



## CITY COUNCIL AGENDA

June 8, 2020 – 6:00 p.m.

City Council Meeting

Zoom Meeting Link

<https://us02web.zoom.us/j/2334797500>

Meeting ID: 233 479 7500

### CITY COUNCIL

1. Call Meeting of City Council to Order
  - 1.1 Pledge of Allegiance
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment  
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
  - 3.1 Approve Arbor Day Proclamation
4. Consent Agenda  
(NOTE TO THE PUBLIC: All items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one or more of the items is made prior to the motion being made. Anyone present at the meeting may request an item to be removed from the Consent Agenda for discussion. Please inform the City Council when they approve the meeting agenda of your request to have an item removed for discussion.)
  - 4.1 Approve minutes of May 26, 2020 meetings
  - 4.2 Approve payment of Claims
  - 4.3 Approve Separation Agreement with Employee
  - 4.4 Approve Amended West Carver Pool Employee Handbook
5. Public Hearings
6. Old Business
7. New Business
  - 7.1 Central Softball Booster Club
  - 7.2 Review 2019 Financial Audit Report
  - 7.3 Approve Street & Utility Reconstruction Projects Scoping Study
  - 7.4 Approve Awarding Quote for Crack Sealing
  - 7.5 Approve Awarding Quote for Seal Coating
  - 7.6 Approve Awarding Quote for Seal Coating Trails
  - 7.7 Approve Awarding Seal Coating Quote with RePLAY
  - 7.8 Approve Purchase of Zero Turn Lawn Mower
  - 7.9 Approve Replacing Friendship Park Concession Building Doors
  - 7.10 Approve to Auction Surplus Equipment
  - 7.11 Approve Community Education Contribution
  - 7.12 Consider Melchert Hubert Sjodin Forest Hill Cemetery Invoice
  - 7.13 Approve Hiring Seasonal Staff
8. Council Member & Mayor and Staff Reports
9. Adjournment

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council: Carver County Sheriff's Office May report and May Building Permit Report.

### UPCOMING MEETINGS / EVENTS

June 10 Economic Development Commission – 6:00 p.m.  
June 10 Arbor Day  
June 15 Special City Council – 6:00 p.m.  
June 16 Parks and Recreation Commission – 4:45 p.m.  
June 18 Senior Advisory Committee – 9:00 a.m.  
June 22 Work Session, EDA, City Council – 6:00 p.m.  
July 7 Planning Commission – 6:00 p.m.  
July 13 Personnel Committee – 5:00 p.m.  
July 13 City Council – 6:00 p.m.



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: June 8, 2020  
RE: 2020 Arbor Day Proclamation

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In 2019 the City applied for and received a Tree City USA designation for our efforts to plant more trees in the community to improve the environment and the continued maintenance of our current park and boulevard trees. Among the few requirements to uphold our designation is we need to announce an Arbor Day Proclamation at a City Council meeting. The Parks & Recreation Commission is proposing to declare June as our Arbor month and June 10<sup>th</sup> as our Arbor Day which we will be holding a tree planting event at Prairie Dawn Park. I will include this proclamation and the tree planting event as items needed to continue our efforts and apply again for Tree City USA designation.

**Suggested action:**

**Motion 2020 Arbor Day Proclamation.**

*Norwood Young America*

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310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnva.com](http://www.cityofnva.com)

# **CITY OF NORWOOD YOUNG AMERICA**

## **2020 ARBOR DAY PROCLAMATION**

WHEREAS: Climate change is a complex problem that impacts all Minnesotans and our ability to thrive; and

WHEREAS: The health and longevity of Minnesota's trees are being affected by changing temperatures and precipitation, more extreme weather events, and increasing pressure from pests, diseases, and invasive species; and

WHEREAS: Minnesota is at risk to lose over one billion ash trees due to emerald ash borer, potentially increasing CO2 emissions and flooding; and

WHEREAS: A healthy tree canopy decreases temperatures along streets providing cooler spaces in the summertime for recreation and commerce; and

WHEREAS: About three-quarters of Minnesotans get their drinking water from the forested parts of the state; and

WHEREAS: Shade from trees protects people from exposure to the sun's UV rays and diminishes heat-related illness; and

WHEREAS: Trees reduce stormwater runoff and act as a filter, preventing sediments and pollutants from washing into waterways; and

WHEREAS: Trees capture carbon from the atmosphere and store it in their trunks, roots, and soil; and

WHEREAS: Minnesotans can help build resilient communities and reduce the negative impacts of climate change One Tree at a Time by planting and caring for trees and by using wood products to store carbon into the future.

NOW, THEREFORE, I, Carol Lagergren, Mayor of the City of Norwood Young America, Minnesota, do hereby proclaim Wednesday, June 10, 2020 as ARBOR DAY, and the month of June 2020, as Arbor Month in the City of Norwood Young America.

Adopted by the Norwood Young America City Council this 8th day of June 2020.

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Carol Lagergren, Mayor  
City of Norwood Young America



**CITY COUNCIL Workshop Minutes**  
**May 26, 2020 – 6:00 PM**  
**City Council Virtual Meeting**

**Attendance:**

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

Staff Present: Steve Helget (City Administrator), Tony Voigt (PS Director)

Others Present: Diane Langenbach and Curt Kobilarcsik (MnDOT), Jake Saulsbury (Bolton and Menk, Inc.), and Richard Scott (Carver County)

**1. Call Workshop Meeting of City Council to Order:**

*Mayor Lagergren called the virtual workshop meeting to order at 6:00 PM. Roll call of attendance. All members present.*

**2. Approve Workshop Agenda**

*Motion: DH/CH to approve the agenda as submitted. Roll call vote. Motion passed 5-0.*

**2.1 Dr. Richard Scott – Carver County COVID-19 Pandemic Update**

Dr. Scott shared a COVID-19 Presentation: The primary spread of COVID-19 is through droplets and the risk of surface or object spread is much lower. Although it is similar to the Flu, COVID-19 is significantly more dangerous with a fatality rate of .1% or less for flu and 1-3.4% for COVID-19. Currently, the assumption is that the actual number of cases are 10 times higher than confirmed cases, due to positive cases that are asymptomatic or not tested. The strong economic impact is shown through the current Carver County unemployment rate for May at 19.3% compared to 3.2% in March. Most common case in Carver County is in a private residence, exposed and work and is in their 40's. Greatest concern to re-opening is the unpredictability of human behavior. Resuming "normal" activities too soon will bring a second wave of the pandemic. Current activities at the county level include: expanded communication with citizens, contact tracing and case investigation, distribution of protective equipment, planning for isolation and quarantine, expanded focus on mental well-being and coordinating best practices for phased re-opening. Questions from the council were on public celebrations, current protocols for testing and summer ball programs. Recommendation for public celebrations is to be conservative and cautious approach with significant changes because of the unpredictability of human behavior. A secondary spike in cases is expected in late summer/early fall. Current protocols for testing is for asymptomatic people based on current capacity in Carver County. Antibody testing is not currently available for widespread use because of reliability. New protocols are coming from MDH for youth sports programming and camps that will focus on keeping groups the same and honoring social distancing and hygiene.

**2.2 Street and Utility Reconstruction Projects Scoping Study**

Jake Saulsbury (Bolton and Menk, Inc.) shared the new May 2020 Scoping Study: There is an updated city-wide street guide for projects that require reconstruct, mill and overlay, or sealcoating. This plan includes the need for updates to manholes, water mains and utilities (storm sewer and sanitary sewer). There were seven detailed reconstruction projects listed at a total cost estimate of \$18,344,700. Projects were not prioritized. An estimated cost for other types of road maintenance: Mill and Overlay (\$30,000 - \$50,000 per block) and Seal Coating (\$2000 - \$3000 per block).

**3. Adjournment**

*Motion: CS/MM to adjourn. Roll call vote. Motion passed 5-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Karen Hallquist, ED/Marketing Director



**CITY COUNCIL Minutes**  
**May 26, 2020 – 7:00 PM**  
**City Council Virtual Meeting**

**Attendance:**

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

Staff Present: Steve Helget (City Administrator), Tony Voigt (PS Director)

Others Present: Diane Langenbach and Curt Kobilarcsik (MnDOT) and Joel Johnson (SRF Consulting), Darin Mielke (Carver County), Bob and Lori Kloth (citizens)

**1. Call Meeting of City Council to Order:**

*Mayor Lagergren called the virtual meeting to order at 7:05 PM. Roll call of attendance. All members present.*

**2. Approve Agenda**

*Motion: CS/CH to approve the agenda as submitted. Roll call vote. Motion passed 5-0.*

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

*None*

**4. Consent Agenda**

**4.1 Approve minutes of May 11, 2020 meeting**

**4.2 Approve payment of claims**

**4.3 Approve Central Schools Street Closure Request**

**4.4 Rescind Motion to Hire Seasonal Employees**

*Motion: MM/CH to approve the consent agenda as presented. Roll call vote. Motion passed 5-0.*

**5. Public Hearing**

*None*

**6. Old Business**

**6.1 Highway 212 Underpass and Highway 5/25/CSAH 33 Roundabout Project Update**

Langenbach shared that the overall bid came in at 4% below expectations and was awarded to Valley Paving. However, the underpass portion of the project came in \$700,000 over expectations. Costs will be reduced with the removal of temporary sheet piling from city cost to MnDOT cost (approximately \$400,000) because the purpose of this item was to reduce the closure requirements. In addition, additional grant funding will be available to cover another \$300,000. Due to no future at-grade crossing available at Morse Street, the School Zone signs will be removed at that location. Construction start will be earlier in June than originally anticipated. Question on flashing warning lights to document stoplights ahead --- not warranted at this time. Langenbach will check into this again and send the report showing not warranted to the city.

**7. New Business**

**7.1 Consider Request to Discharge Firearms to Control Canadian Geese**

Helget shared information on the request to control geese on a parcel of land within the SW city limits. DNR issued a special permit to shoot up to 25 geese on two parcels. Current code does not allow the discharge of a firearm within the city limits except for: lawful defense of person, property or family or the necessary execution of law. Option 1: use the defense of property exception or Option 2: change current code. Bob Kloth shared his concerns about the economic impact caused by the geese. Recommendation from the Council to create a plan to include: to use a shotgun to limit spread, to shoot from road to railroad south of the property, limit the length of the shoot. Question regarding precedent --- unique situation so not a precedent. *Motion: CS/CH to approve Bob Kloth's request to discharge firearms to control the Canadian Geese on his property located at Parcel 580152100 contingent upon a shooting plan provided to the City for the City's review and approval prior to any shooting of the Canadian Geese. Roll call vote. Motion passed 5-0.*

## **7.2 Consider Highway 212 Underpass and Highway 5/25/CSAH 33 Roundabout Project Funding Options**

Lagergren and Stolz (Finance Committee) shared recommendations from the Finance Committee regarding funding options for \$1.4 million and \$800,000. Heher, Storms, Lagergren and McPadden shared continued support for the underpass project moving forward. Based on current numbers the financing could show minimal to no impact of future property tax levies due to a future refinancing and a TIF district yearly payment.

*Motion CH/MM to set a special meeting on June 15, 2020 at 6:00 PM to consider bonding for the underpass. Roll call vote. Motion passed 5-0.*

## **7.3 Approve Liquor License Renewals and New Liquor License**

Helget shared the list of renewals for 2020 with the addition of one new on-sale/Sunday license for Regrets. Storms recommended adding Norwood Baseball Association for a license renewal.

*Motion CS/CH to approve the liquor license applications with the addition of application for the Norwood Baseball Association contingent on receipt of all required documentation, fees, and successful completion of Carver County Sheriff's Office background check. Roll call vote. Motion passed 5-0.*

## **7.4 Discuss COVID-19 Updates**

Lagergren shared current MDH guidelines through the Stay Safe MN Plan for restaurants and bars for outdoor dining, personal care services (barber, hair and nail salons) at 25% capacity, youth sports, and rental properties with gatherings of 10 people or less. Lagergren shared kudos to the Haven, the Harbor and Peace Village for the amazing care taken of our most at-risk population. Helget shared the requirements in a resolution that would allow temporary outdoor consumption of alcohol which is allowed through our current local emergency designation. Recommendation that the city be thoughtful of oversight of youth sports programs and youth camps. Lagergren asked for guidance on closing the pool --- recommend to hold for further guidance from the governor.

*Motion: CH/MM to approve Resolution 2020-17, A Resolution providing for the temporary outdoor consumption of on-sale alcoholic beverages. Roll call vote. Motion passed 5-0.*

## **8. Council Member, Mayor and Staff Reports**

- Heher – No updates
- McPadden – Reviewed Stiftungsfest meeting updates to wait on a decision for holding the event. At this time any event would be a significantly smaller celebration. Reviewed EDC updates on upgrades to the Municipal Parking Lot, potential mural in Historic Downtown Norwood, review of street light upgrades on Historic Downtown Young America, ten applications to Downtown Redevelopment Grant and two applications for the Market Enrichment Grant and information from OrangeBall Creative on their NYA is Open marketing plan.
- Stolz – No updates. Commented on the hope that Stiftungsfest will not lost the longest continuous celebration designation. Requested the trail below the Water Plan be reopened.
- Storms – Reviewed Park and Recreation updates to include Arbor Day planting on June 3<sup>rd</sup> at Prairie Dawn Park.
- Lagergren – Reviewed upcoming city events to include City of NYA Clean Up Day. Requested guidance from the Council on moving away from virtual meetings to social distancing. Recommendation of the Council to stay at social distancing.

