



ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
 2. Approve Agenda
 - 2.1 Approve minutes of March 25, 2019 meeting
 3. Adjournment
-

CITY COUNCIL

1. Call Meeting of City Council to Order
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 Jason Kamerud and Commander Mike Wollin
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 8, 2019 meeting
 - 4.2 Approve payment of claims
 - 4.3 Springfest Artisan Fair – Union Street Closing Request
 - 4.4 PSD Seasonal Employee Hiring – Caleb Hormann
5. Public Hearings
 - 5.1 Resolution 2019-08, Vacating a Drainage and Utility Easement in the Tacoma West Industrial Park
6. Old Business
7. New Business
 - 7.1 Resolution 2019-08, Vacating a Drainage and Utility Easement in the Tacoma West Industrial Park
 - 7.2 Resolution 2019-09, Preliminary and Final Plat Tacoma West Industrial Park 4th Addition
 - 7.3 Resolution 2019-10, Air Products & Chemicals Variance to Maximum Area of Accessory Structures
 - 7.4 Resolution 2019-11, Air Products & Chemicals Variance to Maximum Height of Accessory Structures
 - 7.5 Resolution 2019-12, Air Products & Chemicals Conditional Use Permit for Outdoor Storage
 - 7.6 Resolution 2019-13, Air Products & Chemicals Conditional Use Permit for Commercial Fence Height
 - 7.7 Resolution 2019-14, Air Products & Chemicals Site Plan
 - 7.8 North Water Tower Cleaning and Repair
 - 7.9 Bucket Truck Lift and Body Purchase Proposal
 - 7.10 Part-time Administrative Assistant Hiring Proposal
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: Carver County Sheriff's Office March Report.

UPCOMING MEETINGS / EVENTS

May 7	Planning Commission – 6:00 p.m.
May 8	Small Business Week Breakfast – 8:00 a.m.
May 13	Personnel Committee – 5:30 p.m.
May 13	City Council – 6:30 p.m.
May 15	Economic Development Commission – 6:00 p.m.
May 16	Senior Advisory Committee – 9:00 a.m.
May 18	Springfest Artisan Fair
May 21	Parks and Recreation Commission – 4:45 p.m.
May 22	Safety Committee – 2:00 p.m.
May 27	Memorial Day – City Offices Closed
May 28	Work Session, EDA, City Council – 6:30 p.m.
June 1	Spring Clean-up Day – 7:00 to noon
June 12	Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board – 6:00 p.m.



ECONOMIC DEVELOPMENT AUTHORITY

March 25, 2019 – 6:30 p.m.

ATTENDEES: Tina Diedrick, Mike McPadden, Dick Stolz, Charlie Storms

ABSENT: Craig Heher

STAFF: Steve Helget

1. Call Meeting of Economic Development Authority to Order
President Diedrick called to order the Economic Development Authority at 7:20 p.m.
 - 1.1 Pledge of Allegiance
2. Approve Agenda
Motion: CS/MM to approve the agenda. Motion unanimously carried.
 - 2.1 Approve minutes of February 25, 2019 meeting
Motion: DS/CS to approve the minutes. Motion unanimously carried.
3. Adjournment
Motion: MM/DS to adjourn at 7:21 p.m. Motion unanimously carried.

Respectfully Submitted:

Tina Diedrick, President

Steven Helget, Executive Director



CITY COUNCIL MINUTES

April 8, 2019 – 6:30 p.m.

ATTENDEES: Tina Diedrick, Dick Stolz, Charlie Storms, Craig Heher, and Mike McPadden.

ABSENT: None

STAFF: Steve Helget, City Administrator, and Tony Voigt, Public Service Director.

OTHERS: Theresa Peterman, Mike Kimpling, Bill Hart, Kaarin Foede, Larry Panning, and Brad Falteysek and Tia Johnson of Abdo Eick & Meyers.

1. Call Meeting of City Council to Order
Meeting was called to order by Mayor Diedrick at 6:30 p.m. with all City Council members present.
2. Approve Agenda
Additions: 7.6 Resolution 2019-07, Identifying Slum and Blight in the Target Area for the SCDP Grant; 7.7 Bucket Truck Chassis Purchase Proposal; and 7.8 Community Development Director Hiring Proposal.
Motion: CH/CS to approve the agenda with the additions. Vote 5 – 0. Motion carried.
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
Mike Kimpling, 423 Morse St. N, stated he has spoken to MnDOT about the trail that will be installed along Highway 212 next year and they have denied his request for assistance to install a fence separating his property from trail stating they will not assist and suggested making a formal request to the City. Mr. Kimpling asked if the City would assist with the installation of a fence. Mayor Diedrick stated she thinks we can work together on it.
4. Consent Agenda
 - 4.1 Minutes of March 13 and 25, 2019 meetings
 - 4.2 Payment of claims
 - 4.3 Midtown Family Restaurant renewal of Consumption and Display Permit
 - 4.4 Pour House Pub – sale/drink of alcohol outside premises during Springfest Artisan Fair*Motion: DS/MM to approve the consent agenda. Vote 5 – 0. Motion carried.*
5. Public Hearings - none
6. Old Business
 - 6.1 Spring Clean-Up Day – Newsletter Article
The Council reviewed a draft article for the spring citywide newsletter. Mayor Diedrick proposed and the Council consented to partnering with Citizens State Bank to have a paper shredding truck on site; gently used furniture will be set aside for others to possibly pick-up and we can also haul to Fresh Water Church in Waconia who operate a Thrift shop. The Council also consented to utilizing Oak Grove for the drop-off site. McPadden suggested we get some volunteers to assist some residents who are unable to get large furniture items to the drop-off site. The Council consented to coordinating some volunteers to assist.
 - 6.2 Nuisance Code Follow-up Discussion
The Council consented to set June 9th as the deadline for residents to have their yards cleaned-up of items considered a nuisance. Mayor Diedrick stated the City Attorney needs to define what “Summary Abatement” means in the nuisance code. Helget stated based on the Council discussion at the April 8th work session meeting that the Council wants to speed up the process. Jay Squires, City Attorney, suggested when a nuisance letter is mailed it could be included in the letter that if the nuisance is not resolved by the date provided in the letter that the nuisance violation would be brought to the City Council at its next available meeting to consider abatement of the nuisance. The Council consented to this approach.
7. New Business
 - 7.1 Beyond the Yellow Ribbon Proclamation
Bill Hart and Kaarin Foede representing the local Beyond the Yellow Ribbon were present to propose the Proclamation. The month of May is proclaimed Yellow Ribbon month and May 18th is designed as Yellow Ribbon day and also the date their annual banquet which is the 10th year. Mayor Deidrick read the Proclamation.

7.2 Review 2018 Annual Financial Report

Brad Falteysek, Abdo Eick & Meyers provided a presentation on the 2018 Annual Financial Report.

7.3 Award Contract mowing of City owned Cemeteries

Voigt stated he solicited and received quotes from two contractors for mowing the City owned cemeteries. The Council consented since this item is budgeted for that it does not need to be brought to Council in the future for approval.

Motion: CH/CS to hire Dave's All Season to mow the City owned cemeteries during the 2019 mowing season for \$200 per time. Vote 5 – 0. Motion carried.

7.4 Ordinance No. 319, Prohibiting Adult Uses abutting U.S. Highway 212

Motion: CH/MM to adopt Ordinance No. 319, an ordinance amending Chapter 12 of the City Code by amending Section 1230.12, Subd. 4(C) regulating Adult Uses as Conditional Uses in the I-1, Light Industrial District. Vote 5 – 0. Motion carried.

Motion: CH/DS to approve the summary of Ordinance No. 319 and its publication. Vote 5 – 0. Motion carried.

7.5 Downtown Development Plan and Springfest Artisan Fair

McPadden provided an update on the Springfest Artisan Fair planned for Saturday, May 18th from 9:00 a.m. to 3:00 p.m. in the Historic Norwood Downtown.

Storms stated the Parks & Recreation Commission meets next week and possibly will have a representative from the Minnesota Extension Office present to discuss possible tree varieties for the downtowns. Storms also stated the installation of floor jacks under the Pavilion has been completed.

Heher stated Planning Commission discussed the Downtown Redevelopment Plan two meetings ago and the City's planning consultant is working on some things based on that discussion. The item was tabled at the April 2nd Planning Commission meeting due to the length of other items on the agenda but will be back on their May meeting agenda.

7.6 Resolution 2019-07, Small Cities Development Program

Motion: DS/MM to approve Resolution 2019-07, resolution identifying "Slum and Blight" conditions in a targeted area of the City of Norwood Young America. Vote 5 – 0. Motion carried.

7.7 Bucket Truck Chassis Purchase Proposal

Voigt provided information about the purchase of a 2019 Ford F-550 chassis for a new bucket truck. The current bucket truck is a 2003 and has a height of 44 feet. The new truck would have a height of 49 feet. Voigt stated this item was scheduled and budgeted for replacement in 2018 but the state bid contracts for the truck chassis and the bucket lift manufacturers fall under different schedules and so the truck could not get built last year. Voigt also stated he was recently contacted by a Ford dealership stating Ford will be stopping production on the chassis after April 4th due to a shortage of gas tanks. The truck chassis was ordered last week but we are unsure we will get on the list for the 2019 chassis. The original budget was \$110,000 with an estimated trade of \$7,000 - \$8,000. The upfitters range in cost of \$75-\$80,000. Two quotes were solicited and received for the 2019 Ford chassis and they are as follows:

Midway Ford	\$38,869.83
Wolf Motors	\$39,744.19

Motion: CS/CH to purchase 2019 Ford F-550 chassis from Midway Ford for \$38,869.83. Vote 5 – 0. Motion carried.

7.8 Community Development Director

Helget provided an update on the consulting company he is soliciting a proposal from for economic development consultant services. He will be interviewing a potential candidate next week that would be assigned to the City.

Mayor Diedrick suggested consideration for a full-time community development director handling both planning and economic development duties. She requested the Council consent to consider and to pursue how the position would be budgeted for this option. Stolz questioned if there is enough work to justify a full-time person stating it is easier to reduce a consultant without dealing with labor/unemployment laws. He stated he likes the flexibility for a city our size. Mayor Diedrick stated we would have a full-time person here regularly and familiar with the community, and actively pursuing economic development, and processing planning & zoning permits on timely basis.

Heher questioned how many hours the City utilizes its consultants. Helget stated he just has the annual expenses. For 2019, the City budgeted \$18,000 for a planning consultant and \$20,000 for an economic development consultant. In 2018, the City expended \$12,000 for planning and 2017 \$18,000. For economic development in 2018 the City expended \$13,000 and in 2017 \$16,000.

Storms questioned what the wage/salary would be for the position. Helget stated it would be a department head type position.

McPadden stated it will have to be evaluated to see how it will fit with sharing of duties. Based on the job market it may be challenging to find someone to meet the City's needs. McPadden suggested Helget continue to look at a consultant too. Heher concurred.

Upon completion of the consulting firm candidate and everything goes well, Helget is to invite the potential consultant to the next Council meeting so they can introduce themselves and invite the Planning Commission and EDC.

The Council directed Helget to evaluate the Administration Department with the addition of a full-time community development director and sharing duties without increasing the number of full-time staff. The Council requested a report back by the first meeting in May to include a job description.

McPadden introduced the topic of city streets and the poor condition of certain ones. Deidrick stated she has asked Voigt to create a pavement management plan identifying what needs to be done such as a mill & overlay, patching, etc. and budget out over the long-term. Storms stated the City needs to establish a plan for street improvement projects and also the sidewalks. Helget suggested getting the City engineer involved and invite to a future meeting to discuss an improvement plan. The Council consented that a plan needs to be completed.

8. Council Member & Mayor Reports

CS No report.

CH Provided an update from the April 2nd Planning Commission meeting. Most of the meeting was held on Air Products & Chemicals planning & zoning application. Heher stated he voted against the two variances. This item will be on the April 22nd Council meeting agenda.

MM The EDC meets this coming Wednesday and the Stiftungsfest Committee meets next week.

DS No report.

TD Provided a report on the recent SW Corridor Transportation Coalition meeting. A funding bill is being consider by the state legislature which is \$38 million to expand Highway 212 to four-lane from Chaska to Norwood Young America. An INFRA \$42 million grant has been applied for at the federal level which includes an overpass interchange by the Bongards. If successful with the funding a full expansion project could be commenced in 2022. It was reported that over 70 counties have transportation traveling onto Highway 212 and transportation off of Highway 212 to 50 counties.

UPCOMING MEETINGS / EVENTS

April 10 Economic Development Commission – 6:00 p.m.

April 16 Parks and Recreation Commission – 4:45 p.m.

April 22 Work Session, EDA, City Council – 6:30 p.m.

May 13 Personnel Committee – 5:30 p.m.

May 18 Springfest Artisan Fair

June 12 Joint Meeting – Downtown Redevelopment – 6:00 p.m.

April 18 Senior Advisory Committee – 9:00 a.m.

May 7 Planning Commission – 6:00 p.m.

May 13 City Council – 6:30 p.m.

June 1 Spring Clean-up Day

9. Adjournment

Motion: MM/CS to adjourn at 8:58 p.m. Vote 5 – 0. Motion carried.

Respectfully Submitted:

Tina Diedrick, Mayor

Steven Helget, City Administrator



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

To Be Approved: April 22, 2019

Payroll EFT	<u>\$15,492.09</u>
(Check Sequence#29191-29205; voided checks 29176-29190)	

Claims Pending Payment	<u>\$30,554.85</u>
(Check Sequence #29206-29240)	

Grand Total	<u>\$46,046.94</u>
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MARCH 2019 to APRIL 2019

		Check Amt	Invoice	Comment
10100 CHECKING				
Paid Chk#	029206	4/22/2019	ABDO, EICK, & MEYERS	
E 101-41500-301	Auditing and Acct g Services	\$5,550.00	413327	AUDIT SERVICES
	Total ABDO, EICK, & MEYERS	\$5,550.00		
Paid Chk#	029207	4/22/2019	BRYAN ROCK PRODUCTS, INC.	
E 101-43100-224	Street Maint Materials	\$674.33	33365	
	Total BRYAN ROCK PRODUCTS, INC.	\$674.33		
Paid Chk#	029208	4/22/2019	CARDMEMBER SERVICE	
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$313.54		
E 601-49400-210	Operating Supplies	\$151.91		
E 602-49450-210	Operating Supplies	\$151.91		
E 101-43100-210	Operating Supplies	\$140.44		
E 101-43100-321	Telephone	\$36.85		
E 101-45200-321	Telephone	\$15.79		
E 101-41110-350	Print/Publishing/Postage	\$42.00		
	Total CARDMEMBER SERVICE	\$852.44		
Paid Chk#	029209	4/22/2019	CARQUEST AUTO PARTS	
E 601-49400-221	Repair/Maintenance Equipment	\$8.65	5927-184065	OIL FILTER
E 602-49450-221	Repair/Maintenance Equipment	\$8.66	5927-184065	OIL FILTER
E 101-43100-221	Repair/Maintenance Equipment	\$38.94	5927-184078	RED GREASE
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$11.99	5927-184379	OIL ABSORBENT
E 101-43100-221	Repair/Maintenance Equipment	\$77.91	5927-185123	HOSE END
E 101-43100-221	Repair/Maintenance Equipment	\$98.14	5927-185535	OIL, FILTER
E 101-43100-221	Repair/Maintenance Equipment	\$44.94	5927-185560	PRIME GUARD
E 101-43100-221	Repair/Maintenance Equipment	\$119.15	5927-185624	HYD HOSE, HOSE END
	Total CARQUEST AUTO PARTS	\$408.38		
Paid Chk#	029210	4/22/2019	CARVER COUNTY	
E 101-42100-311	County Police Contract	\$179.85	SHERI003228	1ST QTR POLICE
	Total CARVER COUNTY	\$179.85		
Paid Chk#	029211	4/22/2019	CARVER COUNTY RECORDER	
E 101-41320-350	Print/Publishing/Postage	\$230.00		AIR PRODUCTS
	Total CARVER COUNTY RECORDER	\$230.00		
Paid Chk#	029212	4/22/2019	CITIZEN STATE BANK HSA ACCTS	
G 101-21718	HSA ACCOUNT	\$1,749.99		
	Total CITIZEN STATE BANK HSA ACCTS	\$1,749.99		
Paid Chk#	029213	4/22/2019	CLAREY S SAFETY EQUIPMENT, INC	
E 101-42200-210	Operating Supplies	\$133.45	181803	HOSE
	Total CLAREY S SAFETY EQUIPMENT, INC	\$133.45		
Paid Chk#	029214	4/22/2019	DROEGE, BRAD	
E 101-42200-210	Operating Supplies	\$127.17		

