Norwood Young America
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CITY COUNCIL AGENDA

May 28, 2019 – 6:30 p.m.
Work Session; followed by EDA / City Council Meetings

WORK SESSION

1. Call Meeting of City Council Work Session to Order

2. Approve Agenda
   2.1 Infrastructure Rehabilitation Plan/Pavement Management Plan

3. Adjournment

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 April 22, 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 Carver County Library System Annual Report – Heidi Hoks and Paul Erickson

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 May 13, 2019 meeting
   4.2 Approve payment of claims
   4.3 Approve hiring Swimming Pool Staff
   4.4 Approve Public Service Department Seasonal Staff Hiring
   4.5 Approve Staff Participation in the Minnesota State Retirement System Deferred Compensation Plan
   4.6 Approve appointing Kay Hampshire to the Senior Advisory Committee

5. Public Hearings

6. Old Business
   6.1 2020 Highway 212 Mill & Overlay Project Update
   6.2 Consider/Approve North Water Tower Logo
   6.3 Award Crack Sealing and Sealcoating Projects

7. New Business
   7.1 118 Trilane Dr. Nuisance Abatement Consideration
   7.2 Public Service Worker Appointment to Water and Wastewater

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 Sherriff's Office April Report.

UPCOMING MEETINGS / EVENTS

June 1	Spring Clean-up Day – 7:00 to noon
June 4	Planning Commission – 6:00 p.m.
June 10	Personnel Committee – 5:30 p.m.
June 10	City Council – 6:30 p.m.
June 12	Economic Development Commission – 6:00 p.m.
June 12	Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board – 6:30 p.m.
June 18	Parks and Recreation Commission – 4:45 p.m.
June 20	Senior Advisory Committee – 9:00 a.m.
June 24	Work Session, EDA, City Council – 6:30 p.m.
July 17	Safety Committee – 2:00 p.m.

Norwood Young America

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TO: Honorable Mayor Diedrick and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 28, 2019

SUBJECT: Work Session - Infrastructure Rehabilitation Plan/Pavement Management Plan

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Jake Saulsbury, Bolton & Menk, will in attendance to present information on infrastructure and pavement management planning. Enclosed is a letter from Mr. Saulsbury in which he reviews pavement maintenance and getting the most life out of a street. In addition, he reviews the 2013 Mill & Overlay Project and the Phase II Mill & Overlay Project that was not completed. He also discusses reconstruction projects and provides recommendations for working towards completing an infrastructure rehabilitation project(s) in the future.

BOLTON & MENK
Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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Bolton-Menk.com

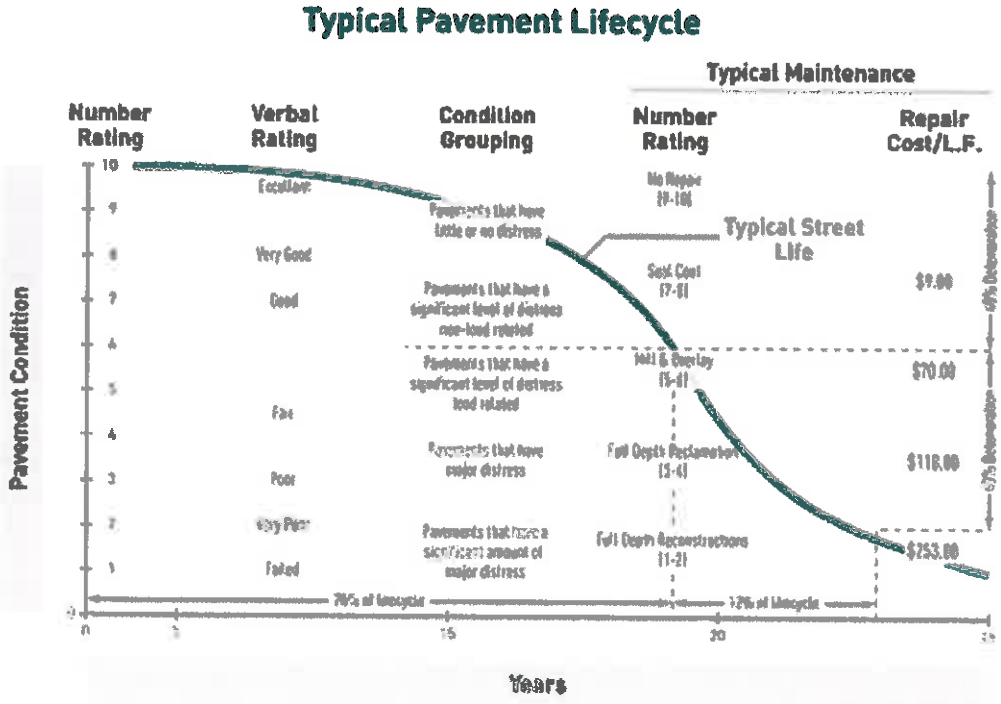
May 21, 2019

City of Norwood Young America
Attn: Steve Helget
310 W. Elm St.
P.O. Box 59
Norwood Young America, MN 55368

RE: Infrastructure & Pavement Management Planning

Dear Mr. Helget:

Introduction:
An Infrastructure Rehabilitation Plan (IRP) or a Pavement Management Plan (PMP) is recommended for cities of all sizes to determine the current condition of the city's infrastructure and to plan for the appropriate maintenance or replacement for this infrastructure. Selecting the proper pavement maintenance or replacement procedure at the appropriate time for each roadway is essential to maximizing pavement life and making the best use of the city's limited pavement maintenance funds. The following graph shows a typical bituminous pavement life cycle. As you can see on the graph, as the pavement deteriorates over its life cycle, the cost of the maintenance treatment to renew the pavement increases dramatically.



City of Norwood Young America
Pavement Management Planning

If not addressed, street and infrastructure conditions will become a liability to the city and its residents by negatively impacting overall quality of life, perception of the city to outside entities contemplating investment in the city, and property values. The general goal of an IRP or PMP is to prolong the useful life of the city's infrastructure to the maximum through timely maintenance measures financed and funded at adequate levels.

Background:

The City of Norwood Young America completed an Infrastructure Rehabilitation Plan in 2002. Minor updates and the reprioritization of projects have occurred since then. This was most recently completed in 2012. A copy of the map from that update, dated May 2012, is attached for your reference. This map also shows previously completed projects. A street and/or utility reconstruction project was completed nearly every year from 2002 to 2011. Other minor projects have also been completed.

Following this update in 2012, the City Council elected to complete a large mill and overlay project rather than one of the listed reconstruction projects in order to improve more streets for a lower cost. A copy of the 10/3/2012 letter that discussed recommended mill and overlay work is also attached for your reference. This project included the streets listed as the Year One work as well as Poplar Ridge Drive and Industrial Blvd. These streets therefore include the following:

1. Trilane Drive and Trilane Circle
2. SW 2nd Street, SW 2nd Avenue, Washington Street, & Lincoln Street
3. SE 1st Avenue, SE 1st Street, SE 2nd Street, & SE 3rd Street
4. E Main Street & NE 5th Avenue
5. Devonshire Drive & Muirfield Circle
6. Poplar Ridge Drive & Industrial Blvd

In addition to these projects, the City has been completing seal coating and crack sealing projects.

Findings:

The streets that were milled and overlayed in 2013 are holding up as expected. Many of these streets were in the late stages of still being able to utilize the mill and overlay approach. The expected life span of the previous mill and overlay work was stated to be 7-10 years. Below are photos of two of these streets that represent the general condition of the project area.

NE 5th Avenue

Washington Street

As you can see, the cracks have reflected through and additional cracks are starting form. However, the streets appear to be structurally sound and they have adequate crown to facilitate proper drainage.

Additional streets were planned to be milled and overlayed in Year Two (2014) of the attached previous City Council submittal. This work was not completed with the exception of Poplar Ridge Drive and Industrial Boulevard. The streets originally planned to be milled and overlayed in 2014 are as follows:

- SW 4th Avenue & Hilltop Circle
- SW 3rd Avenue
- SW 5th Street & 5th Street Court
- Morse Street from Hwy 212 to the 5-way intersection
- Faxon Road from Railroad Street to the 5-way intersection
- Martingale Drive
- East Street & Franklin Street

These streets were recently reevaluated. Of these, only Morse Street, SW 5th Street, and 5th Street Court are still considered to be viable candidates for a mill and overlay project. The others have deteriorated to the point where alligator cracking and/or potholes are prevalent. Streets with these significant of structural issues have a base under them that has failed and can only be remedied with a reconstruction project.

Other potential larger reconstruction projects were reviewed based on discussions with city staff as well as referring to the highest priority projects from the latest IRP map. These project areas include the following:

- NE area – NE 1st Street, NE 2nd Avenue, & NE 3rd Avenue
- SE Second Avenue & the lift station
- Webster Street & Colonial Circle
- South Street, Reform Street, & Oak Grove Well raw water line
- Merger Street

The streets included in these project areas are all in poor to very poor condition and require complete reconstruction. Most of these projects also include replacement of the sanitary sewer mains and watermains. However, additional utility evaluation work should be completed before finalizing the project scope for these projects. Below and on the following page are representative photos of each of these project areas.

NE 1st Street

SE 2nd Avenue

City of Norwood Young America
Pavement Management Planning

SE Second Avenue Lift Station

Webster Street

South Street

Merger Street

Recommendations:

It is recommended to work toward completing an infrastructure rehabilitation project in the near future. The City Council has several options to consider before proceeding with a project. These options include but are not limited to the following:

1. Complete an evaluation of all roadways and/or the entire infrastructure system to complete a Pavement Management Plan or an Infrastructure Rehabilitation Plan (or to a lesser extent, a Capital Improvement Plan).
2. Complete additional pavement evaluation work for selected roadways (soil borings and a geotechnical exploration report).
3. Complete additional utility evaluations (review of city maintenance records, sanitary sewer televising, visual manhole and storm sewer inspections, etc.).
4. Determine the preferred scope of work for an upcoming planned project or projects and complete detailed cost estimates.
5. Authorize a Feasibility Study for the preferred project. This step should occur this summer or early this fall if a 2020 construction project is desired.

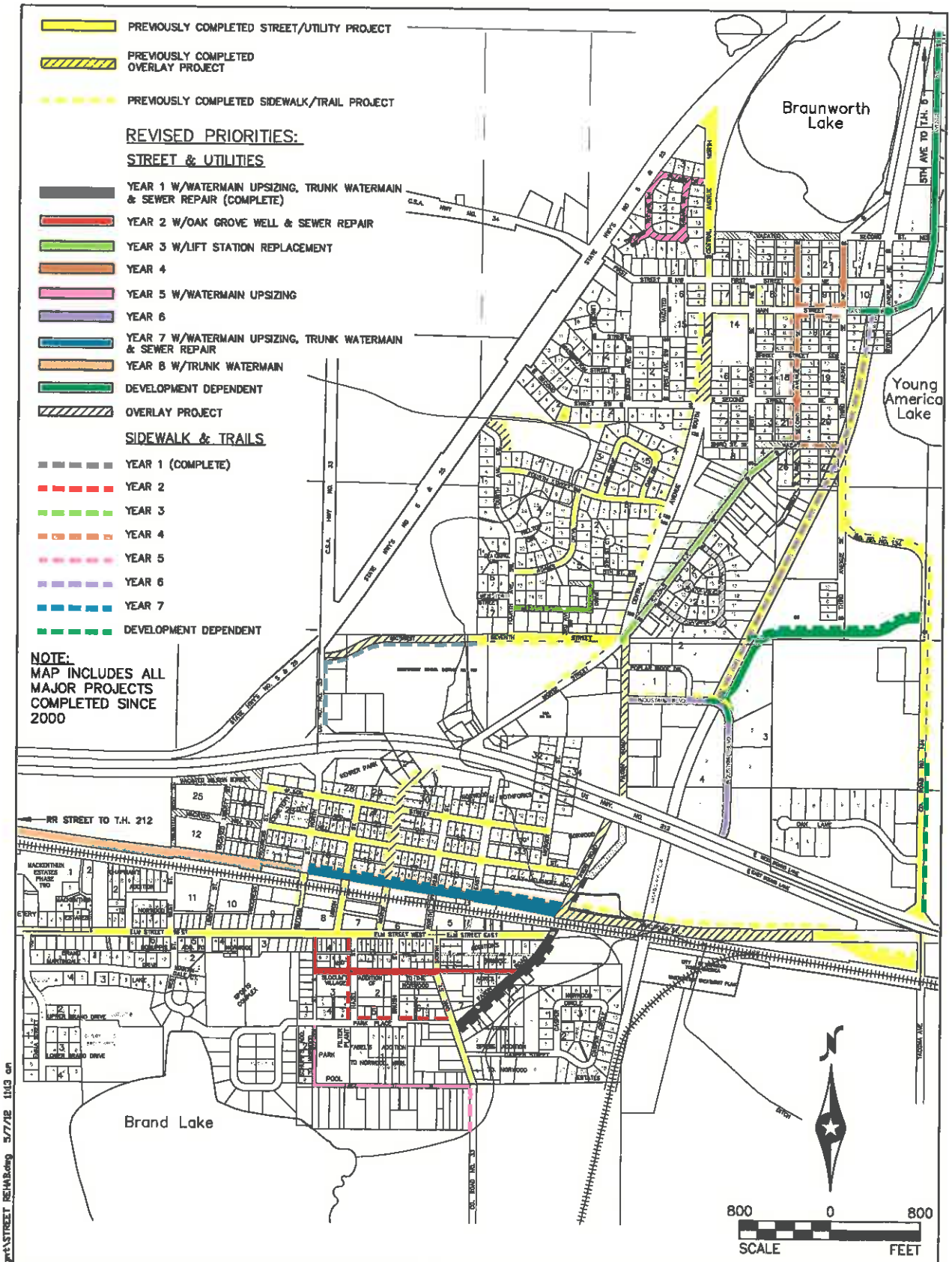
City of Norwood Young America
Pavement Management Planning

I am available to discuss the contents of this letter with you or the City Council at your convenience.

Sincerely,

Bolton & Menk, Inc.

Jake S. Saulsbury, P.E.



