms shall be given their commonly accepted definitions. The singular shall include the plural and the plural shall include the singular. The masculine shall include the feminine and the neuter, and vice-versa. The term “shall” means mandatory and the term “may” is permissive. The following terms shall have the definitions given to them:

Peddler. The term “peddler” shall mean a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of offering for sale, displaying or exposing for sale, selling or attempting to sell, and delivering immediately upon sale, the goods, wares, products, merchandise, or other personal property, that the person is carrying or otherwise transporting. The term peddler shall mean the same as the term hawker.

Person. The term “person” shall mean any natural individual, group, organization, corporation, partnership, or association. As applied to groups, organizations, corporations, partnerships, and associations, the term shall include each member, officer, partner, associate, agent, or employee.

Regular Business Day. Any day during which the City Hall is normally open for the purpose of conducting public business. Holidays defined by State law shall not be counted as regular business days.

Solicitor. The term “solicitor” shall mean a person who goes from house-to-house, door-to-door, business-to-business, street-to-street, or any other type of place-to-place, for the purpose of obtaining or attempting to obtain orders for goods, wares, products, merchandise, other personal property, or services, of which he or she may be carrying or transporting samples, or that may be described in a catalog or by other means, and for which delivery or performance shall occur at a later time. The absence of samples or catalogs shall not remove a person from the scope of this provision if the actual purpose of the person’s activity is to obtain or attempt to obtain orders as discussed above. The term solicitor shall mean the same as the term canvasser.

Transient Merchant. The term “transient merchant” shall mean a person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter, or empty store front for the purpose of exposing or displaying for sale, selling, or attempting to sell, and delivering, goods, wares, products, merchandise, or other personal property, and who does not remain or intend to remain in any one location for more than one hundred twenty (120) consecutive days.

310.02 Exceptions to Definitions. For the purpose of the requirements of this Section, the terms “peddler,” “solicitor,” and “transient merchant” shall not apply to any person selling or attempting to sell at wholesale any goods, wares, products, merchandise, or other personal property, to a retailer of the item(s) being sold by the wholesaler. The terms also shall not apply to any person who makes initial contacts with other people for the purpose of establishing or trying to establish a regular customer delivery route for the delivery of perishable food and dairy products such as baked goods and milk, nor shall they apply to any person making deliveries of perishable food and dairy products to the customers on his or her established regular delivery route. In addition, persons conducting the type of sales commonly known as garage sales, rummage sales, or estate sales, as well as those persons participating in an organized multi-person bazaar or flea market, shall be exempt from the definitions of peddlers, solicitors, and transient merchants, as shall be anyone conducting an auction as a properly licensed auctioneer, or any officer of the court conducting a court ordered sale. Exemption from the definitions for the scope of this Section shall not excuse any person from complying with any other applicable statutory provision or local Section.

310.03 Licensing.

Subd. 1 County License Required. No person shall conduct business as a peddler, solicitor, or transient merchant within the City limits without first having obtained the appropriate license from the County as required by Minnesota Statutes Chapter 329 as amended.

Subd. 2 City License Required. Except as otherwise provided for by this Section, no person shall conduct business as either a peddler or a transient merchant without first having obtained a license from the City.¹

Subd. 3 Application. Application for a City license to conduct business as a peddler or transient merchant shall be made at least three (3) regular business days prior to the closest regularly scheduled council meeting before the applicant desires to begin conducting business. Application for a license shall be made on a form approved by the City Council and available from the offices of the City Administrator. All applications shall be signed by the applicant. All applications shall include the following information:

