



CITY COUNCIL AGENDA

August 24, 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 Joint Meeting with Planning Commission to Discuss Limited Expansion of Non-Conforming Uses or Structures
 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 July 27, 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.)
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 August 10, 2020 meeting
 - 4.2 Approve payment of Claims
5. Public Hearings
6. Old Business
7. New Business
 - 7.1 Discuss Young America Cemetery Restoration
 - 7.2 Approve Resolution 2020-25, Certifying Findings of Conditional & Interim Use Permit Audit
 - 7.3 Approve Oak Lane Feasibility Study
 - 7.4 Approve CARES Act Funding Distribution
 - 7.5 Approve awarding quote to reroof the South Shed Building
 - 7.6 Discuss changing City Council Work Session meeting time to after Regular City Council Meeting
8. Council Member & Mayor and Staff Reports
9. Adjournment

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

UPCOMING MEETINGS / EVENTS

September 1 Finance Committee – 3:00 p.m.
September 1 Planning Commission – 6:00 p.m.
September 2 Special City Council (2021 Budget Work Session) – 6:00 p.m.
September 9 Economic Development Commission – 6:00 p.m.
September 14 Personnel Committee – 5:00 p.m.
September 14 City Council – 6:00 p.m.
September 15 Parks and Recreation Commission – 4:45 p.m.
September 16 Safety Committee – 2:00 p.m.
September 17 Senior Advisory Committee – 9:00 a.m.
September 28 Work Session, EDA, City Council – 6:00 p.m.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: August 24, 2020

SUBJECT: Work Session - Joint Meeting with Planning Commission to Discuss Limited Expansion of Non-Conforming Uses or Structures

The Planning Commission has been considering whether to amend the Zoning Code to allow for the expansion of Non-Conforming uses or structures. The Commission is seeking City Council guidance as to whether they should proceed with considering such an amendment to the Zoning Code.

Cynthia Smith-Strack, Planning Consultant, will be present to review the Planning Commission's discussion to date and provide possible amendment language. Enclosed is a memo from Cynthia, Planning Commission minutes, and sample language from other cities.

Suggested Motion:

No motion suggested. Discuss item only.

Norwood Young America



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

From: Cynthia Smith Strack, Consulting Planner

Date: August 24, 2020

Re: Expansion of Non-Conformance

BACKGROUND

The Planning Commission is recommending the City Council consider authorizing limited forms of expansion of non-conformance. Prior to having additional discussion the Commission is seeking direction from the Council as to whether or not it is interested in having enabling language added to the code.

The Commission finds limited expansion of nonconforming uses may be beneficial. City Attorney Jay Squires has indicated an openness to such language noting several other municipalities have incorporated some flexibility for nonconformance expansion.

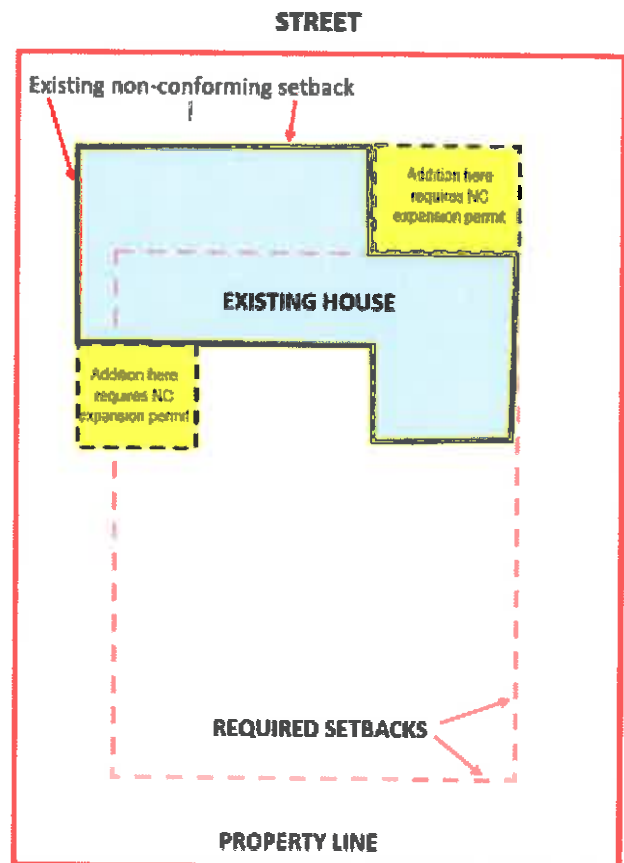
Please find attached meeting minutes from the July Planning Commission and sample language from the Waconia and Belle Plaine codes are attached.