## **9. Adjournment**

*Motion: MM/CS to adjourn at 8:09 PM. Roll call vote. Motion passed: 5-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Karen Hallquist, ED/Marketing Director



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

**To Be Approved: June 8, 2020**

<b>Payroll EFT</b>	<b><u>\$14,925.26</u></b>
<b>(Check Sequence 505927 - 505943)</b>	

**Voided checks**

**Prepays**

<b>Claims Pending Payment</b>	
<b>(Check Sequence 30595- 30626 )</b>	<b><u>\$133,413.90</u></b>

<b>Grand Total</b>	<b><u>\$148,339.16</u></b>
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**\*Check Detail Register©**

JUNE 2020

			Check Amt	Invoice	Comment
<b>10100 CHECKING</b>					
Paid Chk#	030595	6/8/2020	<b>AEM FINANCIAL SOLUTIONS</b>		
E 101-41500-310	Other Professional Services		\$7,935.00	430232	
E 101-41500-310	Other Professional Services		\$1,017.50	430395	
<b>Total AEM FINANCIAL SOLUTIONS</b>			\$8,952.50		
Paid Chk#	030596	6/8/2020	<b>ALL TRAFFIC SOLUTIONS</b>		
E 101-43100-221	Repair/Maintenance Equipment		\$1,500.00	Q-47381	
<b>Total ALL TRAFFIC SOLUTIONS</b>			\$1,500.00		
Paid Chk#	030597	6/8/2020	<b>BOLTON &amp; MENK, INC</b>		
E 101-41500-303	Engineering Fees		\$2,118.00		
E 101-41500-303	Engineering Fees		\$4,682.00	0251062	
E 601-49400-303	Engineering Fees		\$100.00	0251063	
<b>Total BOLTON &amp; MENK, INC</b>			\$6,900.00		
Paid Chk#	030598	6/8/2020	<b>CARVER COUNTY</b>		
E 101-45200-310	Other Professional Services		\$294.97		
E 601-49400-310	Other Professional Services		\$589.95		
E 602-49450-310	Other Professional Services		\$589.95		
E 101-43100-310	Other Professional Services		\$491.62	CSE-897	Esri ELA 2020-2023
E 101-42100-311	County Police Contract		\$95,627.00	SHERI003417	Police contract
<b>Total CARVER COUNTY</b>			\$97,593.49		
Paid Chk#	030599	6/8/2020	<b>CARVER COUNTY RECORDER</b>		
E 101-49015-350	Print/Publishing/Postage		\$47.65		record deed Forest Hill Cemetery
<b>Total CARVER COUNTY RECORDER</b>			\$47.65		
Paid Chk#	030600	6/8/2020	<b>CENTER POINT</b>		
E 101-42200-383	Gas Utilities		\$77.79		
E 101-43100-383	Gas Utilities		\$630.98		
E 101-45200-383	Gas Utilities		\$255.40		
E 601-49400-383	Gas Utilities		\$177.22		
E 602-49450-383	Gas Utilities		\$851.96		
E 101-49860-383	Gas Utilities		\$25.64		
E 101-41940-383	Gas Utilities		\$259.88	5/27/20	
<b>Total CENTER POINT</b>			\$2,278.87		
Paid Chk#	030601	6/8/2020	<b>DIVERSIFIED PLUMING &amp; HEATING</b>		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$919.00	28108	
<b>Total DIVERSIFIED PLUMING &amp; HEATING</b>			\$919.00		
Paid Chk#	030602	6/8/2020	<b>EMERGENCY RESPONSE SOLUTIONS</b>		
E 101-42200-542	FD Equipment		\$322.33	15346	
<b>Total EMERGENCY RESPONSE SOLUTIONS</b>			\$322.33		
Paid Chk#	030603	6/8/2020	<b>FAHEY, JOHN</b>		
E 101-45200-432	Refund		\$400.00	Pavilion 6/20	rental refund

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JUNE 2020

			Check Amt	Invoice	Comment
E 101-45200-432	Refund		\$400.00	Pavilion 8/15	rental refund
Total FAHEY, JOHN			\$800.00		
Paid Chk# 030604	6/8/2020	HEDTKE, CHERYL			
E 101-45200-220	Game Fund Disbursements		\$806.77	2020 flowers	flowers/ferns
Total HEDTKE, CHERYL			\$806.77		
Paid Chk# 030605	6/8/2020	HOLIDAY FLEET			
E 601-49400-212	Motor Fuels		\$30.54		
E 602-49450-212	Motor Fuels		\$30.54		
Total HOLIDAY FLEET			\$61.08		
Paid Chk# 030606	6/8/2020	HOME SOLUTIONS			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$20.51		
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$25.29		
E 101-43100-210	Operating Supplies		\$102.71		
E 101-43100-221	Repair/Maintenance Equipment		\$5.56		
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$25.63		
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$40.46		
E 601-49400-210	Operating Supplies		\$12.40		
E 101-42200-210	Operating Supplies		\$28.78		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$22.18	5/24/20	
Total HOME SOLUTIONS			\$283.52		
Paid Chk# 030607	6/8/2020	KARSTENS, SANDRA			
G 101-22102	Community Garden Escrow		\$35.00		garden refund
Total KARSTENS, SANDRA			\$35.00		
Paid Chk# 030608	6/8/2020	KNUJ			
E 101-41300-340	Advertising		\$319.00	6/1/20stmnt	
Total KNUJ			\$319.00		
Paid Chk# 030609	6/8/2020	KWIK TRIP INC.			
E 101-43100-212	Motor Fuels		\$97.90		
E 101-42200-212	Motor Fuels		\$81.33		
E 101-45200-212	Motor Fuels		\$111.38	05/31/20	
Total KWIK TRIP INC.			\$290.61		
Paid Chk# 030610	6/8/2020	LANO EQUIPMENT			
E 101-43100-221	Repair/Maintenance Equipment		\$19.64	48099	
Total LANO EQUIPMENT			\$19.64		
Paid Chk# 030611	6/8/2020	MARCO TECHNOLOGIES LLC			
E 101-41400-437	Maintenance Contract		\$1,473.83	7620355	
E 101-41400-437	Maintenance Contract		\$162.05	7621025	
Total MARCO TECHNOLOGIES LLC			\$1,635.88		
Paid Chk# 030612	6/8/2020	METRO WEST INSPECTION SERVICES			
E 101-42400-312	Building Inspection Fee		\$2,221.29	2422	

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			Check Amt	Invoice	Comment
<b>Total</b>	<b>METRO WEST INSPECTION SERVICES</b>		<b>\$2,221.29</b>		
Paid Chk#	030613	6/8/2020	<b>MID-COUNTY CO-OP OIL ASSN</b>		
E	101-45200-212	Motor Fuels	\$172.91		
E	101-45200-383	Gas Utilities	\$76.33	22424	
E	101-43100-212	Motor Fuels	\$403.46	48651	
E	101-45200-223	Repair/Maintenance Bldg/Ground	\$102.90	60785	
<b>Total</b>	<b>MID-COUNTY CO-OP OIL ASSN</b>		<b>\$755.60</b>		
Paid Chk#	030614	6/8/2020	<b>MID-TOWN FAMILY RESTAURANT</b>		
E	101-41400-432	Refund	\$90.00		March, April, May liquor license refund
<b>Total</b>	<b>MID-TOWN FAMILY RESTAURANT</b>		<b>\$90.00</b>		
Paid Chk#	030615	6/8/2020	<b>MINI BIFF</b>		
E	101-45200-418	Other Rentals (Biffs)	\$214.20	A-114593	
E	101-45200-418	Other Rentals (Biffs)	\$122.40	A-114596	
E	101-45200-418	Other Rentals (Biffs)	\$122.40	A-114607	
<b>Total</b>	<b>MINI BIFF</b>		<b>\$459.00</b>		
Paid Chk#	030616	6/8/2020	<b>MINNESOTA VALLEY TESTING LAB</b>		
E	602-49450-217	Lab Fees	\$36.20	1033095	
E	602-49450-217	Lab Fees	\$36.20	1034334	
<b>Total</b>	<b>MINNESOTA VALLEY TESTING LAB</b>		<b>\$72.40</b>		
Paid Chk#	030617	6/8/2020	<b>MN VALLEY ELECTRIC COOPERATIVE</b>		
E	602-49450-381	Electric Utilities	\$34.15		
E	601-49400-381	Electric Utilities	\$525.97		
E	101-43100-380	Street Lighting	\$101.56	5/27/20	
<b>Total</b>	<b>MN VALLEY ELECTRIC COOPERATIVE</b>		<b>\$661.68</b>		
Paid Chk#	030618	6/8/2020	<b>NORTH CENTRAL INTERNATIONAL</b>		
E	101-43100-221	Repair/Maintenance Equipment	\$2,879.61	28119	
<b>Total</b>	<b>NORTH CENTRAL INTERNATIONAL</b>		<b>\$2,879.61</b>		
Paid Chk#	030619	6/8/2020	<b>NYA TIMES</b>		
E	101-41320-350	Print/Publishing/Postage	\$41.58	776772	VAR Schultz
E	601-49400-350	Print/Publishing/Postage	\$529.20	776773	drinking water report
<b>Total</b>	<b>NYA TIMES</b>		<b>\$570.78</b>		
Paid Chk#	030620	6/8/2020	<b>PRO AUTO &amp; TRANSMISSION REPAIR</b>		
E	101-43100-221	Repair/Maintenance Equipment	\$125.00	66393	
<b>Total</b>	<b>PRO AUTO &amp; TRANSMISSION REPAIR</b>		<b>\$125.00</b>		
Paid Chk#	030621	6/8/2020	<b>SMITH OIL CO</b>		
E	101-45200-212	Motor Fuels	\$31.26		
E	601-49400-212	Motor Fuels	\$55.17		
E	602-49450-212	Motor Fuels	\$55.15		
E	101-43100-212	Motor Fuels	\$57.08	5/31/20	
E	101-42200-212	Motor Fuels	\$210.29	5/31/20	Fire Dp

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			Check Amt	Invoice	Comment
Total SMITH OIL CO			\$408.95		
Paid Chk# 030622	6/8/2020	THE HARBOR			
E 101-49800-221	Repair/Maintenance Equipment		\$166.55	66474	Pro Auto -bus repairs
E 101-49800-221	Repair/Maintenance Equipment		\$119.23	66506	Pro Auto -bus repairs
Total THE HARBOR			\$285.78		
Paid Chk# 030623	6/8/2020	UTILITY CONSULTANTS			
E 602-49450-217	Lab Fees		\$340.60	105328	
Total UTILITY CONSULTANTS			\$340.60		
Paid Chk# 030624	6/8/2020	VERIZON WIRELESS			
E 101-45200-321	Telephone		\$60.36		
E 601-49400-321	Telephone		\$123.47		
E 602-49450-321	Telephone		\$123.47		
E 101-43100-321	Telephone		\$140.83	854961344	
E 101-42200-321	Telephone		\$175.05	9855296505	
Total VERIZON WIRELESS			\$623.18		
Paid Chk# 030625	6/8/2020	WIGFIELD DESIGN			
E 101-41320-384	Refuse/Garbage Disposal		\$60.00		clean up day signs
E 101-46500-500	Capital Outlay		\$82.25	1338	NYA is open
Total WIGFIELD DESIGN			\$142.25		
Paid Chk# 030626	6/8/2020	WM MUELLER & SONS INC			
E 101-43100-224	Street Maint Materials		\$1,012.44	255074	
Total WM MUELLER & SONS INC			\$1,012.44		
10100 CHECKING			\$133,413.90		

**Fund Summary****10100 CHECKING**

101 GENERAL FUND	\$129,105.67
601 WATER FUND	\$2,169.55
602 SEWER FUND	\$2,138.68
	<b>\$133,413.90</b>



To: Members of the City Council  
From: Steve Helget, City Administrator  
Re: Separation Agreement  
Date: June 8, 2020

Kelly Hayes has agreed to a separation agreement with the city effective May 15, 2020.

**Recommendation: Approve the separation agreement with Kelly Hayes.**



To: Members of the City Council  
From: Steve Helget, City Administrator  
Re: Central Softball Booster Club  
Date: June 8, 2020

Darin Fox, representing the Central Softball Boosters Association, sent a memo to the city regarding the use of city fields for softball practice and a rescheduled softball camp.

Attached are the guidelines from MDH on youth sports and youth programs (to include camps). Recently, Tim Schochenmaier, Superintendent of Schools, provided a summary document of the guidelines for youth sports put in place through the Minnesota Department of Health to all coaches affiliated with Central Schools.

**Recommendation: All youth programming in our community fields continue to schedule through Community Education and must follow the guidelines recommended by the Minnesota Department of Health.**

# Central Softball Summer Overview

To: NYA City Council

Date: May 26, 2020

Re: Softball club summer overview of Covid-19 related activities

Good morning council members,

With the last couple of months of Covid related issues affecting everyone, we have been in discussions of how summer softball could be an outlet for our kids and families to have some sort of "normalcy" to this abnormal time.

Last week on Thursday, Crow River Fastpitch (our organization that we play through) decided to cancel the summer season because of the uncertainty of when games could be played. In the meantime, we have met as a softball board and discussed many different aspects of what that means for summer softball. Listed below are some of the things that we have discussed and would like to discuss these ideas along with any others that you feel need discussion in regards to having our kids attempt to do something softball related during this time.

## Camp

- We would like to hold a camp at some point this summer if possible. If we did have a camp, the parameters of the camp would be based on the total number of girls participating and people helping with the camp.
- We would need to follow all of the MDH parameters for youth sports activities.
- Camp parameters might include: changing to one hour long sessions, holding on 3 or more nights, breaking out sessions by grade level, using multiple fields based on number participating. Providing needed materials to help with limiting the possibility of spread (wipes, hand-sanitizer, disinfectant spray, etc) for all people involved in camp to use. Would also need to follow social distancing and Covid 19 guidelines.
- If we do have a camp, we will have our families sign a Covid-19 related waiver to participate in the camp. We are currently checking into our insurance to see if our coverage extends over this particular situation since it is new.
- Will make a tentative decision on camp at our June meeting based on where the state guidelines are at and pending city approval.
  - We had roughly 60 girls signed up for the March session that was cancelled prior to starting because of school being released.

### **Field Improvements and Usage:**

- In working with the parks committee, we have looked at using this time to continue to with our improvements to the Sports Complex. We are hoping that we will be allowed to continue those improvements during the summer months.
- Possible improvements for the summer include the following:
  - Addition of 2 non-enclosed (at this point) bullpens in between the north and south fields
  - Addition of 1 batting cage to the north field 1st base line.
  - Purchase of some signage to protect the new backstop fences and also signs to recognize the softball program history.
  - All of these are pending financial availability and volunteer work being done by members of the softball club.
- We would like to be able to let all of our parents and players know what the availability of the fields is for them to use. At present, our club is not planning on having any organized practices, games, scrimmages or sponsored activities or gatherings (with the possible exception of camp). However, we would like to let players know that they would have the availability to use the fields at their own discretion if they want to do some individual work or small group activities (sand-lot games). Basically meaning that the fields are available, but none of the activities are softball club sponsored.

### **Fall softball:**

- There is still hope that a fall softball league would be able to be played in some capacity and we would try to participate in that league if there is enough interest.
- We would again be following all guidelines set forth the CDC and MDH in having any teams participate in this league and activities and follow the given recommendations for practices and games that are used at that time.
- Our hope is to be able to use the Complex as a spot to host some games on a couple weekends if the need arises for fields to be used. We would not know this information until probably August for both a league formation and schedule and field need.

We welcome any questions you have or additions to our list of things to consider and let our families know about for the summer months. We thank you for your continued support and willingness to work with our program. Hopefully there will be a chance for us to accomplish some things this summer.

Central Softball Booster Club



# Frequently Asked Questions About Organized Youth Sports

As a result of Executive Order 20-63 (<https://www.leg.state.mn.us/archive/execorders/20-63.pdf>), youth sports are allowed to start effective June 1. For guidance, please refer to the following documents: Guidance for Social Distancing in Youth and Student Programs (PDF) (<https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf>) and Guidance for Social Distancing in Youth Sports (PDF) (<https://www.health.state.mn.us/diseases/coronavirus/schools/youthsports.pdf>). This document was created to provide additional background for youth sports organizations.

