



## CITY COUNCIL AGENDA

July 27, 2020 – 6:00 p.m.  
City Council Meeting  
City Council Chambers  
310 Elm Street W.  
Norwood Young America, MN 55368

### WORK SESSION

1. Call Meeting of City Council Work Session to Order
  2. Approve Agenda
    - 2.1 Street & Utility Reconstruction Projects
      - Oak Lane
      - 2<sup>nd</sup> Avenue Lift Station (possible phase-in reconstruction)
      - Financing Options
      - Mill & Overlay
  3. Adjournment
- 

### ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
    - 1.1 Pledge of Allegiance
  2. Approve Agenda
    - 2.1 Approve minutes of June 22, 2020 meeting
  3. Adjournment
- 

### CITY COUNCIL

1. Call Meeting of City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment  
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
  - 3.1 Corporal Matt Arnst Quarterly Report
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 July 13, 2020 meeting
  - 4.2 Approve payment of Claims
  - 4.3 Approve 2021 Carver County GIS Analyst Shared Position Agreement
5. Public Hearings
6. Old Business
  - 6.1 COVID-19 Update
7. New Business
  - 7.1 Approve Resolution 2020-22, Community Growth Partnership Initiative Predevelopment Grant
  - 7.2 Approve Resolution 2020-23, Petition for Annexation
  - 7.3 Approve City Clerk/Treasurer Hiring
  - 7.4 Approve quote to replace Pavilion Doors at Willkommen Memorial Park

- 7.5 Approve quote to repair Oak Grove Storage Building
- 7.6 Approve quote to rebuild Pump at Wastewater Treatment Facility

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: None

UPCOMING MEETINGS / EVENTS

- |           |   |
|-----------|---|
| August 4  | Finance Committee – 3:00 p.m.               |
| August 4  | Planning Commission – 6:00 p.m.             |
| August 10 | Personnel Committee – 5:00 p.m.             |
| August 10 | City Council – 6:00 p.m.                    |
| August 12 | Economic Development Commission – 6:00 p.m. |
| August 14 | Swimming Pool Closes                        |
| August 18 | Parks and Recreation Commission – 4:45 p.m. |
| August 20 | Senior Advisory Committee – 9:00 a.m.       |
| August 24 | Work Session, EDA, City Council – 6:00 p.m. |



**Date:** July 27, 2020  
**To:** Honorable Mayor Lagergren and Members of the City Council  
**From:** Steve Helget  
**Re:** Road Construction - Oak Lane Project

#### History of Oak Lane Project

On January 19, 2011, Mayor Diedrick and City Staff met with Brad Schrupp and Ron Trick from the Young America Township Board to discuss a joint resolution for an orderly annexation to include Oak Lane by January 1, 2013. The discussion included the following:

- Deadline for annexation was January 1, 2013.
- ***Deadline for connection to city water/sewer was January 1, 2023 at 2011 rates.***
  - ***SAC and WAC based on April 28, 2003 rates***
  - ***Water and Sewer Trunk Charge at \$3675 per ERU for water trunk and \$3674 per ERU for sewer trunk***
  - ***Water Hook-up Fees at \$100 each***
  - ***Water Meter Fee for a ¾ inch residential water meter is \$330.00***
- Payment of fees was to be either up front or assessed over a ten year period.
- Onsite wells were allowed for irrigation purposes only
- ***Improvement of Oak Lane: "The road shall be improved to City standard by no later than January 1, 2023. The City anticipates at this time that the project will be treated as a reconstruction, which under the City's current assessment policy results in a 50% assessment to the benefitting property owners."***

On March 4, 2011 in a letter to Brad Schrupp, Chelsea Alger addressed several questions from the Township. The following is from that memo: "Will the street improvements include curb and gutter? Yes."

At the Council Meeting on July 11, 2011, Resolution 2011-10 was passed unanimously. The minutes stated: Chelsea Alger and City Engineer Kreg Schmidt gave a history and background information and answered questions on the annexation of the Oak Lane properties into the City.

In a Bolten and Menk powerpoint presentation from the July 11, 2011, Council Meeting, the following information was shared regarding street construction on Oak Lane: "(1) currently a gravel street; (2) reconstruction to city standards by no later than January 1, 2023; (3) city to maintain street upon annexation of properties or January 1, 2013 whichever comes first; and (4) street costs will be assessed per city policy at time of project." The project was mapped as a 28 foot wide rural section with 45 foot cul-de-sac.

***Norwood Young America***





At the Council Meeting on December 10, 2012, a motion was passed unanimously to rezone Oak Lane Properties. The information shared was: "Chelsea Alger informed the Council members on the requirement of rezoning newly annexed properties. The properties in the Oak Lane area will be annexed on January 1, 2013 and are Transition/Agriculture to R-1 Low-Density Single Family Residential.

At the Council meeting on December 28, 2015, a motion was passed unanimously to approve the extension of the water and sewer trunk fees at a cost of \$4000 for the properties located at 410, 415 and 490 Oak Lane until one year after installation of sanitary sewer services. The following information was shared in the minutes: The reduced rate for Trunk Fees for most Oak Lane residents will end on 12/31/15. Three properties currently do not have sewer access: 410, 415, 490 Oak Lane. Once sewer is available to these properties, residents will have one year to hook up to city water/sewer with the reduced trunk fee of \$4000.

In a memo dated October 21, 2015 from Bolten and Menk, Jake Saulsbury states the following: "As part of the annexation agreement, as of January 1, 2013, the City has taken on ownership and responsibility for the maintenance of Oak Lane. Additionally, reconstruction of the existing gravel street to bring it up to City standards is to be completed no later than January 1, 2023. At today's construction prices to reconstruct Oak Lane to a 28-foot wide paved rural section with minimal storm sewer improvements the project costs would be as follows: Total estimated street reconstruction cost = \$268,000. This street cost would be assessed to all benefiting properties according to the City assessment policy at the time of the project. Based on the current assessment policy, the assumption that the project would be classified as a street reconstruction, and the assumption that the cost would be assessed on a per unit basis the project cost would break down as follows: City contribution (50%) - \$134,000; assessable portion (50%) = \$134,000; and estimated cost per lot = \$11,200."

**SUMMARY:** If the City Council approves completion of the Oak Lane Project as a paved street to include curb and gutter, the total cost estimate would be \$896,600 with a percentage to be assessed to property owners based on the benefit to each individual property owner (approximately 50%).

- Street Cost to city = \$532,100
- Sanitary Sewer cost to City = \$255,100
- Water Cost to city = \$87,400
- Storm Sewer Cost to city = \$22,000

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#### **Information from the Scoping Study on PROJECT No. 4 - OAK LANE**

This project consists of reconstructing Oak Lane as shown on Figure 7 in Appendix A. The existing sanitary sewer main along the north side of the project area is in good shape and is proposed to be left as is. The sanitary sewer system currently does not serve all adjacent properties along Oak Lane. The proposed plan is to construct two additional sanitary lines to serve the lots on the south side of Oak Lane, the west lots at the cul-de-sac, and the two lots on the west side of Tacoma Ave. The sanitary line along Tacoma Ave is proposed to be directionally drilled and service lines installed to the lots adjacent to Tacoma Ave. The lots on the south side of Oak Lane and the lots adjacent to the lots in the cul-de-sac are currently not served with water either. An 8" watermain and service lines are proposed to be installed to service the remaining lots. Oak Lane is currently a gravel road. It is proposed to be paved to a 28' wide with no curb and gutter and with the city standard section.

The City entered into an agreement with the Township in 2003. This agreement impacts this project timeline as it is required that the Oak Lane properties connect to the City sewer and water systems within 10 years (January 1, 2023). In order for this to occur the City must first provide sewer and water mains, as is proposed as part of this project, for these homes to connect to. Therefore, this project should be a high priority or the terms of the previous agreement should be renegotiated with the Township and/or the Oak Lane property owners.





more than a place, it's home.

# CITY OF NORWOOD YOUNG AMERICA

## Oak Lane Existing Water & Sewer Mains

Map Date: 7/23/2020







Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

Ph: (952) 448-8838  
Fax: (952) 448-8805  
Bolton-Menk.com

July 7, 2020

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

**RE: Oak Lane Feasibility Study**

Dear Mr. Helget:

**Background:**

At the May 26 City Council Work Session, the recently completed Street & Utility Reconstruction Projects Scoping Study along with the need to plan for and budget for upcoming projects was discussed. Based on this meeting and subsequent discussions with City staff, completing the next steps for the Oak Lane project is desired.

**Scope of Work:**

**Task 1: Geotechnical Evaluation**

Our team will coordinate with a geotechnical subconsultant (upon selection) to complete a geotechnical evaluation to recommend a pavement section, review earthwork requirements, and review the existing soil composition and water table for the appropriate utility construction. We will propose two drilling locations on Oak Lane and one drilling location on the sanitary sewer alignment along Tacoma Avenue, which will be based on detailed examination of the site and anticipated design requirements. The subconsultant's work will include permitting, borings, borehole abandonment, sample review, laboratory testing, and reporting. Costs associated with the Geotechnical Evaluation will include time to facilitate and review the findings. The costs that are associated with the selected geotechnical subconsultant will be pass-through costs and are estimated at \$3,500.

**Task 1 Deliverables:** Soil borings, geotechnical report, and pavement design recommendations

**Task 2: Feasibility Study**

Bolton & Menk will deliver a Feasibility Study that that will contain research, findings, assessment rolls, and recommendations. The Feasibility Study will review various alternatives for the proposed utilities and the roadway improvements. Multiple assessment rolls may also be reviewed that coincide with the various alternatives proposed.

Bolton & Menk will lead one meeting to discuss the 75% Feasibility Study with City staff. Upon review Bolton & Menk will finalize the Study.

Name: Oak Lane Feasibility Study  
Date: July 9, 2020

**Task 2 Deliverables:** 75% Feasibility Study and final Feasibility Study

**Subtask 3: Public Hearing**

A Public Hearing with residents and other stakeholders will be held in Fall/Winter 2020/2021. We will review the recommended alternative to be carried forward into the final design of the project.

We will prepare and present a Powerpoint presentation containing the improvement options, estimated costs, and estimated assessments.

**Task 3 Deliverables:** Presentation and draft notices

**Task 4: Easement Acquisition**

Bolton & Menk will prepare exhibits for each property that requires an easement. These exhibits will include the applicable property and design information along with a legal description of the area needed to be acquired. It is assumed that exhibits will be prepared for 3 properties and multiple iterations based on property owner negotiations may be required.

It is assumed that property owner discussions and easement negotiations will be handled by City of Norwood Young America staff. However, Bolton & Menk is able to assist or lead this effort if desired. This proposal does not include any easement costs or fees necessary for the negotiation or condemnation process.

**Task 4 Deliverables:** Easement exhibits

**Task 5: Other Tasks as Assigned**

Bolton & Menk will perform other tasks as directed by the City of Norwood Young America on an hourly basis.

**Our Estimated fee to complete a Feasibility Study and the other tasks laid out in the above Scope of Work is \$19,300.** According to State Statute, all feasibility studies which plan to assess project costs must be billed hourly, so the estimate provided may increase or decrease based on the need to complete the tasks described in the Scope of Work. The breakdown of this estimated fee is as follows:

| Task | Description                             | Basis     | Fee      |
|------|---|-----------|----------|
| 1    | Geotechnical Evaluation                 | Hourly    | \$800    |
| 2    | Feasibility Study                       | Hourly    | \$10,500 |
| 3    | Public Hearing                          | Hourly    | \$1,200  |
| 4    | Easement Acquisition                    | Hourly    | \$3,300  |
| 5    | Other Project Areas / Tasks As Directed | Hourly    | TBD      |
|      | Subtotal:                               | Hourly    | \$15,800 |
|      | Estimated Geotechnical Evaluation:      | Pass Thru | \$3,500  |
|      | Total:                                  |           | \$19,300 |



Name: Oak Lane Feasibility Study  
Date: July 9, 2020

This estimated fee is based on the following assumptions:

- Soil borings are needed and will be a pass thru cost.
- No topographic survey required until the final design phase.
- One City staff meeting/discussion to review the 75% Feasibility Study.
- City staff to send Public Hearing notices.
- City staff will complete property acquisition negotiations.
- City has the option to complete property appraisals and/or assessment appraisals. Fees for this work are not included.

Schedule:

In order to construct a project in 2021, the following tentative project schedule should be followed:

1. Summer 2020 Authorize Feasibility Study & Obtain Borings
  2. Fall 2020 Complete and Approve Feasibility Study
  3. Late Fall 2020 Conduct Improvement Hearing & Complete Topographic Survey
  4. Winter 2020-21 Design Project & Prepare Plans/Specifications
  5. \*Spring 2021 Advertise for Bids, Open Bids, & Award Construction Contract
  6. \*Summer 2021 Begin Construction
  7. \*Fall 2021 Conduct Assessment Hearing
- \*Easement acquisitions may delay the project schedule

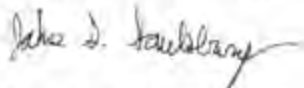
Summary:

Significant elements of the Oak Lane project have previously been completed. This previous work has allowed our team to understand critical issues and gain an understanding of key project issues for the extension of the utilities and the construction of Oak Lane. Our goal is to continue the efforts and momentum gained during the Street & Utility Reconstruction Scoping Study to complete the preliminary design and the Feasibility Study for Oak Lane. This project will complete the agreement with the Township to connect City sewer and water to the properties on Oak Lane.

In continued service to the City of Norwood Young America, we are excited at the opportunity to complete the Oak Lane Feasibility Study. We respectfully submit this project fee estimate in the amount of **\$19,300** for the completion of the provided scope of work. I am available at your convenience to discuss this project and answer any questions that you or the City Council may have.

Sincerely,

**Bolton & Menk, Inc.**



Jake S. Saulsbury, P.E.

cc: Tony Voigt, City of NYA  
Phil Schrupp, Bolton & Menk



**Date:** July 27, 2020  
**To:** Honorable Mayor Lagergren and Members of the City Council  
**From:** Steve Helget  
**Re:** Road Construction - 2nd Avenue SE and Lift Station Project

At the last workshop, the Council recommended the Second Avenue Lift Station as a priority project. Below, please find the information on this project from the Scoping Study

**PROJECT NO. 2 – SE 2ND AVENUE AND LIFT STATION REPLACEMENT**

This project consists of reconstructing 2nd Avenue SE and the replacing the Lift Station as shown on Figure 5 in Appendix A. The sanitary sewer main on 2nd Avenue SE in general is in adequate shape and is proposed to be lined. There are multiple sanitary manholes on 2nd Avenue that are made of brick. These brick structures are no longer a standard construction practice, are in poor condition, and are recommended to be replaced. Lining the sanitary sewer main and replacing the manholes will prolong the life of the system and will reduce inflow and infiltration into the sanitary system. The lining project does not need to be in conjunction with the reconstruction of the streets. There are additional ways to reduce the inflow and infiltration of water into the system such as installing chimney seals and watertight castings. These methods should be incorporated into construction when the road is reconstructed. The lift station on 2nd Avenue SE is at the end of its design life and needs to be replaced. The recommendation is to abandon the old one and reconnect to a new upgraded lift station in the same location. The lift station work should be done in conjunction with the street project to minimize impacts and restoration costs. The water main in this area will be removed and replaced with a new upsized pipe, from a 6" to an 8" line. The new 8" line will meet the recommended minimum size for a looped water system and will allow for increased fire flow capacity. All valves and fire hydrants will be replaced, and new service lines will be extended and connected to all properties within the project limits. The existing storm sewer pipe, manholes, catch basins, and castings will be replaced. The system will be evaluated on a street to street basis to ensure the water is treated according to the CCWMO standards, while ensuring the system functions appropriately. In addition to replacing the current system, drain tile and sump pump connections will be installed to capture water and direct it into the storm sewer system. The streets are proposed to be replaced with the city standard truck route section and street widths will remain the same as they currently are today.

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Not included in the proposed scope of work or estimated costs is a modification to the 5-way intersection at the south end of the project area. If this is desired, an additional study is necessary to evaluate intersection options and the possibility of installing a roundabout and/or reducing this intersection to a 4-way intersection.

The estimated costs for this reconstruction project (2nd Avenue SE and the Lift Station) are as follows:

- Street Cost = \$2,661,800
- Sanitary Sewer Cost = \$52,700
- Watermain Cost = \$915,200
- Storm Sewer Cost = \$411,000
- Sanitary Sewer Lining = \$225,700
- Lift Station Cost = \$765,900
- Total Estimated Project Cost = \$5,032,300

***NOTE: An additional option would be to replace the lift station at \$765,900 and reconstruct a portion of Second Avenue SE (perhaps from the 5-way stop to First Avenue SE). This could reduce the total cost of the project and phase in the total reconstruction. Jake Saulsbury will have the estimated costs at the meeting.***





**Date:** July 27, 2020  
**To:** Honorable Mayor Lagergren and Members of the City Council  
**From:** Steve Helget  
**Re:** GO Bond Payment Schedule

Attached please find a payment schedule for the following GO Bond amounts:

- \$1 million
- \$2 million
- \$3 million
- \$4 million

The information has been shared for both a 10 year and a 15 year payment schedule.

This information was requested by the Council at the last workshop meeting to determine what is a feasible project amount for the city to finance.