Please note Waconia separates nonconforming uses into two classes. One class are properties/uses that are either not allowed in the zoning district or that exceed lot requirements by 50%. The other class are uses allowed in the district that exceed lot requirements by no more than 50%. The first class is not allowed to be expanded. The second is allowed to be expanded. Some parameters are established for expansion but no permit is required.

Belle Plaine allows expansion of nonconforming uses/structures. Public hearings and formal action are required for both. Which process applies depends on the nature of expansion.

DISCUSSION

Discussion on level of interest in providing some expansion of non-conformance is requested. If interest exists, the topic will be referred back to the Planning Commission for drafting of language. It is presumed City Attorney Squires will review prior to public hearing.



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.

C. Language Review of Residential Uses on First Floor in C-3 Downtown District.

Heher introduced the agenda subject.

Strack noted the Commission wanted to revisit language previously approved for the C-3 Downtown Districts which provides for blended commercial and residential first floor uses in the Downtowns. The language envisioned was to allow residential uses behind storefronts which were to occupy the front of buildings. Discussion at the time included desire for storefront windows, shops, activities to continue in the building wall of downtown to promote interest and allow people outside to see in providing for a greater sense of safety. It was noted residential uses often have residents who don't want people on the street to invade their privacy and therefore windows are reduces/eliminated or covered/obscured.

Chairperson Heher provided further history of the request, including alluding to a potential scenario where a building owner could piecemeal a required percentage of commercial space in an arrangement that was not continuous as opposed to retaining the front of the building for commercial purposes.

Grundahl further explained the mixing of uses.

WACONIA CODE

Subd. 12. Legal Nonconforming Uses.

A. Classification of Nonconforming Uses.

It is the intent of this Ordinance to permit the continuance of a lawful use of any building or land existing at the effective date of this Ordinance even though such use may not conform to the provisions of this Ordinance. For the purpose of this Ordinance, two (2) classes of legal nonconforming use are defined. Class 1 lawful uses are those which are not permitted in the district within which located and those uses which are permitted in the district but violate one or more lot requirements by more than 50%. Class 2 uses are permitted uses which violate no district requirement by more than 50%. It is the intent of the Section not to allow the expansion of Class 1 nonconforming uses. It is further the intent of this Section to encourage the continuance of Class 2 nonconforming uses, to allow for their expansion and to encourage even greater compliance with the requirements of the district within which the use is located.

B. Nonconforming Use Regulations.

1. Structural Alterations, Replacement or Enlargement. Class 1 nonconforming uses shall not be structurally altered or enlarged unless the resultant altered or enlarged building or use shall conform in terms of usage to the provisions of this Ordinance and does not violate one or more lot requirements by more than 50%. Class 2 nonconforming uses of structures and land which do not meet the district lot requirements or off-street parking and loading regulations of this Ordinance shall be allowed to be structurally altered, replaced, restored or enlarged provided there is no further violation of said requirements than lawfully exists at the time of said alteration, replacement or enlargement and further provided enlargement can be done in full compliance with the building code.