Updated: 05/29/2020

**Is a youth sports organization required to have a COVID-19 Preparedness Plan prior to starting practice or training sessions?**

Yes. Each youth sports organization should share the plan with their members for how they will meet the youth sports guidance published by the Minnesota Department of Health (MDH), with input from the Youth Sports Advisory Group. See the COVID-19 template and instructions for bars, restaurants and other services (PDF) ([http://www.dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_business\\_plan\\_template\\_services.pdf](http://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template_services.pdf)).

**Where do I file my COVID-19 Preparedness Plan? What do you recommend I do with it when finished?**

You do not need to file your plan with MDH or any other state agency. However, you do need to share it with your organization members and post it so that they can view it and reference it. If you have questions or concerns about your plan, you can consult with the Minnesota Amateur Sports Commission and MDH.

**Is there a template I can use for my COVID-19 Preparedness Plan?**

Each facility operator should have a plan for the facility. Each sports organization, club, or association should have a plan for how they will support their activity within MDH guidelines. You can use the same template for both purposes. See the COVID-19 template and instructions for bars, restaurants and other services (PDF) ([http://www.dli.mn.gov/sites/default/files/pdf/COVID\\_19\\_business\\_plan\\_template\\_services.pdf](http://www.dli.mn.gov/sites/default/files/pdf/COVID_19_business_plan_template_services.pdf)).

## FREQUENTLY ASKED QUESTIONS ABOUT YOUTH SPORTS

To allow employees back to work, businesses need to develop a written COVID-19 Preparedness Plan for each of their workplaces. Each preparedness plan must address key health and worker protection components laid out by MDH and the Department of Labor and Industry. All plans must comply with U.S. Centers for Disease Control and Prevention and Occupational Safety and Health Administration guidelines. Follow the [Guidance for Safely Reopening Minnesota Businesses](https://mn.gov/deed/newscenter/covid/safework/safe-reopening/) (<https://mn.gov/deed/newscenter/covid/safework/safe-reopening/>). Businesses are required to sign their plan, circulate it among workers, and post it throughout the workplace. Businesses are not asked to submit their plans to the state, though they must provide it upon request.

### **Do COVID-19 Preparedness Plans for the same sports need to be the same?**

No, they can be different. Different sports have different considerations and each youth sports organization will understand the details about how best to implement the guidance and keep athletes and coaches safe.

### **Am I required to show my COVID-19 Preparedness Plan to a facility before I can use the facility?**

You should share your COVID-19 plan with your members and have it ready to show a facility should they ask for it.

### **Can we practice with other teams if we meet social distancing and group size directives?**

The purpose of the guidance is to prevent a lot of intermixing. You should not be practicing with other teams if your pods of 10 are going to change. You can practice with other teams on an ongoing basis with the same set of 10; however, please remember that current guidance specifies no contact between players, no games, and a group size limitation of 10. Ideally intermixing between groups should not occur so keep this in mind as you develop practice guidelines. Learn more at [Guidance for Social Distancing in Youth Sports \(PDF\)](https://www.health.state.mn.us/diseases/coronavirus/schools/youthsports.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/schools/youthsports.pdf>).

### **Do coaches count in the per-group directive of 10 or fewer?**

Yes, the 10 per-group directive includes coaches.

### **Can my sports organization conduct day camps?**

Yes, within the limitations of the guidance. For overall guidance to day camps, visit [Guidance for Social Distancing in Youth and Student Programs \(PDF\)](https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf) (<https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf>).

### **How do we work with parents who insist on attending practice sessions?**

All plans should include a component about parents attending practices. Different age groups have different parental needs. Ultimately, if parents are present, they need to follow social distancing and

## FREQUENTLY ASKED QUESTIONS ABOUT YOUTH SPORTS

gathering requirements. Parents also need to be on the sidelines and well distanced from practice, and there cannot be more than a group of 10 parents at any one time watching practices.

**Will indoor sports be allowed to convene beginning June 1?**

Yes, indoor is allowed. Guidance doesn't specify indoor vs. outdoor. The more important thing is to adhere to your facility's requirement in terms of COVID-19 precautions, as well as requirements for youth programming and youth sports.

**I run a skills development program and do small group training. Do I have to wait until June 1 to begin working with my athletes in person?**

Yes, organized youth sports activities can resume on June 1. A plan should be prepared for how to conduct small group training within MDH guidelines.

**I understand there is no competition allowed. Can I run a scrimmage within my teams as long as we have fewer than 10 athletes?**

No. This phase does not allow for this kind of interaction.

**Will pools, facilities, and studios that are currently closed be able to be open to support youth programming?**

Yes, but they will need to follow business guidance (referenced above), create a plan for their business, and have a plan for running a youth program/sport.

The youth sports program must be one that involves registration, is organized, and includes supervision of the activity.

Facilities listed above are not able to open for adult activities or to the general public.

**Can we hold meets when we can easily have 10 or fewer people on the track at a time and in a field event?**

No, at this time only individual development and skills training is allowed; games and meets are not allowed.

**Will indoor tennis facilities be allowed to open on June 1?**

Yes, but only for youth sports programming as outlined in the Governor's Executive Order 20-63. The facility will need to develop a Covid-19 Preparedness Plan, and the tennis program will need to develop a COVID-19 plan as well.

**Why is no competition allowed until later phases for all sports? Shouldn't consideration be given to whether the sport is an individual or a team competition? For example, what is the difference**

## FREQUENTLY ASKED QUESTIONS ABOUT YOUTH SPORTS

**between 10 kids showing up at a facility for team practice vs. 10 kids showing up to a facility for a tournament among themselves?**

At this time, we are trying to minimize intermixing and contact between teams and between spectators. We appreciate this point though and will use it to make future decisions around meets and games later.

**What is the guidance on the number of pods for gymnastics or other indoor training? Is it possible the allowed number could be a percentage of the building capacity per fire code?**

All pod guidance follows the current guidance of a size of 10 or fewer. If your facility allows it with social distancing, you can have more than one pod at a time in a facility. It is important though that you avoid intermixing those pods as much as possible. Additionally, if you are not able to adhere to the social distancing recommendations, then you should not have more than one pod.

Guidance for both of these must be adhered to: Guidance for Social Distancing in Youth and Student Programs (<https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf>) and Guidance for Social Distancing in Youth Sports (<https://www.health.state.mn.us/diseases/coronavirus/schools/youthsports.pdf>).

**If a person must join or cross into a new pod, what would be the recommended waiting time?**

We strongly recommend against mixing pods. However, if a person needs to switch pods they should do so a minimum amount of times. If intermixing has to occur, it should always be with the same pod, but should be done minimally and with exception. Please refer to the Guidance for Social Distancing in Youth and Student Programs (<https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf>).

**What are the consequences for teams or people who travel out of state? Neighboring states are offering competition for our athletes, and our athletes are seriously looking at these opportunities.**

Consistent with federal guidance, the Governor's Executive Orders encourage Minnesotans to stay close to home and strongly discourage them from engaging in unnecessary travel. You should consider the risks of travel. Traveling to other states and failing to follow the guidance could put your athletes and your families at risk for COVID-19, and you also risk spreading COVID-19 to others.



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05/29/2020

STAY SAFE MN

# Guidance for Social Distancing in Youth Sports

This guidance document outlines the practical application of prevention strategies to reduce the spread of COVID-19 among sports activities. This is a sports-specific supplement to the Guidance for Social Distancing in Youth and Student Programming (PDF) (<https://www.health.state.mn.us/diseases/coronavirus/schools/socialdistance.pdf>).

Please ensure that your program is following the parameters outlined in the above referenced document, including the development of a program-specific plan. In general, the guidance document includes recommendations for:

- Following social distancing.
- Masking when appropriate.
- Encouraging and enforcing norms of health etiquette.
- Promoting health checks and screening of participants and staff/volunteers.
- Enforcing stay-at-home when sick expectations.
- Ensuring policies are considerate of staff, volunteers, and participants at highest risk of complications.
  - People Who Are at Higher Risk for Severe Illness (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html>)
- Following routine disinfection of high-touch items (balls, racquets, bats, other equipment).

In support of the National Youth Sports Strategy aims, we recognize that sports provide opportunities for youth to develop or maintain fitness, specific skills, mental well-being, and social-emotional health. We want to support youth in engaging in sports, but we want to do it in a way that will keep them safe. Below are specific parameters to support youth sports in a way that will minimize transmission of COVID-19.

## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH SPORTS

### Programs involving youth sports

If your program involves sports as either an activity within a program or as the focus of the program itself, please use the following guidance. The Minnesota Department of Health (MDH) is supportive of the following parameters for youth sports:

- Within the program, create consistent pods of the same staff, volunteers, and participants with a maximum number of 10 people in each pod.
- Make sure you're in compliance with Safe Sport mandates (federal law).
- Host practices outdoors as much as possible.
- Remind parents or caregivers that they should not attend practices. If necessary for them to be at practices, ensure that proper social distancing is maintained between parents or caregivers.
- For sports activities that are part of a child care, school, or day camp program:
  - Keep any "play" or interaction between players contactless.
    - For example: Kick a soccer ball back and forth, but do not allow for training around stealing the ball where contact between players may occur.
  - Do not have intermixing between groups.
- For organized recreation or club sports:
  - Focus on skill development.
  - Keep any "play" or interaction between players contactless.
  - Do not have intermixing between groups.
  - Do not participate in games or tournaments, even if these events are out of state where youth sports games/tournaments are supported.
- Discourage sharing of equipment as much as possible. If sharing has to occur, consider the equipment and type of use and consider cleaning equipment between each use.
- Avoid using locker rooms and facility showers.
  - If facility showers need to be used, only allow shower and locker room use if there are partitions or else place signage to maintain proper physical distancing of 6 feet.
- Follow the outlined ratios for participants per field:
  - One team/sport per field/rink/court at any time.
  - Football/soccer field (approx. 57,600 sq. ft.) – no more than four pods of ≤ 10.
  - Baseball field (40,000+ sq. ft.) – no more than three pods of ≤ 10.
  - Ice rink (approx. 17,000 sq. ft.) – no more than two pods of ≤ 10.
  - Basketball/volleyball court (4,700 sq. ft.) – no more than one pod of ≤ 10.
  - Adhere to facility or field specific guidelines for COVID-19.

## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH SPORTS

### Future steps

Future steps may include allowing for larger gatherings and/or flexibility around intermixing between teams and will likely have different guidance based on the type of contact that normally occurs in the sport. In general, MDH will be increasing parameters based on the epidemiology of COVID-19 in Minnesota.

#### Resources

The National Youth Sports Strategy (PDF) ([https://health.gov/sites/default/files/2019-10/National\\_Youth\\_Sports\\_Strategy.pdf](https://health.gov/sites/default/files/2019-10/National_Youth_Sports_Strategy.pdf))

Project Play Resources (<https://www.aspenprojectplay.org/coronavirus-and-youth-sports>)

Youth Programs and Camps During the COVID-19 Pandemic (PDF) (<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/Camps-Decision-Tree.pdf>)

### For more information

Visit Coronavirus Disease 2019 (COVID-19) ([health.state.mn.us/diseases/coronavirus/index.html](https://health.state.mn.us/diseases/coronavirus/index.html)), or call the COVID-19 hotline at 651-201-3920 or 1-800-657-3903.



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05/21/2020

# Guidance for Social Distancing in Youth and Student Programs

UPDATED 5/13/2020

This guidance document outlines the practical application of prevention strategies to reduce the spread of COVID-19 in youth and student programming. **This guidance is applicable to programs authorized to operate by Executive Order 20-56 including youth programs, K-12 schools, colleges, universities, and day camps. Other youth serving organization such as overnight camps can use this to start planning should programming be allowed to resume at a later date.**

Specific guidance for licensed and certified child care providers is noted on the last page of this document.

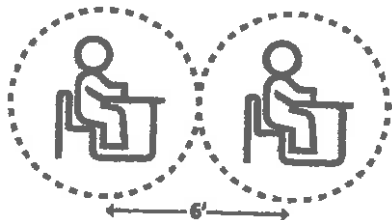
Public health guidance is based on:

- Centers for Disease Control and Prevention's Guidance for Schools and Child Care Programs ([www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html))
- Implementation of Mitigation Strategies for Communities with Local COVID-19 Transmission (PDF) ([www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf](http://www.cdc.gov/coronavirus/2019-ncov/downloads/community-mitigation-strategy.pdf))

MDH recognizes that each program setting is unique, and it may be difficult for the proposed strategies to be implemented in every setting. Administrators are encouraged to think creatively about ways to increase the physical space between staff and program participants while limiting interactions in large group settings.

## What is social distancing?

The term "social distancing" refers to measures being taken to restrict where and when people can gather in order to stop or slow the spread of infectious disease. In general, 6 feet of separation is the distance that should be kept between people interacting within their community. This recommendation is most important in the setting of a large gathering where there is intermingling of people whose symptom status may be hard to monitor.



Small, closed pods that serve a consistent group of participants and staff offer the opportunity to more closely control the environment through monitoring of symptoms and adherence to policies for people who are ill. Additionally, staff can build routines for participants to wash hands upon



## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

entering and leaving the classroom or program space, and create regular cleaning practices for frequently used items such as desks, program equipment, writing utensils, and other programmatic materials. Social distancing guidance will support a **3-foot radius** around each participant, resulting in a 6-foot total distance between any two people.

### Have a plan and prepare

- CDC and MDH recommends that all businesses identify program coordinators who are responsible for COVID-19 issues and preventive activities.
- Summer programs should communicate with families prior to sessions beginning to set expectations for participating in programming this summer. Communication should include what strategies will be implemented to mitigate the risk of COVID-19 exposure in the summer program community, and acknowledge that strategies may change if the level of community transmission increases to the point where programming must be disrupted.
- Families should understand what actions they need to take should their child become symptomatic or be exposed to COVID-19 while participating in summer programming.

### Promote a safe program environment

- Adapt practices to allow physical distancing of at least 6 feet whenever possible.
- Try to adhere to a staff (or volunteer) to participant ratio of 1:9. If social distancing cannot be attained with the group size, then the number of participants must be reduced.
- Within the program, create consistent pods of the same staff, volunteers, and participants with a maximum number of 10 people in each pod.
- Whenever possible, implement programming that refrains from intermixing pods. If intermixing of pods is necessary, limit the number of pods that intermix and keep records of staff, volunteers, and participants that intermix.
- Have a plan for back-up staffing in case a staff member or volunteer becomes ill during the day/program.
- Wherever possible, hold activities outdoors and encourage participants to spread out.
- If social distancing cannot be adhered to for some activities, cancel the activity.
- Avoid having areas easily accessible that would allow staff, volunteers, or participants to easily congregate in a limited space.
- Reduce the number of people on transportation buses to allow them to spread out. Consider using visual cues to illustrate where participants may sit to adhere to social distancing.
- When helping participants apply sunscreen, ensure staff and volunteers are washing hands between applications.