*Norwood Young America*

# City of Norwood Young America, Minnesota

2021 Street Projects Financing Analysis, Series 2021

General Obligation Bonds assumes current tax-exempt "AA-" market rates plus 50bps

Par Amount of Bonds  
Estimated True Interest Cost

| G.O. -<br>10 years | G.O. -<br>10 years | G.O. -<br>10 years | G.O. -<br>15 years | G.O. -<br>15 years |
|--------------------|--------------------|--------------------|--------------------|--------------------|
| 1,000,000          | 2,000,000          | 3,000,000          | 4,000,000          | 4,000,000          |
| 1.70%              |                    |                    |                    |                    |
| 1.93%              |                    |                    |                    |                    |

Collection Year

Annual Levy for Debt Service

| Collection Year | 115,711   | 231,458   | 341,959   | 457,745   | 160,378   | 243,230   | 326,074   |
|-----------------|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| FY 2022         | 113,040   | 231,354   | 344,468   | 457,559   | 163,677   | 242,891   | 322,101   |
| 2023            | 117,343   | 229,409   | 346,826   | 458,968   | 162,430   | 241,046   | 324,907   |
| 2024            | 116,240   | 227,259   | 343,573   | 459,918   | 161,052   | 244,256   | 322,151   |
| 2025            | 115,033   | 230,155   | 345,261   | 455,149   | 164,792   | 241,962   | 324,382   |
| 2026            | 113,668   | 227,425   | 346,416   | 460,257   | 163,018   | 244,619   | 326,151   |
| 2027            | 112,198   | 229,735   | 341,933   | 459,554   | 161,107   | 241,752   | 322,329   |
| 2028            | 115,873   | 226,506   | 342,379   | 458,346   | 164,309   | 243,931   | 323,484   |
| 2029            | 114,109   | 228,312   | 342,421   | 456,624   | 162,041   | 245,821   | 324,282   |
| 2030            | 112,235   | 229,814   | 342,048   | 459,627   | 159,632   | 242,162   | 324,713   |
| 2031            | -         | -         | -         | -         | 162,330   | 243,537   | 324,765   |
| 2032            | -         | -         | -         | -         | 159,611   | 244,708   | 324,576   |
| 2033            | -         | -         | -         | -         | 162,068   | 245,669   | 324,140   |
| 2034            | -         | -         | -         | -         | 164,273   | 241,049   | 323,300   |
| 2035            | -         | -         | -         | -         | 160,965   | 241,448   | 327,296   |
| 2036            | -         | -         | -         | -         | -         | -         | -         |
| Totals:         | 1,145,449 | 2,291,427 | 3,437,283 | 4,583,746 | 2,431,681 | 3,648,078 | 4,864,649 |

Average Annual Debt Service Levy:

|         |         |         |         |         |         |         |
|---------|---------|---------|---------|---------|---------|---------|
| 114,545 | 229,143 | 343,728 | 458,375 | 162,244 | 243,326 | 324,310 |
|---------|---------|---------|---------|---------|---------|---------|



**Date:** July 27, 2020  
**To:** Honorable Mayor Lagergren and Members of the City Council  
**From:** Steve Helget  
**Re:** Road Construction - Mill and Overlay

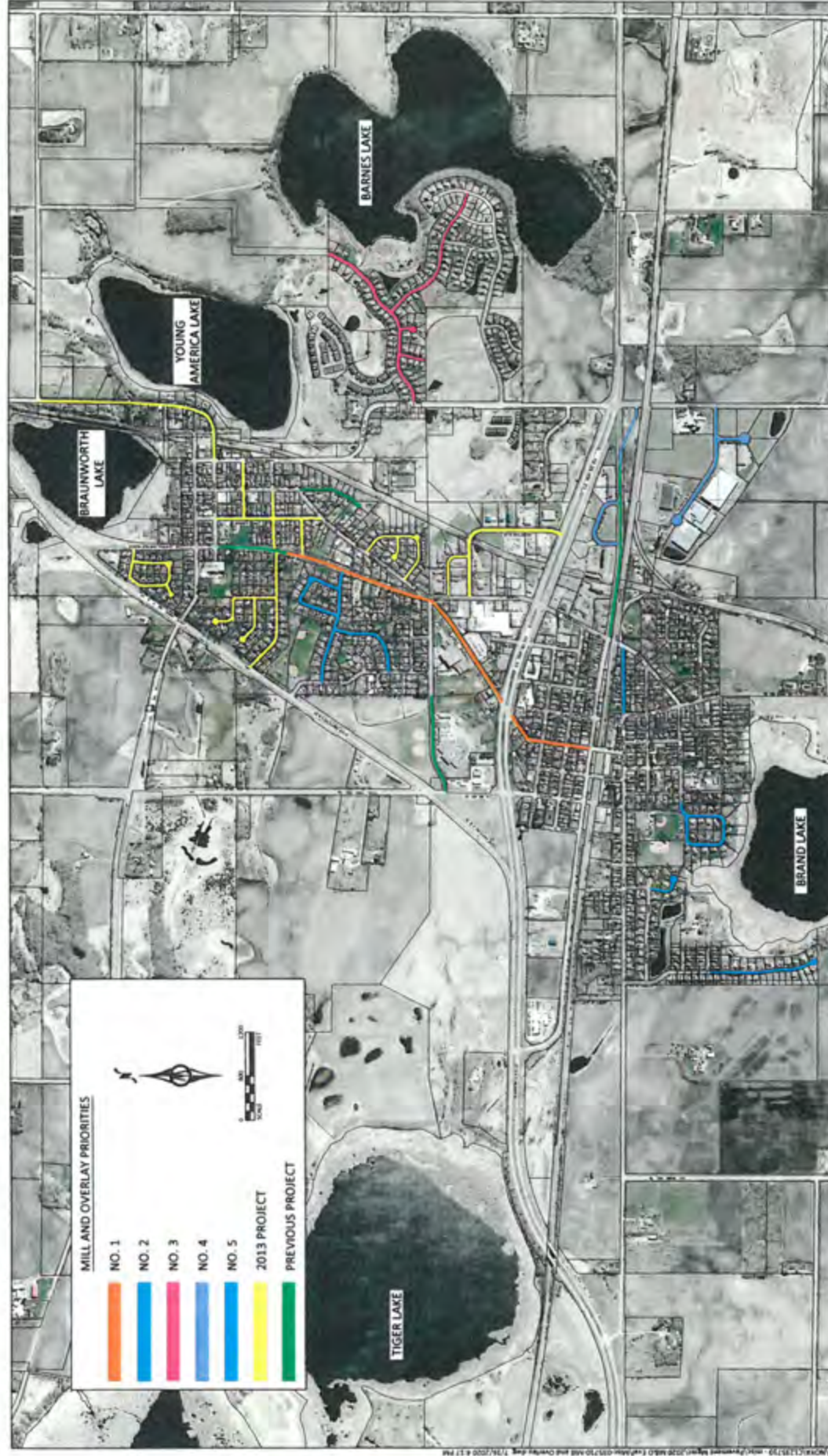
At the last workshop meeting, additional information on possible streets for a Mill and Overlay Project were requested. The cost for a Mill and Overlay project was roughly estimated at \$30,000 to \$50,000 per block. The attached map shows a phased plan for Mill and Overlay projects in the city.

**SUMMARY:** If the City Council approves completion of the Number 1 priority project which would include Morse Street from Railroad Street to 7th Street SW and Central Avenue from 7th Street SW to 2nd Street SW, a rough estimate for the total cost would be: \$340,000 to \$550,000.

- Morse Street - Railroad St to Hwy 212: (approximately 3 blocks) - \$90,000 - \$150,000
- Morse Street - Hwy 212 to 7th St SW (approximately 3 blocks) - \$90,000 - \$150,000
- Central Avenue - 7th St SW to 2nd St SW (approximately 5 blocks) - \$150,000 to \$250,000

*Norwood Young America*







**CITY COUNCIL EDA Minutes**  
**June 22, 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: Nick Anhut (Ehlers and Associates), Darrin Fox and Kelly Lueck (Youth Softball)

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

*Mayor Lagergren called the virtual EDA meeting to order at 6:50 PM. Roll call of attendance. All members present.*

**1.1. Pledge of Allegiance**

**2. Approve Workshop Agenda**

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

**2.1 Approve minutes of May 26, 2020 meeting**

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

**3. New Business**

**3.1 Approve Amended and Restated Reimbursement Agreement**

Anhut shared information on the resale of \$5 million to refinance EDA deb issued for the Harbor Facility with a goal to refinance at lower interest rate and to cut two years from the repayment term. Piper Sandler and Company provided the best interest rate at 1.5708% true interest rate. The bond will be for \$4,580,000 with an overall cost savings of \$1,017,595 and an average annual debt reduction of \$22,929.

*Motion: MM/DS to approve the amended and restated Reimbursement Agreement. Roll call vote. Motion passed 5-0.*

**3.2 Approve Resolution 2004 Ratifying Sale of Housing Revenue Bonds, Series 2020**

This resolution ratifies the sale and takes all necessary actions to award the sale to Piper Sandler with a closing date of July 16, 2020.

*Motion: DS/DS to approve the Resolution 2004, Ratifying the sale of and providing the form, terms, covenants and directions for the Housing Revenue Refunding Bonds, Series 2020 (City of Norwood Young America, Minnesota, General Obligation – Harbor at Peace Village Project); and taking other actions in connection therewith. Roll call vote. Motion passed 5-0.*

**4. Adjournment**

*Motion: CS/MM to adjourn at 7:00 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





**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: Cassandra Kemp, Julie Kelzer, Hannah Edwards, Mark and Wendy Couch, Diane Bruers

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

*Mayor Lagergren called the meeting to order at 6:01 PM. All members present.*

**1.1 Pledge of Allegiance**

**2. Approve Agenda**

Helget shared that Corporal Matt Arnst will be at the next council meeting to share his quarterly report.

*Motion: MM/CH to approve the amended agenda as submitted. Motion passed 5-0.*

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

Kemp shared concerns regarding a potential sidewalk on the north side of Wilson Street. Concerns included: citizens not included in the discussion at Parks and Recreation Commission, cost and risk of moving utilities and the possible decrease to property value, removal of trees and shrubbery, moving sidewalks through driveways that would limit space for homeowner parking, sidewalk is unnecessary with the new trail that will connect to Morse Street, and additional lighting required for safety (new LED lights are not working).

Couch shared concern about adding another sidewalk on Wilson Street which is already narrow. Couch shared that she had been informed no sidewalk would be added to Wilson Street so she requested the Council wait until the underpass and tunnel are finished to determine the need.

Kelzer reiterated the concern of losing trees, the increase in electrical costs when trees are removed and the required maintenance of an additional sidewalk.

Edwards shared that the sidewalks on Elm Street have not been maintained or repaired, which is a current requirement in city code. Edwards felt that the majority of people in NYA and the cities walk on the street. She shared that the costs were understated to the Council.

Storms shared that the information on the Parks and Recreation Commission are videotaped and available online. These discussions have been ongoing since last fall. Kemp shared that the minutes of the meetings were as detailed as needed.

**4. Consent Agenda**

**4.1 Approve minutes of June 22, 2020 meeting**

**4.2 Approve payment of claims**

**4.3 Approve service agreement for joint assessment with Carver County**

**4.4 Approve lifeguard resignation and hiring of lifeguards**

**4.5 Approve street closure request**

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

**5. Public Hearing**

*None*

**6. Old Business**

*None*



## **7. New Business**

### **7.1 Discussion on Motorized Vehicles on City Trails**

Lagergren shared that a citizen approached the city to allow motorized golf carts with displayed handicapped stickers on the city trails. Bruers shared a request to allow handicapped people to use the trails to enjoy the nature and beauty that is available to non-handicapped walkers and bikers. Lagergren shared that there are currently "no motorized vehicles" allowed on the city trails. Lagergren shared the rules of the DNR which doesn't allow motorized vehicles except for individuals with mobility issues who is allowed with a valid state-issued disability parking placard or card and the vehicle is operating at walking speed and is at least 6 inches less than half of the trail width. Stolz recommended we require golf carts to move to the side and not worry about the size of the golf cart compared to the trail. Heher requested that the information be clearly defined to limit the motorized vehicles to slow-moving golf carts with handicapped stickers. Lagergren shared that this information will be shared in the upcoming city newsletter.

*Motion: DS/CS to approve allowing motorized slow-moving golf carts with displayed handicap stickers on city trails..*

### **7.2 Approve Purchase of Pressure Washer for Public Services Building**

Voigt shared that this would allow the cleanup of all trucks indoors. This should increase the longevity of city trucks by removing salt and road grime off the equipment in winter, cleaning and de-greasing equipment prior to being services, and general cleaning of the equipment. The additional cost includes adding a pump and boiler to accommodate the additional equipment. Lagergren asked whether the city was asking for an option that was not available to businesses in town. Voigt shared that there was a grease trap already in the building which would match the requirement for businesses. Lagergren asked if the current gas-fired pressure washer was going to be sold or was it still needed by the city. Voigt shared that it was a good mobile unit used by the Public Works in the city parks. McPadden asked about the two quotes and whether they were comparable regarding installation costs.

*Motion: CS/DS to purchase a natural gas fired pressure washer from All American Pressure Washers in the amount of \$6325 and have Diversified Plumbing and Heating install the unit for \$3694. Motion passed 5-0.*

### **7.3 2020 Citywide Clean-up Day Report**

Helget shared information on the May 30<sup>th</sup> Citywide Clean-Up Day. In 2020, hours were from 8AM-12PM (compared to 7AM-12PM in 2019). In 2020, 210 vehicles (compared to 167 in 2019) filled 12 dumpsters (compared to 8 in 2019) and shredded 4750 pounds (compared to 3000 pounds in 2019). The total cost in 2020 was \$10,500 (compared to \$6100 in 2019) for the dumpsters and \$365 (compared to \$300 in 2019) for the shredding. The greatest concern was in the significant increase in wait time which was 1-2 hours in 2020 (compared to 15 to 30 minutes in 2019). Stolz asked about the process for checking vehicles about address. Lagergren shared that she validated each vehicle in line. Recommendations for 2021 include moving to rear-load trucks vs. dumpsters which would speed up the process considerably and moving to a larger parking lot to increase from one to two drop-off lines. One roll-off dumpster would still be required for demolition materials.

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

- Heher – Planning update on CUP Audit, a possible annexation request from JAM Real Estate, and a language review of city code on residential usage in the downtown areas. Heher also shared information on usage of the compost center by non-residents.
- McPadden – EDC Update on the mural (suggestions were shared with the artist), lighting costs (minimum of \$70,000) on Historic Downtown Young America, and potential costs (approximately \$8000) to Elm Street Parking Lot with the closure of the exit farthest to the west, Small Cities Grant are now moving to building permits
- Stolz – No update from Senior Advisory. Stolz shared concerns about the recent increase of semi traffic.
- Storms – No update



**CITY COUNCIL Minutes**  
**July 13, 2020 – 6:00 PM**  
**City Council Chambers**

- Lagergren – SW Corridor Transportation Coalition update on the phases of Highway 212. Phase 1 (Carver to Cologne) will move forward in the fall/summer of 2021-2023 with Phase 2 (Cologne to Norwood Young America) still requires an addition \$38 million in funding. Additional funding requests are in place for the Bongards interchange at a total cost of \$19 million. Connor Smith is interested in supporting the city in researching needed updates on the current city cemeteries. Lagergren asked about the possibility of continuing the waiver for late fees in utility billing. Lagergren also shared preliminary information on CARES Funding, which must be used by November 15<sup>th</sup>. Updates on upcoming meetings with meetings moving face to face in July/August.
- Helget – Friendly reminder to community members about checking if you require a building permit for any home improvement. Highway 212 closure information is available online or can be shared through the city office.

**9. Adjournment**

*Motion: CS/MM to adjourn at 7:16. Motion passed: 5-0.*

Respectfully submitted,

---

Carol Lagergren, Mayor

---

Karen Hallquist, ED/Marketing Director



VOUCHER LIST / CLAIMS ROSTER  
and CHECK SEQUENCE

To Be Approved: July 27, 2020

|   |                    |
|---|--------------------|
| Payroll EFT<br>(Check #506047 – 506077) | <u>\$21,904.46</u> |
|---|--------------------|

Voided checks

Prepays

|   |                     |
|---|---------------------|
| Claims Pending Payment<br>(Check Sequence 30761- 30832) | <u>\$125,108.97</u> |
|---|---------------------|

|                         |                  |
|-------------------------|------------------|
| E check for Credit Card | <u>\$4587.57</u> |
|-------------------------|------------------|

|             |                     |
|-------------|---------------------|
| Grand Total | <u>\$151,601.00</u> |
|-------------|---------------------|



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Check Amt Invoice Comment

**10100 CHECKING**

|                 |                                 |           |                    |  |
|-----------------|---------------------------------|-----------|--------------------|--|
| Paid Chk#       | 000881E                         | 7/21/2020 | CARDMEMBER SERVICE |  |
| E 101-42200-323 | Radio Units                     |           | \$217.85           |  |
| E 101-42200-305 | Other Professional Fees         |           | \$134.41           |  |
| E 101-41110-433 | Dues and Subscriptions          |           | \$36.00            |  |
| E 101-41320-350 | Print/Publishing/Postage        |           | \$467.84           |  |
| E 601-49400-350 | Print/Publishing/Postage        |           | \$52.00            |  |
| E 101-41400-200 | Office Supplies                 |           | \$32.20            |  |
| E 101-49860-209 | Swim Uniforms                   |           | \$516.30           |  |
| E 101-41410-350 | Print/Publishing/Postage        |           | \$107.34           |  |
| E 101-49860-210 | Operating Supplies              |           | \$252.24           |  |
| E 101-49860-251 | Concessions                     |           | \$237.54           |  |
| E 101-49860-200 | Office Supplies                 |           | \$255.81           |  |
| E 101-49860-223 | Repair/Maintenance Bldg/Ground  |           | \$555.25           |  |
| E 101-45200-223 | Repair/Maintenance Bldg/Ground  |           | \$919.16           |  |
| E 101-43100-223 | Repair/Maintenance Bldg/Ground  |           | \$380.44           |  |
| E 101-49860-210 | Operating Supplies              |           | \$98.80            |  |
| E 602-49450-223 | Repair/Maintenance Bldg/Ground  |           | \$103.83           |  |
| E 101-41940-223 | Repair/Maintenance Bldg/Ground  |           | \$170.58           |  |
| E 101-43100-210 | Operating Supplies              |           | \$49.98            |  |
|                 | <b>Total CARDMEMBER SERVICE</b> |           | <b>\$4,587.57</b>  |  |
|                 | <b>10100 CHECKING</b>           |           | <b>\$4,587.57</b>  |  |

## Fund Summary

**10100 CHECKING**

|                  |                   |
|------------------|-------------------|
| 101 GENERAL FUND | \$4,431.74        |
| 601 WATER FUND   | \$52.00           |
| 602 SEWER FUND   | \$103.83          |
|                  | <b>\$4,587.57</b> |