- A. Applicant's full legal name.
- B. All other names under which the applicant conducts business or to which applicant officially answers.
- C. A physical description of the applicant (hair color, eye color, height, weight, distinguishing marks and features, etc.).
- D. Full address of applicant's permanent residence.
- E. Telephone number of applicant's permanent residence.
- F. Full legal name of any and all business operation(s) owned, managed, or operated by applicant, or for which the applicant is an employee or agent.
- G. Full address of applicant's regular place of business (if any).
- H. Any and all business related telephone number(s) of the applicant.
- I. The type of business for which the applicant is applying for a license.
- J. Whether the applicant is applying for an annual or daily license.
- K. The dates during which the applicant intends to conduct business, and if the applicant is applying for a daily license, the number of days he or she will be conducting business in the City.
- L. Any and all address(s) and telephone number(s) where the applicant can be reached while conducting business within the City, including the location where a transient merchant intends to set up business.
- M. A statement as to whether or not the applicant has been convicted within the last five years of any felony, gross misdemeanor, or misdemeanor for violations of any state or federal statute or any local Section, other than traffic offenses.
- N. A list of the three (3) most recent locations where the applicant has conducted business as a peddler, solicitor, or transient merchant.
- O. Proof of any required county license.
- P. Written permission of the property owner or the property owner's agent for any property to be used by a transient merchant.
- Q. A general description of the items to be sold or services to be provided.
- R. If the license is on behalf of a group of people, the names or adequate identifying description of all parties intended to be authorized by the group license.
- S. All additional information deemed necessary by the City Council.

Subd. 4 Fee. All applications for a license under this Section shall be accompanied by the fee established in the City's fee schedule as adopted from time to time by the Council.

¹ Court decisions prohibit licensing of Solicitors. See 310.08.

Subd. 5 Procedure. Upon receipt of the completed application and payment of the license fee, the City Administrator shall forward the application to the Council prior to the next regularly scheduled council meeting. An application shall be determined to be complete only if all required information is provided. The City Administrator, within two regular business days of receipt, shall determine if the application is complete. If the Administrator determines that the application is incomplete, the Administrator shall inform the applicant of the required necessary information which is missing. The Council shall review the application and order any investigation, including background checks, necessary to verify the information provided with the application. The Council shall, at the meeting following receipt of the application, vote whether or not to issue the license. If the Council approves the application, the Administrator shall be instructed to issue a license to the applicant. If the Council rejects the application, the applicant shall be notified in writing of the Council's decision, the reason for the denial, and of his or her right to appeal the denial by petitioning the Minnesota Court of Appeals for a Writ of Certiorari.

Subd. 6 Duration. An annual license granted under this Section shall be valid for one calendar year from the date of issue. All other licenses granted under this Section shall be valid only during the time period indicated on the license.

310.04 License Exemptions. No license shall be required for any person to sell or attempt to sell, or to take or attempt to take orders for, any product grown, produced, cultivated, or raised on any farm. No license shall be required of any person going from house-to-house, door-to-door, business-to-business, street-to-street, or other type of place-to-place when such activity is for the purpose of exercising that person's State or Federal Constitutional rights (i.e., freedom of speech, press, religion etc.). Except that this exemption may be lost if the person's exercise of Constitutional rights is merely incidental to a commercial activity. Professional fundraisers working on behalf of an otherwise exempt person or group shall not be exempt from the licensing requirements of this Section.²

310.05 Ineligibility for License. The following shall be grounds for denying a license under this Section:

- A. The failure of the applicant to obtain and show proof of having obtained any required County license.
- B. The failure of the applicant to truthfully provide any of the information requested by the City as a part of the application, or the failure to sign the application, or the failure to pay the required fee at the time of application.
- C. The conviction of the applicant within the past five years from the date of application, for any violation of any Federal or State statute or regulation, or of any local Section, which adversely reflects on the person's ability to conduct the business for which the license is being sought in an honest and legal manner or that will not adversely affect the health, safety, and welfare of the residents of the City. Such violations shall include but not be limited to: burglary, theft, larceny, swindling, fraud, unlawful business practices, and any form of actual or threatened physical harm against another person.
- D. The revocation within the past five years of any license issued to the applicant for the purpose of conducting business as a peddler, solicitor, or transient merchant.
- E. The applicant is determined to have a bad business reputation. Evidence of a bad business reputation shall include, but not be limited to, the existence of more than 3 complaint(s) against the applicant with the Better Business Bureau, the Attorney General's Office, or other similar business or consumer rights office or agency, within the preceding twelve (12) months, or 6 such complaints filed against the applicant within the preceding five (5) years.

310.06 Suspension and Revocation. Any license issued under this Section may be suspended or revoked at the discretion of the City Council for violation of any of the following:

- A. Fraud, misrepresentation, or incorrect statements on the application form.

² Court decisions prohibit licensing these types of activities.