## How can programs practice social distancing in an indoor environment?

### Maintain safe program spaces.

- Modify classes where participants are likely to be in very close contact.
  - Bring in specialist staff (e.g., music, art, physical education) to individual classrooms versus rotating all kids through a shared space that is not able to be cleaned with each new participant introduction.
  - Whenever possible, hold physical education and music classes outside and encourage participants to spread out. Consider using visual cues to demonstrate physical spacing.
- Rearrange desks and common seating spaces to maximize the space between participants.
  - Turn desks to face in the same direction (rather than facing each other) to reduce transmission caused from virus-containing droplets (e.g., from talking, coughing, sneezing).
  - Consider using visual aids (e.g., painter's tape, stickers) to illustrate traffic flow and appropriate spacing to support social distancing.
- Avoid community supplies when possible.
  - If shared supplies are necessary, consider using designated bins for clean and used supplies. Community supplies are considered high-touch and should be cleaned frequently.
  - Do not share equipment between staff, volunteers, and participants when possible.
    - For example, consider designating paddles or tennis rackets to participants or asking families to send them with participants whenever feasible.
  - Clean high touch surfaces between different groups.
- Consider ways to accommodate the needs of children and families at risk for serious illness from COVID-19.
  - Honor requests of parents who may have concerns about their children attending the program due to underlying medical conditions of those in their home.
  - Staff who cannot be at work due to their own high-risk conditions should be offered alternatives for working.
- The CDC lists underlying medical conditions that may increase the risk of serious COVID-19 for people of any age: Groups at Higher Risk for Severe Illness ([www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html)).

### Promote cloth face coverings

- Follow cloth face covering guidance for schools and child care.
  - Staff members working in youth and participant programs are encouraged to wear cloth face coverings during the work day as much as possible.

## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- MDH recommends participants/children only wear cloth face coverings if they can reliably wear, remove, and handle the cloth face covering throughout the day.
- Face mask guidance is available at [Masking Recommendations for Child Care and Schools \(www.health.state.mn.us/diseases/coronavirus/schools/masks.html\)](http://www.health.state.mn.us/diseases/coronavirus/schools/masks.html).

### Strategize meal times

- Wherever feasible, encourage bag lunches from home.
- Stagger meal times to minimize the number of people dining inside at one time and keep people 6 feet apart.
  - Don't intermix pods, and maintain a consistent group of pods that are dining at the same time each day whenever possible.
  - These steps will help minimize transmission and also allow for swift contact tracing if needed.
- Clean and disinfect common surfaces between groups.
- If meals are typically served family-style, plate each meal to serve it so that multiple people are not using the same serving utensils (e.g., have staff serve food to participants).
- Serve meals outside or in alternative indoor areas as weather allows.
- Staff serving meals should follow [MDH's Food Service Worker Safety Information \(www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/schools/foodservice.pdf).

### Minimize opportunities for mixing between groups

- Stagger arrival and/or dismissal times.
  - Minimize crowding at drop-off and pick-up times.
    - Designate times for families to come, consider staggering times if possible.
    - Whenever possible, participant pick-up and drop-off should occur outside.
    - Add visual cues or barriers to direct traffic flow and distancing.
    - Develop signage and processes to minimize interactions of families.
  - Consider dividing participant entry points rather than funneling all participants through the same entry space. These approaches can limit the amount of close contact between participants in high-traffic situations and times.
  - MDH recognizes that busing times are often tightly scheduled. Consider making arrival schedule changes for participants who walk or are dropped off by a parent or caregiver.
- Cancel field trips, assemblies, and other large gatherings.
  - Cancel activities and events like field trips, participant assemblies, athletic events, practices, special performances, program-wide meetings, or spirit nights.
  - Consider transitioning field trips to free virtual opportunities.

## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- Consider changing events to a virtual format where appropriate.
- Use private playgrounds when appropriate safeguards are in place.
  - Consider staggering playground use rather than allowing multiple classes to play together. Limit other activities where multiple classes interact.
  - Wash hands before and after touching play structures and maintain 6 feet of space from other children as much as possible. When possible, build in visual cues that demonstrate physical spacing.
  - If possible, consider cleaning high touch areas of the play structure between groups.
  - For schools, consider allowing flexibility in recess policies and the use of teacher time to allow for supervision of classroom recess.
- Avoid contact with shared public amenities like picnic tables, benches, and playground equipment.
  - Assume such equipment has not been cleaned.
  - Have staff, volunteers, and participants wash hands or use hand sanitizer if they come into contact or use shared amenities.
- Avoid taking multiple pods to the bathrooms at once (e.g., avoid having all classes use the bathroom right after lunch or recess).
- Limit nonessential visitors.
  - Limit the presence of volunteers for activities.
  - Use virtual formats for guest speakers and reading programs.
  - For schools, move parent-teacher conferences, 504, and individualized education program (IEP) meetings to phone conferences or a virtual format.
  - Do not allow the public access to indoor facilities when a program is in progress.
    - Limit access to the program's indoor facilities to staff, volunteers, and participants of the program.
- Promote staff, volunteers, participants, and their families to maintain distance from each other.
  - Educate staff, volunteers, participants, and their families and explain why this is important.
  - Provide reminders about the importance of not sharing food or drinks.
  - If possible, consider cleaning high touch areas of the play structure between groups.
- Exercise caution when using drinking fountains.
  - Think carefully about how drinking fountains are being used and how regularly they are being cleaned in making a decision to use them. Consider encouraging participants to use refillable water bottles to avoid direct contact with the fountain equipment.

## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- If you do use them, ensure there are hand hygiene products available right next to the drinking fountain and encourage users to perform hand hygiene before and after using one.
- Adhere to current travel restrictions
  - [CDC's Travel Updates for COVID-19 \(www.cdc.gov/coronavirus/2019-ncov/travelers/index.html\)](https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html)

## Encourage and reinforce social norms and health etiquette

- Promote materials and trainings to ensure that staff, volunteers, and participants:
  - Wash hands often with soap and water for at least 20 seconds, especially after having been in a public place or after blowing your nose, coughing, or sneezing. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
    - [Hand Hygiene \(www.health.state.mn.us/people/handhygiene/index.html\)](http://www.health.state.mn.us/people/handhygiene/index.html)
  - Always cover your mouth and nose with a tissue when you cough or sneeze. Throw used tissues in the trash. If you don't have a tissue, cough or sneeze into your arm or elbow.
    - [Cover Your Cough \(www.health.state.mn.us/people/cvc/index.html\)](http://www.health.state.mn.us/people/cvc/index.html)
- Ask staff, volunteers, and participants to wash hands upon arriving, before and after eating meals, before and after applying sunscreen, and when entering or leaving indoor spaces.
  - Consider ways to reinforce good hand hygiene. For example, provide incentives (e.g., creative summer program or camp accolades) for proper and thorough handwashing.
- Have hand sanitizer and tissues readily available for use by staff, volunteers, and participants.
- Ensure the availability of appropriate cleaning supplies (e.g., disinfectant wipes) for cleaning of high-touch surfaces (see more details below).
- Educate staff, volunteers, and participants on the importance of avoiding touching their faces throughout the day, and washing their hands when they do.
- Ensure participants aren't sharing water bottles, food, or other items.
- Avoid using other employees' phones, desks, offices, or other work tools or equipment.
- Consider engaging program participants in developing communications or creative strategies to limit the spread of COVID-19 (e.g., develop a competition around creating the new camp greeting, providing alternatives to hugs or high-fives).
- Post posters, use social media, email communication, etc. around symptoms of COVID-19 and health etiquette expectations.

## Promote health checks

- Promote social distancing and reduce congestion in the health office.
  - Use the health services office for participants, staff, and volunteers with COVID-19 like symptoms and, if possible, create a satellite location for first aid or medication distribution.

## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- Allow for flexible administration of health care tasks for participants who are able to independently manage needs.
- Consider using visual cues to demonstrate physical spacing.
- **Emphasize the importance of daily health checks.**
  - This includes screening for participants, staff, and volunteers to ensure those who develop symptoms are not attending.
    - Screening process for children: [Guidance for Child Care Programs that Remain Open \(www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren\)](https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html#ScreenChildren)
    - Consider using a similar system to the employee screening checklist: [Visitor and Employee Health Screening Checklist \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/facilityhlthscreen.pdf)
  - If it is not feasible to conduct health screening given the setting:
    - Provide parent education about the importance of monitoring symptoms and staying home while ill through classroom applications and other district messaging.
    - Ask about access to thermometers and consider implementing temperature checks for households that do not have one.
    - Use existing outreach systems to provide text and email reminders to staff and families to check for symptoms of household members in the morning and evening.
- Use exclusion guidance and isolate symptomatic staff and program participants.
  - Follow exclusions guidance and ensure staff and participants stay home when sick: [COVID-19 Exclusion Guidance \(PDF\) \(www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf\)](https://www.health.state.mn.us/diseases/coronavirus/schools/exguide.pdf)
  - Ensure sick policies are supportive of participants and staff staying home when sick.
  - Have a plan if staff or participants get sick.
    - Make a plan with parents prior to sessions around expectations if their child becomes ill while at the program.
    - Plan to have a room or area that can be used to isolate a symptomatic staff member, volunteer, or participants while they wait to be picked up or are able to leave on their own; ensure there is enough space for multiple people placed at least 6 feet apart (in the case more than one participant becomes ill).
    - Ensure that they have hygiene supplies available, including a cloth mask, facial tissues, and alcohol-based hand rub.
  - If you end up having a participant or staff who is diagnosed with COVID-19 reach out to MDH or your local public health agency for further direction.

## GUIDANCE FOR SOCIAL DISTANCING IN YOUTH AND STUDENT PROGRAMS

- Adapt practices to ensure high-touch surfaces such as doorknobs, stair rails, counters, dining hall tables and benches, program equipment, and other items are regularly cleaned and disinfected.
- Follow MDH guidance for cleaning and disinfecting:
  - COVID-19 Cleaning and Disinfecting Guidance for Schools and Child Care Programs ([www.health.state.mn.us/diseases/coronavirus/schools/clean.html](http://www.health.state.mn.us/diseases/coronavirus/schools/clean.html))
  - COVID-19 Cleaning and Disinfecting Guidance for Institutes of Higher Education ([www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html](http://www.health.state.mn.us/diseases/coronavirus/schools/cleanihe.html))
- Clean and disinfect bathrooms regularly, particularly high-touch surfaces, and ensure they have handwashing supplies.
- Use EPA-registered household disinfectants recommended by the CDC – Information on Disinfectants: ([www.epa.gov/coronavirus](http://www.epa.gov/coronavirus)).
- Dedicate individual classroom and office materials.
  - Do not share writing utensils, classroom, and office supplies between participants, staff, or volunteers (when possible).
  - Frequently clean office materials or equipment that cannot be designated.
  - Place hand hygiene supplies in close proximity to shared equipment (e.g., printer/copier).

### Resources

Schools and Child Care: Coronavirus Disease 2019 (COVID-19)  
([www.health.state.mn.us/diseases/coronavirus/schools/index.html](http://www.health.state.mn.us/diseases/coronavirus/schools/index.html))

Child Care Information for Families and Providers (<https://mn.gov/childcare/>)

CDC Guidance for Child Care Providers that Remain Open ([www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html))

CDC Guidance for Schools and Child Care ([www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/index.html))

Minnesota Department of Health  
625 Robert Street North  
PO Box 64975  
St. Paul, MN 55164-0975  
651-201-5000  
[health.schools.covid19@state.mn.us](mailto:health.schools.covid19@state.mn.us)  
[www.health.state.mn.us](http://www.health.state.mn.us)

5/13/2020

For more information, visit Coronavirus Disease 2019 (COVID-19)  
([health.state.mn.us/diseases/coronavirus/index.html](http://health.state.mn.us/diseases/coronavirus/index.html)), or call the COVID-19 hotline  
at 651-201-3920 or 1-800-657-3903.

Contact [health.communications@state.mn.us](mailto:health.communications@state.mn.us) to request an alternate format.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: June 8, 2020

RE: Sealcoating and Crack Sealing Streets and Trails

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Proposed is to hire contractors to complete Crack Sealing and Chip Sealcoating on city streets for the 2020 season. I have identified areas on the enclosed maps and have solicited quotes from quality contractors. I have included the information I requested and received.

#### Crack Sealing

I solicited quotes from three contractors proposing routing the cracks in our roads and trails and filling them with MnDOT spec crack sealant. The following quotes were received:

- |    |                             |          |
|----|-----------------------------|----------|
| 1. | Astech                      | \$20,076 |
| 2. | Gopher State Sealcoat, Inc. | \$21,519 |
| 3. | Bargen, Inc.                | \$29,704 |

#### Seal Coating Streets

I solicited quotes from two contractors proposing they apply 1/8" Dresser Trap Rock, CRS2P oil, and informed them they would be responsible for sweeping, supplying rock, signage, traffic control, and rock clean-up.

- |    |                     |             |
|----|---------------------|-------------|
| 1. | Pearson Bros., Inc. | \$22,733.76 |
| 2. | Astech              | \$24,749.34 |

The following streets are proposed to be seal coated:

First Street, Main Street E., Devonshire Dr. and the half cul-de-sac, Muirfield Circle and the cul-de-sac, and Fox Court.

Enclosed is a list of streets and a map highlighting the city streets that have been seal coated in past years.

#### Seal Coating Trails

I solicited quotes from two contractors proposing they sweep the area clean and apply a sealcoating to our trails as identified on the enclosed map. They will be applying an asphalt-based sealer. Unlike the streets we will not apply a chip seal to the trails due to its rough texture for walking, skating, and biking.

- |    |                                       |          |
|----|---------------------------------------|----------|
| 1. | Gopher State Sealcoat Inc.            | \$7,392  |
| 2. | Bargen Inc. with their Black Sealcoat | \$20,944 |



**Suggested Motions:**

**Motion to award the crack sealing quote to Hire Astech in the amount of 20,076.**

**Motion to award the street chip seal quote to Pearson Bros. in the amount of \$22,733.76.**

**Motion to award the sealcoat quote to Gopher State Sealcoat to sealcoat city trails in the amount of \$7,392.**



# CITY OF NORWOOD YOUNG AMERICA NYA GIS Crack Fill Streets

Map Date: 5/18/2020

2020





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

TO: NORWOOD YOUNG AMERICA	PHONE: 952-467-1830	DATE: 5/22/20
STREET: 310 ELM STREET WEST	JOB NAME: BITUMINOUS SEAL	JOB #: B20-222
CITY: NORWOOD YOUNG AMERICA, MN 55368	JOB LOCATION: CITY STREETS AS PER THE MAP	
ATT: TONY VOIGHT		CELL:

We hereby submit specifications and estimates for: **BITUMINOUS SEAL COAT**

16,071 Square Yards of Bituminous Seal Coating

**PRE SEAL:** Area to be seal coated is to be swept free of dirt and foreign materials by means of a pick-up type sweeper. These sweepings are to be disposed of by the contractor.