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| <b>10100 CHECKING</b> |  |           |  |                |                              |
| Paid Chk#             | 030761                                   | 7/27/2020 | <b>ALDEN POOL &amp; MUNICIPAL SUPPLY</b> |                |                              |
| E 101-49860-223       | Repair/Maintenance Bldg/Ground           |           | \$779.00                                 | 200230         | rebuild remote meter         |
| E 101-49860-216       | Chemicals and Chem Products              |           | \$280.00                                 | 200238         | pail of stabilizer           |
| <b>Total</b>          | <b>ALDEN POOL &amp; MUNICIPAL SUPPLY</b> |           | \$1,059.00                               |                |                              |
| Paid Chk#             | 030762                                   | 7/27/2020 | <b>AMERICAN RED CROSS</b>                |                |                              |
| E 101-49860-207       | Training Instructional                   |           | \$152.00                                 | 22282785       | lifeguarding                 |
| <b>Total</b>          | <b>AMERICAN RED CROSS</b>                |           | \$152.00                                 |                |                              |
| Paid Chk#             | 030763                                   | 7/27/2020 | <b>ANDERSON, FAITH</b>                   |                |                              |
| E 601-49400-432       | Refund                                   |           | \$16.30                                  | 507 Valhalla D | utility refund               |
| <b>Total</b>          | <b>ANDERSON, FAITH</b>                   |           | \$16.30                                  |                |                              |
| Paid Chk#             | 030764                                   | 7/27/2020 | <b>ASCENT EQUITY LLC</b>                 |                |                              |
| E 601-49400-432       | Refund                                   |           | \$60.26                                  | 911 HarmonyP   | utility refund               |
| <b>Total</b>          | <b>ASCENT EQUITY LLC</b>                 |           | \$60.26                                  |                |                              |
| Paid Chk#             | 030765                                   | 7/27/2020 | <b>ASSURED SECURITY</b>                  |                |                              |
| E 101-41940-223       | Repair/Maintenance Bldg/Ground           |           | \$862.00                                 | SH101110       |                              |
| <b>Total</b>          | <b>ASSURED SECURITY</b>                  |           | \$862.00                                 |                |                              |
| Paid Chk#             | 030766                                   | 7/27/2020 | <b>BRADLEY SECURITY</b>                  |                |                              |
| E 101-45200-223       | Repair/Maintenance Bldg/Ground           |           | \$2,978.00                               | 17937          | Friendship Park door locks   |
| <b>Total</b>          | <b>BRADLEY SECURITY</b>                  |           | \$2,978.00                               |                |                              |
| Paid Chk#             | 030767                                   | 7/27/2020 | <b>CARGILL, INCORPORATED</b>             |                |                              |
| E 101-43100-224       | Street Maint Materials                   |           | \$1,967.03                               | 2905537430     |                              |
| <b>Total</b>          | <b>CARGILL, INCORPORATED</b>             |           | \$1,967.03                               |                |                              |
| Paid Chk#             | 030768                                   | 7/27/2020 | <b>CARVER COUNTY</b>                     |                |                              |
| E 101-45200-310       | Other Professional Services              |           | \$62.50                                  |                |                              |
| E 601-49400-310       | Other Professional Services              |           | \$125.00                                 |                |                              |
| E 602-49450-310       | Other Professional Services              |           | \$125.00                                 |                |                              |
| E 101-41500-307       | Prosecution Contract                     |           | \$1,634.71                               | 7/6/20         | Prosecution Contract Invoice |
| E 101-43100-310       | Other Professional Services              |           | \$104.17                                 | CSER-945       |                              |
| E 101-42100-311       | County Police Contract                   |           | \$100.00                                 | SHERI003431    | liquor license background    |
| <b>Total</b>          | <b>CARVER COUNTY</b>                     |           | \$2,151.38                               |                |                              |
| Paid Chk#             | 030769                                   | 7/27/2020 | <b>CARVERLINK-CARVER CO BROADBAND</b>    |                |                              |
| E 101-41940-321       | Telephone                                |           | \$154.96                                 |                |                              |
| E 601-49400-321       | Telephone                                |           | \$137.28                                 |                |                              |
| E 602-49450-321       | Telephone                                |           | \$57.42                                  |                |                              |
| E 101-42200-321       | Telephone                                |           | \$142.59                                 |                |                              |
| E 101-43100-321       | Telephone                                |           | \$79.49                                  |                |                              |
| E 101-45200-321       | Telephone                                |           | \$34.07                                  |                |                              |
| E 101-49860-321       | Telephone                                |           | \$37.30                                  |                |                              |
| E 101-41940-321       | Telephone                                |           | \$114.56                                 |                |                              |

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| E 101-41300-321 | Telephone                      |           | \$63.76                       |               |                |
| E 101-41320-321 | Telephone                      |           | \$63.76                       |               |                |
| E 101-41400-321 | Telephone                      |           | \$63.76                       |               |                |
| E 101-46500-321 | Telephone                      |           | \$21.25                       |               |                |
| E 101-42100-321 | Telephone                      |           | \$106.26                      |               |                |
| E 101-45500-321 | Telephone                      |           | \$106.26                      |               |                |
| al              | CARVERLINK-CARVER CO BROADBAND |           | \$1,182.72                    |               |                |
| Paid Chk#       | 030770                         | 7/27/2020 | CENTER POINT                  |               |                |
| E 101-41940-383 | Gas Utilities                  |           | \$17.06                       |               |                |
| E 602-49450-383 | Gas Utilities                  |           | \$19.15                       |               |                |
| E 601-49400-383 | Gas Utilities                  |           | \$18.32                       |               |                |
| E 101-41940-383 | Gas Utilities                  |           | \$23.88                       |               |                |
| E 101-41940-383 | Gas Utilities                  |           | \$17.06                       |               |                |
| E 602-49450-383 | Gas Utilities                  |           | \$18.32                       |               |                |
| E 602-49450-383 | Gas Utilities                  |           | \$18.87                       |               |                |
| E 601-49400-383 | Gas Utilities                  |           | \$54.51                       | 07/07/20      |                |
| Total           | CENTER POINT                   |           | \$187.17                      |               |                |
| Paid Chk#       | 030771                         | 7/27/2020 | CITIZEN STATE BANK HSA ACCTS  |               |                |
| G 101-21718     | HSA ACCOUNT                    |           | \$1,641.32                    | JULY          |                |
| Total           | CITIZEN STATE BANK HSA ACCTS   |           | \$1,641.32                    |               |                |
| Paid Chk#       | 030772                         | 7/27/2020 | CONCENTRA                     |               |                |
| E 602-49450-208 | Medical-Physicals              |           | \$52.50                       |               |                |
| E 601-49400-208 | Medical-Physicals              |           | \$52.50                       | 103201812     |                |
| Total           | CONCENTRA                      |           | \$105.00                      |               |                |
| Paid Chk#       | 030773                         | 7/27/2020 | CORE AND MAIN                 |               |                |
| E 601-49400-229 | Water Meters                   |           | \$2,478.00                    | M666203       |                |
| Total           | CORE AND MAIN                  |           | \$2,478.00                    |               |                |
| Paid Chk#       | 030774                         | 7/27/2020 | CTW GROUP                     |               |                |
| E 601-49400-432 | Refund                         |           | \$9.08                        | 110 E Elm St  | utility refund |
| E 601-49400-432 | Refund                         |           | \$101.06                      | 124 Park Pl W | utility refund |
| Total           | CTW GROUP                      |           | \$110.14                      |               |                |
| Paid Chk#       | 030775                         | 7/27/2020 | DELTA DENTAL                  |               |                |
| G 101-21714     | Dental Insurance               |           | \$1,086.45                    | 508158        |                |
| Total           | DELTA DENTAL                   |           | \$1,086.45                    |               |                |
| Paid Chk#       | 030776                         | 7/27/2020 | DIVERSIFIED PLUMING & HEATING |               |                |
| E 101-49860-223 | Repair/Maintenance Bldg/Ground |           | \$1,663.00                    | 28475         | pool           |
| Total           | DIVERSIFIED PLUMING & HEATING  |           | \$1,663.00                    |               |                |
| Paid Chk#       | 030777                         | 7/27/2020 | DPC INDUSTRIES INC            |               |                |
| E 101-49860-216 | Chemicals and Chem Products    |           | \$162.99                      | 827000832-20  |                |
| E 602-49450-216 | Chemicals and Chem Products    |           | \$622.49                      | 827000833-20  |                |



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| <b>Total DPC INDUSTRIES INC</b>                 |                                |   | \$785.48    |               |                  |
| Paid Chk# 030778                                | 7/27/2020                      | <b>EHLERS AND ASSOCIATES, INC</b>         |             |               |                  |
| E 101-41500-310                                 | Other Professional Services    |   | \$500.00    | 83803         |                  |
| <b>Total EHLERS AND ASSOCIATES, INC</b>         |                                |   | \$500.00    |               |                  |
| Paid Chk# 030779                                | 7/27/2020                      | <b>EISCHENS HOME FINISHING</b>            |             |               |                  |
| E 101-43100-425                                 | Street Maint seal coat         |   | \$1,000.00  | 295           | 52' curb         |
| <b>Total EISCHENS HOME FINISHING</b>            |                                |   | \$1,000.00  |               |                  |
| Paid Chk# 030780                                | 7/27/2020                      | <b>EMERGENCY APPARATUS MAINTENANC</b>     |             |               |                  |
| E 101-42200-221                                 | Repair/Maintenance Equipment   |   | \$622.53    | 111618        | Engine 11        |
| E 101-42200-221                                 | Repair/Maintenance Equipment   |   | \$757.69    | 111619        | Engine E-21      |
| <b>ii EMERGENCY APPARATUS MAINTENANC</b>        |                                |   | \$1,380.22  |               |                  |
| Paid Chk# 030781                                | 7/27/2020                      | <b>EMERGENCY RESPONSE SOLUTIONS</b>       |             |               |                  |
| E 101-42200-221                                 | Repair/Maintenance Equipment   |   | \$185.82    | 15636         |                  |
| <b>otal EMERGENCY RESPONSE SOLUTIONS</b>        |                                |   | \$185.82    |               |                  |
| Paid Chk# 030782                                | 7/27/2020                      | <b>FASTENAL</b>                           |             |               |                  |
| E 101-45200-210                                 | Operating Supplies             |   | \$81.56     | MNWAC66840    |                  |
| <b>Total FASTENAL</b>                           |                                |   | \$81.56     |               |                  |
| Paid Chk# 030783                                | 7/27/2020                      | <b>FRANCK, DONNA</b>                      |             |               |                  |
| E 601-49400-432                                 | Refund                         |   | \$19.01     | 318 Hill St W | utility refund   |
| <b>Total FRANCK, DONNA</b>                      |                                |   | \$19.01     |               |                  |
| Paid Chk# 030784                                | 7/27/2020                      | <b>FRITZ BOBCAT &amp; LANDSCAPING LLC</b> |             |               |                  |
| E 833-45250-470                                 | Donation Expense               |   | \$426.25    | 1577-2        |                  |
| <b>Total FRITZ BOBCAT &amp; LANDSCAPING LLC</b> |                                |   | \$426.25    |               |                  |
| Paid Chk# 030785                                | 7/27/2020                      | <b>GREAT AMERICAN BUSINESS PROD.</b>      |             |               |                  |
| E 101-45200-223                                 | Repair/Maintenance Bldg/Ground |   | \$879.00    | 42925379      | Pet Waste Bundle |
| <b>Total GREAT AMERICAN BUSINESS PROD.</b>      |                                |   | \$879.00    |               |                  |
| Paid Chk# 030786                                | 7/27/2020                      | <b>HAAS, JOHN</b>                         |             |               |                  |
| E 101-45200-432                                 | Refund                         |   | \$125.00    | Lions 8/29    | rental refund    |
| <b>Total HAAS, JOHN</b>                         |                                |   | \$125.00    |               |                  |
| Paid Chk# 030787                                | 7/27/2020                      | <b>HEALTH PARTNERS</b>                    |             |               |                  |
| G 101-21706                                     | Hospitalization/Medical Ins    |   | \$10,909.95 | 98431865      |                  |
| <b>Total HEALTH PARTNERS</b>                    |                                |   | \$10,909.95 |               |                  |
| Paid Chk# 030788                                | 7/27/2020                      | <b>HOLIDAY FLEET</b>                      |             |               |                  |
| E 101-45200-212                                 | Motor Fuels                    |   | \$9.76      |               |                  |
| E 601-49400-212                                 | Motor Fuels                    |   | \$111.01    |               |                  |
| E 602-49450-212                                 | Motor Fuels                    |   | \$111.02    |               |                  |
| E 101-43100-212                                 | Motor Fuels                    |   | \$19.51     | stml7/18/20   |                  |
| <b>Total HOLIDAY FLEET</b>                      |                                |   | \$251.30    |               |                  |

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| Paid Chk#                            | 030789                         | 7/27/2020  | <b>HORIZON COMMERCIAL POOL SUPPLY</b> |                           |
| E 101-49860-223                      | Repair/Maintenance Bldg/Ground | \$842.14   | 200409102NH                           | repair pool vacuum        |
| Total HORIZON COMMERCIAL POOL SUPPLY |                                | \$842.14   |                                       |                           |
| Paid Chk#                            | 030790                         | 7/27/2020  | <b>HUNTLEY, ELENA</b>                 |                           |
| G 601-10100                          | Cash                           | \$15.95    | 885 Meadows                           | utility refund            |
| Total HUNTLEY, ELENA                 |                                | \$15.95    |                                       |                           |
| Paid Chk#                            | 030791                         | 7/27/2020  | <b>HYDRO ENGINEERING INC</b>          |                           |
| E 101-45200-221                      | Repair/Maintenance Equipment   | \$2.95     | 91319                                 |                           |
| Total HYDRO ENGINEERING INC          |                                | \$2.95     |                                       |                           |
| Paid Chk#                            | 030792                         | 7/27/2020  | <b>KARELS, TODD</b>                   |                           |
| E 101-45200-432                      | Refund                         | \$125.00   |                                       | partial rental refund     |
| Total KARELS, TODD                   |                                | \$125.00   |                                       |                           |
| Paid Chk#                            | 030793                         | 7/27/2020  | <b>KEILA VENTURES</b>                 |                           |
| E 601-49400-432                      | Refund                         | \$56.42    | 210 Washingto                         | utility refund            |
| Total KEILA VENTURES                 |                                | \$56.42    |                                       |                           |
| Paid Chk#                            | 030794                         | 7/27/2020  | <b>KEITH WICKS &amp; ASSOCIATES</b>   |                           |
| E 101-46500-305                      | Other Professional Fees        | \$4,250.00 | NYA102                                | retail food market survey |
| Total KEITH WICKS & ASSOCIATES       |                                | \$4,250.00 |                                       |                           |
| Paid Chk#                            | 030795                         | 7/27/2020  | <b>KLEY, EMILY</b>                    |                           |
| E 601-49400-432                      | Refund                         | \$103.06   | 816 Martingale                        | utility refund            |
| Total KLEY, EMILY                    |                                | \$103.06   |                                       |                           |
| Paid Chk#                            | 030796                         | 7/27/2020  | <b>LAGERGREN, CAROL</b>               |                           |
| E 101-49860-251                      | Concessions                    | \$85.45    | Costco,amazo                          | pool concessions          |
| E 101-49860-251                      | Concessions                    | \$87.00    | Sams 7/9                              | pool concessions          |
| Total LAGERGREN, CAROL               |                                | \$172.45   |                                       |                           |
| Paid Chk#                            | 030797                         | 7/27/2020  | <b>LANO EQUIPMENT</b>                 |                           |
| E 101-43100-221                      | Repair/Maintenance Equipment   | \$61.18    | 50282                                 |                           |
| E 101-43100-221                      | Repair/Maintenance Equipment   | \$26.72    | 50588                                 |                           |
| E 101-45200-221                      | Repair/Maintenance Equipment   | \$19.35    | 50777                                 |                           |
| Total LANO EQUIPMENT                 |                                | \$107.25   |                                       |                           |
| Paid Chk#                            | 030798                         | 7/27/2020  | <b>MAC QUEEN EQUIPMENT INC</b>        |                           |
| E 101-42200-221                      | Repair/Maintenance Equipment   | \$806.35   | P03701                                |                           |
| Total MAC QUEEN EQUIPMENT INC        |                                | \$806.35   |                                       |                           |
| Paid Chk#                            | 030799                         | 7/27/2020  | <b>MARCO TECHNOLOGIES LLC</b>         |                           |
| E 101-41400-437                      | Maintenance Contract           | \$141.50   | 7779461                               |                           |
| E 101-41400-437                      | Maintenance Contract           | \$1,473.83 | 7792289                               |                           |
| Total MARCO TECHNOLOGIES LLC         |                                | \$1,615.33 |                                       |                           |
| Paid Chk#                            | 030800                         | 7/27/2020  | <b>MAYER LUMBER CO.</b>               |                           |



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| E 101-43100-221  | Repair/Maintenance Equipment   | \$104.99           |           |                                     |
| E 101-41940-223  | Repair/Maintenance Bldg/Ground | \$255.79           |           |                                     |
| E 101-45200-223  | Repair/Maintenance Bldg/Ground | \$666.66           | 188076    |                                     |
| E 602-49450-221  | Repair/Maintenance Equipment   | \$104.99           | 188077    |                                     |
| <b>Total MAYER LUMBER CO.</b>  |                                | <b>\$1,132.43</b>  |           |                                     |
| <b>Paid Chk# 030801 7/27/2020 MI-BOX MOVING &amp; MOBILE STORAGE</b> |                                |                    |           |                                     |
| E 101-41320-310  | Other Professional Services    | \$179.99           | 4250      |                                     |
| <b>otal MI-BOX MOVING &amp; MOBILE STORAGE</b>                       |                                | <b>\$179.99</b>    |           |                                     |
| <b>Paid Chk# 030802 7/27/2020 MID-COUNTY CO-OP OIL ASSN</b>          |                                |                    |           |                                     |
| E 101-45200-212  | Motor Fuels                    | \$171.12           |           |                                     |
| E 101-43100-212  | Motor Fuels                    | \$399.28           | 48995     |                                     |
| E 101-45200-223  | Repair/Maintenance Bldg/Ground | \$102.90           | 60910     |                                     |
| <b>Total MID-COUNTY CO-OP OIL ASSN</b>                               |                                | <b>\$673.30</b>    |           |                                     |
| <b>Paid Chk# 030803 7/27/2020 MIDWAY FORD CO</b>                     |                                |                    |           |                                     |
| E 275-43100-543  | Streets-Equipment              | \$39,996.94        | 126743    | 2020 Ford F550                      |
| <b>Total MIDWAY FORD CO</b>  |                                | <b>\$39,996.94</b> |           |                                     |
| <b>Paid Chk# 030804 7/27/2020 MINI BIFF</b>                          |                                |                    |           |                                     |
| E 101-45200-418  | Other Rentals (Biffs)          | \$214.20           | A-115316  |                                     |
| E 101-45200-418  | Other Rentals (Biffs)          | \$122.40           | A-115319  |                                     |
| E 101-45200-418  | Other Rentals (Biffs)          | \$122.40           | A-115336  |                                     |
| E 101-45200-418  | Other Rentals (Biffs)          | \$122.40           | A-115787  |                                     |
| <b>Total MINI BIFF</b>   |                                | <b>\$581.40</b>    |           |                                     |
| <b>Paid Chk# 030805 7/27/2020 MINNESOTA GUTTER</b>                   |                                |                    |           |                                     |
| E 101-41940-223  | Repair/Maintenance Bldg/Ground | \$736.00           | WEB002148 | Pavilion                            |
| <b>Total MINNESOTA GUTTER</b>  |                                | <b>\$736.00</b>    |           |                                     |
| <b>Paid Chk# 030806 7/27/2020 MINNESOTA RURAL WATER ASSOC</b>        |                                |                    |           |                                     |
| E 601-49400-207  | Training Instructional         | \$255.00           |           | T.Voigt- Water/Wastewater refresher |
| E 601-49400-207  | Training Instructional         | \$255.00           |           | R.Jaus-Water/Wastewater refresher   |
| <b>Total MINNESOTA RURAL WATER ASSOC</b>                             |                                | <b>\$510.00</b>    |           |                                     |
| <b>Paid Chk# 030807 7/27/2020 MINNESOTA VALLEY TESTING LAB</b>       |                                |                    |           |                                     |
| E 602-49450-217  | Lab Fees                       | \$36.20            | 1040472   |                                     |
| E 602-49450-217  | Lab Fees                       | \$93.00            | 1040588   |                                     |
| <b>Total MINNESOTA VALLEY TESTING LAB</b>                            |                                | <b>\$129.20</b>    |           |                                     |
| <b>Paid Chk# 030808 7/27/2020 MN POLLUTION CONTROL AGENCY</b>        |                                |                    |           |                                     |
| E 602-49450-207  | Training Instructional         | \$390.00           |           | T.Voigt Wastewarter training        |
| E 602-49450-406  | LICENSES                       | \$15.00            |           | T.VoigtBiosolids Operator           |
| <b>Total MN POLLUTION CONTROL AGENCY</b>                             |                                | <b>\$405.00</b>    |           |                                     |
| <b>Paid Chk# 030809 7/27/2020 MUNICIPAL EMERGENCY SERVICES</b>       |                                |                    |           |                                     |
| E 101-42200-221  | Repair/Maintenance Equipment   | \$94.97            | 1473597   |                                     |



