



CITY COUNCIL AGENDA

July 9, 2018 – 6:00 p.m.

City Council Meeting

CITY COUNCIL

1. Call Meeting of City Council to Order
 - 1.1 Pledge of Allegiance
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
 - 3.1 Tour de Tonka – Tim Litfin
 - 3.2 Sheriff Deputy Matt Arnst - Quarterly Report
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 June 25, 2018 meeting
 - 4.2 Approve payment of claims
5. Public Hearings
 - 5.1 Ordinance No. 305, Permitting Class 2 ATVs to operate on City Streets
6. Old Business
 - 6.1 Update on Southwest Paving CUP Compliance
 - 6.2 Update on 132 Elm Street E. Nuisance Violations
7. New Business
 - 7.1 Adopt Ordinance No. 305, Permitting Class 2 ATVs to operate on City Streets
 - 7.2 Approve Employee Handbook Amendment – Donating PTO
 - 7.3 Approve Re-Roofing Sign Shop Building
 - 7.4 Approve City Parks Blacktop Repairs
 - 7.5 Approve Waiving Bus Fee for Stiftungsfest Historic Tour
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

- July 11 EDC – 6:30 p.m.
- July 17 Parks and Recreation Commission – 5:30 p.m.
- July 17 Taste of NYA – 5:30 – 8:00 p.m.
- July 18 Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:00 p.m.
- July 19 Senior Advisory Committee – 9:00 a.m.
- July 23 Work Session, EDA, City Council – 6:00 p.m.
- July 31 Planning Commission – 6:00 p.m.
- August 13 City Council – 6:00 p.m.



WORK SESSION MINUTES

June 25, 2018 – 6:00 p.m.

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

STAFF: City Administrator Steve Helget, City Clerk / Treasurer Kelly Hayes, Public Services Director Tony Voigt

OTHER: Tina Diedrick, Stan Schultz, Lois Schultz, Tood Schultz, Mayona Brenke

WORK SESSION

1. Call Meeting of City Council Work Session to Order
Meeting was called to order by Mayor Lagergren at 6:00pm.
2. Approve Agenda
 - 2.1 Use of City Logo/City Seal on Non-approved Sites
Due to a recent facebook page, the council discussed a sample ordinance from the City Attorney to not allow anyone besides the City to use the City logo.
 - 2.2 Mid-Year Update on 2018 Budget
Update on the 2018 budget verses the current balances. There were a couple of things that were not budgeted. Expenses include: History Center roof repair approximately \$25,000, Pavilion shingle reroof approximately \$10,000. Revenue: Vickerman land sale approximately \$400,000. Water and Sewer Revenue on budget, but overall revenue is currently under budget.
3. Adjournment
Motion: MM/CH to adjourn at 6:09pm. Vote 5 – 0. Motion carried.

Sincerely Submitted:

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



CITY COUNCIL MINUTES

June 25, 2018 – 6:00 p.m.

ATTENDEES: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms
STAFF: City Administrator Steve Helget, City Clerk / Treasurer Kelly Hayes, Public Services Director Tony Voigt
OTHER: Tina Diedrick, Stan Schultz, Lois Schultz, Tood Schultz, Mayona Brenke

CITY COUNCIL

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 6:11pm.

2. Approve Agenda

Motion: MM/CH to approve the agenda as printed. Vote 5 - 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment - none

4. Consent Agenda

4.1 Approve minutes of June 11, 2018 meeting

4.2 Approve payment of claims

4.3 Approve NYA Area Chamber of Commerce street closing request for 9th Annual Taste of NYA

4.4 Approve resignation of JR Hoernemann from the Planning Commission

4.5 Approve the liquor license application for Norwood Baseball Club

Motion: CS/CH to approve the consent agenda. Vote 5 - 0. Motion carried.

5. Public Hearings - none

6. Old Business

6.1 Approve Resolution 2018-23, A resolution approving Master Partnership Contract with MnDOT
Master Partnership Agreement with MnDOT was approved at the last meeting. The resolution is a requirement from MnDOT.

Motion: CH/DS to approve Resolution 2018-23, a resolution approving the Master Partnership Agreement with MnDOT. Vote 5 - 0. Motion carried.

6.2 Approve/Disapprove U.S. Highway 212 Underpass Project

Total cost of the project would be about \$2.5 million. Of that, the City's portion would be about \$1.8 million minus the Safe Routes to Schools Grant of \$1.2 million, leaving the City's responsibility of \$600,000. Each council member voiced their concerns.

Motion: CH/MM to approve the 2020 US Highway 212 Underpass Project. Vote 4 - 1 with DS disapproving. Motion carried.

6.3 Update Serenity Trail Resurfacing Project

Follow-up from last council meeting. Resident Todd Schultz requested assistance with drainage of his property which he feels is due to Serenity Trail. Jake Salisbury from Bolton & Menk presented information about Serenity Trail (he was a part of the project when it was completed in 2002). Prior to this time, there wasn't the Serenity Development. Only change was in 2006 during the Tacoma reconstruction which the culvert was enlarged. Jake said that there has been an increase in the rainfall amounts recently than when the trail was established. Public Services Director, Tony Voigt, noted that the culvert on the downhill side is holding some water, but the upside hill is not holding water. DS noted that the culvert next to his property is also filling, but believes that is because of the amount of precipitation we have had this year. Jake said that the county did do some work on the south side of Highway 212 which may have some effects on the drainage. He also mentioned that the land is very low there and that is why there is a large wetland there. Resident Stan Schultz believes that the dam that the county built (on the south side of Highway 212) is causing this issue. Todd Schultz asked if a swale would allow for the water to drain. Once it starts drying, Jake and Tony will be able to get a better look at what is going on. Resident Mayona Brenke also has concerns about this issue.

7. New Business

7.1 Approve Second Amendment to The Preserve 5th Addition Development Agreement

Scott Loomis of Loomis Homes submitted a letter requesting a 2nd amendment to the Preserve 5th Addition Development Agreement. Scott is asking to be able to obtain new home permits prior to installing sidewalks and street lights. He is worried that with equipment driving over the sidewalks may cause damage to them.

Motion: MM/CH to approve the Second Amendment to the Preserve 5th Addition Development Agreement between the City of Norwood Young America and Loomis Homes LLC. Vote 5 - 0. Motion carried.

7.2 Pavilion Reroof

Contractor said that the shingles are just failing. There is no warranty on the shingles (they were a donation). Tony does not know if any damage has occurred under the shingles and will not know until they take the old shingles off. He obtained two proposals. This will exceed our budget.

Motion: CS/CH to hire Shannahan Construction for \$9,200. Vote 5 - 0. Motion carried.

7.3 WWTP Meter Repair

Influent meters are required by MPCA. The meter was damaged by lightening according to the experienced technician. Two proposals were received.

Motion: DS/CS to approve proposal from Flow and Measurement Control for the WWTP meter. Vote 5 - 0. Motion carried.

7.3 Temporary Office Staff

The Personnel Committee is recommending hiring a part-time temporary office staff person to assist during an upcoming leave of absence.

Motion: CH/MM to approve posting for a Temporary Administrative Assistant. Vote 5 - 0. Motion carried.

8. Council Member & Mayor Reports

CH - Accepting application for a new Planning Commissioner.

MM - Getting ready for Stiftungsfest. Bringing back a few things and adding some new things.

DS - Attended League of MN Cities annual conference.

CS - Parks Commission discussed Serenity Trail, Warming Shack and automatic door locks for Willkommen Park restroom.

CL - Met with IT companies, look for more information in the future.

UPCOMING MEETINGS / EVENTS

July 3 Planning Commission - 6:00 p.m.

July 9 City Council - 6:00 p.m.

July 11 EDC - 6:30 p.m.

July 17 Parks and Recreation Commission - 5:30 p.m.

July 17 Taste of NYA - 5:30 - 8:00 p.m.

July 18 Joint Meeting - City Council, EDC, Planning Commission, and Chamber of Commerce Board - 6:00 p.m.

July 19 Senior Advisory Committee - 9:00 a.m.

July 23 Work Session, EDA, City Council - 6:00 p.m.

9. Adjournment

Motion: MM/CH to adjourn at 7:51pm. Vote 5 - 0. Motion carried.

