



CITY COUNCIL AGENDA

July 22, 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 2020 Census
 - 2.2 City Hall Office Staff Restructuring
 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 June 24, 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 2019 Tour de Tonka – Tim Litfin
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 July 8, 2019 meeting
 - 4.2 Approve payment of claims
 - 4.3 Approve appointment of Bob Smith to the Planning Commission
 - 4.4 Approve Street Closing for Devonshire National Night Out Event
 - 4.5 Approve hiring Bus Driver – Harold Hofstrand
5. Public Hearings
 - 5.1 Zoning Violation Appeal – 315 Elm Street W.
6. Old Business
 - 6.1 Public Service Building Clean-Up Report
7. New Business
 - 7.1 Approve/Deny Zoning Violation Appeal – 315 Elm Street W.
 - 7.2 Approve Countryside Veterinary Clinic Animal Impound Contract
 - 7.3 Approve Cable Access Station Equipment Purchase
 - 7.4 Approve Economic Development and Marketing Director Job Description and Advertise Position Opening
 - 7.5 Approve Resolution 2019-19, Tax Forfeiture Parcel
 - 7.6 Approve awarding Sidewalks Repair Quote
 - 7.7 Approve awarding Storm Sewer Repairs Quote

8. Council Member & Mayor Reports

9. Adjournment

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council:

UPCOMING MEETINGS / EVENTS

| | |
|--------------|--|
| August 2 | Tour de Tonka |
| August 6 | Planning Commission – 6:00 p.m. |
| August 12 | Personnel Committee – 5:30 p.m. |
| August 12 | City Council – 6:30 p.m. |
| August 14 | Economic Development Commission – 5:00 p.m. |
| August 14 | Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board – 6:30 p.m. |
| August 15 | Senior Advisory Committee – 9:00 a.m. |
| August 20 | Parks and Recreation Commission – 4:45 p.m. |
| August 23-25 | Stiftungsfest Celebration |
| August 26 | Work Session, EDA, City Council – 6:30 p.m. |
| September 18 | Safety Committee – 2:00 p.m. |



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: July 22, 2019
SUBJECT: Work Session

Two items are proposed to be discussed during the Work Session. The 2020 Census and City Hall office staff restructuring.

Enclosed is a memo from Mayor Lagergren with respect to the 2020 Census. Proposed is to review the memo and to discuss steps to prepare for the 2020 Census.

The second item to be discussed is a proposal from the Personnel Committee about restructuring the duties and responsibilities of the City Hall office staff to include the role of economic development.

Earlier this year the City Council directed staff to research the possibility of creating a full-time Community Development Director position which would be responsible for both planning and economic development duties. Part of the directive included objectives to create this position without increasing the size of staff and staying within the current budget. I have been in contact with area cities of similar size and those that have hired a Community Development Director stated that person's focus/background is primarily planning. My conclusion is due to the size of our city it will be challenging to find someone who is proficient in both planning and economic development. In addition, it is unlikely we will find a person who has the experience and expertise of our current and past consultants.

In respect to hiring another economic development consultant, the City Council is aware that in past years the City has hired a consultant to assist with economic development activities. Most recently the Municipal Development Group was the City's consultant, but they elected not to renew their contract at the end of last year and I have been filling this role.

I have researched possible firms who provide economic development services but have only found one company in our area interested in providing services. This company is Community and Economic Development Associates (CEDA). The City Council recently accepted an offer from CEDA for a 60-day trial period at no cost to the City. This trial period ends August 5. The person CEDA has assigned the City had little to no experience in economic development prior to starting and based on the direction the Council and EDC are moving I will likely not recommend continuing with CEDA.

Norwood Young America

The City recently had a retirement of one of its City Hall office staff members. The Personnel Committee has researched and considered options for filling the vacancy and restructuring the duties and responsibilities of office staff. The Committee is recommending the creation of a full-time (30 – 40 hours/week) Economic Development / Marketing Director. The person filling this position would be primarily responsible for economic development duties but would include some other office duties too. Enclosed is a current list of the primary duties of the City Hall staff and a proposed new segregation of the duties. In addition, enclosed for Council consideration is a draft job description for the Economic Development / Marketing Director position.



TO: City Council Members
FROM: Carol Lagergren, Mayor
DATE: July 22, 2019
RE: Census 2020

As part of Census 2020, Steve and I received an email from Jim Accurso, the Minnesota Partnership Specialist from the Chicago Region of the US Census Bureau. He requested a meeting to support us in preparing for the upcoming census. Below is a summary of the information that was shared in the email.

Importance and Impact of the Census:

The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens.

- Equal political representation at the state and federal levels
- Fair distribution of federal resources (approximately \$675 million)
- Data to make smart decisions regarding transportation, housing, education and emergency response

Timeline and Key Tasks:

1. **(2019) Form a Complete Count Committee.** This is a volunteer committee established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census.
 - a. The two main tasks of this committee are to:
 - i. Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
 - ii. Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community (e.g., identify barriers and concerns, dispel myths, communicate awareness of process)
 - b. The members of the community could include:
 - i. Representative from school system(s)
 - ii. Representative from faith-based organizations
 - iii. Representative from community groups
 - iv. Representative from business associations
 - v. Representative from the city

Norwood Young America

2. **(2020) Increase awareness of 2020 Census.**
 - a. Encourage civic engagement and awareness activities
 - b. Provide question and answer sessions or materials
 - c. Provide online access kiosks (if appropriate)
3. **(April 2020) Census Day**
 - a. Encourage households to complete the survey online, by phone or by mail.
 - b. Monitor response rates to encourage participation if needed.
4. **(December 2020) Results will be released regarding state population totals**
5. **(April 2021) More detailed results will be released to states**

Frequently Asked Questions:

1. Why should I participate?

Participating in the 2020 Census is a civic duty and good for your community. The very first responsibility of the federal government under the U.S. Constitution is a count of all persons living in the United States to allocate seats in the U.S. House of Representatives among the states. But your participation in the census impacts a much broader range of decisions, from how legislative districts at all levels of government are drawn, to where roads and transit are built in the future, to how more than \$800 billion in federal funding is distributed annually across the country.

2. Who has access to my responses?

The Law Protects Your Answers. By law, the Census Bureau cannot share your answers with the IRS, FBI, Welfare, Immigration or any other government agency. No court of law, not even the President of the United States, can find out your answers. And the same law that keeps your answers out of the hands of these agencies, prevents the Census Bureau from selling or giving away your address to people who want to send you mail.

Highly Motivated Employees Protect Your Answers. Census workers are sworn for life to secrecy. They know that if they give out any information they see on a form, they can face a \$250,000 fine and a five-year prison term. Census workers must pass security and employment reference checks. Protecting the privacy of people who reply to the census is an important part of every census takers training.

3. How will I be counted?

Options for response include online, by phone or by mail. In mid-March 2020 most addresses in the United States will receive a mailing with instructions to participate online, but you will also have the option to respond via phone or mail. Through spring and summer 2020, Census Bureau employees will follow up in-person at addresses that have not yet been counted.

This recommendation does not effect the budget and there would not be a need for an EDC consultant.

CURRENT TITLES AND CLASSIFICATIONS

| | | | |
|--|--------------------------------------|---|---|
| CITY ADMINISTRATOR pay grade 20 exempt | CITY CLERK pay grade 16 exempt | ADMINISTRATIVE ASSISTANT pay grade 10 40 hours/week | UTILITY BILLER pay grade 11 40 hours/week |
|--|--------------------------------------|---|---|

CURRENT PRIMARY RESPONSIBILITIES - this list does not contain all responsibilities

| | | | |
|--|---|--|--|
| MANAGEMENT direct all departments develops policies, sets goals | HUMAN RESOURCES payroll, benefits benefits, unemployment new hire orientation/paperwork employee files, work comp | CUSTOMER SERVICE 1st point of contact answers phones, emails | UTILITIES utility billing uploading meters new customers finalizing accounts, certified accounts receivable, deposits notifies PST for disconnects, etc |
| FINANCIAL creates yearly budget manages investments grant applications | FINANCIAL benefits and wages budgeting reconciliation of bank accounts reporting to state/federal co-signs checks | CITY accounts payable building permits zoning compliance checks property files vendor files rental facilities calendar escrow accounts maintains city code book website, upload videos rental dwellings | CITY public/legal notices cemetary reviews documents for errors office supplies collects/distributes mail |
| CITY city representative media interviews prepares resolutions, ordinances takes resident complaints co-signs contracts, agreements zoning administrator edc administrator new businesses | CITY supervises office staff manages pool and pool staff assessments, notary elections audits liquor licenses website, social media new letters, brochures | | |
| COUNCIL/COMMISSIONS City Council EDC Planning Personnel Safety | COUNCIL/COMMISSIONS City Council Senior Advisory Personnel Safety | | |

RECOMMENDED CHANGES TITLES AND CLASSIFICATIONS

| | | | | |
|--|--------------------------------------|---|--|--|
| CITY ADMINISTRATOR pay grade 20 exempt | CITY CLERK pay grade 16 exempt | ACCOUNTING CLERK pay grade 11 40 hours/week | ECONOMIC DEV/MARKETING DIR pay grade 14 30 - 40 hours/week | OFFICE ASSISTANT pay grade 5 20 hours/week |
|--|--------------------------------------|---|--|--|

RECOMMENDED CHANGES TO RESPONSIBILITIES

| | | | | |
|--|--|--|---|--|
| REMOVE EDC, new businesses | REMOVE nuisances assessments website newsletter/brochures | REMOVE accounts payable zoning compliance checks rental facilities city code book website, uploading videos rental dwelling | NEW POSITION INCLUDES economic development new business contact nuisances/code compliance assessments rental facilities city code book website, social media rental dwelling licenses EDC meetings some council meetings | NEW POSITION INCLUDES: customer service 1st point of contact answer phones accounts payable back-up for accounting clerk building permits |
| ADD zoning compliance checks | ADD office supplies | ADD utility billing uploading meters new customers finalizing accounts, certified accounts receivable, deposits notifies PST for disconnects, etc | | |



ECONOMIC DEVELOPMENT / MARKETING DIRECTOR

Department: Administration
Supervisor: City Administrator or Designee
Pay Grade: 14
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Economic Development / Marketing Director performs skilled and administrative work. This position will be responsible for providing guidance and assistance towards business retention, expansion, and attraction. These responsibilities involve considerable public contact with business owners, developers, and real estate brokers, the Norwood Young America Economic Development Commission, Carver County CDA and Open to Business, and the NYA Area Chamber of Commerce. Other primary responsibilities include updating the City website and social media, creating and maintaining newsletters and other marketing materials, and verifying compliance with the City Code.

HOURS OF WORK

8:00am – 4:30pm

Exceptions to these hours may include meetings, approved Personal Time Off (PTO) or leave request, and off-site meetings or trainings. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 30 to 40-hour workweek.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Bachelor's degree in business, urban policy, public administration, finance, economic development, marketing or a related field
- At least two years professional related economic development or business experience
- Strong communication skills
- Valid Minnesota Driver's License

Desired Qualifications

- Working knowledge of Tax Increment Financing, Tax Abatement, Minnesota Department of Employment and Economic Development programs, other grant/loan organizations
- Experience in grant procurement and administration
- Four years or more experience of professional related economic development or business experience
- Certification from the International Economic Development Council or the National Development Council
- Experience working with Microsoft Office programs

ESSENTIAL FUNCTIONS

- Serves as key point of contact for prospective businesses and businesses seeking to expand in the city. Assists businesses in understanding and meeting requirements of applicable City Codes and development processes. Provides information and guidance about economic development assistance and incentive programs. Assists in the negotiation and implementation of development agreements, including tax increment financing, tax abatement, and other state and federal programs. Serves as lead staff with implementation of Downtown Redevelopment Plan.
- Provides staff support to the Norwood Young America Economic Development Commission and other committees/commissions as directed.
- Builds relationships with local businesses through frequent visits, outreach and communication.
- Makes recommendations to the Norwood Young America Economic Development Commission in the establishment of strategies, policies, and programs supporting the City's overall economic development goals and objectives and carries them out as directed.
- Administers and markets local economic development assistance programs, including loan and grant programs. Identifies funding opportunities for economic development projects.
- Ensures coordination, collaboration and consensus of development and redevelopment efforts by working closely with Carver County CDA and Open to Business, the NYA Area Chamber of Commerce, and other agencies.
- Develops and maintains positive relationships with city staff, city council, members of advisory commissions, consultants, business owners, developers, lending institutions, and related organizations.
- Disseminates information on available land, buildings, and development opportunities, through outreach to interested parties, the City's website and social media.
- Attends professional workshops and conferences for economic development.
- Provides customer service and assistance to the public, business owners, and other staff. Receives nuisance complaints and verifies code compliance. Maintains city website and social media accounts. Creates and updates newsletters, brochures and other marketing materials. Maintains the City Code, Commission books and posts public and legal notices. Manages the rental facilities calendar, rental dwelling licensing, cable access station operation and cemeteries.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to be a "champion" for the City by passionately articulating the opportunities, amenities, and benefits of a business staying, locating, or expanding in the city.

Ability to guide businesses and developers through complex economic development programs and through City Code and development processes.

Ability to analyze complex information and communicate it clearly and concisely to a wide variety of audiences.

Ability to actively market economic development opportunities in order to attract, retain, and grow business/industry.

Ability to work collaboratively and build consensus around economic development initiatives. Ability to coordinate and consult with many individuals, consultants, agencies, etc. to successfully complete projects/developments.

Knowledgeable in economic development tools, including but not limited to Tax Increment Financing, Tax Abatement, Minnesota Department of Employment and Economic Development programs, other grant/loan organizations.

Ability to maintain and operate approved budget.

Ability to work with and without direct supervision and both independently and as a team player. Possess strong customer service, communication, and presentation skills. Ability to plan, organize, prioritize and multi-task.

Possess or has ability to gain the knowledge of municipal operations including: City policies, procedures, ordinances, state and federal laws and statutes. Ability to research and analyze data and to make recommendations.

All positions within the City require the ability to present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, attend trainings to update knowledge and maintain required licenses.

Ability to attend work punctually and regularly. Ability to attend meetings outside regular work hours.

OTHER DUTIES AND RESPONSIBILITIES

Perform other duties and assume responsibilities as apparent or assigned.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an Economic Development / Marketing Director to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.

- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I can perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



TO: City Council Members
FROM: Carol Lagergren, Mayor
DATE: July 22, 2019
RE: Census 2020

As part of Census 2020, Steve and I received an email from Jim Accurso, the Minnesota Partnership Specialist from the Chicago Region of the US Census Bureau. He requested a meeting to support us in preparing for the upcoming census. Below is a summary of the information that was shared in the email.

Importance and Impact of the Census:

The U.S. Constitution (Article I, Section 2) mandates a headcount every 10 years of everyone residing in the 50 states, Puerto Rico, and the Island Areas of the United States. This includes people of all ages, races, ethnic groups, citizens, and noncitizens.