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| <b>Total MUNICIPAL EMERGENCY SERVICES</b>   |                                | \$94.97                               |              |                                    |
| Paid Chk# 030810                            | 7/27/2020                      | <b>NELSON ELECTRIC MOTOR REPAIR I</b> |              |                                    |
| E 602-49450-223                             | Repair/Maintenance Bldg/Ground | \$1,010.00                            | 1289         | 2nd Ave lift controller and floats |
| <b>Total NELSON ELECTRIC MOTOR REPAIR I</b> |                                | \$1,010.00                            |              |                                    |
| Paid Chk# 030811                            | 7/27/2020                      | <b>O CONNELL, ZHERYL</b>              |              |                                    |
| E 101-45200-432                             | Refund                         | \$125.00                              |              | Legion 8/17/20 rental refund       |
| <b>Total O CONNELL, ZHERYL</b>              |                                | \$125.00                              |              |                                    |
| Paid Chk# 030812                            | 7/27/2020                      | <b>OLD NATIONAL BANK</b>              |              |                                    |
| G 101-21718                                 | HSA ACCOUNT                    | \$166.67                              | JULY         |                                    |
| <b>Total OLD NATIONAL BANK</b>              |                                | \$166.67                              |              |                                    |
| Paid Chk# 030813                            | 7/27/2020                      | <b>OPTUM BANK</b>                     |              |                                    |
| G 101-21718                                 | HSA ACCOUNT                    | \$465.34                              | JULY         |                                    |
| <b>Total OPTUM BANK</b>                     |                                | \$465.34                              |              |                                    |
| Paid Chk# 030814                            | 7/27/2020                      | <b>P &amp; D PROPERTIES</b>           |              |                                    |
| E 225-46500-305                             | Other Professional Fees        | \$10,000.00                           |              | EDC grant payment                  |
| <b>Total P &amp; D PROPERTIES</b>           |                                | \$10,000.00                           |              |                                    |
| Paid Chk# 030815                            | 7/27/2020                      | <b>QUILL CORPORATION</b>              |              |                                    |
| E 101-41410-210                             | Operating Supplies             | \$38.94                               | 8702287      | pens for elections                 |
| <b>Total QUILL CORPORATION</b>              |                                | \$38.94                               |              |                                    |
| Paid Chk# 030816                            | 7/27/2020                      | <b>RICE COMPANIES - GLENCOE, MN</b>   |              |                                    |
| E 101-45200-223                             | Repair/Maintenance Bldg/Ground | \$973.57                              | GCM20058     |                                    |
| E 101-45200-223                             | Repair/Maintenance Bldg/Ground | \$3,894.28                            | GCM20059     | Friendship                         |
| <b>Total RICE COMPANIES - GLENCOE, MN</b>   |                                | \$4,867.85                            |              |                                    |
| Paid Chk# 030817                            | 7/27/2020                      | <b>SAM S TIRE SERVICE</b>             |              |                                    |
| E 101-43100-223                             | Repair/Maintenance Bldg/Ground | \$819.80                              | 163591       | F-450 tires                        |
| <b>Total SAM S TIRE SERVICE</b>             |                                | \$819.80                              |              |                                    |
| Paid Chk# 030818                            | 7/27/2020                      | <b>SCHULARS PROPERTIES LLC</b>        |              |                                    |
| E 601-49400-432                             | Refund                         | \$17.64                               | 915 HARMON   | UTILITY REFUND                     |
| <b>Total SCHULARS PROPERTIES LLC</b>        |                                | \$17.64                               |              |                                    |
| Paid Chk# 030819                            | 7/27/2020                      | <b>SECURITY BANK &amp; TRUST</b>      |              |                                    |
| G 101-21718                                 | HSA ACCOUNT                    | \$866.66                              | JULY         |                                    |
| <b>Total SECURITY BANK &amp; TRUST</b>      |                                | \$866.66                              |              |                                    |
| Paid Chk# 030820                            | 7/27/2020                      | <b>SMITH OIL CO</b>                   |              |                                    |
| E 101-42200-212                             | Motor Fuels                    | \$167.33                              | FD6/30/20    |                                    |
| <b>Total SMITH OIL CO</b>                   |                                | \$167.33                              |              |                                    |
| Paid Chk# 030821                            | 7/27/2020                      | <b>SMITH, VERNON D.</b>               |              |                                    |
| E 601-49400-432                             | Refund                         | \$56.09                               | 513 Elm St W | utility refund                     |

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| <b>Total SMITH, VERNON D.</b>             |                                |                          | \$56.09    |               |                 |
| Paid Chk# 030822                          | 7/27/2020                      | STIELE, JERALD           |            |               |                 |
| E 601-49400-432                           | Refund                         |                          | \$101.04   | 429 W Elm St  | utility refund  |
| <b>Total STIELE, JERALD</b>               |                                |                          | \$101.04   |               |                 |
| Paid Chk# 030823                          | 7/27/2020                      | STORMS WELDING & MFG INC |            |               |                 |
| E 101-45200-221                           | Repair/Maintenance Equipment   |                          | \$212.15   | 58133         |                 |
| <b>Total STORMS WELDING &amp; MFG INC</b> |                                |                          | \$212.15   |               |                 |
| Paid Chk# 030824                          | 7/27/2020                      | TITLESMART, INC.         |            |               |                 |
| E 601-49400-432                           | Refund                         |                          | \$49.17    | 132 Casper St | utility refund  |
| <b>Total TITLESMA RT, INC.</b>            |                                |                          | \$49.17    |               |                 |
| Paid Chk# 030825                          | 7/27/2020                      | TOWN & COUNTRY GLASS     |            |               |                 |
| E 101-41940-223                           | Repair/Maintenance Bldg/Ground |                          | \$219.45   | 12050         | Roy Clay window |
| E 101-41940-223                           | Repair/Maintenance Bldg/Ground |                          | \$642.85   | 12051         | library door    |
| <b>Total TOWN &amp; COUNTRY GLASS</b>     |                                |                          | \$862.30   |               |                 |
| Paid Chk# 030826                          | 7/27/2020                      | UNUM LIFE INSURANCE CO   |            |               |                 |
| G 101-21715                               | Life Ins                       |                          | \$109.80   |               |                 |
| G 101-21715                               | Life Ins                       |                          | \$82.10    | 071420        |                 |
| <b>Total UNUM LIFE INSURANCE CO</b>       |                                |                          | \$191.90   |               |                 |
| Paid Chk# 030827                          | 7/27/2020                      | US POSTAL SERVICE        |            |               |                 |
| E 101-41400-350                           | Print/Publishing/Postage       |                          | \$550.00   |               | 10 rolls stamps |
| <b>Total US POSTAL SERVICE</b>            |                                |                          | \$550.00   |               |                 |
| Paid Chk# 030828                          | 7/27/2020                      | US POSTAL SERVICE        |            |               |                 |
| E 602-49450-350                           | Print/Publishing/Postage       |                          | \$138.70   |               |                 |
| E 601-49400-350                           | Print/Publishing/Postage       |                          | \$138.70   |               |                 |
| E 603-49500-350                           | Print/Publishing/Postage       |                          | \$138.70   | JULY 2020     | UTILITY BILLS   |
| <b>Total US POSTAL SERVICE</b>            |                                |                          | \$416.10   |               |                 |
| Paid Chk# 030829                          | 7/27/2020                      | USA BLUE BOOK            |            |               |                 |
| E 602-49450-210                           | Operating Supplies             |                          | \$360.76   | 293628        |                 |
| <b>Total USA BLUE BOOK</b>                |                                |                          | \$360.76   |               |                 |
| Paid Chk# 030830                          | 7/27/2020                      | WM MUELLER & SONS INC    |            |               |                 |
| E 101-43100-224                           | Street Maint Materials         |                          | \$436.48   | 257133        |                 |
| E 101-43100-224                           | Street Maint Materials         |                          | \$1,108.48 | 257341        |                 |
| E 101-43100-224                           | Street Maint Materials         |                          | \$224.64   | 257531        |                 |
| <b>Total WM MUELLER &amp; SONS INC</b>    |                                |                          | \$1,769.60 |               |                 |
| Paid Chk# 030831                          | 7/27/2020                      | XCEL ENERGY              |            |               |                 |
| E 601-49400-381                           | Electric Utilities             |                          | \$2,608.19 | 691447806     |                 |
| <b>Total XCEL ENERGY</b>                  |                                |                          | \$2,608.19 |               |                 |
| Paid Chk# 030832                          | 7/27/2020                      | XCEL ENERGY              |            |               |                 |

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| E 101-42200-381          | Electric Utilities | \$403.44            |           |         |
| E 101-42500-381          | Electric Utilities | \$12.02             |           |         |
| E 101-43100-381          | Electric Utilities | \$338.15            |           |         |
| E 101-45200-381          | Electric Utilities | \$349.18            |           |         |
| E 101-45500-381          | Electric Utilities | \$1,272.33          |           |         |
| E 601-49400-381          | Electric Utilities | \$261.67            |           |         |
| E 602-49450-381          | Electric Utilities | \$3,178.18          |           |         |
| E 101-49860-381          | Electric Utilities | \$662.28            |           |         |
| E 101-43100-380          | Street Lighting    | \$3,876.09          |           |         |
| E 101-41940-381          | Electric Utilities | \$2,253.61          | 692244967 |         |
| <b>Total XCEL ENERGY</b> |                    | <b>\$12,606.95</b>  |           |         |
| <b>10100 CHECKING</b>    |                    | <b>\$125,108.97</b> |           |         |

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

|                         |                     |
|-------------------------|---------------------|
| 101 GENERAL FUND        | \$61,095.22         |
| 225 Economic Recovery   | \$10,000.00         |
| 275 CAPITAL             | \$39,996.94         |
| 601 WATER FUND          | \$7,100.26          |
| 602 SEWER FUND          | \$6,351.60          |
| 603 STORM WATER UTILITY | \$138.70            |
| 833 DONATIONS - LEGION  | \$426.25            |
|                         | <b>\$125,108.97</b> |





TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: July 27, 2020  
SUBJECT: 2021 Carver County GIS Analyst Shared Position Agreement

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Enclosed is Carver County's proposed GIS analyst shared position agreement for 2021. The current hourly rate is not-to-exceed \$55.45 per hour. The 2021 agreement hourly rate is set at not-to-exceed \$59.00 per hour.

Enclosed is the proposed 2021 agreement and the current 2020 agreement.

**Suggested Motion:**

**Motion to approve the 2021 GIS Analyst Shared Position Agreement with Carver County.**

## **Carver County GIS Analyst Shared Position Agreement**

**THIS AGREEMENT** is entered into by and between the County of Carver, 604 East 4<sup>th</sup> Street, Chaska, Minnesota 55318, hereinafter referred to as "Carver County" and the City of Norwood Young America, 310 Elm Street West, Norwood Young America, MN 55368, hereinafter referred to as "Participating Agency".

**WHEREAS**, Carver County is the employer of the GIS Analyst shared position; and

**WHEREAS**, Participating Agency will be allocated a percentage of hours per week for the GIS Analyst to work on Participating Agency projects; and

**WHEREAS**, Carver County and Participating Agency would like to arrange an opportunity to create a stronger GIS relationship, to assure uniformity, accuracy, and standards of GIS data created and used within the county, and to greatly reduce duplication of effort and expense related to GIS projects, including data collection and data maintenance; and

**WHEREAS**, Carver County and Participating Agency can share GIS data between organizations to help support GIS applications; and

**WHEREAS**, Carver County and Participating Agency can both benefit from a partnership agreement that serves to share resources and GIS knowledge between organizations in order to provide enhanced GIS services.

**NOW THEREFORE**, in consideration of the mutual promises contained herein, the parties agree as follows:

### **1. PURPOSE**

- 1.01** Strengthen the delivery county GIS service, which will bring uniformity, heightened, and predictable standards for created GIS data used within Carver County. This will reduce costs, expenses and duplication of efforts in GIS endeavors including data collection and data maintenance. This sharing is authorized Minnesota Statutes, Section 471.59.

### **2. DEFINITIONS**

- 2.01.** Geographic Information System or GIS is a system used to visualize and analyze geographic features and data related to them. This is accomplished using specialized computer software and data. The term GIS has become loosely used to encompass software, data, analysis, and maps related to computerized mapping and geographic analysis.
- 2.02.** GIS Analyst works with related software and programs to create and maintain data and/or maps that can be combined with geographically referenced data. GIS software has the capacity to relate different types of data such as socioeconomic, demographic, administrative or political boundaries, land use, land cover, environmental, infrastructure, utilities and transportation networks.

- 2.03. Participating Agency is any participating entity that has executed a copy of this Agreement.
- 2.04. Work Week equals 40 Hours
- 2.05. Work Place will be the Carver County Courthouse, located at 604 East Fourth Street, Chaska, MN.
- 2.06. Commute Miles are the distance you travel from your home to your usual work place. If you leave from home and travel to a Participating Agency by personal auto, the amount of miles claimed should be the lesser of the distance from your home to the destination or the distance from your usual work place to the destination.

### **3. FUNDING**

- 3.01. The Participating Agency is responsible for funding 8 hours of work per week of the shared position. The hours funded per week equal 20% of the overall funding of the position per week.
- 3.02. The cost of the hourly wage will be based upon Carver County's pay scale for a GIS Analyst position at the Grade and Step of the hired employee. The cost will include all benefits offered by Carver County. The cost for this agreement is not to exceed \$59.00 per hour.
- 3.03. All holidays, sick leave, vacations, and training costs will be divided among Carver County and all Participating Agencies by their percentage of funding of the shared position for a work week stated in 2.01.
- 3.04. Participating Agency will be invoiced by Carver County on a quarterly basis. March 31<sup>st</sup>, June 30<sup>th</sup>, September 30<sup>th</sup> and December 31<sup>st</sup>.
- 3.05. The shared position will attempt to take a County vehicle when applicable and available to travel to and from the work place to a Participating Agency or between Participating Agencies. If a vehicle is not available, the shared position's mileage will be reimbursed when traveling by a personal vehicle to and from the work place to the Participating Agencies or between Participating Agencies, based upon the County approved standard mileage rate. Commute miles are not reimbursed. The mileage reimbursement will be split by all the Participating Agencies and the County equally and included in the quarterly invoice.
- 3.06. Mileage reimbursement costs while the shared position is on-site doing job related tasks for the Participating Agency is the responsibility of the Participating Agency.
- 3.07. Printing on the county's plotter is an option for Participating Agencies at a cost of \$2 per square foot.

### **4. CARVER COUNTY COMMITMENT**

- 4.01. During the term of this agreement Carver County will employ and supervise a GIS Analyst qualified to perform the services required by this Agreement and withholding taxes and paying all other employment tax obligation on their behalf. GIS Analyst will be an employee of Carver County. Unless stated otherwise in this agreement, the County shall be solely responsible for hiring, training, supervising, promoting, discipline, and terminating the GIS Analyst. The County's responsibility will include



being responsible for worker's compensation, unemployment insurance, medical care, sick leave, vacation leave, severance pay, PERA, or other benefits available to County employees, including indemnification for third party personal injury/property damage claims, shall accrue to the County or employees of the County performing services under this Agreement. The GIS Analyst is anticipated to be a member of collective bargaining unit.

- 4.02. During the term of this agreement Carver County will provide the Participating Agency a summary of hours used, hours remaining, and a detailed summary of hours logged on Participating Agency's projects. The time to maintain these records will be done by the shared position on the Participating Agency's hourly time. These reports will be provided with the quarterly invoice. The report will be kept up-to-date and can be requested by the Participating Agency at anytime.
- 4.03. Carver County GIS Unit under the Information Technology Department within Administrative Services Division will oversee and supervise the shared position. The shared position will apply to all rules and policies of Carver County.
- 4.04. Carver County will provide an email address, phone and computer for the shared position.
- 4.05. Carver County will hire the shared position based upon an agreement from all Participating Agencies.
- 4.06. The Participating Agency Contracts with the County for GIS Services. In this agreement the GIS Analyst will provide the Participating Agency with the following services:
  - 4.06.1.
    - Map production
    - GIS data maintenance and management
    - ArcGIS Online administration
    - GIS solution implementation
    - GIS software support
    - GPS support
    - GIS training

## 5. PARTICIPATING AGENCY COMMITMENT

- 5.01. Participating Agency will provide a primary person of contact for the shared position. This person will prioritize the work the shared position will conduct for their agency. This person will also be the recipient of the invoice and hourly summary statistics provided by Carver County.

### **Participating Agency Contact Information**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

- 5.02. Participating Agency will provide a list of potential projects within Attachment A.
- 5.03. Participating Agency will send at least one representative to participate in the hiring process of the shared position.
- 5.04. Participating Agency will provide feedback on the GIS Analyst's yearly performance review process.