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: July 9, 2018

Pre-Paid Claims	<u>\$22,461.86</u>
EFT Payroll 6/14/18 GROSS	\$31,774.94
Check 504830-504859 NET	\$22,461.86
Claims Pending Payment	<u>\$263,797.13</u>
(Check Sequence #28231-28274)	

Grand Total **\$286,258.99**

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JULY 2018

			Check Amt	Invoice	Comment
10100 CHECKING					
Paid Chk#	028231	7/9/2018	ACCESS LIFTS, INC.		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$3,989.00	M3178SA-23	FOOD SHELF
	Total ACCESS LIFTS, INC.		\$3,989.00		
Paid Chk#	028232	7/9/2018	BANYON DATA SYSTEMS INC		
E 101-41400-207	Training Instructional		\$35.00	00157498	SEMINAR
	Total BANYON DATA SYSTEMS INC		\$35.00		
Paid Chk#	028233	7/9/2018	BJS LAWN SERVICE		
E 101-43100-437	Maintenance Contract		\$820.00	1101	CEMETERY MOWING
	Total BJS LAWN SERVICE		\$820.00		
Paid Chk#	028234	7/9/2018	BOND TRUST SERVICES CORP.		
E 501-49330-611	Bond Interest		\$6,155.00		2010A
E 601-49400-611	Bond Interest		\$1,360.00		2010A
E 518-49330-611	Bond Interest		\$61,415.63		2010B
E 601-49400-611	Bond Interest		\$1,500.00		2010B
E 519-49330-611	Bond Interest		\$30,115.63		2011A
E 601-49400-611	Bond Interest		\$2,500.00		2011A
E 602-49450-611	Bond Interest		\$1,250.00		2011A
E 601-49400-611	Bond Interest		\$6,864.00		2012A
E 602-49450-611	Bond Interest		\$11,439.13		2012A
E 517-49331-611	Bond Interest		\$21,675.00		2013A
E 520-49330-611	Bond Interest		\$14,000.00		2013B
E 602-49450-611	Bond Interest		\$1,275.00		2013B
	Total BOND TRUST SERVICES CORP.		\$159,549.39		
Paid Chk#	028235	7/9/2018	BOYER, NATHANIEL		
E 601-49400-432	Refund		\$40.18		OVERPAYMENT OF WATER BILL
	Total BOYER, NATHANIEL		\$40.18		
Paid Chk#	028236	7/9/2018	BUSSE, JAKE		
E 601-49400-432	Refund		\$27.15		OVERPAYMENT OF FINAL WATER BILL
	Total BUSSE, JAKE		\$27.15		
Paid Chk#	028237	7/9/2018	CENTER POINT		
E 101-41940-383	Gas Utilities		\$44.93		
E 101-42200-383	Gas Utilities		\$13.97		
E 101-43100-383	Gas Utilities		\$124.23		
E 101-45200-383	Gas Utilities		\$116.57		
E 601-49400-383	Gas Utilities		\$60.43		
E 602-49450-383	Gas Utilities		\$821.52		
E 101-49860-383	Gas Utilities		\$264.42		
	Total CENTER POINT		\$1,446.07		
Paid Chk#	028238	7/9/2018	CNH CAPITAL		
E 101-43100-221	Repair/Maintenance Equipment		\$65.34		FUEL FILTER

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JULY 2018

			Check Amt	Invoice	Comment
Total CNH CAPITAL			\$65.34		
Paid Chk# 028239	7/9/2018	DELUXE			
E 101-41400-200	Office Supplies		\$68.17	02042751051	DEPOSIT TICKETS
Total DELUXE			\$68.17		
Paid Chk# 028240	7/9/2018	DHOORE, PAUL			
E 602-49450-210	Operating Supplies		\$17.36		BATTERY
Total DHOORE, PAUL			\$17.36		
Paid Chk# 028241	7/9/2018	DOTTENWHY, JOHN			
E 601-49400-432	Refund		\$111.66		OVERPAYMENT OF WATER BILL
Total DOTTENWHY, JOHN			\$111.66		
Paid Chk# 028242	7/9/2018	DPC INDUSTRIES INC			
E 101-49860-216	Chemicals and Chem Products		\$375.95		POOL CHEMICALS
Total DPC INDUSTRIES INC			\$375.95		
Paid Chk# 028243	7/9/2018	DWK CLEAN WATER SERVICES LLC			
E 601-49400-314	Contracts Payments		\$520.00	0618	
E 602-49450-314	Contracts Payments		\$520.00	0618	
Total DWK CLEAN WATER SERVICES LLC			\$1,040.00		
Paid Chk# 028244	7/9/2018	FLOW MEASUREMENT AND CONTROL C			
E 602-49450-221	Repair/Maintenance Equipment		\$3,720.00	8356	SIEMENS HYDRORANGER
Total FLOW MEASUREMENT AND CONTROL C			\$3,720.00		
Paid Chk# 028245	7/9/2018	HALLOFF, DONALD			
E 601-49400-432	Refund		\$82.59		OVERPAYMENT OF WATER BILL
Total HALLOFF, DONALD			\$82.59		
Paid Chk# 028246	7/9/2018	HD SUPPLY WATERWORKS			
E 601-49400-229	Water Meters		\$1,277.04	J035857	METERS
Total HD SUPPLY WATERWORKS			\$1,277.04		
Paid Chk# 028247	7/9/2018	HELGET, STEVE			
E 101-41300-331	Travel/Meeting Expense		\$274.90		LEAGUE CONFERENCE HOTEL & MILEAGE
Total HELGET, STEVE			\$274.90		
Paid Chk# 028248	7/9/2018	HOLIDAY FLEET			
E 101-43100-212	Motor Fuels		\$70.27		FUEL
Total HOLIDAY FLEET			\$70.27		
Paid Chk# 028249	7/9/2018	HOME SOLUTIONS			
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$45.89		
E 101-43100-210	Operating Supplies		\$93.75		
E 101-43100-221	Repair/Maintenance Equipment		\$35.13		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$43.91		
E 602-49450-210	Operating Supplies		\$13.85		

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			Check Amt	Invoice	Comment
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$0.53		
E 101-49860-223	Repair/Maintenance Bldg/Ground		\$263.16		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$31.45		
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$7.18		
	Total HOME SOLUTIONS		\$534.85		
<hr/>					
Paid Chk# 028250	7/9/2018	HYDRO ENGINEERING INC			
E 602-49450-221	Repair/Maintenance Equipment		\$25.00	84141	WELDING LABOR
	Total HYDRO ENGINEERING INC		\$25.00		
<hr/>					
Paid Chk# 028251	7/9/2018	KANE, JACOB			
E 601-49400-432	Refund		\$92.12		OVERPAYMENT OF UTILITY BILL
	Total KANE, JACOB		\$92.12		
<hr/>					
Paid Chk# 028252	7/9/2018	KENNEDY & GRAVEN CHTD			
E 431-41960-300	Professional Svcs		\$1,637.76		VICKERMAN TIF
	Total KENNEDY & GRAVEN CHTD		\$1,637.76		
<hr/>					
Paid Chk# 028253	7/9/2018	LOFFLER COMPANIES, INC.			
E 101-41400-437	Maintenance Contract		\$89.50		COPIER RENT
	Total LOFFLER COMPANIES, INC.		\$89.50		
<hr/>					
Paid Chk# 028254	7/9/2018	MAETZOLD, JENNY			
E 101-49860-432	Refund		\$45.00		REFUND SWIM LESSONS
	Total MAETZOLD, JENNY		\$45.00		
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Paid Chk# 028255	7/9/2018	METRO WEST INSPECTION SERVICES			
E 101-42400-312	Building Inspection Fee		\$2,679.63		BUILDING PERMITS
	Total METRO WEST INSPECTION SERVICES		\$2,679.63		
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Paid Chk# 028256	7/9/2018	MINI BIFF			
E 101-45200-418	Other Rentals (Biffs)		\$131.48	A-95912	WILLKOMMEN
E 101-45200-418	Other Rentals (Biffs)		\$191.76	A-95936	SPORTS COMPLEX
E 101-45200-418	Other Rentals (Biffs)		\$110.16	A-95962	FRIENDSHIP PARK
	Total MINI BIFF		\$433.40		
<hr/>					
Paid Chk# 028257	7/9/2018	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217	Lab Fees		\$36.20	924116	PHOSPHORUS
E 602-49450-217	Lab Fees		\$36.20	925447	PHOSPHORUS
	Total MINNESOTA VALLEY TESTING LAB		\$72.40		
<hr/>					
Paid Chk# 028258	7/9/2018	MN DEPT OF LABOR & INDUSTRY			
G 101-21721	State Bldg Surcharge Fee		\$2,828.70		2ND QTR 2018
	Total MN DEPT OF LABOR & INDUSTRY		\$2,828.70		
<hr/>					
Paid Chk# 028259	7/9/2018	MN PUBLIC FACILITIES AUTHORITY			
E 601-49400-601	Debt Srv Bond Principal		\$56,000.00		
E 601-49400-611	Bond Interest		\$19,761.83		