BOLTON & MENK, INC.
Consulting Engineers & Surveyors
MANKATO, MN FAIRMONT, MN SLEEPY EYE, MN
BURNSVILLE, MN WILLMAR, MN CHASKA, MN
RAMSEY, MN MAPLEWOOD, MN BRAINERD, MN AMES, IA

CITY OF NORWOOD YOUNG AMERICA STREET AND INFRASTRUCTURE REHABILITATION PLAN

PROPOSED REHABILITATION PLAN PHASING

MAY 2012

DRAWING NO. 1

H:\NOYA\C125570\Pavement Mgmt\STREET REHAB.dwg 5/7/12 1:13 pm

BOLTON & MENK, INC.
Consulting Engineers & Surveyors
2638 Shadow Lane, Suite 200 • Chaska, MN 55318-1172
Phone (952) 448-8838 • Fax (952) 448-8805
www.bolton-menk.com

October 3, 2012

City of Norwood Young America
Attn: Tom Simmons
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368

RE: Infrastructure Rehabilitation Plan Modifications and Revised Assessment Policy

Honorable Mayor and City Council Members:

Recent workshops and discussions with the City Council have resulted in a desire to modify the City's Infrastructure Rehabilitation Plan. As the Council is aware, the street system is the City's most valuable infrastructure system as well as its most expensive to maintain necessitating the need for a well conceived and executed management plan. In the absence of such a plan, the costs of maintaining the system will rise precipitously to unattainable levels leading to the inability of the City to maintain an adequate roadway system for its residents. In general, the direction of the Council was for us to analyze the City's current plan and see if it is advisable to reconfigure it to weight it more heavily in the near term to completing mill and overlay projects versus total street reconstruction projects. This analysis was completed with the findings and recommendations as follows.

Findings:

1. Each street in the City was reviewed and categorized relative to the appropriate pavement rehabilitation methodology. The results of this analysis are shown graphically on the attached Figure 1 and summarized on Table 1 as follows:

Category	Lineal Footage	Mileage	% of Total
Reconstruct	29,636 Feet	5.61 Miles	24%
Mill & Overlay	25,987 Feet	4.92 Miles	21%
Seal Coat	46,654 Feet	8.84 Miles	38%
County Road	21,416 Feet	4.06 Miles	17%
Totals:	***123,963 Feet***	***23.43 Miles***	***100%***

Table 1

2. Based on these classifications, the total street management plan costs in 2012 dollars are summarized in Table 2 as follows:

Category	Lineal Footage	Price Range / LF	Total Price Range
Reconstruct	29,636 Feet	$200 - $400	$5.9M – $11.9M
Mill & Overlay	25,987 Feet	$60 - $100	$1.6M – $2.6M
Seal Coat	46,654 Feet	$4 - $10	$0.2M - $0.5M
Totals:	***102,277 Feet***		***$7.7M – $15.0M***

Table 2

3. Many of the streets in the "Reconstruct" category are in a high degree of degradation that will become appreciably worse very quickly in the near term *(2 to 5 years)*. As such, it is not advisable to modify the plan to postpone the scheduled reconstruction projects for a long period of time. As has always been the case for the City, the pacing of improvements has been a function of the City's ability to pay for the improvements and not the needs of the community's infrastructure.

4. Many of the streets in the "Mill and Overlay" category are at the late stages of utilizing a mill and overlay process as a viable rehabilitation technique. When completing the analysis, we were as liberal as possible when defining the streets included within this category. As such, with proper maintenance, we anticipate a useful life for the improvements ranging from 7 to 10-years.

5. Many of the street reconstruction projects completed over the last 10-years have addressed the most serious utility issues facing the City while the reconstruction projects that remain have less severe utility related issues. This will have effect of both lowering the costs of the future reconstruction projects relative to past projects and enabling the City to reconfigure the plan without ignoring pressing utility related issues that should not be ignored.

6. It is possible to finance mill and overlay projects through the sale of Chapter 429 Improvement Bonds. Under this process, the City must follow all the statutory requirements which include assessing at least 20% of the improvement costs to the benefitting property owners. The City will need to modify its assessment policy to make assessing mill and overlay improvements consistent with the policy.

Recommendations:

Based on the above findings, we make the following recommendations for consideration by the City Council:

1. Consideration of completing a 2-year mill and overlay program that addresses the streets identified within the "Mill & Overlay" category in the years 2013 and 2014. A draft of this plan is shown on the attached Figure 2 and includes the completion of roughly 2.5 miles of mill and overlay for each of the next 2-years. The end result of this program will be the delay of any further reconstruction projects for 3-years and the completion of overlays on all streets shown in Figure 2 by 2014.

2. Modification of the City's Assessment Policy to include assessment of 33% of the mill and overlay project costs to the benefitting property owners. This assessment will be administered on a unit basis and the corner lot credit will apply such that a residential corner lot will be assessed 0.5 units for each side of the lot. In addition, commercial properties will be assessed one unit for each 75-feet of frontage rounded to the nearest whole unit. It is anticipated this policy will produce assessments for a typical residential lot in the range of $1,400 - $2,000 per unit. A copy of the revised policy language is attached to this letter for your information and consideration.

3. The mill and overlay projects should be financed through the sale of Chapter 429 Improvement Bonds with a term no longer than 10-years matching the anticipated useful life of the improvements.

4. Authorization of the Feasibility Study to complete the "Year 1 Mill and Overlay Project". This is the first step in the Chapter 429 process and will enable a schedule for a spring 2013 bid.

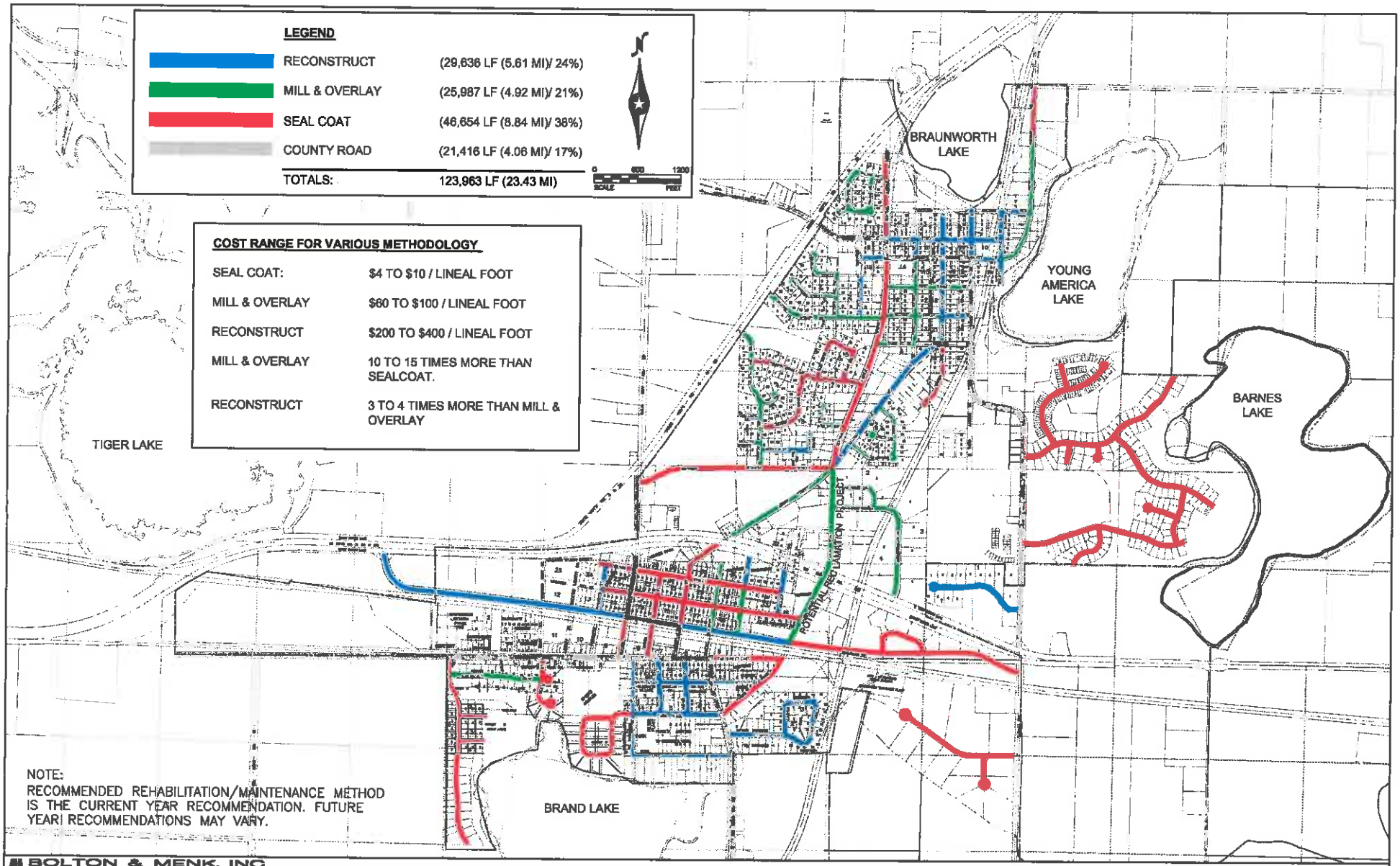
I am available at the upcoming City Council meeting to discuss this letter and these recommendations in more detail. Please contact me with any questions or comments you may have.

Respectfully Submitted,
BOLTON & MENK, INC.

Kreg J. Schmidt

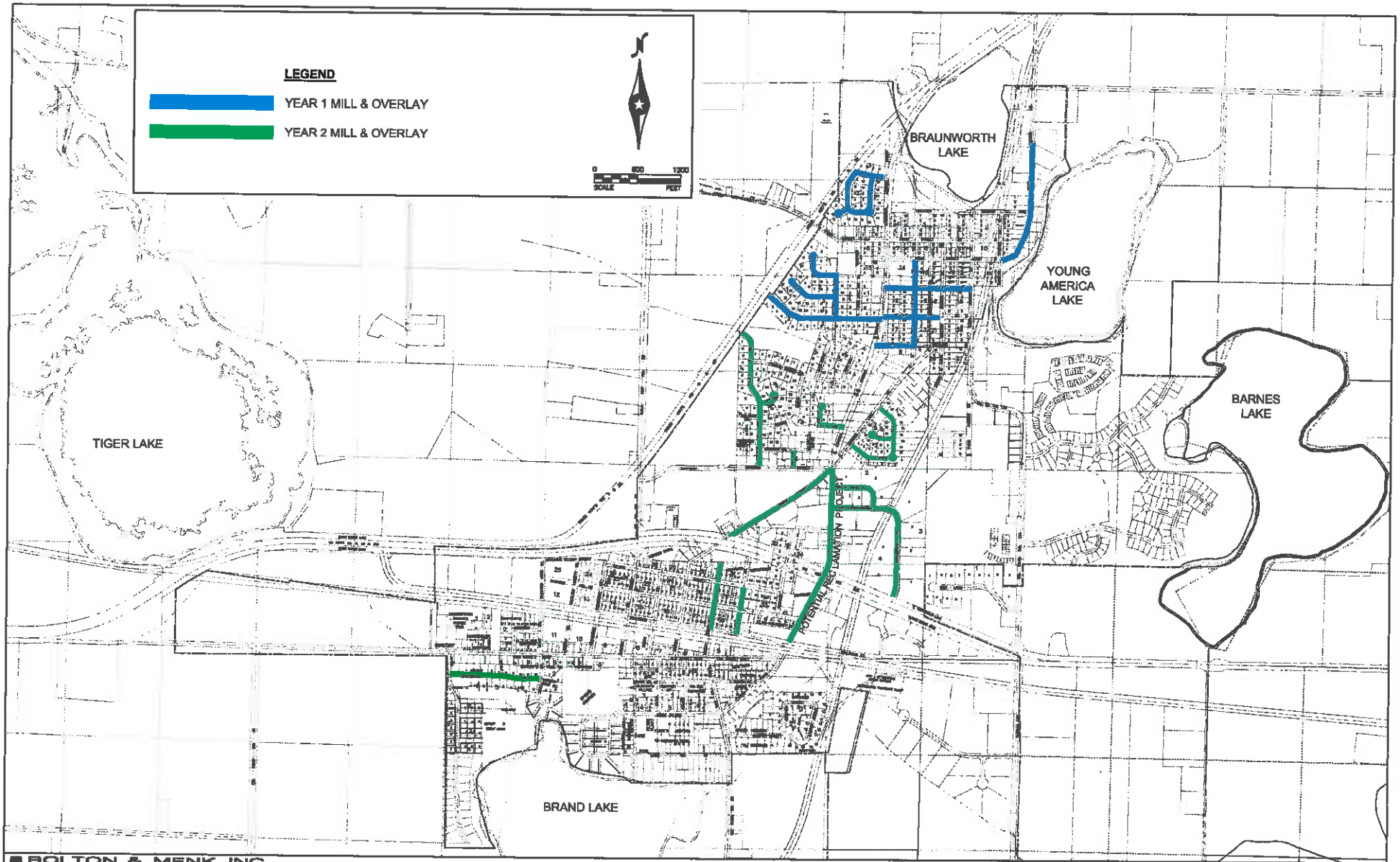
Kreg J. Schmidt

H:\NOYA\C1235710\Pavement Mgmt\2012-10-02 Overlay Plan.doc



BOLTON & MENK, INC.
Consulting Engineers & Surveyors

CITY OF NORWOOD YOUNG AMERICA
FIGURE 1 - RECOMMENDED STREET REHABILITATION/MAINTENANCE - AUGUST 2012



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Consulting Engineers & Surveyors