**6. AGREEMENT TERM**

6.01. The term of this Agreement shall commence upon January 1, 2021 or upon its execution by Carver County and the Participating Agency, whichever occurs later. This Agreement shall remain effective until December 31, 2021.

6.02. It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter.

6.03. Any material alteration, modification, or variation shall be reduced to writing as an amendment and signed by the parties.

This Agreement may be cancelled with or without cause by any party upon 120 days written notice. The participating agency shall still be responsible for its financial obligation as described in 3 Funding.

6.04. Nothing in this Agreement shall constitute a waiver by the County of any statute of limitations or exceptions on liability. If the County fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

If any part of this Agreement is rendered void, invalid or unenforceable, by a court of competent jurisdiction, such rendering shall not affect the remainder of this Agreement unless it shall substantially impair the value of the entire Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid provision that most closely approximates the intent of the invalid provision.

6.05. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants or employees, in the execution or performance or failure to adequately perform its obligations pursuant to this Agreement. It is understood and agreed that each Party's liability shall be limited by the provisions of Minnesota Statute § 466 and/or other applicable law.

6.06. All data collected, created, received, maintained, or disseminated, in any form, for any purposes by the activities of the Parties because of this Agreement is governed by the

Minnesota Government Data Practices Act Minn.Stat.Chap.13 and related statutes), as amended, the Minnesota Rules implementing such Act, as amended, as well as Federal Regulations on data privacy.

- 6.07. Neither Party shall not enter into any subcontract for the performance of any services contemplated under this Agreement without the prior written approval of the other Party and subject to such conditions and provisions as it may deem necessary. The subcontracting Party shall be responsible for the performance of all Subcontractors.
- 6.08. No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other Parties and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors.
- 6.09. During the performance of this Agreement, the Parties agrees to the following: No person shall, on the grounds of race, color, religion, age, sex, disability, marital status, public assistance status, criminal record, creed or national origin be excluded from full employment rights in, participation in, be denied the benefits of or be otherwise subjected to discrimination under any and all applicable
- 6.10. The Laws of the State of Minnesota shall apply to this Agreement.
- 6.11. Default in this Agreement may occur when a Party fails to perform any of the provisions of this Agreement or so fails to administer the work as to endanger the performance of the Agreement. Unless the Party's default is excused by the non-defaulting Party, the non-defaulting party may, upon written notice to the defaulting party representative listed herein, cancel this Agreement in its entirety as indicated in (6.12) below.
- 6.12. Each Party to this agreement reserves the right to withdraw from and cancel this agreement within 30 days from the opening of bids for the project in the event either or both parties consider any or all bids unsatisfactory; the withdrawal form or cancellation of the agreement to be accomplished by either or both parties within 30 days of opening of bids by serving a written notice thereof upon the other, unless this right is waived by both parties in writing.
- 6.13. Pursuant to Minn. Stat. §16C.05, subd. 5, the parties agree that the County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of the parties and involve transactions relating to this Agreement. Parties agree to maintain these records for a period of six years from the date of termination of this Agreement.



Neither party shall be held responsible for delays or failure to perform when such delays or failure is due to any of the following uncontrollable circumstances: fire, flood epidemic, strikes, wars, acts of God, unusually severe weather, actions of public authorities, or delays or defaults cause by public carrier(s); providing the defaulting party gives notice as soon as possible to the other party of the inability to perform.

IN WITNESS WHEREOF, the parties have executed this Agreement on the dates indicated below.

**PARTICIPATING AGENCY**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

**COUNTY OF CARVER**

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_



To: Members of the City Council  
From: Carol Lagergren, Mayor  
Re: Updates on COVID19 Protocols  
Date: July 13, 2020

As we continue to move through the pandemic, we have made several adjustments to how we do business. Included are the most pertinent updates:

#### **Rental Properties**

Rental properties are available for events at 25% capacity. The exception to that is at Legion Park where the ability to social distance outdoors allows some flexibility with the numbers. Currently 25% capacity means:

- Pavilion - approximately 65 people
- Lion's Shelter - approximately 20 people
- Clay Building - approximately 25 people
- Legion Park - approximately 40 people (indoors)

After each rental, properties are cleaned and disinfected before the next event.

#### **West Carver Community Pool**

The pool has been open since June 24th at 50% capacity. The hours are from 1PM to 8PM with a 30 minutes disinfect and sanitize break at 4:30. On warm days, the pool is at capacity with approximately 45 people in the pool.

#### **Utility Late Fee Waiver**

Late fees on utility payments were waived for the months of April through June at the April Council Meeting. The approximate cost to the city was:

- April - \$5040.12
- May - \$4467.99
- June - \$5062.55
- July - \$4984.84 (*if approved by the Council*)

*Norwood Young America*

**Executive Order 70-24: Guidelines for Wearing Masks in Public Settings**

As of July 25, 2020, per the [Governor's Executive Order 20-81](#), people in Minnesota are required to wear a face covering in all public indoor spaces and businesses, unless alone. Additionally, workers are required to wear a face covering when working outdoors in situations where social distancing cannot be maintained. Research has shown that use of face coverings can greatly reduce the risk of infection when combined with other prevention efforts such as social distancing and hand hygiene.

What are the requirements for the City of Norwood Young America?

- Require that all persons, including their workers, customers, and visitors, wear face coverings as required by Executive Order 20-81 and take reasonable steps to enforce the requirement.
- Mitigate or eliminate worker and customer exposure to persons who cannot wear or refuse to wear a face covering.
- Update their COVID-19 Preparedness Plans to include the face covering requirements of Executive Order 20-81, inform their workers how their plan has been updated, and make the revised plan available to their workers.
- Post one or more signs that are visible to all persons—including workers, customers, and visitors—instructing them to wear face coverings as required by Executive Order 20-81.
- When possible, provide accommodations to persons, including their workers and customers, who state they have a medical condition, mental health condition, or disability that makes it unreasonable for the person to maintain a face covering. Accommodations could include permitting use of an alternate form of face covering—a face shield, for example—or providing service options that do not require a customer to enter the business.





TO: Mayor Lagergren and NYA City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: July 27, 2020

SUBJECT: Resolution NO. 2020-22 Community Growth Partnership Initiative Predevelopment Grant

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The City of Norwood Young America is applying for a Carver County CDA Community Growth Partnership Initiative Predevelopment Grant in the amount of \$4,500 to assist in funding a Commercial Market & Retail Food Study. Keith Wicks & Associates will be conducting the study with the total contracted price of \$8,500 plus up to \$500 in expenses.

**Motion:**

To approve Resolution NO. 2020-22 A Resolution Approving Community Growth Partnership Initiative Predevelopment Grant

*Norwood Young America*

**RESOLUTION NO. 2020-22  
CITY OF NORWOOD YOUNG AMERICA**

**A RESOLUTION APPROVING COMMUNITY GROWTH PARTNERSHIP  
INITIATIVE PREDEVELOPMENT GRANT**

WHEREAS, the City of Norwood Young America has identified a proposed project within the city that meets the Carver County Community Development Agency (CDA) Community Growth Partnership Initiative Grant Program's purpose and criteria; and

WHEREAS, the City has established a Redevelopment Plan of which the proposed project is a component or the proposed project will help inform the creation of a future Redevelopment Plan; and

WHEREAS, the anticipated cost of conducting a Commercial Market & Retail Food Study is \$9,000; and

WHEREAS, the City has the capacity and capability to ensure the proposed project will be completed and administered within the Community Growth Partnership Initiative predevelopment program guidelines; and

WHEREAS, the City has the legal authority to apply for financial assistance; and

WHEREAS, the City is supportive of affordable housing and of the CDA's mission to improve the lives of Carver County residents through affordable housing and community development.

NOW THEREFORE BE IT RESOLVED that the City of Norwood Young America approves the application for funding from the Carver County CDA Community Growth Partnership Initiative Grant program.

BE IT FURTHER RESOLVED that if the application is approved by the Carver County CDA, Karen Hallquist, the Economic Development Marketing Director, is hereby authorized to execute such agreements as are necessary to receive and use the funding for the proposed project.

Adopted by the City Council this 27<sup>th</sup> day of July 2020.

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Carol Lagergren, Mayor

ATTEST:

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Steven Helget, City Administrator

# Community Growth Partnership Initiative Predevelopment Grant Application

Project name:

Applicant:

Contact name:

Contact email and phone:

Authorized official for contract execution (name and title)

Request amount:

## Project Summary

The NYA Economic Development Commission and City Council are looking to update their Commercial Market Study as the community has had much economic change and growth since the last study in 2016. In addition, we have added a Retail Food Survey to the overall study in the hopes of utilizing the data to give solidity for the need of a grocery store to share with potential investors due to our community grocery store closing in September 2019.

## 1. Project/ Site Information

Comm/Ind Districts of NYA: RC-1 Res/Neighborhood Comm, C-2 General Comm, C-3 Downtown District, B-1 Business Industrial and I-1 Light Industrial

1a. Site address(es)/site boundaries if a larger area:

1b. Site size:

Number of parcels:

1d. Current site owner(s):

1f. Post development site owner(s) if different:

1g. Current taxable market value of the site:

1h. How many residential buildings are on the site:

How many are vacant:

How many commercial buildings are on the site:

How many are vacant:

1i. Provide a brief history of the site (include such things as types of uses, activities, contamination, other attempts at development)

Recent History of Business Districts: The NYA EDC created a Downtown Redevelopment Plan in Dec 2019 focusing on revitalization efforts of the two historic downtowns. The goal was to use the assets of history and heritage from the two former communities to bring life back into NYA as one. The Plan focuses on aesthetic of the downtowns and financial incentives to help make this happen. Fifteen property owners have been able to utilize grant dollars (Small Cities & NYA EDC Grant) in the past 6-9 months to make much needed improvements. During these positive changes came the closing of our local grocery store. Since Sept 2019, the City has worked with the property owner of the former store location to research opportunities for the facility. Unfortunately, no grocer has been interested in that particular location and NYA currently has limited shovel-ready commercial real estate to house such a facility.



## 2. Predevelopment Project

### 2a. What is the need for this project and how was it determined?

The NYA EDC initially determined the need for an updated Commercial Market Study as a "next step" action after achieving the majority of the Implementation Plan for the Downtown Redevelopment. NYA still houses many small vacant commercial properties. The Commercial Market Study will help identify those gaps and projections to assist in future business growth. Clearly, the Food Retail portion of the study is a necessary addition given the state of our grocery situation. An additional plus is the study will serve as a proactive marketing tool in preparation for the future expansion of Hwy 212.

### 2b. What are the city's goals and expected outcomes for this project?

The goal of this study is to use the results and recommendations as a guide for future business growth and identify site locations and projections for a grocery store.

### 2c. Describe the development project, if known, for which this predevelopment work will inform.

There is no one project in particular for this study.

### 2d. Describe the scope of the work and the timeline for completion?

Keith Wicks & Associates has been hired to conduct the following scope of work with completion to be 45-60 days:

1. Assess NYA's commercial trade/market area/commercial development sites
2. Review market supply and demand data to determine our business gap analysis
3. Research feasibility and production forecasts for a food market
4. Recommend a food retail model (traditional, food co-op, etc.)
5. Recommend a phased commercial development strategy to be used for planning and recruiting new businesses

### 2e. Who will be conducting and participating in this work (consultants, city staff, county staff, others)?

The City of NYA has hired Keith Wicks & Associates, 15008 Keller Lake Dr, Mpls to conduct the Commercial Market Food Retail Study. Mr. Wicks will be working with city staff, the NYA Economic Development Commission and local businesses/residents.

### 2f. Will there be any community engagement as part of the work? If so, explain.

Mr. Wicks will be conducting interviews and a survey with local businesses and residents on needs, wants and expectations for business development in NYA.

## Budget

|                                       | Amount | Committed/Pending |
|---------------------------------------|--------|-------------------|
| <i>Uses</i>                           |        |                   |
| Commercial Market & Retail Food Study | 9,000  | Not Applicable    |
|                                       |        | Not Applicable    |
|                                       |        | Not Applicable    |
|                                       |        | Not Applicable    |
| <i>Sources</i>                        |        |                   |
| City                                  | 4,500  |                   |
| CDA                                   | 4,500  |                   |
| Other (list)                          |        |                   |
| Other (list)                          |        |                   |

## Attachments

- ☒ 1. City Resolution (sample is attached and must contain all provisions listed)
- ☒ 2. Location map
- ☐ 3. Existing conditions photos
- ☐ 4. Site plan (if applicable)
- ☒ 5. Redevelopment plan (if applicable)
- ☒ 6. Scope of work/consultant proposal



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

From: Cynthia Smith Strack, Consulting Planner

Date: July 27, 2020

Re: Annexation JAM Properties

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**Applicant:** JAM Real Estate LLC  
M.A. Hashmi

**Subject Property Address:** No Address Assigned

**Legal Description:** See Attached

**Property ID:** 110130410

**Zoning Class:** Upon Annexation: Transitional Ag

**Request:** Consideration of annexation

#### **BACKGROUND**

The property owner of record for the aforementioned property has submitted an application for annexation of approximately 60.69 acres. The subject property is currently in Young America Township and proposed to be annexed to the City of Norwood Young America for future mixed use development. For Council reference additional information including a site survey, sketched use plan, and petition is attached.

The Applicant proposes commercial uses adjacent to Highway 212, mixed commercial/residential use as a transition area, and low density residential. Under the zoning code, property annexed to the city is zoned as T/A Transitional Agriculture unless otherwise classified. It is noted annexation of the parcel doesn't constitute development or plat approval.

#### **ORDERLY ANNEXATION AGREEMENT REQUIREMENTS**

The subject parcel is within Transition Area 1 of the OAA. The City received zoning control in this area upon execution of the OAA in 2008.

Section 4 of the OAA the City to annex any property subject to the OAA upon the receipt of a Petition requesting annexation signed by 100% of the owners of property to be annexed. The City has received a Petition from the current owner of the property.

The Planning Commission reviewed the annexation petition at its regular meeting on July 7<sup>th</sup> and recommended the City Council approve the annexation petition. Draft minutes from the meeting are included in the meeting packet.



Although not a requirement, the Applicant's legal counsel attended a Young America Township meeting to provide information on the pending petition.

#### **CODE REQUIREMENTS**

NYA City Code requirements applicable annexation and zoning are itemized below; consulting staff comments are illustrated in **red bold, italic type face**.

##### 1225.05 Annexations

The Code standard is as follows:

*1225.05 Annexations. All territory which may hereafter be annexed to the City shall be considered zoned as T-A, Transition/Agriculture until otherwise classified.*

***DISCUSSION: The property is to be classified as T-A Transition/Agriculture until the time an alternate classification is approved.***

#### **Consistency with the Comprehensive Plan**

The contemplated use of the subject parcel is consistent with the planned land use under the 2008 and 2040 Comprehensive Plans.

#### **ACTION**

The City Council is to take action on the annexation petition. A Resolution is included in the packet for consideration.

#### **ATTACHMENTS:**

Memo  
Petition  
Planned use sketch  
Property survey  
Draft Planning Commission meeting minutes (July 7, 2020)  
Resolution Approving the Annexation

## LEGAL DESCRIPTION

The Southwest Quarter of the Northwest Quarter and Lot 3 in Section 13, Township 115, Range 26 West of the 5<sup>th</sup> Principal Meridian, EXCEPTING THEREFROM the following described property:

Part of the Southwest Quarter of the Northwest Quarter of Section 13, Township 115, Range 26, Carver County, Minnesota, described as follows: Commencing at the southwest corner of said Northwest Quarter of Section 13; thence on an assumed bearing North 00 degrees 00 minutes 00 seconds East along the West line of said Northwest Quarter 83.83 feet; thence North 90 degrees 00 minutes 00 seconds East 420.16 feet to a point on the northerly right-of-way line of Trunk Highway Number 212, said point being the point beginning of the tract to be described; thence North 04 degrees 17 minutes 02 seconds East 174.65 feet; thence North 19 degrees 48 minutes 50 seconds East 104.20 feet; thence North 61 degrees 34 minutes 59 seconds East 76.83 feet; thence North 89 degrees 34 minutes 28 seconds East 110.28 feet; thence South 07 degrees 18 minutes 42 seconds East 171.39 feet; thence South 17 degrees 23 minutes 12 seconds East 160.23 feet to the northerly right-of-way line of said Trunk Highway Number 212; thence westerly along said northerly right-of-way line 296.20 feet, more or less, to the point of beginning.

**PETITION FOR ANNEXATION OF CERTAIN LAND TO THE CITY OF  
NORWOOD YOUNG AMERICA PURSUANT TO RESOLUTION NO. 2008-24**

The property owner(s) may commence an annexation proceeding under the City of Norwood Young America Resolution No. 2008-24, a joint resolution between the City of Norwood Young America and Young America Township as to the Orderly Annexation of property. The property owner(s) must provide the city of Norwood Young America with a Petition requesting annexation signed by 100% of the owners of the property proposed to be annexed.

1. PETITIONERS STATE: The area proposed for annexation lies in the Township of Young America, Carver County, Minnesota. The proposed area for annexation is legally described as follows: (insert or attach a complete and accurate metes and bounds property description) Parcel ID# 110130410: See attached survey.

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2. There are property owners residing in the area proposed for annexation.

\_\_\_\_\_ Yes        X   No

3. The area proposed for annexation is   60.69 (See survey)   total acres.

4. The area proposed for annexation is located in one of the Transition Zones identified in Resolution No. 2008-24        X   Yes      \_\_\_\_\_ No

5. The reason(s) for the requested annexation is:

Development.

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6. The proposed use and zoning for the area proposed for annexation is:

Mixed residential and commercial.

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**Required Attachments:**

1. Payment of filing fees (State and City) INCLUDED
2. Property location map



Petitioner(s) request that pursuant to City of Norwood Young America Resolution No. 2008-24, the property described herein be annexed to and included in the City of Norwood Young America, Minnesota.