- Equal political representation at the state and federal levels
- Fair distribution of federal resources (approximately \$675 million)
- Data to make smart decisions regarding transportation, housing, education and emergency response

Timeline and Key Tasks:

1. **(2019) Form a Complete Count Committee.** This is a volunteer committee established by tribal, state, and local governments and community leaders or organizations to increase awareness and motivate residents to respond to the 2020 Census.
 - a. The two main tasks of this committee are to:
 - i. Increase the self-response rate for households responding online, by phone, or mailing back their questionnaire through a focused, structured, neighbor-to-neighbor program.
 - ii. Utilize the local knowledge, expertise, and influence of each Complete Count Committee member to design and implement a census awareness campaign targeted to the community (e.g., identify barriers and concerns, dispel myths, communicate awareness of process)
 - b. The members of the community could include:
 - i. Representative from school system(s)
 - ii. Representative from faith-based organizations
 - iii. Representative from community groups
 - iv. Representative from business associations
 - v. Representative from the city

Norwood Young America

2. **(2020) Increase awareness of 2020 Census.**
 - a. Encourage civic engagement and awareness activities
 - b. Provide question and answer sessions or materials
 - c. Provide online access kiosks (if appropriate)
3. **(April 2020) Census Day**
 - a. Encourage households to complete the survey online, by phone or by mail.
 - b. Monitor response rates to encourage participation if needed.
4. **(December 2020) Results will be released regarding state population totals**
5. **(April 2021) More detailed results will be released to states**

Frequently Asked Questions:

1. Why should I participate?

Participating in the 2020 Census is a civic duty and good for your community. The very first responsibility of the federal government under the U.S. Constitution is a count of all persons living in the United States to allocate seats in the U.S. House of Representatives among the states. But your participation in the census impacts a much broader range of decisions, from how legislative districts at all levels of government are drawn, to where roads and transit are built in the future, to how more than \$800 billion in federal funding is distributed annually across the country.

2. Who has access to my responses?

The Law Protects Your Answers. By law, the Census Bureau cannot share your answers with the IRS, FBI, Welfare, Immigration or any other government agency. No court of law, not even the President of the United States, can find out your answers. And the same law that keeps your answers out of the hands of these agencies, prevents the Census Bureau from selling or giving away your address to people who want to send you mail.

Highly Motivated Employees Protect Your Answers. Census workers are sworn for life to secrecy. They know that if they give out any information they see on a form, they can face a \$250,000 fine and a five-year prison term. Census workers must pass security and employment reference checks. Protecting the privacy of people who reply to the census is an important part of every census takers training.

3. How will I be counted?

Options for response include online, by phone or by mail. In mid-March 2020 most addresses in the United States will receive a mailing with instructions to participate online, but you will also have the option to respond via phone or mail. Through spring and summer 2020, Census Bureau employees will follow up in-person at addresses that have not yet been counted.



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

STAFF: Steve Helget, Kelly Hayes

OTHERS: Theresa Peterman, Michael Clark, Kevin Wollum, LaVonne Kroells, Kate ZumBerge, Ryan & Amanda Finnerty, Carol Lagergren, Mayona Brenke, Tom Sudheimer

1. Call Meeting of Economic Development Authority to Order

1.1 Pledge of Allegiance

Meeting was called to order by President Diedrick at 6:30pm with all members present.

2. Approve Agenda

2.1 Approve minutes of May 28, 2019 meeting

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

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

3. Adjournment

Motion: MM/DS to adjourn at 6:32pm. Vote 5 – 0. Motion carried.

Sincerely Submitted,

President

Kelly Hayes, City Clerk/Treasurer



CITY COUNCIL MINUTES

July 8, 2019 – 6:30 p.m.

City Council Meeting

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

STAFF: Steve Helget, Kelly Hayes, Tony Voigt

OTHERS: Dale Burkart, Ally Clark, Kevin Wollum, Theresa Peterman, Marie Nolan, Jean Ewing, Rob Hagerstrom, Jeff Renter

1. Call Meeting of City Council to Order

1.1 Pledge of Allegiance

1.2 Oath of Office

Meeting was called to order at 6:30pm with all members present.

Carol Lagergren took the oath of office for the vacant mayor seat.

2. Approve Agenda

Changes: There were two additional checks to be added to the claims. Move 7.5 Public Nuisance Update to 7.05.

Motion: MM/CS to approve the agenda with these changes. Vote 5 – 0. Motion carried.

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

Resident Marie Nolan received a nuisance violation letter and it was for a property that she owns but not the address that was listed on the letter. Her husband dropped off two pallets for a project and the pallets were only there for a couple of days. She is requesting to appeal the nuisance violation letter. She also brought her concerns about the mess that is located behind the public works shed.

Resident Rob Hagerstrom received a nuisance violation letter for weeds. He explained that he always keeps up on his yard and that his weed trimmer had died but he soon had it fixed. He is requesting to appeal the nuisance violation letter.

4. Consent Agenda

4.1 Approve minutes of June 24, 2019 meeting

4.2 Approve payment of claims

4.3 Approve Knights of Columbus Application to Conduct Excluded Bingo during Stiftungsfest

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

5. Public Hearings - none

6. Old Business

6.1 Compost Site Brush Pile Disposal Update

Have received a couple of reports of a silver truck with dual tires dropping off large chunks of concrete and tree trunks. The truck is coming from east of the city and Tony believes that it is a company truck. This waste is costing a lot of money to get rid of. The council recommended that additional signage be put up and cameras.

6.2 North Water Tower Re-Coating/Repair Project Update

The water tower project was supposed to be completed prior to Stiftungsfest. Xcel is stating that they are unable to shut off their wires that are located next to the tower and the company cleaning and painting the tower are unable to complete the project if these wires are not turned off. Tony had contacted Xcel last year stating that this project was going to occur this summer but Xcel refuses to shut off the lines during their peek season. Councilman Stolz questioned why we aren't able to require them to relocate the wires since they are located on land that the city owns. The city is also being charged \$2500 from the company repairing the tower because they had brought all of the equipment to the site and then were told that they weren't able to complete the project. The council recommends asking Xcel to pay for this expense.

7. New Business

7.05 Public Nuisance Update

Spring Clean-Up day was on June 1, 2019. Residents brought in seven 30 yard roll-off dumpsters of junk and old furniture. 167 vehicles went through. Over 3,000 pounds of paper was also brought in for recycling.

As noted in the spring newsletter, following the clean-up day, city staff would be investigating nuisances throughout the entire city. This took place the weeks of June 9 and June 16. Residents that had a nuisance violation received a nuisance violation letter.

Two residents spoke earlier in the meeting about appealing their nuisance violation.

Motion: CH/CS to approve the appeal from Marie Nolan regarding the nuisance violation letter. Vote 5 – 0. Motion carried.

Motion: DS/MM to grant the appeal for Rob Hagerstrom regarding the nuisance violation. Vote 5 – 0. Motion carried.

The council requested that Public Services staff clean up the junk that is located behind the Public Works shed.

7.1 Resolution 2019-16, Renewing the Service Agreement for Joint Assessment with the Carver County Assessor

This service agreement is for the county assessor for property taxes. Councilman Stolz noted that there is no way the City could do this job for less than what the City is being charged from Carver County which is approximately \$22,000 (\$13.95 per residential property and \$15.55 per commercial property). It is recommended to put this agreement under the consent agenda in the future and to also show what the cost was from the previous year.

Motion: DS/MM to approve Resolution 2019-16, Renewing the Service Agreement for Joint Assessment with the Carver County Assessor. Vote 5 – 0. Motion carried.

7.2 Resolution 2019-17, Organization of the City of Norwood Young America

At the beginning of each year, the City Council reviews the organization of the City. With the change of mayor, an updated resolution was created and all items that were marked for Tina Diedrick were replaced with Carol Lagergren.

Motion: MM/CH to approve Resolution 2019-17, Organization of the City of Norwood Young America. Vote 5 – 0. Motion carried.

Councilman Stolz requested that the time of the City Council meetings be changed back to 6:00pm instead of 6:30pm. Because the time is located in Chapter 2 of the City Code, a public hearing is required.

Motion: DS/CH to schedule a public hearing to change the Council meeting start time on August 8, 2019. Vote 5 – 0. Motion carried.

7.3 Approve Fixing Drainage problem at the Fire Station 1

There was some damage to the north fire station after the heavy rain. The repair will cost \$2300.

Motion: CH/CS to approve hiring WM Mueller & Sons to repair the blacktop on the north side of Fire Station 1 for the amount of \$2300. Vote 5 – 0. Motion carried.

7.4 Award Quote for Faxon Road and Park Circle Street Repairs

Two proposals were received for a mill and overlay project for Faxon Road and Park Circle. Council asked how it was decided to repair these two streets and not the streets that have major issues. Tony stated that these two streets can be repaired without a total reconstruction project. Streets such as 2nd and Railroad require a total reconstruction and the city is currently budgeting monies for these projects.

Motion: CS/CH to accept WM Mueller & Sons quote of \$25,746 to complete the mill and overlay segments on Faxon Road and Park Circle. Vote 5 – 0. Motion carried.

~~7.5 Public Nuisances Update~~

8. Council Member & Mayor Reports

CS – NYA Arbor Day was held on June 26. 10 trees were planted in Prairie Dawn Park.

CH – Planning reviewed Auto repair in downtowns. Letters were sent to three businesses that have similar jobs. A public hearing will take place at the next meeting. Commission also discussed allowing places of worship to not be required to get a CUP.

MM – none

DS – none

CL – Taste of NYA July 16, Music in the Park is every Thursday evening at Legion Park through the month of July. Personnel Committee met prior to the council meeting and discussed posting a position due to the recent retirement of the Utility Biller. The committee hopes to have a recommendation at the next council meeting.

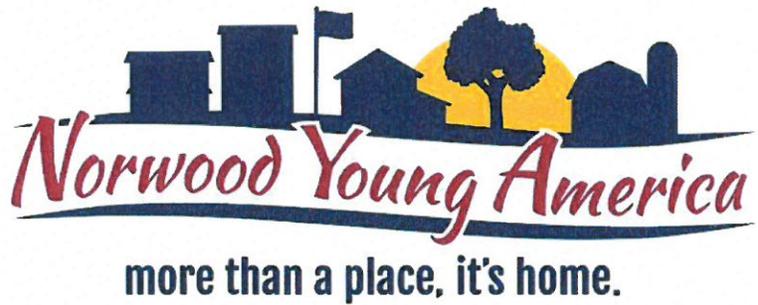
9. Adjournment

Motion: DS/CH to adjourn at 7:58pm. Vote 5 – 0. Motion carried.

Respectfully Submitted,

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



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

To Be Approved: July 22, 2019

Payroll EFT/Prepays **\$32,681.13**
(Check Sequence#29512-29514; 505400-505437)

Claims Pending Payment **\$61,992.33**
(Check Sequence #29515-29569)

Grand Total **\$94,673.46**

CITY OF NORWOOD YOUNG AMERICA

07/18/19 3:43 PM

Page 1

*Check Summary Register©

JULY 2019

| Name | Check Date | Check Amt | |
|------------------------------------|---------------------|-----------------|---------------------|
| 10100 CHECKING | | | |
| Paid Chk# 029512 SHRED RIGHT | 7/8/2019 | \$300.00 | SPRING CLEAN UP DAY |
| Paid Chk# 029513 US POSTAL SERVICE | 7/8/2019 | \$299.91 | SMOKE TEST MAILER |
| | Total Checks | \$599.91 | |

CITY OF NORWOOD YOUNG AMERICA

07/18/19 3:10 PM
Page 1

***Check Detail Register©**

JULY 2019

| | | | Check Amt | Invoice | Comment |
|-----------------------|---------------|--|--|--------------|----------------------------|
| 10100 CHECKING | | | | | |
| Paid Chk# | 029515 | 7/22/2019 | ABDO, EICK, & MEYERS | | |
| E | 101-41500-301 | Auditing and Acct g Services | \$750.00 | 417720 | |
| | | Total ABDO, EICK, & MEYERS | \$750.00 | | |
| Paid Chk# | 029516 | 7/22/2019 | ADC SERVICES INC | | |
| E | 601-49400-208 | Medical-Physicals | \$48.00 | | lab testing-new employees |
| | | Total ADC SERVICES INC | \$48.00 | | |
| Paid Chk# | 029517 | 7/22/2019 | ASPEN MILLS | | |
| E | 833-45250-470 | Donation Expense | \$2,000.00 | | quote 18-0519 |
| E | 101-42200-417 | Uniform | \$119.36 | 237463 | |
| | | Total ASPEN MILLS | \$2,119.36 | | |
| Paid Chk# | 029518 | 7/22/2019 | BELLE PLAINE BLOCK & TILE INC | | |
| E | 603-49500-223 | Repair/Maintenance Bldg/Ground | \$83.45 | 0113517 | |
| | | Total BELLE PLAINE BLOCK & TILE INC | \$83.45 | | |
| Paid Chk# | 029519 | 7/22/2019 | CARDMEMBER SERVICE | | |
| E | 101-43100-210 | Operating Supplies | \$931.59 | | |
| E | 101-45200-210 | Operating Supplies | \$633.83 | | |
| E | 101-49860-223 | Repair/Maintenance Bldg/Ground | \$483.17 | | |
| E | 101-41940-210 | Operating Supplies | \$128.45 | | |
| E | 601-49400-211 | Personal Protection Equipment | \$109.80 | | |
| E | 602-49450-211 | Personal Protection Equipment | \$109.80 | | |
| E | 101-41940-223 | Repair/Maintenance Bldg/Ground | \$252.75 | | |
| E | 602-49450-210 | Operating Supplies | \$45.90 | | |
| E | 101-41110-430 | Miscellaneous | \$36.00 | | |
| E | 101-49860-251 | Concessions | \$490.56 | | |
| E | 101-41400-350 | Print/Publishing/Postage | \$6.45 | | |
| E | 101-45200-530 | Improvements Other Than Bldgs | \$2,251.14 | | |
| E | 101-43100-208 | Medical-Physicals | \$29.95 | | |
| | | Total CARDMEMBER SERVICE | \$5,509.39 | | |
| Paid Chk# | 029520 | 7/22/2019 | CARQUEST AUTO PARTS | | |
| E | 101-45200-210 | Operating Supplies | \$20.16 | 189792 | |
| E | 101-43100-223 | Repair/Maintenance Bldg/Ground | \$23.73 | 190785 | |
| | | Total CARQUEST AUTO PARTS | \$43.89 | | |
| Paid Chk# | 029521 | 7/22/2019 | CARVER COUNTY | | |
| E | 101-41500-305 | Other Professional Fees | \$300.00 | SHERI003272 | background-liquor licenses |
| | | Total CARVER COUNTY | \$300.00 | | |
| Paid Chk# | 029522 | 7/22/2019 | CARVER COUNTY ATTORNEYS OFF | | |
| E | 101-41500-307 | Prosecution Contract | \$2,100.43 | July 1, 2019 | finer collected |
| | | Total CARVER COUNTY ATTORNEYS OFF | \$2,100.43 | | |
| Paid Chk# | 029523 | 7/22/2019 | CARVERLINK-CARVER CO BROADBAND | | |