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			Check Amt	Invoice	Comment
Total DROEGE, BRAD			\$127.17		
Paid Chk#	029215	4/22/2019	HD SUPPLY WATERWORKS		
E 601-49400-229	Water Meters		\$541.78	K327112	LOCK RING, GASKET
Total HD SUPPLY WATERWORKS			\$541.78		
Paid Chk#	029216	4/22/2019	HEALTH PARTNERS		
G 101-21706	Hospitalization/Medical Ins		\$9,196.87		
Total HEALTH PARTNERS			\$9,196.87		
Paid Chk#	029217	4/22/2019	HILGERS PLUMBING & HEATING, IN		
E 101-41940-221	Repair/Maintenance Equipment		\$510.00	12787	FOOD SHELF
E 101-41940-221	Repair/Maintenance Equipment		\$165.00	12868	HISTORY BLDG
Total HILGERS PLUMBING & HEATING, IN			\$675.00		
Paid Chk#	029218	4/22/2019	HOLIDAY FLEET		
E 601-49400-212	Motor Fuels		\$33.49		
E 602-49450-212	Motor Fuels		\$33.49		
E 101-43100-212	Motor Fuels		\$61.92		
Total HOLIDAY FLEET			\$128.90		
Paid Chk#	029219	4/22/2019	KLEINBANK		
G 101-21718	HSA ACCOUNT		\$583.34		
Total KLEINBANK			\$583.34		
Paid Chk#	029220	4/22/2019	LANO EQUIPMENT		
E 101-43100-221	Repair/Maintenance Equipment		\$444.78	19928A	BOBCAT REPAIRS
Total LANO EQUIPMENT			\$444.78		
Paid Chk#	029221	4/22/2019	LENZ, DEBRA		
E 101-41400-331	Travel/Meeting Expense		\$95.99		MILEAGE
Total LENZ, DEBRA			\$95.99		
Paid Chk#	029222	4/22/2019	LOFFLER BUSINESS SYS LLC		
E 101-41400-437	Maintenance Contract		\$294.96	3074170	COPIES
Total LOFFLER BUSINESS SYS LLC			\$294.96		
Paid Chk#	029223	4/22/2019	LOFFLER COMPANIES, INC.		
E 101-41400-437	Maintenance Contract		\$89.50		COPIER RENT
Total LOFFLER COMPANIES, INC.			\$89.50		
Paid Chk#	029224	4/22/2019	MARCO TECHNOLOGIES LLC		
E 101-41400-437	Maintenance Contract		\$87.50	INV6248469	SERVICE AGREEMENT
Total MARCO TECHNOLOGIES LLC			\$87.50		
Paid Chk#	029225	4/22/2019	METRO WEST INSPECTION SERVICES		
E 101-42400-312	Building Inspection Fee		\$1,819.50		PERMITS
E 101-42400-328	Rental Dwelling Inspections		\$27.00		RENTALS
otal METRO WEST INSPECTION SERVICES			\$1,846.50		

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MARCH 2019 to APRIL 2019

			Check Amt	Invoice	Comment
Paid Chk#	029226	4/22/2019	MID COUNTRY BANK		
	G 101-21718	HSA ACCOUNT	\$453.33		
		Total MID COUNTRY BANK	\$453.33		
Paid Chk#	029227	4/22/2019	MID-AMERICAN RESEARCH CHEMICAL		
	E 101-43100-221	Repair/Maintenance Equipment	\$426.50	0661695-IN	RELEASE AGENT, RED GREASE
		Total MID-AMERICAN RESEARCH CHEMICAL	\$426.50		
Paid Chk#	029228	4/22/2019	MID-COUNTY CO-OP OIL ASSN		
	E 101-43100-212	Motor Fuels	\$14.78	336	TANK AT MAINTENANCE SHED
		Total MID-COUNTY CO-OP OIL ASSN	\$14.78		
Paid Chk#	029229	4/22/2019	MINI BIFF		
	E 101-45200-418	Other Rentals (Biffs)	\$122.91	A-103916	LEGION PARK
		Total MINI BIFF	\$122.91		
Paid Chk#	029230	4/22/2019	MINNESOTA VALLEY TESTING LAB		
	E 601-49400-217	Lab Fees	\$93.00	968813	COLIFORM
	E 602-49450-217	Lab Fees	\$78.50	969621	NITROGEN
		Total MINNESOTA VALLEY TESTING LAB	\$171.50		
Paid Chk#	029231	4/22/2019	MN STATE FIRE CHIEFS ASSOC		
	E 101-42200-207	Training Instructional	\$285.00	200003414	2019 ALEX FOTOS REG
		Total MN STATE FIRE CHIEFS ASSOC	\$285.00		
Paid Chk#	029232	4/22/2019	MUNSTERTEIGER, JEFF/SHEILA		
	E 601-49400-432	Refund	\$83.00		WATER BILL OVERPAYMENT
		Total MUNSTERTEIGER, JEFF/SHEILA	\$83.00		
Paid Chk#	029233	4/22/2019	NORWOOD ELECTRIC INC		
	E 602-49450-223	Repair/Maintenance Bldg/Ground	\$417.98	16087	SEWER PLANT REPAIRS
		Total NORWOOD ELECTRIC INC	\$417.98		
Paid Chk#	029234	4/22/2019	NYA TIMES		
	E 101-45200-350	Print/Publishing/Postage	\$192.00	680801	SEASONAL EMPLOYMENT
	E 101-41320-350	Print/Publishing/Postage	\$136.08	683926	D&U EASEMENT
	E 101-41400-350	Print/Publishing/Postage	\$270.00	685994	NYA GUIDE
		Total NYA TIMES	\$598.08		
Paid Chk#	029235	4/22/2019	STATE BANK OF HAMBURG		
	G 101-21718	HSA ACCOUNT	\$533.33		
		Total STATE BANK OF HAMBURG	\$533.33		
Paid Chk#	029236	4/22/2019	SUN LIFE ASSURANCE COMPANY		
	G 101-21707	Disability Insurance	\$372.29		
		Total SUN LIFE ASSURANCE COMPANY	\$372.29		
Paid Chk#	029237	4/22/2019	UFC - WINTHROP		
	E 101-43100-221	Repair/Maintenance Equipment	\$51.94		

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MARCH 2019 to APRIL 2019

			Check Amt	Invoice	Comment
Total UFC - WINTHROP			\$51.94		
Paid Chk#	029238	4/22/2019	UNIQUE PAVING MATERIALS CORP		
E 101-43100-224	Street Maint Materials		\$477.90	43056	COLD MIX
Total UNIQUE PAVING MATERIALS CORP			\$477.90		
Paid Chk#	029239	4/22/2019	US POSTAL SERVICE		
E 601-49400-350	Print/Publishing/Postage		\$134.87		MAY UTILITY BILLS
E 602-49450-350	Print/Publishing/Postage		\$134.87		MAY UTILITY BILLS
E 603-49500-350	Print/Publishing/Postage		\$134.86		MAY UTILITY BILLS
Total US POSTAL SERVICE			\$404.60		
Paid Chk#	029240	4/22/2019	XCEL ENERGY		
E 101-45200-381	Electric Utilities		\$14.17		710 RAILROAD ST
E 601-49400-381	Electric Utilities		\$2,236.81		104 3RD AVE SE
Total XCEL ENERGY			\$2,250.98		
10100 CHECKING			\$30,554.85		

Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$26,311.07
601 WATER FUND	\$3,283.51
602 SEWER FUND	\$825.41
603 STORM WATER UTILITY	\$134.86
	\$30,554.85



TO: Mayor Diedrick and City Council Members

FROM: Alicia Menzel, Administrative Assistant

DATE: April 22, 2019

SUBJECT: Springfest Artisan Fair – Union Street Closing Request

At the March 25th meeting the Council approved closing portions of Elm Street. In addition, the Chamber of Commerce is asking to close Union Street on Friday, May 17th starting at 3:00 p.m. Enclosed is letter and map from Karen Hallquist, Executive Director, NYA Area Chamber of Commerce.

Suggested Motion:

Motion to approve the NYA Chamber of Commerce street closing request.

Norwood Young America



TO: Mayor Lagergren and Council Members

FROM: Alicia Menzel, Administrative Assistant

DATE: April 22, 2019

RE: Seasonal Staff Hiring

Applications were accepted for seasonal staff.

RECOMMENDATION:

A motion to hire Caleb Hormann for the 2019 summer season

Norwood Young America



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

From: Cynthia Smith Strack, Consulting Planner

Date: April 22, 2019

Re: Easement Vacation: Tacoma West Industrial Park

BACKGROUND

The City will consider vacation of a drainage and utility easement on the shared lot line between Lots 9 and 10 of Block 2 in Tacoma West Industrial Park. The City is Fee Owner of the subject properties.

Attached please find an exhibit of the proposed easements to be vacated.

Notice of the hearing has been published twice in the NYA Times and distributed to adjacent property owners and utility providers.

The Council is to hold a public hearing to take input on the proposed vacation. Following the hearing the Council will take action on the request.

ACTION

Consider RESOLUTION vacating certain drainage and utility easements.

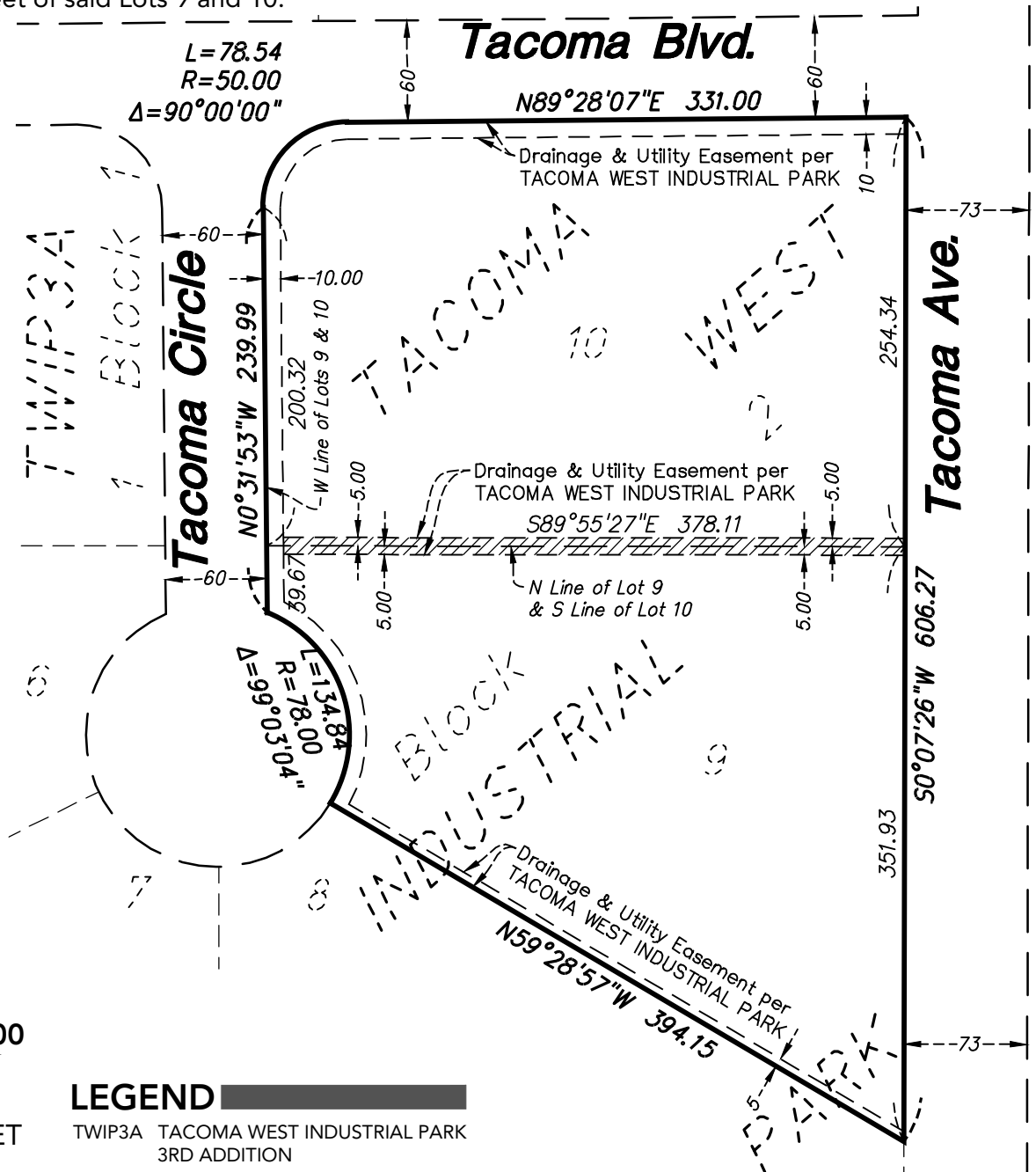
EXHIBIT

Drainage and Utility Easement Vacation

March 4, 2019

The Drainage and Utility Easements dedicated in the plat of TACOMA WEST INDUSTRIAL PARK over those parts of Lots 9 and 10, Block 2, TACOMA WEST INDUSTRIAL PARK, Carver County, Minnesota described as follows:

The north 5.00 feet of said Lot 9 and the south 5.00 feet of said Lot 10, Except the west 10.00 feet of said Lots 9 and 10.



0 100

SCALE IN FEET

LEGEND

TWIP3A TACOMA WEST INDUSTRIAL PARK
3RD ADDITION

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Henry D. Nelson
Henry D. Nelson - PLS

License No. 17255

03/04/19

Date

LOUCKS

Loucks Project No. 19057



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

From: Cynthia Smith Strack, Consulting Planner

Date: April 22, 2019

Re: Preliminary and Final Plat – Tacoma West Industrial Park 4th Addition

Applicants: City of Norwood Young America
Air Products and Chemicals, Inc.

Property Owner: City of Norwood Young America

Subject Property Address: TBD: 410/416 Tacoma Blvd

Property ID: 587500130 & 587500120 (subject to change – resubdivision)

Legal: Lots 9 and 10, Block 2 Tacoma West Industrial Park, Carver County, Minnesota.
(Proposed to be platted as Lot 1, Block 1 Tacoma West Industrial Park 4th Addition).

Zoning Class: I-1 Light Industrial

Requests: Preliminary and Final Plat Approval

Attachments: Proposed Preliminary and Final Plat
Draft excerpt of minutes Planning Commission April 2, 2019
Resolution

BACKGROUND

Air Products and Chemicals proposes purchase of two improved lots of record and construction of atmospheric air separation, processing, and storage facility on said lots. In order to accommodate the development, resubdivision of the improved lots into one lot is proposed. Specifically, the City, as property owner, proposes: lots 9 and 10, Block 2 Tacoma West Industrial Park, Carver County, Minnesota be replatted as Lot 1, Block 1 Tacoma West Industrial Park 4th Addition.

Please find attached preliminary and final plat. Replatting will enable development of an industrial processing plant on the site without separation of a property line. Vacation of existing drainage and utility easements has been initiated by the City Council.

REVIEW:

Submittal of review of the final plat by Carver County (Surveyor's Office and Taxation) has been requested by staff of Air Products and Chemicals, Inc..

The preliminary and final plats have been forwarded to the City Engineer and City Attorney for review.

The proposed planned use is consistent with the 2030 Comprehensive Plan. Zoning is to remain Light Industrial. Lot performance standards are achieved as per requirements of the Light Industrial District. No changes to infrastructure is proposed.

The Planning Commission held a public hearing on the preliminary plat on April 2, 2019. Please find a copy of the draft PC meeting minutes attached for reference. No comments for or against the plat were received.