2. Repair of Nonconforming Buildings. Nothing in this Ordinance shall prohibit the repair, improvement or modernizing of a lawful nonconforming building to prevent deterioration, obsolescence, depreciation and wear provided that such repair of Class 1 nonconforming uses shall not exceed an aggregate cost of 30% of the assessed value of the building.
3. Restoration. Any nonconforming use existing on the date of this Ordinance may be continued until its normal expiration except that any Class 1 lawful nonconforming use damaged by fire, explosion, and act of God, or any other causes in excess of 50%, excluding land and foundations, shall not be reconstructed unless approved by the Board of Adjustment. Approval to rebuild shall be granted only upon finding:
 - a. That such rebuilding or restoration will not substantially extend the probable duration of such nonconforming use,
 - b. That restoration will not increase the size, intensity or character of the use that was destroyed,
 - c. That restoration constitutes no more than the replacement of the damage nonconforming use, and
 - d. That restoration will be in compliance with all building code requirements.
4. Discontinuance or Abandonment. Whenever a legal nonconforming use of either class has been discontinued for six (6) or more consecutive months, such discontinuance shall be considered conclusive evidence of the intention to abandon the nonconforming use and shall not be reestablished. Any future use shall be in conformance with the provisions of this Ordinance.
5. Changing of Use. Whenever a Class 1 nonconforming use has been changed to a more nearly conforming use or to a conforming use such use shall not revert or be changed back to a nonconforming or less conforming use. Whenever a Class 2 nonconforming use is changed to a use requiring the same or less parking, full ordinance compliance shall not be required but in no case shall existing parking be diminished.
6. Prior Construction Approval. Nothing in this Ordinance shall prohibit the completion of construction and use of a nonconforming building for which a building permit has been issued prior to the effective date of this Ordinance, provided that construction is commenced within 90 days after the date of issuance of the permit and that the entire building shall have been completed according to plans filed with the permit application within one (1) year after the issuance of the building permit.

7. Termination of Nonconforming Land Uses. Nonconforming uses of land existing at the effective date of this Ordinance where no building is located may be continued, provided the nonconforming land use shall be terminated and converted to conform with the provisions of this Ordinance within three (3) years after the effective date; and further provided that the nonconforming land use shall not in anyway be expanded or extended during this three year interval either on the same property or on adjoining property.
8. Illegal Nonconforming Uses. Nonconforming uses of buildings or lands existing on the effective date of this Ordinance established without a building permit shall be declared illegal nonconforming uses and shall be discontinued within a period of three (3) years following the effective date of this Ordinance.
9. District Changes. Whenever the boundaries of a district shall be changed so as to transfer an area from one district to another district of another classification, the provisions in this section shall also apply to any existing uses that become nonconforming as a result of the boundary changes.

SECTION 1102.00 NON-CONFORMING LOTS, USES AND STRUCTURES.

1102.01 INTENT.

Lots, structures and uses of land which were lawful when established, but which would be prohibited under the terms of this Ordinance or future amendment shall be deemed legal non-conforming and regulated in accordance with this section.

It is the intent of this Ordinance to phase out such non-conforming uses within a reasonable time period while retaining full economic value. It is further the intent of this Ordinance that nonconformities shall not be enlarged upon, expanded or extended, and not be used as grounds for adding other structures or uses prohibited elsewhere in the same district, except in compliance with provisions of this section.

A non-conforming use of a structure, a non-conforming use of land or a non-conforming use of a structure and land may only be extended or expanded, including by expansion of a building or structure, attachment or placement of additional signs or display devices to a building, or on the land outside the building, upon issuance of an expansion permit. The addition uses which would be prohibited generally in the district involved may not be allowed by expansion permit.

To avoid undue hardship, nothing in this Ordinance shall be deemed to require a change in the plans, construction or designated use of any building on which actual construction was lawfully begun and upon which actual building construction has been diligently continued. Actual construction is hereby defined to include the placing of construction materials in permanent position and fastened in a permanent manner, and demolition, elimination and removal of an existing structure in connection with such construction, provided that actual construction work shall be diligently continued until the completion of the building involved.

(Ord. 09-05, Section 1102.01, Adopted December 21, 2009.)

(Ord. 11-14, Section 1102.01, 1102.02 and 1102.03, Adopted December 19, 2011.)

1102.02 NON-CONFORMITIES.

Any nonconformity, including the lawful use or occupation of land or premises legally existing at the time of establishment may be continued, including through repair, replacement, restoration, maintenance, or improvement, but not including expansion, unless:

1. The nonconformity or occupancy is discontinued for a period of more than one year or;
2. The nonconformity is destroyed by fire or other peril to the extent of greater than fifty (50) percent of its market value, and no building permit has been applied for within 180 days of when the property is damaged. In this case, the City may impose reasonable conditions upon a building permit in order to mitigate any newly created impact on adjacent property.