**LIQUID APPLICATION:** Furnish and apply **CRS-2P** Emulsified Asphalt at a rate of 0.25 gallon per square yard.

**AGGREGATE COVER:** Immediately following liquid application, furnish and apply **FA-2 TRAP ROCK** aggregates at a rate of 25 pounds per square yard.

**ROLLING:** Entire area shall be rolled with a 9 wheel pneumatic tire roller.

**FINAL SWEEP:** Approximately **3TO 14** days following seal coat application, excess aggregate is to be swept up and disposed of by this contractor.

**= \$24,749.34**

Cracks are to be blown clean by means of compressed air. **(ROUTE THE NEW CRACKS ¾ X ¾)**

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

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

\*Alligatored areas should not be treated with this process.

**= \$20,076.00**

**TRAILS AND CITY HALL PARKING LOT ARE INCLUDED TO BE CRACK SEALED.**

If you have any questions feel free to call me.

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

**~~\$44,825.34~~**

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

Authorized Signature:  **DOUG WELK**

Proposal may be withdrawn if not accepted within 30 days.

Date of Acceptance:

Signature:



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

# Proposal

Proposal Submitted To	Installation Site
-----------------------	-------------------

Tony Voigt  
Norwood Young America  
310 Elm Street West  
PO Box 59  
Norwood Young America, MN 55368

Various Trails per Map

Account #	Quote #	Quote Date	Valid Thru	Terms	Estimator
7044	25252	05/20/2020	06/19/2020	NET10	Craig
Work #	Fax #	Mobile #	Email Address		
952-467-1830			tvoigt@cityofnya.com		

Description	Total Price
Crack Sealing: Not to exceed 4470 linear feet: Rout unfilled cracks 1/4" or larger to 3/4" x 3/4", except in alligatored areas. Clean out cracks. Seal cracks with MnDOT spec #3723 hot pour rubberized crackfiller. Touch up old cracks. Apply barrier paper as needed. Some settling of material will occur after cooling.	\$4,023.00
Asphalt Emulsion Sealcoat: 6160 sy. Power clean asphalt surface. Prime bad oil spots as necessary. Spray Apply 2 coats of Triton GSS custom-blended sealer fortified with 2 - 4 pounds of sand per gallon, at a total coverage rate of 0.18 - 0.25 gallons per square yard.	\$7,392.00
Please note: vehicles must be cleared, and sprinklers turned off for 24 hours prior to and following project completion.	
NOTE: This price includes one mobilization. Additional moves will be billed at \$550/each. City needs to kill weeds on trails 2 weeks prior to crackfilling. City needs to notify residents where trail sealcoating will block drives.	\$0.00

Quote Total
\$11,415.00

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

PROPOSAL SUBMITTED BY:

Authorized Signature

Print Name

Date

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

Authorized Signature

Print Name

Date



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

# Proposal

Proposal Submitted To	Installation Site
-----------------------	-------------------

Tony Voigt  
Norwood Young America  
310 Elm Street West  
PO Box 59  
Norwood Young America MN 55368

Various Streets per Map  
Norwood Young America MN

Account #	Quote #	Quote Date	Valid Thru	Terms	Estimator
7044	25253	05/20/2020	06/19/2020	NET10	Craig

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

## Description

## Total Price

Various roads per map only.

**\$17,496.00**

Crack Sealing: Not to exceed 24300 linear feet:  
Rout unfilled cracks 1/4" or larger to 3/4" x 3/4", except in alligatored areas.  
Clean out cracks with Heat lance.  
Seal cracks with wand and shoe using MnDOT spec#3723 hot pour rubberized crackfiller.  
Touch up old cracks.  
Apply barrier paper as needed.  
Some settling of material will occur after cooling.

NOTE: This price includes one mobilization. Additional moves will be billed at \$550/each. This does include the city  
hall parking lot. This does not include any trails. \$0.00

Quote Total
\$17,496.00

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

PROPOSAL SUBMITTED BY:

Craig Olson

5-20-2020

Authorized Signature

Print Name

Date

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

Authorized Signature

Print Name

Date



# BARGEN

INCORPORATED

---

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

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May 22, 2020

City of Norwood Young America  
Attn: Tony Voigt  
PO Box 59  
Norwood Young America, MN 55368-0059

Tony,

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

#### Asphalt Rubber Crack Repair (Rout & Seal)

##### Our service crew will:

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

#### Sealant Material

The sealant that we will use meets and exceeds the Minnesota State Spec. #3723.2 and Iowa ASTM-D3405 and ASTM-D6690 type II Spec. with the following modifications:

- 100% elongation at -20°F

#### Clean and Seal Procedure (Re-seal)

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

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

The OSHA standard (29 CFR 1926.1153) requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. In keeping with the spirit of the law, we are doing everything we can to reduce our employee's exposure to Silica. This includes working towards a solution to

suppress the dust at the point of creation, as well as using a Vacuum sweeper truck with a water system in the holding tank to suck the debris from the cracks.

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

**Please note:** The Customer is responsible for notifying the public that we will be working in your area.

*Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 – 150 feet away from the work zone. An Insurance Certificate is available upon request.*

**Crack seal streets and trails per the map – Price is \$29,704.00.**

The price stated above is what we need to complete the project. If there are any Bonds needed for this project that cost will need to be ADDED to the prices listed above.

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

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

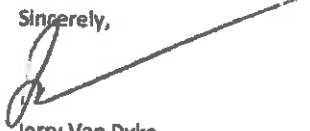
**Acceptance of proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. This proposal may be withdrawn if not accepted within 30 days.

Date of acceptance \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

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

Sincerely,

  
Jerry Van Dyke  
BARGEN, INC.  
JVD/lh  
Project for City of Norwood Young America  
Re: Cracks and RePlay on Streets/trails

## Our Mission

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

Website: [www.bargeninc.com](http://www.bargeninc.com)  
Email: [bargen@bargeninc.com](mailto:bargen@bargeninc.com)

**Pearson Bros., Inc.**

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

ATTENTION: Tony Voigt

PHONE #: 320-761-5008

FAX #:

JOB LOCATION: Norwood Young America  
ADDRESS:

DATE: May 21, 2020

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: 12,486 APPROX. SQUARE  
YARDS OF BITUMINOUS SEAL COATING.

**PRE-SEAL:**

Area to be swept by Pearson Bros., Inc.

**LIQUID APPLICATION:**

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

**AGGREGATE COVER:**

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

**ROLLING:**

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

**PICK-UP SWEEP:**

Excess rock shall be picked up by and disposed of by Pearson Bros., Inc.

START DATE: No earlier than: May 15, 2020 COMPLETION DATE: No later than: Sep 15th, 2020

We Proposed Hereby to Furnish Material and Labor - Complete in Accordance with the Above Specifications,  
for the Sum of: \$16,980.96 Streets - 12,486 sq yds @ \$1.36 per sq yd  
\$5,752.80 Alternate - 4,230 y2 @ \$1.36 per sq yd

AUTHORIZED SIGNATURE:

Payment Due Upon Completion

TODD BARTELS  
PEARSON BROS., INC.

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

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

specified.

Proposal good for 30 days.



**Norwood Young America**

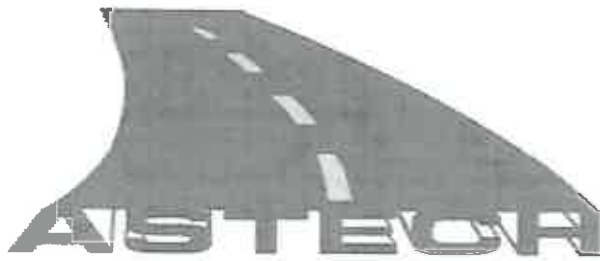
2020

<b>Street</b>	<b>Length</b>	<b>Width</b>	<b>Sq Feet</b>	<b>Sq Yards</b>
1st St	160	46	7360	818
	185	37	6845	761
Main St East	0	0	0	0
	395	33	13035	1,448
	790	25	19750	2,194
	0	0	0	0
Devonshire Dr	1390	28	38920	4,324
		75		380
Muirfield Circle	250	27	6750	750
		80	0	560
CulDeSac	0	0	0	0
		0	0	0
Fox Ct	395	29.5	11652.5	1,295
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
	0	0	0	0
<b>TOTAL</b>				<b>12,530</b>

**City is responsible to confirm all measurements - PBI charges for actual square yards**

**Alternate**

5th Ave NE	750	25	18750	2,083
	920	21	19320	2,147
	0	0	0	0
	0	0	0	0
				<b>4,230</b>



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

TO: NORWOOD YOUNG AMERICA	PHONE: 952-467-1830	DATE: 5/22/20
STREET: 310 ELM STREET WEST	JOB NAME: BITUMINOUS SEAL	JOB #: B20-222
CITY: NORWOOD YOUNG AMERICA, MN 55368	JOB LOCATION: CITY STREETS AS PER THE MAP	
ATT: TONY VOIGHT		CELL:

We hereby submit specifications and estimates for: **BITUMINOUS SEAL COAT**

16,071 Square Yards of Bituminous Seal Coating

**PRE SEAL:** Area to be seal coated is to be swept free of dirt and foreign materials by means of a pick-up type sweeper. These sweepings are to be disposed of by the contractor.

**LIQUID APPLICATION:** Furnish and apply **CRS-2P** Emulsified Asphalt at a rate of 0.25 gallon per square yard.

**AGGREGATE COVER:** Immediately following liquid application, furnish and apply **FA-2 TRAP ROCK** aggregates at a rate of 25 pounds per square yard.

**ROLLING:** Entire area shall be rolled with a 9 wheel pneumatic tire roller.

**FINAL SWEEP:** Approximately **3 TO 14** days following seal coat application, excess aggregate is to be swept up and disposed of by this contractor.

**= \$24,749.34**

Cracks are to be blown clean by means of compressed air. (ROUTE THE NEW CRACKS ¾ X ¾)

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

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

\*Alligatored areas should not be treated with this process.

**= \$20,076.00**

TRAILS AND CITY HALL PARKING LOT ARE INCLUDED TO BE CRACK SEALED.

If you have any questions feel free to call me.

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

**\$44,825.34**

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

Authorized Signature:  **DOUG WELK**

Proposal may be withdrawn if not accepted within 30 days.

Date of Acceptance:

Signature:

<b>STREET NAME</b>	<b>YEAR</b>	<b>SEAL TYPE</b>
Meadows Blvd	2010	Seal Coat
Railroad St E	2010	Seal Coat
Tacoma Ave	2010	Seal Coat
Tacoma Blvd	2010	Seal Coat
Tacoma Cir	2010	Seal Coat
1st St SE	2012	Seal Coat
3rd Ave SW	2012	Seal Coat
4th Ave SW	2012	Seal Coat
5th St SW	2012	Seal Coat
5th Street Ct	2012	Seal Coat
7th St SW	2012	Seal Coat
Hill St E	2012	Seal Coat
Hill St W	2012	Seal Coat
Hilltop Cir	2012	Seal Coat
Morse St N	2012	Seal Coat
Reform St N	2012	Seal Coat
Shady Ln	2012	Seal Coat
Union St N	2012	Seal Coat
Valhalla Dr	2012	Seal Coat
Webster St W	2012	Seal Coat
Wilson St E	2012	Seal Coat
Wilson St W	2012	Seal Coat
Barnes Lake Dr	2014	Seal Coat
Central Ave N	2014	Seal Coat
Central Ave S	2014	Seal Coat
Emma St	2014	Seal Coat
Lower Brand Lake Dr	2014	Seal Coat
Mallard Ct	2014	Seal Coat
Martingale Ct	2014	Seal Coat
Martingale Dr	2014	Seal Coat
Preserve Blvd	2014	Seal Coat
Quail Rd	2014	Seal Coat
Upper Brand Lake Dr	2014	Seal Coat
West Ct	2014	Seal Coat
Central Ave S	2015	Seal Coat
Faxon Rd	2015	Seal Coat
Faxon Rd N	2015	Seal Coat
Friendship Park 4th Ave	2015	Crack Seal
Industrial Blvd	2015	Replay
Lake St W	2015	Seal Coat
Legion Park	2015	Crack Seal
Reform St S	2015	Seal Coat
Sports Complex	2015	Crack Seal

<b>STREET NAME</b>	<b>YEAR</b>	<b>SEAL TYPE</b>
1st Ave SE	2016	Replay
1st St SE	2016	Replay
2nd Ave SW	2016	Replay
2nd St SE	2016	Replay
2nd St SW	2016	Replay
5th Ave NE	2016	Replay
Casper St/Cir	2016	Seal Coat
Devonshire Dr	2016	Replay
Faxon Rd S	2016	Replay
Fox Ct	2016	Replay
Hill St E	2016	Seal Coat
Hill St W	2016	Seal Coat
Lincoln St	2016	Replay
Main St E	2016	Replay
Muirfield Cir	2016	Replay
Park Pl W	2016	Seal Coat
Poplar Ridge Dr	2016	Replay
Trilane Cir	2016	Replay
Trilane Dr	2016	Replay
Washington St	2016	Replay
Wilson St E	2016	Seal Coat
Wilson St W	2016	Seal Coat
Fox Xing	2017	Seal Coat
Fox Xing	2017	Seal Coat
Lakewood Trl	2017	Seal Coat
Lakewood Trl	2017	Seal Coat
Meadows Blvd	2017	Seal Coat
Park Cir	2017	Seal Coat
Park Cir	2017	Seal Coat
Park Pl W	2017	Seal Coat
Park Pl W	2017	Seal Coat
Railroad Dr	2017	Seal Coat
Railroad St E	2017	Seal Coat
Railroad St E	2017	Seal Coat
Railroad St E	2017	Seal Coat
Tacoma Ave	2017	Seal Coat
Tacoma Ave	2017	Seal Coat
Tacoma Ave	2017	Seal Coat
Tacoma Blvd	2017	Seal Coat
Tacoma Blvd	2017	Seal Coat
Tacoma Cir	2017	Seal Coat
The Harbor Parking Lot	2017	Seal Coat
Trail	2017	Seal Coat
Trail	2017	Seal Coat