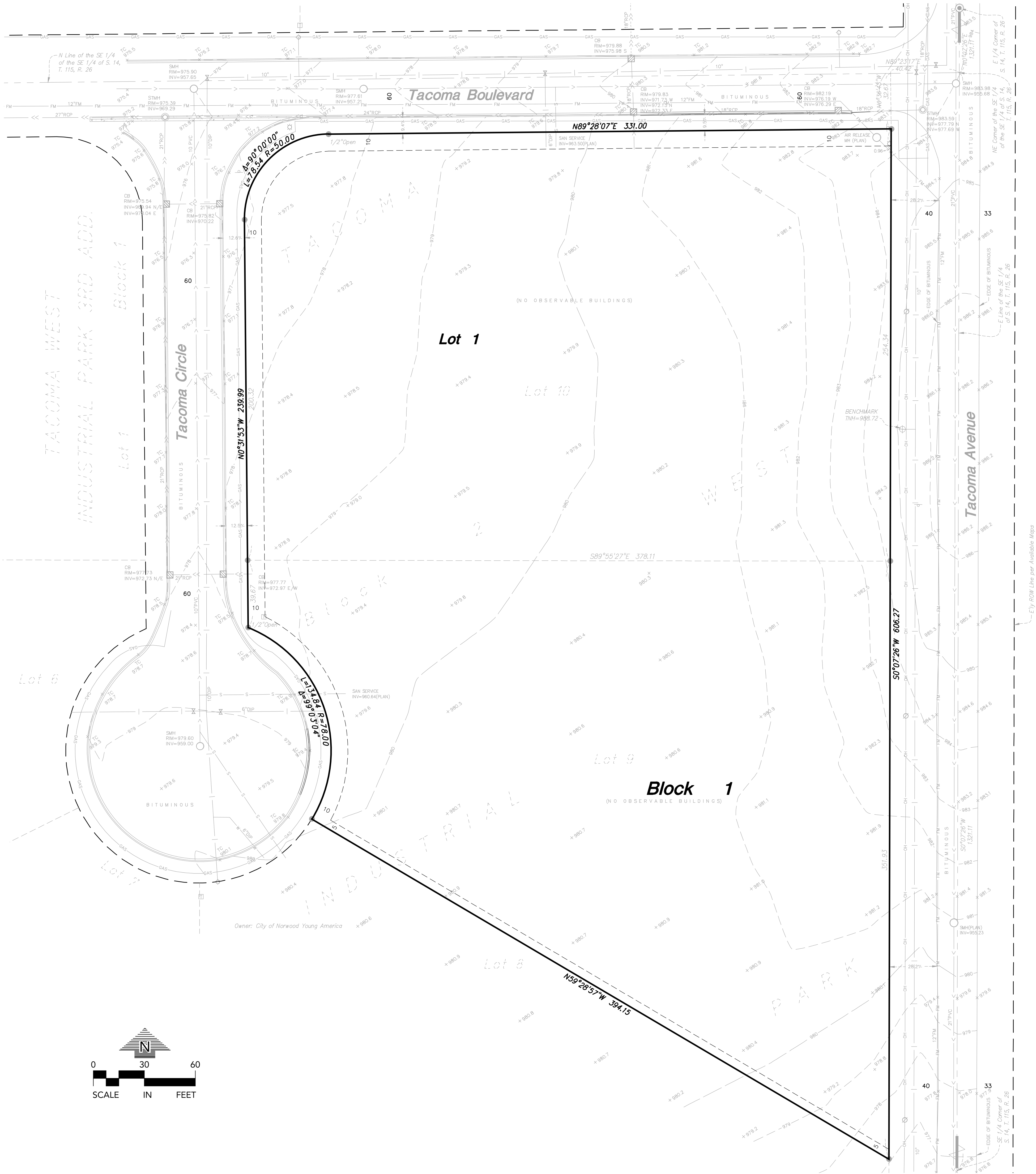
RECOMMENDATION:

Following public hearing and discussion the Planning Commission approved a motion recommending approval of the preliminary and final plat contingent on the following:

1. Title review by the City Attorney.
2. Incorporation of comments contained in a staff memo dated March 15, 2019 from John Swanson, Bolton-Menk.
3. Incorporation of comments from Carver County Surveyor's Office and Taxation, if applicable.
4. Certification that all taxes are paid.
5. Recording of the final plat at the Carver County Recorder's Office within 120 days of the date of approval by the City Council.

ACTION

The City Council is to consider preliminary and final plat approval for Tacoma West Industrial Park 4th Addition. A resolution is attached for consideration.



LEGAL DESCRIPTION

(Per Carver County Tax records)

Lots 9 and 10, Block 2, TACOMA WEST INDUSTRIAL PARK, Caver County, Minnesota.

Abstract Property

GENERAL NOTES

SURVEYOR:

Loucks
7200 Hemlock Lane, Suite 300
Maple Grove, MN 55330
763-424-5505

OWNER/DEVELOPER:

Air Products and Chemicals Inc.
7201 Hamilton Blvd.
Allentown, PA 18195
610-480-4911

1. Prepared March 6, 2019.
2. The address, if disclosed in documents provided to or obtained by the surveyor, or observed while conducting the fieldwork is 410 and 416 Tacoma Circle, Norwood Young America.
3. The bearings for this survey are based on the Carver County Coordinate System NAD 83 (1986 Adjust).
4. Benchmark: MNDOT Monument "1013 C" located 1.26 miles southeast along Trunk Highway 212 from the junction of Trunk Highway 212 and trunk Highway 5 in Norwood Young America, at Trunk Highway 212 milepost 132.15, 650.0 feet west-northwest of County Road 74, 135.0 feet west-northwest of 5.0 foot concrete culvert, 60.0 feet northwest of westbound Trunk Highway 212, 1.0 foot west of a witness post.
Elevation = 986.92 (NGVD29)

Site Benchmark: Top nut of hydrant located at the east side of Lot 10.
Elevation = 988.72 (NGVD29)
5. This property is contained in Zone X (areas determined to be outside the 0.2% annual chance floodplain) per Flood Insurance Rate Map No. 27019C0170D, Community Panel No. 2705930170D, effective date of December 21, 2018.
6. The field work was completed on February 19, 2019.
7. NOTE: The dedicated Drainage and Utility easements in Lots 9 and 10, Block 2, TACOMA WEST INDUSTRIAL PARK, are proposed to be vacated.

ZONING INFORMATION

Current Zoning: L-1 Light Industrial

Any zoning classification, setback requirements, height and floor space area restrictions, and parking requirements, shown hereon, was researched to the best of our ability and is open to interpretation. Per the City of Norwood Young America Zoning Map and City Code, on March 6, 2019, information for the subject property is as follows:

Current Setbacks:

Front 30 feet
Side 15 feet
Rear 50 feet
Height 40 feet

Proposed Zoning: L-1 Light Industrial

Proposed Setbacks:

Front 30 feet
Side 15 feet
Rear 50 feet
Height 40 feet

SITE DATA

Areas

Total Property Area	= 182,306 +/- square feet or 4.18 +/- acres
Right of Way Dedication Area	= 0.0 +/- square feet or 0.0 +/- acres
Net Property Area	= 182,306 +/- square feet or 4.18 +/- acres

LEGEND

● FOUND 1/2 INCH X 14 INCH IRON MONUMENT, MARKED "LS 19840" UNLESS SHOWN OTHERWISE	⊗ CATCH BASIN	—>> STORM SEWER
○ SET 1/2 INCH X 14 INCH IRON MONUMENT, MARKED "LS 17255"	⊙ STORM MANHOLE	—> SANITARY SEWER
⊙ FOUND CAST IRON MONUMENT	○ SANITARY MANHOLE	— WATERMAIN
⊕ BENCHMARK	⊙ HYDRANT	— CULVERT
() INFORMATION AS SHOWN ON PLANS NOT FIELD VERIFIED	⊗ GATE VALVE	— OH— OVERHEAD UTILITY
PLAN PER PLAN	⊗ LIGHT POLE	--- MAPPED STORM SEWER
CB CATCH BASIN	⊗ POWER POLE	--- MAPPED FORCE MAIN
SMH SANITARY MANHOLE	⊗ SIGN	— S— SANITARY SEWER SERVICE
STMH STORM MANHOLE	⊗ TELEPHONE PEDESTAL	— CONCRETE CURB
TC TOP OF CURB	⊗ TOP NUT HYDRANT	— CONCRETE
	⊗ SCHEDULE B II ITEM	
	⊗ STRUCTURE RIM & INVERT	
		— 972.5 CONTOUR
		— 972.5 SPOT ELEVATION

AIR PRODUCTS FACILITY

410 & 416 TACOMA CIRCLE
NORWOOD YOUNG AMERICA, MN 55368

AIR PRODUCTS AND CHEMICALS INC.

7201 HAMILTON BLVD.
ALLENTOWN, PA 18195

LOUCKS

PLANNING
CIVIL ENGINEERING
LAND SURVEYING
LANDSCAPE ARCHITECTURE
ENVIRONMENTAL

7200 Hemlock Lane, Suite 300
Maple Grove, MN 55369
763.424.5505
www.loucksin.com

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

03/06/19 SURVEY ISSUED

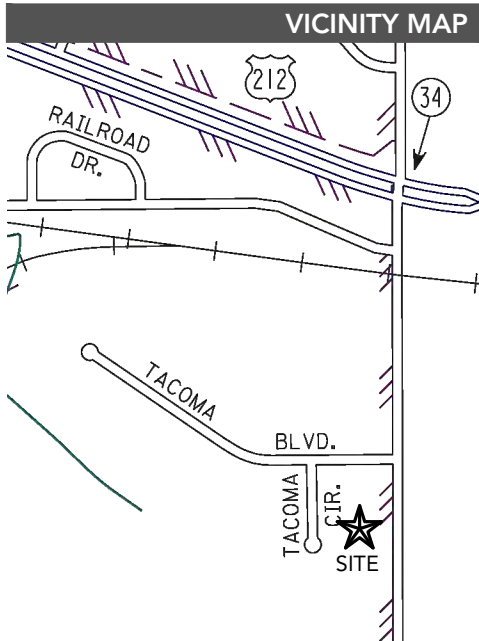
PROFESSIONAL SIGNATURE

I hereby certify that this survey, plan or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Henry D. Nelson
License No. 17255
Date 03/06/19

QUALITY CONTROL

Loucks Project No. 19057
Project Lead HDN
Drawn By SFH
Checked By HDN
Field Crew TVN



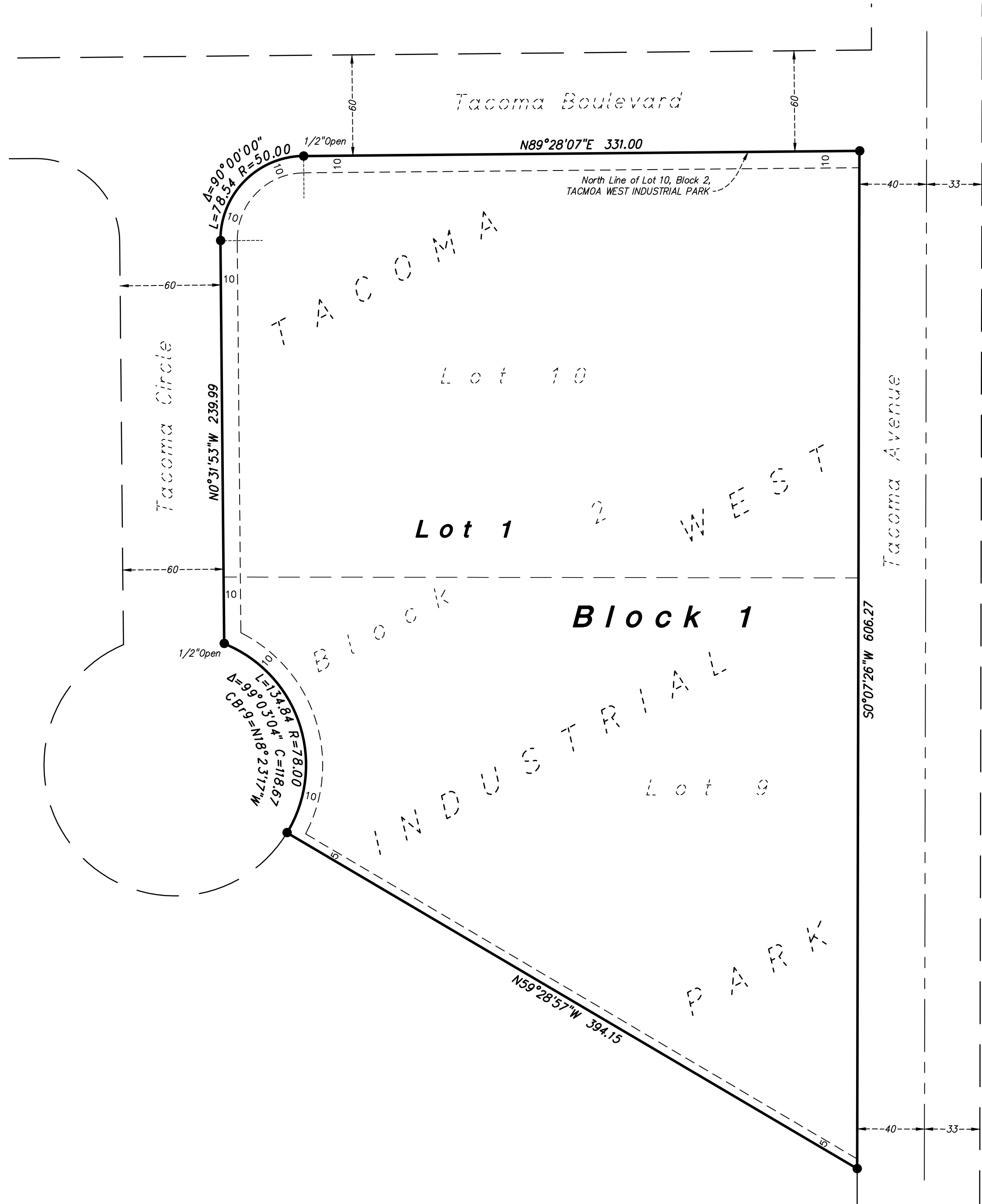
PRELIMINARY PLAT

C1-2

TACOMA WEST INDUSTRIAL PARK 4TH ADDITION

PLAT FILE NO.

C.R. DOC. NO.



KNOW ALL PERSONS BY THESE PRESENTS: That the City of Norwood Young America, a Minnesota municipal corporation, fee owner of the following described property situated in the County of Carver, State of Minnesota, to wit:

Lots 9 and 10, Block 2, TACOMA WEST INDUSTRIAL PARK.

Has caused the same to be surveyed and platted as TACOMA WEST INDUSTRIAL PARK 4TH ADDITION, and does hereby dedicate to the public for public use the drainage and utility easements as created by this plat.

In witness whereof said the City of Norwood Young America, a Minnesota municipal corporation, has caused these presents to be signed by its proper officer this ____ day of _____, 20____.

SIGNED:

CITY OF NORWOOD YOUNG AMERICA, a Minnesota municipal corporation

_____, its Mayor

Tina Diedrick

_____, its City Administrator

Steven Helget

STATE OF MINNESOTA

COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by Tina Diedrick, the Mayor and Steven Heiget, the City Administrator of the City of Norwood Young America, a Minnesota municipal corporation, on behalf of the corporation.

Notary Public, _____ County, Minnesota

My Commission Expires _____

Notary Printed Name

SURVEYORS CERTIFICATION

I, Steven F. Hough, do hereby certify that this plat was prepared by me or under my direct supervision; that I am a duly Licensed Land Surveyor in the State of Minnesota; that this plat is a correct representation of the boundary survey; that all mathematical data and labels are correctly designated on this plat; that all monuments depicted on this plat have been, or will be correctly set within one year; that all water boundaries and wet lands, as defined in Minnesota Statutes, Section 505.01, Subd. 3, as of the date of this certificate are shown and labeled on this Plat; and all public ways are shown and labeled on this plat.

Dated this ____ day of _____, 20____.

Steven F. Hough, Land Surveyor

Minnesota License No. 54850

STATE OF MINNESOTA

COUNTY OF HENNEPIN

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by Steven F. Hough.

Notary Public, _____ County, Minnesota

My Commission Expires January 31, 2020

Notary Printed Name

CITY COUNCIL, CITY OF NORWOOD YOUNG AMERICA, MINNESOTA

The plat of TACOMA WEST INDUSTRIAL PARK 4TH ADDITION was approved and accepted by the City Council of Norwood Young America, Minnesota, at a regular meeting thereof held this ____ day of _____, 20____, and is in compliance with the provisions of Minnesota Statutes, Section 505.03, Subdivision 2.

City Council of Norwood Young America, Minnesota

By: _____, Mayor

Tina Diedrick

By: _____, City Administrator

Steven Helget

COUNTY SURVEYOR, Carver County, Minnesota

Pursuant to Chapter 395, Minnesota Laws of 1971, this plat has been approved this ____ day of _____, 20____.

By: _____

Brian Praske, Carver County Surveyor

COUNTY AUDITOR/TREASURER, Carver County, Minnesota

I hereby certify that taxes payable in 20____ and prior years have been paid for land described on this plat, dated this ____ day of _____, 20____.

By: _____

Laurie Davies, County Auditor/Treasurer

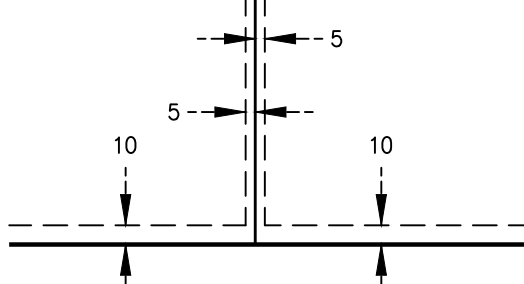
COUNTY RECORDER, Carver County, Minnesota

I hereby certify that the within plat of TACOMA WEST INDUSTRIAL PARK 4TH ADDITION was filed this ____ day of _____, 20____, at ____ o'clock ____ M. as Document No. _____.

Kaaren Lewis, County Recorder

By: _____

DRAINAGE AND UTILITY EASEMENTS
ARE SHOWN THUS:
(NOT TO SCALE)



BEING 5 FEET IN WIDTH, UNLESS OTHERWISE
INDICATED AND ADJOINING LOT LINES, AND
BEING 10 FEET IN WIDTH, UNLESS OTHERWISE
INDICATED, AND ADJOINING RIGHT-OF-WAY
LINES, AS SHOWN ON THE PLAT.



0 50

SCALE IN FEET

BEARINGS ARE BASED ON THE NORTH LINE OF
LOT 10, BLOCK 2, TACOMA WEST INDUSTRIAL
PARK, HAVING A BEARING OF NORTH 89
DEGREES 28 MINUTES 07 SECONDS EAST.