The City may impose upon nonconformities reasonable regulations to prevent and abate nuisances and to protect the public health, welfare or safety. Any subsequent use or occupancy of the land or premises shall be a conforming use or occupancy.

Notwithstanding the above, the City shall regulate the repair, replacement, maintenance, improvement, or expansion of nonconforming uses and structures in the floodplain areas to the extent necessary to maintain eligibility in the National Flood Insurance Program and not increase flood damage potential or increase the degree of obstruction to flows in the floodway.

(Ord. 09-05, Section 1102, Adopted December 21, 2009.)

(Ord. 11-14, Section 1102.01, 1102.02 and 1102.03, Adopted December 19, 2011.)

1102.03 EXPANSION PERMIT, NON-CONFORMING USE OR STRUCTURE.

1102.03 Subd 1. INTENT.

An expansion of a non-conforming use may not be done without first obtaining a variance pursuant to section 1103 or an expansion permit pursuant to subdivision 2 of this section.

1. A variance is required if the expansion will intrude into one or more setback areas beyond the distance of the existing structure or will exceed the height or size limitations in this section by a distance or amount greater than the existing structure. Otherwise, an expansion permit is required. For example, if the building currently has a front setback of 25 feet when 30 feet is required, and the expansion would reduce the setback to 24 feet, then a variance is required. In contrast, if only a portion of the building has a front setback of 25 feet when 30 feet is required, and the expansion brings the rest of the building to the same setback of 25 feet, then an expansion permit is required rather than a variance.

2. An expansion permit is also required if:

- A. The proposed expansion will occupy any space within a non-conforming area that was previously not occupied both vertically and horizontally. For example, an expansion permit would be required if a second floor area is expanded into the non-conforming setback over an existing non-conforming first floor even though the non-conformity of the first floor setback dimension stays the same or is reduced; or
- B. The non-conforming aspect of a use or structure is reduced but still does not comply with current ordinance standards.

1102.03 Subd 2. PROCEDURE.

1. Application.

Application for a non-conforming use or structure expansion permit must be made to the zoning administrator. The application must be on forms provided by the city and must be accompanied by the following:

- A. A plat or map of the property which shows, at a minimum, all lot lines, existing and proposed structures, driveways and parking areas, significant topographical features and mature trees;
- B. Evidence of ownership or an interest in the property;
- C. The fee set by the annual fee schedule; and
- D. Such other information as may be required by the city.

2. Public Hearing.

Upon receipt of a completed application, a date will be set for a public hearing before the planning commission. The public hearing will be held only after notice has been sent by mail to the owners of all properties situated wholly or partially within 350 feet, as reflected in the certified records of the Scott County Auditor.

3. Decisions.

A. An expansion permit for a non-conforming use or structure may be granted, but is not mandated, when the applicant meets the burden of proving that he proposed expansion is a reasonable use of the property, considering such things as:

1. Functional and aesthetic justifications for the expansion;
2. Adequacy of off-street parking for the expansion;
3. Absence of adverse off-site impacts such as things as traffic, noise, dust, odors, and parking;
4. Improvement to the appearance and stability of the property and neighborhood;
5. Will not endanger public safety;
6. Will not interfere with adopted City plans or regulations requiring additional right-of-way width; and,
7. Is not expansion of a non-conformity previously allowed through the non-conformance variance process.

4. Term of Expansion Permit.

An expansion permit granted by the city will run with the land and will be perpetual unless no building permit has been issued or substantial work performed within one (1) year following the approval, in which case the permit will be null and void. The city council may extend the period for construction upon finding that the interest of the owners of neighboring properties will not be adversely affected by such extension. If the expansion permit is part of an approved site and building plan, extension of the time period for construction will be contingent upon similar extension of the time period for the site and building plan by the planning commission as required by section 1103.07 of this ordinance. Once the project is completed as approved, the expansion permit becomes perpetual.

5. Specific Period.

An expansion permit is valid only for the project for which it was granted. Construction of any project must be in substantial compliance with the building plans and specifications reviewed and approved by the planning commission and city council.

6. Appeals.

A person aggrieved by a decision of the city council regarding an expansion permit may appeal to the city council pursuant to section 1103.04.