<b>STREET NAME</b>	<b>YEAR</b>	<b>SEAL TYPE</b>
1st Ave SW	2018	Seal Coat
4th St SW	2018	Seal Coat
5th St SW	2018	Seal Coat
5th street Ct	2018	Seal Coat
Adams Dr	2018	Seal Coat
Elm St E	2018	Seal Coat
Franklin St N	2018	Seal Coat
Franklin St N	2018	Seal Coat
Friendship Park 2nd St	2018	Seal Coat
Friendship Park 4th Ave	2018	Seal Coat
Hilltop Cir	2018	Seal Coat
Main St W	2018	Seal Coat
Merger St	2018	Seal Coat
Oak Dr	2018	Seal Coat
Park Pl W	2018	Seal Coat
Shady Ln	2018	Seal Coat
Sports Complex	2018	Seal Coat
The Harbos Small Lot	2018	Seal Coat
Trail	2018	Seal Coat
Trail	2018	Seal Coat
Union St N	2018	Seal Coat
Valhalla Dr	2018	Seal Coat
Water Treatment Plant	2018	Seal Coat
Webster St W	2018	Seal Coat
Willkommen Park	2018	Seal Coat
1st Ave SE	2019	Seal Coat
1st St SE	2019	Seal Coat
2nd Ave SW	2019	Seal Coat
2nd St SE	2019	Seal Coat
2nd St SW	2019	Seal Coat
3rd St SE	2019	Seal Coat
Faxon Rd S	2019	Seal Coat
Industrial Blvd	2019	Seal Coat
Lincoln St	2019	Seal Coat
Poplar Ridge Dr	2019	Seal Coat
Trilane Cir	2019	Seal Coat
Trilane Dr	2019	Seal Coat
Washington St	2019	Seal Coat





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

# Proposal

Proposal Submitted To	Installation Site
-----------------------	-------------------

Tony Voigt  
Norwood Young America  
310 Elm Street West  
PO Box 59  
Norwood Young America MN 55368

Various Trails per Map

Account #	Quote #	Quote Date	Valid Thru	Terms	Estimator
7044	25252	05/20/2020	06/19/2020	NET10	Craig

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

Description	Total Price
-------------	-------------

Crack Sealing: Not to exceed 4470 linear feet:  
Rout unfilled cracks 1/4" or larger to 3/4" x 3/4", except in alligatored areas.  
Clean out cracks.  
Seal cracks with MnDOT spec #3723 hot pour rubberized crackfiller.  
Touch up old cracks.  
Apply barrier paper as needed.  
Some settling of material will occur after cooling.

\$4,023.00

Asphalt Emulsion Sealcoat: 6160 sy.

Power clean asphalt surface.

Prime bad oil spots as necessary.

Spray Apply 2 coats of Triton GSS custom-blended sealer fortified with 2 - 4 pounds of sand per gallon, at a total coverage rate of 0.18 - 0.25 gallons per square yard.

\$7,392.00

Please note: vehicles must be cleared, and sprinklers turned off for 24 hours prior to and following project completion.

NOTE: This price includes one mobilization. Additional moves will be billed at \$550/each. City needs to kill weeds on trails 2 weeks prior to crackfilling. City needs to notify residents where trail sealcoating will block drives.

\$0.00

Quote Total
\$11,415.00

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

PROPOSAL SUBMITTED BY:

Authorized Signature

Print Name

Date

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

Authorized Signature

Print Name

Date



# BARGEN INCORPORATED

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

May 22, 2020

City of Norwood Young America  
Attn: Tony Voigt  
PO Box 59  
Norwood Young America, MN 55368-0059

Tony,

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

**RePlay midNITE (dark black color)**

We will clean the area in preparation for the Seal Coat. The RePlay midNITE will be spray applied in one coat. RePlay is designed to extend the life of new and existing asphalt surfaces. **(Note: will cure in 3-4 hours minimum). Any striping on the lot will need to be re-striped.**

**Pavement Seal Coating (black seal coat)**

The complete project area will be swept or blown clean (with high pressure blowers) in preparation for the seal coat application. We will then apply one coat of Asphalt Cut Back Penetrating Sealer. Our Seal Coat has 57% asphalt content and is a solvent and asphalt based seal coat. This is NOT a water based emulsion product. **(Note: may take 2-4 days to cure)**

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

**Please note:** The Customer is responsible for notifying the public that we will be working in your area.

*Pavement maintenance can be extremely dusty and dirty work and we strongly encourage the public to keep their Personal property at a strong distance away from our work zone. This will avoid any possible concerns for dust, debris or damage. A recommended distance would be 75 - 150 feet away from the work zone. An Insurance Certificate is available upon request.*

**1. Trail along Tacoma Avenue N.**

Option 1 - Black Sealcoat for \$9,216.00  
Option 2 - RePlay midNITE for \$7,680.00

**2. Trail along Railroad Street east**

Option 1 - Black sealcoat for \$8,640.00  
Option 2 - RePlay midNITE for \$7,200.00

**3. Trail off of Barnes Lake**

Black sealcoat for \$3,088.00

*\$20,944*



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

The price stated above is what we need to complete the project. If there are any Bonds needed for this project that cost will need to be ADDED to the prices listed above.

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

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

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

Date of acceptance \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

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

Sincerely,



Jerry Van Dyke  
BARGEN, INC.  
JVD/lh

**Project for City of Norwood Young America  
Re: Black Sealcoat or RePlay midNITE**

### **Our Mission**

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

Website: [www.bargeninc.com](http://www.bargeninc.com)  
Email: [bargen@bargeninc.com](mailto:bargen@bargeninc.com)



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: June 8, 2020

RE: Sealcoating proposals with RePLAY

---

I am proposing hiring a contractor to applicate RePLAY on select streets and trails in the city. The city has used RePLAY in the past on other streets and trails with improved results. We have experienced less cracking and potholes in the areas Replay has been applied.

RePLAY is a clear sealer and a proprietary product that is designed to penetrate and stabilize the asphalt to reduce cracking and stops moisture from penetrating the surface. If you reduce the moisture penetration in the pavement you can minimize the amount of potholing and cracking caused by the freeze and thaw and limit the amount of sub-grade saturation that can occur. RePLAY is best used on roads that have been recently paved or new construction where the pavement surface is in good physical condition. I have researched this product with other communities that have had similar positive results.

I identified areas that would be good candidates for RePLAY and solicited to Bargaen Incorporated who is one of the sole contractors in MN to apply the product. The job was quoted to crack seal the select areas and apply RePLAY.

**Suggested Motion:**

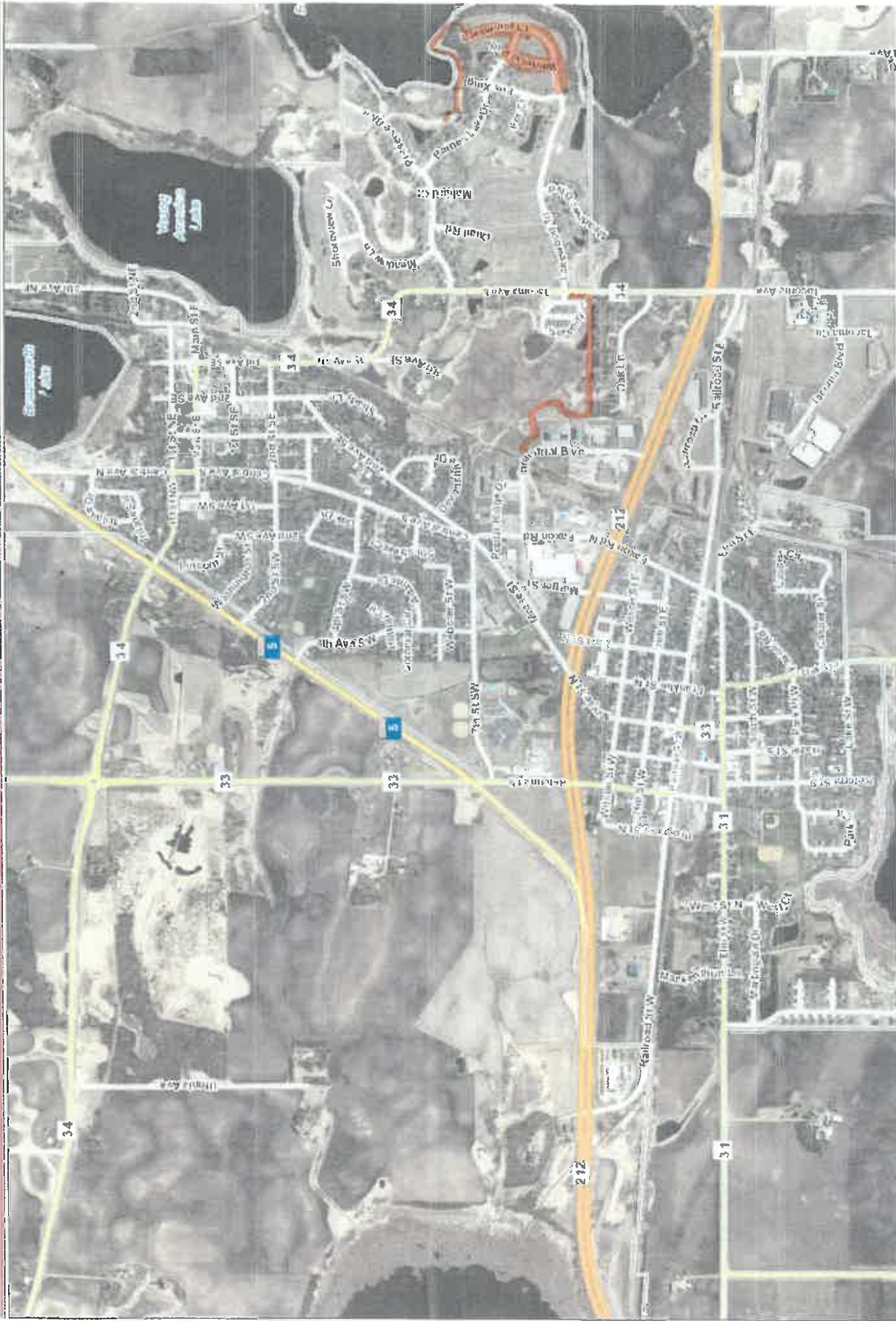
**Motion to hire Bargaen, Inc to applicate Replay on identified areas in the amount of \$26,173**

*Norwood Young America*



Map Date: 5/18/2020

## Replay Areas



# BARGEN

INCORPORATED

---

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

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May 22, 2020

City of Norwood Young America  
Attn: Tony Voigt  
PO Box 59  
Norwood Young America, MN 55368-0059

Tony,

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

#### Asphalt Rubber Crack Repair (Rout & Seal)

Our service crew will:

- A. rout out cracks 1" wide by 1" deep for cracks that are 40 feet apart and closer
- B. rout out cracks 1 1/4" wide by 1" deep for cracks that are 45 – 80 feet apart
- C. If the cracks are wider, they will be routed accordingly
- D. the cracks will then be cleaned with high volume blowers
- E. as a second cleaning procedure, a heat lance will be used to clean out any remaining debris and/or moisture
- F. cracks will be filled three-quarters to full
- G. after a cooling period, the cracks are filled a second time using a banding applicator
- H. this does not include any alleged areas
- I. the debris will be blown to the side of the curb, where it will be the City's responsibility to sweep up

#### Sealant Material

The sealant that we will use meets and exceeds the Minnesota State Spec. #3723.2 and Iowa ASTM-D3405 and ASTM-D6690 type II Spec. with the following modifications:

- 100% elongation at -20°F

#### Clean and Seal Procedure (Re-seal)

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

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

The OSHA standard (29 CFR 1926.1153) requires employers to limit worker exposures to respirable crystalline silica and to take other steps to protect workers. In keeping with the spirit of the law, we are doing everything we can to reduce our employee's exposure to Silica. This includes working towards a solution to

suppress the dust at the point of creation, as well as using a Vacuum sweeper truck with a water system in the holding tank to suck the debris from the cracks.

**RePlay Procedure (clear seal coat)**

We will clean the area in preparation for the Seal Coat. The RePlay Agricultural Oil Seal and Preservation Agent will be spray applied in one coat. RePlay is designed to extend the life of new and existing asphalt surfaces. (Note: will cure in less than 3 hours)

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

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

#1 Crack seal and RePlay the trails per the map – Price is \$7,790.00

#2 Crack seal and RePlay the trails per the map – Price is \$3,990.00.

#3 Crack seal and RePlay the streets per the map – Price is \$14,393.00.

\$26,173

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

The price stated above is what we need to complete the project. If there are any Bonds needed for this project that cost will need to be ADDED to the prices listed above.

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

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



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

Date of acceptance \_\_\_\_\_ Purchase Order # \_\_\_\_\_

Signature \_\_\_\_\_ Signature \_\_\_\_\_

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

Sincerely,



Jerry Van Dyke  
BARGEN, INC.

JVD/lh

**Project for City of Norwood Young America**  
**Re: Cracks and RePlay on Streets/trails**

### Our Mission

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

Website: [www.bargeninc.com](http://www.bargeninc.com)  
Email: [bargen@bargeninc.com](mailto:bargen@bargeninc.com)



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: June 8, 2020  
RE: Purchase Zero Turn Mower

---

I am proposing we replace our 2013 Kubota zero turn lawn mower. The mower is included in the Capital Project/Equipment Plan for replacement in 2020 and \$20,000 was budgeted.

Staff were able to demo some machines. The City has experienced good success with Kubota mowers and proposed to purchase another. We solicited vendors for a zero turn platform, 72" side discharge deck, and a diesel engine. I received the following quotes:

1. Arnold's Equipment, 2020 Kubota ZD1211 in the amount of \$9,200 w/trade
2. Midwest Machinery, 2020 John Deere Z997R in the amount of \$11,300 w/trade

**Suggested Motion:**

**Motion to purchase a 2020 ZD1211 from Arnold's Equipment in the amount of \$9,200.**

# ARNOLD'S

DATE 6-4-2020

Kimball  
320-398-3800

Willmar  
320-235-4898

Glencoe  
320-864-5531

St. Martin  
320-548-3285

Mankato  
507-387-5515

Alden  
507-874-3400

St. Cloud  
320-251-2585

NAME City of NYA

ADDRESS \_\_\_\_\_

Josh

SALESMAN

PHONE \_\_\_\_\_

Code	Equipment	Price	Code	Equipment	Price
1	2020 Kubota ZD1211L-3-72 72" side discharge 24.8 hp 3 cylinder diesel engine, seat suspension	\$17,099.00	1	2020 Kubota ZD1511LF-3-72 72" side discharge 30.8 hp 4 cylinder diesel w/dpf <del>exhaust</del> a.r. ride seat standard equipment	\$22,199.00
	freight & setup	\$350.00		freight & setup	\$350.00
		\$17,449.00			\$22,549.00
	govt discount	- \$2,249.00		govt discount	- \$3,349.00
	ZD331	- \$6000.00		ZD331	- \$6000.00
	trade price	→ \$9,200.00		trade price	→ \$13,200.00
Description Trade-in			Description Trade-in		
Trade Difference			Trade Difference		





**Quote Id:** 22037979

---

**Prepared For:**  
**City Of Norwood Young America**

**Prepared By: Grant Schroeder**  
Midwest Machinery Co.  
4561 Hwy 212  
Glencoe, MN 55336  
Tel: 320-864-5571  
Mobile Phone: 612-202-8284  
Fax: 320-864-4555  
Email: [gschroeder@mmcjd.com](mailto:gschroeder@mmcjd.com)

**Date:** 03 June 2020

**Offer Expires:** 17 June 2020

---

*Confidential*



### Quote Summary

**Prepared For:**

City Of Norwood Young America  
Po Box 59  
Norwood Young America, MN 55368  
Home: 952-467-1800

**Prepared By:**

Grant Schroeder  
Midwest Machinery Co.  
4561 Hwy 212  
Glencoe, MN 55336  
Phone: 320-864-5571  
Mobile: 612-202-8284  
gschroeder@mmcjd.com

**Quote Id:** 22037979  
**Created On:** 03 June 2020  
**Last Modified On:** 03 June 2020  
**Expiration Date:** 17 June 2020

**Equipment Summary**

JOHN DEERE Z997R DIESEL W 72  
In.