CITY OF NORWOOD YOUNG AMERICA

07/18/19 3:10 PM

Page 2

***Check Detail Register©**

JULY 2019

Check Amt Invoice Comment

| | | Check Amt | Invoice | Comment |
|---|--------------------------------|-------------------|---------------------------------------|-------------------------------|
| E 601-49400-321 | Telephone | \$97.28 | | phone and internet |
| E 602-49450-321 | Telephone | \$57.28 | | phone and internet |
| E 101-42200-321 | Telephone | \$142.59 | | phone and internet |
| E 101-43100-321 | Telephone | \$68.10 | | phone and internet |
| E 101-45200-321 | Telephone | \$29.18 | | phone and internet |
| E 101-49860-321 | Telephone | \$56.61 | | phone and internet |
| E 101-41940-321 | Telephone | \$125.92 | | phone and internet |
| E 101-41300-321 | Telephone | \$59.22 | | phone and internet |
| E 101-41320-321 | Telephone | \$59.22 | | phone and internet |
| E 101-41400-321 | Telephone | \$59.22 | | phone and internet |
| E 101-46500-321 | Telephone | \$19.74 | | phone and internet |
| E 101-42100-321 | Telephone | \$98.70 | | phone and internet |
| E 101-45500-321 | Telephone | \$98.70 | | phone and internet |
| E 101-41940-321 | Telephone | \$166.00 | 2303 | phone and internet |
| al CARVERLINK-CARVER CO BROADBAND | | \$1,137.76 | | |
| <hr/> | | | | |
| Paid Chk# | 029524 | 7/22/2019 | CENTER POINT | |
| E 101-41940-383 | Gas Utilities | \$14.88 | | 318 Elm Street |
| E 602-49450-383 | Gas Utilities | \$17.10 | | 406 2nd Ave SE |
| E 601-49400-383 | Gas Utilities | \$16.03 | | 640 Tacoma Blvd |
| E 601-49400-383 | Gas Utilities | \$51.81 | | 104 3rd Ave SE |
| Total CENTER POINT | | \$99.82 | | |
| <hr/> | | | | |
| Paid Chk# | 029525 | 7/22/2019 | CITIZEN STATE BANK HSA ACCTS | |
| G 101-21718 | HSA ACCOUNT | \$1,916.65 | | |
| Total CITIZEN STATE BANK HSA ACCTS | | \$1,916.65 | | |
| <hr/> | | | | |
| Paid Chk# | 029526 | 7/22/2019 | CUSTOMIZED FIRE/RESCUE TRAIN | |
| E 101-42200-207 | Training Instructional | \$1,000.00 | 1505 | Fire aparatus course |
| Total CUSTOMIZED FIRE/RESCUE TRAIN | | \$1,000.00 | | |
| <hr/> | | | | |
| Paid Chk# | 029527 | 7/22/2019 | DAVE S SEASON ALL | |
| E 101-43100-437 | Maintenance Contract | \$1,000.00 | 987415 | June cemetary mowing |
| G 101-22103 | Escrow-Abatement Charges | \$150.00 | 987428 | 518 W Elm Weed abatement |
| Total DAVE S SEASON ALL | | \$1,150.00 | | |
| <hr/> | | | | |
| Paid Chk# | 029528 | 7/22/2019 | DPC INDUSTRIES INC | |
| E 101-49860-216 | Chemicals and Chem Products | \$93.24 | 827000864-19 | caustic liquid soda |
| Total DPC INDUSTRIES INC | | \$93.24 | | |
| <hr/> | | | | |
| Paid Chk# | 029529 | 7/22/2019 | EHLERS AND ASSOCIATES, INC | |
| E 101-41500-310 | Other Professional Services | \$500.00 | 80562 | |
| Total EHLERS AND ASSOCIATES, INC | | \$500.00 | | |
| <hr/> | | | | |
| Paid Chk# | 029530 | 7/22/2019 | FLOW MEASUREMENT AND CONTROL C | |
| E 601-49400-223 | Repair/Maintenance Bldg/Ground | \$1,650.00 | 8713 | submersible level transmitter |
| il FLOW MEASUREMENT AND CONTROL C | | \$1,650.00 | | |
| <hr/> | | | | |
| Paid Chk# | 029531 | 7/22/2019 | GAME TIME | |

CITY OF NORWOOD YOUNG AMERICA

07/18/19 3:10 PM

Page 3

***Check Detail Register©**

JULY 2019

| | | Check Amt | Invoice | Comment |
|------------------|---|-----------------------------------|-------------|---------------------------------|
| E 101-45200-223 | Repair/Maintenance Bldg/Ground | \$648.00 | PJI-0116488 | |
| | Total GAME TIME | \$648.00 | | |
| <hr/> | | | | |
| Paid Chk# 029532 | 7/22/2019 | HARD STUFF MASONRY | | |
| E 833-45250-470 | Donation Expense | \$975.00 | | |
| | Total HARD STUFF MASONRY | \$975.00 | | |
| <hr/> | | | | |
| Paid Chk# 029533 | 7/22/2019 | HD SUPPLY WATERWORKS | | |
| E 601-49400-229 | Water Meters | \$1,945.50 | K828716 | |
| | Total HD SUPPLY WATERWORKS | \$1,945.50 | | |
| <hr/> | | | | |
| Paid Chk# 029534 | 7/22/2019 | HELGET, STEVE | | |
| E 101-41300-331 | Travel/Meeting Expense | \$651.38 | | LMC conference-Duluth |
| | Total HELGET, STEVE | \$651.38 | | |
| <hr/> | | | | |
| Paid Chk# 029535 | 7/22/2019 | HILLYARD FLOOR CARE SUPPLY | | |
| E 101-49860-210 | Operating Supplies | \$62.80 | | |
| E 101-41940-210 | Operating Supplies | \$647.46 | | |
| | Total HILLYARD FLOOR CARE SUPPLY | \$710.26 | | |
| <hr/> | | | | |
| Paid Chk# 029536 | 7/22/2019 | HOLIDAY FLEET | | |
| E 101-43100-212 | Motor Fuels | \$62.76 | 110319009 | |
| | Total HOLIDAY FLEET | \$62.76 | | |
| <hr/> | | | | |
| Paid Chk# 029537 | 7/22/2019 | HYDRO ENGINEERING INC | | |
| E 101-43100-221 | Repair/Maintenance Equipment | \$8.40 | 87724 | water truck part |
| | Total HYDRO ENGINEERING INC | \$8.40 | | |
| <hr/> | | | | |
| Paid Chk# 029538 | 7/22/2019 | JENSEN, ZACHARY | | |
| E 601-49400-432 | Refund | \$62.78 | | utility refund |
| | Total JENSEN, ZACHARY | \$62.78 | | |
| <hr/> | | | | |
| Paid Chk# 029539 | 7/22/2019 | LANO EQUIPMENT | | |
| E 101-43100-221 | Repair/Maintenance Equipment | \$106.16 | 37303 | |
| | Total LANO EQUIPMENT | \$106.16 | | |
| <hr/> | | | | |
| Paid Chk# 029540 | 7/22/2019 | LOFFLER BUSINESS SYS LLC | | |
| E 101-41400-437 | Maintenance Contract | \$95.55 | 3150218 | |
| | Total LOFFLER BUSINESS SYS LLC | \$95.55 | | |
| <hr/> | | | | |
| Paid Chk# 029541 | 7/22/2019 | LOFFLER COMPANIES, INC. | | |
| E 101-41400-437 | Maintenance Contract | \$89.50 | 25063841 | |
| | Total LOFFLER COMPANIES, INC. | \$89.50 | | |
| <hr/> | | | | |
| Paid Chk# 029542 | 7/22/2019 | LONGFIELD, LYNN | | |
| E 101-41320-430 | Miscellaneous | \$52.50 | | permit refund-duplicate payment |
| | Total LONGFIELD, LYNN | \$52.50 | | |
| <hr/> | | | | |
| Paid Chk# 029543 | 7/22/2019 | MARCO TECHNOLOGIES LLC | | |

CITY OF NORWOOD YOUNG AMERICA

07/18/19 3:10 PM

Page 4

***Check Detail Register©**

JULY 2019

| | | | Check Amt | Invoice | Comment |
|---|--------------------------------|---|------------|---------|------------------|
| E 101-41400-437 | Maintenance Contract | | \$112.50 | 6560136 | base rate charge |
| Total MARCO TECHNOLOGIES LLC | | | \$112.50 | | |
| <hr/> | | | | | |
| Paid Chk# 029544 | 7/22/2019 | MAYER LUMBER CO. | | | |
| E 101-45200-223 | Repair/Maintenance Bldg/Ground | | \$175.68 | 171456 | warming shed |
| Total MAYER LUMBER CO. | | | \$175.68 | | |
| <hr/> | | | | | |
| Paid Chk# 029545 | 7/22/2019 | MID COUNTRY BANK | | | |
| G 101-21718 | HSA ACCOUNT | | \$453.33 | | |
| Total MID COUNTRY BANK | | | \$453.33 | | |
| <hr/> | | | | | |
| Paid Chk# 029546 | 7/22/2019 | MID COUNTY AUTO TRUCK & TIRE | | | |
| E 602-49450-221 | Repair/Maintenance Equipment | | \$293.06 | | |
| E 101-43100-221 | Repair/Maintenance Equipment | | \$44.98 | 41200 | |
| E 601-49400-221 | Repair/Maintenance Equipment | | \$293.06 | 41307 | |
| Total MID COUNTY AUTO TRUCK & TIRE | | | \$631.10 | | |
| <hr/> | | | | | |
| Paid Chk# 029547 | 7/22/2019 | MID-COUNTY CO-OP OIL ASSN | | | |
| E 101-43100-212 | Motor Fuels | | \$1,002.24 | 45977 | |
| Total MID-COUNTY CO-OP OIL ASSN | | | \$1,002.24 | | |
| <hr/> | | | | | |
| Paid Chk# 029548 | 7/22/2019 | MINI BIFF | | | |
| E 101-45200-418 | Other Rentals (Biffs) | | \$110.16 | | |
| Total MINI BIFF | | | \$110.16 | | |
| <hr/> | | | | | |
| Paid Chk# 029549 | 7/22/2019 | MINNESOTA VALLEY TESTING LAB | | | |
| E 602-49450-217 | Lab Fees | | \$36.20 | 984202 | |
| E 602-49450-217 | Lab Fees | | \$36.20 | 984862 | |
| Total MINNESOTA VALLEY TESTING LAB | | | \$72.40 | | |
| <hr/> | | | | | |
| Paid Chk# 029550 | 7/22/2019 | NYA TIMES | | | |
| E 101-41320-350 | Print/Publishing/Postage | | \$26.46 | 708062 | |
| E 101-41320-350 | Print/Publishing/Postage | | \$574.56 | 708063 | |
| Total NYA TIMES | | | \$601.02 | | |
| <hr/> | | | | | |
| Paid Chk# 029551 | 7/22/2019 | OLD NATIONAL BANK | | | |
| G 101-21718 | HSA ACCOUNT | | \$166.67 | | |
| Total OLD NATIONAL BANK | | | \$166.67 | | |
| <hr/> | | | | | |
| Paid Chk# 029552 | 7/22/2019 | PRO IRRIGATION | | | |
| E 101-45200-223 | Repair/Maintenance Bldg/Ground | | \$115.00 | 4409 | |
| Total PRO IRRIGATION | | | \$115.00 | | |
| <hr/> | | | | | |
| Paid Chk# 029553 | 7/22/2019 | QUILL CORPORATION | | | |
| E 101-41400-200 | Office Supplies | | \$383.94 | 8523913 | |
| Total QUILL CORPORATION | | | \$383.94 | | |
| <hr/> | | | | | |
| Paid Chk# 029554 | 7/22/2019 | SMITH OIL CO | | | |
| E 602-49450-212 | Motor Fuels | | \$153.26 | | |

CITY OF NORWOOD YOUNG AMERICA

07/18/19 3:10 PM
Page 5

***Check Detail Register©**

JULY 2019

| | | | Check Amt | Invoice | Comment |
|--|--------------------------------|--|-------------------|---------|-----------------------------|
| E 101-43100-212 | Motor Fuels | | \$235.52 | | |
| E 101-45200-212 | Motor Fuels | | \$101.05 | | |
| E 101-49800-212 | Motor Fuels | | \$571.73 | | |
| E 101-42200-212 | Motor Fuels | | \$196.05 | | fire department |
| E 601-49400-212 | Motor Fuels | | \$153.25 | 6/30/19 | |
| E 101-49800-212 | Motor Fuels | | \$80.88 | 6/4/11 | Peace Villa charge |
| Total SMITH OIL CO | | | \$1,491.74 | | |
| Paid Chk# 029555 7/22/2019 STATE BANK OF HAMBURG | | | | | |
| G 101-21718 | HSA ACCOUNT | | \$533.33 | | |
| Total STATE BANK OF HAMBURG | | | \$533.33 | | |
| Paid Chk# 029556 7/22/2019 STOLZ, DICK | | | | | |
| E 101-41110-331 | Travel/Meeting Expense | | \$657.14 | | LMC conference-Duluth |
| Total STOLZ, DICK | | | \$657.14 | | |
| Paid Chk# 029557 7/22/2019 STORMS WELDING & MFG INC | | | | | |
| E 833-45250-470 | Donation Expense | | \$341.91 | | Veterans park |
| Total STORMS WELDING & MFG INC | | | \$341.91 | | |
| Paid Chk# 029558 7/22/2019 SUN LIFE ASSURANCE COMPANY | | | | | |
| G 101-21707 | Disability Insurance | | \$275.82 | | |
| Total SUN LIFE ASSURANCE COMPANY | | | \$275.82 | | |
| Paid Chk# 029559 7/22/2019 SW CORRIDOR TRANS COALITION | | | | | |
| E 101-41110-433 | Dues and Subscriptions | | \$2,500.00 | | 2019 dues |
| Total SW CORRIDOR TRANS COALITION | | | \$2,500.00 | | |
| Paid Chk# 029560 7/22/2019 THE HARBOR | | | | | |
| E 101-41330-319 | Sr. Advisory Committee | | \$127.83 | | purchase from Sysco |
| Total THE HARBOR | | | \$127.83 | | |
| Paid Chk# 029561 7/22/2019 TOP NOTCH TURF | | | | | |
| E 101-41940-223 | Repair/Maintenance Bldg/Ground | | \$391.00 | | July lawn mowing |
| Total TOP NOTCH TURF | | | \$391.00 | | |
| Paid Chk# 029562 7/22/2019 TWIN CITIES & WESTERN RAILROAD | | | | | |
| E 101-43100-440 | Lease | | \$669.25 | M013791 | annual fee crossing permits |
| Total TWIN CITIES & WESTERN RAILROAD | | | \$669.25 | | |
| Paid Chk# 029563 7/22/2019 UFC FARM SUPPLY | | | | | |
| E 101-43100-221 | Repair/Maintenance Equipment | | \$22.99 | 918954 | |
| Total UFC FARM SUPPLY | | | \$22.99 | | |
| Paid Chk# 029564 7/22/2019 UNUM LIFE INSURANCE CO | | | | | |
| G 101-21715 | Life Ins | | \$47.54 | | |
| G 101-21715 | Life Ins | | \$50.50 | | |
| Total UNUM LIFE INSURANCE CO | | | \$98.04 | | |