Dated: 06/15/2020

Petitioner Signature: M. A. Hashmia

Petitioner Title: President

Owner Signature (if different): \_\_\_\_\_

Address of Primary Contact: 22 Newcastle Court, N. Mankato, MN 56003

Contact Number: 507-351-5601

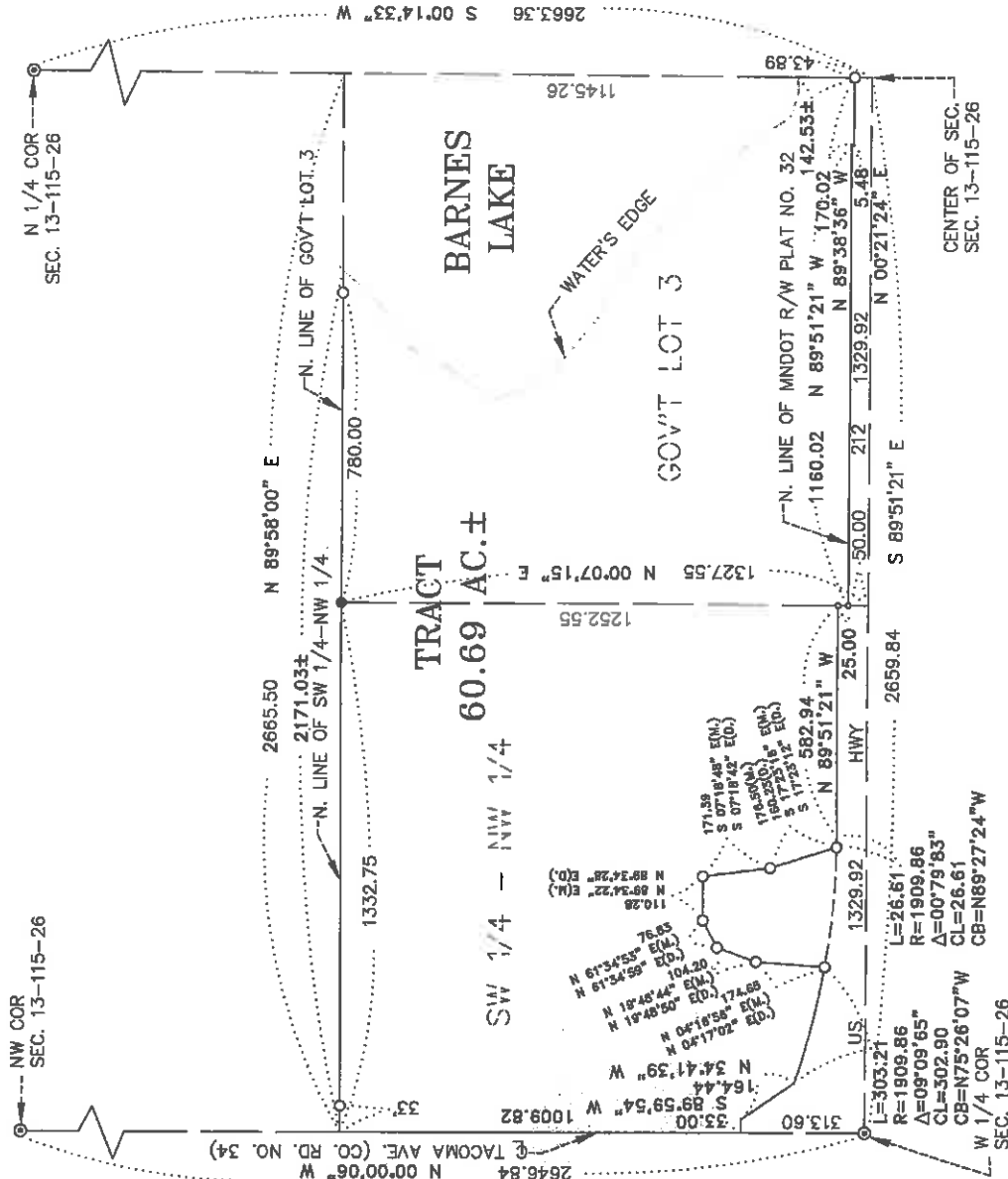
Contact Email: hashmia@yahoo.com

**CITY OF NORWOOD YOUNG AMERICA USE ONLY**

*Petition for Annexation received on:*

*Filing fees paid on:*

# UNRECORRED SURVEY



ORIENTATION OF THIS BEARING SYSTEM  
IS BASED ON THE CARVER COUNTY  
COORDINATE SYSTEM (NAD 83).

The Southwest Quarter of the Northwest Quarter and Lot 3 in Section 13, Township 115, Range 26 West of the 1st Principal Meridian, EXCEPTING THEREFROM the following described property:

Part of the Southwest Quarter of the Northwest Quarter of Section 13, Township 115, Range 26, Carver County, Minnesota, described as follows: Commencing at the southwest corner of said Northwest Quarter of Section 13; thence on an assumed bearing North 00 degrees 00 minutes 00 seconds East along the West line of said Northwest Quarter 83.83 feet; thence North 80 degrees 00 minutes 00 seconds East 420.16 feet to a point on the northerly right-of-way line of Trunk Highway Number 212, said point being the point of beginning of the tract to be described; thence North 04 degrees 17 minutes 02 seconds East 174.66 feet; thence North 19 degrees 48 minutes 50 seconds East 104.20 feet; thence North 61 degrees 34 minutes 59 seconds East 76.83 feet; thence North 89 degrees 34 minutes 28 seconds East 110.28 feet; thence South 07 degrees 18 minutes 42 seconds East 171.39 feet; thence South 17 degrees 23 minutes 12 seconds East 180.23 feet to the northerly right-of-way line of said Trunk Highway Number 212; thence westerly along said northerly right-of-way line 286.20 feet, more or less, to the point of beginning.

LAND SURVEY FOR  
JAM LLC

PART OF SW 1/4-NW 1/4 & GOV'T LOT 3  
SEC. 13, T115, R26 YOUNG AMERICA TOWNSHIP  
CARVER COUNTY, MINNESOTA

- ⊙ DENOTES CARVER CO. MONUMENT
- DENOTES IRON PIPE FOUND
- DENOTES IRON PIPE SET BY RLS NO. 15475

SCALE: 1 INCH = 300 FEET

Oct. 2018

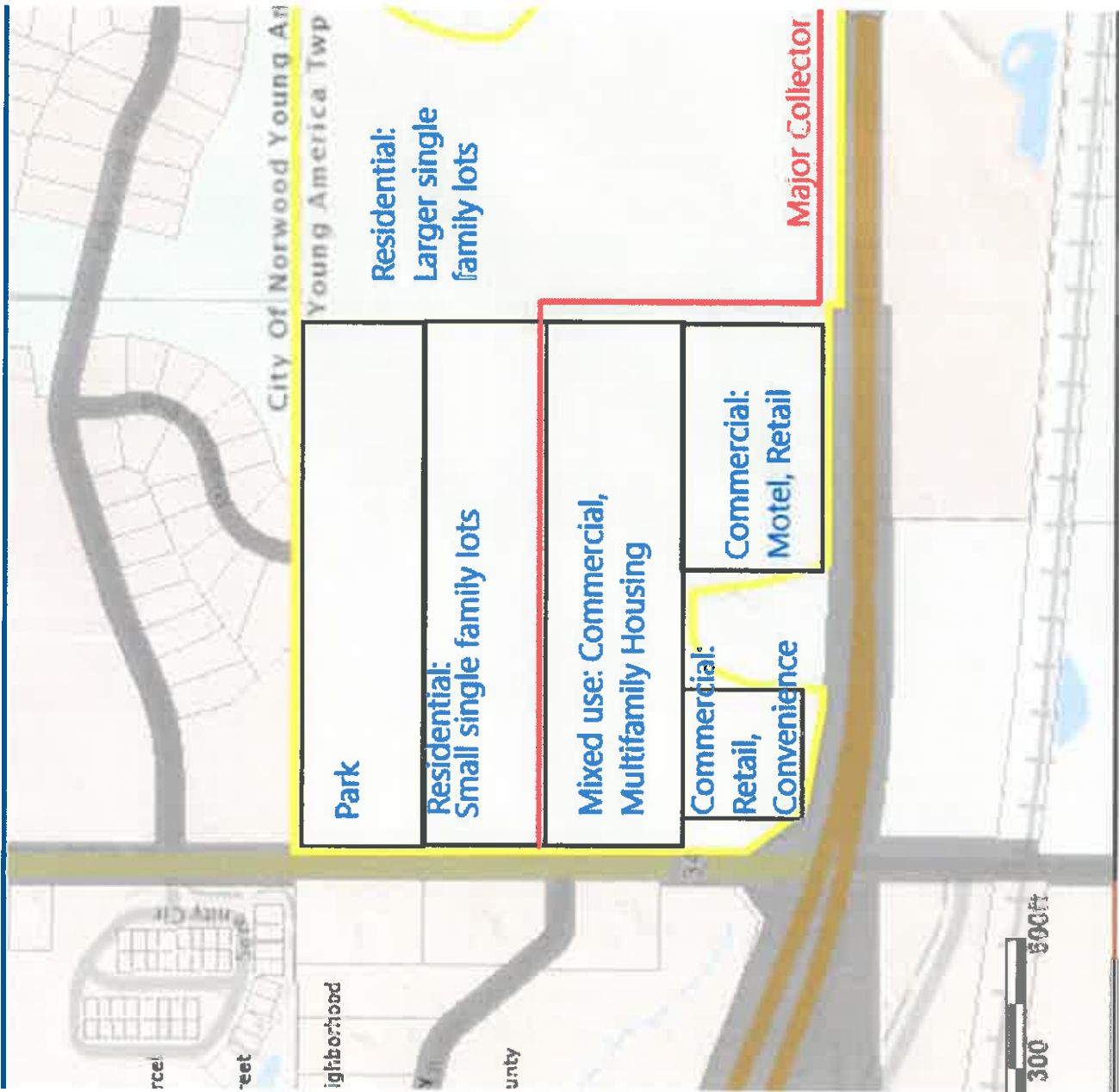
FILE NO. 964

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

*Avery Grochow*

DATE 10/10/18 REGISTRATION NO. 15475







Strack noted in years past although not required the Planning Commission has held a public hearing pertaining to CUP audit findings.

Motion – Smith call for a public hearing on conditional/interim use permit 2020 audit findings at August 4, 2020 regular Planning Commission meeting. Second by Grundahl. Approved 7-0.

## B. Review Zoning Code Definitions.

Chairperson Heher introduced the agenda item.

Strack reviewed proposed definition changes as follows:

Suggested deleting the definition of “boarding house” as it is not otherwise referenced in the zoning code uses.

Deleting the definition of ‘cellar’.

Removing a minimum height standard included in the definition of ‘deck’. The revised definition would be as follows: Deck: A horizontal, unenclosed platform with or without attached railings, seats, trellises, or other features, attached or functionally related to a principal use or site. ~~and at any point extending more than three feet above ground.~~

Strack summarized input from City Attorney Squires pertaining to the definition of family. The Commission could recommend deleting the definition in its entirety or increasing the number of specified non-related individuals which constitute a family.

Removing the definition of ‘hardship’.

Holding future discussion on potential to provide for nonconformance expansion permits. This discussion is also on the agenda.

Having additional discussion on the definition of ‘structure’.

The Commission discussed the definition of family and reached consensus to remove the definition from the zoning code.

The Commission will further discuss the definition of structure at a future meeting.

## 7. New Business.

### A. JAM Real Estate Annexation Application.

Heher introduced the agenda item.

The property owner of record for Parcel Number 110130410 an approximate 60.69 acre parcel adjacent to Highway 212 and Barnes Lake. The subject property is currently in Young America Township and proposed to be annexed to the City of Norwood Young America for future mixed use development.

For Commission reference, a copy of the Orderly Annexation Agreement between Young America Township and NYA was included in the meeting packet along with a site survey, sketched use plan, and petition.

The Applicant proposes commercial uses adjacent to Highway 212, mixed commercial/residential use as a transition area, and low density residential. Under the zoning code, property annexed to the city is zoned as T/A Transitional Agriculture unless otherwise classified. Annexation of the parcel doesn't constitute development or plat approval.

The subject parcel is within Transition Area 1 of the orderly annexation agreement. The City received zoning control in this area upon execution of the agreement in 2008. Section 4 of the same agreement allows the City to annex any property subject to the agreement upon the receipt of a Petition requesting annexation signed by 100% of the owners of property to be annexed. The City has received a Petition from the current owner of the property.

The Planning Commission is asked to provide a recommendation to the City Council concerning annexation of the property. The Commission is not required to recommend approval of the annexation but may do so from a land use perspective.

Robert Blum, Attorney representing JAM Properties (Applicant) was present in the audience.

Heher inquired as to whether JAM Properties was aware of plans for expansion of Highway 212 and potential impact on access to property, if any.

Blum stated the Applicants were aware of the potential expansion and viewed the change as potentially helping development.

Smith inquired about the development timeline and whether or not the subdivision would be phased. Attorney Blum indicated he could not address the question with any specificity at this time.

Smith alluded to the concept sketch included in the Commission's information packet. He asked if shapes/sizes of the conceptual uses were related to planned densities for the parcel and whether or not they had been determined.

Blum noted the sketch was purely conceptual and did not include a reference to density.

Fahey stated access due to MnDOT requirements would likely not be available from Highway 212, but from Tacoma and whether or not the Applicant had considered access. Blum stated he could not comment on behalf of the Applicant pertaining to access to any potential development.

Fahey inquired as to whether or not the Commission was simply acting on concept of annexation at this time. Strack confirmed suggesting review of consistency with the 2008 and 2040 comprehensive plans. She noted the proposed development from a land use perspective was consistent with both.

Smith stated calculations should be run on system capacity to accommodate proposed densities.

Strack noted adequate capacity would appear to exist at this time, if not there is an opportunity within the subdivision review process to find the subdivision is premature due to lack of treatment or production capacity.

Helget noted adequate capacity would appear to exist.

Strack inquired as to whether or not Blum approached Young America Township. Blum confirmed he presented annexation information to the township earlier this year. Not objections were expressed.

Motion – Smith, Second Eggers to recommend the City Council approve of the annexation request. Fahey clarified the motion pertained only to annexation and did not relate to subdivision or development approval. Smith and Eggers confirmed. Motion approved 7-0.

#### B. Non-conforming Use Expansion.

Heher introduced the agenda subject.

Strack stated that in June the Commission agreed to discuss the potential to allow limited forms of expansion of non-conformance. Strack referenced sample language from the Waconia and Belle Plaine codes included in the information packet. The City did not currently define the term ‘expansion’ but could consider language defining the expansion. Strack noted the sample language from the City of Waconia provides for certain expansion as a right. The Belle Plaine language requires a formal review process for non-conformance expansions.

Strack summarized a conversation with City Attorney Jay Squires relating to providing for expansion. Squires has had experience with other communities on similar actions and will provide input.

Strack requested discussion from the Commission pertaining to their interest in moving forward with defining expansion, perhaps after work session discussion with the City Council.

After discussion Chairperson Heher suggested the concept of providing for limited expansion of non-conforming uses be sent to the Council for work session discussion. Commissioners Barr and Hallquist concurred.

### 8. Miscellaneous.

#### A. June Building Permit Report.

The June building permit report was reviewed. It was noted permit issuance continues at a brisk pace.

### 9. Commissioner Reports.

Commissioners Barr, Fahey, Grundahl, Hallquist and Smith did not have updates.

Eggers suggested future developments require seeding/sodding by June 1<sup>st</sup> rather than July 1<sup>st</sup>. He noted establishing turf in July and August is difficult and sometimes developers wait until July 1<sup>st</sup> to comply.

Heher provided updates from City Council meetings, including noting: budget planning, authorizing advertising of clerk/treasurer position, refunding bond issuance, and painting of a mural. Highway 212 is to be closed June 12-19<sup>th</sup>. The pool is open but at half capacity and no swimming lessons are being given.

### 10. Adjourn



**Ronald G. Blum, Esq.**

Direct Dial:  
(952) 442-7798

Email Address:  
rblum@mhsilaw.com



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Telephone: (952) 442-7700

[www.mhsilaw.com](http://www.mhsilaw.com)

July 21, 2020

RE: JAM Annexation in Norwood Young America

Dear City Council,

My client, JAM, is set to have its annexation matter heard before you at the next City Council meeting.

The parcel (PID: 110130410) is exceptionally unique due to its acreage, location at a natural geographic border, juxtaposition to a major highway set to be independently improved, and an intersection with a major north / south travel route. These factors make the parcel likely to become a long-term gateway property that is sure to be integral in boosting positive growth in Norwood Young America.

It is my client's request that this uniqueness, any utility extension on the client's parcel, and any other mutually beneficial consideration be deemed appropriate for a discount in the annexation fee, after which the City will surely reap a long term tax income and the progressive related benefits of coordinated development.

I look forward to speaking with you and being available for further discussion.

Very truly yours,

A handwritten signature in dark ink, appearing to read "R Blum", written over a light blue horizontal line.

Ronald G. Blum

**CITY COUNCIL  
RESOLUTION NO. 2020-23**

**RESOLUTION FOR THE ANNEXATION OF PROPERTY  
PURSUANT TO ORDERLY ANNEXATION AGREEMENT**

**BE IT RESOLVED** by the City Council of Norwood Young America, Carver County, Minnesota as follows:

**WHEREAS**, the City of Norwood Young America (“City”) and Town of Young America (“Town”) have agreed upon annexation of certain lands pursuant to City Resolution No. 2008-24, and approved by the Minnesota Office of Administrative Hearings, Municipal Boundary Adjustments as OA\_1402 (the “Orderly Annexation Agreement”); and

**WHEREAS**, the Orderly Annexation Agreement was established under Minnesota Statutes, Section 414.0325; and

**WHEREAS**, the Orderly Annexation Agreement sets forth all conditions for annexation of the lands described therein, and provides that the chief judge of the Office of Administrative Hearings, Municipal Boundary Adjustments (“OAH”) may review and comment but shall, within thirty (30) days, order annexations requested pursuant to the Agreement; and

**WHEREAS**, the City has received an annexation request from the owner of certain property in the Town containing approximately 60.69 acres legally described on attached Exhibit A (the “Property”); and

**WHEREAS**, the Property is covered by the Orderly Annexation Agreement; and

**WHEREAS**, the appropriate taxation reimbursement amount due under the Orderly Annexation Agreement shall be paid as prescribed; and

**WHEREAS**, all other conditions set forth in the Orderly Annexation Agreement have been met including specifically: one-hundred percent of the property owners (one property owner) have petitioned for annexation, said annexation is consistent with the Comprehensive Plan, the annexation area is within the City’s planned urban services area, and, the owners have submitted adequate development plans for the Property and associated information regarding future subdivision.

**NOW THEREFORE, BE IT RESOLVED** by the City Council of the City of Norwood Young America, Carver County, Minnesota as follows:

1. Approval of Annexation. The Property is hereby annexed to the City. The OAH may review and comment but no additional consideration is necessary and annexation of the Property shall be effective without alteration of the boundaries as required by law and provided in the Orderly Annexation Agreement.

2. Development. All development of the Property shall be conducted in accordance with the Orderly Annexation Agreement.

3. Effective Date. The order for annexation shall be effective upon adoption of this resolution.

Adopted by the City of Norwood Young America on the 27<sup>th</sup> day of July 2020.