● DENOTES 1/2 INCH IRON MONUMENT
FOUND, CAPPED "LS 19840" UNLESS
OTHERWISE SHOWN

LOUCKS



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

From: Cynthia Smith Strack, Strack Consulting, LLC

Date: April 22, 2019

Re: Air Products & Chemicals: Variances, CUP, and Site Plan Approval

Applicant: Air Products & Chemicals Inc

Property Owner: City of Norwood Young America

Subject Property Address: TBD: 410/416 Tacoma Circle

Property ID: 587500130 & 587500120 (subject to change – resubdivision)

Legal: Lots 9 and 10, Block 2 Tacoma West Industrial Park, Carver County, Minnesota.
(Proposed to be platted as Lot 1, Block 1 Tacoma West Industrial Park 4th Addition).

Zoning Class: I-1 Light Industrial

Requests: Variance from Section 1245.04, Subd. 2(B)(2) which restricts the maximum area of accessory structures to thirty percent of the gross floor area of the principal structure. The Applicant is requesting accessory structures (two combined) which equal 120% of the size of the principal structure on the site.

Variance from Section 1245.04, Subd. 2(M) which restricts the height of accessory structures to 18 feet. The Applicant is seeking a maximum accessory structure height of 35 feet.

Conditional Use Permit as required under Section 1230.12, Subd. 4(E) for accessory outdoor storage. The outdoor storage proposed includes several bulk storage tanks pertaining to a proposed atmospheric air separation and storage facility.

Conditional Use Permit as required under Section 1245.05, Subd. 5(A) for commercial/industrial fences exceeding eight feet in height. The Applicant proposes an eight foot perimeter fence with security wire.

Site Plan Approval under Section 1210.08 of the City Code

Representative: Justin Pike – Air Products
Tom Goodrum - Loucks

Attachments:

Application
Narrative from Applicant
Photos of proposed buildings/heights
Civil plan set
Illustrated site plan
Photometric plan
Safety information submitted by Applicant
Development Review Memos from City Engineer dated March 15, 2019 and March 29, 2019
Memo from City Engineer dated March 22, 2019 pertaining to water/wastewater use
Email correspondence from Fire Chief dated March 17, 2019
Draft minutes from April 2, 2019 Planning Commission meeting
Resolution: Approving Variance to Section 1245.04, Subd. 2(B)(2) of the City Code
Resolution: Approving Variance to Section 1245.04, Subd. 2(M) of the City Code
Resolution: Approving Conditional Use Permit – Outdoor Storage in I-1 District
Resolution: Approving Conditional Use Permit – Fence Exceeding Eight Feet
Resolution: Approving Site Plan – Air Products and Chemicals Inc

BACKGROUND

Air Products & Chemicals proposes a atmospheric air separation, processing, and storage facility at the subject property. The facility will convert regular air into three liquid nitrogen, oxygen, and argon. Liquefied gases will be distributed by semi-truck/trailer to end-users within about a 100 mile radius.

Air Products represents the site imposes no explosive or chemical threat to the community. The site is zoned I-1, Light Industrial. Light manufacturing including processing are a permitted use in the district.

Air Products proposes the placement of a 24 X 60 (1,412 sf) habitable building of modular construction on site. In addition the Applicant two accessory structures a 900 sf maintenance building and an 800 sf "PDC" building. In addition numerous bulk storage tanks, system components, piping, and a 155' cold tower are proposed.

Replatting of the property to combine Lots 9 & 10 Block 2 is a companion to zoning review. Total site area is 4.18 acres. The facility will be centered on the project site with access from Tacoma Circle and Tacoma Boulevard. Personal vehicle access will be restricted to enter and exit from Tacoma Circle. Trucks will enter from Tacoma Circle and exit onto Tacoma Boulevard. The facility consists of multiple structures plus pipes and tanks for the processing of the air separation. This is an atypical site configuration due to the nature of the product produced and distribution method.

The site will be enclosed by a perimeter security fence and site landscaping and photometric plans have been submitted for consideration.

The proposed development requires several considerations under Chapter 12 of the City Code. The City Council is to act on the following business items by individual resolution and in the order listed:

Variances:

1. Variance from Section 1245.04, Subd. 2(B)(2) which restricts the maximum area of accessory structures to thirty (30) percent of the gross floor area of the principal structure. The Applicant is requesting accessory structures (two combined) which equal 120% of the size of the principal structure on the site.
2. Variance from Section 1245.04, Subd. 2(M) which restricts the height of accessory structures to 18 feet. The Applicant is seeking a maximum accessory structure height of 35 feet.

Conditional Use Permits:

1. Conditional Use Permit as required under Section 1230.12, Subd. 4(E) for accessory outdoor storage. The outdoor storage proposed includes several bulk storage tanks pertaining to a proposed atmospheric air separation and storage facility.
2. Conditional Use Permit as required under Section 1245.05, Subd. 5(A) for commercial/industrial fences exceeding eight feet in height. The Applicant proposes an eight foot perimeter fence with security wire.

Site Plan Consideration (no public hearing required)

Site Plan Approval under Section 1210.08 of the City Code

GENERAL INFORMATION

Comprehensive Plan:

The 2008 (2030) Comprehensive Plan illustrates industrial as the planned land use classification for future development on the subject parcel. The planned use is consistent with the proposed use.

District and Use:

The property is zoned I-1 Light Industrial District. The proposed warehousing use is permitted within the subject district. Surrounding locale is a mix of industrial and public (tower) property.

Utility Capacity:

The Applicant estimates the use will consume 120,000 gallons of water per day and produce 45,000 gallons of gray water daily. The City Engineer in a review memo dated March 15, 2019 indicates the existing water and sanitary systems have adequate capacity to accommodate forecast demand. Planned surface coverage is less than that for which the site is designed. Carver County Water Management Organization has initially reviewed the proposed site plan. Final approval is required.

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VARIANCE REQUESTS

The Applicant requests variance two zoning requirements applicable to accessory structures.

1. The Applicant proposes two defined accessory structures which in aggregate total 120% of the size of the principal (habitable) structure on the lot. City Code restricts commercial/industrial accessory structures to 30% in aggregate of the principal structure gross floor area.
2. The Applicant proposes an accessory structure which a height of 35 feet. City Code restricts the height of accessory structures to 18 feet overall.

Variances from the literal provisions of the Code may be approved where the strict enforcement of the provisions would cause practical difficulties because of circumstances unique to the property under consideration. Variances should only be considered if the resulting development will be in harmony with the general purpose and intent of the Zoning Ordinance, and consistent with the comprehensive plan. *Practical difficulties* as used in connection with the granting of a variance means that:

1. The property owner proposed to use the property in a reasonable manner not permitted by the zoning ordinance.
2. The plight of the landowner is due to circumstances unique to the property not created by the landowner, and
3. The variance, if granted, will not alter the essential character of the locality.

The City may impose restrictions and conditions upon variances issued to any property as a means of ensuring compliance and protect the public health, safety and general welfare of adjacent properties. Such restrictions and/or conditions must be directly related to and must bear a rough proportionality to the impact created by the variance.

PROPOSED VARIANCE: ACCESSORY STRUCTURE AGGREGATE SQUARE FOOTAGE AS PERCENT OF PRINCIPAL STRUCTURE

The Applicant represents the variance requests are solely based on the operational function of the facility and not for the purpose to allow additional space that exceed City standards. The principal structure (the 'control building') is 1,412 square feet and the only habitable structure on the site. A proposed 900 sf maintenance building and a proposed 800 sf "PDC" building together totaling 1,700 square feet comprise 120% of the aggregate square footage of the principal structure.

The Applicant represents all three buildings provide a unique service to the operations of the facility. They are specifically designed and prefabricated to efficiently conduct the function they provide. The Applicant represents a practical difficulty is created by the atypical operations of the facility.

The Applicant represents the proposed use is a permitted use within the I-1 zoning district and the accessory building size variance will not alter the character of the locality. The proposed facility is atypical to normal development requests in which it contains multiple structures with varied sizes and shapes.

The Applicant represents the needed size of the accessory structures will not be visibly noticeable among the other facility structures.

Potential findings in favor of the request:

- A. The proposed use is consistent with the Comprehensive Plan future use of the subject property for industrial purposes.
- B. The proposed variance is not for the use of property.

- C. The proposed processing and storage facility is atypical in terms of atmospheric air capture, site components, appurtenances, design, function, external processing, and storage.
- D. The principal and accessory structures will be screened and shielded by a perimeter fence, partial berming, and landscaping.
- E. The proposed accessory structures each provide a specific function in specific locations integral to the processing of atmospheric air at the site. Each have to be located in a specific location within the processing operation.
- F. The proposed variance is not based on economic hardship.

Potential findings for denial of the request:

- A. The need for the variance is not the result of a unique feature of the lot such as undevelopable areas, topographical limitations, or irregular lot formation.
- B. Building height is a factor solely under the control of the Applicant and therefore not unique to any given parcel.
- C. The proposed variance could be avoided if the accessory building size was decreased.

Planning Commission Recommendation:

The Planning Commission held a public hearing on the variance request on April 2, 2019. The Planning Commission recommended the City Council approve the variance request pursuant to aforementioned findings and contingent on:

- 1. The "Use" of the property is an atmospheric air processing, storage, and distribution plant as represented in civil plans filed with the request for variance approval.
- 2. Variance approval is contingent on approval of conditional use permits and a site plan.
- 3. Accessory structures shall not exceed 120% of the size of the principal structure.
- 4. The variances shall expire one year after date of approval unless the Applicant has commenced construction of the principal structure.

Please find attached a draft RESOLUTION for Council consideration.

PROPOSED VARIANCE: ACCESSORY STRUCTURE HEIGHT

The Applicant proposes a 20' height for an accessory structure used for maintenance purposes. The required standard is 18 feet.

Potential findings in favor of the request:

- A. The proposed use is consistent with the Comprehensive Plan future use of the subject property for industrial purposes.
- B. The proposed variance is not for the use of property.
- C. The proposed processing and storage facility is atypical in terms of atmospheric air capture, site components, appurtenances, design, function, external processing, and storage.
- D. The principal and accessory structures will be screened and shielded by a perimeter fence, partial berming, and landscaping.
- E. The proposed accessory structures each provide a specific function in specific locations integral to the processing of atmospheric air at the site. Each have to be located in a specific location within the processing operation.
- F. The proposed variance is not based on economic hardship.

Potential findings for denial of the request:

- A. The need for the variance is not the result of a unique feature of the lot such as undevelopable areas, topographical limitations, or irregular lot formation.
- B. Building height is a factor solely under the control of the Applicant and therefore not unique to any given parcel.

C. The proposed variance could be avoided if the accessory building size was decreased.

Planning Commission Recommendation:

The Planning Commission held a public hearing on the variance request on April 2, 2019. The Planning Commission recommended the City Council approve the variance request pursuant to aforementioned findings and contingent on:

1. The "Use" of the property is an atmospheric air processing, storage, and distribution plant as represented in civil plans filed with the request for variance approval.
2. Variance approval is contingent on approval of conditional use permits and a site plan.
3. The maximum building height is 35 feet.
4. The variances shall expire one year after date of approval unless the Applicant has commenced construction of the principal structure.

Please find attached a draft RESOLUTION for Council consideration.

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CONDITIONAL USE PERMIT REVIEW

The Applicant requests conditional use permits as required under:

1. Section 1230.12, Subd. 4(E) for accessory outdoor storage. The outdoor storage proposed includes several bulk storage tanks pertaining to a proposed atmospheric air separation and storage facility.
2. Section 1245.05, Subd. 5(A) for commercial/industrial fences exceeding eight feet in height. The Applicant proposes an eight foot perimeter fence with security wire.

Please note separate, independent action on each conditional use permit is requested.

Plans submitted with the application illustrate several bulk storage tanks for storage of liquid nitrogen, oxygen, and argon. The site plan illustrates an eight foot perimeter fence with three strands of barbed security wire (Sheets C2-1 & L2-1).

Following are bulk storage tanks proposed. Please refer to Sheet C2-2 for tank number references. Please also note tanks C182 A & B are process vessels and do not store product.

Tank #	Description	Capacity (gallons)
T472	Argon Tank	8,000
T622	Oxygen Tank	50,000
T723 A, B, & C	LP Nitrogen Tanks	54,000
T732	MP Nitrogen Tank	4,000

The total quantity of liquefied products stored onsite will vary daily. The Applicant represents the tanks are generally filled to 80% capacity. Average daily volume processed is estimated by the Applicant to be: Argon - 8,000 gallon/day; oxygen - 12,000- 16,000 gallon/day; and nitrogen - 60,000 gallon/day. The Applicant notes the aforementioned volumes are average only, the actual daily volume will vary based on driver availability and customer needs. MPCA requires permits for above ground storage tanks exceeding 500 gallons.

Code requirements applicable to this Conditional Use Permit requests are itemized below; Planning Commission comments are illustrated in *italic type face*.

1210.06 Conditional Use Permits, Subd. 3(B)(18) Requirements

Outdoor storage must conform to the following standards:

- a. All outdoor storage yards shall be completely screened from roads or developed areas with a solid fence or wall six feet or more in height, maintained in good condition, and screened with suitable planting. *Complete perimeter fencing, berming, and vegetative landscaping are proposed.*
- b. No un-screened outdoor storage yards shall be established after the effective date of the Code located closer than 500 feet to existing State and Federal roads, nor closer than 100 feet to any other City streets. *The proposed use is an atypical assortment of tanks, pipes, structures, equipment, appurtenances, and other design features. The raw product gathered is atmospheric air necessitating the operation be primarily of an outdoor nature. The unique nature of the facility makes the very definition of what is or is not outdoor storage difficult to ascertain. Storage tanks are the primary form of outdoor storage. Storage tanks appear to meet the required setback from local streets.*

General Criteria for Approval of Conditional Use Permits

The aforementioned standards relate specifically to outdoor storage. In addition, the Planning Commission is required to examine the request under a series of general standards as set for under Section 1210.06 Conditional Use Permits, Subd. 3(A).

1. The use is consistent with goals, policies and objectives of the Comprehensive Plan.
DISCUSSION: The 2008 NYA Comprehensive Plan guides the subject area to industrial use.
2. The use is consistent with the intent of this Ordinance. *DISCUSSION: Light industrial uses including processing, manufacturing, and storage are permitted uses within the I-1 District. Outdoor storage is allowed as an accessory use under CUP.*
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. *DISCUSSION: The proposed use will occur on an existing lot which is currently served by a full array of urban services. Existing utility systems have adequate capacity to serve the use.*
4. The use does not have an undue adverse impact on the public health, safety or welfare.
DISCUSSION: The outdoor storage will be confined to above ground storage tanks which will be placed under permit by the Minnesota Pollution Control Agency. Building permits are required. Air Products is to hold regular training sessions with local EMS providers.
5. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. *DISCUSSION: Adjacent uses are a mix of open space ag uses and industrial uses. The use is of an atypical design.*
6. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. *DISCUSSION: Berming, fencing, and landscaping are proposed.*
7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.
DISCUSSION: The subject parcel is an existing, improved lot with a full complement of urban services provided.
8. Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site. *DISCUSSION: access to the site is from Tacoma Circle with egress for trucks to Tacoma Boulevard. Truck traffic generated is expected to be less than 15 truck trips per day. No retail operations will occur on site. Employees housed on site are three or less. Truck drivers will drive personal vehicles to the site and then load semis and head off site for distribution.*
9. The use meets all of the performance criteria requirements as established in Section 1245.01 of this chapter. *DISCUSSION: As a condition of approval, the proposed use shall meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.*
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. *DISCUSSION: A variance to accessory structure square footage and height are companions to this CUP request and a request for site plan approval. All other performance standards are met.*

CONDITIONAL USE PERMIT: OUTDOOR STORAGE

The Applicant requests a conditional use permit under Section 1230.12, Subd. 4(E) for accessory outdoor storage. The outdoor storage proposed includes several bulk storage tanks pertaining to a proposed atmospheric air separation and storage facility.

Planning Commission Recommendation

The Planning Commission held a public hearing on the proposed CUP on April 2, 2019. Following the hearing and discussion, the Commission recommended the City Council approve a CUP for outdoor storage based on the following conditions:

1. The conditional use permit is applicable only to Lots 9 and 10, Block Two Tacoma West Industrial Park (to be replatted as Lot 1, Block 1 Tacoma West Industrial Park Fourth Addition).
2. Issuance of variances to accessory structure aggregate size and height.
3. Site plan approval.
4. The proposed outdoor storage shall be as represented in the civil plans submitted with the conditional use permit application.
5. The tanks shall be permitted through the Minnesota Pollution Control Agency and are subject to issuance of a building permit.
6. The Property Owner and/or plant operator shall routinely conduct training with local emergency service providers.
7. Storage tanks shall not be placed into use until a certificate of occupancy is issued for the principal structure.
8. This approval shall expire one year after date of approval unless the Applicant has commenced construction of the principal structure.
9. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
10. The permit shall be subject to annual inspection and audit by the City.
11. The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of an approving Resolution, subject to the requirements of Section 1210.06, Subd. 5 "Revocation of Conditional Use Permits" of the Zoning Ordinance, as may be amended.
12. The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

Please find attached a draft RESOLUTION for Council consideration.