CITY OF NORWOOD YOUNG AMERICA

07/18/19 3:10 PM

Page 6

***Check Detail Register©**

JULY 2019

Check Amt Invoice Comment

| Paid Chk# 029565 7/22/2019 USA BLUE BOOK | | | | | |
|--|----------------------|-----------------|--------|--|-----------|
| E 601-49400-437 | Maintenance Contract | \$251.63 | 952141 | | chemicals |
| Total USA BLUE BOOK | | \$251.63 | | | |

| Paid Chk# 029566 7/22/2019 WASTE MANAGEMENT | | | | | |
|---|---------------|-------------------|--|--|-----------------|
| E 101-41320-430 | Miscellaneous | \$6,084.02 | | | Spring clean up |
| Total WASTE MANAGEMENT | | \$6,084.02 | | | |

| Paid Chk# 029567 7/22/2019 WILSONS NURSERY INC. | | | | | |
|---|--------------------------------|-------------------|--|--|--|
| E 101-45200-223 | Repair/Maintenance Bldg/Ground | \$1,540.00 | | | |
| Total WILSONS NURSERY INC. | | \$1,540.00 | | | |

| Paid Chk# 029568 7/22/2019 WM MUELLER & SONS INC | | | | | |
|--|------------------------|-------------------|--------|--|--------------------------|
| E 101-43100-224 | Street Maint Materials | \$430.76 | | | |
| E 101-43100-224 | Street Maint Materials | \$625.83 | | | |
| E 101-43100-500 | Capital Outlay | \$1,424.93 | 240124 | | Emma Street improvements |
| E 101-43100-224 | Street Maint Materials | \$137.31 | 245576 | | |
| E 101-43100-224 | Street Maint Materials | \$207.69 | 245577 | | |
| E 101-43100-224 | Street Maint Materials | \$71.25 | 245578 | | |
| E 101-43100-224 | Street Maint Materials | \$345.69 | 245770 | | |
| E 101-43100-224 | Street Maint Materials | \$207.00 | 245771 | | |
| E 101-43100-224 | Street Maint Materials | \$206.31 | 245772 | | |
| E 101-43100-224 | Street Maint Materials | \$190.00 | 245773 | | |
| E 101-43100-224 | Street Maint Materials | \$59.38 | 245774 | | |
| E 101-43100-224 | Street Maint Materials | \$104.50 | 245775 | | |
| E 101-43100-224 | Street Maint Materials | \$207.00 | 245877 | | |
| E 101-43100-224 | Street Maint Materials | \$106.88 | 245878 | | |
| Total WM MUELLER & SONS INC | | \$4,324.53 | | | |

| Paid Chk# 029569 7/22/2019 XCEL ENERGY | | | | | |
|--|--------------------|--------------------|--|--|------------------------|
| E 101-45200-381 | Electric Utilities | \$12.05 | | | |
| E 101-45200-381 | Electric Utilities | \$132.94 | | | 313 Central Ave S sign |
| E 601-49400-381 | Electric Utilities | \$1,462.59 | | | 104 3rd Avenue SE |
| E 101-41940-381 | Electric Utilities | \$2,125.74 | | | |
| E 101-42200-381 | Electric Utilities | \$376.27 | | | |
| E 101-42500-381 | Electric Utilities | \$11.29 | | | |
| E 101-43100-380 | Street Lighting | \$3,808.94 | | | |
| E 101-43100-381 | Electric Utilities | \$341.89 | | | |
| E 101-45200-381 | Electric Utilities | \$699.37 | | | |
| E 101-45500-381 | Electric Utilities | \$1,425.36 | | | |
| E 601-49400-381 | Electric Utilities | \$256.87 | | | |
| E 602-49450-381 | Electric Utilities | \$3,534.67 | | | |
| E 101-49860-381 | Electric Utilities | \$761.30 | | | |
| Total XCEL ENERGY | | \$14,949.28 | | | |
| 10100 CHECKING | | \$61,992.33 | | | |

CITY OF NORWOOD YOUNG AMERICA

07/18/19 3:10 PM

Page 7

***Check Detail Register©**

JULY 2019

Check Amt Invoice Comment

Fund Summary

10100 CHECKING

| | | | |
|-------------------------|-------------|--|--|
| 101 GENERAL FUND | \$47,909.90 | | |
| 601 WATER FUND | \$6,398.60 | | |
| 602 SEWER FUND | \$4,283.47 | | |
| 603 STORM WATER UTILITY | \$83.45 | | |
| 833 DONATIONS - LEGION | \$3,316.91 | | |
| | <hr/> | | |
| | \$61,992.33 | | |



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: July 22, 2019
SUBJECT: Planning Commission Appointment

There is currently a vacancy on the Planning Commission and the City received an application to serve on the Commission from Bob Smith who resides at 470 Emma Street, Norwood Young America. Mayor Lagergren, Councilmember Heher, and I met with Mr. Smith to discuss his interest in serving on the Planning Commission and provided him with some background information about the Commission.

Mayor Lagergren recommends appointing Bob Smith to the Planning Commission.

Suggested Motion:

Motion to appoint Robert Smith to the Planning Commission.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: July 22, 2019
RE: Street Closure National Night Out – Devonshire Drive

Resident Carolyn Durbin has requested to close a portion of Devonshire Drive for National Night Out. The request is to close Devonshire Drive from 2nd Avenue to 528 Devonshire Drive. She will be contacting the residents that are affected by this closure.

RECOMMENDATION:

Motion to approve street closure beginning at the corner of Devonshire Drive and 2nd Avenue to 528 Devonshire Drive on Tuesday, August 6, 2019 from 6:00pm – 9:00pm.



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk/Treasurer
DATE: July 22, 2019
SUBJECT: Bus Driver – Offer of Position

The City continues to take applications for bus drivers for on-call purposes to fill last minute trips and days when the regular bus drivers are unable to work. Harold Hofstrand, a resident at Oak Grove, completed an application and did a “ride-a-long” with Tony Voigt, Public Service Director. It is recommended that the council approve the hiring of Mr. Hofstrand as a bus driver.

Suggested Motion:

Motion to hire Harold Hofstrand effective immediately at Pay Grade 5, Step 7.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: July 22, 2019
SUBJECT: Zoning Code Violation Appeal Hearing

A written notice of a Zoning Code violation was served to Mr. Mark Van Gelder owner of the property located at 315 Elm Street W., Norwood Young America. The violation is in respect to the two vehicle trailers parked on the site. The property in question is zoned C-3, Downtown Districts. The two trailers are considered outdoor storage which is not a permissible use of the property.

Enclosed are the following documents:

1. Letter dated May 8, 2019 mailed to Mr. Van Gelder which included pictures of the trailers, Section 1230.10 of the Zoning Code (C-3, Downtown District), and Section 120 of the City Code (Violations and Penalties).
2. Letter received by the City on May 31, 2019 from Mr. Mark Van Gelder, Request for Administrative Hearing
3. Letter dated July 10, 2019, providing Mr. Van Gelder of notice of date and time of Administrative Hearing.

The City Council's role is to consider and determine whether the vehicle trailers parked outdoors on the subject property is considered outdoor storage and therefore not permissible and consider Mr. Van Gelder's appeal and position that he can have vehicle trailers parked outdoors on his property.

Suggested Motion:

Motion to approve/deny Mr. Mark Van Gelder's appeal of the Zoning Code violation.

Norwood Young America



May 8, 2019

Mark Van Gelder
1823 8th Avenue SE
St. Cloud, MN 56304

Re: 315 Elm Street W., Norwood Young America – Notice of Zoning Code Violation

Dear Mr. Van Gelder:

In respect to your property located at 315 Elm Street W., Norwood Young America, you currently have two vehicle trailers parked on the site. See enclosed pictures taken on May 7, 2019.

The property in question is zoned C-3, Downtown Districts. Outdoor storage is not a permissible use of the property. Enclosed is a copy of Section 1230.10 of the City Code which identifies the permitted and accessory uses for the C-3 zoning district. Enclosed also is a copy of City Code Section 120.04 outlining the administrative enforcement process.

Please remove the trailers by June 7, 2019. If the violation is not remedied by the stated date you will be subject to an administrative citation of \$100.00 per day for each day the civil offense continues to exist.

If you wish to contest the citation and request a hearing, you must do so by providing a letter to the City Administrator within thirty (30) days of the date of this letter. Please include your name, contact information, date of offense, and a brief description of the reason(s) for requesting a hearing. The hearing will be held within sixty (60) days from the date the request is received.

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

Sincerely,


Steven Helget
City Administrator

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com





1230.10 C-3 Downtown Districts

Subd. 1 Intent. The C-3, Downtown Districts, which include the original Norwood downtown, known as "Downtown Business" and the original Young America downtown, known as "Community Uptown", is intended to serve as the specialized service, retail, employment, and public business district for the community. The specific intent of this district is:

- A. To be the focal point for specialty services and goods focusing on neighborhood service related businesses;
- B. To allow for mixed commercial and residential uses since the district offers convenient access to services.
- C. To promote pedestrian-friendly design and development and encourage gathering areas.

Subd. 2 Permitted Uses. The following uses are permitted in the Downtown District:

- A. General commercial office space;
- B. Professional Services, such as medical/dental clinics, law offices, and accounting offices;
- C. Finance, Insurance and Real Estate;
- D. Personal or Business Services, such as laundry, barber, shoe repair, beauty salons, photography studios and physical fitness centers less than 5,000 square feet
- E. Public facilities serving all or portions of the city, such as municipal offices, library, post office.
- F. Retail Trade, such as grocery, hardware, drug, clothing, appliance and furniture stores.
- G. Dwelling units, if located above the street level in nonresidential structures.
- H. Specialty Shops, such as book and stationary stores, candy stores, ice cream parlors, tobacco, coffee, gift and florist shops;
- I. Standard restaurants
- J. On and off-sale liquor establishments
- K. Public Parks
- L. Residential uses on the first floor of commercial structures provided:
 - 1. The residential use does not compose greater than fifty (50) percent of the ground floor area;
 - 2. A store front is retained in the front of the building adjacent to public streets;
 - 3. A separate entry is provided for the residential use;
 - 4. The residential use is not adversely impacted by the adjoining commercial use of odor or noise, or increased traffic generation;
 - 5. Off-street parking is provided for the residential use.

Subd. 3 Permitted Accessory Uses. The following accessory uses are permitted in the Downtown Districts.

- A. Off-street parking and loading facilities, subject to Section 1250
- B. Fences, subject to Section 1245.05
- C. Lighting, subject to Section 1245.08
- D. Decks, patios and porches in conjunction with the principal use;
- E. Signs, subject to Section 1260

Subd. 4 Conditional Uses. The following uses are permitted, subject to the provisions of Section 1210.06:

Principal Uses:

- A. Contractor Operations (*Amended by Ord. 216; 8-24-2009*)
- B. Lodging Services, such as hotels, motels and bed and breakfasts.
- C. Entertainment Services, such as motion picture theaters and bowling alleys
- D. Licensed Daycare Facilities
- E. Custom or limited manufacturing, assembly, or treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool (*Amended by Ord. 261, 5-11-2015*)

F. Auto Dealership Sales, Storage, and Display with or without ancillary minor auto repair and service, provided:

- i. Sales, display, and storage are limited to new and used passenger automobiles.
- ii. A valid dealership license is maintained.
- iii. Office space devoted to perform transactions in conjunction with the business is provided on site.
- iv. Service and repair, if provided, are clearly secondary and subordinate to the use of the property for auto dealer sales, display, and storage.
- v. Auto service and repair, if provided, shall be conducted indoors and all automobiles undergoing service or repair shall be stored off-street.
- vi. Auto repair shall not include vehicle painting or auto body work.
(Amended by Ord 274, 6-27-16)

H. Veterinary clinic, animal care, animal shelter, pet daycare, pet training, or animal hospital.

Accessory Uses:

- A. Outdoor Dining;
- B. Recreational Facilities;

Subd. 5 Lot Requirements and Setbacks. The following requirements and setbacks are the minimum amount allowed in the C-3 District, with the exception of "Lot Coverage" and building height, which shall be the maximum amount allowed:

- A. Lot Area: no minimum established
- B. Lot Width: no minimum established
- C. Lot Coverage: no maximum established
- D. Building Height: 45 feet (principal structure) *(Amended by Ord. 216; 8-24-2009)*
25 feet (accessory structure)

E. Setbacks:

Principal Structures:

- Front yard: 0 feet
Side yard: 0 feet
Side yard: 5 feet (if adjacent to a residential district)
Street side yard: 0 feet
Rear yard: 0 feet
Rear yard: 10 feet (if adjacent to a residential district or alley)

Accessory Structures:

- Front yard: not permitted in front yards
Side yard: 5 feet
Street side yard: 0 feet
Rear yard: 5 feet
Alley rear yard: 10 feet

Subd. 6 Architectural Standards and Guidelines. Architectural standards and guidelines shall follow the provisions of Section 1245.02 of this Chapter.

Section 120 – Violations and Penalties

120.01 Penalty. Unless otherwise provided in this Code, any person found guilty of violating the provisions of this Code shall be guilty of a misdemeanor. Each day the violation continues to exist shall be considered a separate violation of this Code. The penalty for a misdemeanor or petty misdemeanor shall be as allowed by State law.

120.02 Governmental Services Lien. The City may certify any unpaid fees to the county auditor as a governmental services lien for collection with the real property taxes of the person in violation of this Code.

120.03 Civil Action. If a person fails to comply with the provisions of this Code, the City may recover costs, damages, or fees in a civil action in any court of competent jurisdiction.

120.04 Administrative Enforcement of City Code.

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

Subd. 2 General Provisions.

- A. A violation of any provision of the city code, other than a traffic offense, is an administrative offense subject to a citation and civil penalties pursuant to this chapter.
- B. Each day a violation exists constitutes a separate offense.
- C. Each administrative offense may be subject to a civil penalty not to exceed \$1,000.00 The City Council shall adopt a schedule of civil penalties for offenses subject to administrative enforcement.
- D. Civil penalties may be doubled for repeat violations that occur within a twelve-month period.
- E. The City Administrator or designee is authorized to promulgate rules and forms to facilitate the execution of this chapter.
- F. In its sole discretion, the City may elect to pursue criminal charges, a civil action, or other remedies allowed by law for conduct covered by this chapter.

Subd. 3 Administrative Citation.

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

Subd. 4 Payment or Hearing Request Required. For violations other than violations of the City's Zoning and Subdivision Codes, within seven day of issuance of the written notice of violation, the person issued such notice must either pay the civil penalty or request an administrative hearing in writing. The civil penalty may be paid in person or by mail. Payment is deemed an admission of the violation.