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JULY 2018

			Check Amt	Invoice	Comment
Total MN PUBLIC FACILITIES AUTHORITY			\$75,761.83		
Paid Chk#	028260	7/9/2018	MN VALLEY ELECTRIC COOPERATIVE		
E	601-49400-381	Electric Utilities	\$176.65		640 TACOMA BLVD
E	101-43100-380	Street Lighting	\$101.14		STREET LIGHTS
E	602-49450-381	Electric Utilities	\$34.89		LIFT STATION
total MN VALLEY ELECTRIC COOPERATIVE			\$312.68		
Paid Chk#	028261	7/9/2018	NCPERS 855401LIFE INS		
G	101-21705	PERA Life	\$16.00		LIFE INSURANCE
Total NCPERS 855401LIFE INS			\$16.00		
Paid Chk#	028262	7/9/2018	NORTH AMERICAN SAFETY INC		
E	101-43100-211	Personal Protection Equipment	\$54.35	35783	MIRROR LENS
Total NORTH AMERICAN SAFETY INC			\$54.35		
Paid Chk#	028263	7/9/2018	NYA TIMES		
E	101-41320-350	Print/Publishing/Postage	\$37.80	609909	ORD 304
E	101-41320-350	Print/Publishing/Postage	\$26.46	609910	AMEND 740
E	101-41320-350	Print/Publishing/Postage	\$49.14	609911	AMEND RES PH
Total NYA TIMES			\$113.40		
Paid Chk#	028264	7/9/2018	PRO AUTO & TRANSMISSION REPAIR		
E	601-49400-221	Repair/Maintenance Equipment	\$800.11	0060045	W3
E	602-49450-221	Repair/Maintenance Equipment	\$800.11	0060045	W3
E	101-42200-221	Repair/Maintenance Equipment	\$224.29	0060166	1222
E	101-42200-221	Repair/Maintenance Equipment	\$699.80	0060250	U-21
Total PRO AUTO & TRANSMISSION REPAIR			\$2,524.31		
Paid Chk#	028265	7/9/2018	QUILL CORPORATION		
E	101-41400-200	Office Supplies	\$29.29	8014475	DVD
Total QUILL CORPORATION			\$29.29		
Paid Chk#	028266	7/9/2018	SUN LIFE ASSURANCE COMPANY		
G	101-21707	Disability Insurance	\$357.05		LIFE INSURANCE
Total SUN LIFE ASSURANCE COMPANY			\$357.05		
Paid Chk#	028267	7/9/2018	TASC		
G	101-21713	Health Care Reimbursement Acct	\$15.00	IN1289766	COBRA ADMIN
Total TASC			\$15.00		
Paid Chk#	028268	7/9/2018	TECHSTAR IT SOLUTIONS		
E	101-41400-437	Maintenance Contract	\$1,014.00	MSP-8035	JULY BILLING
Total TECHSTAR IT SOLUTIONS			\$1,014.00		
Paid Chk#	028269	7/9/2018	TURFWERKS		
E	101-45200-221	Repair/Maintenance Equipment	\$282.72		MOWER PARTS
Total TURFWERKS			\$282.72		

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JULY 2018

			Check Amt	Invoice	Comment
Paid Chk#	028270	7/9/2018	US POSTAL SERVICE		
E	601-49400-350	Print/Publishing/Postage	\$134.03		JULY WATER BILLS
E	602-49450-350	Print/Publishing/Postage	\$134.03		JULY WATER BILLS
E	603-49500-350	Print/Publishing/Postage	\$134.02		JULY WATER BILLS
	Total	US POSTAL SERVICE	\$402.08		
Paid Chk#	028271	7/9/2018	USA BLUE BOOK		
E	601-49400-210	Operating Supplies	\$129.43	602802	CHLORINE ACCUVAC
E	602-49450-210	Operating Supplies	\$74.65	602802	CHLORINE ACCUVAC
	Total	USA BLUE BOOK	\$204.08		
Paid Chk#	028272	7/9/2018	UTILITY CONSULTANTS		
E	602-49450-217	Lab Fees	\$628.55	98686	CBOD, TSS TESTING
	Total	UTILITY CONSULTANTS	\$628.55		
Paid Chk#	028273	7/9/2018	VERIZON WIRELESS		
E	601-49400-321	Telephone	\$97.53		
E	602-49450-321	Telephone	\$97.52		
E	101-43100-321	Telephone	\$168.72		
E	101-45200-321	Telephone	\$72.30		
E	101-42200-321	Telephone	\$175.05		FIRE DEPT ACT
	Total	VERIZON WIRELESS	\$611.12		
Paid Chk#	028274	7/9/2018	XTREME ELECTRICAL		
E	101-41940-223	Repair/Maintenance Bldg/Ground	\$22.24	18-1743	BALLAST
	Total	XTREME ELECTRICAL	\$22.24		
	10100 CHECKING		\$263,797.13		

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$16,197.62
431 TIF District 3-6	\$1,637.76
501 2010 INFRA DEBT SERVICE	\$6,155.00
517 Oak Grove Debt Service	\$21,675.00
518 2010B Gen OBLIGATION REFUNDING	\$61,415.63
519 2011A GO Debt Service	\$30,115.63
520 2013 INFRASTRUCTURE	\$14,000.00
601 WATER FUND	\$91,541.93
602 SEWER FUND	\$20,924.54
603 STORM WATER UTILITY	\$134.02
	\$263,797.13



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: July 9, 2018

SUBJECT: Ordinance No. 305, Permitting Class 2 ATVs to operate on City Streets

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The City Council scheduled a public hearing for 6:00 p.m. for the purpose of considering an amendment to Chapter 7 of the City Code, to allow Class 2 ATVs to be operated on city streets.

The Planning Commission held discussions on allowing Class 2 ATVs at their June and July regular meetings and enclosed is Ordinance No. 305 which identifies the Commission's recommendations to operate Class 2 ATVs on city streets.

Suggested Motion:

Motion to adopt Ordinance No. 305, an Ordinance amending Sections 740 and 750 of the City Code pertaining to All Terrain Vehicles and Golf Carts.

Motion to approve the summary of Ordinance No. 305 and its publication.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 305**

**AN ORDINANCE AMENDING SECTIONS 740 AND 750 OF THE CITY
CODE PERTAINING TO ALL TERRAIN VEHICLES AND GOLF CARTS**

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA HEREBY ORDAINS:**
- II. SECTIONS 740 AND 750 OF THE NORWOOD YOUNG AMERICA CITY CODE IS HEREBY AMENDED.**
- III. THE AMENDMENT SHALL BE AS ILLUSTRATED IN EXHIBIT A, ATTACHED HERETO.**
- IV. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

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

Carol Lagergren, Mayor

Attest:

Kelly Hayes, City Clerk/Treasurer

EXHIBIT A

Section 740 – Snowmobiles and All-Terrain Vehicles

740.01 Intent. It shall be the intent of this section to regulate the use and operation of certain vehicles, commonly called Snowmobiles, and All-Terrain Vehicles or ATV's to include Class 1 ATV's and Class 2 ATV's as defined in section 740.04.

740.02 State Snowmobile and All-Terrain Vehicle Laws and Statutes Adopted. Laws of the State of Minnesota, Chapter 84.81 through 84.88 and Chapters 168 through 171, Minnesota Statutes as amended, insofar as applicable to the operation of snowmobiles shall be hereby adopted by reference and shall be as effective as if recited here in full.

740.03 Compatibility with other Regulations. Where the conditions of this section are comparable with conditions imposed by any other law, ordinance, statute, resolution, or regulation, the regulations, which are more restrictive, shall apply.