CITY OF NORWOOD YOUNG AMERICA
FIGURE 2 - DRAFT 2-YEAR MILL & OVERLAY PLAN - OCTOBER 2012

Public Improvement Assessment Allocation Schedule

Improvement	Type of Construction	Method
Mill & Overlay	Reconstruction	33% of the cost assessed to abutting property owner on a unit basis. Units shall be calculated as follows: - 50% of the units on the "primary access" side of the parcel shall be assessed and 50% of the units shall be credited. The credited amount is rolled into the project and distributed to all property owners. - Plus 50% of the units on each of the remaining abutting sides of the parcel. - Commercial/industrial/institutional lots shall be calculated as one unit per every 75 feet of frontage rounded to the nearest whole unit.
Curb & Gutter	New Development	100% of the cost assessed to abutting property owner on linear front footage or unit basis.
	Reconstruction (Complete)	50% of the cost assessed to abutting property owner on linear front footage. 50% of the cost to paid by City. Max FF = 112.0 feet.
	Reconstruction (Spot Repair)	100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
Local Street	New Development	100% of the cost assessed to abutting property owner on linear front footage OR per unit basis.
	Reconstruction	50% of the cost to be assessed to abutting property owner on linear front footage OR per unit basis. 50% of the cost to paid by City. Max FF = 112.0 feet.
Collector Street	New Development	100% of the cost of the construction cost of a city standard local street assessed to abutting property owner based on linear front footage OR per unit basis. City pays additional cost of construction above city standard local street.
	Reconstruction	50% of the cost of the construction cost of a city standard local street assessed to abutting property owner based on linear front footage OR per unit basis. City pays 50% of the cost of the construction of a city standard local street and additional cost of construction above a city

Improvement	Type of Construction	Method
		standard local street. Max FF = 112.0 feet.
Frontage Road	New Development Reconstruction	100% of the cost assessed to benefited area owner on front footage OR per unit basis. 100% of the cost assessed to benefited area owner on front footage OR per unit basis.
Intersection	New Development Reconstruction	100% of the cost to be assessed. Shall be included as part of street project. 100% of cost to be included in overall cost of project prior to assessment apportionment in accordance with policy.
Multiple Fronted Parcels - **Corner Lot** - **Double Fronted Lot** - **Large Parcels** - **Etc.**	Reconstruction	Front footage to be used in assessment methods described herein shall be calculated as follows: - 50% of the front footage on the "primary access" side of the parcel shall be assessed and 50% shall be credited. The credited front footage is rolled into the project and distributed to all property owners. - Plus 50% of the front footage on each of the remaining abutting sides of the parcel.
Alley	New Development Reconstruction	100% of the cost assessed to abutting property owner on linear front footage basis. 100% of the cost assessed to abutting property owner on linear front footage basis.
Sanitary Sewer Trunk/Lateral	New Development Reconstruction	100% of the cost assessed to benefited area on unit basis. 50% of the cost assessed to benefited area on unit basis. 50% of the cost to be paid by City.
Sanitary Sewer Service	New Development Reconstruction (Including main) Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner. 50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid by the city. 100% of cost assessed to property owner.
Sanitary Sewer Oversizing	New Development Reconstruction	100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation) 100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation)

Improvement	Type of Construction	Method
Lift Station	New Development	100% of the cost assessed to benefited area on a per unit basis.
Water Trunk/Lateral	New Development Reconstruction Replacement of 4-Inch Mains	100% of the cost assessed to benefited area on unit basis. 50% of the cost assessed to benefited area on unit basis. 50% of cost to be paid by City. 100% paid by City.
Water Service	New Development Reconstruction (Including main) Reconstruction (Stand alone service replacement)	100% of cost assessed to property owner. 50% of the cost assessed to benefited area on a unit basis. 50% of the cost to be paid by the city 100% of cost assessed to property owner.
Water Oversizing	New Development Reconstruction	100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation) 100% paid by City. (Materials cost above 8-inch pipe plus 20% for handling and installation)
Storm Sewer Trunk/Lateral	New Development Reconstruction	100% of the cost assessed to benefited area on unit basis. 100% of the cost to be paid by City.
Storm Water Ponding	New Development Maintenance	100% assessed to development. 100% of the cost to be paid by City.
Street Lights	New Development Reconstruction Maintenance	100% of material and installation cost on a unit basis paid by developer. 100% of the cost to be paid by City. 100% of maintenance cost to be paid by City.
Street Signs	New Development Reconstruction	100% of material and installation cost on a unit basis paid by developer. 100% of maintenance cost to be paid by City.

Improvement	**Type of Construction**	**Method**
Sidewalks	New Development Reconstruction	100% of cost assessed on a unit basis to development. 100% of cost to be paid by City.
Boulevard Trees	New Development Maintenance	100% of cost paid by the Developer. 100% paid by City.

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ECONOMIC DEVELOPMENT AUTHORITY

April 22, 2019 – 6:30 p.m.

ATTENDEES: Tina Diedrick, Mike McPadden, Dick Stolz, Charlie Storms, Craig Heher
ABSENT:
STAFF: Steve Helget, City Administrator

1. Call Meeting of Economic Development Authority to Order
   President Diedrick called to order the Economic Development Authority at 6:32 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 March 25, 2019 meeting
   Motion: MM/DS to approve the minutes. Motion unanimously carried.

3. Adjournment
   Motion: MM/CS to adjourn at 6:34 p.m. Motion unanimously carried.

Respectfully Submitted:

Tina Diedrick, President

Steven Helget, Executive Director

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CITY COUNCIL MINUTES

May 13, 2019 – 6:30 p.m.
City Council Meetings

ATTENDEES: Tina Diedrick, Mike McPadden, Dick Stolz, Craig Heher, Charlie Storms
ABSENT:
STAFF: Steve Helget, City Administrator
OTHERS: Ally Clark, Mark VanGilder, Bill McMahon, Hilbert Hoof, Ron Ziegler

1. Call Meeting of City Council to Order
   Meeting was called to order by Mayor Tina Diedrick at 6:00pm.

2. Approve Agenda

Motion: MM/CS to approve the agenda as printed. Vote 5 – 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment
   Mark VanGilder, owner of a building on Elm Street, voiced his concerns regarding a zoning violation letter that he received from the City for trailers that are parked on his property.

   Resident, Hilbert Hoof, spoke regarding the growth within the City and his concern with having a company come into the City that could affect the air quality.

4. Consent Agenda
   - 4.1 Approve minutes of April 22, 2019 meeting
   - 4.2 Approve payment of claims
   - 4.3 Approve liquor license renewals
   - 4.4 Accept Dan Stender's Retirement Notice
   - 4.5 Approve Lawful Gambling Permit for Stiftungsfest
   - 4.6 Approve hiring Bob Hoen as Seasonal Public Service Worker I
   - 4.7 Approve hiring Kay Diers as Part-time Custodian
   - 4.8 Springfest Artisan Fair – Union Street Closing Request

Motion: DS/CS to approve the consent agenda. Vote 5 – 0. Motion carried.

5. Public Hearings

6. Old Business

7. New Business
   - 7.1 The Preserve Association request to install Private Drainage onto City Property
     Resident Don Fritz, from the Preserve Association, asked for the council to approve to install a private drainage on city property. According to Public Service Director, the drainage would not affect the lake or the wetlands.

Motion: DS/CS to allow the Preserve Association to move forward with their project in agreement with a memorandum of understanding with the City of Norwood Young America. Vote 5 – 0. Motion carried.

   - 7.2 132 Elm Street E. Nuisance Abatement Consideration
     Property owner has received two letters regarding the nuisance violation, accumulation of junk and excess of vehicles. The property owner was invited to the meeting to address the council; she was not at the meeting. According to the City Attorney, we should get a warrant to allow the City to go onto the property to abate the violation.

Motion: CS/CH to abate the nuisance violation at 132 Elm St East and to invoice the cost to the property owner. Vote 5 – 0. Motion carried.

   - 7.3 Discuss Economic Development Consultant / Community Development Director
     Ron Ziegler, representative from Community and Economic Development Associates (CEDA), provided information about his company and what CEDA would be able to assist the City with Economic Development issues. Mr. Zeigler is offering a 60 day free trial to the City. The Council agreed to accept the 60 day trial period and City Administrator, Steve Helget, will be in contact with Mr. Zeigler to coordinate a start date.

7.4 Compost Site Brush Pile Removal Cost Estimates

The City receives a grant from the county for the upkeep of the brush site (west side of the Industrial Park). Due to the amount that needs to be cleaned and removed, Tony Voigt, is recommending hiring an outside contractor to handle this clean up. This item is not in the budget.

Motion: CH/CS to hire Davey Tree to remove the brush pile for the estimated cost not to exceed $7500. Vote 5 – 0. Motion carried.

7.5 Public Services Lead Position Appointment

Motion: CS/CH to promote Paul Dhoore to the Public Services Lead position effective May 14, 2019 at Grade 14, Step 7. Vote 5 – 0. Motion carried.

8. Council Member & Mayor Reports

CH – Planning Commission discussed drone ordinance. Bill Grundahl will be the Planning Representative at the Park & Rec Commission meetings.

CS – Two monument signs delivered today. Needs to be grouted and caulked before installation next Wednesday.

MM – EDC discussed downtown, Springfest (Saturday, May 18 rain or shine – free event), hotel study, and monument signs.

DS – No report.

TD – Steve and Tina met with SRF to discuss Highway 212 and the upcoming projects. Looking for volunteers for the NYACIP (the group that takes care of the flowers throughout the City). Small Business breakfast held last week. Great presentation on how not to get hacked. Ribbon cutting at Old National Bank. Demolition completed at Church of the Maples. Attended VFW Poppy luncheon.

9. Adjournment

Motion: MM/CS to adjourn at 8:29pm. Vote 5 – 0. Motion carried.

UPCOMING MEETINGS / EVENTS

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 4	Planning Commission – 6:00 p.m.
June 10	Personnel Committee – 5:30 p.m.
June 10	City Council – 6:30 p.m.
June 12	Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board – 6:00 p.m.

Respectfully Submitted,

Tina Diedrick, Mayor

Kelly Hayes, City Clerk / Treasurer

Norwood Young America

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VOUCHER LIST / CLAIMS ROSTER and CHECK SEQUENCE

To Be Approved: May 28, 2019

Payroll EFT (Check Sequence#29317-29336)	**$21,443.80**
Claims Pending Payment (Check Sequence #29258-29316)	**$79,112.38**
Grand Total	**$100,556.18**

CITY OF NORWOOD YOUNG AMERICA

*Check Detail Register©

APRIL 2019 to MAY 2019

		Check Amt	Invoice	Comment
10100 CHECKING				
Paid Chk# 029335	5/16/2019 **CARVER COUNTY RECORDER**			
E 101-41320-350	Print/Publishting/Postage	$46.00		Resolution 2019-04
Total	**CARVER COUNTY RECORDER**	$46.00		
Paid Chk# 029336	5/16/2019 **LEAGUE OF MN CITIES**			
E 101-43100-365	Insurance Claims	$924.72		insurance claim payment
Total	**LEAGUE OF MN CITIES**	$924.72		
	10100 CHECKING	$970.72		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	$970.72
	$970.72

CITY OF NORWOOD YOUNG AMERICA

*Check Detail Register©

APRIL 2019 to MAY 2019

		Check Amt	Invoice	Comment
10100 CHECKING				
Paid Chk# 029337	5/28/2019 **AEM FINANCIAL SOLUTIONS**			
E 101-41400-430	Miscellaneous	$2,125.00	416447	MAY
	Total AEM FINANCIAL SOLUTIONS	$2,125.00		
Paid Chk# 029338	5/28/2019 **BRYAN ROCK PRODUCTS, INC.**			
E 101-45200-223	Repair/Maintenance Bldg/Ground	$248.80	34262	RED BALL DIAMOND
	Total BRYAN ROCK PRODUCTS, INC.	$248.80		
Paid Chk# 029339	5/28/2019 **CARDMEMBER SERVICE**			
E 101-43100-210	Operating Supplies	$238.71		
E 602-49450-211	Personal Protection Equipment	$175.90		
E 602-49450-223	Repair/Maintenance Bldg/Ground	$60.92		
E 101-41940-223	Repair/Maintenance Bldg/Ground	$167.87		
E 101-42200-210	Operating Supplies	$90.19		
E 602-49450-221	Repair/Maintenance Equipment	$7.35		
E 601-49400-350	Print/Publishting/Postage	$28.65		
E 101-43100-207	Training Instructional	$90.00		
E 101-45200-207	Training Instructional	$90.00		
E 101-42200-433	Dues and Subscriptions	$200.00		
E 101-45200-223	Repair/Maintenance Bldg/Ground	$504.00		
	Total CARDMEMBER SERVICE	$1,653.59		
Paid Chk# 029340	5/28/2019 **CASH**			
E 101-49860-251	Concessions	$75.00		pool start up cash
	Total CASH	$75.00		
Paid Chk# 029341	5/28/2019 **CENTER POINT**			
E 602-49450-383	Gas Utilities	$17.00		406 2nd avenue
E 601-49400-383	Gas Utilities	$16.11		640 Tacoma
E 601-49400-383	Gas Utilities	$29.84		104 3rd Aven SE
	Total CENTER POINT	$62.95		
Paid Chk# 029342	5/28/2019 **CITIZEN STATE BANK HSA ACCTS**			
G 101-21718	HSA ACCOUNT	$1,749.99		
	Total CITIZEN STATE BANK HSA ACCTS	$1,749.99		
Paid Chk# 029343	5/28/2019 **DAMMANN SEED SALES**			
E 101-45200-223	Repair/Maintenance Bldg/Ground	$180.00		grass seed
	Total DAMMANN SEED SALES	$180.00		
Paid Chk# 029344	5/28/2019 **DELTA DENTAL**			
G 101-21714	Dental Insurance	$861.75		
	Total DELTA DENTAL	$861.75		
Paid Chk# 029345	5/28/2019 **DPC INDUSTRIES INC**			
E 101-49860-216	Chemicals and Chem Products	$162.99	827000522-19	
	Total DPC INDUSTRIES INC	$162.99		