7. Recording.

A certified copy of the expansion permit must be filed by the applicant with the Scott count recorder or the Scott county registrar of titles. The expansion permit must contain a legal description of the property affected.

8. Violations.

A person who violates, fails to comply with or assists, directs or permits the violation of the terms or conditions of an expansion permit is guilty of a misdemeanor. A violation is a violation of the expansion permit and renders the permit null and void. A violation also constitutes a public nuisance that may be abated in accordance with the provisions of section 1103.03.

(Ord. 11-14, Section 1102.01, 1102.02 and 1102.03, Adopted December 19, 2011.)



CITY COUNCIL EDA Minutes
July 27, 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: Larry Panning, Cynthia Smith Strack (Consulting Planner) Matt Arnst (NYA Deputy)

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

2.1 Approve minutes of June 22, 2020 meeting

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

3. Adjournment

Motion: MM/CS to adjourn at 6:51 PM. Roll call vote. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Karen Hallquist, ED/Marketing Director



CITY COUNCIL Minutes
August 10, 2020 – 6:00 PM
City Council Chambers

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: Heidi Hoks and Paul Ericsson (Carver County Library), Stephanie Falkers, SRF Consultants), Jake Saulsbury (Molton and Menk), Mayona Brenke, Mitch Kroells, Kevin Murphy, Stan and Lois Schultz, Paul Schwichtenberg, Ron Trick

1. Call Meeting of City Council to Order:

Mayor Lagergren called the meeting to order at 6:01 PM. Four members present. Councilmember Stolz absent

1.1. Pledge of Allegiance

2. Approve Agenda

Motion: MM/CS to approve the agenda as submitted. Motion passed 4-0.

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

3.1. 2020 State of the Library Report

Paul Ericsson (Branch Manager of the Western Libraries) shared 2019 updates on the Carver County Library. The Carver County Libraries checked out more than 1 million items in 2019 – with more than 40,000 items checked out locally. New items added to the collection included 30,749 new materials new items – books, DVDs and music CDs, books on CD and e-books. Programs currently offered by the library are musical storytime, creative and thematic storytime, storytime crafts, Pre-K STEM activities, Master Gardeners collaboration, butterfly garden project, teen escape rooms, books clubs for adults, and cultural events and classes for adults. The library has partnered with the Chamber of Commerce Artisan Fair, the League of Women Voters and 2020 Census. Ericsson shared changes due to COVID-19 that included: increased social media communication, timely updates to county website, virtual programming through Facebook Live, and curbside pickup. Hoks shared that computer access for citizens is not yet available due to some safety concerns from county public health. Computer access through appointment should be the next stage available.

4. Consent Agenda

4.1 Approve minutes of July 27, 2020 meetings

4.2 Approve payment of claims

4.3 Approve appointment of Justin Mayo to the Parks and Recreation Commission

4.4 Approve Mike Simons' resignation

Motion: CH/CS to approve the amended agenda as submitted. Motion passed 4-0.

5. Public Hearing

None

6. Old Business

6.1 Resolution 2020-24, Adopting 2040 Norwood Young America Comprehensive Plan Update

Falkers shared updates on the 2020 Comprehensive Plan. The Plan is a guide for decision making; a forecast of future community population, demographics, and job growth; a response to trends, markets, demographics and community input; an assessment of existing infrastructure and systems; and a plan for maintaining a healthy and vibrant future for the community. The plan includes 9 chapters and 5 appendices to include: zoning clarifications, water supply plan, surface water management plan, CIP/5 year financial plan and social-economy data by TAZ. This plan must be adopted in its entirety, including both chapters and appendices. Falkers shared the updates required by the Met Council to include additions to the land use, forecasts, transportation, wastewater, surface water management and housing. Falkers shared the next steps: (1) adoption by resolution by both Planning Commission and Council, (2)

submit adopted plan to Metropolitan Council, and (3) implementation of plan to guide future decision making.

Heher asked about adjusting the verbiage to be Historic Downtown Norwood and Historic Downtown Young America (called Historic Uptown in the plan). Falkers recommended adopting the plan and then provide a text amendment change that requires administrative review later. Lagergren shared that although the process was longer than anticipated, the original price was adhered to with no additional costs attached.