CONDITIONAL USE PERMIT: COMMERCIAL FENCE

The Applicant requests a conditional use permit under Section 1245.05, Subd. 5(A) for commercial/industrial fences exceeding eight feet in height. The Applicant proposes an eight foot perimeter fence with security wire.

Planning Commission Recommendation

The Planning Commission held a public hearing on the proposed CUP on April 2, 2019. Following the hearing and discussion, the Commission recommended the City Council approve a CUP for outdoor storage based on the following conditions:

1. The conditional use permit is applicable only to Lots 9 and 10, Block Two Tacoma West Industrial Park (to be replatted as Lot 1, Block 1 Tacoma West Industrial Park Fourth Addition).
2. Issuance of variances to accessory structure aggregate size and height.
3. Site plan approval.
4. The location of the perimeter fence shall be as represented in the civil site plan and landscaping plans submitted with the conditional use permit application.
5. The fence material shall be vinyl coated chain link with slats or an even higher quality.
6. The fence shall be entirely on private property.
7. This approval shall expire one year after date of approval unless the Applicant has commenced construction of the principal structure.
8. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
9. The permit shall be subject to annual inspection and audit by the City.
10. The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of an approving Resolution, subject to the requirements of Section 1210.06, Subd. 5 "Revocation of Conditional Use Permits" of the Zoning Ordinance, as may be amended.

Please find attached a draft RESOLUTION for Council consideration.

SITE PLAN REVIEW

Lot Performance Standards

Lot performance standards pertaining to minimum lot size, minimum lot width, structure setback, and height with the exception of the proposed height of one accessory structure appear to conform to code requirements. A companion variance request pertaining to accessory structure height is included with the plan review submittal.

The maximum impervious surface coverage is limited by previous design/grading to 72%, well under the 80% maximum under Code.

Transportation

Primary ingress/egress to the site for employees is from Tacoma Circle. Empty semi trucks/trailers will enter the site from Tacoma Circle and depart when loaded via Tacoma Boulevard. Tacoma Circle and Tacoma Boulevard are classified as a 'local' streets which has been designed to accommodate truck traffic. The site plan illustrates parking for eight semi trucks/trailers. The Applicant represents that the estimated volume of semi-truck traffic is fifteen trucks trips per day. The volume of truck traffic as represented by the Applicant appears to be of minimal impact on the transportation system. In the event larger volumes of truck traffic are generated at a point in the future, additional study may be required of the Applicant and/or Property Owner to determine impact on the transportation system.

Under Code larger access throat widths may be approved by the City Engineer. The proposed access width exceeds 40 feet. The City Engineer approves of the proposed width.

The City Engineer in a review memo dated March 15, 2019 requested semi-truck/trailer turn radii and information pertaining to the egress onto Tacoma Boulevard. Turning radii are illustrated in Sheet C2-3 – ingress/egress attached hereto. A subsequent memo from the City Engineer dated March 29, 2019 sets forth minimum expectations for redesign of the egress onto Tacoma Boulevard.

Parking

The plans illustrate a total of eight improved employee parking spaces with proof of parking for an additional eight spaces adjacent to the east property line. The proof of parking area, when placed into effect must maintain a ten foot setback from the property line and be designed and improved to Code standards applicable at the time of improvement. Parking areas are proposed to be surfaced with bituminous, surrounded by B-612 curb, and setback a minimum of ten feet from the property line. The volume of parking spaces is consistent with Code requirements. The City Engineer has indicated partial perimeter curb is sufficient.

Architectural Design

The applicant is proposing premanufactured structures of smaller size at the site. The site development is atypical due to the nature of the processing of atmospheric air. A 'cold box' cooling tower is proposed for the site at a height of 156 feet. The tower is setback a greater distance from the property line than the height of the structure on the north, east, south, and due west property lines. The closest distance to a property line is the bulb of the Tacoma Circle cul-de-sac right of way/property line a distance of 144.5'. The distance from the paved portion of the cul-de-sac is 156 feet.

Lighting

Several lighting elements are proposed. A photometric plan has been required and is included with the plan submittal. Under Section 1245.08, Subd. 2 reflected glare or spill light may not exceed one (1.0) foot-candle when the source of light abuts any commercial or industrial parcel or any public right-of-way measured at one (1) foot above the ground at the property line. The photometric plan illustrates the code standard is met, with the exception of a couple of measurements adjacent to proposed truck parking. The site lighting shall adhere to the requirements of Section 1245.08.

Landscaping

A landscaping plan and associated information is included in the plan review submittal. Overstory trees, minimum size (2.5 caliper inches for deciduous and six feet for coniferous), species variety, berming, and seed mix appear to be consistent with Code requirements.

Building/Site Signage

Handicap and no-parking signs are included in the application materials. In the event any additional signage is contemplated, a separate permit is required and the standards contained in Section 1260 (Signs) of the City Code shall apply.

Industrial Use Performance Standards

The use shall be required to meet all performance standards set forth in Section 1245.01 of the City Code. In particular, garbage /refuse area shall be kept in an enclosed building or otherwise hidden from public view by a privacy fenced area.

Utilities, Stormwater, and Erosion Control

The City Engineer has reviewed the site plan. Comments included in a memo from the City Engineer dated March 15, 2019 are hereby incorporated by reference.

Additional Department/Agency Comments

Public Service Director: The plans have been forwarded to the Public Works Director Tony Voigt for review and comment. The Public Service Director supports the City Engineer's comments.

Fire Department: The plans have been forwarded to the Fire Chief Steve Zumberge for review and comment. Comments contained in email correspondence dated March 17, 2019 are hereby incorporated by reference.

City Engineer: The plans have been forwarded to the City Engineer for review and comment. Comments contained in a review memo dated March 15, 2019 are hereby incorporated by reference. The City Engineer submitted a supplemental review memo pertaining to equivalent residential units (for water/sanitary hook up fee calculation) and wastewater composition. The supplemental review memo is dated March 22, 2019 and hereby incorporated by reference. A third review memo dated March 29, 2019 from the City Engineers provides expectations for a truck egress onto Tacoma Boulevard.

Planning Commission Recommendation

The Planning Commission considered the proposed site plan at their April 2, 2019 meeting. The Planning Commission recommended the City Council approve the site plan contingent on the following:

1. The "Use" of the property is an atmospheric air processing, storage, and distribution facility at Lot 1, Block 1 Tacoma West Industrial Park Fourth Addition.
2. All application materials and plan sets are hereby incorporated by reference and accepted in good faith by the City as the Applicant's intended development.
3. Approval of variance requests relating to accessory structure aggregate area and height.
4. Issuance of conditional use permits for outdoor storage tanks and perimeter fencing.
5. Submittal of a revised set of plans illustrating compliance with required conditions of approval.
6. Compliance with all standards required and as set forth within the memo from Consulting Planner, Cynthia Smith Strack, dated April 2, 2019.
7. Compliance with all recommendations as set forth within a memo from John Swanson, Bolton-Menk (City Engineer) dated March 15, 2019.

8. Submittal of redesigned plans illustrating acceptable egress onto Tacoma Boulevard pursuant to a memo from the City Engineer dated March 29, 2019. The City Engineers comments in the memo dated March 29, 2019 are hereby incorporated by reference. The City Engineer shall approve said redesign.
9. Compliance with all recommendations and actions as set forth within a review memo from John Swanson, Bolton-Menk (City Engineer) dated March 22, 2019 pertaining to equivalent residential units and wastewater characteristics.
10. When the number of employees on a typical shift exceeds eight (8) the proof of parking area illustrated on the civil site plan (Sheet C2-1) submitted with the Application dated March 8, 2019 shall be improved to City Code standards, including but not limited to, maintaining a ten foot setback from the property line.
11. Approval and permitting by Carver County Water Management Organization.
12. Placement of Fire Department lock boxes at both the entrance and exit.
13. Fire lane indicator signs every 75 feet for both the service road and maintenance road.
14. Submittal to the Fire Chief of an annual written hazardous material assessment that list the materials and the amounts.
15. Placement of hazardous placards on the exterior of buildings containing hazardous materials.
16. Submittal of results of a forecast noise study for the facility prepared prior to the start of construction activities.
17. The City may order the Property Owner to conduct a sound/noise study at any time after the facility is placed into operation, at the expense of the Property Owner to ascertain compliance with Minnesota Pollution Control Agency standards applicable to noise. The Study, if ordered, shall be by a qualified firm of the City's choosing.
18. The standards of Section 1245.08, Subd. 2 pertaining to light and glare shall be achieved and maintained at all times. The Property Owner shall ensure light intensity illustrated in the photometric plan submitted with the Application is not exceeded.
19. Evidence of adherence and continued adherence to required Minnesota Pollution Control Agency standards shall be submitted to the City, including but not limited to those pertaining to noise pollution, light pollution, air quality, and above ground storage tanks.
20. The use shall continuously meet all performance standards set forth in Section 1245.01 of the City Code, as may be amended.
21. Evidence of written approval by the Carver County Water Management Organization.
22. Garbage /refuse areas shall be kept in an enclosed building or otherwise hidden from public view by a privacy fenced area
23. In the event the site is decommissioned for more than 90 days, the outdoor storage tanks, piping, equipment, cold box, cooling tower, storage, and related items shall be removed within 180 days. Principal and accessory structures may remain.
24. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.

25. Building permits shall be required prior to any building construction or improvements on the property.
26. The Property Owner is required to conduct regular training with area emergency service providers, fire departments, and other public safety entities as requested.
27. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
28. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
29. Approval of this site plan does not approve any future expansion or associated improvements on-site.
30. Any modifications not defined as "minor" pursuant to Section 1210.08, Subd. 4, shall require separate site plan approval.

Please find attached a draft RESOLUTION for Council consideration.

MEMORANDUM

Date: March 22, 2019
To: Steve Helget, City Administrator
From: John Swanson
Subject: Air Products Preliminary Plan Review
Project No.: C14118265

This memo is in addition to the comments presented in our review letter dated March 15, 2019, regarding the above referenced project.

As a result of ongoing review of the information submitted, we offer the following additional comments for your consideration.

- 1) The Developer shall submit information regarding the anticipated characteristics of the wastewater discharge from the proposed facility for review. Characteristics of wastewater discharged from other similar facilities owned by the Developer are acceptable. At a minimum, the information provided shall include the following:
 - a. BOD
 - b. TSS
 - c. Phosphorous
 - d. Nitrogen
 - e. pH
 - f. temperature
- 2) It is recommended that an ERU determination for the proposed facility be completed as part of the overall development review process.

MEMORANDUM

Date: March 29, 2019
To: Steve Helget, City Administrator
From: John Swanson
Subject: Air Products Preliminary Plan Review
Project No.: C14118265

This memo is in addition to the comments presented in our review letter dated March 15, 2019, regarding the above referenced project.

We have reviewed the Ingress / Egress Vehicle Tracking Analysis dated 3/21/2019, submitted by Loucks. We offer the following comments for your consideration:

The configuration of the exit drive and its proximity to the intersection result in turning movements that are unacceptable from an engineering perspective. The design vehicle crosses centerline significantly in each of the movements analyzed.

We recommend the Developer evaluate the following potential options to eliminate encroachment across centerline of Tacoma Avenue and Tacoma Boulevard in all turning movement directions previously required.

- 1) Reconfigure the site to locate the exit drive further away from the intersection, and provide a better entrance angle onto Tacoma Boulevard.
- 2) In the event the exit drive remains in the proposed location, revise the intersection and exit drive configurations. Potential revisions include but are not limited to:
 - a. NW Corner Tacoma Ave/Tacoma Blvd:
 - i. Revise the corner with 10:1 or 15:1 tapers in and out of the corner.
 - ii. Flatten the curve radius to approximately 35' to 45'.
 - iii. All work shall remain within the R/W in this location. Encroachment on the Kloth property to the north will not be permitted.
 - b. SW Corner Tacoma Ave/Tacoma Blvd & E corner of Exit Drive:
 - i. Revise Tacoma corner with 10:1 or 15:1 taper out of the corner.
 - ii. Flatten the curve radius to approximately 45' to 55'.
 - iii. Revise Exit Drive corner with an approximately 20' to 30' radius.
 - iv. Move the curve alignment along Tacoma Blvd south of the exiting curb line approximately 3-5 feet.

- v. Existing curb alignment on the south side of Tacoma Blvd shall remain in place to provide roadway delineation, and minimize existing storm sewer facility revisions.
- vi. Install a curb line along the revised radii to match the existing curb line, and control runoff.
- vii. Construct a truck apron in the area between the existing curb alignment and the revised curve alignment, in a similar fashion as those used in roundabouts.
- viii. The revised alignment should avoid impact to the existing forcemain structure located in the NE corner of the site.
- ix. Dedication of additional R/W and/or permanent D/U easements may be required.

Revised plans and turning movement analysis in accordance with our previous comments shall be submitted for review.