For violations of the City's Zoning and Subdivision Codes, the property owner shall have thirty days from the issuance of the written notice of violation to request an administrative hearing in writing, modify the property to

adhere to zoning requirements, or provide the City Administrator with satisfactory written evidence of efforts toward compliance. By way of example, but without limitation, satisfactory written evidence may include a contract with an individual or entity to perform the necessary work to bring the property into compliance with zoning requirements within a limited period of time. During the thirty days from the issuance of the written notice, the property owner will not incur a civil penalty. If the property owner does not request a hearing, bring the property into compliance, or provide the City Administrator with satisfactory written evidence of efforts toward compliance within thirty days of issuance of the written notice, the property owner will incur a civil penalty on the 31st day after issuance of the written notice, and each day the violation continues, as provided in the City's schedule of civil penalties. Civil penalties will continue to accrue until the property owner notifies the City Administrator that the property has been brought into compliance and the City Administrator or designee has verified the property is compliant.

Subd. 5 Administrative Hearing.

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

Subd. 6 Appeal Hearing Body. The hearing shall be before the City Council. The City Council is authorized to hear and decide any controversy relating to administrative offenses covered by this chapter.

Subd. 7 Payment of Civil Penalty.

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

Subd. 8 Disposition of Penalties. All civil penalties and late fees shall be paid to the City and deposited into the general fund.

Subd. 9 Schedule of Civil Penalties. A schedule of Civil Penalties will be developed and adopted by City Council. In the absence of an identified civil penalty, the penalty shall be \$100.00.

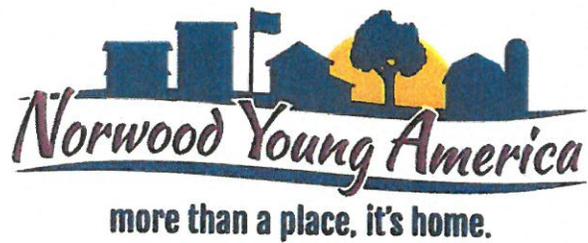
Request for Administrative Hearing

Form 10/2019 (R2) - 2019 FTA/SEU Complaint

For information purposes only. See page 12 of 30.

Date of abuse of power by Steve Helget (Form 10/2019)

Reason for request... No violation exists... this is a clear abuse of power to intentionally harass me.



July 10, 2019

Mark Van Gelder
1823 8th Avenue SE
St. Cloud, MN 56304

Re: Zoning Code Violation – Administrative Hearing

Dear Mr. Van Gelder:

The City of Norwood Young America received your request for an administrative hearing for appeal of the zoning code violation given to you in the letter dated May 8, 2019. The hearing is scheduled for **6:30 p.m., July 22, 2019** in the City Council Chambers, 310 Elm Street W., Norwood Young America. The Norwood Young America City Council will conduct the hearing.

If you plan to submit written documentation or evidence to support your appeal please provide a copy to the City Administrator by July 19, 2019 to allow the City Council time to review.

Sincerely,


Steven Helget
City Administrator

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: July 22, 2019
RE: Nuisance Complaint behind Public Services Building

I am providing an update on the progress with the cleanup behind the Public Services Building.

We were able to haul out the scrap iron pile that was located on site. We typically haul this pile out approximately 1 to 2 times a year. We are exploring options to purchase dumpsters or containers to store these items in the future.

I contacted Waste Management to gather pricing on keeping a dumpster on site year-round to control the construction debris pile. This pile consists of pallets from shipments, boards from buildings and picnic table repairs, illegal dumping at the compost site, etc. In the past we have let this pile grow until we had truck load to haul to the landfill. I am waiting to receive pricing from WM to decide what will be the best option for moving forward in the future.

We will continue to clean up the area and decide what stays and what should be discarded as far as the surplus fencing, old playground equipment that could be repurposed, manhole castings, hydrant parts, etc.

I will work on getting quotes to have the concrete in the hillside removed.

I am recommending we change the zoning of this area to allow outdoor storage. We currently store Stiftungsfest walk-in cooler, picnic tables, coupon booths and concession stand. We also store our snow plows as well as surplus aggregates and storm sewer supplies. We do not have enough indoor storage to put all these items inside.

We will continue cleaning up this area but keep in mind we still need to store some supplies outdoors.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: July 22, 2019
SUBJECT: Countryside Veterinary Clinic Animal Impound Contract

Enclosed is the proposed new contract with Countryside Veterinary Clinic for stray animals impounding services. Also enclosed is a copy of the current contract. Some of the fees have changed. In respect to microchipping pets, previously Countryside provided a choice to the pet owner to have a microchip placed in the impounded pet if it did not already have one. They will no longer provide this option. They will place a microchip in the impounded animal if it doesn't have one.

New with this Countryside contract is an Animal Impound Community Service Officer Information & Training Protocol which the City is being asked to approve with the contract renewal.

Suggested Motion:

Motion to approve the Countryside Veterinary Clinic Animal Impound contract.

Animal Impound Contract

Date: 5/24/2019

To: The City of NORWOOD YOUNG AMERICA, MN
From: Dr. Anna Ruelle, DVM/Owner of Countryside Vet Clinic
Jessy Halverson, Practice Manager of Countryside Vet Clinic



Countryside
Veterinary Clinic PLLC
13950 Highway 5
Young America MN 55397
(952) 442-4200

Greetings NORWOOD YOUNG AMERICA City Council Members,

Enclosed, please find our contract agreement for the stray animal impounding services we provide to your residents. Please review, sign and return it as soon as you are able to, **but no later than July 1, 2019**. You will note that the contract remains virtually unchanged since the implementation years ago. Prices reflect the cost of medical care and inflation; our services are provided at a minimal cost to the city as we value the service you provide, and we wish to keep your costs as low as possible.

You will note we have attached a Community Service Officer Information

You will note that section 7-j regarding permanent ID requires all pets without a permanent ID be microchipped (collars/tags do not constitute a permanent ID). Many other cities now require microchips with licensing which we would encourage you to consider for NORWOOD YOUNG AMERICA. This makes re-homing a lost animal much simpler for your officers and will help minimize the number of animals needing to be impounded. This is especially helpful for animals that are 'repeat offenders.' Countryside aids the pet owner with microchip registration at the time they claim their pet to ensure the microchip has a name and address linked to it in the future. If a pet already has a microchip placed but it is not registered, we ensure the chip gets registered appropriately once the pet owner is found.

A microchip is a small chip (size of 1/2 a rice granule) inserted under the skin of an animal that reflects a unique ID number (like a UPC code for a product in the store) that is linked with the pet and owner information stored in a database such as "HomeAgain." When a scanner picks up a microchip number the person using the scanner types in the unique number on a microchip finder website and then can find out company the chip is registered with (such as HomeAgain) and call that company. Depending on the person calling, the company may or may not release the pet owner information to that caller. Usually microchip companies will give veterinarians and police officers owner information directly so that we may call the owner; occasionally, they will act as an intermediary and call the owner with information about where the pet was found. This helps keep owner information private.

If you have any questions regarding the ongoing contract please contact Jessy Halverson, Practice manager at 952-442-4200. Please note that Lyle Braun is no longer a contact point for impounded animals, and we ask that you please let your officers and city officials know not to contact him.

Thank you for your prompt attention in this matter.

Sincerely,

Dr. Anna F. Ruelle, DVM

Jessy Halverson, Practice Manager

ENCLOSED- ANIMAL IMPOUND CONTRACT
ENCLOSED- CSO Information and Training Protocol

Animal Impound Contract



Countryside
Veterinary Clinic PLLC
13950 Highway 5
Young America MN 55397
(952) 442-4200

Countryside Veterinary Clinic (CVC) does hereby contract with the CITY OF NORWOOD YOUNG AMERICA to serve as an impound facility for dogs and cats, all according to the following terms and conditions:

1. CVC is not responsible for catching stray animals.
2. The City of NORWOOD YOUNG AMERICA city officials will arrange all transportation of stray animals to CVC's facility.
3. CVC will not be responsible for collecting any fees from owners of stray dogs/cats and said fees will be taken care of before owners are sent to CVC to collect their stray pet.
4. If a medical emergency situation occurs with a stray (such as an animal being hit by a car), CVC has the ethical obligation to the wellbeing of animals intrinsic to the veterinary field to do what we can to save the life of that animal and/or provide pain relieving treatment. The doctor on duty will make the decision to treat unless the prognosis is so grave that euthanasia is recommended. It is agreed that The City of NORWOOD YOUNG AMERICA will pay any fees incurred under these circumstances.
5. There is an ethical obligation to the wellbeing of animals intrinsic to the veterinary field. Because of this obligation, CVC will not euthanize any animal deemed adoptable until all avenues of adoption have been exhausted. It is agreed that The City of NORWOOD YOUNG AMERICA will pay the fees for transition of patient care for all unclaimed animals. This fee helps cover cost of spay/neuter, and additional vaccinations that all animals adopted from CVC will have performed. If, rarely, an animal is deemed unadoptable, the fee helps cover cost of euthanasia and cremation.
6. The City of NORWOOD YOUNG AMERICA will be responsible for posting of notices regarding stray animals that are currently being held.
7. CVC will receive compensation for services to be performed under this contract as follows:
 - a. \$32.00 per night boarding fee for dogs.
 - b. \$20.00 per night boarding fee for cats.
 - c. \$120.00 fee for transition of patient care if owner does not claim animal (after 5 business days).
 - d. \$44.00 fee for exam of animal, necessary to prevent the introduction of any contagious disease into our kennel. Animals will be treated at The City of NORWOOD YOUNG AMERICA expense for any such contagious conditions (i.e. fleas, upper respiratory infection).
 - i. All dogs entering our boarding facility will be given Bordetella vaccination. Bordetella, also known as "kennel cough" is highly contagious and our policy is that all dogs must be protected. The current fee is \$28.50. CVC has implemented a \$2.00 Hazardous Waste disposal fee, for vaccinations.
 - ii. All animals entering our boarding facility will be treated with Parastar or Credelio, a medication that starts killing fleas on the

Animal Impound Contract



Countryside
Veterinary Clinic PLLC
13950 Highway 5
Young America MN 55397
(952) 442-4200

- animal within 30 minutes. The current fee is \$18-20 depending on patient size.
- iii. Rabies Vaccination given at current fee of \$29.40
 - e. Current fee for any additional veterinary services required.
 - f. For animals that go home the same day as admitted to CVC there will be a \$25.00 intake and administration fee.
 - g. CVC will be available 24/7 to take impounds. Animals brought in after business hours will have a \$80.00 intake fee. Hours M-F 8-6 Sat. 8-12
 - h. CVC Primary goal is to reunite animals with their owners, if a client wants to pick up their animal when city offices are closed; CVC has the option of releasing the animal to owner after obtaining proper identification and contact information and payment of CVC services. Also CVC will collect any fees due the city for fines regarding stray animals and will send collected fines to city offices.
 - i. Countryside and the cities that it contracts with strongly recommend a pet have a permanent ID in place such as a microchip or tattoo. Therefore, any impounded animal without a permanent ID will be charged a microchip placement at a cost of \$45.00.
8. All fees incurred while stray animals are held at CVC through the statutory impounding requirements (currently 5 consecutive business days) will be paid by The City of NORWOOD YOUNG AMERICA. This may exceed 5 days, as some dogs may be impounded during non-business days.
9. This contract is valid for (please circle one):
- Dogs and Cats or Dogs Only
10. This contract will go into effect June 1, 2019 and will remain in effect until either party gives a 30 day notice of cancellation in writing.



Jessy Halverson, Countryside Veterinary Clinic Practice Manager

The City of NORWOOD YOUNG AMERICA, Mayor

The City of NORWOOD YOUNG AMERICA, City Clerk

Animal Impound Contract



Countryside
Veterinary Clinic PLLC
13950 Highway 5
Young America MN 55397
(952) 442-4200

Countryside Veterinary Clinic PLLC (CVC) does hereby contract with the City of Victoria to serve as an impound facility for dogs and cats, all according to the following terms and conditions:

1. CVC is not responsible for catching stray animals.
2. The City of Victoria city officials will arrange all transportation of stray animals to CVC's facility.
3. CVC will not be responsible for collecting any fees from owners of stray dogs/cats and said fees will be taken care of before owners are sent to CVC to collect their stray pet.
4. If a medical emergency situation occurs with a stray (such as an animal being hit by a car), CVC has the ethical obligation to the well being of animals intrinsic to the veterinary field to do what we can to save the life of that animal and/or provide pain relieving treatment. The doctor on duty will make the decision to treat unless the prognosis is so grave that euthanasia is recommended. It is agreed that The City of Victoria will pay any fees incurred under these circumstances.
5. There is an ethical obligation to the well being of animals intrinsic to the veterinary field. Because of this obligation, CVC will not euthanize any animal deemed adoptable until all avenues of adoption have been exhausted. It is agreed that The City of Victoria will pay the fees for euthanasia and cremation for all unclaimed animals, whether they are euthanized immediately after the required hold time or not. These fees help cover cost of spay/neuter, vaccinations, microchip that all animals adopted from CVC will have performed.
6. The City of Victoria will be responsible for posting of notices regarding stray animals that are currently being held.
7. CVC will receive compensation for services to be performed under this contract as follows:
 - a. \$32.00 per night boarding fee for dogs.
 - b. \$20.00 per night boarding fee for cats.
 - c. \$60.00 fee for euthanasia if owner does not claim animal (after 5 business days).
 - d. \$60.00 fee for cremation if owner does not claim animal (after 5 business days).
 - e. \$44.00 fee for exam of animal, necessary to prevent the introduction of any contagious disease into our kennel. Animals will be treated at The City of Victoria expense for any such contagious conditions (i.e. fleas, upper respiratory infection).
 - i. All dogs entering our boarding facility will be given Bordetella vaccination. Bordetella, also known as "kennel cough" is highly contagious and our policy is that all dogs must be protected. The current fee is \$28.50. CVC has implemented a \$2.00 Hazardous Waste disposal fee, for vaccinations.

Copy of
Contracts

Animal Impound Contract



Countryside
Veterinary Clinic PLLC
13950 Highway 5
Young America MN 55397
(952) 442-4200

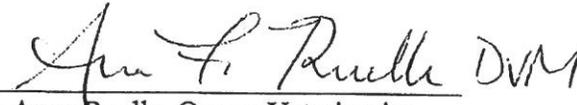
- ii. All animals entering our boarding facility will be treated with Capstar, a medication that starts killing fleas on the animal within 30 minutes. The current fee is \$14.00.
 - iii. Rabies Vaccination given at current fee of \$28.00
 - f. Current fee for any additional veterinary services required.
 - g. For animals that go home the same day as admitted to CVC there will be a \$25.00 intake and administration fee.
 - h. CVC will be available 24/7 to take impounds. Animals brought in after business hours will have a \$25.00 intake fee. Hours M-F 8-6 Sat. 8-2
 - i. CVC Primary goal is to reunite animals with their owners, if a client wants to pick up their animal when city offices are closed; CVC has the option of releasing the animal to owner after obtaining proper identification and contact information and payment of CVC services. Also CVC will collect any fees due the city for fines regarding stray animals and will send collected fines to city offices.
 - j. Countryside and the cities that it contracts with strongly recommend a pet have a permanent ID in place such as a microchip or tattoo. Therefore, any impounded animal without a permanent ID will be charged a microchip placement at a cost of \$45.00 or an owner may choose to decline a microchip for a \$100.00 declination fee.
8. All fees incurred while stray animals are held at CVC through the statutory impounding requirements (currently 5 consecutive business days) will be paid by The City of Norwood Young America. This may exceed 5 days, as some dogs may be impounded during non-business days.
9. This contract is valid for (please circle one):

Dogs and Cats or Dogs Only

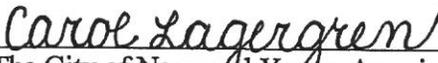
10. This contract will go into effect May 1, 2017 and will remain in effect until either party gives a 30 days notice of cancellation.