Motion: CH/MM to approve Resolution 2020-24, a Resolution adopting the 2040 Norwood Young America Comprehensive Plan Update, and the Comprehensive Sewer Plan, a compilation of policy statements, goals, standards, and maps for guiding the overall development and redevelopment of the city of Norwood Young America. Motion passed 4-0.

7. New Business

7.1 Discuss Oak Lane Construction Project

Helget shared an introduction of the project and that the goal of this meeting was gathering input from citizens along Oak Lane regarding the paving option available with the required extension of water and sewer. Saulsbury shared that up to 50% of the standard street cost would be charged back to the property owners. Trick (Young America township) shared that he has no objections to the city leaving the road unpaved since the road is currently in good shape. He recommends that the citizens' input be considered.

Schwichtenberg shared that he is concerned about the large project cost, but at this time more information on the cost to the individual property owner is needed to make an informed decision. Since most residents have water and sewer already hooked up, he requested information on the additional cost for storm sewer (\$22,000) that will not be available in their area. Saulsbury shared that changes from Carver County required additional treatment on a road reconstruction even if storm sewer is not put in. Saulsbury recommended that that cost not be assessed to property owners, since it is a new development since the original annexation.

Saulsbury shared that costs would be available after a Feasibility Study. If the road remained unpaved, there would be no cost to property owners. Storms asked information about the need for curb and gutter. Saulsbury shared that adding curb and gutter would require the street to be lowered and storm sewer would need to be added which would significantly increase the cost. Benefits to curb and gutter would be better long-term road maintenance, increase lawn by minimizing water in ditches and keep traffic safely in the roadway. Concern would be lowering the roadway by 8 inches would increase concerns regarding water and an additional cost for stormwater.

Brenke asked who owns the area on the south side of Oak Lane. The undeveloped lots are privately owned and the remainder is owned by the city. She also asked for clarification on how property owner assessment is determined. Saulsbury shared that is assessed either by footage or a flat fee per property owner. Saulsbury shared that the width of the roadway is either 60 or 66 feet.

Murphy asked about the timeline for the sewer and water for budgeting purposes since he has not yet hooked up. Saulsbury shared that both would happen at the same time, assuming completion in late summer of 2021. Per Council decision, connection fees would remain reduced for one year after available. Schultz asked for clarification about the placement of sewer and water lines, on the east or west side of Tacoma Avenue. Saulsbury shared that a small gravity line would be placed on the west side of Tacoma for the few additional properties.

Current recommendations from the property owners would be to find out the cost of paving without curb and gutter. Saulsbury also asked about clarification regarding the undeveloped properties. A Feasibility Study will be approved at a future meeting to provide estimates of cost which will be shared at a public hearing.



7.2 Approve awarding quote to the purchase of snowplow and wing for payloader

Voigt shared information on the need for a new plow and wing since the current system is at end of life. This is a detachable plow and wing and will be used in the downtown areas. Since the loader is due for replacement in 2023, this equipment will work on new equipment as well.

Motion: CS/CH to approve purchasing a Falls Plow and Wing attachment from RDO Equipment in the amount of \$40,745. Motion passed 4-0.

7.3 Approve awarding quote to purchase Utility Terrain Vehicles

Voigt shared the need to replace two utility vehicles. The move from Bobcat to Kubota is due to the benefit of better snowplowing capabilities, the option of 4 wheel drive, the option of air conditioning (needed for the defrost option in the wintertime during snowplowing), and the option for diesel engine. McPadden requested information on why the purchases were not local. Voigt shared that local businesses could not provide what was requested.

Motion: CH/CS to approve trading two Bobcat 2100's for two Kubota X1100's from Arnolds in the amount of \$30,000.

7.4 Approve awarding quote to reroof the South Shed building

Voigt shared the need to reroof the South Shed due to leaks. Council reviewed the quotes and recognized the lack of consistency between the type of materials in each quote. Council requested the specs be re-designed with more specificity and new quotes received prior to a decision.

7.5 Schedule Special City Council Meeting (2021 Preliminary Budget Work Session)

Helget shared the purpose was to review highlights and changes from each department, review the capital expenditure plan and a preliminary discuss of the levy amount.