CITY OF NORWOOD YOUNG AMERICA

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APRIL 2019 to MAY 2019

		Check Amt	Invoice	Comment
Paid Chk# 029346	5/28/2019 **EHLERS AND ASSOCIATES, INC**			
G 814-22100	Escrow Collected	$5,000.00	80213	TIF 3-7
Total	**EHLERS AND ASSOCIATES, INC**	$5,000.00		
Paid Chk# 029347	5/28/2019 **EMERGENCY RESPONSE SOLUTIONS**			
E 101-42200-542	FD Equipment	$1,379.09	13109	HYDRANT VALVE, WRENCH, HOSE
E 101-42200-542	FD Equipment	$2,690.17	13110	HOSE, WRENCH
otal	**EMERGENCY RESPONSE SOLUTIONS**	$4,069.26		
Paid Chk# 029348	5/28/2019 **GRAMS, RYAN**			
E 601-49400-432	Refund	$100.00		Utility refund
Total	**GRAMS, RYAN**	$100.00		
Paid Chk# 029349	5/28/2019 **HD SUPPLY WATERWORKS**			
E 601-49400-229	Water Meters	$3,510.00		
Total	**HD SUPPLY WATERWORKS**	$3,510.00		
Paid Chk# 029350	5/28/2019 **HEALTH PARTNERS**			
G 101-21706	Hospitalization/Medical Ins	$10,132.78		
Total	**HEALTH PARTNERS**	$10,132.78		
Paid Chk# 029351	5/28/2019 **HILGERS PLUMBING & HEATING, IN**			
E 101-41940-223	Repair/Maintenance Bldg/Ground	$310.00		Clay Building furnace
Total	**HILGERS PLUMBING & HEATING, IN**	$310.00		
Paid Chk# 029352	5/28/2019 **HOLIDAY FLEET**			
E 101-43100-212	Motor Fuels	$73.14		
Total	**HOLIDAY FLEET**	$73.14		
Paid Chk# 029353	5/28/2019 **HORIZON COMMERCIAL POOL SUPPLY**			
E 101-49860-223	Repair/Maintenance Bldg/Ground	$646.35	190430003	multi port valve
E 101-49860-223	Repair/Maintenance Bldg/Ground	$24,310.00	J180831109	balance on repair
tal	**HORIZON COMMERCIAL POOL SUPPLY**	$24,956.35		
Paid Chk# 029354	5/28/2019 **KLEINBANK**			
G 101-21718	HSA ACCOUNT	$458.34		
Total	**KLEINBANK**	$458.34		
Paid Chk# 029355	5/28/2019 **KWIK TRIP INC.**			
E 101-43100-212	Motor Fuels	$42.70		
Total	**KWIK TRIP INC.**	$42.70		
Paid Chk# 029356	5/28/2019 **LANO EQUIPMENT**			
E 101-43100-221	Repair/Maintenance Equipment	$29.68	34710	Cologne's Box sweeper
Total	**LANO EQUIPMENT**	$29.68		
Paid Chk# 029357	5/28/2019 **LMC INSURANCE TRUST**			
E 101-49800-365	Insurance Claims	$4,924.28	4696	

CITY OF NORWOOD YOUNG AMERICA

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APRIL 2019 to MAY 2019

			Check Amt	Invoice	Comment
		Total LMC INSURANCE TRUST	$4,924.28		
Paid Chk# 029358	5/28/2019	**MARCO TECHNOLOGIES LLC**			
E 101-41000-614	Cable Franchise		$845.59	INV6294439	CLERK COMPUTER
E 101-41000-614	Cable Franchise		$225.49	INV6370326	CLERK COMPUTER
E 101-41400-437	Maintenance Contract		$87.50	INV6370850	CSP AGREEMENT
		Total MARCO TECHNOLOGIES LLC	$1,158.58		
Paid Chk# 029359	5/28/2019	**MID COUNTRY BANK**			
G 101-21718	HSA ACCOUNT		$453.33		
		Total MID COUNTRY BANK	$453.33		
Paid Chk# 029360	5/28/2019	**MINNESOTA VALLEY TESTING LAB**			
E 602-49450-217	Lab Fees		$36.20	974385	
E 601-49400-217	Lab Fees		$93.00	974619	
E 602-49450-217	Lab Fees		$36.20	975591	
		Total MINNESOTA VALLEY TESTING LAB	$165.40		
Paid Chk# 029361	5/28/2019	**MN DEPT OF HEALTH**			
G 601-20281	MDH FEE		$2,177.00		CONNECTION FEE
		Total MN DEPT OF HEALTH	$2,177.00		
Paid Chk# 029362	5/28/2019	**MN DEPT OF LABOR & INDUSTRY**			
G 101-21721	State Bldg Surcharge Fee		$316.28		1ST QTR SURCHARGE
		Total MN DEPT OF LABOR & INDUSTRY	$316.28		
Paid Chk# 029363	5/28/2019	**NYA TIMES**			
E 603-49500-350	Print/Publishting/Postage		$46.00	694217	Grass clipings
E 101-43100-350	Print/Publishting/Postage		$160.00	694218	Public service Worker ad
E 601-49400-350	Print/Publishting/Postage		$76.00	694219	Watering restrictions
E 101-45200-350	Print/Publishting/Postage		$292.00	694220	Pool managers/lifeguards
		Total NYA TIMES	$574.00		
Paid Chk# 029364	5/28/2019	**OEM SERVICE CO, LLC**			
E 601-49400-223	Repair/Maintenance Bldg/Ground		$42.79	027086	ALUM PARTS REPAIR
		Total OEM SERVICE CO, LLC	$42.79		
Paid Chk# 029365	5/28/2019	**QUILL CORPORATION**			
E 101-41400-200	Office Supplies		$59.97	7039535	
E 101-41400-200	Office Supplies		$152.76	7200853	
E 101-41400-200	Office Supplies		$87.75	7270600	
		Total QUILL CORPORATION	$300.48		
Paid Chk# 029366	5/28/2019	**RUPP, ANDERSON, SQUIRES, PA**			
E 101-41500-304	Legal Fees		$1,325.56		
		Total RUPP, ANDERSON, SQUIRES, PA	$1,325.56		
Paid Chk# 029367	5/28/2019	**SAM S TIRE SERVICE**			
E 101-43100-221	Repair/Maintenance Equipment		$244.00	150672	tires/lawn and garden

CITY OF NORWOOD YOUNG AMERICA

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APRIL 2019 to MAY 2019

		Check Amt	Invoice	Comment
	Total SAM S TIRE SERVICE	$244.00		
Paid Chk# 029368	5/28/2019 **STATE BANK OF HAMBURG**			
G 101-21718	HSA ACCOUNT	$533.33		
	Total STATE BANK OF HAMBURG	$533.33		
Paid Chk# 029369	5/28/2019 **UFC FARM SUPPLY**			
E 101-43100-211	Personal Protection Equipment	$15.95	912200	
	Total UFC FARM SUPPLY	$15.95		
Paid Chk# 029370	5/28/2019 **UHL COMPANY, INC**			
E 101-42200-437	Maintenance Contract	$383.40	57832	
	Total UHL COMPANY, INC	$383.40		
Paid Chk# 029371	5/28/2019 **UNUM LIFE INSURANCE CO**			
G 101-21715	Life Ins	$129.36		
G 101-21715	Life Ins	$109.56		
	Total UNUM LIFE INSURANCE CO	$238.92		
Paid Chk# 029372	5/28/2019 **WERNER, WESLEY**			
E 601-49400-432	Refund	$49.36		OVERPAYMENT OF UTILITY BILL
	Total WERNER, WESLEY	$49.36		
Paid Chk# 029373	5/28/2019 **XCEL ENERGY**			
E 601-49400-381	Electric Utilities	$2,541.94		
E 101-41940-381	Electric Utilities	$808.01		
E 101-42200-381	Electric Utilities	$29.42		
E 101-42500-381	Electric Utilities	$11.32		
E 101-43100-380	Street Lighting	$3,979.42		
E 101-43100-381	Electric Utilities	$266.89		
E 101-45200-381	Electric Utilities	$305.99		
E 101-45500-381	Electric Utilities	$355.21		
E 601-49400-381	Electric Utilities	$356.09		
E 602-49450-381	Electric Utilities	$1,663.80		
E 101-49860-381	Electric Utilities	$89.31		
	Total XCEL ENERGY	$10,407.40		
	10100 CHECKING	$79,112.38		

CITY OF NORWOOD YOUNG AMERICA

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APRIL 2019 to MAY 2019

	Check Amt	Invoice	Comment

Fund Summary

10100 CHECKING	
101 GENERAL FUND	$63,048.23
601 WATER FUND	$9,020.78
602 SEWER FUND	$1,997.37
603 STORM WATER UTILITY	$46.00
814 Escrow - Air Products	$5,000.00
	$79,112.38

Norwood Young America

more than a place, it's home.

TO: Mayor Diedrick and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 29, 2019

RE: Hiring of Seasonal Staff

Applications have been received from the following for seasonal employment:

Kaitlyn Gamber – Lifeguard, Pool Manager, Water Safety Instructor (rehire)

Grace Stickfadden – Lifeguard (new)

Allie Fritz – Lifeguard (new)

Kit Swanson – Lifeguard and possible WSI (rehire)

Mary Wenisch – Lifeguard, Assistant Manager (rehire)

Ashley Schwichtenberg – Lifeguard (rehire)

Lucille Coffel – Lifeguard (rehire)

Colten Latzke – Lifeguard (new)

Amber Orr – WSI (rehire)

Caleb Hormann – Public Service Worker (rehire)

Bob Hoen – Public Service Worker (rehire)

Canton Vinkemeier – Public Service Worker (new)

Logan Smith – Public Service Worker (new)

Recommendation:
A motion to approve hiring the above listed people for seasonal employment.

Norwood Young America

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TO: Honorable Mayor Diedrick and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: May 28, 2019

RE: Approve Seasonal Staff Hiring

We accepted applications for the Public Service Worker part-time positions and interviewed candidates. My recommendations are as follows.

Suggested Motion: Motion to hire Logan Smith and Canton Vinkemeier for the 2019 summer season at Grade 2, Step 1, $11.62 per hour.

Norwood Young America

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TO: Mayor Diedrick and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 29, 2019

RE: State of Minnesota offers a Deferred Compensation Plan (MNDCP)

The State of Minnesota offers a Deferred Compensation Plan (MNDCP) to all public employees who wish to participate and voluntarily save for retirement to supplement their Pension and Social Security.

The MNDCP is a State of MN Sponsored 457 plan administered by MSRS. This means that MSRS employees receive no commissions or sales incentives for increased contributions or participation. MSRS may not make a profit of off the fees. This is how MSRS is able to keep costs low for anyone participating in the plan vs private company 457 plans that typically have higher administrative and investment costs associated with them.

There is no cost to the City if employees choose to sign up for this plan, however, deductions will come out of employee checks so there would need to be pass-through accounts set up in both revenue and expense.

Recommendation:
To approve for employees to be able to sign up for the State of Minnesota offers a Deferred Compensation Plan (MNDCP).

Norwood Young America

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TO: Mayor Diedrick and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 28, 2019

RE: Senior Advisory Commission Appointment – Kay Hampshire

The Senior Advisory Commission currently consists of five voting members from the community and four voting representatives from senior living communities. There are also representatives from City Council, City Hall, Carver County Public Health and Carver County Sheriff's Office. City Code (as listed below) states that the commission will consist of 9 to 15 members.

> 258.02 Composition. The Senior Advisory Commission shall consist of a minimum of nine (9) up to a maximum of fifteen (15) members of which one shall be a City Council Member. The majority of the commission shall be at least 55 years of age and have a genuine interest in and an appreciation for issues affecting senior citizens.

Kay Hampshire, a resident at Oak Grove, has completed a commissioner application for the Senior Advisory Commission.

Suggested Motion:
To appoint Kay Hampshire to the Senior Advisory Commission.

Norwood Young America

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COMMISSION APPLICATION

Check which commission you are interested in:

___Planning ___Parks & Recreation

X Senior Advisory ___Economic Development

Name: KAY R HAMPSHIRE

Phone: 952 228 7837

Address: 114 REFORM ST N APT 410 NORWOOD YOUNG AMERICA 55368

E-mail: KAYRHAMPSHIRE@YAHOO.COM

Provide a brief statement about why you would like serve on a commission:

LOOKING FOR WAYS TO HELP SENIORS HAVE AN EASIER, FUN LIFE. PROVIDE SENIORS WITH OPTIONS & RESOURCES TO MAKE THAT HAPPEN.

Provide any background you have working within the public sector, including but not limited to employment history, volunteer work and community groups/organizations:

I HAVE WORKED FROM MY 30'S TO LAST YEAR. NOW I HAVE TIME TO VOLUNTEER. MY BACKGROUND IS BANKING, CREDIT CARDS. I AM TECH FRIENDLY & PRETTY SAVVY!

Have you ever held a position on an advisory board and/or city council? If so, please list your experience(s) and basic duties involved:

NO

The monthly meeting schedule is as follows.

Planning	1st Tuesday at 6:00pm
Parks & Recreation	3rd Tuesday at 5:30pm
Senior Advisory	3rd Thursday at 9:00am
Economic Development	2nd Wednesday at 6:30pm

Do you foresee any issues in attending regularly these meetings? If yes, please explain.

NO ISSUES.

List one thing you really like about the community.

I LOVE SMALL TOWNS. LOVE MY 55+ COMMUNITY/FAMILY AT OAKGROVE.

List one thing you would like to address if you were appointed as a commissioner:

WORK ON SENIOR CENTER COMMITTEE & HELP DEVELOP WAYS TO COMMUNICATE OPTIONS TO SENIORS.

Please list any additional information you would like the Commission to know about you:

AS STATED - OK WITH TECHY THINGS (TO A DEGREE). EASY GOING (SO CAN EXPESS OPINIONS & HEAR OTHER OPTIONS)

Norwood Young America

more than a place, it's home.

TO: Honorable Mayor Diedrick and City Council Members

FROM: Steven Helget, City Administrator

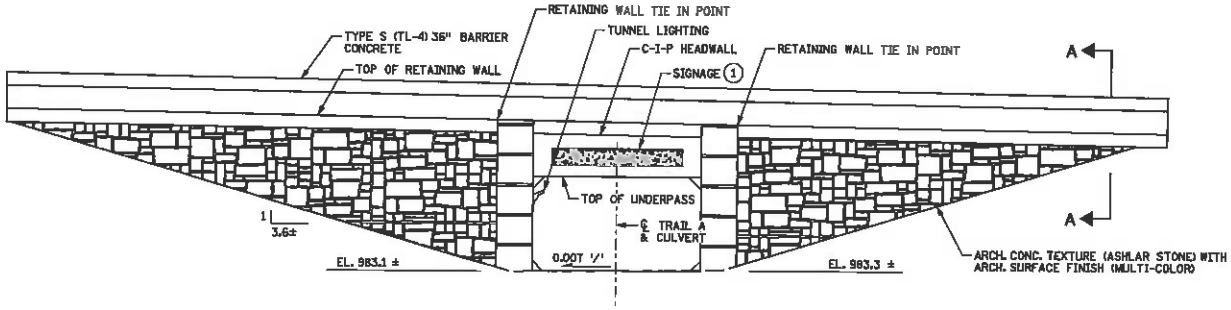
DATE: May 28, 2019

SUBJECT: 2020 Highway 212 Mill & Overlay Project Update

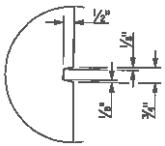
Representatives of MnDOT and SRF Consulting Group will be in attendance to provide an update on the 2020 Highway 212 Mill & Overlay Project. Some of the items to be reviewed include the trail/sidewalk location, storm water drainage improvements, vehicle detour routes, and project cost update.