Selling Price	Qty	Extended
\$ 18,300.00 X	1 =	\$ 18,300.00

**Equipment Total**

**\$ 18,300.00**

**Trade In Summary**

2013 KUBOTA ZD331  
PayOff  
Total Trade Allowance

Qty	Each	Extended
1	\$ 7,000.00	\$ 7,000.00
		\$ 0.00
		\$ 7,000.00

**Trade In Total**

**\$ 7,000.00**

**Quote Summary**

Equipment Total	\$ 18,300.00
Trade In	\$ (7,000.00)
SubTotal	\$ 11,300.00
Est. Service Agreement Tax	\$ 0.00
Total	\$ 11,300.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 11,300.00

Salesperson : X \_\_\_\_\_

Accepted By : X \_\_\_\_\_

Confidential



JOHN DEERE

## Selling Equipment



Quote Id: 22037979

### JOHN DEERE Z997R DIESEL W 72 In.

Hours:

Stock Number:

				Selling Price
				\$ 18,300.00
Code	Description	Qty	Unit	Extended
091ETC	Z997R DIESEL W 72 In. 7 IRON PRO SIDE DISCHARGE DECK	1	\$ 25,889.00	\$ 25,889.00
<b>Standard Options - Per Unit</b>				
001A	United States/Canada	1	\$ 0.00	\$ 0.00
1150	26x12x12 Pneumatic Turf Tires	1	\$ 0.00	\$ 0.00
<b>Standard Options Total</b>				<b>\$ 0.00</b>
<b>Value Added Services Total</b>				<b>\$ 0.00</b>
<b>Other Charges</b>				
	EnviroCrate	1	\$ 40.00	\$ 40.00
	Setup	1	\$ 180.00	\$ 180.00
<b>Other Charges Total</b>				<b>\$ 220.00</b>
<b>Suggested Price</b>				<b>\$ 26,109.00</b>
<b>Customer Discounts</b>				
<b>Customer Discounts Total</b>			<b>\$ -7,809.00</b>	<b>\$ -7,809.00</b>
<b>Total Selling Price</b>				<b>\$ 18,300.00</b>



JOHN DEERE

# Trade In



Quote Id: 22037979

2013 KUBOTA ZD331	
Machine Details	
Description	Net Trade Value
2013 KUBOTA ZD331	\$ 7,000.00
Your Trade In Description	
Additional Options	
Hour Meter Reading	2174
Total	
\$ 7,000.00	



# JOHN DEERE

## Extended Repair Plan Proposal

## PowerGard™ Protection Plan Residential

**Date :** June 3, 2020

Machine/Use Information		Plan Description	Price	
Manufacturer	JOHN DEERE	Plan Type:	Deductible:	
Equipment Type	LARGE FRAME MID-Z	Coverage:	Quoted Price	\$ 0.00
Model	LARGE FRAME MID-Z	Total Months:		
		Total Hours:		

THIS PROPOSAL IS VALID FOR 30-DAYS FROM DATE ISSUED. GRACE pricing is offered only early during the Deere basic warranty period and has no surcharges. After this period, DELAYED PURCHASE pricing (surcharged) is offered later during the John Deere Basic Warranty. Many PowerGard quotes presented in the Delayed Purchase Period will require inspection/certification process and must also pass fluid testing. The Total Months and Total Hours listed above include the John Deere Basic Warranty terms (24 months / 2000 hours on Tractors, 24 months on Golf & Turf Products, 12 months for all AG Harvesting and Sprayer equipment, and 12 months/1000 hours on most Gator Utility Vehicles). "Limited" Plan coverage = Engine & Powertrain only. "Comprehensive" Plan coverage = Full Machine.

**Proposal Prepared for:**

*I have been offered this coverage and*

Customer Name - Please Print

☐ **I ACCEPT** the Residential plan

☒ **I DECLINE** the Residential plan

Customer Signature

*If declined, I fully understand that my equipment listed above is not covered for repair expenses due to component failures beyond the original basic warranty period provided by John Deere.*

**Note :** This is not a contract. For specific PowerGard™ Protection plan Residential coverage, please refer to the terms and conditions on John Deere's public website([www.JohnDeere.com](http://www.JohnDeere.com)) under Services & Support >Warranty > Extended Warranties > PowerGard protection plan Residential.

### PowerGard™ Protection Plan Residential (Residential plan) is:

The PowerGard™ Protection Plan Residential is an extended repair plan that provides parts and labor coverage up to four years beyond the manufacturer's warranty. It is available on all riding lawn equipment, zero-turn radius mowers, utility vehicles, utility tractors and compact utility tractors. Your John Deere equipment will be in the hands of qualified, certified technicians from John Deere dealers using Genuine John Deere Parts.

### Not covered under a Residential plan:

Residential plans do not cover routine maintenance services or items normally designed to be replaced by the purchaser due to normal wear and tear. They do not cover any product used for commercial or rental applications. They also do not cover repairs for damage from accident, misuse, fire, theft, or exposure to weather conditions such as lightning, hail, flood or water. See the actual PowerGard™ Protection Plan Residential Terms and Conditions for a complete listing of coverage, and limitations and conditions under the program.



**JOHN DEERE**

---

**Benefits of a Residential plan:**

- Offer the choice of adding up to 4 years of repair coverage beyond the machine's factory warranty.
- Do not require preapproval before repairs are made by the authorized John Deere dealership.
- Is transferable by the original purchaser for the balance of the original agreement period.
- Ensures higher resale value and makes equipment more marketable during sale or trade-in.
- Comprehensive Plans:
  - No deductibles and no out-of-pocket costs on covered repairs.
  - Free transportation for factory warranty and extended repair plan repairs for the term of the plan (Note: A surcharge may apply for machines located outside of the dealership's normal service area).
- Limited Powertrain Plans:
  - Low deductibles on covered repairs
  - Do not provide transportation coverage



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: June 8, 2020  
RE: Replace Friendship Park Concession Building Doors

---

Proposed is to replace the four exterior doors on the concession stand at Friendship Park. The Parks & Recreation Commission has been working on updating this building since 2019. To date improvements made include a new roof, new concession window roll-up doors and countertops, a new ceiling in the concession area, and new paneling in the restrooms. Next is to replace the four new doors in the building.

I solicited quotes from three vendors to replace all exterior doors, closers, hardware, thresh holds, and weatherstripping. All vendors agreed that the door frames are in good shape and propose replacing the door slabs and hardware only. The following quotes were received:

1. Rice Companies \$3,894.28
2. Kendell Door \$4,728
3. Bradley Security \$4,860

The doors come primed and will need to be painted. I received the following quotes for paint to match existing door frames:

1. Thomas Collision & Frame \$800
2. Rice Companies \$1,000

**Suggested Motion:**

**Motion to accept the quote from Rice Companies for \$3,894.28 to install exterior doors at the Friendship Park Concession building and to hire Thomas Collision & Frame to paint the doors for \$800.**

*Norwood Young America*

**Rice Companies - Glencoe, MN**

3301 11th St E  
Glencoe, MN 55336  
(320) 864-4500  
[www.ricecompanies.com](http://www.ricecompanies.com)

**Proposal****ADDRESS**

Tony Viogt  
City of Nya  
310 Elm St W  
Norwood, MN 55368  
United States

PROPOSAL	GCM20059
DATE	04/20/2020
EXPIRATION DATE	05/20/2020

PREPARED BY  
Adam Kube

PO/JOB#  
Friendship

**SCOPE OF WORK****AMOUNT****Details:**

- Remove existing (4) doors
- Replace doors with 3070 18ga metal doors
- Install new thresholds, closers, sweeps
- Install new lockable lever handles
- Dispose of existing doors

**Exclusion:**

- Painting doors, doors can be painted to match at the cost of \$250 per door

3,894.28

TOTAL

**\$3,894.28**

Accepted By

Accepted Date



Date: 6/4/2020

\*\*\*\*\*  
Quote: CB060420  
\*\*\*\*\*

TO: City-Norwood Young America  
ATTN: Tony Voigt

Respectfully submitted by Craig Baumgard from our Mankato, MN facility, this is our Proposal to furnish the following Material and Labor for the Concession Stand:

- 1 EA - 2868 707S RH 18GA RK (F) HM DOOR @ MENS
- 1 EA - 2868 707S RH 18GA RK (F) HM DOOR @ WOMENS
- 1 EA - 3068 707S LH 18GA RK (F) HM DOOR @ SOUTH
- 1 EA - 3068 707S RH 18GA RK (F) HM DOOR @ NORTH
- 12 EA - MPB79 4-1/2" X 4-1/2" HINGE 26D
- 4 EA - 323C X 36"W SWEEP C
- 4 EA - 815A X 36" X 84" WEATHERSTRIP A
- 4 EA - S424A X 36"W THRESHOLD A
- 2 EA - AL80LD X SAT X 11-096 X 10-025 CYL. LOCKSET 626
- 1 EA - AL53LD X SAT X 11-096 X 10-025 CYL. LOCKSET 626
- 1 EA - AL25D X SAT X 11-096 X 10-025 CYL. LOCKSET 626
- 2 EA - CLD-4550STD. W/PA BRKT CLOSER 689
- 1 EA - KENDELL DOORS INSTALL - LABOR TO REMOVE/INSTALL  
NEW METAL DOORS, LOCKSETS AND WEATHERSTRIPPING.
  - \* MEDECO STANDARD CYLINDERS BY OWNERS.
  - \* METAL DOORS COME PAINTED PRIMED GRAY, PAINTING BY OTHERS.
  - \* REUSE EXISTING METAL FRAMES.

\*\*\*\*\*

**PRICE QUOTE: \$4,728.00**

\*\*\*\*\*

(This price includes No Sales Tax)

**TERMS & CONDITIONS:** Our quotation is subject to the following terms and conditions: Acceptance of this quotation by Customer will be acceptance of all terms and conditions as follows and will supersede any conflicting term in any other contract document. Customer's agreement will be evidenced by Customer's signature permitting KENDELL to commence project work.

Bradley Security  
8637 IDEAL AVE  
GLENCOE, MN 55336  
866-927-2353  
ap@bradley-security.com  
www.bradley-security.com



# ESTIMATE

ESTIMATE # 1696  
DATE 05/08/2020

**ADDRESS**  
City of Norwood Young America  
P.O. Box 59  
NYA, MN 55368

PLEASE DETACH TOP PORTION AND RETURN WITH YOUR PAYMENT.

## PROJECT NAME

Friendship - Doors/Hardware

ITEMS/SERVICES	QTY	RATE	AMOUNT
3'X6'8" Hollow Metal Door - Primed	2	595.00	1,190.00T
32" X 6'8" Hollow Metal Door - Primed	2	595.00	1,190.00T
Schlage Dbl Sided Deadbolt	2	96.00	192.00T
Schlage Grade 2 Entrance Lever	1	196.00	196.00T
Schlage Exit Only Lever	1	182.00	182.00T
Misc. Materials - Threshold, hinges, weather-striping , etc.	1	50.00	50.00T
Labor to remove existing doors, install new Ceco doors and hardware	1	1,860.00	1,860.00

Note: Cost to have doors professionally painted \$2400

THANK YOU FOR CHOOSING BRADLEY SECURITY. WE LOOK FORWARD TO WORKING WITH YOU!

-PROTECTING THE THINGS THAT MEAN MOST

SUBTOTAL	4,860.00
TAX	221.25
<b>TOTAL</b>	<b>\$5,081.25</b>

Accepted By

Accepted Date



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: June 8, 2020

RE: Request to auction surplus equipment

---

In 2019, the City purchased a 2009 Jetter/Vactor truck to replace the 1998 Jetter truck and 2003 Versa-Vac trailer. We did not receive a fair trade-in value for either piece of equipment therefore we would like to auction them. I have been in contact with two auction sites. If approved I will identify which site has a stronger clientele interest for this type of equipment.

**Suggested Motion:**

**Motion to auction the 1998 Jetter truck and 2003 Versa-Vac trailer.**



To: Members of the City Council  
From: Steve Helget, City Administrator  
Re: Community Education Contribution  
Date: June 8, 2020

In April, Julie Kuenzel from Community Education requested summer funding for youth programming in the city. The Council tabled the decision until further information became available regarding summer programming.

Julie has submitted updated information with a request for funding. She is requesting \$2000 for youth programming and \$3000 for middle/high school programming.

**Recommendation: Approve the funding request from District 108 Community Education for an amount up to \$5000 to support the Summer Enhanced Program and the Summer Recreation Program.**

Community Education has requested funds to develop, plan, and run Youth Recreational programs, Park Enrichment programs, Middle School and High School programs, and the Music in the Park.

The original request was for \$2,000 for the Summer Park program and \$3,000 for the MS and HS programs and Music in the Park.

Community Education runs the summer ball program for the residents of NYA. We oversee the T-ball, Combo-ball, PeeWee Baseball, Little League Baseball, PeeWee Softball and Little League Softball for the players living in the City of NYA. We also offer more complete offerings for boys in baseball in the 10U, 11U, 12U, 14U and 16U age grouping. Along with this we schedule all the balls fields in the community, pay a person to lock up the bathrooms at Friendship Park, hire and pay officials for games, etc.

Community Education also offers the annual Park Program for NYA youth. This is an opportunity for youth to get together and play some neighborhood games, do some arts and crafts and just have the time to get to know others in the area. With the city donation we offer this for free. We pay for staff, equipment, materials, and snack for the children attending camp. This year because of our 9 to 1 ratio because of Covid-19, we are actually going to have to hire additional staff to meet the need of the community, so this program will be a lot higher than normal if we are to provide the opportunity to all those who want to attend.