740.04 Definitions. For purposes of this Section terms defined in this Section shall have the meaning ascribed to them.

All-Terrain Vehicle(s). ~~All-Terrain Vehicle(s) shall include all "Class 1 ATV's" and "Class 2 ATV's." Class 1 ATV's shall mean at least three (3) low-pressure flotation tires, under 800 cc's and under 900 pounds dry weight [MS 84.92(8) and (9)]. Class 2 ATV's shall mean at least three (3) low-pressure flotation tires and under 800cc's, dry weight is 900 pounds through 1,500 pounds [MS 84.92 (8) and (10)]. Class 2 ATV's were formerly defined as "Off Road Vehicles" (ORV's) by the Minnesota Department of Natural Resources.~~

All-terrain vehicles (ATVs): A motorized vehicle with: not less than three, but not more than six low pressure or non-pneumatic tires; a total dry weight of 2,000 pounds or less; and a total width from outside of tire rim to outside of tire rim that is 65 inches or less. All-terrain vehicle includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle. All-terrain vehicle does not include a golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.

All-terrain vehicle, Class 1: An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less.

All-terrain vehicle, Class 2: An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is greater than 50 inches but not more than 65 inches.

Body of Water. Body of Water shall mean all water wholly within the city limits of Norwood Young America and all portions of boundary waters within the city limits of Norwood Young America contained within any wilderness areas designated hereunder and which the public have a right to use for navigation, fishing, hunting or any other beneficial public use.

Commissioner. Commissioner shall mean the commissioner of natural resources.

Deadman Throttle or Safety Throttle. Deadman Throttle or Safety Throttle shall mean a device which when pressure is removed from the engine accelerator or throttle, causes the motor to be disengaged from the driving mechanism.

EXHIBIT A

Operate. Operate shall mean to ride in or on and control the operation of a snowmobile or all-terrain vehicle.

Operator. Operator shall mean every person who operates or shall be in actual physical control of a snowmobile or all-terrain vehicle.

Owner. Owner shall mean a person, other than a lien holder having the property in title to a snowmobile or All-Terrain Vehicle, or entitled to the use or possession thereof.

Person. Person shall mean and include an individual, partnership, corporation, the State and its agencies and subdivision, and any body of persons, whether incorporated or not.

Right-of-Way. Right-of-Way shall mean the entire strip of land traversed by a highway or street in which the public owns the fee or an easement for roadway purposes.

Roadway. Roadway shall mean that portion of a highway or street improved, designed or ordinarily used for vehicular travel.

Snowmobile(s). Snowmobile(s) shall mean a self-propelled vehicle designed for travel on ice or snow, steered by skis or runners.

Street. Street shall mean a public thoroughfare, roadway, or alley used for motor vehicular traffic which is not an interstate, trunk, county state aid or county highway.

Treads. Treads shall mean any metal device, or array of metal devices attached to a snowmobile track to enhance traction. This includes metal components that extend more than one-fourth of an inch from the bottom of the track.

740.05 Intersections. No snowmobile or ATV shall enter any uncontrolled intersection without making a complete stop. The operator shall then yield the right-of-way to any vehicles or pedestrians which constitute an immediate hazard.

740.06 Traffic Ordinances. City traffic ordinances shall apply to the operation of snowmobiles and ATV's upon streets and roadways, except for those relating to required equipment, and except those which by their nature have no application.

740.07 Operation Generally.

Subd. 1 Except as otherwise specifically permitted and authorized, it shall be unlawful and punishable for any person to operate a snowmobile or ATV within the city limits of Norwood Young America in violation of the following restrictions:

- A. On any private property within the City unless the private property shall be a designated snowmobile trail or operator shall have express consent of property owner;
- B. In any planting or tree nursery in a manner which damages or destroys growing stock;
- C. Through any wildlife sanctuary, either public or private;
- D. In any cemetery;
- E. At any place while under the influence of intoxicating liquor or narcotics or habit forming drugs;

EXHIBIT A

- F. On any public street or roadway while in possession of an open container containing any amount of an alcoholic beverage, intoxicating liquor, narcotics, or habit forming drugs;
- G. At a rate of speed greater than reasonable or proper (not to exceed 10 mph at any given time) under all the surrounding circumstances;
- H. At any place in a careless, reckless or negligent manner so as to endanger the person or property of another or to cause injury or damage thereto;
- I. In a manner so as to create a loud, unnecessary or unusual noise which disturbs, annoys or interferes with the peace and quiet of other persons;
- J. So as to tow any person or thing except through use of a rigid tow bar attached to the rear of the snowmobile or ATV;
- K. While the snowmobile or ATV is equipped with treads;
- L. On a public sidewalk or walkway provided or used for pedestrian travel or on boulevards within any public right-of-way;
- M. On any public or private school grounds except as permission shall be expressly obtained from responsible school authorities;
- N. On any other publicly owned lands which shall include but shall not be limited to park property, playgrounds, recreation areas and golf courses, or any frozen bodies of water within the City of Norwood Young America, except authorized areas previously listed for such use by the proper authority. Authorized areas in the City owned by the City shall be designated by Council resolution.

Subd. 2 Exceptions.

- A. Snowmobiles may be operated on public streets used to provide the most direct access to any snowmobile trail adopted by resolution of the Council.
- B. ATV's may only be operated on public streets or roads used to provide the most direct access to any state owned ATV trail adjacent to the City of Norwood Young America, except for the purposes of snow removal on the owners property, or City owned and operated ATV's for official City business.
- C. Class 2 ATV and golf carts as provided for under Section 750 of the City Code.**

Subd. 3 It is unlawful for the owner of a snowmobile or an ATV to permit the snowmobile or ATV to be operated contrary to the provisions of this section.

740.08 Required Equipment. It shall be unlawful to operate any snowmobile or ATV within the City unless the snowmobile or ATV is equipped with:

- A. Brakes adequate to control the movement of and to stop and hold the snowmobile or ATV under any condition or operation;
- B. A safety or so-called "deadman" throttle in operating condition;
- C. When operated between the hours of one-half hour after sunset to one-half hour before sunrise or at times of reduced visibility, at least one clear lamp attached to the front, with sufficient intensity to reveal persons and vehicles at a distance of at least 100 feet ahead during the hours of darkness under normal atmospheric conditions. The head lamp shall be so aimed that glaring rays shall not be projected into the eyes of an oncoming snowmobile or ATV operator. It shall also be equipped with at least one red tail lamp having a minimum candlepower of sufficient intensity to exhibit a red light plainly visible from a distance of 500 feet to the rear during hours of darkness under normal atmospheric conditions;

EXHIBIT A

- D. Standard mufflers which are properly attached and which reduce the noise of operation of the motor to the minimum necessary for operation. No person shall use a muffler cutout, bypass, straight pipe, or similar device on a snowmobile or ATV motor.

740.09 Hours of Operation. It shall be unlawful to operate a snowmobile or ATV within the City of Norwood Young America from 10:00 p.m. to 7:00 a.m. for any purpose other than going to or returning from an evening ride by way of the most direct route, to the owner's residence or location where the snowmobile or ATV is generally stored and while complying with applicable laws.

740.10 Minimum Age of Operator.

- A. No person under the age of **fifteen (15)** ~~fourteen (14)~~ years of age shall operate a snowmobile or ATV on any public land in the city. A person **sixteen (16)** ~~fourteen (14)~~ years of age or older, but less than eighteen (18) years of age, may operate a snowmobile or ATV on the streets and highways as permitted under this chapter and make a direct crossing of streets and highways only if he or she has in his or her possession a valid snowmobile or ATV safety certificate issued by the Commissioner, and then only for the purposes of travel between his or her home, or the home location of the snowmobile or ATV, and a point outside the city. This travel must be accomplished by the shortest distance, taking the most direct route while complying with applicable laws.
- B. It shall be unlawful for the owner of a snowmobile or ATV to permit the snowmobile or ATV to be operated contrary to the age provisions of this Subsection.

740.11 Penalties. Any persons violating any provision of this Section shall be guilty of a misdemeanor and shall be punished by a fine not to exceed seven hundred (\$700.00) dollars, or by imprisonment in the county jail for a period not to exceed 90 days or both; but if a minimum fine or imprisonment is prescribed by the State Highway Traffic Act for an offense, the penalty shall apply to a person convicted of the same offense under this Section. *(Amended by Ord. 192, 6/11/07)*

Section 750 – Golf Carts And Class 2 All-Terrain Vehicles (ATV)

750.01 Intent. It shall be the intent of this section to regulate the use and operation of golf carts **and Class 2 ATV** within the city.

750.02 Adoption by Reference of MN Statute. Except as herein specifically addressed or modified, the provision of MN Statute Section 169.045, as amended, are herewith incorporated by reference.