SRF has provided the City with a design for the underpass retaining wall block. Enclosed is a copy of SRF's concept design, and a picture of the block that Waconia has near its Highway 5 underpass. Proposed is the Council consider what type of block design it would prefer.

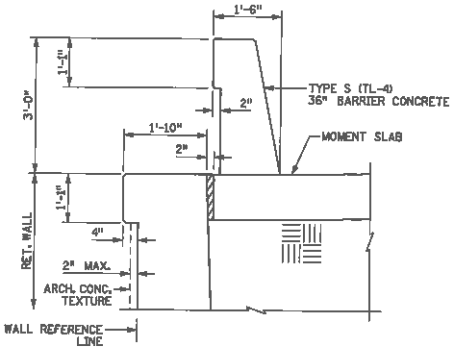
Suggested Motion:
No suggested motions.



ELEVATION
(SOUTH SIDE SHOWN, NORTH END SIMILAR)



REVEAL DETAIL



SECTION A-A

NOTES:

(1) SIGNAGE TO BE DETERMINED BY OWNER.

NO	DATE	BY	CKD	APPR	REVISION
	7/5/18	SMN	CEB	CEB	PRELIMINARY PLAN SUBMITTAL
	2/X/19	CEB	JED	JEG	PRELIMINARY PLAN SUBMITTAL

...\Prelim\11018_arch01.dgn

BRIDGE NO. 10X21

STATE PROJ. NO. 010-591-001

DRAWN BY E. JOHNSON
DESIGNED BY S. NEFF
CHECKED BY C. BLACK
COMM. NO. 11228

SRF

NORWOOD YOUNG AMERICA
ELEVATION & AESTHETIC DETAILS
TH 212 OVER TRAIL UNDERPASS

SHEET 6 OF 6

12:21:38 PM
2/26/2019
R:\Projects\11000\11228.02\Design\Plans&Sheets\Prelim\11018_arch01.dgn

Norwood Young America

more than a place. it's home.

TO: Honorable Mayor Diedrick and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: May 28, 2019

RE: North Water Tower Cleaning and Repair Project

The cleaning and repair of the North Water Tower was approved at the City Council's April 22nd regular meeting. At that meeting, the Council briefly discussed placing a new logo on the tower and agreed to continue its discussion at a future meeting. The Council directed pricing and an option(s) for the logo design be obtained.

Kelly Hayes contacted Orange Ball Creative to design a new "stacked" logo to put on the water tower. Central Tank Coating who is the contractor for the project, has reviewed the logo and has provided the enclosed illustration of how it would look.

At the April 22nd meeting, the Council awarded the water tower cleaning and repair project to Central Tank Coating for $106,000, to hire Bolton & Menk to provide inspection services for the project for an amount not to exceed $18,000 and to approve the required Minnesota Department of Health standard updates for an amount not to exceed $28,000.

Central Tank Coating proposes to furnish and install two logos according to the City's specifications for $10,500. The total project cost could be up to $162,500. The City budgeted $160,000 to complete the project this year.

A color sample pamphlet will be presented to the Council at the meeting.

Suggested Motion:

Motion to accept Central Tank Coating's quote to furnish and install two logos on the north water tower at a cost of $10,500.00.

39.0' ±
Norwood
Young America
18.0' ±
TANK DIA. 41.0' ±

CENTRAL TANK COATINGS, INC

"General Water Tower Maintenance"

Kelly Koehn, Owner
22528 Canoe Road
Elgin, IA 52141-9633

City of Norwood Young America, MN

May 23, 2019

Thank you for contacting us for your Water Tower needs.

Enclosed you will find two (2) copies of a contract. Please sign and date all copies and return to us. We will sign and return one (1) sent to you. I have enclosed a self-addressed envelope for your convenience.

I spoke with Tony about revising the specifications that we had received, so I revised them to how the Owner wanted them and put on to Central Tank Coatings contract form. Also to be included about the electrical wires and a contract that has metal work prices and the logo pricing on it as well.

If you have any questions, please feel free to call us at 877-530-6226, or ctcinc@alpinecom.net. If you would like to learn more about our company check out our website at your convenience. www.centraltankcoatings.com

We look forward to working with you.

Thank You,

Joe Koehn
Central Tank Coatings, Inc.
22528 Canoe Road
Elgin, IA 52141
563-426-5967 Office
563-426-5641 Fax
563-880-5405 Cell
ctcinc@alpinecom.net

CENTRAL TANK COATINGS, INC

"General Water Tower Maintenance"

Kelly Koehn, Owner 22528 Canoe Rd. Elgin, Iowa 52141

CONTRACT

THIS AGREEMENT made this 15th day of, May 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:

Furnish and install a new 24in frost proof vent.....$5,000.00
Furnish and install drains from each landing on the interior dry. To include a 2in check valve and is to drain to the overflow pipe.....$1,800.00 ea
Furnish and install new dump valve.....$2,500.00
Furnish and install 2 new logos according to the Owners specifications.....$10,500.00

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 Base Paint Disclaimer: In the event that lead paint is on the water tank or tower, any additional means of lead containment or disposal costs will born upon the Owner.

Contractor agrees to carry workmen's compensation, public liability, property damage and unemployment insurance and to pay all social security 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 the working area and when requested by Contractor's foreman, to furnish police protection in keeping the area clear of spectators, pedestrians, motor vehicles or trespassers while the work is in progress. CONTRACTOR is authorized and shall have the right to erect barricades around the working area and to keep everyone away from the working site except those persons authorized by OWNER. During any exterior painting, OWNER shall remove any vehicles in the area which might receive paint damage.

Owner shall provide effective protection for the employees of the CONTRACTOR against all power circuits about or near or within the proximity of the structure to be maintained hereunder. OWNER 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 obligated for the expense thereof.

OWNER shall contact Power Company or responsible party to shut off power or move powerlines so that CONTRACTOR may perform necessary work without danger to employees or disruption of service.

OWNER shall furnish at its cost at the working site for the use of CONTRACTOR all electricity and water required by CONTRACTOR to enable it to perform this contract.

OWNER agrees that CONTRACTOR shall, as soon as possible, proceed to carry out the provisions of this contract. Upon CONTRACTOR completing the work hereinabove specified, it shall notify the OWNER of that fact and on the same date that notice of completion is received by OWNER, the work shall be inspected and accepted or rejected, OWNER shall notify CONTRACTORS home office at Elgin, Iowa, by certified mail, document carrier or facsimile letter and if no objections are received by CONTRACTOR from OWNER within forty eight (48) hours after date of completing the work, then it is mutually agreed by both parties that the work was accepted and approved by OWNER.

****CENTRAL TANK COATINGS, INC. will not be liable 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 PRICES STATED ABOVE DOLLARS

($PRICES STATED ABOVE) as payment in full for all of the above specified labor and materials.

If, in the progress of the work hereinabove specified, OWNER directs additional work be done by CONTRACTOR, the additional work shall be paid for in addition to the hereinabove stated contract price at the same time that the contract price is paid.

All sums due under this contact shall bear interest at the rate of eight (8) percent per annum at the expiration of thirty (30) days from and after the date on which CONTRACTORS work is completed.

This contract shall not be binding upon CONTRACTOR until accepted and signed by and officer of CONTRACTOR at the home office in rural Elgin, Clayton County, State of Iowa.

No changes, alterations, erasures or indentures of any kind shall be made on the contract when returned to the home office of CONTRACTOR except the date of acceptance and CONTRACTOR'S signature.

This agreement embodies the entire contract between the parties and no oral agreements, representations or warranties heretofore or hereafter made shall be binding unless reduced to writing, 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: _____

_____
Name of Owner's Representative TITLE

By: _____

_____
Name of Contractors Representative TITLE

Toll Free 877-530-6226 Office 563-426-5967 Fax 563-426-5641 Cell 563-380-2647 Email: ctcinc@alpinecom.net

Norwood Young America

more than a place, it's home.

TO: Honorable Mayor Diedrick and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: May 28, 2019

RE: Award Crack Sealing and Sealcoating Projects

Proposed is to consider awarding quotes to complete crack sealing and chip sealcoating of city streets this year. Enclosed with the contractor's quotes are maps identifying the streets to be crack sealed and sealcoated.

Crack Sealing

I solicited quotes from 3 contractors to route the cracks and fill them with MnDOT spec crack sealant. The following quotes were received:

1. Gopher State Sealcoat, Inc. $42,196
2. Bargen Incorporated $69,203.70
3. Astech $.60/lb.

Sealcoating

I solicited quotes from 3 contractors to provide sealcoating by applying 1/8" Dresser Trap Rock and CRS2P oil as we have had applied in past years. Caldwell Asphalt was one of the contractors solicited from, but they no longer do sealcoating. The successful contractor will be responsible for pre-sweeping, supplying rock, signage, traffic control, and rock clean-up. The following quotes were received:

1. Pearson Bros., Inc. $1.45 per sq. yd
2. Ashalt Surface Technologies Corporation $1.53 per sq. yd

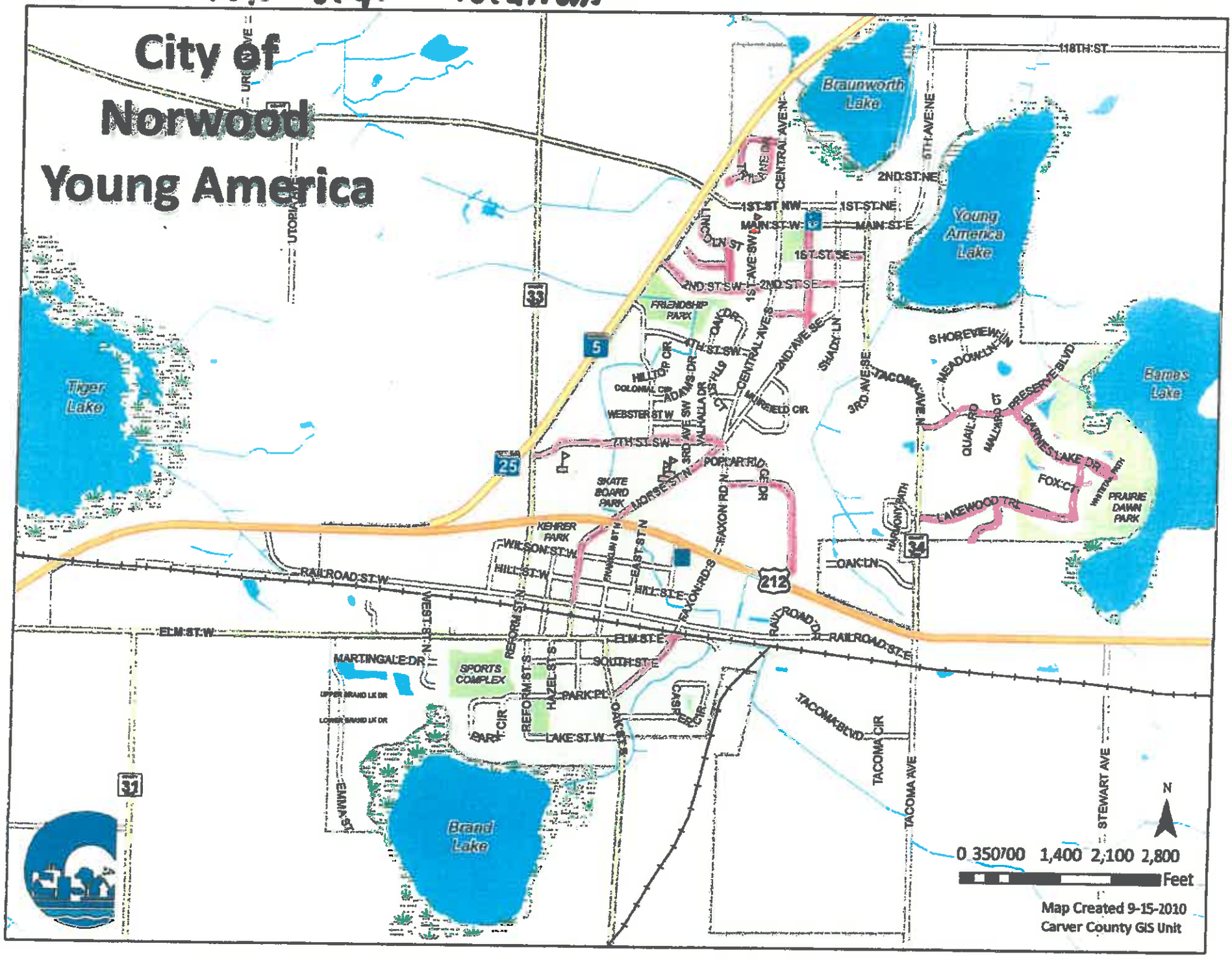
Proposed is to complete both maintenance projects at a cost not to exceeded the 2019 budgeted amount of $100,000.

Suggested Motions:

Motion to award the Crack Sealing quote to Gopher State Sealcoat, Inc.

Motion to award the Sealcoating quote to Pearson Bros., Inc.

2019 Crack seal locations



GOPHER STATE SEALCOAT, INC.