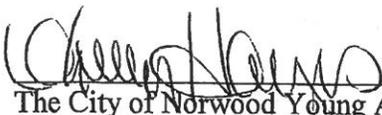
Lyle Braun, Practice Manager

 DVM

Dr. Anna Ruelle, Owner Veterinarian



The City of Norwood Young America, Mayor



The City of Norwood Young America, City Clerk

Animal Impound Community Service Officer Information & Training Protocol

To be distributed for training and implementation



Countryside
Veterinary Clinic PLLC
13950 Highway 5
Young America MN 55397
(952) 442-4200

When an animal is found loose within the bounds of the CSO coverage area, that animal may be impounded with the city/township in which it was found.

The impound process is a community service the city/township provides to its citizens. Countryside Veterinary Clinic acts as a community partner with many cities and townships to aid in the process of animal care and safety for impounded animals.

We (Countryside) want to ensure that CSO officials are in complete understanding of the impound process, and are in turn **very clear with what they then communicate to citizens.**

Important facts to know and communicate correctly:

- A citizen may not impound an animal. A concerned citizen **can** come in with a stray animal and check for a microchip, but they must still contact the city to have the animal impounded with an officer.
- **The person that found the animal does not have any right to claim the animal.**
- Once an animal is impounded, they are held at Countryside for an allotted amount of time (determined by the city/township) in order for the animal to be claimed by the rightful owner.
- When an animal is impounded the **CITY/TOWNSHIP is charged** for Countryside's services to house and care for the animal (see contract attached).
- When an animal is claimed by an owner, **the owner must pay the city** all fines related to impounding. Most cities/townships pass along the costs of Countryside's services to the owner as well as adding their own city fees.
- Countryside asks owners to have the receipt of payment and an ID ready when they come to pick up the animal.
- If an animal is not claimed in the allotted amount of time determined by the city contract, Countryside legally becomes the owner of that animal.
- **Unclaimed animals are never euthanized** unless there are extreme circumstances in which a Veterinarian deems the dog is suffering or is unadoptable (severe aggression).
- Countryside provides additional services to get the animal completely ready for adoption such as surgical care (spay/neuter/dentistry/mass removals etc), full vaccinations, heartworm and tick-panel test, and medication if needed to treat any medical conditions.
- Countryside determines an adoption fee for the animal to help offset the costs of care for the animal and Countryside will determine and approve of any adopter at their discretion.

Please see the attached contract template (Addendum 1) for further detail.

Animal Impound Community Service Officer Information & Training Protocol

To be distributed for training and implementation



Countryside
Veterinary Clinic PLLC
13950 Highway 5
Young America MN 55397
(952) 442-4200

MICROCHIPS:

A microchip is a small chip (size of 1/2 a rice granule) inserted under the skin of an animal that reflects a unique ID number (like a UPC code for a product in the store) that is linked with the pet and owner information stored in a database such as "HomeAgain." When a scanner picks up a microchip number the person using the scanner types in the unique number on a microchip finder website and then can find out company the chip is registered with (such as HomeAgain) and call that company. Depending on the person calling, the company may or may not release the pet owner information to that caller. Usually microchip companies will give veterinarians and police officers owner information directly so that we may call the owner; occasionally, they will act as an intermediary and call the owner with information about where the pet was found. This helps keep owner information private.

A microchip is not a tracking device- a battery would be required in order to track a pet. It is simply a reflector with a unique number that is able to be read by a special scanner.

AFTER HOURS IMPOUNDING:

Call Countryside's Practice Manager Jessy Halverson 651-247-2141. She or a team member will then meet an officer at Countryside to impound the pet safely. If after 10 minutes you are unable to reach Jessy, call Dr. Anna Ruelle 802-735-5534.

Countryside hours are M-F 8-6 Sat. 8-12

Clerks/City Office Staff:

Please remember that the owner must pay all associated fees for impounding at the city office. They will need a receipt of payment before their animal will be released back into their custody from Countryside. We also require the person to provide a form of ID when picking up their pet.

Impounding Process:

When an officer brings a pet in to Countryside we do the following:

1. Scan for microchip
2. Copy the officer's paperwork or notate where the pet was picked up
3. Get patient weight
4. Take a picture of the pet to post on social media
5. Get the pet into a clean, safe housing environment separated from other animals and capable of being quarantined if necessary
 - a. Food, water and bedding is provided as well as climate control including a heated floor in the winter months
6. Perform an exam and administer infectious disease vaccines and preventatives as soon as possible
7. Enter medical records and charges entered into our computer system
8. Provide daily care for the pet with trained Countryside team members
9. Direct pet owners to call city/township office to claim the pet and pay any fees
10. Take on ownership and responsibility of the animal. If a pet is not claimed in the allotted timeframe and make every effort to adopt it out to a new home after the pet has been spayed/neutered, fully vaccinated and provided any other needed medical care

Animal Impound Community Service Officer Information & Training Protocol

To be distributed for training and implementation



Countryside
Veterinary Clinic PLLC
13950 Highway 5
Young America MN 55397
(952) 442-4200

ADDENDUM 1: Animal Impound Contract template

Countryside Veterinary Clinic (CVC) does hereby contract with the CITY OF () to serve as an impound facility for dogs and cats, all according to the following terms and conditions:

1. CVC is not responsible for catching stray animals.
2. The City of () city officials will arrange all transportation of stray animals to CVC's facility.
3. CVC will not be responsible for collecting any fees from owners of stray dogs/cats and said fees will be taken care of before owners are sent to CVC to collect their stray pet.
4. If a medical emergency situation occurs with a stray (such as an animal being hit by a car), CVC has the ethical obligation to the wellbeing of animals intrinsic to the veterinary field to do what we can to save the life of that animal and/or provide pain relieving treatment. The doctor on duty will make the decision to treat unless the prognosis is so grave that euthanasia is recommended. It is agreed that The City of () will pay any fees incurred under these circumstances.
5. There is an ethical obligation to the wellbeing of animals intrinsic to the veterinary field. Because of this obligation, CVC will not euthanize any animal deemed adoptable until all avenues of adoption have been exhausted. It is agreed that The City of () will pay the fees for transition of patient care for all unclaimed animals. This fee helps cover cost of spay/neuter, and additional vaccinations that all animals adopted from CVC will have performed. If, rarely, an animal is deemed unadoptable, the fee helps cover cost of euthanasia and cremation.
6. The City of () will be responsible for posting of notices regarding stray animals that are currently being held.
7. CVC will receive compensation for services to be performed under this contract as follows:
 - a. \$32.00 per night boarding fee for dogs.
 - b. \$20.00 per night boarding fee for cats.
 - c. \$120.00 fee for transition of patient care if owner does not claim animal (after 5 business days).
 - d. \$44.00 fee for exam of animal, necessary to prevent the introduction of any contagious disease into our kennel. Animals will be treated at The City of () expense for any such contagious conditions (i.e. fleas, upper respiratory infection).
 - i. All dogs entering our boarding facility will be given Bordetella vaccination. Bordetella, also known as "kennel cough" is highly contagious and our policy is that all dogs must be protected. The current fee is \$28.50. CVC has implemented a \$2.00 Hazardous Waste disposal fee, for vaccinations.

Animal Impound Community Service Officer Information & Training Protocol

To be distributed for training and implementation



Countryside
Veterinary Clinic PLLC
13950 Highway 5
Young America MN 55397
(952) 442-4200

- ii. All animals entering our boarding facility will be treated with Parastar or Credelio, a medication that starts killing fleas on the animal within 30 minutes. The current fee is \$18-20 depending on patient size.
 - iii. Rabies Vaccination given at current fee of \$29.40
 - e. Current fee for any additional veterinary services required.
 - f. For animals that go home the same day as admitted to CVC there will be a \$25.00 intake and administration fee.
 - g. CVC will be available 24/7 to take impounds. Animals brought in after business hours will have a \$80.00 intake fee. Hours M-F 8-6 Sat. 8-12
 - h. CVC Primary goal is to reunite animals with their owners, if a client wants to pick up their animal when city offices are closed; CVC has the option of releasing the animal to owner after obtaining proper identification and contact information and payment of CVC services. Also CVC will collect any fees due the city for fines regarding stray animals and will send collected fines to city offices.
 - i. Countryside and the cities that it contracts with strongly recommend a pet have a permanent ID in place such as a microchip or tattoo. Therefore, any impounded animal without a permanent ID will be charged a microchip placement at a cost of \$45.00.
8. All fees incurred while stray animals are held at CVC through the statutory impounding requirements (currently 5 consecutive business days) will be paid by The City of (). This may exceed 5 days, as some dogs may be impounded during non-business days.
9. This contract is valid for (please circle one):
- Dogs and Cats or Dogs Only
10. This contract will go into effect July 1, 2019 and will remain in effect until either party gives a 30 day notice of cancellation in writing.

Jessy Halverson, Countryside Veterinary Clinic Practice Manager

The City of (), Mayor

The City of (), City Clerk



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: July 22, 2019
SUBJECT: Cable Access Station Equipment Upgrade

Enclosed are two quotes for all new equipment for the City's Cable Access Station and also a quote from Rudy Vigil to install the Alpha Video equipment. Mr. Vigil is the operator of the City of Willmar's Cable Access Stations. The quotes are as follows:

| | |
|---------------------------|----------|
| EPA Audio Visual, Inc. | \$20,840 |
| Alpha Video | \$9,810 |
| Rudy Vigil Alpha Video | |
| Alpha Video Equipment | |
| Installation and training | \$1,250 |

The equipment is proposed to be purchased with the proceeds from the Cable Franchise fees.

Elroy Latzig is the current Cable Access Station operator and he also houses the equipment in his home. With the purchase of the new equipment, proposed is to discuss relocating the operation of the Cable Access Station to City Hall and City staff operating the channel. Mr. Latzig is willing to continue to do video recordings of Central School events for annual fee of \$3,000.

Suggested Motion:

Motion to approve the purchase of Cable Access Station equipment from Alpha Video for \$9,810 and to hire Rudy Vigil to install the equipment and provide staff training for \$1,250.

Norwood Young America

PROJECT
PROPOSAL

Your Space... Our Technology



This Proposal Compiled for:
Elroy Latzig
Playback System

City of NYA
310 Elm St West
Norwood Young America, MN 55368



7910 State Highway 55
Rockford, MN 55373
763-477-6931 • 800-362-3674
www.epaaudio.com
FAX 763-477-4395

Project Address:

City of NYA
Elroy Latzig
310 Elm St West
NYA, MN 55368

January 30, 2019

Ken Kunkel
EPA Regional Sales Manager

Matt Peterson
Systems Design Engineer

Subject: Playback System

City of NYA - Elroy - Playback System - 013019

Based on the information given and site visit, we have prepared this proposal to install the audio visual system at The City of NYA. This proposal includes the scope of work, system costs, standard warranty, scheduling and implementation.

EPA is a premier communication technology integration firm. We specialize in design and design/build A/V solutions as well as A/V technology upgrade solutions for integrated multimedia presentation systems, audio systems, distributed media, video conferencing and portable systems.

Scope of Work

During the proposed installment, EPA Audio Visual, Inc. will incorporate an analog playback system and provide initial checkout of on-line connection with Tigtrope Media Systems.

Playback Backbone: A Tigtrope HD server (4TB/RAID 0) and bulletin board system will provide the means to broadcast and playback of community video information. Input sources will include a broadcast feed from the boardroom system and an owner-furnished Cable tuner to be used as a music source. The system will feed an owner-furnished analog channel modulator.

Training: TRMS (Tigtrope Media Systems) phone support/training is included and is the responsibility of the end-user to coordinate and complete.

Signal Monitoring: A 1RU HD-SDI video and audio monitor will provide a means to verify signal prior to standard definition RF modulation.

Equipment Rack: A Middle Atlantic 14-space Slim-5 equipment rack will house the backbone and supporting equipment.

**Power shall be provided prior to installation date. EPA recommends a quad outlet, 15 or 20 amp circuit, at the rack location.*

Construction and electrical requirements necessary to complete this room are not included in the proposal. A general and electrical contractor may have to be contracted by the owner.

Networking: The TRMS equipment will require connection on the same network as the control PC.

Construction and electrical requirements necessary to complete this room are not included in the proposal. A general and electrical contractor may have to be contracted by the owner.

This proposal is valid for 60 days. Thereafter it is subject to change.

System Implementation

EPA provides a turnkey audio visual system, including equipment, materials, testing, training and warranty. Installation includes engineering, labor, and hardware for display, audio, video, control systems, equipment rack, equipment mounting, plates, panels, connectors and cables. The following items are dependent on project requirements:

Application Engineering:

- Meet with the client's representatives to answer questions during proposal and project reviews.
- Develop and review equipment lists and scope of work to ensure functionality of proposed system.
- Advise conduit and electrical requirements when applicable.
- Review architectural, electrical and millwork drawings.
- Recommend or review acoustical changes or requirements.
- Provide speaker placement for proper coverage.

Project Management:

- Meetings with client's technical/contract representatives to answer questions and/or resolve issues.
- Coordinate installation process, system implementation, monitoring and submittal review with client and their contractors.
- Stage equipment and materials at our location.
- Submit owner's manuals and equipment documentation upon request.
- Supervise end user training on systems.

Installation Labor:

- Terminate and label AV system cable that is part of our project.
- Mount/rack AV equipment as specified in the scope of work.
- Adjusting and balancing audio gain settings, equalization and DSP configuration.
- Assure that the system meets design criteria and functions per the scope of work.
- Site clean-up and disposal of packaging, etc. This does not include existing equipment recycling.
- Pricing is based upon standard business hours of 8:00 am until 4:30 pm CST Monday through Friday. Second and third shifts may require additional labor unless a prior agreement has been made.

Exclusions:

- All conduit, high voltage wiring, breakers, relays, boxes, receptacles, etc.
- Building or site construction or demolition.
- Concrete cutting, core drilling etc.
- Sheet rock replacement or repair necessary for implementation of AV system.
- Ceiling tile or grid work removal or replacement.
- All millwork (moldings, trim, etc.).
- Permits (unless specified in contract).
- Painting or refinishing necessary for implementation of AV system.

System Costs

The system costs include the provision of equipment, hardware, cable, connectors, etc., as well as all engineering, project management, and field installation labor necessary to provide a complete operational system as described above.