750.03 Compatibility with other Regulations. Where the conditions of this section are comparable with conditions imposed by any other law, ordinance, statute, resolution, or regulation, the most restrictive shall apply.

750.04 Definitions. For purposed of this Section, terms defined in this Section shall have the meaning ascribed to them below:

Golf Cart. A small motorized vehicle, with electric or gas power, designed to carry two golfers and their golf clubs around a golf course between shots.

EXHIBIT A

All-terrain vehicles (ATVs). A motorized vehicle with: not less than three, but not more than six low pressure or non-pneumatic tires; a total dry weight of 2,000 pounds or less; and a total width from outside of tire rim to outside of tire rim that is 65 inches or less. All-terrain vehicle includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle. All-terrain vehicle does not include a golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.

All-terrain vehicle, Class 1. An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less.

All-terrain vehicle, Class 2. An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is greater than 50 inches but not more than 65 inches.

750.05 Authorization to Use Golf Carts and Class 2 ATV on Designated Roadways. All City streets, alleys, and County roads within the City, as permitted by Carver County, shall be designated golf cart **and Class 2 ATV** routes. No United States or State of MN road shall be a designated roadway for golf carts or **Class 2 ATV, except as allowed under Mn. Statute.** The operator **of a golf cart or Class 2 ATV**, under permit, may cross any street or highway intersecting a designated roadway.

750.06 Permit Required. Every person who operates a golf cart **or Class 2 ATV** shall first obtain a permit from the City.

Subd. 1 Information Required. The permit application shall include the following information:

- A. Name of Owner/Operator;
- B. Address of Owner/Operator;
- C. Date of Birth of Operator;
- D. Copy of current driver's license or written explanation for not having a current license. **The City may require**, ~~including~~ a certificate signed by a physician that the applicant is able to safely operate a motorized golf cart **or Class 2 ATV** on designated roadways if the applicant does not have a current driver's license;
- E. Telephone Number;
- F. Golf Cart **or Class 2 ATV** Make, Model, Year and Serial Number;
- G. Proof of Insurance

Subd. 2 Fee. A fee shall be established by Ordinance of the City Council.

Subd. 3 Renewals. Permits shall be renewed triennially. All permits shall expire on the 1st day of April not more than three years following their issuance.

Subd. 4 City Officials. Authorized city staff may operate city owned motorized golf carts **or ATV** without obtaining a permit within the city on city streets, sidewalks, trails, rights-of-way, and public property when conducting city business.

750.07 Insurance. Owners and operators of golf carts **and Class 2 ATV** shall carry liability insurance coverage pursuant to MN Statute 65B.48, Subdivision 5.

750.08 Conditions of Operation. Operation of golf carts **or Class 2 ATV** on permitted streets within

EXHIBIT A

the City shall be subject to the following conditions:

- A. **Golf carts are allowed to operate** From sunrise to sunset between April 1 to November 1, except during periods of inclement weather or when visibility is impaired by weather, smoke, fog, or other conditions, or at any time when there is insufficient light to clearly see persons or vehicles on the roadway at a distance of 500 feet.
- B. **Class 2 ATV may be operated on permitted streets provided they are equipped with original equipment headlights, taillights, and rear-facing brake lights.**
- C. **Golf carts shall display** With a slow-moving emblem and a rear-view mirror must be installed on the golf cart.
- D. Golf carts **and Class 2 ATV** must have proper insurance that complies with insurance for a motorcycle pursuant to Section 750.07 above and M.S. § 169.045, as amended
- E. The operator shall have a valid permit, pursuant to Section 750.06 above, be at least 18 years of age and not had their drivers license revoked as a result of criminal proceedings
- F. The operator shall be subject to all traffic ordinances, laws and statutes
- G. The number of occupants shall not exceed the design occupant load
- H. No operation shall be permitted on private property, without the consent of the owner, or on any city sidewalk, trail or park.
- I. No operation shall be permitted at any time with an alcohol level of 0.08 percent or higher, or under the influence of a controlled substance.

750.09 Revocation or Denial of Permit. A permit may be revoked at any time or denied if it is shown that the permittee cannot safely operate the golf cart **or Class 2 ATV**, cannot provide all of the information required for a permit pursuant to Section 750.06 above, had their drivers license revoked as a result of criminal proceedings, or for violation of any of the Conditions of Operation, as stated in Section 750.08 above.

750.10 Penalty for Operation without a Permit. Any person operating a golf cart **or Class 2 ATV** on a **local** public roadway without a permit may be issued a citation by a law enforcement official and is subject to any and all associated penalties.

750.11 Penalty. Any person who violates any provision of this Section is guilty of a misdemeanor.



To: Honorable Mayor Lagergren
Members of the City Council
Administrator Helget

From: Cynthia Smith Strack, Consulting Planner

Date: July 3, 2018

Re: Southwest Paving CUP Revocation Status

BACKGROUND

In June the City Council extended a compliance deadline prescribed under Resolution 2018-02 for revoking a conditional use permit for Southwest Paving effective June 1, 2018 unless the CUP holder complies with conditions of a use permit established in 2006 and amended in 2015. Greg Brakefield d.b.a. Southwest Paving is the current owner of the property and the individual who requested the initial CUP in 2006 and the amended CUP in 2015.

Administrator Helget requested a review of site conditions/compliance with CUP conditions. The property remains non-compliant with a landscaping plan approved under Resolution 2015-03. Photos attached illustrate absence of seeded grass/sod and full plantings approved. Rock has been added adjacent to the driveway. Following is pertinent information as of July 3, 2018:

An amendment to the initial CUP was approved on May 26, 2015 as Resolution 2015-13. The amendment rescinded a requirement for complete perimeter fencing which was a condition of the initial CUP. The Applicant proposed detailed site landscaping as per a landscape plan he submitted in lieu of perimeter fencing. The agreed upon landscaping and current site inventory is itemized below:

- A. Black Hills Spruce trees have been placed on the berm adjacent to Highway 212 as illustrated in the landscape plan approved under Resolution 2015-13.
- B. Under the landscaping plan five Black Hills Spruce trees were to be planted along the east property line with an initial size of six feet. This has been accomplished.
- C. A total of eleven Norway Pine trees were to be planted along the west property line with an initial size of four feet. Eight coniferous trees have been planted. **At least three of the coniferous trees are showing signs of stress including browning and needle drop.**
- D. Under the landscape plan the following were to be installed in the front yard: (1) 14 Black Hills Spruce trees at an initial size of six feet, (2) five Norway Pine with an initial size of four feet; (3) six Swiss Stone Pine with an initial size of four feet; (4) three Amur Maacki with an initial size of 15 inches; (5) 48 flame grass plantings with an initial size of 18 inches and 59 boxwood or low bush honeysuckle with an initial size of 24 inches. At this time a total of 18 coniferous trees have been planted in the front yard. **The coniferous trees planted appear to be adequate for the site and evenly spaced on a berm. The berm is not seeded, weeds are growing on the berm, the number of trees planted versus proposed is lacking by seven trees, and none of the lower shrubs, plantings have been placed.**
- E. The property owner committed to keeping the grounds neat with grass mowed as needed.