12519 Rhode Island Avenue South
Savage, Minnesota 55378
Phone: 952.931.9188
Fax: 952.931.0956
www.GopherStateSealcoat.com

Proposal

Proposal Submitted To	Installation Site
Tony Voigt Norwood Young America 310 Elm Street West PO Box 59 Norwood Young America, MN 55368	Various Streets per Map Norwood Young America, MN

Account #	Quote #	Quote Date	Valid Thru	Terms	Estimator
7044	24586	05/21/2019	06/20/2019	NET10	Craig

Work #	Fax #	Mobile #	Email Address
952-467-1830			tvoigt@cityofnya.com

Description	Total Price
Various Streets per map only:	$0.00
Crack Sealing: Not to exceed 60280 linear feet: Rout unfilled cracks 1/4" or larger to 3/4" x 3/4", except in alligatored areas. Clean out cracks. Seal cracks with MnDOT spec #3723 hot pour rubberized crackfiller. Touch up old cracks. Apply barrier paper as needed. Some settling of material will occur after cooling.	$42,196.00
NOTE: This price includes one mobilization. Additional moves will be billed at $550/each.	$0.00

Quote Total
$42,196.00

We propose to furnish material and labor, complete in accordance with the above specifications, for the sum and terms outlined above. All material is guaranteed to be as specified. All work is to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications involving extra costs will be executed upon written orders, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents or delays beyond our control. Property owner is responsible for all permits and fees.

PROPOSAL SUBMITTED BY: Craig Olson 5-21-2019

Authorized Signature | Print Name | Date

ACCEPTANCE OF PROPOSAL: The above prices, specifications and conditions are satisfactory and hereby accepted. You are authorized to complete this contract as specified. Payment will be made as outlined.

Authorized Signature | Print Name | Date

BARGEN INCORPORATED

606 County Road 1
Phone (507) 427-2924
Mountain Lake, MN 56159

May 22, 2019

City of Norwood Young America
Attn: Tony Voigt
PO Box 59
Norwood Young America, MN 55368

Dear Tony,

Thank you for the opportunity to explain the asphalt pavement maintenance services our firm offers and to provide you with a quote. I am confident that you will find the services beneficial for your roads. I would like to explain the procedures our service crew uses.

Asphalt Rubber Crack Repair

Our service crew will:

A. rout out cracks 1" wide by 1" deep for cracks that are 40 feet apart and closer
B. rout out cracks 1 ¼" wide by 1" deep for cracks that are 45 – 80 feet apart
C. if the cracks are wider, they will be routed accordingly
D. the cracks will then be cleaned with high volume blowers
E. as a second cleaning procedure, a heatlance will be used to clean out any remaining debris and/or moisture
F. cracks will be filled three-quarters to full
G. after a cooling period, the cracks are filled a second time using a banding applicator
H. this does not include any allegated areas
I. the debris will be blown to the side of the curb/road, where it will be the Customers' responsibility to sweep up

Sealant Material

The sealant that we will use meets and exceeds the Minnesota State Spec. #3723.2 and Iowa ASTM-D6690 type II & III Spec. with the following modifications:

- 100% elongation at -20°F

Recently OSHA implemented new exposure levels for the Respirable Crystalline Silica law. We as a company are taking this serious and we want to protect our workers as well as avoid any fines that might be incurred by not following OSHA regulations.

The OSHA standard (29 CFR 1926.1153) requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. In keeping with the spirit of the law, we are doing everything we can to reduce our employee's exposure to Silica. This includes working towards a solution to suppress the dust at the point of creation, as well as using a Vacuum sweeper truck with a water system in the holding tank to suck the debris from the cracks.

Blow and Go procedure (Re-Seal)

The existing cracks will be cleaned of debris and/or moisture using a heatlance. We will then fill the cracks with rubberized sealant, installing an overbanding safety seal.

Project Prices – Our price includes all materials, applicable taxes and labor to complete the project as explained.

Please note: *The Customer is responsible for notifying the public that we will be working in your area. Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep Their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.*

Section 1 –

- Trilane Drive
- Lincoln Street
- 2nd Street SW
- 2nd Street SE
- 1st Street SE
- Washington
- SE 1st Avenue
- SE 3rd Street
- SW 2nd Ave.

Section 1 Pricing Options

Rout and Seal with Blow and Go for $25,941.60

OR Blow and Go ONLY for $19,032.84

Section 2 –

- Lakewood Trail
- Meadows
- Fox Court
- Preserve Blvd
- Barnes Lake Drive

Section 2 Pricing Options

Rout and Seal with Blow and Go for $16,186.50

OR Blow and Go for $11,870.10

Section 3 –

- Seventh Street SW
- Morse Street N.
- Poplar Ridge Drive
- Industrial Blvd
- Faxon Road
- Reform Street N.

Section 3 Pricing Options

Rout and Seal with Blow and Go for $27,075.60

OR Blow and Go for $19,855.44

The total project price is subject to the work chosen to be completed.

TERMS: Owner agrees that all payments required under this Contract shall be due and payable within 30 days of date of invoice. Owner further agrees that Bargen Inc. may charge interest at the annual rate of eighteen percent (18%), unless a lesser percentage is required by law on any sum due under this Contract which is not paid within 30 days of invoice date. If payments are not made when due, interest, costs incidental to collection and attorney's fees (if any attorney is retained for collection) shall be added to the unpaid balance. Bargen Inc. reserves the right, without penalty from Owner, to stop work on the project if Owner does not make payments to Bargen Inc. when due.

This Proposal/Contract may be withdrawn by Bargen Inc. if not accepted within 30 days, or at anytime, subject to increases related to material prices as noted above.

Acceptance of proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of acceptance _____ PO # _____ (if applicable)

Signature _____ Signature _____

Thank you for the opportunity to provide you with information on the asphalt pavement maintenance needs in your community. I am confident that you will find the products used and the workmanship of our crew of the highest quality. I look forward to working with you in the near future.

Sincerely,

Jerry VanDyke
BARGEN, INC.
JVD/mq

Project for City of Norwood Young America – crack repair

Our Mission

Bargen, Inc. is committed to excellence and, because of this, we take pride in our team of professional craftsmen. Our primary purpose is to provide knowledgeable recommendations, quality workmanship and exceptional service. Our goal is satisfied customers who have received the most value for their investment.

Website: www.bargeninc.com
Email: bargen@bargeninc.com

Asphalt Surface Technologies Corporation
P.O. Box 1025
St Cloud, MN 56302
Phone: 320-363-8500
Fax 320-363-8700
AN EQUAL OPPORTUNITY EMPLOYER

TO: CITY OF NORWOOD YOUNG AMERICA	PHONE: 952-467-1830	DATE: 5/23/19
STREET: 310 ELM STREET WEST	JOB NAME: CRACK FILLING	JOB #: K19-088
CITY: NORWOOD YOUNG AMERICA, MN 55368	JOB LOCATION: AS PER THE MAP	
ATT: TONY VOIGHT	FAX:	CELL:

We hereby submit specifications and estimates for: CRACK FILLING

Cracks are to be blown clean by means of compressed air.

Cracks are to be filled with hot pour rubberized crackfiller. (MN DOT 3723)

Traffic will not be allowed on sealed area until material has cured properly.

Cracks will be covered with single ply paper to prevent tracking.

New, untreated cracks will be routed ¾" X ¾" to 1"X1" as needed.

*Cracks greater than 1.5" wide should not be treated with this process.

*Alligatored areas should not be treated with this process.

Price includes all labor, equipment, materials, and cleanup.

If you have any questions feel free to call me.

We Propose herby to furnish materials and labor to complete in accordance with above specifications, for the sum of

$0.60 PER POUND

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

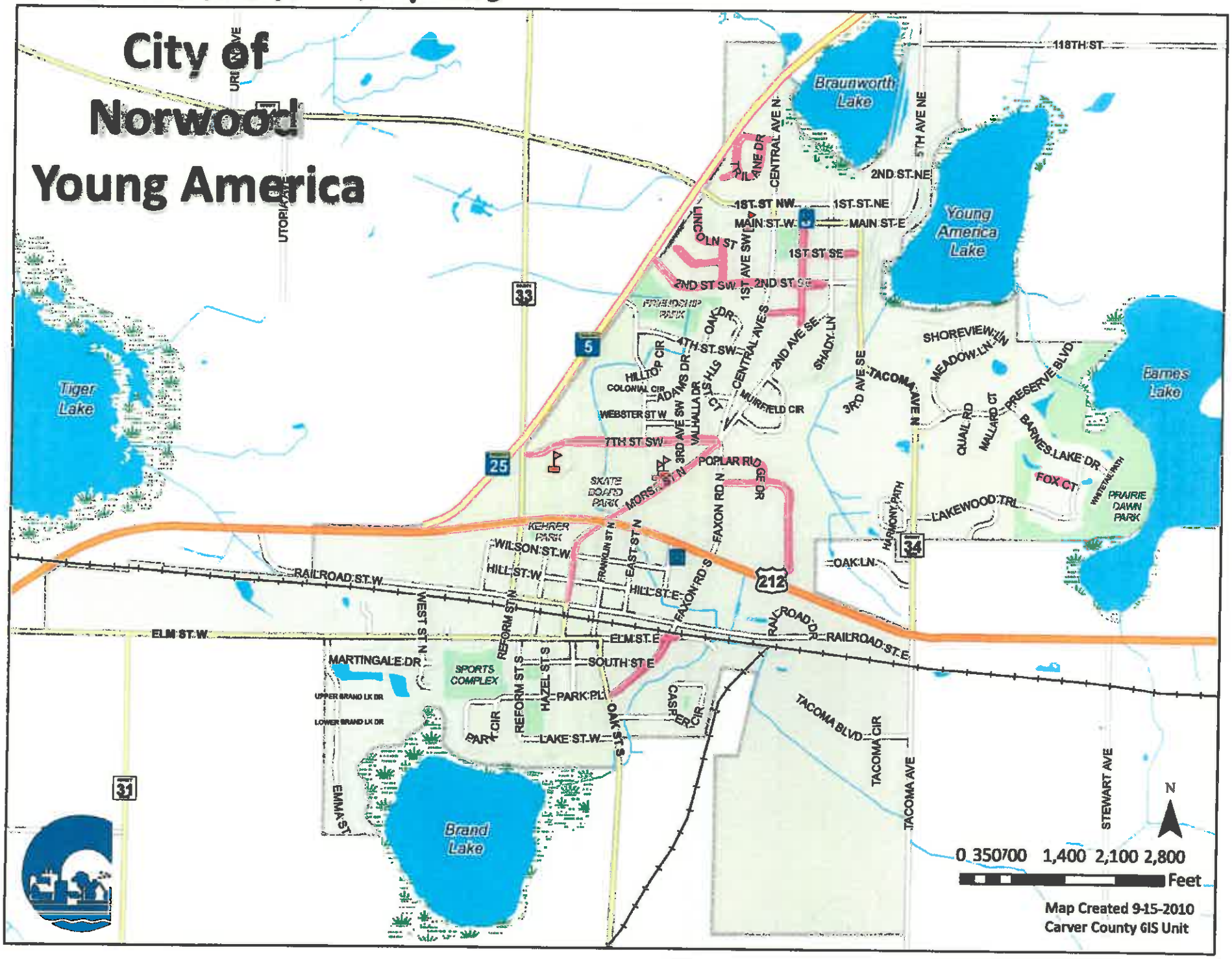
Authorized Signature: DOUG WELK

Proposal may be withdrawn if not accepted within 30 days.

Date of Acceptance:

Signature:

2019 Sealcoat locations



Pearson Bros., Inc.
11079 Lamont Avenue N.E. ~ Hanover, MN 55341
Phone: (763) 391-6622 ~~ Fax: (763) 391-6627

ATTENTION: Tony Voigt

PHONE #: 320-761-5008 **FAX #:**

JOB LOCATION: Norwood Young America
ADDRESS:

DATE: May 21, 2019

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: 73,029 APPROX. SQUARE YARDS OF BITUMINOUS SEAL COATING.

PRE-SEAL: Area to be swept by Pearson Bros., Inc.

LIQUID APPLICATION: Pearson Bros., Inc. will furnish and install CRS-2P Liquid Asphalt at .22-.24 gallons per square yard.

AGGREGATE COVER: Pearson Bros., Inc. will furnish and install 1/8" Trap Rock 15-19 lbs per square yard. Pearson Bros will use the City's sweepings first and provide any additional rock needed.

ROLLING: Entire area shall be rolled with (2) Eleven (11) Wheel Pneumatic Tire Rollers.

PICK- UP SWEEP: Excess rock shall be picked up by and disposed of by Pearson Bros., Inc.

START DATE: No earlier than: May 15, 2019 COMPLETION DATE: No later than: Sep 15th, 2019

We Proposed Hereby to Furnish Material and Labor -- Complete in Accordance with the Above Specifications, for the Sum of: **$105,892.05 Streets - 73,029 sq yds @ $1.45 per sq yd**

$105,892.05 Total Cost

Payment Due Upon Completion

AUTHORIZED SIGNATURE: _____
TODD BARTELS
PEARSON BROS., INC.

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

SIGNATURE: _____

DATE: _____

Proposal good for 30 days.

specified.

Asphalt Surface Technologies Corporation
P.O. Box 1025
St Cloud, MN 56302
Phone: 320-363-8500
Fax 320-363-8700
AN EQUAL OPPORTUNITY EMPLOYER

PROPOSAL SUBMITTED TO: NORWOOD YOUNG AMERICA	DATE: 5/23/2019
CITY, STATE, ZIP CODE: 310 ELM STREET WEST PO BOX 59 NORWOOD YOUNG AMERICA, MN 55368	JOB NAME: Bituminous Seal Coat
ATTENTION: Tony Voigt	JOB LOCATION: Various city streets
PHONE: 952-467-1830	

We hereby submit specifications and estimates for:

SEE BELOW Square Yards of Bituminous Seal Coating

ITEM	APPROX. QUANT.	UNIT	UNIT PRICE	AMOUNT
CHIP SEAL COAT (CLASS A, CRS-2P & 1/8" TRAP ROCK	80,000.00	SY	$ 1.53	$ 122,400.00
			TOTAL:	**$ 122,400.00**

All work done to Norwood Young America specifications

We Propose herby to furnish materials and labor to complete in accordance with above specifications, for the sum of:

$ see above

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

Authorized Signature:
Proposal may be withdrawn if not accepted within 10 days.

Dale R. Strandberg

Date of Acceptance:

Signature:

Norwood Young America

more than a place, it's home.

TO: Honorable Mayor Diedrick and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 28, 2019

SUBJECT: 118 Trilane Dr. Nuisance Abatement Consideration

A nuisance violation letter was mailed to Adrienne Ackley-Annen, 118 Trilane Drive on May 2, 2019 which identified "junk" items as defined by City Code. There was an accumulation of scrap metal in the front of the garage and in a trailer parked by the garage.