Video Equipment:

| Qty | Brand | Model and Description | \$Each | \$Extended |
|-----|-------------|--|----------|------------|
| 1 | TRMS | CBL-FLEXLITE-340, 2 Channel Configurable 1x1 or 0x2 SD/HD SDI Encode/Decode, Multi-format Server with 4TB of Storage in a 1 RU Chassis. Selectable SD or HD SDI with embedded audio. Includes Cablecast Automation and Carousel Server Software, Graphics, Crawl, Bug, Bug Text on Output, 3 Year Hardware Warranty and 3 Hours of Installation Support and Training. | 8,950.00 | 8,950.00 |
| 1 | TRMS | CAR-CG340SDI, Carousel Bulletin Board Configured for Broadcast in a 1RU Chassis. SDI and Composite Outputs, Genlock Input, Hardware Accelerated Graphics. All Carousel features as well as interface with the Cablecast schedule for display of "Airs Again On", "Coming up Next" and Cablecast schedule bulletins updated dynamically throughout the day. Includes Carousel Player License, Carousel Channel License, 3 Year Hardware Warranty and 1 Hour of Remote Installation Support and End User | 2,895.00 | 2,895.00 |
| 4 | TRMS | CBL-SVC-PH-HRLY, Phone Training (\$150/hr) | 150.00 | 600.00 |
| 1 | Unknown | Cable Tuner (Music Source) | OFF | OFF |
| 1 | Black Magic | BMD-VHUBSMART6G1212, 12x12 Smart Video Hub | 1,885.00 | 1,885.00 |
| 1 | Black Magic | BMD-CONVNTRM/BA/SDIAN, Teranex Mini SDI to Analog Converter | 669.00 | 669.00 |
| 2 | Black Magic | BMD-CONVNTRM/YA/SMTPN, Smart Control Panel | 115.00 | 230.00 |
| 1 | Black Magic | BMD-CONVMSYNC, Blackburst Generator | 265.00 | 265.00 |
| 1 | Black Magic | BMD-HDL-AUDMON1RU, Video & Audio Monitor | 1,615.00 | 1,615.00 |
| 1 | Unknown | Standard Definition RF Modulator | OFF | OFF |
| 1 | Liberty | NRS8FP, 10/100 PoE+ 8 Port Communication Interface | 145.00 | 145.00 |

Equipment Rack:

| Qty | Brand | Model and Description | \$Each | \$Extended |
|-----|-----------------|--|--------|------------|
| 1 | Middle Atlantic | 5-14, 14 Space Slim 5 Rack 20" D | 312.00 | 312.00 |
| 1 | Middle Atlantic | SP-5-14, Metal Side Panels for Slim 5 | 185.00 | 185.00 |
| 3 | Middle Atlantic | UFA-8-F1, 1RU 8"D RackShelf w/ 1RU Faceplate | 48.00 | 144.00 |
| 1 | Black Magic | BMD-CONVNTRM/YA/RSH, Teranex Mini - Rack Shelf | 115.00 | 115.00 |
| 1 | JG Solutions | JB11-15A-EPA1, Rack Mount Power Strip | 125.00 | 125.00 |

Summary

\$Totals

| | |
|--|------------------|
| Equipment Total: | |
| Installation Materials: | 18,135.00 |
| Installation Labor/Project Management: | 240.00 |
| Design/Engineering: | 2,070.00 |
| Shipping: | 270.00 |
| | 125.00 |
| Project Total: | 20,840.00 |

+ laptop

Same to Hamb.
10%

** Sales Tax not included if applicable*

***This proposal is valid for 60 days. Thereafter it is subject to change.*



Quotation

7690 Golden Triangle Drive, Eden Prairie, MN 553445
 Phone: 952-896-9898 - Fax 952-896-9899 - Visit us at www.alphavideo.com

| Date | Quote # | Cust # |
|----------|--------------|--------|
| 07/08/19 | AAAQ44682-02 | |

We are an equal opportunity employer

| Prepared For: | Sales Representative: |
|--|---|
| Steve Helget City of Norwood Young America 310 Elm St W Norwood Young America, MN 55368 Phone: (952)467-1805 Fax: Terms: NET 30 Ship via: Best Way | Mike Pouh Sales Executive 952-841-3365 mike.pouh@alphavideo.com |

| ID # | Item | Description | Qty | Unit Price | Ext. Price | List Price |
|-------------------------|------------------|---|-----|------------|-------------------|---------------|
| Tightrope System | | | | | | |
| 1 | CBL-VIOLITE-600 | Tightrope Cablecast VIO Lite Video Server 2 channel configurable 1x1 or 0x2 SD/HD SDI encode/decode, multi-format server with 8TB of storage in a 1 RU chassis. Selectable SD or HD SDI with embedded audio. Pulls in RTP, RTMP and HLS streams. Includes Cablecast Automation, Video and CG server Software. Cablecast G Player Software is optional. Includes graphics, crawl, bug, bug text on output. 3 year hardware warranty and 2 hours of installation support and training within first year. | 1 | \$7,755.00 | \$7,755.00 | \$8,995.00 |
| 2 | CBL-CGPLAYER-LIC | Tightrope Cablecast Cablecast CG Player License Cablecast CG bulletin board software for installation in Cablecast VIO video servers. All bulletin board features and native integration with the Cablecast schedule for display of "Airs Again On", "Coming up Next" and Cablecast schedule bulletins, updated dynamically throughout the day. | 1 | \$1,290.00 | \$1,290.00 | \$1,400.00 |
| 3 | CONVMASA | Blackmagic Design Mini Converter SDI to Analog | 2 | \$195.00 | \$390.00 | \$195.00 |
| 4 | 60-439-20 | Extron Three Output Composite Video and Stereo Audio Distribution Amplifier | 1 | \$165.00 | \$165.00 | \$298.00 |
| 5 | 60-190-20 | Extron 1RU 3.5" Deep Rack Shelf Kit, Gray | 1 | \$75.00 | \$75.00 | \$130.00 |
| 6 | E2016HV | Dell E2016HV - LED monitor - 20" (19.5" viewable) - 1600 x 900 - TN - 200 cd/m ² - 600:1 - 5 ms - VGA | 1 | \$110.00 | \$110.00 | \$110.00 |
| 7 | 920-002478 | Logitech Slim Corded Keyboard - Cable Connectivity - USB Interface - English - Black | 1 | \$15.00 | \$15.00 | \$15.00 |
| 8 | 910-001601 | M100 USB CORDED OPTICAL WHEEL MOUSE BLACK | 1 | \$10.00 | \$10.00 | \$10.00 |
| SubTotal | | | | | \$9,810.00 | \$0.00 |

Shipping charges are not included and will be billed at actual cost.
 Sales tax is not included and will be billed at actual.
 A 3% convenience will be added for credit card payments.

| | |
|--------------|-------------------|
| Sub Total | \$9,810.00 |
| Sales Tax | \$0.00 |
| Shipping | \$0.00 |
| Total | \$9,810.00 |

Accepted by: _____ Date: _____ PO: _____

All information contained within this quote is valid for the next 30 days. Thereafter, all prices and applicable charges are subject to change. MINIMUM 15% RESTOCKING FEE WITH ORIGINAL PACKAGING.

City Admin

From: Rudy V. <rudy3@hotmail.com>
Sent: Monday, July 8, 2019 11:49 AM
To: City Admin; Rudy V.
Subject: Quote
Attachments: Tightrope Payout System r2.pdf

Steve,

Here is the access equipment quote.

My cost to setup, install and do training on the equipment would be \$1,250.00

If you have any questions feel free to contact me.

Please email or text me so I know you got this information.

Rudy



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: July 22, 2019
SUBJECT: Approve Economic Development / Marketing Director Job Description and
Advertise Position Opening

Enclosed is the proposed Economic Development / Marketing Director job description

Suggested Motion:

Motion to approve the Economic Development / Marketing Director Job Description and to authorize advertising position opening.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: July 22, 2019
SUBJECT: Approve Economic Development / Marketing Director Job Description and
Advertise Position Opening

Enclosed is the proposed Economic Development / Marketing Director job description

Suggested Motion:

Motion to approve the Economic Development / Marketing Director Job Description and to authorize advertising position opening.



ECONOMIC DEVELOPMENT / MARKETING DIRECTOR

Department: Administration
Supervisor: City Administrator or Designee
Pay Grade: 14
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Economic Development / Marketing Director performs skilled and administrative work. This position will be responsible for providing guidance and assistance towards business retention, expansion, and attraction. These responsibilities involve considerable public contact with business owners, developers, and real estate brokers, the Norwood Young America Economic Development Commission, Carver County CDA and Open to Business, and the NYA Area Chamber of Commerce. Other primary responsibilities include updating the City website and social media, creating and maintaining newsletters and other marketing materials, and verifying compliance with the City Code.

HOURS OF WORK

8:00am – 4:30pm

Exceptions to these hours may include meetings, approved Personal Time Off (PTO) or leave request, and off-site meetings or trainings. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 30 to 40-hour workweek.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- Bachelor's degree in business, urban policy, public administration, finance, economic development, marketing or a related field
- At least two years professional related economic development or business experience
- Strong communication skills
- Valid Minnesota Driver's License

Desired Qualifications

- Working knowledge of Tax Increment Financing, Tax Abatement, Minnesota Department of Employment and Economic Development programs, other grant/loan organizations
- Experience in grant procurement and administration
- Four years or more experience of professional related economic development or business experience
- Certification from the International Economic Development Council or the National Development Council
- Experience working with Microsoft Office programs

ESSENTIAL FUNCTIONS

- Serves as key point of contact for prospective businesses and businesses seeking to expand in the city. Assists businesses in understanding and meeting requirements of applicable City Codes and development processes. Provides information and guidance about economic development assistance and incentive programs. Assists in the negotiation and implementation of development agreements, including tax increment financing, tax abatement, and other state and federal programs. Serves as lead staff with implementation of Downtown Redevelopment Plan.
- Provides staff support to the Norwood Young America Economic Development Commission and other committees/commissions as directed.
- Builds relationships with local businesses through frequent visits, outreach and communication.
- Makes recommendations to the Norwood Young America Economic Development Commission in the establishment of strategies, policies, and programs supporting the City's overall economic development goals and objectives and carries them out as directed.
- Administers and markets local economic development assistance programs, including loan and grant programs. Identifies funding opportunities for economic development projects.
- Ensures coordination, collaboration and consensus of development and redevelopment efforts by working closely with Carver County CDA and Open to Business, the NYA Area Chamber of Commerce, and other agencies.
- Develops and maintains positive relationships with city staff, city council, members of advisory commissions, consultants, business owners, developers, lending institutions, and related organizations.
- Disseminates information on available land, buildings, and development opportunities, through outreach to interested parties, the City's website and social media.
- Attends professional workshops and conferences for economic development.
- Provides customer service and assistance to the public, business owners, and other staff. Receives nuisance complaints and verifies code compliance. Maintains city website and social media accounts. Creates and updates newsletters, brochures and other marketing materials. Maintains the City Code, Commission books and posts public and legal notices. Manages the rental facilities calendar, rental dwelling licensing, cable access station operation and cemeteries.

KNOWLEDGE, SKILLS AND ABILITIES

Ability to be a "champion" for the City by passionately articulating the opportunities, amenities, and benefits of a business staying, locating, or expanding in the city.

Ability to guide businesses and developers through complex economic development programs and through City Code and development processes.

Ability to analyze complex information and communicate it clearly and concisely to a wide variety of audiences.

Ability to actively market economic development opportunities in order to attract, retain, and grow business/industry.

Ability to work collaboratively and build consensus around economic development initiatives. Ability to coordinate and consult with many individuals, consultants, agencies, etc. to successfully complete projects/developments.

Knowledgeable in economic development tools, including but not limited to Tax Increment Financing, Tax Abatement, Minnesota Department of Employment and Economic Development programs, other grant/loan organizations.

Ability to maintain and operate approved budget.

Ability to work with and without direct supervision and both independently and as a team player. Possess strong customer service, communication, and presentation skills. Ability to plan, organize, prioritize and multi-task.

Possess or has ability to gain the knowledge of municipal operations including: City policies, procedures, ordinances, state and federal laws and statutes. Ability to research and analyze data and to make recommendations.

All positions within the City require the ability to present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, attend trainings to update knowledge and maintain required licenses.

Ability to attend work punctually and regularly. Ability to attend meetings outside regular work hours.

OTHER DUTIES AND RESPONSIBILITIES

Perform other duties and assume responsibilities as apparent or assigned.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an Economic Development / Marketing Director to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.

- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I can perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: July 22, 2019
SUBJECT: Approve Tax Forfeiture Parcel

Periodically Carver County circulates a list of properties to Cities that have gone tax-forfeit with the goal of disposing of the property usually by a bidding process open to the public.

Enclosed is a letter from Carver County about two properties that are being considered for the 2019 sale of tax forfeited land (see enclosed aerial map). Prior to selling the properties, the County asks the respective jurisdiction if they have need for the property. City staff has reviewed the two parcels and has determined there is not a public use.

In respect to parcel 58.0500750, Andy and Julie Wigfield, 524 Elm St. W., who abut the property, have expressed an interest in acquiring the parcel. The City Attorney is researching the options for them to acquire it and will provide those options for Council consideration at the meeting.

Enclosed is Resolution 2019-19 which declares parcel 58.0500480 for tax forfeiture public sale.

Suggested Motion:

Motion to approve Resolution 2019-19, a Resolution approving the Tax Forfeiture of a parcel for public auction.

Norwood Young America

RESOLUTION 2019-19

A Resolution approving Tax forfeiture parcel for Public Sale

WHEREAS, Carver County has provided the City with a list of non-conservation property which have become tax-forfeit as a result of nonpayment of property taxes and/or special assessments; and

WHEREAS, these parcel 58.0500480 have been reviewed; and

WHEREAS, the parcel is zoned R-3 Medium Density Mixed Residential. The R-3, Medium Density Mixed Residential District, is intended to provide and preserve areas within the City currently established or primarily designated for medium-density residential development by the 2030 Comprehensive Plan; and

WHEREAS, the City has no potential public use for the property; and

WHEREAS, The City certifies that it is not aware of any wells located on the property.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, CARVER COUNTY, MINNESOTA THAT IT:

1. Approves the classification made by the County Board of Caver County of parcels as non-conservation land.
2. Approves the parcel for public auction.

Adopted by the City Council this 22nd day of July 2019.

Carol Lagergren, Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer



Carver County
Land Records Department
Government Center
600 East Fourth Street • Chaska, MN 55318-2102

June 7, 2019

City of Norwood Young America
Steve Helget
P.O. Box 59
Norwood Young America, MN 55368-0059

Dear Steve,

We are working toward a 2019 tax forfeited land sale. Enclosed you will find the following documents pertaining to land forfeited to the State of Minnesota for non-payment of property taxes in your city:

- *Certificate of County Board of Classification of Forfeited Lands* to be reviewed and signed
- Copy of the *Certificate of Forfeiture* indicating the date of forfeiture
- Map showing the location of the forfeited parcel(s)
- Application for *State Deed for Tax Forfeited Land* and *Conditional Use Deed Supplement*
- *Wetlands Certification Form*
- *Well Disclosure Certificate form*

On behalf of the taxing districts, our goal is to return these parcels to the tax rolls or assist local jurisdiction in withholding the property for public use or purchasing for a public purpose.