- B. Fraud, misrepresentation, or false statements made during the course of the licensed activity.
- C. Conviction of any offense for which granting a license could have been denied under Subsection 310.05 of this Code.
- D. Violation of any provision of this Section.

The suspension or revocation of any license issued for the purpose of authorizing multiple persons to conduct business as peddlers or transient merchants on behalf of the licensee, shall serve as a suspension or revocation of each such authorized person's authority to conduct business as a peddler or transient merchant on behalf of the licensee whose license is suspended or revoked.

Subd. 1 Notice. Prior to revoking or suspending any license issued under this Section, the City shall provide the license holder with written notice of the alleged violation(s) and inform the licensee of his or her right to a hearing on the alleged violation. Notice shall be delivered in person or by mail to the permanent residential address listed on the license application, or if no residential address is listed, to the business address provided on the license application.

Subd. 2 Public Hearing. Upon receiving the notice provided in Subdivision 1, the licensee shall have the right to request a public hearing. If no request for a hearing is received by the City Administrator within ten (10) regular business days following the service of the notice, the City may proceed with the suspension or revocation. For the purpose of mailed notices, service shall be considered complete as of the date the notice is placed in the mail. If a public hearing is requested within the stated timeframe, a hearing shall be scheduled within twenty (20) days from the date of the request. Within three (3) regular business days of the hearing, the City Council shall notify the licensee of its decision.

Subd. 3 Emergency. If in the discretion of the City Council, imminent harm to the health or safety of the public may occur because of the actions of a peddler or transient merchant licensed under this Section, the Council may immediately suspend the person's license and provide notice of the right to hold a subsequent public hearing as prescribed in Subdivision 2 of this Section.

Subd. 4 Appeals. Any person whose license is suspended or revoked under this Section shall have the right to appeal that decision in court.

310.07 Transferability. No license issued under this Section shall be transferred to any person other than the person to whom the license was issued.

310.08 Registration. All solicitors, and any person exempt from the licensing requirements of this Section under Subsection 310.04, shall be required to register with the City. Registration shall be made on the same form required for a license application, but no fee shall be required. Immediately upon completion of the registration form, the City Administrator shall issue to the registrant a Certificate of Registration as proof of the registration. Certificates of Registration shall be non-transferable.

310.09 Prohibited Activities. No peddler, solicitor, or transient merchant shall conduct business in any of the following manners:

- A. Calling attention to his or her business or items to be sold by means of blowing any horn or whistle, ringing any bell, crying out, or by any other noise, so as to be unreasonably audible within an enclosed structure.
- B. Obstructing the free flow of either vehicular or pedestrian traffic on any street, alley, sidewalk, or other public right-of-way.
- C. Conducting business in such a way as to create a threat to the health, safety, and welfare of any individual or the general public.

- D. Conducting business before seven o'clock in the morning (7:00 a.m.), or after nine o'clock at night (9:00 p.m.).
- E. Failing to provide proof of license or registration, and identification, when requested; or using the license or registration of another person.
- F. Making any false or misleading statements about the product or service being sold, including untrue statements of endorsement. No peddler, solicitor, or transient merchant shall claim to have the endorsement of the City solely based on the City having issued a license or certificate of registration to that person.
- G. Remaining on the property of another when requested to leave, or to otherwise conduct business in a manner a reasonable person would find obscene, threatening, intimidating, or abusive.

310.10 Exclusion by Placard. No peddler, solicitor, or transient merchant, unless invited to do so by the property owner or tenant, shall enter the property of another for the purpose of conducting business as a peddler, solicitor, or transient merchant when the property is marked with a sign or placard at least three and three-quarter (3-3/4) inches long and three and three-quarter (3-3/4) inches wide with print of at least 48 point in size stating "No Peddlers, Solicitors, or Transient Merchants," or "Peddlers, Solicitors, and Transient Merchants Prohibited," or other comparable statement. No person other than the property owner or tenant shall remove, deface, or otherwise tamper with any sign or placard under this Section.

310.11 Violations and Penalties. Any person who violates any provision of this Section shall be guilty of a misdemeanor and upon conviction of any violation shall be subject to a fine not to exceed seven hundred dollars (\$700) or a jail sentence not to exceed ninety (90) days, or both, plus the cost of prosecution. Each day a violation exists shall constitute a separate violation for the purposes of this Section.