A follow-up inspection was completed on May 23rd and it was determined that the scrap metal laying in front of the garage has been removed but there some pallets that were not visible earlier due to the scrap metal should also be removed. In addition, the scrap metal in the trailer is still there.

Proposed is discuss the existing nuisance violations at the subject property and to consider abatement procedures.

Enclosed is a copy of the letter mailed to Ms. Ackley-Annen with respect to the recent nuisance violations and a copy of Section 600 of the City Code, "Nuisances".

Suggested Motion:

Motion to abate the nuisance violations at 118 Trilane Drive and to invoice the cost to the property owner.

Norwood Young America

more than a place, it's home.

May 2, 2019

Adrienne Ackley-Annen
118 Trilane Drive
Norwood Young America, MN 55397

Re: Notification of Nuisance Code Violation

Dear Ms. Ackley-Annen:

The City of Norwood Young America has received a complaint regarding the accumulation of scrap metal on your property at 118 Trilane Drive. I completed a site inspection on April 29, 2019, and verified the property is in violation of Sections 600.02 subdivision 1(E) of the Norwood Young America City Code which declares the accumulation of junk, trash, rubbish, manure, refuse, or other debris as a public nuisance effecting public health.

There is an accumulation of scrap metal in front of your garage and in the trailer parked beside the garage. Enclosed is a picture taken on April 29, 2019 which identifies this accumulation of scrap metal.

Please bring your property into compliance by 8:00 a.m. on Monday, May 11, 2019. If the violation is not remedied nor a request for appeal filed with the City Administrator by the specified deadline, this nuisance violation will proceed to the City Council at their May 13, 2019 regular meeting where the Council will consider abatement procedures to remedy the nuisance violation and accessing the costs back to you.

In the event of any additional violations for the same or substantially similar offence occurs within a 12-month period it will result in an automatic administrative fine, which shall be increased for each subsequent offense.

Please feel free to contact me with any questions or to discuss further at 952-467-1805. Your cooperation regarding this matter is appreciated.

Sincerely,

Steven Helget
City Administrator

cc: Deputy Arnst

Photo taken on 5/23/19

CHAPTER 6. NUISANCES

Section 600 – Nuisances

600.01 Public Nuisances Prohibition.

Subd 1. A person must not act, or fail to act, in a manner that is or causes a public nuisance. For purposes of this section, a person that does any of the following is guilty of maintaining a public nuisance:

A. Maintains or permits a condition which unreasonably annoys, injures, or endangers the safety, health, morals, comfort or repose of any considerable number of members of the public; or
B. Interferes with, obstructs, or renders dangerous for passage, any public highway or right-of-way, or waters used by the public; or
C. Does any other act or omission declared by law or this ordinance to be a public nuisance.

600.02 Public Nuisances Affecting Health.

Subd. 1 The following are hereby declared to be nuisances affecting health:

A. The exposed accumulation of decayed or unwholesome food or vegetable matter;
B. All diseased animals running at large;
C. All ponds or pools of stagnant water;
D. Carcasses of animals not buried or destroyed within twenty-four (24) hours after death;
E. Accumulation of junk, trash, rubbish, manure, refuse, or other debris;
F. Privy vaults and garbage cans which are not rodent-free or fly-tight, or which are so maintained as to constitute a health hazard or to emit foul and disagreeable odors;
G. The pollution of any public well or cistern, stream or lake, canal or body of water by sewage, industrial waste, or other substances;
H. All noxious weeds and other rank growths of vegetation upon public or private property and all other weed or grass growing to a height of six (6) inches or more;
I. Dead trees, fallen trees, or tree limbs which are a fire hazard or are otherwise detrimental to the neighborhood;
J. Dense smoke, noxious fumes, gas, soot, or cinders in unreasonable quantities;
K. All public exposure of people having a contagious disease; and
L. Any offensive trade or business as defined by statute not operating under local license.

600.03 Public Nuisances Affecting Morals And Decency.

Subd. 1 The following are hereby declared to be nuisances affecting public morals and decency:

A. All gambling devices, slot machines, and punch boards, except otherwise authorized and permitted by federal, state, or local law;
B. Betting, bookmaking, and all apparatus used in those occupations;
C. All houses kept for the purpose of prostitution or promiscuous sexual intercourse, gambling houses, houses of ill fame, and bawdy houses;
D. All places where intoxicating or 3.2 malt liquor is manufactured or disposed of in violation of law or where, in violation of law, people are permitted to resort, for the purpose of drinking intoxicating or 3.2 malt liquor, or where intoxicating or 3.2 malt liquor is kept for sale or other disposition in violation of law, and all liquor and other property used for maintaining that place; and
E. Any vehicle used for the unlawful transportation of intoxicating or 3.2 malt liquor, or for promiscuous sexual intercourse, or any other immoral or illegal purpose.

600.04 Public Nuisances Affecting Peace And Safety.

Subd. 1 The following are declared to be nuisances affecting public peace and safety:

A. All snow and ice that is not removed from public sidewalks within twenty-four (24) hours after the snow or other precipitation causing the condition has ceased to fall;
B. All trees, hedges, billboards, or other obstructions which prevent people from having a clear view of all traffic approaching an intersection;
C. All wires and limbs of trees that are so close to the surface of a sidewalk or street as to constitute a danger to pedestrians or vehicles;
D. Any person participating in any party or other gathering that causes the unreasonable disturbing of the peace, quiet, or repose of another person;
E. All unnecessary and annoying vibrations;
F. Obstructions and excavations affecting the ordinary public use of streets, alleys, sidewalks, or public grounds, except under conditions as are permitted by this ordinance or other applicable law;
G. Radio aerials or television antennae erected or maintained in a dangerous manner;
H. Any use of property abutting on a public street or sidewalk or any use of a public street or sidewalk that causes large crowds or people to gather, obstructing traffic and the free use of the street or sidewalk;
I. All hanging signs, awnings, and other similar structures over streets and sidewalks, so situated as to endanger public safety, or not constructed and maintained as provided by ordinance;
J. The allowing of rainwater, ice, or snow to fall from any building or structure upon any street or sidewalk or to follow across any sidewalk;
K. Any barbed wire fence located less than six (6) feet above the ground and within three (3) feet of a public sidewalk or way;
L. All dangerous, unguarded machinery in any public place, or so situated or operated on private property as to attract the public;
M. Wastewater cast upon or permitted to flow upon streets or other public properties;
N. Accumulations in the open of discarded or disused machinery, household appliances, automobile bodies or other materials in a manner conducive to the harboring of rats, mice, snakes, or vermin, or the rank growth of vegetation among the items so accumulated, or in a manner creating fire, health, or other safety hazards from such accumulation;
O. Any well, hole, or similar excavation that is left uncovered or in such other condition as to constitute a hazard to any child or other person coming on the premises where it is located;
P. Obstruction to the free flow of water in a natural waterway or a public street drain, gutter, or ditch with trash or other materials;
Q. The placing or throwing on any street, sidewalk, or other public property of any glass, tacks, nails, bottles, or other substances that may injure any person or animal or damage any pneumatic tire when passing over such substance;
R. The depositing of garbage or refuse on a public right-of-way or on adjacent private property;
S. Reflected glare or light from private exterior lighting exceeding 0.5 footcandles as measured on the property line of the property where the lighting is located when abutting any residential parcel, and one (1) footcandle when abutting any commercial or industrial parcel;
T. Any storage container placed on a property outside of any enclosed building for more than fourteen (14) consecutive days. Storage containers include but are not limited to portable on demand storage (PODS), intermodal cargo containers, or similar types of equipment intended for temporary or long-term storage but not including lawful accessory buildings; and
U. All other conditions or things that are likely to cause injury to the person or property of another.

610.01 Abatement Procedure.

Subd. 1 Procedure. Whenever the peace officer or other designated official determines that a public nuisance is being maintained or exists on the premises in the city, the official shall notify in writing the owner of record or occupant of the premises of such fact and order that the nuisance be terminated or abated. The notice of violation shall specify the steps to be taken to abate the nuisance and the time within which the nuisance is to be abated. If the notice of violation is not complied with within the time specified, the official shall report that fact forthwith to the City Council. Thereafter, the City Council may, after notice to the owner or occupant and an opportunity to be heard, determine that the condition identified in the notice of violation is a nuisance and further order that if the nuisance is not abated within the time prescribed by the City Council, the city may seek injunctive relief by serving a copy of the City Council order and notice of motion for summary enforcement or obtain an administrative search and seizure warrant and abate the nuisance.

Subd. 2 Notice. Written notice of the violation; notice of the time, date, place, and subject of any hearing before the City Council; notice of the City Council order; and notice of motion for summary enforcement hearing shall be served by a peace officer or designated official on the owner of record or occupant of the premises either in person or by certified or registered mail. If the premise is not occupied, the owner of record is unknown, or if the owner of record or occupant refuses to accept notice, notice of the violation shall be served by positing it on the premises.

Subd. 3 Emergency Procedure; Summary Enforcement. In cases of emergency, where delay in abatement required to complete the procedure and notice requirements as set forth in subdivisions (1) and (2) of this section will permit a continuing nuisance to unreasonably endanger public health, safety, or welfare, the City Council may order summary enforcement and abate the nuisance. To proceed with summary enforcement, the peace officer or other designated official shall determine that a public nuisance exists or is being maintained on premises in the city and that delay in abatement will unreasonably endanger public health, safety, or welfare. The officer or designated official shall notify in writing the occupant or owner of the premises of the nature of the nuisance, whether public health, safety, or welfare will be unreasonably endangered by delay in abatement required to complete the procedure set forth in subdivision (one) of this section and may order that the nuisance be immediately terminated or abated. If the nuisance is not immediately terminated or abated, the City Council may order summary enforcement and abate the nuisance.

Subd. 4 Immediate Abatement. Nothing in this section shall prevent the city, without notice or other process, from immediately abating any condition that poses an imminent and serious hazard to human life or safety, or from immediately abating any of the conditions described in sections 600.02(E), (H) and 600.04(A), (D), (E), (H), (J), (M), and (P) if the city determines, in its discretion, that the public interest would be served by immediate abatement.

Subd. 5 Unlawful Parties or Gatherings. When law enforcement determines that a gathering is creating a noise disturbance, the officer may order all persons present, other than the owner or tenant of the premises where the disturbance is occurring, to disburse immediately. No person shall refuse to leave after being ordered to do so by law enforcement. Every owner or tenant of such premises who has knowledge of the disturbance shall make every reasonable effort to see that the disturbance is stopped.

Subd. 6 Judicial Remedy. Nothing in this section shall prevent the city from seeking a judicial remedy when no other adequate administrative remedy exists.

610.02 Recovery of Cost.

Subd. 1 Personal Liability. The owner of the premises on which a nuisance has been abated by the city, or a person who has caused a public nuisance on property not owned by that person, shall be personally liable for the cost to the city of the abatement, including administrative costs. As soon as the work has been completed

and the cost determined, the city clerk or other city official shall prepare a bill for the cost and mail it to the owner. Thereupon the amount shall be immediately due and payable at the office of the city clerk.

Subd. 2 Assessment. After notice and hearing as provided in Minn. Stat. § 429.061, as it may be amended from time to time, if the nuisance is a public health or safety hazard on private property, the accumulation of snow and ice on public sidewalks, the growth of weeds on private property or outside the traveled portion of streets, or unsound or insect-infected trees, the city clerk shall, on or before September 1 next following abatement of the nuisance, list the total unpaid charges along with all other such charges as well as other charges for current services to be assessed under Minn. Stat. § 429.101 against each separate lot or parcel to which the charges are attributable. The City Council may then spread the charges against the property under that statute and any other pertinent statutes for certification to the county auditor and collection along with current taxes the following year or in annual installments, not exceeding ten (10), as the City Council may determine in each case.

610.03 Administrative Offense and Penalty.
In addition to abatement procedures outlined in this Section 610, violations of the nuisance ordinance are designated as an administrative offense and subject to an administrative penalty as established in the Fee Schedule by Ordinance of the City Council.

Subd. 1 Notice. Any officer of the Carver County Sheriff's Department, or any other person employed by the city, and having authority to enforce a code provision designated as an administrative offense, shall, upon determining that there has been a violation, notify the violator pursuant to Section 610.01-610.05 above of the violation. In addition to this notice, the violator shall be provided:

A. A statement that failure to take remedial action by the specified deadline will result in an administrative penalty for violation of the nuisance ordinance; and
B. A statement that additional violations of the same or substantially similar offense within a 12 month period of the abatement deadline stated above will result in an automatic administrative fine, which shall be increased for each subsequent offense

Subd. 2 Payment. Once such notice is given, the alleged violator must, within 10 days after issuance of the notice or passing of the specified deadline for abating the nuisance ordinance violation, pay the amount set forth established in the Fee Schedule by Ordinance of the City Council, or may request a hearing in writing, pursuant to Section 610.02 above. The penalty may be paid in person or by mail, and payment shall be deemed to be an admission of the violation.

Subd. 3 Failure to Pay. In the event a party charged with an administrative offense fails to pay the penalty, a misdemeanor or petty misdemeanor charge may be brought against the alleged violation in accordance with applicable statutes, or any unpaid fines may be charged against the real estate as a special assessment. If the penalty is paid or if an individual is found not to have committed the administrative offense by the hearing officer, no such charge may be brought by the city for the same violation.

Subd. 4 Disposition of Penalties. All penalties collected pursuant to this chapter shall be paid to the City Clerk's Office and may be deposited in the city's general fund.

Subd. 5 Subsequent Offenses. In the event a party is charged with a subsequent administrative offense within a 12-month period of paying an administrative penalty for the same or substantially similar offense, the subsequent administrative penalty shall be increased by 25% above the previous administrative penalty except when otherwise provided by ordinance. (*Amended by Ord. 242, 05-13-13*)

Norwood Young America

more than a place, it's home.

TO: Mayor Diedrick and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: May 29, 2019

RE: Appointment of Rod Jaus to Water and Sewer

With the retirement of Dan Stender, and the promotion of Paul Dhoore, the position for a Public Services Technician to work in Water & Sewer was posted.