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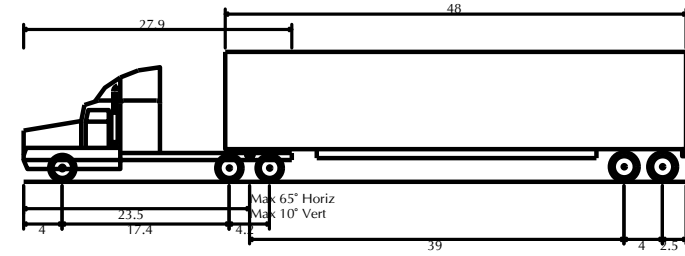
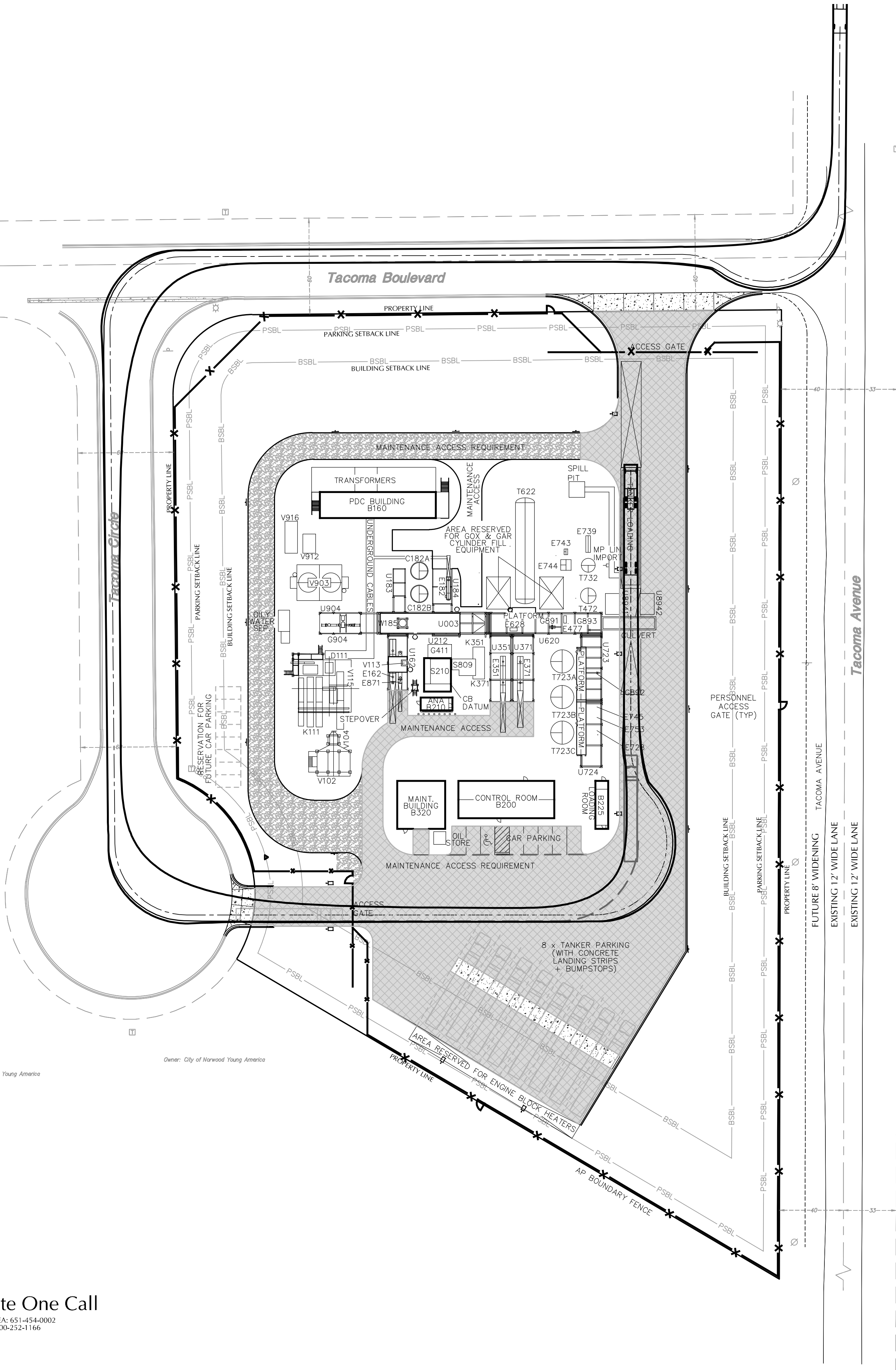
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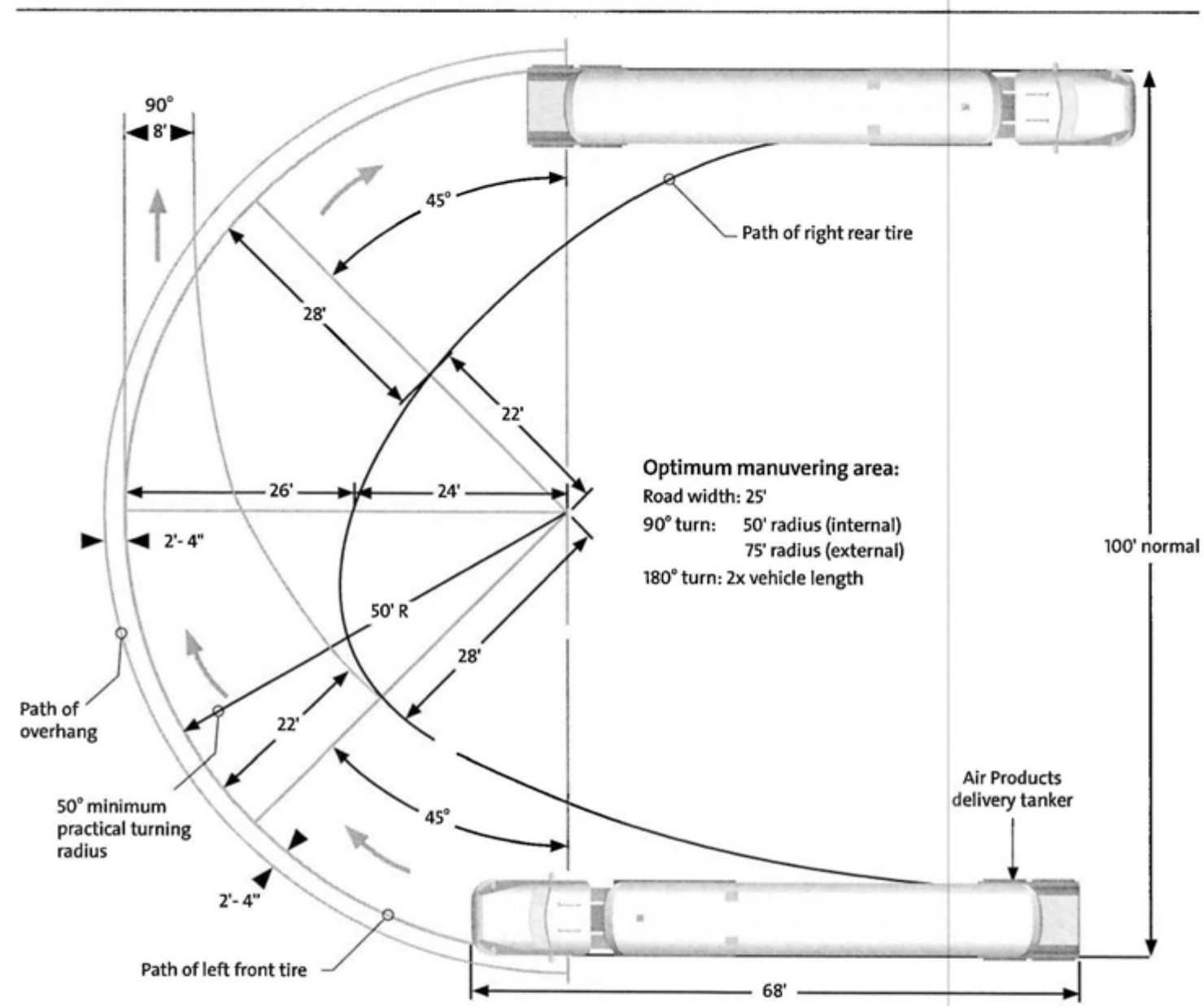
Owner: City of Norwood Young America

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YB-62 - Interstate Semi-Trailer
Overall Length 69.000ft
Overall Width 8.500ft
Overall Body Height 13.500ft
Min Body Ground Clearance 1.334ft
Max Track Width 8.500ft
Lock-to-lock time 6.00s
Max Steering Angle (Virtual) 28.40°

Figure 2: Tanker Truck Access



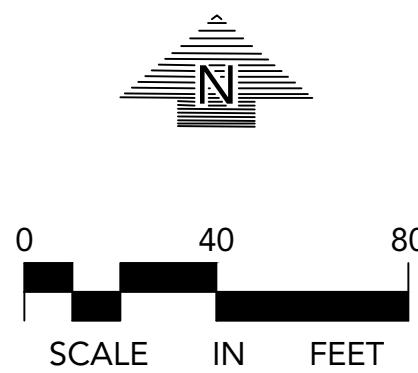
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SUBMITTAL/REVISIONS

03/08/19	SITE PLAN REVIEW
03/21/19	CITY / CLIENT COMMENTS
04/02/19	CITY COMMENTS

PROFESSIONAL SIGNATURE

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Minnesota.

License No. 24440
Date

QUALITY CONTROL

Loucks Project No.	19057.00
Project Lead	MJS
Drawn By	CDL
Checked By	MJS/TJG
Review Date	03/08/19

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INGRESS/ EGRESS VEHICLE TRACKING ANALYSIS - A

C2-3

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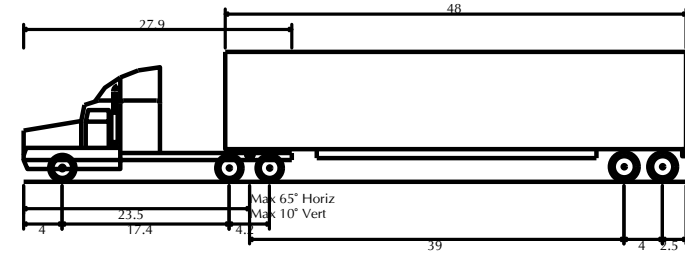
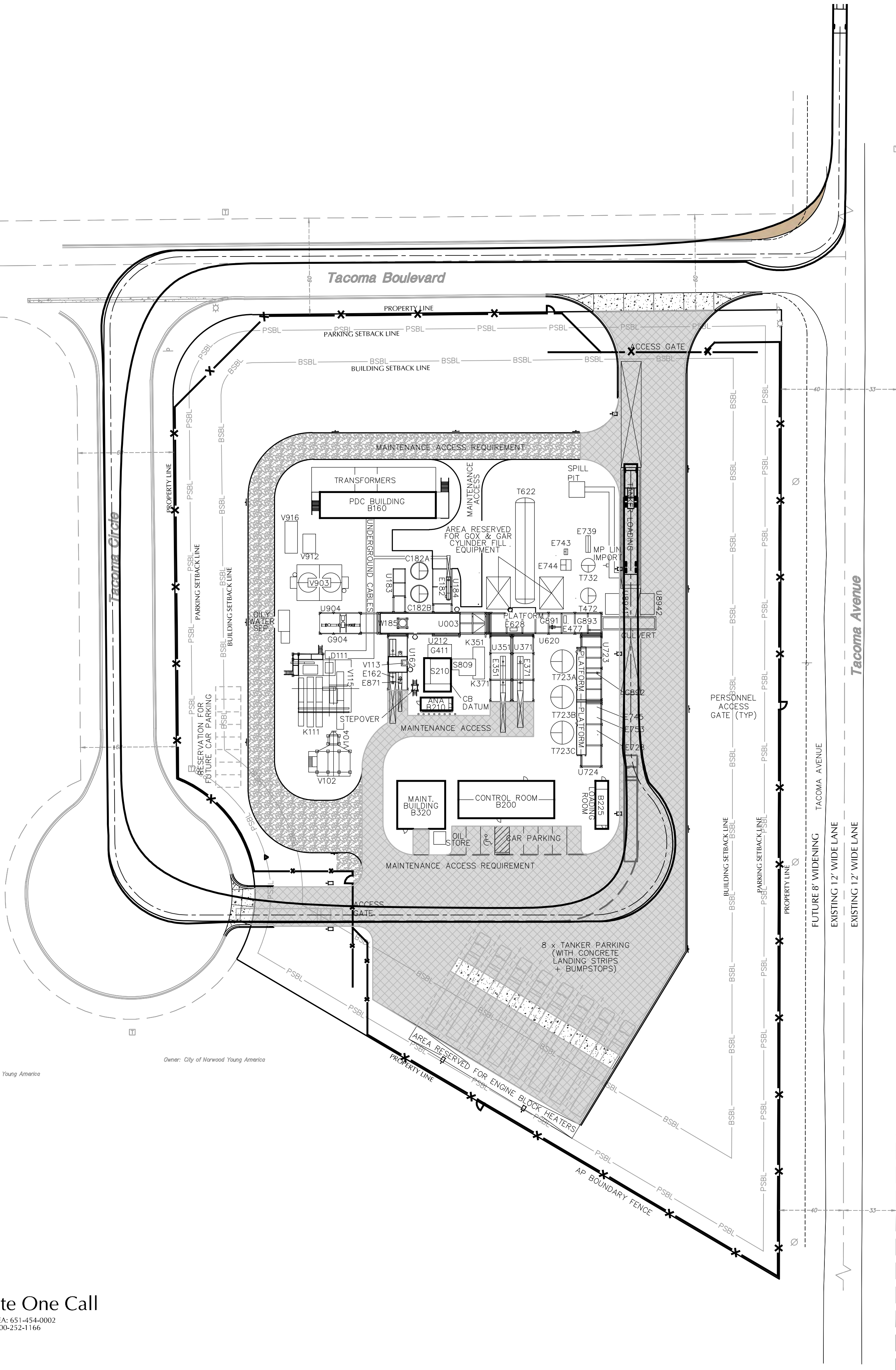
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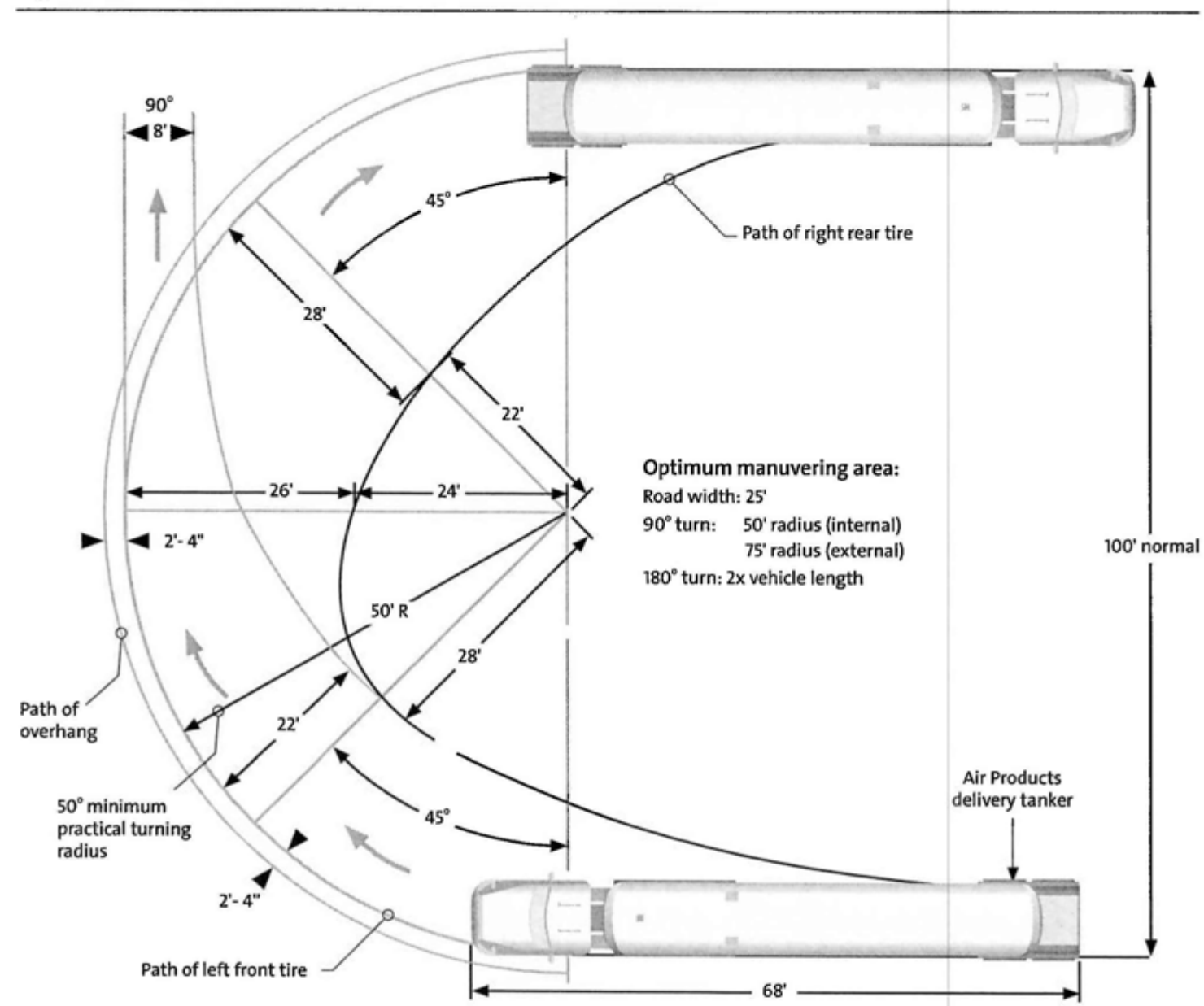
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Figure 2: Tanker Truck Access



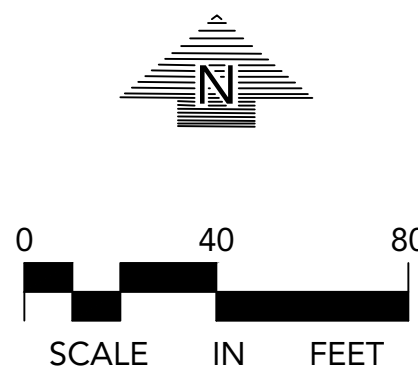
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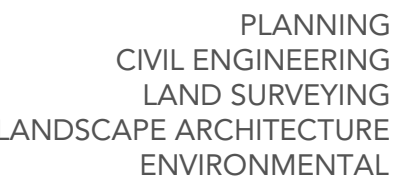
INGRESS/ EGRESS VEHICLE TRACKING ANALYSIS - B

C2-4

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C2-5

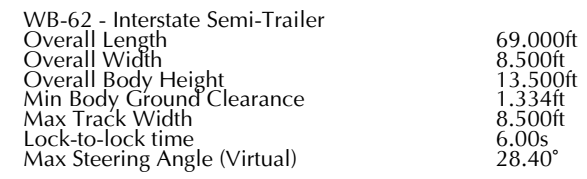


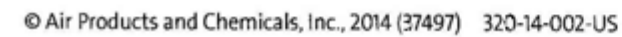
Diagram illustrating the optimum maneuvering area for a vehicle performing a 90° turn. The diagram shows the vehicle's path, the 50' minimum turning radius, and the 100' normal width. Key dimensions include the 25' road width, 2'-4" offset, and 28' and 22' radii. The optimum maneuvering area is defined by the 50' radius (internal), 75' radius (external), and 180° turn (2x vehicle length).