---

Carol Lagergren, Mayor

Attest:

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Steven Helget, City Administrator

## **EXHIBIT A**

### **LEGAL DESCRIPTION OF ANNEXED PROPERTY (PID 110130410)**

The Southwest Quarter of the Northwest Quarter and Lot 3 in Section 13, Township 115, Range 26 West of the 5<sup>th</sup> Principal Meridian, EXCEPTING THEREFROM the following described property:

Part of the Southwest Quarter of the Northwest Quarter of Section 13, Township 115, Range 26, Carver County, Minnesota, described as follows: Commencing at the southwest corner of said Northwest Quarter of Section 13; thence on an assumed bearing North 00 degrees 00 minutes 00 seconds East along the West line of said Northwest Quarter 83.83 feet; thence North 90 degrees 00 minutes 00 seconds East 420.16 feet to a point on the northerly right-of-way line of Trunk Highway Number 212, said point being the point beginning of the tract to be described; thence North 04 degrees 17 minutes 02 seconds East 174.65 feet; thence North 19 degrees 48 minutes 50 seconds East 104.20 feet; thence North 61 degrees 34 minutes 59 seconds East 76.83 feet; thence North 89 degrees 34 minutes 28 seconds East 110.28 feet; thence South 07 degrees 18 minutes 42 seconds East 171.39 feet; thence South 17 degrees 23 minutes 12 seconds East 160.23 feet to the northerly right-of-way line of said Trunk Highway Number 212; thence westerly along said northerly right-of-way line 296.20 feet, more or less, to the point of beginning.

(Abstract property)

Carver County, Minnesota





To: Members of the City Council  
From: Personnel Committee  
Re: City Clerk/Treasurer Hire  
Date: July 27, 2020

On July 15th, the Personnel Committee interviewed several qualified applicants for the City Clerk/Treasurer position. The candidates came with differing levels of experience in municipal government. After much discussion by the committee, Angela Brumbaugh was recommended for the position of City Clerk/Treasurer.

Angela worked for 18 years as the City Treasurer for the City of Park Rapids before a recent job change to the Cass County HHVS. During that time, she also assisted the City Clerk with elections and dealt exclusively with Human Resources and Personnel issues. Prior to that, Angela worked as a bookkeeper and accountant in the private sector and with the Menahga School District for more than a decade. Her outgoing personality and extensive experience in accounting and HR/Personnel issues made her the best candidate for the City Clerk/Treasurer position.

**Recommendation:** to hire Angela Brumbaugh as the City Clerk/Treasurer for the City of Norwood Young America at Pay Grade 16, Step 5 at a rate of \$31.61/hour effective August 12, 2020.

***Norwood Young America***



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: July 27, 2020

RE: Replace Pavilion Doors at Willkommen Memorial Park

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The current exterior doors in the Pavilion are not in great condition. The weatherstripping and the door hardware are in very poor condition and the doors and frames are starting to rust out. The Parks & Recreation Commission has identified the need for replacement of the doors and is recommending such.

After meeting with multiple contractors and going over multiple options for replacement, the Parks Commission recommends installing aluminum commercial doors.

Proposed is to change the north door to a single opening 42" door with a handicap operator to make the building more accessible. For the three other doors, proposed is to add mullion dividers in the middle of the door openings to improve the weather seal and add more integrity to the locking mechanism to increase security of the building. In respect to the doors on the south side of the building, proposed is to have lower solid panels to help protect them from baseballs.

All the doors will be solid aluminum construction with insulated glass. The contractors will be responsible for removal and disposal of the existing doors. We will require the contractor to provide appropriate insurance. The City will be responsible for the project building permit.

The following quotes were received:

|                      |             |
|----------------------|-------------|
| Town & Country Glass | \$22,340.00 |
| Minnetonka Glass     | \$23,025.00 |
| Rice Companies       | \$28,481.61 |

**Suggested Motion:**

Motion to accept Town & Country Glass's quote of \$22,340.00 to install new exterior doors at the Pavilion.

*Norwood Young America*

# TOWN & COUNTRY GLASS



## Proposal

Phone: (952) 442-4325  
Fax: (952) 442-5450  
Toll Free: 1-800-642-1321  
PO Box 105  
Waconia, MN 55387

No. 11861-1  
Date 7-22-2020  
E-mail: TCGlass1969@yahoo.com

### Proposal Submitted To:

Name City of Norwood Young America(Tony)  
Street \_\_\_\_\_  
City NYA State MN  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Work To Be Performed At:

NYA Pavillion  
Street \_\_\_\_\_  
City NYA State MN  
Date \_\_\_\_\_  
Architect \_\_\_\_\_

We hereby propose to furnish the materials and perform the labor necessary for the completion of

**NORTH DOOR: 3' X 7' Medium style door with sidelite to fit**

Hardware: Hinges, Auto opener, Pull, exit device

1" clear tempered glass

Labor to install

Total: \$5,740.00

**EAST DOOR: 6' X 7' Medium style doors with sidelites**

Hardware: Hinges, Closers, Pulls, Exit Devices, Removable Mullion

1" clear tempered glass

Labor to install

Total: \$5,750.00

**SOUTH DOOR: 6' X 7' Medium style doors with midrails and lower insulated panels**

Hardware: Hinges, Closers, Pulls, Exit Devices, Removable Mullion

-PAGE 1 of 2-

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted. Also it is to be completed in a substantial workmanlike manner for the sum of

\$

With payments to be made as follows: In full upon completion

**All credit card payments over \$1,000.00 will be subject to an additional 3% surcharge.**

Thank you for giving us the opportunity to bid this project. If you have any questions, feel free to give us a call.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by

Respectfully submitted by: Town & Country Glass Inc.

Per Scott Kleman

Note—This proposal may be withdrawn by us if not accepted within 60 days.

### PRE-LIEN NOTICE TO OWNER/CONTRACTOR

a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.

b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

**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 \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_

# TOWN & COUNTRY GLASS



## Proposal

Phone: (952) 442-4325  
Fax: (952) 442-5450  
Toll Free: 1-800-642-1321  
PO Box 105  
Waconia, MN 55387

No. 11861-2  
Date 7-22-2020  
E-mail: TCGlass1969@yahoo.com

### Proposal Submitted To:

Name City of Norwood Young America  
Street \_\_\_\_\_  
City NYA State MN  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

### Work To Be Performed At:

NYA Pavillion  
Street \_\_\_\_\_  
City NYA State MN  
Date \_\_\_\_\_  
Architect \_\_\_\_\_

We hereby propose to furnish the materials and perform the labor necessary for the completion of

**SOUTH DOOR CONT.: 1" clear tempered glass**

Labor to install

Total: \$5,600.00

**WEST DOOR: 6 X 7 Medium style doors**

Hardware: Hinges, Closers, Pulls, Exit Devices, Removable Mullion

1" clear tempered glass

Labor to install

Total: \$5,250.00

**NOTE: Material to be Dark Bronze**

**Note: Includes tear out and disposal of old doors**

-PAGE 2 of 2-

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted. Also it is to be completed in a substantial workmanlike manner for the sum of

\$ 22,340.00 (ALL DOORS)

With payments to be made as follows: In full upon completion

*All credit card payments over \$1,000.00 will be subject to an additional 3% surcharge.*

Thank you for giving us the opportunity to bid this project. If you have any questions, feel free to give us a call.

Any alteration or deviation from above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon above work. Workmen's Compensation and Public Liability Insurance on above work to be taken out by

Respectfully submitted by: **Town & Country Glass Inc.**

Per Scott Kleman

Note—This proposal may be withdrawn by us if not accepted within 60 days.

### PRE-LIEN NOTICE TO OWNER/CONTRACTOR

- a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions.
- b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

**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 \_\_\_\_\_  
Signature \_\_\_\_\_

Date \_\_\_\_\_  
Date \_\_\_\_\_



Attn: Tony



Minnetonka Glass and Mirror  
3644 County Road 101  
Deephaven, MN 55391  
Telephone 952-470-5372  
Fax 952-401-0713

## Glass and/or Glazing Proposal

**Date:** 7-13-20

**Project:** Commercial Entrances

**Locations:** 21 Main St E

We propose to furnish materials and/or labor as follows:

Color to be Dark Bronze Anodized  
Glass to be clear tempered 1' Insulated  
Framing to be 2 x 4 ½ Thermally broken  
Medium stile doors, 10" bottom rail, HD closers, threshold, sweep  
Rim panics  
Removable mullions on pairs  
Per attached elevations  
Entrances \$20,175.00  
Add for Alternate 1 \$350.00  
Add for Automated Closer each \$2500.00 (wiring By others)

This proposal offer is valid for 30 days from the above date. If the proposal offer is not accepted within the specified period, this offer becomes null and void unless extended in writing by the parties.

Accepted by:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:

Minnetonka Glass and Mirror

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date:



## Rice Companies - Glencoe, MN

3301 11th St E  
Glencoe, MN 55336  
(320) 864-4500  
www.ricecompanies.com

## Proposal

### ADDRESS

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

### PROPOSAL

GCM20074-2

### DATE

07/14/2020

### EXPIRATION DATE

08/14/2020

### PREPARED BY

Adam Kube

### SCOPE OF WORK

### AMOUNT

#### Details:

- All Openings are Dark Bronze Anodized W/ 1" OA Clear Low E Tempered Glass
- Sidelites have (1) Horizontal Rail Per Sidelite for added strength
- Include Demo of Existing Frames and Doors

25,706.61

#### Details: NORTH ENTRANCE

- 76" x 86" Frame Size w/ (1) 3'6" x 7' 0" Medium Stile Door 1 1/2" Pr Butt Hinges, Rim Panic, Pull Handle, Manual Closer, Sweep, Threshold

#### Details: SOUTH ENTRANCE

- 76" x 86" Frame Size w/ (1) 6'0" x 7'0" Medium Stile Pair of Doors, 1 1/2" Pr Butt Hinges/Leaf, Rim Panic, Removable Mullion, Pull Handles, Manual Closers, Sweeps, Threshold

#### Details: EAST ENTRANCE

- 104 1/4" X 86" Frame Size w/ (1) 6'0" x 7'0" Medium Stile Pair of Doors, 1 1/2" Butt Hinges/Leaf, Rim Panic, Removable Mullion, Pull Handles, Manual Closers, Sweeps, Threshold

#### Details: WEST ENTRANCE

- 76" x 86" Frame Size w/ (1) 6'0" x 7'0" Medium Stile Pair of Doors, 1 1/2" Pr Butt Hinges/Leaf, Rim Panic, Removable Mullion, Pull Handles, Manual Closers, Sweeps, Threshold

#### OPTIONS:

- Add for 4" Midrail on Pair of Doors \$275.00/Pair
- Deduct for Single 42" Door w/ Sidelite In lieu of Pair of Doors on South Entrance \$1875.00
- Add for Each Automatic Operator (Wireless Wall Mounted Buttons) Electrical Work by Others \$2500.00

#### Exclusions:

- Electrical Work, mirrors, temporary enclosures, Cylinders and Keying, Wood Blocking, Liquidated Damages, Insurance Coverage for Pollution or Mold