Three internal applications were received and interviews took place on Tuesday, May 21, 2019. The Personnel Committee is recommending the transfer of Rod Jaus from Parks & Streets to Water & Sewer. Rod's start date in Water & Sewer will be Wednesday, May 29, 2019. There will be a six month probationary period as stated in the employee handbook (see below). This is a lateral move and does not warrant an increase in wage.

> **Training Period (also called Probationary Period)**
> A six-month period at the start of employment with the City (or at the beginning of a promotion, reassignment, or transfer) that is designated as a period within which to learn the job. The training period is the last part of the selection process. During this training period, there will be frequent meetings with a supervisor to discuss progress and at the end of six months, a formal review will be conducted.

The Personnel Committee also recommends to post a position for a Public Service Technician to work in Parks & Streets.

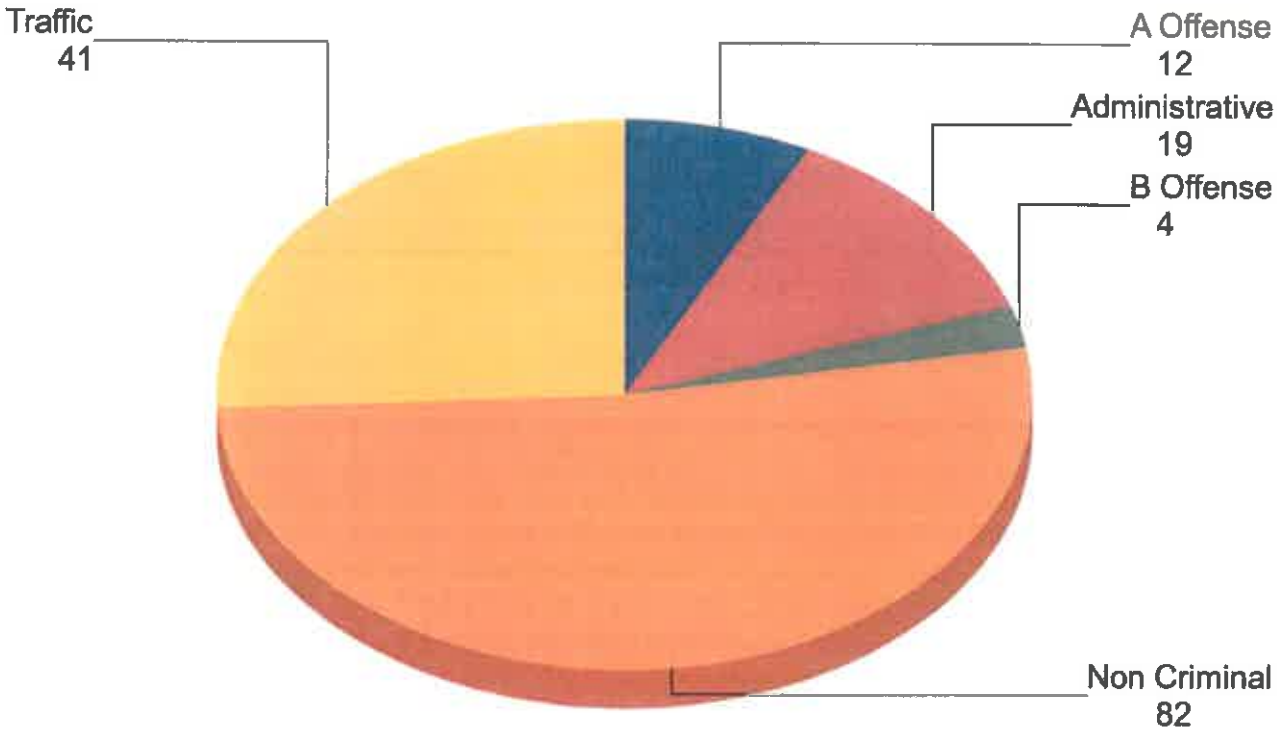
Recommendation:
A motion to approve transferring Rod Jaus to the Water & Sewer Department as a Public Service Technician and to post a position for a Public Service Technician for the Parks & Streets Department.

City of Norwood Young America

April 2019

Carver County Sheriff's Office
Monthly Calls for Service
From: 4/1/2019 To: 4/30/2019

Norwood Young America City

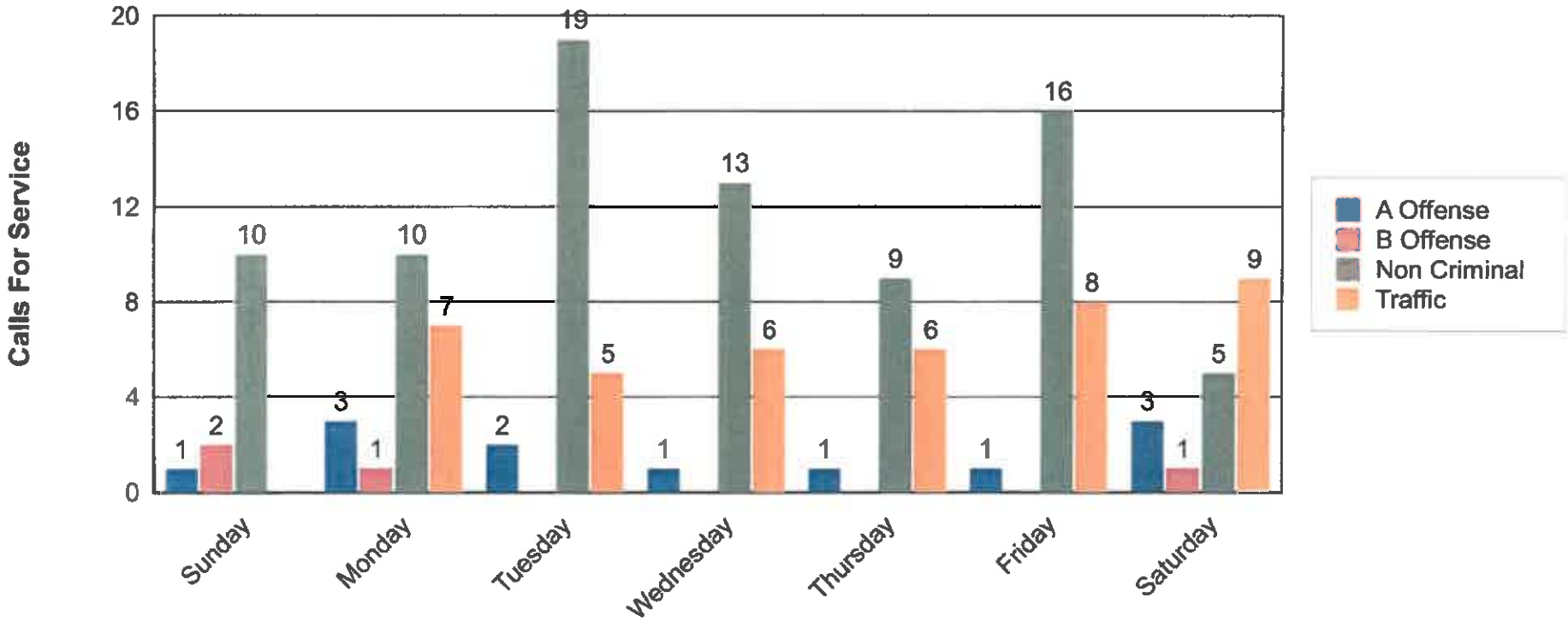


Total A Offense:	**12**
Total B Offense:	**4**
Total Non Criminal:	**82**
Total Traffic:	**41**
Total Administrative:	**19**

Total Norwood Young America City: 158

Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 4/1/2019 To: 4/30/2019

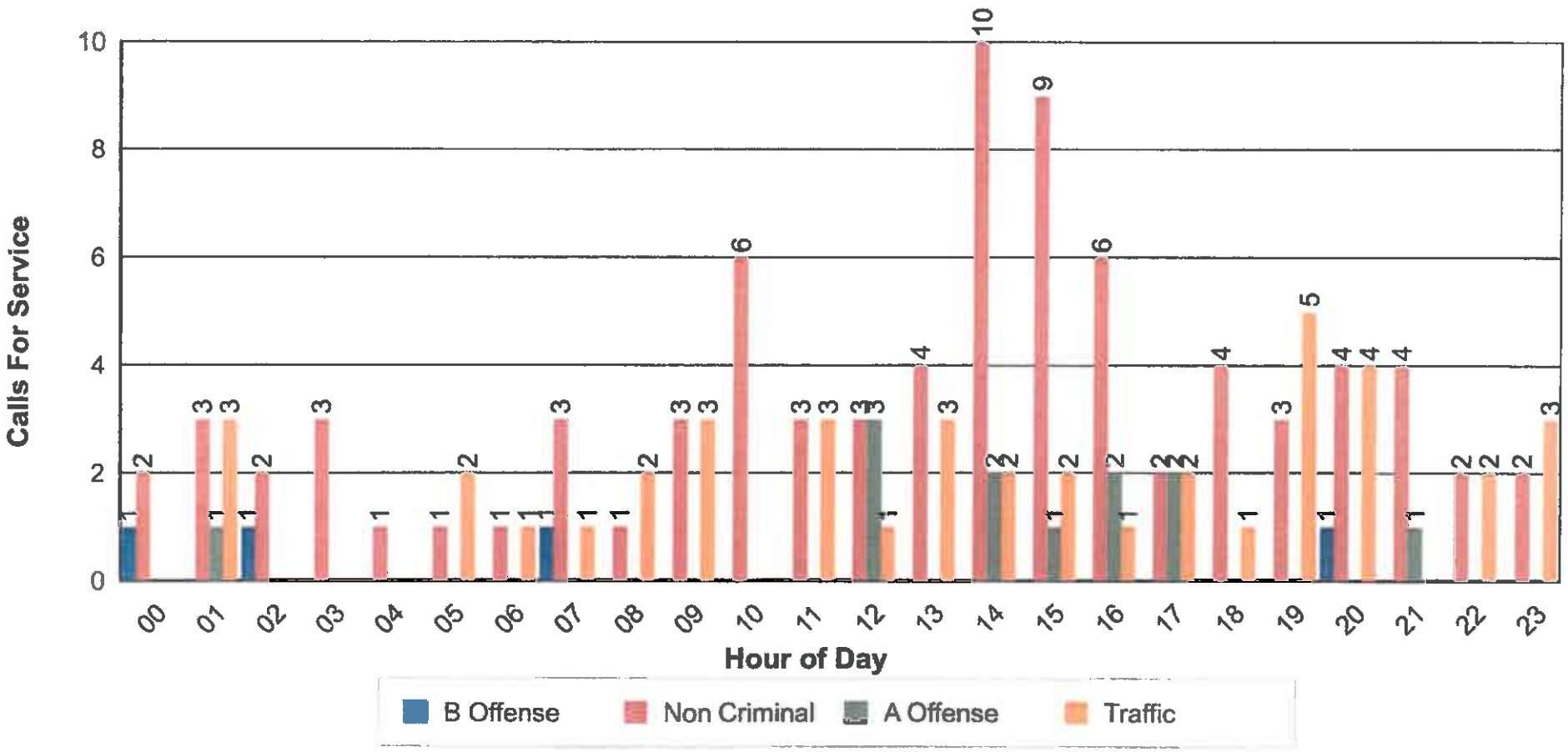
Norwood Young America City



Total Norwood Young America City: 139

Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 4/1/2019 To: 4/30/2019

Norwood Young America City



Total Norwood Young America City: 139

Carver County Sheriff's Office
Monthly Calls for Service
From: 4/1/2019 To: 4/30/2019

Norwood Young America City

Patrol

A Offense

Assault	4
Burglary	3
Property Damage	1
Theft	3
Fraud	1
Total A Offense:	**12**

B Offense

Disorderly Conduct	1
Traffic - alcohol Rel	1
Liquor Viol	1
Misc - criminal	1
Total B Offense:	**4**

Non Criminal

Misc Non-criminal	17
Unlock Vehicle/bldg	1
Alarm	4
Abuse/Neglect (Info Only)	2
Animal	9
Medical	17
Assist Other Agency	2
Fire Call	3
Mental Health	1
Civil Process	2
Warrant Service	2
Suspicious Activity	13
Open Door	3
Disturbance (Info Only)	6
Total Non Criminal:	**82**

Traffic

Traffic - Misc	7
Traffic Stop	23
Pd Accident	2
Pi Accident	2
Driving Complaint	7
Total Traffic:	**41**

Total Patrol: 139

Administrative

Administrative

GunPermit-Acquire	8
GunPermit-CarryNew	6
GunPermit-CarryRenew	1
GunPermit- Carry Late Ren	4

Carver County Sheriff's Office
Monthly Calls for Service
From: 4/1/2019 To: 4/30/2019

Total Administrative:	19

Total Administrative: 19

Total Norwood Young America City: 158

Carver County Sherff's Office
Arrest Summary
For: Norwood Young America City
From: 4/1/2019 To: 4/30/2019

Norwood Young America City

	Total Charges	Total Arrestees	Total Incidents
13C - Intimidation	2	0	0
220 - Burglary/Breaking & Entering	1	1	0
23H - All Other Larceny	1	1	1
26A - False Pretenses/Swindle/Confidence Gam	2	0	0
280 - Stolen Property Offenses	3	2	1
35B - Drug Equipment Violations	1	0	0
520 - Weapon Law Violations	2	0	0
90C - Disorderly Conduct	1	0	0
90D - Driving Under the Influence	3	1	1
90G - Liquor Law Violations	3	3	2
90Z - All Other Offenses	5	2	2
Totals for Norwood Young America	24	10	7

Carver County Sherff's Office
Traffic Citation Summary
From: 4/1/2019 To: 4/30/2019

Norwood Young America City

DAS, DAR, DAC:	1
No Proof Of Insurance:	2
Seatbelt Violation:	1
Snowbird / Winter Parking:	4
Speed:	2
Texting W/driving:	1
Total Norwood Young America City:	11

Carver County Sheriff's Office
Verbal Warnings
From: 4/1/2019 to 4/30/2019

Norwood Young America City

Animal:	3
Disturbance (Info Only):	1
Driving Complaint:	1
Fire Call:	2
Traffic Stop:	18
Grand Total Verbal Warnings:	25