Optimum maneuvering area:
 Road width: 25'
 90° turn: 50' radius (internal)
 75' radius (external)
 180° turn: 2x vehicle length

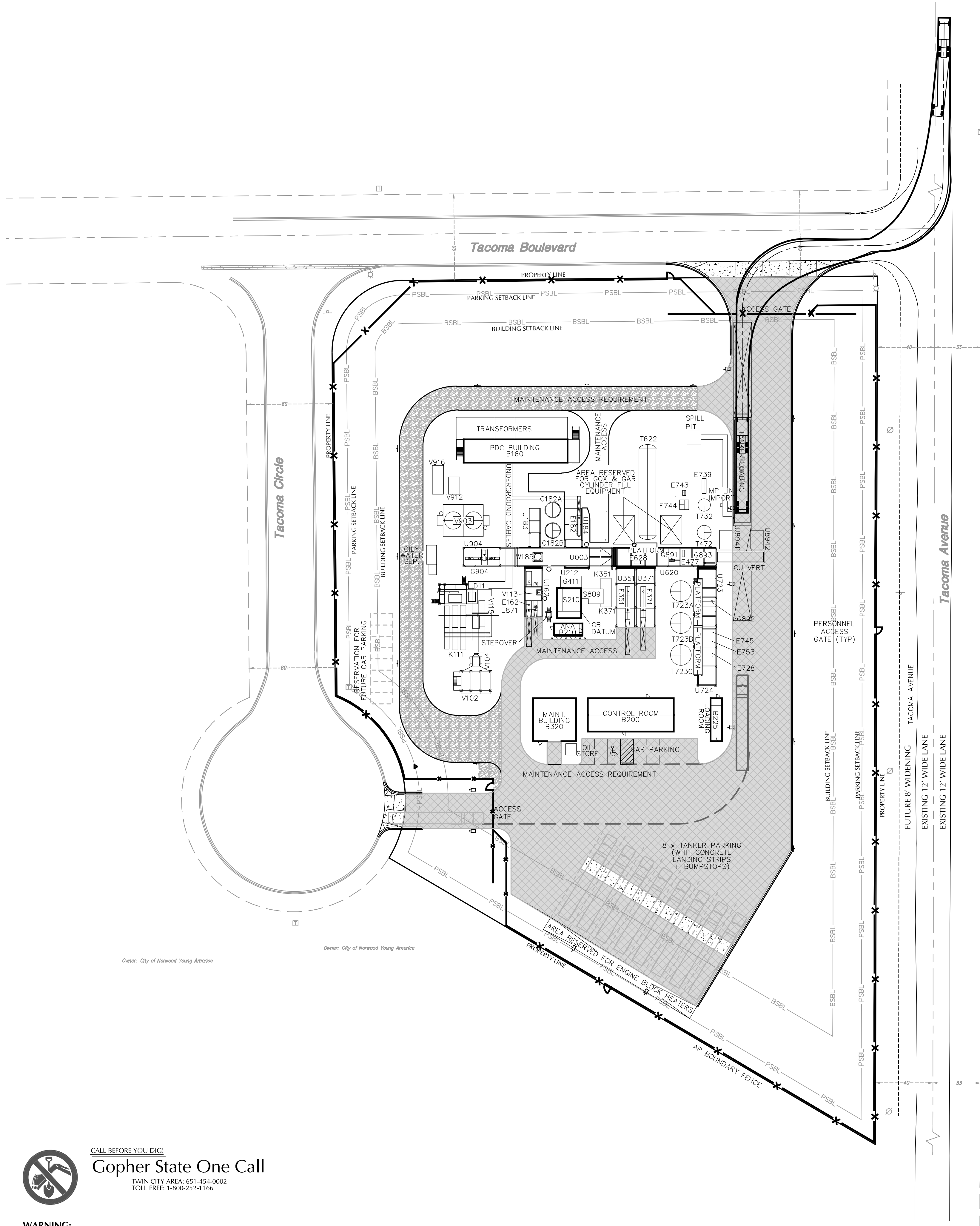
Labels in the diagram include:
 - Path of right rear tire
 - Path of left front tire
 - Path of overhang
 - 50' minimum practical turning radius
 - Air Products delivery tanker
 - 68' (vehicle length)

For more information,
please contact us at:

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TOLL FREE: 1-800-252-1166

THE CONTRACTOR SHALL BE RESPONSIBLE FOR CALLING FOR LOCATIONS OF ALL EXISTING UTILITIES. THEY SHALL COOPERATE WITH ALL UTILITY COMPANIES IN MAINTAINING THEIR SERVICE AND / OR RELOCATION OF LINES.

THE CONTRACTOR SHALL CONTACT GOPHER STATE ONE CALL AT 651-454-0002 AT LEAST 48 HOURS IN ADVANCE FOR THE LOCATIONS OF ALL UNDERGROUND WIRES, CABLES, CONDUITS, PIPES, MANHOLES, VALVES OR OTHER BURIED STRUCTURES BEFORE DIGGING. THE CONTRACTOR SHALL REPAIR OR REPLACE THE ABOVE WHEN DAMAGED DURING CONSTRUCTION AT NO COST TO THE OWNER.

Plotted: 04/02/2019 3:15 PM V:\2019\19057\CADD\DATA\CIVIL_dwg Working Files\C2-3 INGRESS EGRESS PLAN



CALL BEFORE YOU DIG!
Gopher State One Call
TWIN CITY AREA: 651-454-0002
TOLL FREE: 1-800-252-1166

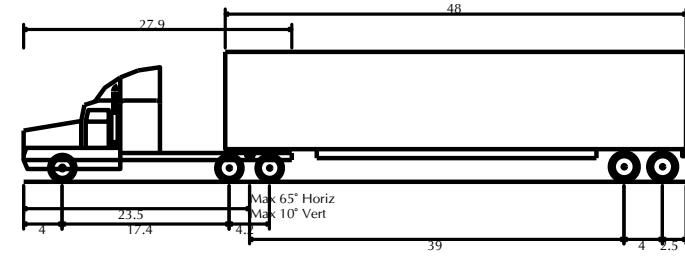
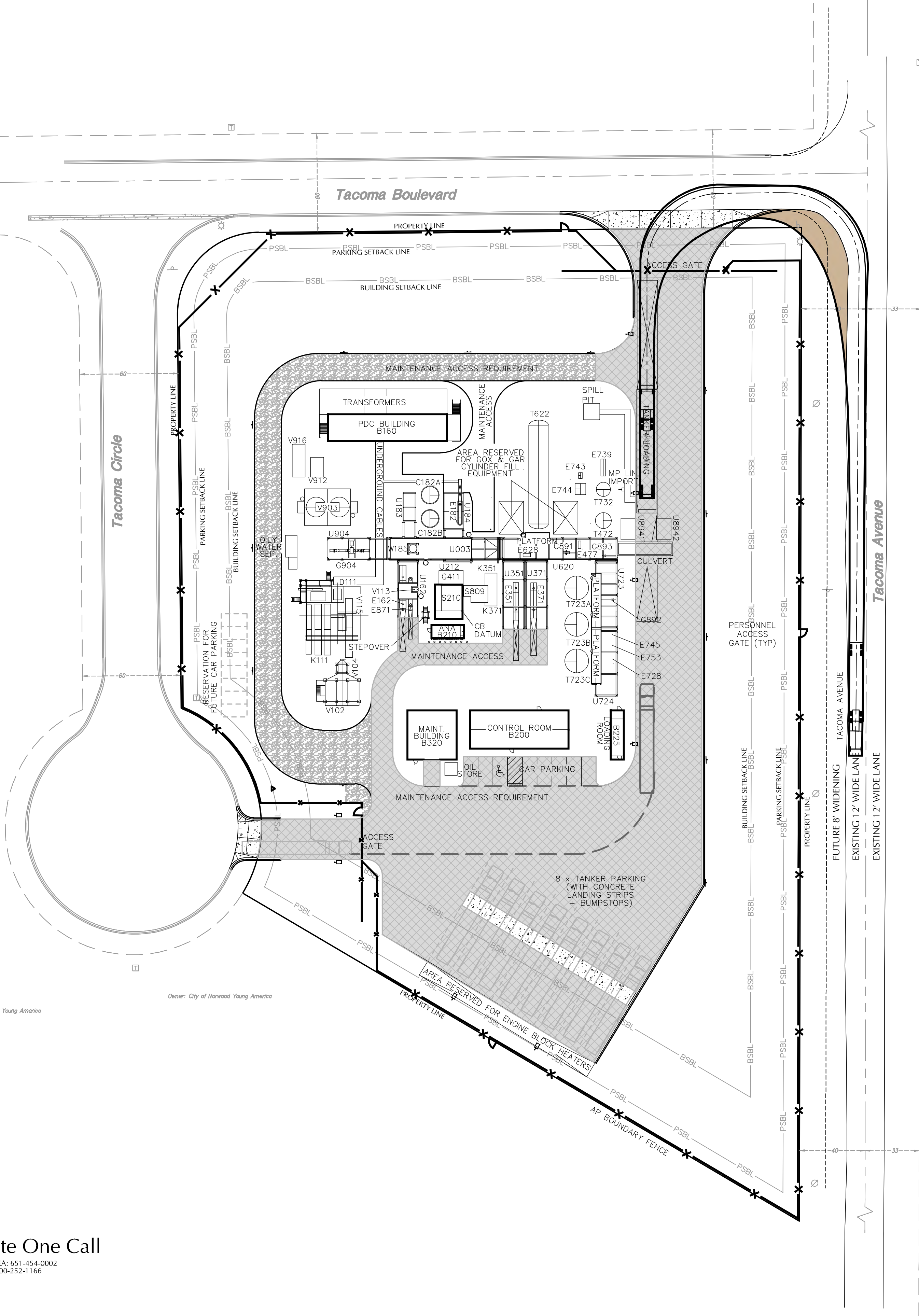
WARNING:

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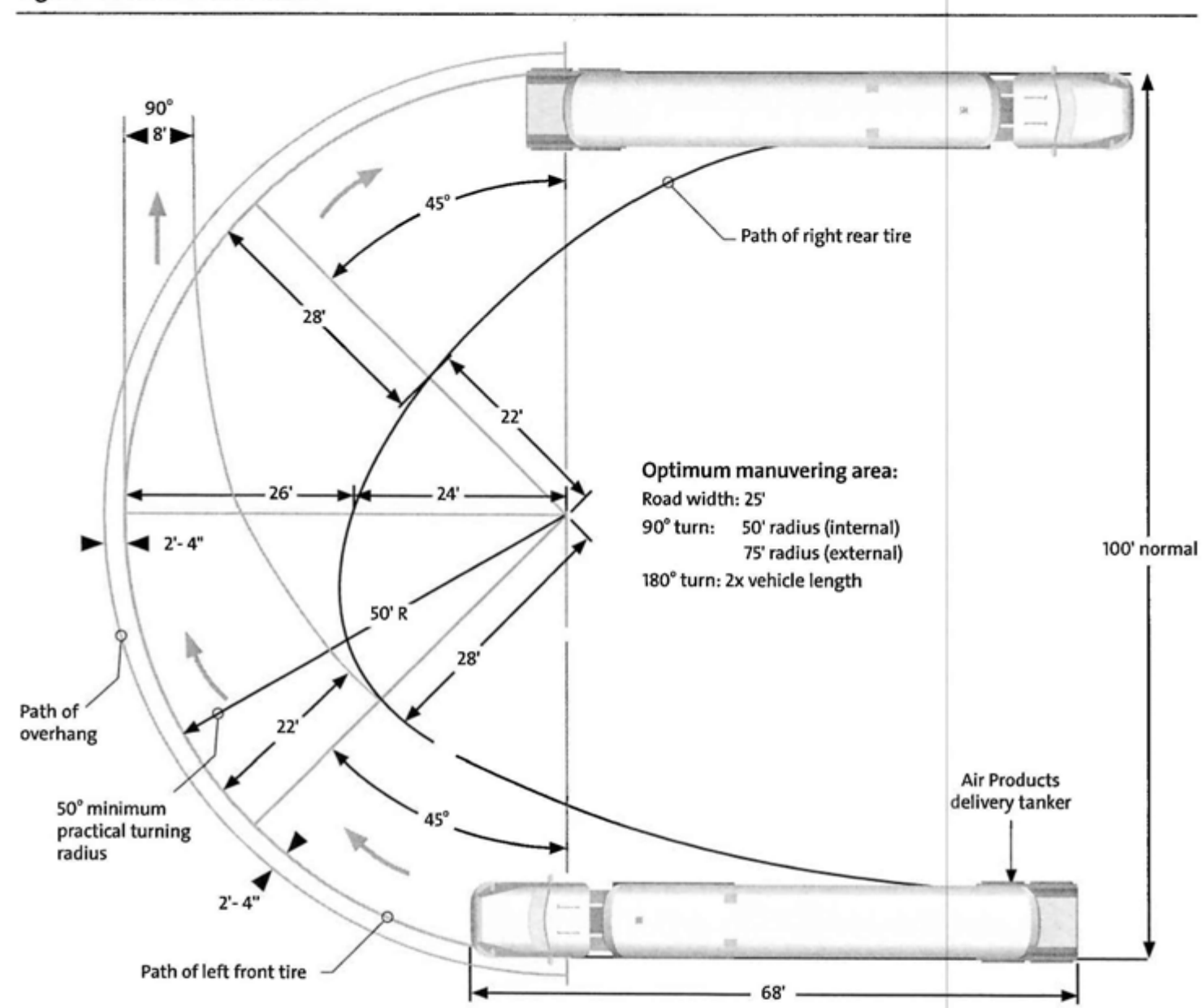
Owner: City of Norwood Young America

Owner: City of Norwood Young America



VB-62 - Interstate Semi-Trailer
Overall Length 69.000ft
Overall Width 8.500ft
Overall Body Height 13.500ft
Min Body Ground Clearance 1.334ft
Max Track Width 8.500ft
Lock-to-lock time 6.00s
Max Steering Angle (Virtual) 28.40°

Figure 2: Tanker Truck Access



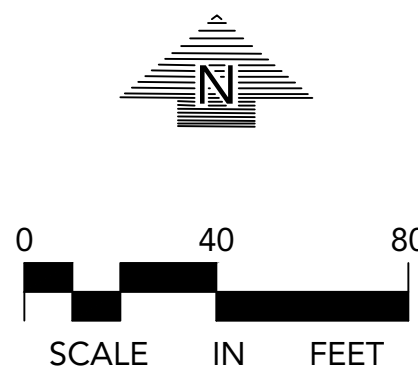
For more information,
please contact us at:

Corporate Headquarters
Air Products and Chemicals, Inc.
7201 Hamilton Boulevard
Allentown, PA 18195-1501
T 800-654-4567
T 610-706-4730
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F 610-706-6980
gigmrktg@airproducts.com



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AMERICA, MN 55368

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www.loucksininc.com

CADD QUALIFICATION

CADD files prepared by the Consultant for this project are instruments of the Consultant's professional services for use solely with respect to this project. These CADD files shall not be used on other projects, for additions to this project, or for completion of this project by others without written approval by the Consultant. With the Consultant's approval, others may be permitted to obtain copies of the CADD drawing files for information and reference only. All intentional or unintentional revisions, additions, or deletions to these CADD files shall be made at the full risk of that party making such revisions, additions or deletions and that party shall hold harmless and indemnify the Consultant from any & all responsibilities, claims, and liabilities.

SUBMITTAL/REVISIONS

03/08/19	SITE PLAN REVIEW
03/21/19	CITY / CLIENT COMMENTS
04/02/19	CITY COMMENTS

PROFESSIONAL SIGNATURE

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly licensed professional engineer in the State of Minnesota.

License No. 19057.00
Date 03/08/19

QUALITY CONTROL

Loucks Project No.	19057.00
Project Lead	MJS
Drawn By	CDL
Checked By	MJS/TJG
Review Date	03/08/19

SHEET INDEX

C0-1	COVER SHEET
C1-1	EX. COND & DEMO PLAN
C1-2	PRELIMINARY PLAT
C2-1	CIVIL SITE PLAN
C2-2	MECHANICAL SITE PLAN
C3-1	GRADING PLAN
C3-2	SWPP PLAN
C3-3	SWPPP NOTES & DETAILS
C4-1	UTILITY PLAN
C8-1	CIVIL DETAILS
C8-2	CIVIL DETAILS
L1-1	LANDSCAPE & SCREENING PLAN
L1-2	LANDSCAPE DETAILS

INGRESS/ EGRESS VEHICLE TRACKING ANALYSIS - D

C2-6



TO: Honorable Mayor Diedrick and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: April 22, 2019

RE: North Water Tower Cleaning and Repair

The City's north water tower is in need of repair. The tower needs an exterior cleaning as well as interior cleaning and repair. I have had multiple people look at the condition of the tower and help form my recommendations as to the extent of the tower reconditioning. I contacted Bolton & Menk and climbed the tower with their coating specialists. After inspecting the tower and talking with other contractors we have come up with a maintenance plan. I recommend power washing and overcoating the exterior which should give the exterior painted surface another 10+ years of useful life. If we do not overcoat at this time we would be looking at doing a containment setup, a complete sand blast strip of the exterior and start over with a coating system within 3 to 5 years. The current paint on the tower was applied in 2001. I also recommended is to sandblast and strip off the interior wet section and install a new coating system as well as spot repair and recoat the interior dry areas. The proposed scope of work is enclosed and the three solicited contractor quotes. The quotes are as follows;

Central Tank Coatings: \$106,000
Maguire Iron, Inc.: \$115,650
Classic Protective Coatings: \$227,200

I have requested from Bolton & Menk that they inspect the tower repair and make sure the work is completed to our satisfaction. The fees for inspection will be approximately \$14,000-\$18,000 dependent upon the size of the crews performing the repairs and the duration of the project. Bolton & Menk also identified a few items that need to be updated per MN Department of Health standards. The estimate to complete the items was \$28,000 and they include a pressure relief valve on the reservoir, improvements to the landing drains, re-plumbing the sediment drains, etc.

If the city would wish to change the logo we could negotiate the cost with the awarded contractor. There would be an upcharge for a new logo layout over the existing logo. I have proposed to repaint the tower with the same or similar color unless the City would wish to change it. We had budgeted \$175,000 this year to complete the project.