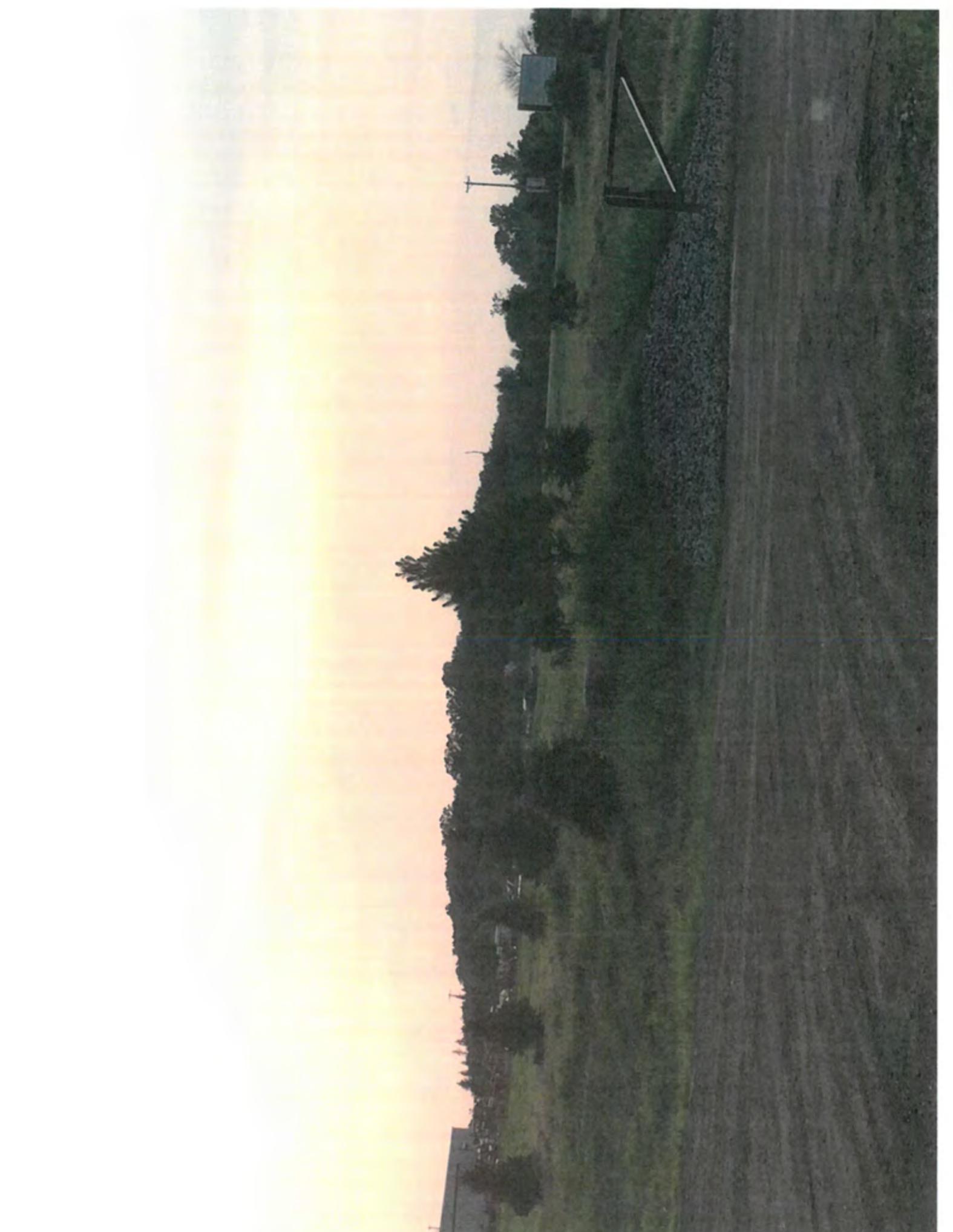
Nearly all of the south, east, and west sides of the property have not been mowed.

F. The southern part of the lot is a mix of countless piles of material and weeds.

ACTION

The City Council is to discuss CUP revocation and status. Questions regarding next actions should be referred to the City Attorney.





To: Honorable Mayor Lanergren
Members of the City Council
Administrator Heilget

From: Greg Brakefield (Southwest Paving)

Date: July 3, 2018

Ré: Southwest Paving - Conditional Use Permit

The spring / summer season of 2018 has been a challenge at Southwest Paving. The rain streak has slowed production to a crawl and limited our ability to complete projects. Additionally we have suffered two thefts that left us without needed equipment, challenging us further. In spite of these setbacks we have made substantial progress on the construction and implementation of the berm and plantings as part of the CUP permit. The progress made so far has brought to light some problems in the plan that need to be addressed:

- 1) The current number of installed coniferous trees planted is adequate for the site and additional trees would be detrimental to the health of the existing trees.
- 2) No Irrigation is planned on the site and the additional, flame grass, boxwood/honey suckle and Amur Maaki, are highly likely to die.
- 3) Grass seed has been planted twice and will be continued to be planted until it is established. A weed control program is in place.
- 4) The current landscape exceeds the landscape of surrounding properties and is above what typically is seen in Commercially Zoned Properties. The Landscape focus is screening.
- 5) The current landscape is low maintenance cost and sustainable.

Southwest has mowed the site and believes the current landscaping meets the intent of the CUP. We ask that the Council close this matter.

Sincerely

Greg Brakefield
Southwest Paving



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: July 9, 2018
SUBJECT: Update on 132 Elm Street E. Nuisance Violations

=====

The City has an open nuisance violation with Deborah Matiak of 132 Elm Street E. At the June 11th regular City Council meeting, the Council approved a motion extending the deadline to bring the property into compliance to July 1, 2018.

Upon inspection of the property today numerous items remain to be cleaned up. According to Ms. Matiak the tenants that were residing at her property were served an Order to Vacate on July 2nd. Ms. Matiak stated she has been told that she can't remove any of the former tenant's belongings for 28 days from the Order to Vacate. According Ms. Matiak the past tenants are the owners of Toyota Camry car parked in her driveway which has expired license plate tabs and appears to be inoperable. Ms. Matiak stated if the former tenants do not move it off her property she will on July 31st. Other nuisance items to be resolved include tires, bikes, TV, clothing, miscellaneous wood and garbage.

I'll be reviewing the property on July 9th prior to the City Council meeting and will provide a further update at the meeting.

I've informed Ms. Matiak, that an update would be given to the City Council on her nuisance violations at the July 9th Council meeting.

Suggested Motion:

Motion to abate the nuisance violation(s) at 132 Elm Street E.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: July 9, 2018
RE: Handbook Change – PTO

An employee requested to be able to donate PTO to another employee. Currently there is nothing in the employee handbook allowing this request. Below is our current policy taken from our employee handbook:

Regular full-time employees will accrue Personal Time Off (PTO) pursuant to the following chart based on the employee's continuous years of employment or as approved by the City Council. PTO is accrued on the first paycheck following the month's end (example: January's PTO will be accrued on the first paycheck in February).

An employee will not earn any PTO for any pay period unless he/she is employed by the city on the last scheduled work day of the pay period. Requests PTO must be received at least forty-eight (48) hours in advance of the requested time off. This notice may be waived at the discretion of the supervisor and city administrator. PTO can be requested in increments as small as one hour up to the total amount of the accrued leave balance. PTO is to be used only by the employee who accumulated it. It cannot be transferred to another employee.

The Personnel Committee discussed this request and are recommending that an employee should be able to donate PTO to another employee. Below is the recommended addition to the employee handbook:

Employees may voluntarily donate a portion of their PTO to assist another employee who has exhausted all of their PTO. The donation will be hour for hour if the staff member that is donating has a higher wage than the staff member that is receiving the donated PTO.

*If the staff person that is receiving the donation has a higher wage than the person that is donating, the hours will be calculated according to their wages. Example:
Employee A makes \$20 an hour. Employee B makes \$15 an hour.
Employee B donates 8 hours of his PTO to Employee A.
8 hours x \$15 an hour = \$120.00
\$120.00 / \$20 an hour = 6 hours
Employee A would accrue 6 hours of donated PTO.
8 hours of PTO would be decreased from Employee B's PTO balance.*

Both employees must be in good standings. All PTO donations must be approved by the City Administrator.

RECOMMENDATION:

A motion to approve the addition to the employee handbook regarding the ability to donate PTO hours.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: July 9, 2018
SUBJECT: Re-Roof Sign Shop Building

I've been closely inspecting the City owned buildings and assessing the condition of each roof. Upon inspection of the sign shop building, which is the building located immediately west of Fire Station 1, I noticed the shingles are in very tough shape and are in need of replacement. The building hasn't experienced any leaks yet but if not replaced likely will. I solicited quotes from two local contractors and they are as follows:

Shanahan Construction	\$5,545
Dvorak Brothers Construction	\$7,560

Proposed is to replace the roof on this building now before we experience further damage since I do not believe we have the time to budget and complete it at a later date. Since this building is utilized for street related purposes, proposed is to utilize the streets budget specifically repair/maintenance of buildings and grounds.

Recommended Motion:

Motion to accept Shanahan Construction's quote to re-roof the Sign Shop building for \$5,545.

SHANAHAN CONSTRUCTION, LLC

PAT SHANAHAN - GENERAL CONTRACTOR - LICENSE #BC634079

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

15020 JACOMA AVE - NORWOOD YOUNG AMERICA MN 55369

ESTIMATE SUBMITTED TO: CITY OF NYA

DATE: 6/22/18

ADDRESS: CITY SHED WEST OF NORTH FIRE STATION

PHONE: TONY

1-320-761-5008

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

RE-SHINGLE ROOF

SCOPE OF WORK:

REMOVE EXISTING 1 LAYER OF SHINGLES

INSTALL ICE & WATER PER CODE

INSTALL SYNTHETIC FELT ON ROOF DECK

INSTALL NEW ROOF VENTS

INSTALL TIMBERLINE STYLE SHINGLES

DUMPSTER

CLEAN-UP AND MAGNET SWEEP AROUND BUILDING

22 TOTAL SQUARES - SHINGLES, RIDGECAP & STARTER

MATERIALS + LABOR

\$5545.00

- (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 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.