### TOTAL

\$25,706.61

Accepted By

Accepted Date

Project Name: NYA

Frame Set Name: Frame Set 1

Metal Group: T14000 THERMAL SCREW SPLINE

Required: 1 Panels: 1 Rows: 1

Back Member Color: DB DARK BRONZE : ANODIZED

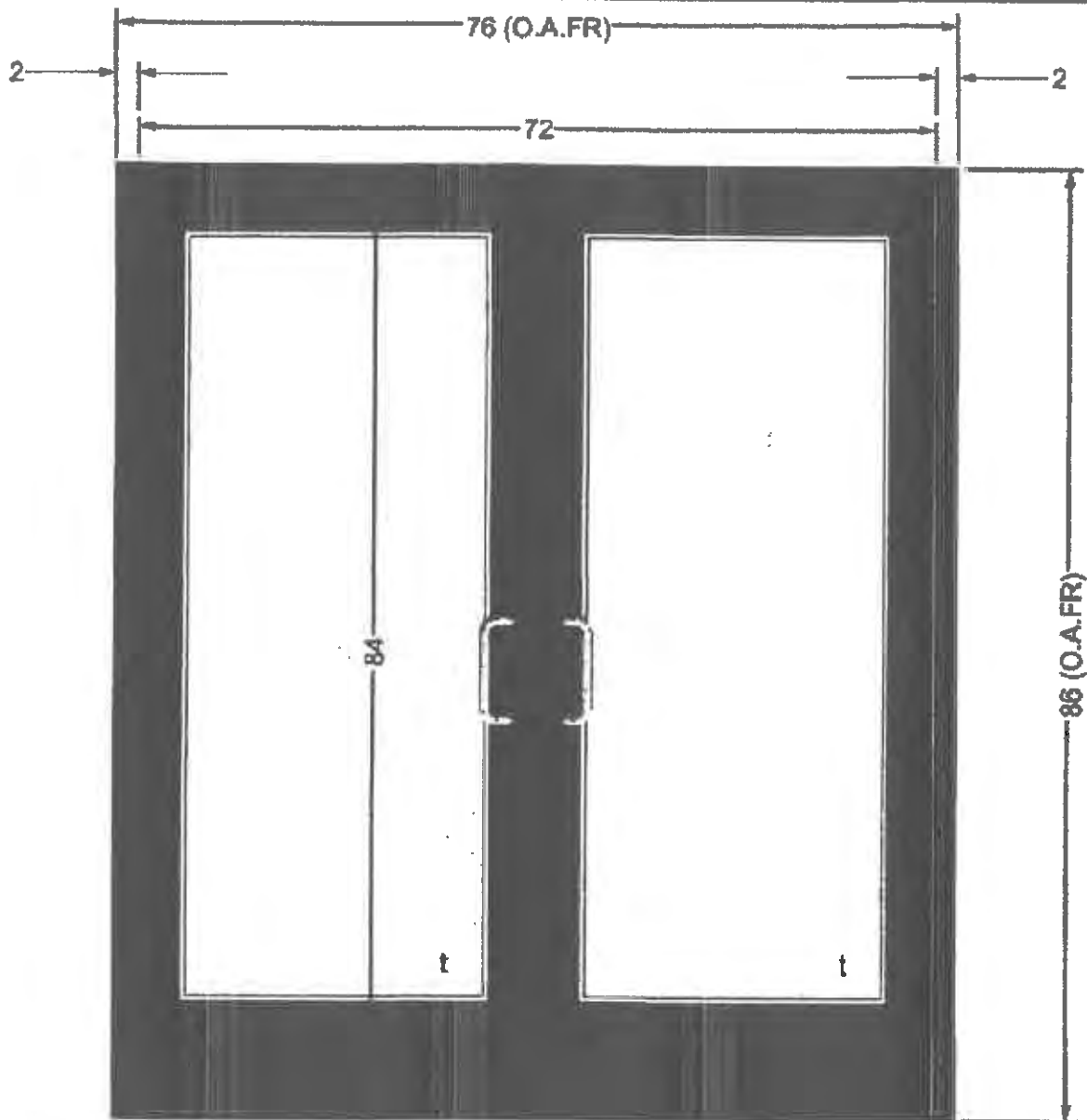
Frame Name: SOUTH ENTRY

D/S: 1 Frame Type: Standard

Frame Width: 76

Frame Height: 86

Face Member Color: DB DARK BRONZE : ANODIZED



Project Name: NYA

Frame Set Name: Frame Set 1

Metal Group: T14000 THERMAL SCREW SPLINE

Required: 1 Panels: 1 Rows: 1

Back Member Color: DB DARK BRONZE : ANODIZED

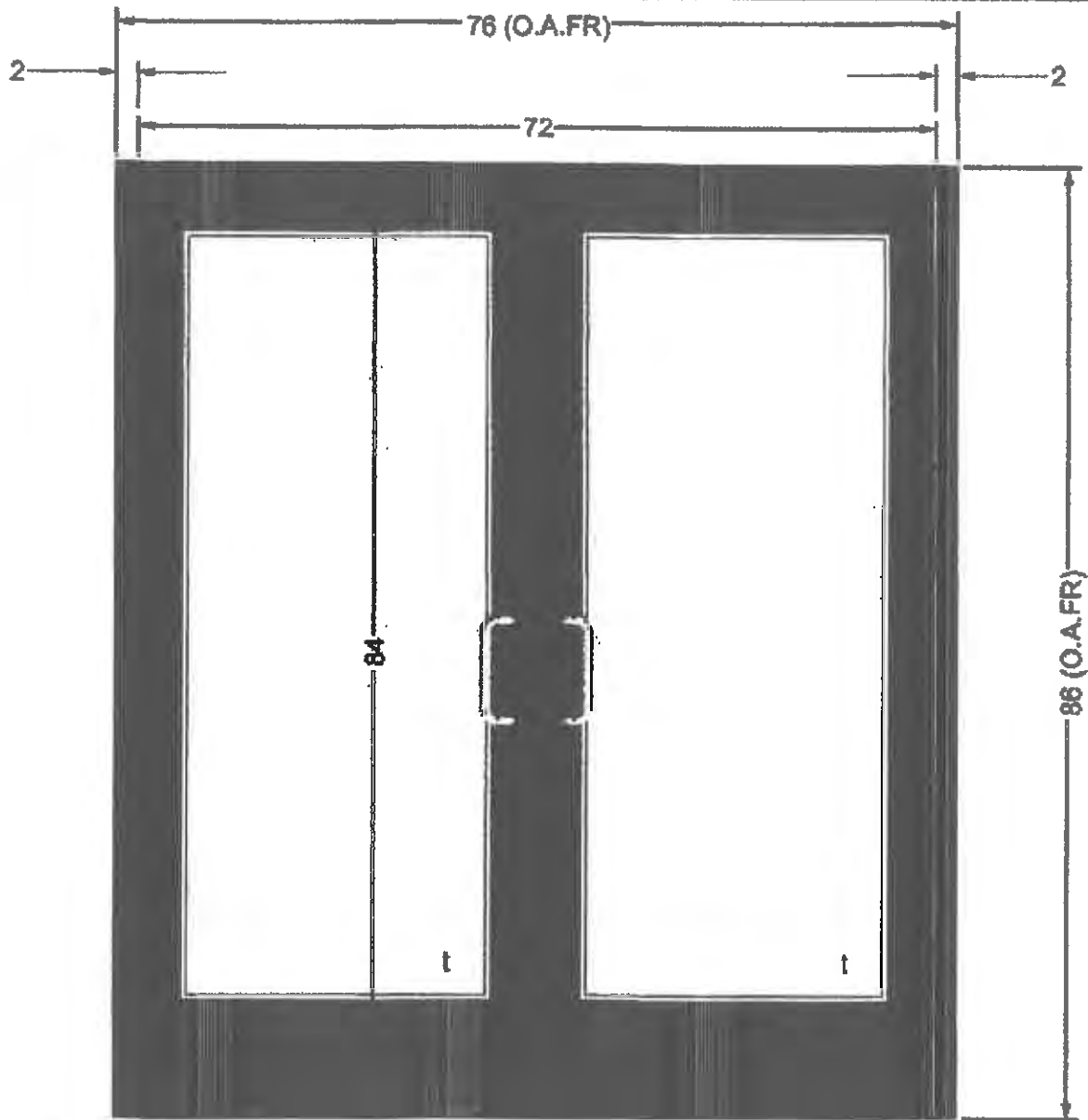
Frame Name: WEST ENTRY

D/S: 1 Frame Type: Standard

Frame Width: 76

Frame Height: 86

Face Member Color: DB DARK BRONZE : ANODIZED



Report Provided Courtesy of Glazier Studio - 8.0.0.52



Project Name: NYA

7/2/2020 9:17 AM

Frame Set Name: Frame Set 1

Frame Name: EAST ENTRY

Metal Group: T14000 THERMAL SCREW SPLINE

D/S: 1 Frame Type: Standard

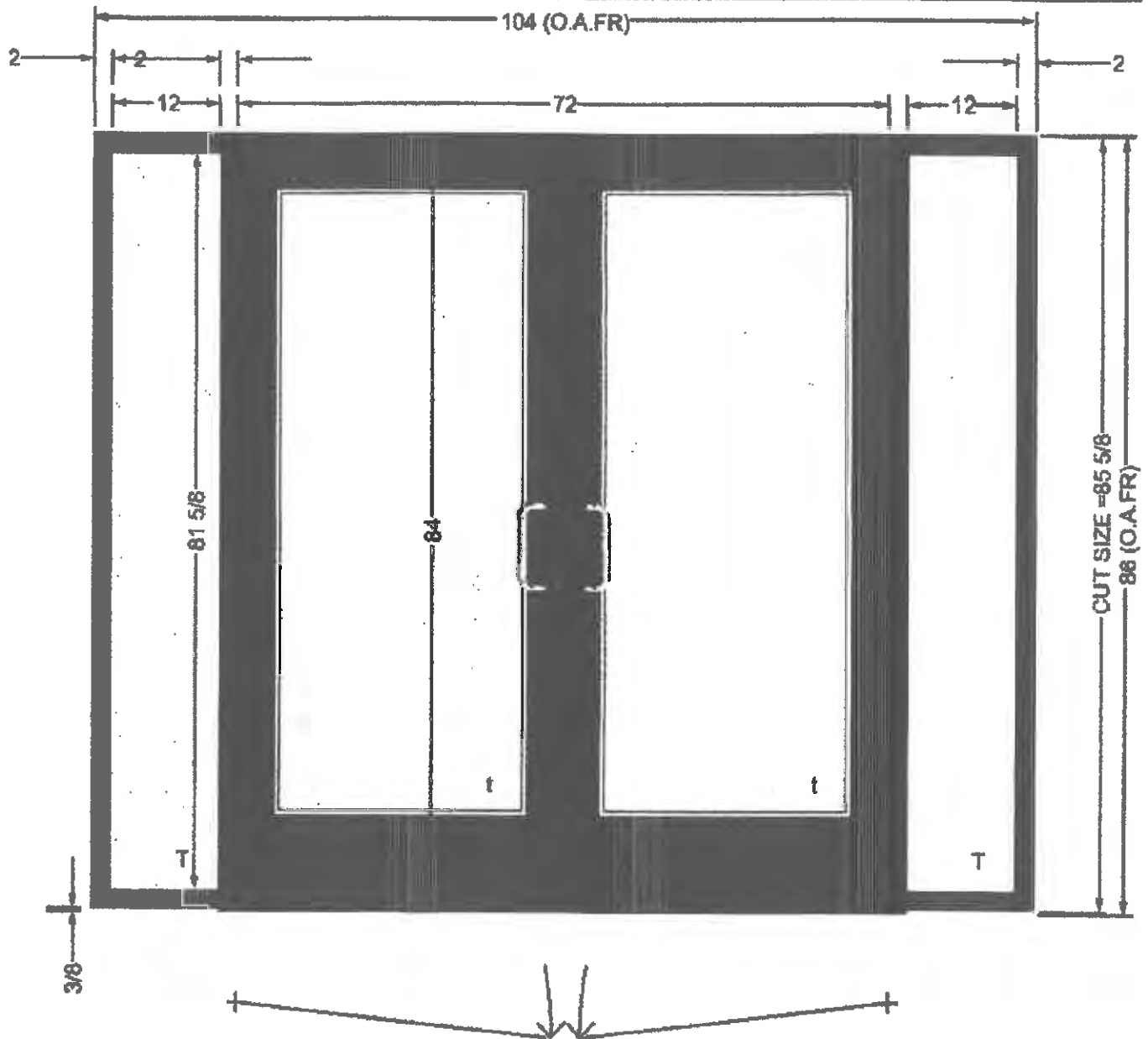
Required: 1 Panels: 3 Rows: 1

Frame Width: 104

Frame Height: 86

Back Member Color: DB DARK BRONZE : ANODIZED

Face Member Color: DB DARK BRONZE : ANODIZED



Project Name: NYA

Frame Set Name: ALT

Metal Group: T14000 THERMAL SCREW SPLINE

Required: 1 Panels: 1 Rows: 1

Back Member Color: DB DARK BRONZE : ANODIZED

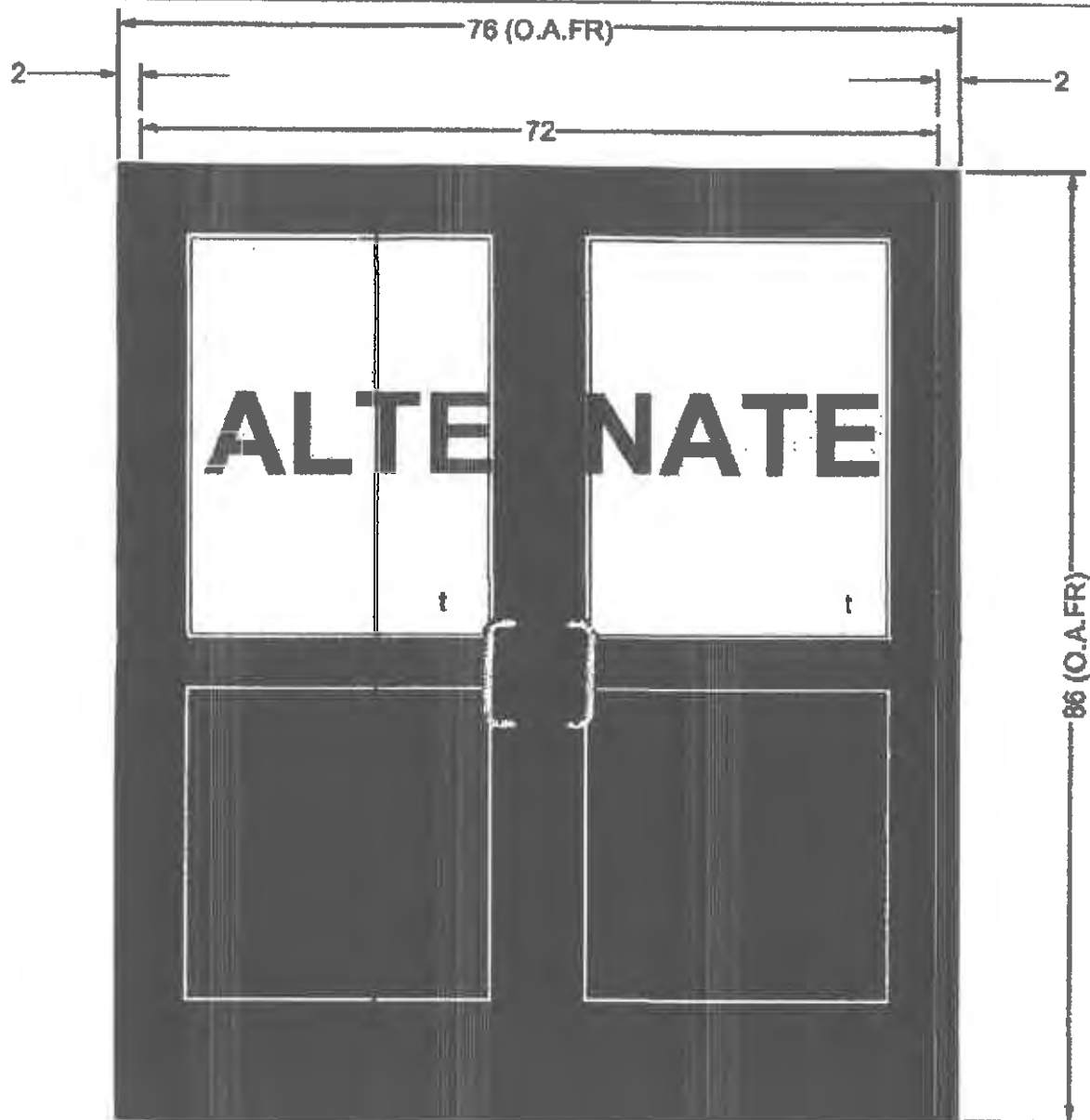
Frame Name: SOUTH ENTRY ALT

D/S: 1 Frame Type: Standard

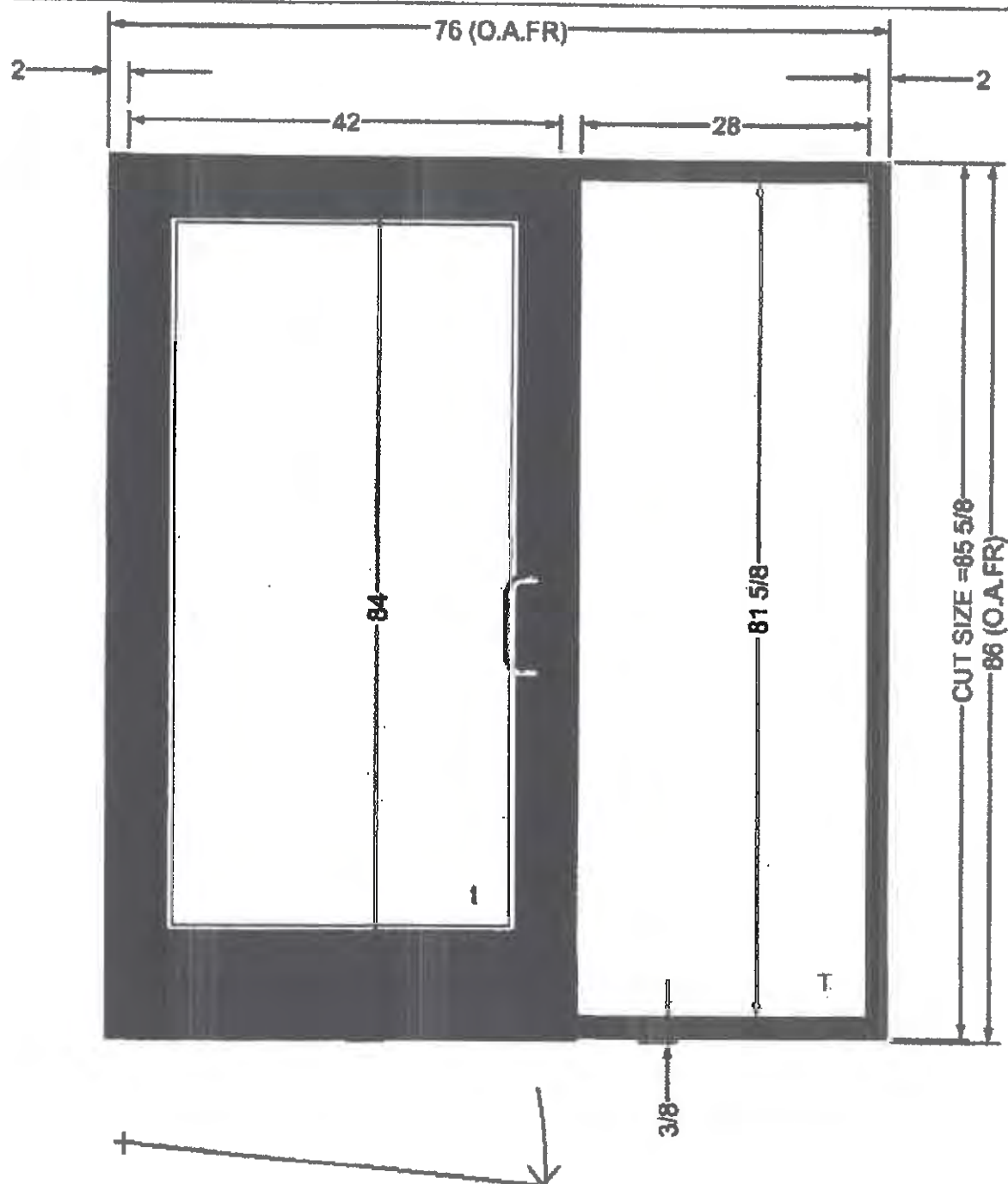
Frame Width: 76

Frame Height: 88

Face Member Color: DB DARK BRONZE : ANODIZED



**Face Member Color: DB DARK BRONZE : ANODIZED**





TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: July 27, 2020  
RE: Repair Damage at the Oak Grove Storage Building

---

One of our staff members ran into a door header with a piece of equipment upon entering the Oak Grove storage building. It was a piece of rental equipment that was too tall on the trailer to fit through the door. The equipment was not damaged, but the door header was damaged as well as the door springs. The building is steel construction which will require welding the door header and other structural components to complete the repair. I solicited to multiple contractors. I asked the contractors to inspect the building and provide a cost to get it repaired. Due to this being a steel erected building which requires a specific contractor to complete the repair, Only two quotes were received. The quotes are as follows.

|                  |            |
|------------------|------------|
| Vos Construction | \$5,350.00 |
| Rice Companies   | \$7,141.53 |

Our insurance deductible is \$5,000.

**Suggested Motion:**

**Motion to accept Vos Construction's quote of \$5,350.00 to repair the Oak Grove Storage building.**

*Norwood Young America*



## PROPOSAL

To: City of NYA

Date: 7-16-2020

Project: Building/Door Repair

Attention: Tony Voigt

Submitted By: Scott Vos

### Building and OH Door Repair – Labor, Material and Equipment

- Remove existing interior and exterior sheeting as required to assess damage
- Known repairs needed for:
  - Door header
  - Exterior door trims (jamb wrap, and head trim)
  - Spring pad framing rework for door opener and springs
  - New OH Door springs and shaft
- Any other repairs necessary will be brought to the owner's attention and completed on a T&M basis w/ owner's approval

Base Bid: \$5,350.00

Building repair - Labor: \$3,200

Material: \$500

Overhead Door Repair - \$1,650

This proposal may be withdrawn by Vos Construction, Inc. if not accepted within 30 days from above date.

Payments will be paid within 30 days of invoice

### 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 within thirty days of invoice.

Signature

Date of acceptance



**Rice Companies - Glencoe, MN**

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

## Proposal

ADDRESS

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

PROPOSAL  
DATE

GCM20057  
04/15/2020

PREPARED BY

Adam Kube

### SCOPE OF WORK

### AMOUNT

|  |          |
|--|----------|
| Details                                    | 7,141.53 |
| -Remove damaged wall panel and liner panel |          |
| -Replace with similar panels               |          |
| -Replace existing damaged header           |          |
| -Remove and reinstall overhead door        |          |

### Exclusions:

|   |      |
|---|------|
| -Any unforeseen damages will brought to owner's attention and will be billed at T&M | 0.00 |
|---|------|

### TOTAL

**\$7,141.53**

Accepted By

Accepted Date



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: July 27, 2020

RE: Rebuild Trickling Filter Pump at Wastewater Treatment Plant

---

We are experiencing mechanical issues with our pumps that operate the trickling filters at the Wastewater Treatment Plant. We have 4 pumps that feed the trickling filters. When the pumps were new, they generally used 2 pumps at a time to generate enough flow to operate the towers properly. Currently we have one pump that leaks too much to keep in service, and the other 3 do not produce enough flow to operate the system efficiently. We are looking to get the pumps rebuilt. We have priced out replacing the pumps versus rebuilding what is in place. The cost to redo the plumbing to facilitate installing new pumps outweighed the cost to have them rebuilt. We would reuse the electric motors that are currently in place and rebuild the pumps that need major repair. We were able to solicit from one company who exclusively deals in Aurora pumps in MN. I was not able to find another company who repairs this brand of pumps. The company I spoke with would remove the pumps from service, ship them out of state to get rebuilt, and reinstall them when they are complete and return shipped. These pumps are specialized units which makes it difficult to offer competitive quotes. If the Council agrees to rebuild this pump, staff will monitor how well it performs in the future. Until our new NPDES permit is issued, I would prefer not to spend a lot of money into a process that may be changed or upgraded.

**Suggested Motion:**

**Motion to hire WW Goetsch to rebuild an Aurora Pump for \$15,096.00.**

*Norwood Young America*

**WWG**  
**GOETSCH**  
ASSOCIATES, INC.  
800-831-7914

5250 WEST 74<sup>TH</sup> STREET  
MINNEAPOLIS, MN 55439-2226  
952-831-4340/FAX: 952-831-2357

7674 COLLEGE ROAD, SUITE 105  
BAXTER, MN 56425  
218-829-6890/FAX: 218-829-6972

12/7/18  
**Requoted 7/16/20**

Mr. Tony Voigt

SUBJECT: Norwood Young America  
Replacement Trickling Filter Pumps and Valve replacement.

WE RESPECTFULLY SUBMIT OUR QUOTATION ON THE FOLLOWING:

**Existing Aurora-Verti-Line Trickling Filter Pumps**

1 – Exact AURORA VERTI-LINE 12RL bowl assembly with column and stainless steel line shafting, bronze fit wear rings. Fabricated heads to maintain exact dimensions with packing stuffing box. Standard coating enamel paint.

Your cost for each unit installed as described above.....\$15,096.00

We would reuse the existing motor and top shaft. Motor disconnect and reconnect by WWG if acceptable. We have not included an electrician to disconnect / reconnect the motors if it is required.

Equipment is FOB factory with freight prepaid and allowed.  
We have not included any applicable tax.  
Pumps can ship 6-8 weeks after approval  
Terms are net 30 days after shipment  
Prices firm for 60 days

Your order and consideration are appreciated.

Sincerely,  
W.W. Goetsch Associates

Steven P. Green