Recommended motion:

Motion to hire Central Tank Coatings to complete the repairs for \$106,000 and hire Bolton & Menk to inspect the project for the amount to not exceed \$18,000. Also approve the required mandatory MN Department of Health standard updates for the amount not to exceed \$28,000.

Norwood Young America

CENTRAL TANK COATINGS, INC

"General Water Tower Maintenance"

Kelly Knehr, Owner 22528 Canine Rd Elgin, Iowa 52111

CONTRACT

THIS AGREEMENT made this 9th day of APRIL, 2019 by and between Central Tank Coatings, Inc. of Elgin, Iowa hereinafter called CONTRACTOR, and CITY OF NORWOOD YOUNG AMERICA, MN hereinafter called the OWNER.

WITNESSETH- IT IS MUTUALLY AGREED BY AND BETWEEN THE PARTIES HERETO AS FOLLOWS:
Contractor hereby agrees to furnish labor, Insurance, material and use of equipment to perform the following work:

Scope of Services Exhibit A -- Interior Dry Renovations 200,000 gallon sphere
Scope of Services Exhibit A -- Interior Wet Renovations 200,000 gallon sphere
Scope of Services Exhibit A -- Exterior Painting 200,000 gallon sphere
To be pressure washed using 3500 lb. psi.

The present sign on tank to be repainted the same as it now appears.
Interior of water tank to be disinfected according to OWNERS specifications.
Owner to clean up and dispose of all sand.
Owner to help in blocking streets and moving cars

Contractor guarantees all work performed under this contract for a period of 2 years from the date of acceptance by the Owner and in the event any faulty materials or workmanship are found within this period, contractor shall place in a satisfactory condition all such work when notified by the Owner without expense to the Owner.

Lead Paint Policy/Disclaimer: In the event the lead paint on the water tank is lower, any additional testing or lead containment or disposal costs will be paid by the Owner.
Contractor agrees to carry workers compensation, public liability, property damage and unemployment insurance and to pay all local county tax due on its employees engaged in performing this contract.

Contractor is an independent contractor hereunder and neither it nor its employees engaged in performing this contract shall at any time during the performance hereof become employees of the Owner.

Owner agrees to clear and make accessible to CONTRACTOR its working site and when requested by Contractor's foreman, to furnish proper protection in keeping the local area of operations, pedestrians, motor vehicles or trespassers while the work is in progress. CONTRACTOR is authorized and shall have the right to erect barriers around the working area and to keep everyone away from the working site except those persons authorized by OWNER. During any evening painting, OWNER shall remove any vehicles in the area which might require paint.

Owner shall provide adequate protection for its employees of the CONTRACTOR against all power circuits above or near or within the vicinity of the structure to be maintained hereunder. CONTRACTOR shall effectively insulate and/or de-energize and ground all electrical power circuits located within a ten (10) foot proximity of the structure to be maintained hereunder and shall be charged for the expense thereof.

OWNER shall maintain Power Company or responsible party which is or poses serious possibility to the CONTRACTOR may perform necessary work without danger to employees or disruption of service.

OWNER shall furnish all tools and work clothes for the use of CONTRACTOR and everything else which is required by CONTRACTOR to enable it to perform this contract.

OWNER agrees that CONTRACTOR shall do work as permitted, allowed to carry out the provisions of this contract. Upon CONTRACTOR completing the work hereunder, CONTRACTOR shall notify the OWNER of this fact upon the time that the notice of completion is received by OWNER. The work shall be completed and accepted or rejected. OWNER shall notify CONTRACTOR immediately after the work is completed, accepted or rejected. If any objections are received by CONTRACTOR, then CONTRACTOR shall notify OWNER of this fact.

OWNER shall not be responsible for any equipment on the structure other than that of the Owner, for example antennas.

Upon OWNER accepting the work of CONTRACTOR to be performed hereunder, OWNER agrees to pay CONTRACTOR

The sum of ONE HUNDRED SIX THOUSAND DOLLARS (\$106,000.00) as payment in full for all of the above specified labor and materials.

It is the express intent of the work hereunder specified as OWNER owns and shall work for by CONTRACTOR. The work shall be paid for by the Owner to the Contractor.

All sums due under this contract shall be interest at the rate of eight (8) percent per annum from the date of the date on which CONTRACTOR was to be paid.

This contract shall not be binding upon CONTRACTOR until it is signed and agreed by and on behalf of CONTRACTOR at the home office of Central Tank Coatings, Inc. of Elgin, Iowa.

No change of address, removal or relocation of any kind shall be required by the Contractor when required to be in the home office of CONTRACTOR except the date of signature and CONTRACTOR'S signature.

This agreement includes the entire contract between the parties and no oral agreement, representation or warranty hereunder or hereafter shall be binding unless it is in writing and signed by the parties and attached hereto.

WITNESS OUR HANDS on the date aforesaid

CENTRAL TANK COATINGS, INC.
Has negotiated this contract

Central Tank Coatings, Inc. accepts and executes
this contract at Elgin, Iowa on this _____ day of _____ 2019

By _____

By _____

Name of Owner's Representative TITLE

Name of Contractors Representative TITLE



PO Box 1446
Sioux Falls, SD 57101
Phone (605) 334-9749
Fax (605) 334-9752

WATER TOWER SPECIALISTS
Established 1915
New and Used Tanks
www.maguireiron.com



CONTRACT

This contract made and entered into this _____ day of _____, 2019 by and between the _____ herein after called the "Owner" and Maguire Iron, Inc., a South Dakota Corporation with its principal office located in Sioux Falls, South Dakota, hereinafter called the "Contractor" for and in consideration of the mutual covenants and promises hereinafter contained.

WITNESSETH:

Contractor agrees to make the following repairs and improvements on the Owner's water supply tank, and to furnish the necessary equipment, labor, material, as well as Workmen's Compensation Insurance and Contractor's Liability Insurance, and to do the work hereinafter stated in a good and workmanlike manner.

Cleaning and Painting Maintenance Program / 200,000 Gallon Sphere

1. Contractor will furnish tools, labor, and materials as well as necessary insurance to perform the work in a good and workman like manner.
2. Contractor will furnish a pressure relief valve / blow off valve for use by the city if needed at no charge.
3. Contractor will clean out all sediment and deposit build up once the tank is emptied by the city
4. Contractor will power wash the Interior wet area of the water tower after all heavy sediment has been removed from the tank.
5. Contractor will do a complete inspection of the wet interior area and take photos for the use during the Inspection report. Photos will be supplied to the city upon request
6. Should any emergency repair or renovation be necessary, cost and details to be submitted. No extra work to be done without Owner's authorization.
7. Contractor will do a complete inspection along with photos of the complete Exterior of the water tower.
8. Contractor will work up a report of the findings during the Inspection of the city's water tower and send a detailed report that will include budget estimate of deficiencies, condition, and future recommendations as applicable.

2019	Interior Wet Blast and Painting Interior Dry spot repair and Painting Complete Exterior Overcoat Painting	\$115,650.00
2020	Warranty Inspection / Clean out Touch up if needed	

City will be responsible for working with power company to cover the existing power lines that run under the water tower for worker safety.

- At the time of the 2019 tank renovations on the 250,000 gallon spheroid Maguire Iron will install a flap gate and chains on all landing hatches and the flapper on the overflow of the 250,000 gallon sphere All modifications are OSHA standard modifications.

The first service will be done in 2019 This contract will run for a period of 1 years, with the tank servicing to be done every 1 years.

Owner will inspect the work as it progresses and upon completion and acceptance by Owner of the above work, the sum of \$ as above plus applicable sales and/or use tax shall become due and payable in full.

Terms: Net 30 days from acceptance and invoicing. A service charge of 1 1/2% per month (annual rate of 18%) will be charged on past due accounts.

Maguire Iron, Inc. reserves the right to impose fuel or other surcharges in effect at the time of project performance. During any exterior painting, Owner shall assist in removing any vehicles in the area which might receive paint damage. If there is any sandblasting involved in the work, Owner will be responsible for collection and disposal of any and all blast media. Maguire Iron, Inc. will exercise reasonable care and caution to avoid, but will accept no liability for damage to antenna, communication, telemetry and/or electrical system(s) which may be attached to the structure. Removal, repair and/or replacement of the antenna, communication, telemetry and/or electrical system(s) shall be the responsibility of the Owner.



April 17, 2019

Tony Voigt
Public Service Director
Norwood Young America
310 Elm Street West – PO Box 59
Norwood Young America, MN 55368

Tony:

Thank you for your email of April 9, 2019. Classic Protective Coatings (CPC) is pleased to provide you with the following bid for repairing your 200,000-sphere water tank, as specified in your scope of services.

SCOPE OF SERVICES - 2019

Tank Name	200,000 Gallon Spheroid Water Tank Norwood Young America, Minnesota
Year 2019	Interior Wet Renovations / 200,000 Gallon Sphere
1.	Contractor will furnish tools, labor, and materials as well as necessary insurance to perform the work in a good and workman like manner
2.	Contractor will furnish a pressure relief valve/blow off valve for use by the City if needed.
3.	Contractor will clean out sediment and deposit build up once the tank is emptied by the city.
4.	Contractor will power wash the interior wet area of the water tower after all heavy sediment has been removed from the tank.
5.	Contractor will abrasive blast the complete interior wet areas of the tank. After the sand blasting is completed, all blasted areas will be primed with a full coat of zinc primer, Tnemec Series 91 H2O, applied at 2.5 -3.5 mils dft.
6.	Contractor will install a complete coat of Tnemec Series 141 NSF approved high build epoxy to all primed areas. The finish coating will be applied at 8.0 - 10.0 mils dft.
7.	Contractor will install a 4" flap gate to the existing overflow pipe at grade to bring up to OSHA standards. Contractor will also install hatch chains on the condensation platform hatch.

Total Wet Interior = \$88,300.00



N7670 State Highway 25 | Menomonie Wisconsin 54751-5928
Telephone 715-233-6267 | Facsimile 715-233-6268
www.classicprotectivecoatings.com



Year 2019	Interior Dry Renovations / 200,000 Gallon Sphere
1.	Contractor will sand blast the tops of all the condensation platforms and up the walls 6" to remove all corrosion and paint.
2.	Contractor will sand blast all surfaces above the top platform to include the belly and the access tube to remove all corrosion and paint to an SSPC SP 10 near white blast.
3.	Contractor will spot repair any areas of corrosion below the top platform, once all surface preparations are completed, all areas will be spot primed with Tnemec Series N140 epoxy primer
4.	Once all surface preparations and priming have been completed, all areas of primer will be coated with an Epoxy finish coating, Tnemec Series N140. Spot repairs below the top platform and a full coating from the top platform up to the roof.
5.	City to have antennas and cables removed for coating rehabilitation work.

Total Interior Dry = \$22,400

Year 2019	Exterior Painting / 200,000 Sphere
1.	Contractor will furnish tools, labor, and materials as well as necessary insurance to perform the work in a good and workman like manner
2.	Contractor will power wash the complete exterior of the water tower to remove all dirt and mildew from the surface
3.	Contractor will do surface preparation to any areas of corrosion and bare metal. Once all surface prep is done, the areas will be spot primed with an Epoxy primer, Tnemec Series 135.
4.	Contractor will apply a full Urethane finish coating of Tnemec Series 1074U to all the exterior surfaces once all the repairs have been done. Color will be determined by the city.
5.	Logo will be reapplied as it now appears on the tank using Tnemec Series 700. If a new logo is requested, there will be additional cost added to current contract.
6.	City to assist with overhead line protection/temporary de-energizing
7.	Owner to assist with clear site access and provide room for all equipment onsite

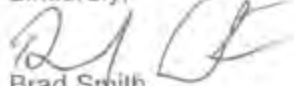
Total Exterior Painting = \$116,500.00

TOTAL PROJECT COST AS QUOTED ABOVE

\$227,200.00

Note: All work above to be completed during one mobilization

Sincerely,



Brad Smith

Estimator/Senior Project Manager

EXHIBIT A
SCOPE OF SERVICES

Tank Name:	200,000 Gallon Spheroid Water Tank Norwood Young America, Minnesota
------------	--

Year: 2019 / Interior Wet Renovations / 200,000 Gallon Sphere	
1.	Contractor will furnish tools, labor, and materials as well as necessary insurance to perform the work in a good and workman like manner.
2.	Contractor will furnish a pressure relief valve / blow off valve for use by the City if needed at no charge.
3.	Contractor will clean out all sediment and deposit build up once the tank is emptied by the City.
4.	Contractor will power wash the Interior wet area of the water tower after all heavy sediment has been removed from the tank.
5.	Contractor will sand blast the complete interior wet area of the tank. After the sand blasting is completed all blasted areas will be primed with a full coat of zinc primer at 2.5-3.5 mils DFT.
6.	Contractor will install a complete coat of NSF approved high build epoxy to all primed areas. The finish coating will be applied at 8-10 MILS DFT
7.	Contractor will install a 4" flap gate to the existing overflow pipe at grade to bring up to OSHA standards. Contractor will also install hatch chains on the condensation platform hatches.

Year: 2019 / Interior Dry Renovations / 200,000 Gallon Sphere	
1.	Contractor will sand blast the tops of all the condensation platforms and up the walls 6" to remove all corrosion.
2.	Contractor will sand blast all surfaces above the top platform to include the belly and the access tube to remove all corrosion and paint to an SSPC-SP10 near white blast.
3.	Contractor will spot repair any areas of corrosion below the top platform, once all surface preparations are completed all areas will be spot primed with an epoxy primer.
4.	Once all surface preparations and priming have been completed all areas of primer will be coated with an Epoxy finish coating. Spot repairs below the top platform and a full coating from the top platform up to the roof.

Year: 2019 / Exterior Painting / 200,000 Gallon Sphere	
1	Contractor will furnish tools, labor, and materials as well as necessary insurance to perform the work in a good and workman like manner.
2.	Contractor will power wash the complete exterior of the water tower to remove all dirt and mildew from the surface.
3.	Contractor will do surface preparation to any areas of corrosion and bare metal. Once all surface prep is done the areas will be spot primed with an Epoxy primer.
4.	Contractor will apply a full Urethane finish coating to all the exterior surfaces once all the repairs have been done. Color will be determined by the city.
5.	Logo will be reapplied as it now appears on the tank. If a new logo is requested there will be additional cost added to current contract.

Year: 2020 / Warranty Cleaning and Inspection	
1.	Contractor will furnish tools, labor, and materials as well as necessary insurance to perform the work in a good and workman like manner.
2.	Contractor will furnish a pressure relief valve / blow off valve for use by the City if needed at no charge.
3.	Contractor will clean out all sediment and deposit build up once the tank is emptied by the City.
4.	Contractor will power wash the Interior wet area of the water tower after all heavy sediment has been removed from the tank.
5.	Contractor will do a complete inspection of the wet interior area and take photos for use during the Inspection report.
6.	If any repairs are needed they will be repaired at the time of inspection at no cost to the city.
7.	Contractor will do a complete inspection along with photos of the complete Exterior of the water tower.
8.	If any repairs are needed they will be repaired at the time of inspection at no cost to the city.
9.	Contractor will work up a report of the findings during the Inspection of the City's water tower and send a detailed report.



TO: Honorable Mayor Diedrick and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: April 22, 2019

RE: Bucket Truck Lift and Body

Proposed is to move forward with our bucket truck build. As I stated at the last City Council meeting we were looking to get the chassis on order before we missed the build cut-off due to a shortage of chassis fuel tanks. I placed the order but we did not meet the cut-off. Midway Ford will contact me if something changes but at this time we will not receive a 2019 chassis. If we do not get a 2019 chassis, proposed is to purchase a 2020 chassis when they become available in early August. It is estimated the 2020 chassis will cost about \$1,000 more than the 2019.

Though it appears we will be delayed with the chassis, proposed is to order the lift and body so it is ready to go when the chassis is available and thereby complete this truck yet this calendar year.

We budgeted \$110,000 for this truck anticipating a \$20,000 trade-in. I received trade-in values around \$7,000-\$9,000. We will try to sell the existing truck outright to recoup some cost.

I solicited and received quotes from three vendors for the following specifications: aerial lift with downriggers, fiberglass utility body, receiver hitch with trailer wiring, LED safety lighting, inverter and hydraulic tool circuit. The following quotes were received:

Truck Utilities for a DTAX-44 44' platform: \$74,500
Crysteel Truck Equipment for a TKI46 41' platform: \$75,743.15
ABM Equipment & Supply for a vst-47-I 46.4' platform: \$89,861

Proposed Motion:

Motion to purchase an aerial lift and associated equipment from Truck Utilities for the amount of \$74,500.

Norwood Young America



TO: Honorable Mayor Diedrick and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 22, 2019

SUBJECT: Part-time Administrative Assistant Hiring Proposal

=====

Proposed is to hire Eloise Swanson to fill the position of part-time Administrative Assistant for a maximum of 20 hours per week. Ms. Swanson worked about four months for the City in 2018. The proposed wage is \$14.13 per hour.

Suggested Motion:

Motion to hire Eloise Swanson as part-time Administrative Assistant for a maximum of 20 hours per week at Range 5, Step 3.

Norwood Young America