TERMS:

ACCEPTED BY:

DATE: / /

Dvorak Brothers Construction Inc.

10825 Sunset Road
Young America, MN 55397

Estimate

Date	Estimate #
6/24/2018	256

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

Description	Qty	Rate	Project	
			Total	
TEAR OFF AND REROOF SOUTH SLOPE OF THE PAVILLIAN MATERIAL, LABOR, AND DISPOSAL TO RESHINGLE SOUTH SLOPE OF THE PAVILLIAN WITH TIMBERLINE HD SHINGLES.	38	390.00	14,820.00	
TEAR OFF AND REPLACE ROOF ON BUILDING ON THE WEST SIDE OF THE NORTH FIRE STATION. MATERIAL, LABOR AND DISPOSAL FOR COMPLETE BUILDING WITH TIMBERLINE HD SHINGLES.	21	360.00	7,560.00	
NO PERMIT INCLUDED IN THIS PRICE		0.00	0.00	
Total			\$22,380.00	



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: July 9, 2018
SUBJECT: City Parks Blacktop Repairs

Proposed is conduct some blacktop repairs at two of our city parks. The two proposed areas are too large for us to repair with our equipment and staff. A paver will need to be utilized.

Friendship Park Parking Lot

The Friendship Park parking lot is scheduled to be seal coated this year but prior to such proposed is to cut out and patch a sizeable area (see enclosed photo). I solicited quotes and they are as follows:

WM Mueller & Sons	\$4,828
OMG Midwest	\$7,200.

Veterans Park Driveway Entrance & Trail

Proposed is to pave the driveway access to Veterans Park and to repave the trail section that was removed when the parking lot was installed (see enclosed photo). The trail is used regularly and repaving it would also assist in snow removal. I solicited quotes and they are as follows:

WM Mueller & Sons	\$2,285
OMG Midwest	\$4,950.

Recommended Motion:

Motion to accept WM Mueller & Sons' quotes to complete the parking lot repairs at Friendship Park for \$4,828 and also complete the driveway access and trail section at Veterans Park for \$2,285.

Norwood Young America

Friendship Park



Veterans Park



ROAD CONTRACTORS
AGGREGATES
BITUMINOUS PAVING
BITUMINOUS MATERIALS



HAMBURG, MN
PROPOSAL AND ACCEPTANCE

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

PROPOSAL SUBMITTED TO:	City of Norwood Young America	DATE:	6/28/2018	PHONE:	320-761-5008
STREET:	310 Elm St. W., P.O. Box 59	JOB NAME:	Patch and Pave trail		
CITY, STATE, ZIP:	NYA, MN 55368	JOB LOCATION:	Friendship/Veterans Parks		
CONTACT:	Tony Voigt	VIA:	tvoigt@cityofnya.com		

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Friendship Park

- * Saw cut the edges in the 142 sy area to be patched.
- * Excavate the area to a 4" depth and dispose of the excavated material.
- * Repave the existing gravel base to a 4" depth for new bituminous.
- * Pave 2.5" of bituminous base and 1.5" of bituminous wear, compacted thickness.

\$4,828.00

Veterans Park Trail

- * Mill ends to match.
- * Shape the existing gravel base in the 99 sy area to a 3" depth for new bituminous.
- * Pave 1.5" of bituminous base and 1.5" of bituminous wear, compacted thickness.

\$2,285.00

NOTES:

WE PROPOSE TO FURNISH MATERIAL AND LABOR - COMPLETE
IN ACCORDANCE WITH THE ABOVE SPECIFICATIONS
FOR THE SUM OF: **\$7,113.00**

*** PAYMENT TO BE MADE UPON COMPLETION ***

NOTE: THIS PROPOSAL MAY BE WITHDRAWN BY US
IF NOT ACCEPTED WITHIN **30** DAYS.

All material is guaranteed to be as specified. All work to be completed in a workman-like manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire, storm, and other necessary insurance. Our workers are fully covered by workmen's compensation insurance.

AUTHORIZED

SIGNATURE:

Timothy Mueller

TITLE:

Secretary/Treasurer

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

PLEASE SIGN AND RETURN ONE COPY

SIGNATURE: _____

DATE OF
ACCEPTANCE: _____

WM. MUELLER & SONS INC.

ROAD CONTRACTORS • WASHED SAND & GRAVEL • LIMESTONE PRODUCTS • RED-MIX BLACKTOP - BLACKTOP SURFACING

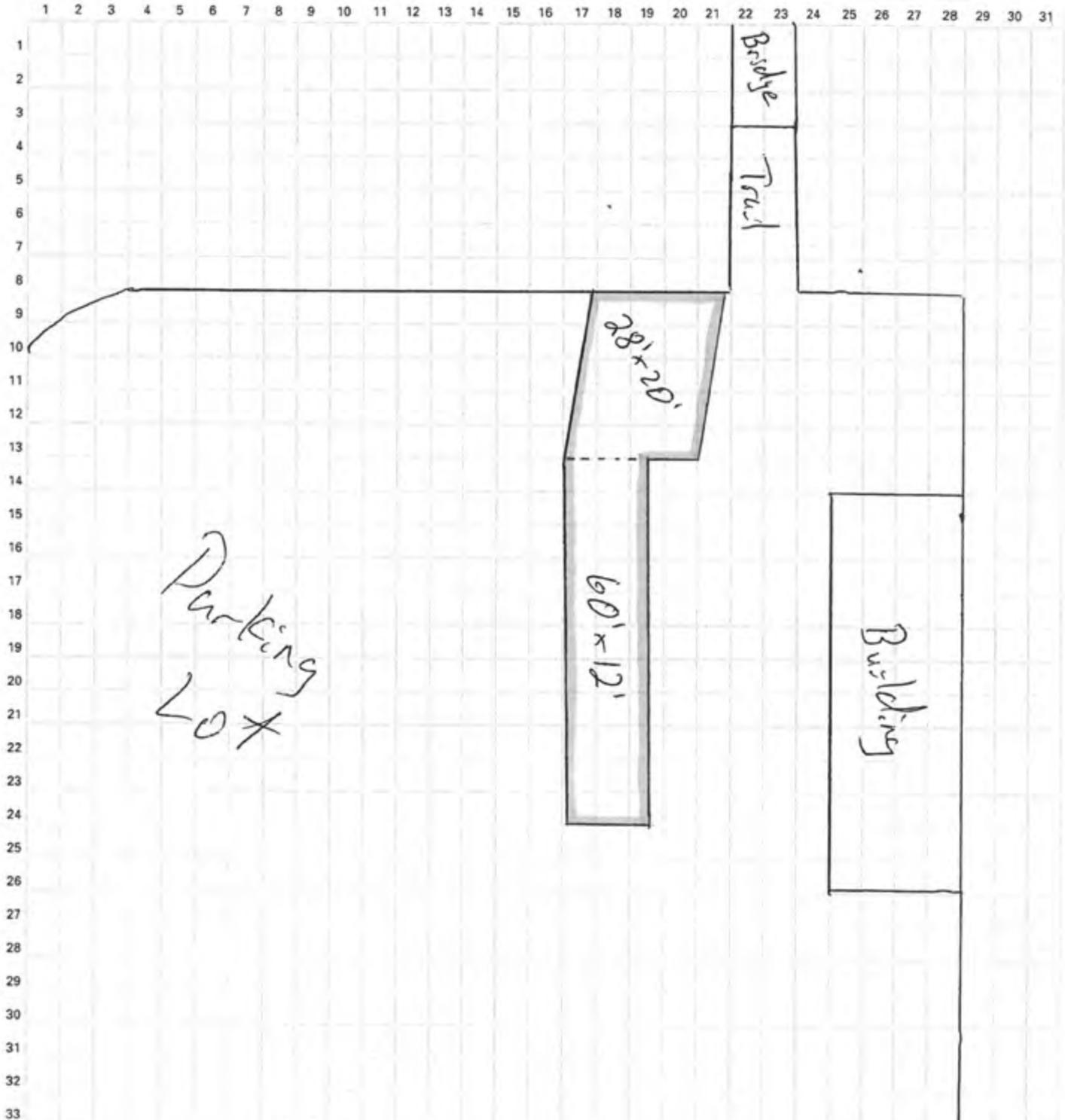
831 PARK AVE. • P.O. BOX 247
HAMBURG, MN 55339