In preparation for a 2019 tax forfeited land sale, Carver County along with the cities and townships are given the opportunity to withhold parcel(s) for conditional use or purchase parcel(s) for public purpose. Please review the attached *Listing of Tax Forfeited Lands* from 2017 and 2018 to determine if your City would like to acquire any of the tax forfeited parcels located in your jurisdiction. If your City decides not to withhold any of the parcel(s) on the attached list, you will need to approve the parcel to be sold at a tax forfeit land sale.

Classification and values for all parcels listed were approved by the County Board on May 7, 2019. Parcels have been approved for sale by the DNR unless indicated on the attached list. Only certain forfeited parcels need to be reviewed by the Minnesota Department of Natural Resources (DNR) to determine whether each property may be sold or if the DNR will withhold from the sale. The DNR does not need to review parcels that are part of platted subdivisions and do not have specific characteristics related to timber, waterfront, peat, mineral lease or mining unit, preserves, non-forested marginal land, wetland, etc.

A governmental subdivision requests a purchase or other acquisition of a forfeited parcel by filing a written request with the Land Records Manager, acting on behalf of the Carver County Auditor, to withhold the parcel from sale or lease to others. These procedures also apply to town boards, governing bodies of municipalities, parks and recreation boards in cities of the first class, and state agencies (Minnesota Statutes 282.01). Withholding from sale requires the county board to refrain from selling or leasing the property to anyone else for up to six months.

Special assessment certifications for any special assessments levied after the date of forfeiture will be added to the basic sale price when the parcel is sold at a tax forfeit land sale. Please confirm any special assessments that were levied after the date of forfeiture. Special assessments previously certified prior to the date of forfeiture will be removed. You may recertify any remaining balance after the parcel has been sold. They must be certified to the Property Tax Department by November 30th, following the sale of said property. Please take into consideration that recertifying the special assessments to a parcel may make the parcel unaffordable for a potential buyer.

You can review current State Laws regarding withholding/purchasing tax forfeited land by visiting the State of Minnesota website. The link to Minnesota State Statutes is: <https://www.revisor.mn.gov/statutes/?id=282.01> and the link to the Delinquent Tax & Tax Forfeiture Manual is: <https://www.revenue.state.mn.us/sites/default/files/2019-01/redbook.pdf>. Information referring to government acquisition begins on page 161.

Per MS 282.01, we require a certified copy of the City Council/Township Board Resolution authorizing any of the following actions taken by your City Council/Township Board. Please select one of the following options for each parcel listed:

- Approve the parcel(s) for public auction;
- The sale of land pursuant to subdivision (MS 282.01 subd. 7a); which shall be subject to any conditions imposed by the county board pursuant to section 282.03. Please indicate whether or not the parcel of land is a buildable lot. If the lot is unbuildable, do you *recommend* the parcel(s) be limited for sale to adjacent landowners?
- Request a conveyance to your City/Township on a Conditional Use Deed, Fee Required is \$250 for an authorized public use **OR**
- Purchase the parcel for an authorized public purpose at appraised value (MS 282.01, subd. 1a. par. (b) or subd. 3).

Please return the original CERTIFICATE OF COUNTY BOARD OF FORFEITED LANDS no later than August 6, 2019, sixty (60) days from the date of this letter:

- The original CERTIFICATE OF COUNTY BOARD OF FORFEITED LANDS signed by the City Council/Township board.

Please return the following if applicable:

- **If you wish to withhold a parcel from sale for a conditional use**, please complete and return the following for each parcel no later than **August 6, 2019**, sixty (60) days from the date of this letter:
 - *Application for State Deed for Tax-Forfeited Land*
 - *Supplemental Information for a Conditional Use Deed* along with a check for \$250.00 payable to the Commissioner of Revenue. (If this application is denied, the Commissioner shall refund \$150.00 of the application fee).
 - Certified copy of City Council/Township Board Resolution authorizing action taken.
 - A check payable to Carver County for \$52.65 filing fees (\$1.65 deed tax and \$5.00 Ag Conservation fee, \$46.00 recording fees).
- **If you wish to purchase one or more parcels for authorized public purpose**, please complete and return the following no later than **August 6, 2019**, sixty (60) days from the date of this letter:
 - *Application for State Deed for Tax-Forfeited Land*
 - One check payable to Carver County for following fees:
 - Purchase price
 - \$25 for state deed;
 - 3% surcharge fee based on the purchase price;
 - Deed tax (.0033 x purchase price. Minimum is \$1.65 if \$500 or less.);
 - \$5.00 Ag Conservation fee; and
 - \$46.00 for recording fee.
 - \$50.00 well certificate fee (if applicable)

The City Council/Township Board must respond no later than August 6, 2019, sixty (60) days from the date of this letter. Please be advised that if we have not received a response, we will proceed with the land sale.

Please contact me if you have any questions.

Sincerely,

Kathy Smith, Carver County Land Records Manager, 952-361-1972

**CERTIFICATE OF COUNTY BOARD OF CLASSIFICATION OF FORFEITED LANDS AS PROVIDED BY
CHAPTER 386, LAWS 1935
AS AMENDED.**

To the Board of the City of Norwood Young America

We, the members of the County Board of the County of CARVER, Minnesota, do hereby certify that the parcels of land hereinafter listed are all of the lands which have been classified by us as conservation/non-conservation Lands, from the list of lands forfeited to the State of Minnesota for non-payment of taxes for the year or years **2014 through 2018** as provided by Minnesota Statutes 1945, Section 282.01 as amended.

| PIN | Legal Description | Appraised Value of Land | Conservation / Non-Conservation |
|------------|---|-------------------------|---------------------------------|
| 58.0500750 | Commencing at a stake 90 feet East of the southwest corner of Block Ten (10) on the south line thereof; thence running East 90 feet; thence North 125 feet; thence West 90 feet; thence South 125 feet to the place of beginning, all situated in the Village of Norwood, Minnesota, according to the Plat thereof on file and of record in the office of the Register of Deeds in and for said County of Carver, Minnesota | \$7,000 | NON-CONSERVATION |
| 58.0500480 | City Lots of Norwood East 57 ft. of West 126 ft. of Block 5 | \$10,000 | NON-CONSERVATION |

In witness whereof we have hereunto subscribed our names this 7 day of May, 2019.

Gayle O Degler Gayle Degler
 Tom Workman Tom Workman
 Randy Maluchnik, Chair Randy Maluchnik
 Tim Lynch Tim Lynch
 Jim Ische Jim Ische
 Attest: Kathleen Smith, Carver County Land Records Manager Kathleen Smith

The foregoing classification and sale is hereby approved on _____, 2019.

By the Board of the City of Norwood Young America

Filed this _____ day of _____, 2019.

Kathleen Smith, Carver County Land Records Manager

By:
Deputy

LOCATION OF TAX FORFEITED LANDS

City of Norwood Young America Parcels:

General

[Click for Report Card](#)

[View Available Plat](#)

[View Land Records](#)

[Email Property](#)

Parcel ID: 580500750

[Field Definitions](#)

Taxpayer STATE OF MINNESOTA IN TRUST

Taxpayer 2 C/O CARVER COUNTY AUDITOR

Taxpayer Address 600 4TH ST E
CHASKA, MN 55318-2102

Property Address 518 ELM ST W
NYA, MN 55368

City/Township NORWOOD YOUNG AMERICA

Use 1 T E Misc Co D 2

Mapped Acres 0.29

PLSS TWP 115, RNG 026, SEC 15

Plat Name CITY LOTS OF NORWOOD

Block 010

Property Information

General

[Click for Report Card](#)

[View Available Plat](#)

[View Land Records](#)

[Email Property](#)

Parcel ID: 580500480

[Field Definitions](#)

Taxpayer STATE OF MINNESOTA - DNR

Taxpayer 2 TAX SPEC - BUREAU OF RE MGMT

Taxpayer Address 500 LAFAYETTE RD
ST PAUL, MN 55155-4030

City/Township NORWOOD YOUNG AMERICA

Use 1 State Property

Mapped Acres 0.16

Tax Acres 0.25

PLSS TWP 115, RNG 026, SEC 14

Plat Name CITY LOTS OF NORWOOD

Title Source Abstract

Tax Description

WETLAND CERTIFICATION FORM

TO: COMMISSIONER OF REVENUE
MINNESOTA DEPARTMENT OF REVENUE

RE: SALE OF TAX FORFEITED LAND DESCRIBED AS:

58.0500750

Commencing at a stake 90 feet East of the southwest corner of Block Ten (10) on the south line thereof; thence running East 90 feet; thence North 125 feet; thence West 90 feet; thence South 125 feet to the place of beginning, all situated in the Village of Norwood, Minnesota, according to the Plat thereof on file and of record in the office of the Register of Deeds in and for said County of Carver, Minnesota

Pursuant to M.S. 103F.535, Subd. 1 and 282.018, Subd. 2 as amended, and the procedures issued by the Department of Natural Resources and by the Board of Water and Soil Resources, I have reviewed the available data concerning the lands described above and have determined that the deed does not require a restrictive covenant because:

- The land is in a platted subdivision. (Auditor's plats are not deemed platted subdivisions for the purpose of this procedure.)
- The conveyance is a transfer to correct errors in legal descriptions or grantees.

OR

- Neither of the above statements apply to this parcel; therefore, the deed for this parcel must include a restrictive covenant prohibiting enrollment of this parcel in a state funded program providing compensation for conservation of marginal lands or wetlands.

If you have any questions or comments concerning this determination please contact Mike Wanous, telephone number 952-466-5230.


SIGNED

4/9/19
DATE

Manager Carver SWCD
TITLE

CARVER
COUNTY

WETLAND CERTIFICATION FORM

TO: COMMISSIONER OF REVENUE
MINNESOTA DEPARTMENT OF REVENUE

RE: SALE OF TAX FORFEITED LAND DESCRIBED AS:

PID # 58.0500480
East 57 feet of West 126 feet of Block 5 Village of Norwood

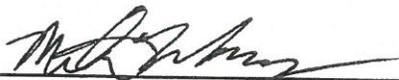
Pursuant to M.S. 103F.535, Subd. 1 and 282.018, Subd. 2 as amended, and the procedures issued by the Department of Natural Resources and by the Board of Water and Soil Resources, I have reviewed the available data concerning the lands described above and have determined that the deed does not require a restrictive covenant because:

- The land is in a platted subdivision. (Auditor's plats are not deemed platted subdivisions for the purpose of this procedure.)
- The conveyance is a transfer to correct errors in legal descriptions or grantees.

OR

- Neither of the above statements apply to this parcel; therefore, the deed for this parcel must include a restrictive covenant prohibiting enrollment of this parcel in a state funded program providing compensation for conservation of marginal lands or wetlands.

If you have any questions or comments concerning this determination please contact Mike Wanous, telephone number 952-466-5230.


SIGNED

9/26/16
DATE

MANAGER - CARVER SWCD
TITLE

CARVER CO.
COUNTY



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: July 22, 2019
RE: Repair Sidewalks Proposal

There has been a lot of concern about some of the sidewalks in our community. We currently have a few trip hazards proposed to be addressed. We have experienced some falls reported to the city due to these trip hazard areas that I am proposing to repair. The options to address these concerns are level the slabs with a contractor that specializes in that service or rip out and replace the concrete. The price of leveling concrete typically equals the cost of removing bad sections of concrete not including the costs to pour new material. I researched options to level the sidewalks we currently have since a majority of the concrete is in good condition with minimal cracking. There are different ways to level concrete such as inject materials like foam, sand, or a concrete mixture. I would recommend hiring a contractor to level the areas with a concrete mixture since concrete will not settle, deteriorate or wash away.

I reached out to a local contractor which is one of a few in the state that does this process with concrete versus foam or other products. I have included his proposal which has multiple sites to be completed. They also offer a 3-year warranty on the sites listed.

I would not recommend at this time to level the sidewalks on the downtown section of Main St since we have not come up with a plan to address the trees, additional light poles, etc.

Recommended Motion:

To hire Slab Jacking Specialties to level the sidewalks at City Hall, Lions Building, Heritage Center, Food Shelf, The Pavilion, and 126 Faxon Road S. for \$10,125.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: July 22, 2019
RE: Storm Sewer Repairs Proposal

We currently have a few areas that we are experiencing storm sewer failures. These areas include a storm manhole structure that is failing in front of 219 Brush St., a storm pipe joint failure under the driveway at 10 1st Street NE, and a storm sewer manhole casting that is sunk at 2nd Ave. SE and 2nd St. SE. I have solicited quotes from local contractors and received one quote so far. I anticipate having the second quote in time for and will present at the Council meeting .

Recommended Motion:

To hire the most competitive contractor for the job.

Norwood Young America



405 S. Central Ave.
Young America, MN 55397-9279
US
(952) 467-2659

ESTIMATE

ADDRESS

CITY OF NYA
PO BOX 59
NYA, MN 55368

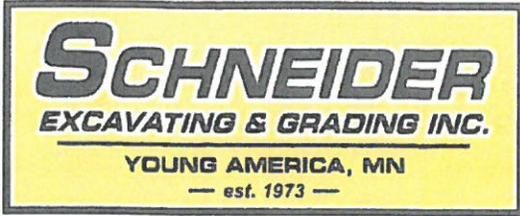
ESTIMATE # 1260
DATE 07/01/2019

| DATE | ACTIVITY | QTY | RATE | AMOUNT |
|------------|---|-----|----------|----------|
| 07/01/2019 | Manhole Replacement Brush Street 48" Manhole Replacement | 1 | 9,765.00 | 9,765.00 |
| 07/01/2019 | Includes Castings, rings | | | |
| 07/01/2019 | DOES NOT INCLUDE Blacktop, curb | | | |

TOTAL **\$9,765.00**

Accepted By

Accepted Date



405 S. Central Ave.
Young America, MN 55397-9279
US
(952) 467-2659

ESTIMATE

ADDRESS

CITY OF NYA
PO BOX 59
NYA, MN 55368

ESTIMATE # 1261
DATE 07/01/2019

| DATE | ACTIVITY | QTY | RATE | AMOUNT |
|------------|---|-----|----------|----------|
| 07/01/2019 | Storm Sewer Repair Central Avenue & 1st Street - 15" RCP Separation repair | 1 | 2,575.00 | 2,575.00 |
| 07/01/2019 | DOES NOT INCLUDE Curb, blacktop | 1 | 0.00 | 0.00 |

TOTAL **\$2,575.00**

Accepted By

Accepted Date



405 S. Central Ave.
Young America, MN 55397-9279
US
(952) 467-2659

ESTIMATE

ADDRESS

CITY OF NYA
PO BOX 59
NYA, MN 55368

ESTIMATE # 1262
DATE 07/01/2019

| DATE | ACTIVITY | QTY | RATE | AMOUNT |
|------------|---|-----|----------|----------|
| 07/01/2019 | Storm Sewer and manhole repair 2nd Ave & 2nd Street | 1 | 2,400.00 | 2,400.00 |
| 07/01/2019 | Includes New rings and reuse casting | | | |

TOTAL **\$2,400.00**

Accepted By

Accepted Date