**It is the two activities above that the \$3,000 provides for.** Even though the actual ball programs have now been cancelled for the summer all the work of setting up opportunities, making teams, making game schedules, ordering shirts, etc. has been done. And this whole process became even more expensive when we I had to refund all fee's back to families. And even though we will not be using Friendship Park for games we are still paying a staff person to lock up the bathrooms each night at the site because this was agreed upon before knowing the season would not be happening this year.

As for the funding for Middle School and High School activities. If you were to go back and look in the minutes when this first started up it was explained that we do not need money for the programs themselves (participation fees will cover the actual cost) but money was needed to add staff to plan and develop programs for this age grouping. It was after this funding was provided we hired a Recreation Coordinator to plan extra activities and opportunities for this age grouping. Since then we have provided trips, enrichment and recreational programs for this age group. This amount was \$6,000 for several years and then when the city was hit with some tough budget times we lowered it to \$3,000.

I have also used some funds from this \$3,000 to help fill a hole each year in the funding for Music in the Park. Since I hold all events in NYA I felt this was an appropriate use of funds also.

Community Education has always served as the Park and Recreation Department for the cities providing as many opportunities as possible for all community members in each city and each city has provided funds for this since I have been here the last 24 years. I have always enjoyed working with and for the city in providing all these opportunities and I hope this is something you see as valuable for your dollars.

If anyone has any questions please feel free to contact me at [jkuenzel@central.k12.mn.us](mailto:jkuenzel@central.k12.mn.us) or 952-467-7391.



To: Members of the City Council  
From: Steve Helget, City Administrator  
Re: Forest Hill Cemetery Invoice  
Date: June 8, 2020

On May 29, 2020, Paul Melchert delivered the box of materials containing all the remaining information from the Forest Hills Cemetery and Association. At that time, we also received the Warranty Deed from the Forest Hills Cemetery Association conveying the real estate to the city. This deed will be filed by the city. Earlier, Lynn Norton dropped off a check from Security Bank and Trust in the amount of \$42,691.51, which closed the Forest Hills Cemetery Association account.

At this time, all transactions with the Forest Hills Cemetery Association and Paul Melchert have been completed. He has submitted an invoice in the amount of \$11,307.61 for his services.

**Recommendation:** Approve payment to Paul Melchert the amount of \$11,307.61 to be taken from the funds received from the Forest Hills Cemetery Association.

Kelth E. Sjodin\*  
R. Lawrence Harris  
Bradley W. Solheim\*\*  
J. Michael Melchert\*\*  
Kelly C. Dohm\*\*\*  
P. David Melchert  
Racheal M. Hollandoo\*\*  
Kathryn J. Barnes  
Jason M. Thiemann  
Matthew D. McDougall  
Travis J. Adams  
Jason R. Lee  
Ronald G. Blum

Of Counsel:  
Paul A. Melchert  
David P. Hubert  
Luke L. Melchert  
Mac R. Willemssen

\*Civil Trial Law Specialist, certified by the  
Minnesota State Bar Association  
\*\*Real Property Law Specialist, certified by  
the Minnesota State Bar Association  
\*\*\*Labor and Employment Law Specialist,  
certified by the Minnesota State Bar  
Association  
Also admitted in SD



MELCHERT HUBERT SJODIN  
ATTORNEYS AT LAW

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121 West Main Street, Suite 200  
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Chaska, MN 55318  
Telephone: (952) 448-2225

Firm Administrator  
Marcia A. Willmsen

WEB PAGE  
[www.mhslaw.com](http://www.mhslaw.com)

June 2, 2020

Steve Helget  
NYA City Administrator  
310 Elm Street West  
P.O. Box 59  
Norwood Young America, MN 55368

***Re: Forest Hill Cemetery Association***

Dear Steve:

This letter is forwarded to you to make sure that you have everything you need to complete your file as to the transfer of the Forest Hill Cemetery to the City of Norwood Young America. I appreciate your time in meeting with me on Friday afternoon, May 29, 2020, to pass on the box with all of the records that exist to the best of my knowledge as to the Forest Hill Cemetery Association. It was also great that Mayor Carol Lagergren was available at the time so I could speak to you both and also pass on some copies of documents from my file to make sure that you have the information that you need.

In meeting with you, it was verified that Lynn Norton dropped off the check from Security Bank & Trust to the City of Norwood Young America, in the amount of \$42,691.51 which she and I obtained from Security when we met with Simone of Security earlier in the day. When we met I also gave to you the original Warranty Deed from the Forest Hill Cemetery Association conveying the real estate which makes up the cemetery to the City of Norwood Young America. You indicated that I should not file the deed but that the City would go ahead and file the deed in the office of the Carver County Recorder at Chaska.

As to the records in the box, we also had a chance to briefly discuss the fact that Lynn Norton, Ron Smith, and some others have offered their help in reviewing the drawings of all the lots in the cemetery which were in the box that we delivered and comparing them with what is in fact in place on the cemetery and to verify to the extent possible all of the current lot owners in the cemetery. It is hoped that this would save the City a lot of time and provide accurate records to the City for future use.



**MELCHERT • HUBERT • SJODIN, PLLP**

Steve Helget

June 2, 2020

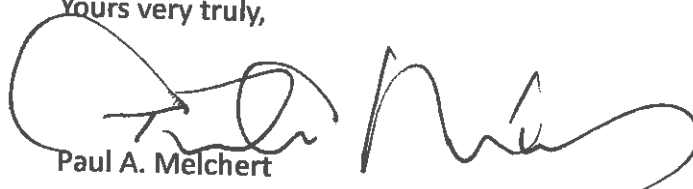
Page 2

Since these matters have been taken care of, and you will be filing the deed, this should complete the transfer of the cemetery to the City of Norwood Young America. I am, therefore, enclosing our statement of fees and expenses. Enclosed is a copy of the Memo as to Legal Fees and Expenses that I had previously submitted for review by you and the City Council estimating that an additional \$3,975 hopefully should take care of additional time necessary to complete the transfer. As the enclosed statement will show, it ended up being an additional \$6,042 in time for total fees of \$27,096.25 plus expenses of \$211.36 as to estimated fees previously submitted. The estimated fees and expenses of \$25,240.06 was reduced by \$15,000 leaving payable fees of \$9,981.60 and advanced expenses of \$259.01. However, the fact that the City will record the deed means that the advanced expenses will be \$211.36. Because substantial additional time was required to close out this matter, the enclosed statement shows a reduction in fees of an additional \$1,000 for a total reduction of \$16,000 leaving a total of \$11,307.61 in fees and expenses instead of \$10,240.61. If the \$11,307.61 is a concern for the City, I would still accept the \$10,240.61. It just has been a matter of a lot of time involved to follow the Statutes and make the necessary contacts with the various parties involved. It has been extremely time consuming.

In any event, I appreciate the courtesy, cooperation, and consideration that I have received from you and the City Council of NYA. I sincerely trust that this turns out to be a beneficial matter for the City of NYA. If at any time any questions arise as to which I may provide information or assistance as to the cemetery matter, please do not hesitate to contact me.

Wishing you the best of everything.

Yours very truly,



Paul A. Melchert

PAM/jm  
Enclosures

COPY

## MEMO AS TO LEGAL FEES AND EXPENSES

1. Copy of statement of fees and expenses of Melchert Hubert Sjodin regarding Forest Hill Cemetery Association through March 3, 2020 for \$21,265.61.
2. Time and expenses from March 4, 2020 through completion of transfer to the City of Norwood Young America is estimated to be \$3,975.00 for a total of fees and expenses of \$25,240.06.
3. That we will reduce the fees by \$15,000.00, leaving payable fees of \$9,981.60 and advanced expenses of \$259.01
4. That payment would be made out of the Security Bank & Trust Regular Savings Account No. 783877 leaving a balance on the account of approximately \$32,400.00
5. The majority of the funds paid would be retained by Melchert Hubert Sjodin for staff and administration costs and not be paid to Paul Melchert.



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: June 8, 2020  
RE: Hire Seasonal Staff

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We advertise every year for seasonal employment to help with the increased summer workload within the Public Services Department. In the past we have employed a part time employee who worked exclusively in the water/sewer departments and four seasonal part time employees for the streets/parks. Unfortunately, our part time employee resigned the end of last year. We currently have two employees for the seasonal positions and continued advertising to obtain more applicants. I received five additional applications and completed five phone interviews from prospective candidates.

We currently budget \$20,000 for part-time employees in the Parks Department and \$12,000 for part-time employees in Water/Sewer Departments. I may need to modify hours, or the number of seasonal staff hired to stay under budget.

Proposed is to compensate them at Grade 2, Step 1, \$11.85 per hour.

**Suggested Motions:**

**Motion to hire Scott Rannow, Kyle Petersen, and Ian Fraser for the 2020 seasonal Public Services Worker positions at Grade 2, Step 1 effective June 6, 2020.**

*Norwood Young America*

# Building Permit Report - May 2020

PERMIT #	NAME	ADDRESS	PURPOSE	DATE	PERMIT FEE	PLAN CHECK FEE	SURCHARGE	VALUE	
2020001	Tim Schroeder	514 W Elm Street	Residing	1/13/2020	\$60.00	\$0.00	\$1.00		
2020002	Donna Klemm	328 Oak Drive	Furnace	1/16/2020	\$60.00	\$0.00	\$1.00		
2020003	Kwik Trip	520 Reform St N	Ansul System	2/4/2020	\$98.09		\$1.00	\$1,500.00	
2020004	Harlan Mackenthun	404 5th St Ct SW	Alterations	1/22/2020	\$532.37		\$9.00	\$18,000.00	
2020005	Harlan Mackenthun	404 5th St Ct SW	Plumbing	1/27/2020	\$60.00	\$0.00	\$1.00		
2020006	Tim Fahey	261 Emma Street	Furnace	1/27/2020	\$60.00	\$0.00	\$1.00		
2020007	Andy Wiegfield	524 Elm St W	Demo	1/28/2020	\$100.00	\$0.00	\$1.00		
2020008	Kwik Trip	520 Reform St N	Mechanical	2/5/2020	\$353.45	\$229.74	\$10.00	\$20,000.00	
2020009	Kwik Trip	520 Reform St N	Refrigeration	2/18/2020	\$199.45	\$129.64	\$5.00	\$10,000.00	
2020010	Central School	655 SW 7th	Solar	2/21/2020	\$541.55	\$352.01	\$17.50	\$35,000.00	
2020011	Central School	531 Morse Street N	Solar	2/21/2020	\$541.55	\$352.01	\$17.50	\$35,000.00	
2020012	Loomis Homes	990 Lakewood Trail	new home	2/26/2020	\$10,843.30	\$1,319.19	\$128.00	\$251,030.00	
2020013	Loomis Homes	1095 Barnes Lake Dr	new home	2/27/2020	\$10,814.82	\$1,307.18	\$126.50	\$248,288.00	
2020014	Dennis Mohs	1045 Lakewood Crt	finish bsmt	2/27/2020	\$606.00	\$315.90	\$17.00	\$30,000.00	
2020015	Loomis Homes	1075 Barnes Lake Dr	new home	2/28/2020	\$11,076.22	\$1,467.34	\$146.50	\$288,125.00	
2020016	Loomis Homes	1000 Whitetail Path	new home	3/4/2020	\$10,700.10	\$1,239.11	\$118.00	\$231,992.00	
2020017	Citizen's Bank	409 N Faxon Rd	overhang	3/5/2020	\$168.65	\$109.62	\$4.00	\$7,500.00	
2020018	Loomis Homes	1115 Barnes Lakd Dr	new home	3/4/2020	\$11,303.70	\$1,579.45	\$161.50	\$317,000.00	
2020019	Loomis Homes	940 Lakewood Tr	water soft	3/17/2020	\$60.00	\$0.00	\$1.00	\$500.00	
2020020	Larry Panning	324 4th St SW	alterations	3/17/2020	\$197.85	\$89.60	\$4.00	\$5,152.00	
2020021	Josh Kroells	430 Emma Street	pool		\$657.10	\$388.12	\$21.00	\$40,000.00	
2020022	Larry Krause	634 Preserve Blvd	ductwork	3/24/2020	\$60.00		\$1.00	\$340,000.00	
2020023	Homeland Builders	440 Park Circle	new home	3/26/2020	\$13,866.60	\$1,671.54	\$173.00		
2020024	Loomis Homes	965 Lakewood Tr	water softener	3/27/2020	\$60.00		\$1.00		
2020025	Loomis Homes	955 Lakewood Trail	Finish basement	4/3/2020	\$490.45	\$279.79	\$13.50	\$25,000.00	
2020026	Loomis Homes	1025 Lakewood Trail	new home	4/10/2020	\$11,460.82	\$1,707.58	\$176.50		
2020027	John Fahey	211 Park Place West	reroof	4/8/2020	\$60.00		\$1.00		
2020028	Scott & Linda Rannow	835 Barnes Lake Rd	finish basement	4/27/2020	\$399.65	\$259.77	\$13.50	\$22,500.00	
2020029	Philip Henning	1065 Lakewood Court	Finish basement		\$328.05	\$169.68	\$1.00	\$9,000.00	
2020030	Loomis Homes	955 Lakewood Trail	Deck	4/20/2020	\$214.85	\$139.65	\$5.50	\$11,000.00	
2020031	John Kroells	240 Upper Brand Lk Dr	Furnace	4/10/2020	\$60.00		\$1.00		
2020032	Loomis Homes	1030 Lakewood Court	new home	4/20/2020	\$10,824.82	\$1,307.18	\$126.50	\$249,000.00	
2020033	Jack Lano	323 Casper Circle	sotorage shed	4/10/2020	\$452.67	\$294.24	\$13.50	\$27,000.00	
2020034	Kevin & Ruth Williams	316 4th Street SW	refroof	4/14/2020	\$60.00		\$1.00		
2020035	Jencar Holdings	620 Marsh Path	New home	4/22/2020	\$14,709.54	\$1,275.14	\$123.50	\$241,000.00	
2020036	Jencar Holdings	590 Marsh Path	new home	4/22/2020	\$14,826.58	\$1,351.22	\$133.00	\$260,000.00	
2020037	Jencar Holdings	605 Marsh Path	new home	4/22/2020	\$14,826.58	\$1,351.22	\$133.00	\$260,000.00	
2020038	Jencar Holdings	575 Marsh Path	new home	4/22/2020	\$14,843.88	\$1,362.47	\$127.00	\$248,326.00	
2020039	Kevin Eiden	211 Reform St S	Alteration-bath room	4/16/2020	\$430.45	\$279.79	\$12.50	\$25,000.00	
2020040	Jencar Holdings	575 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00	
2020041	Jencar Holdings	605 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00	
2020042	Jencar Holdings	590 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00	

[illegible]