EQUAL OPPORTUNITY EMPLOYER

PHONE (952) 467-2720 • FAX (952) 467-3894

PROJECT Friendship Park

DATE _____



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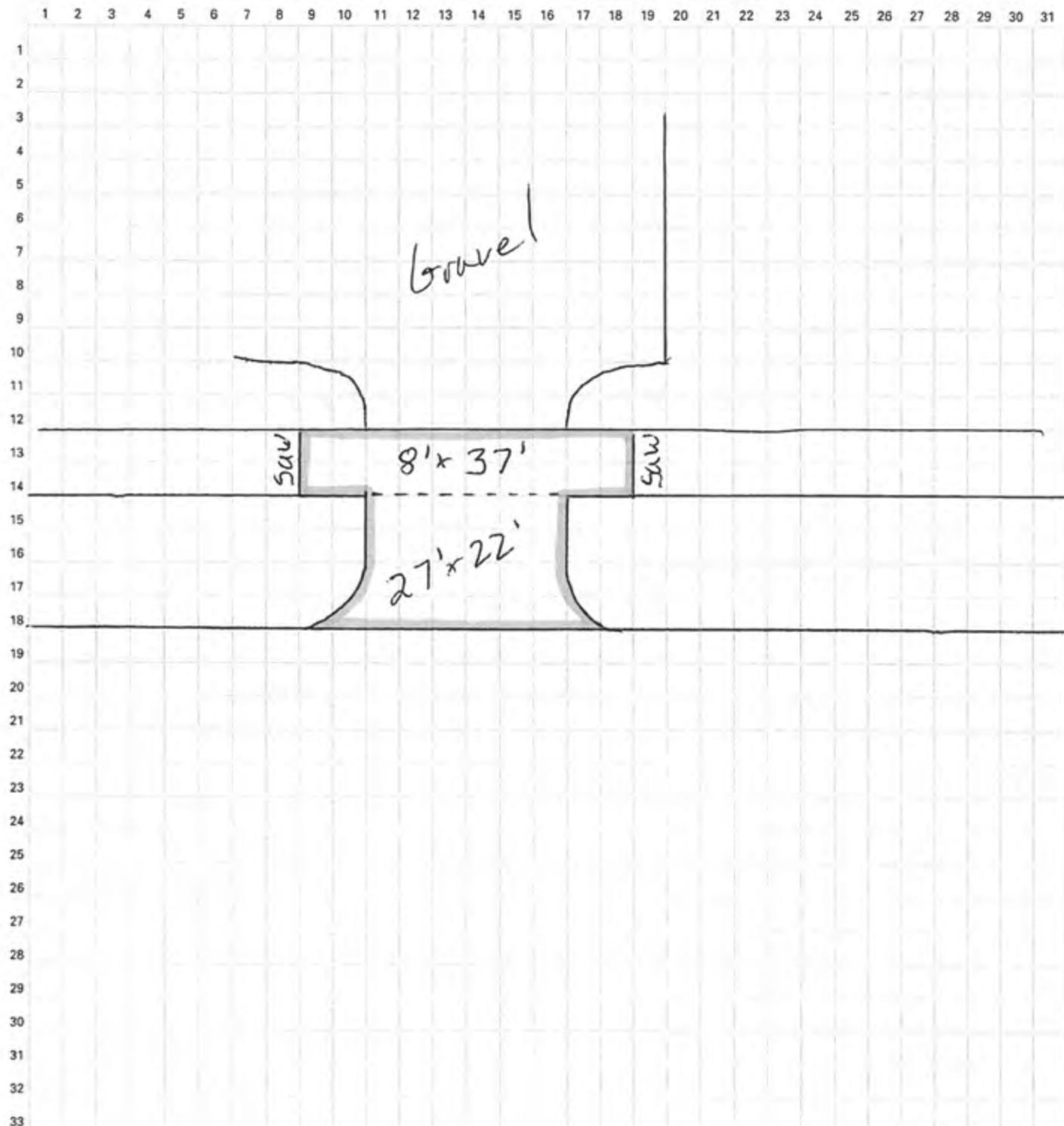
831 PARK AVE. • P.O. BOX 247

HAMBURG, MN 55339

PHONE (952) 467-2720 • FAX (952) 467-3894

EQUAL OPPORTUNITY EMPLOYER

PROJECT Veterans Park DATE _____





OMG Midwest, Inc. dba
CHARD
 26239 State Hwy 25
 Belle Plaine, MN 56011
 Phone: 952.873.6152
 Fax: 952.496.0024

DATE: 3/13/2018

TO: City of Norwood Young America

FROM: Todd Elbert

PROJECT: Misc patching & Culvert

LOCATION: Norwood Young America

BID DATE: 6/1/2018

Bid Item	Description	Quantity	U/M	Unit Price	Total Price
	Culvert Salvage, Removal, & Install	1.00	LS	\$ 3,975.00	\$ 3,975.00
					\$ -
	Bituminous Entrance (E. Railroad St.)	1.00	LS	\$ 4,950.00	\$ 4,950.00
					\$ -
	Parking Lot Repair				\$ -
	Remove Existing Bituminous	2,400.00	SF	\$ 1.00	\$ 2,400.00
	1 Foot Subcut & Export	90.00	CY	\$ 34.00	\$ 3,060.00
	Geotextile Fabric Type 5	275.00	SY	\$ 2.00	\$ 550.00
	Class 5 Agg. Base (Virgin)	160.00	TN	\$ 23.50	\$ 3,760.00
	Sawcut Bituminous	175.00	LF	\$ 2.00	\$ 350.00
	3.5" TH Bituminous Patch	60.00	TN	\$ 120.00	\$ 7,200.00
					\$ -
GRAND TOTAL:					\$ 26,245.00

Only above items included in quote

PROPOSAL VALID FOR UP TO 15 DAYS

All items to be paid per above unit prices and actual quantity installed

EXCLUSIONS | QUALIFICATIONS

Exclusions: Bond, Permits, Traffic Control, Erosion Control or Landscaping

All utility parts furnished by owner

NOTES

CHARD is signatory to the International Union of Operating Engineers Local 49, MN Laborers Local 563, & MN Cement Masons Local 633

Payment must be made in full 30 days from receipt of the invoice

ACCEPTANCE

The above prices, specifications, and conditions are satisfactory and are hereby accepted:

Owner:

OMG Midwest, Inc. dba CHARD

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: July 9, 2018
SUBJECT: Approve Waiving Bus Fee for Stiftungsfest Historic Tour

Enclosed is a letter from LaVonne Kroells representing the Willkommen Heritage & Preservation Society, who is requesting the City allow them to utilize the City's 5310 bus for the historic tours during Stiftungsfest and to waive the hourly fee. Normally the fee is \$25 per hour for the bus and driver.

Suggested Motion:

Motion to approve the use of the City's 5310 Bus for the Stiftungsfest Historic Tours and to waive the \$25 per hour fee.

Phone
(952) 467- 4227
Join Us Soon

WILLKOMMEN
HERITAGE CENTER
102 MAIN STREET EAST - PO Box #113
NORWOOD YOUNG AMERICA, MN 55397

Hours
Thursday - Friday - Saturday
10AM to 2PM

Willkommen Heritage & Preservation Society
102 East Main St.
Norwood Young America, MN

To the Norwood Young America City Council,

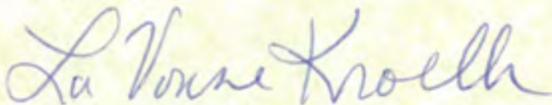
Last year the History Center experimented with a new project for Stiftungsfest – an historic tour of the city. Many wondered where we would take them and many found themselves pleasantly surprised. Because it went so well, we are doing it again this year, highlighting different sites.

Last year Principal Polzin from St. John's school offered the St. John's bus and its volunteer drivers. This year in hopes of not abusing their generosity, we plan utilizing the city 5310 bus.

Because of the cost of the bus and our lack of income from not having the History tent, we are wondering if the city would be willing to waive the fee of \$25.00 per hour?

Any consideration you would give to this request is greatly appreciated.

Sincerely,



LaVonne Kroells
President