Motion: CH/MM to schedule a special City Council meeting for 6 PM on September 2, 2020 for the purpose of reviewing the 2021 Preliminary Budget.

8. Council Member, Mayor and Staff Reports

- McPadden – no updates
- Heher – updates from Planning: approved Comprehensive Plan, reviewed CUP/IUP audit results, and clarified language for residential use in the C-3s (commercial/residential in the downtown areas)
- Storms – update on special sidewalk meeting with residents on Wilson Street to gather information
- Lagergren – shared request on consideration of emotional support animals within the city limits and updates on upcoming events
- Helget – updates on start of new City Clerk/Treasurer, primary elections will be held tomorrow

9. Adjournment

Motion: MM/CH to adjourn at 7:25. Motion passed: 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Karen Hallquist, ED/Marketing Director



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

To Be Approved: August 24, 2020

Payroll EFT (Check #506111 - 506144)	<u>\$24,174.19</u>
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Voided checks

Prepays

Claims Pending Payment (Check Sequence 30896 - 30955)	<u>\$104,132.59</u>
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E-check - credit card	<u>\$4,768.56</u>
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Grand Total	<u>\$133,075.34</u>
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CITY OF NORWOOD YOUNG AMERICA

08/20/20 3:37 PM

Page 1

***Check Detail Register©**

AUGUST 2020

Check Amt Invoice Comment

10100 CHECKING

Paid Chk# 000893E 8/20/2020 CARDMEMBER SERVICE

E-check

E 101-42200-323	Radio Units	\$146.50
E 101-42200-212	Motor Fuels	\$49.34
E 101-41400-200	Office Supplies	\$775.00
E 101-41940-210	Operating Supplies	\$775.00
E 101-41320-350	Print/Publishing/Postage	\$452.34
E 101-49860-210	Operating Supplies	\$39.72
E 101-41400-200	Office Supplies	\$120.20
E 602-49450-207	Training Instructional	\$130.00
E 101-41110-433	Dues and Subscriptions	\$36.00
E 101-49860-251	Concessions	\$103.04
E 101-41400-200	Office Supplies	\$90.15
E 101-49860-209	Swim Uniforms	\$281.71
E 101-41400-433	Dues and Subscriptions	\$131.96
E 101-42200-350	Print/Publishing/Postage	\$6.95
E 101-49860-223	Repair/Maintenance Bldg/Ground	\$410.54
E 101-49860-210	Operating Supplies	\$56.95
E 101-43100-406	LICENSES	\$15.33
E 101-43100-223	Repair/Maintenance Bldg/Ground	\$562.28
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$53.40
E 101-43100-226	Signs	\$122.55
E 601-49400-210	Operating Supplies	\$86.20
E 101-43100-210	Operating Supplies	\$128.99
E 101-41940-221	Repair/Maintenance Equipment	\$194.41
Total CARDMEMBER SERVICE		\$4,768.56

10100 CHECKING \$4,768.56**Fund Summary****10100 CHECKING**

101 GENERAL FUND	\$4,498.96
601 WATER FUND	\$86.20
602 SEWER FUND	\$183.40
	\$4,768.56

CITY OF NORWOOD YOUNG AMERICA

08/20/20 3:33 PM

Page 1

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AUGUST 2020

			Check Amt	Invoice	Comment
10100 CHECKING					
Paid Chk#	030896	8/24/2020	212 EQUIPMENT		
E	603-49500-223	Repair/Maintenance Bldg/Ground	\$412.50		
E	101-45200-223	Repair/Maintenance Bldg/Ground	\$240.00		rental skidsteer auger
E	101-43100-223	Repair/Maintenance Bldg/Ground	\$137.50	1333	rental mini excavator
		Total 212 EQUIPMENT	\$790.00		
Paid Chk#	030897	8/24/2020	ABDO, EICK, & MEYERS		
E	101-41500-301	Auditing and Acct g Services	\$3,390.00	433462	
		Total ABDO, EICK, & MEYERS	\$3,390.00		
Paid Chk#	030898	8/24/2020	ALL AMERICA PRESSURE WASHER		
E	101-43100-500	Capital Outlay	\$6,325.00	16583	2300 PSI washer and accessories
		Total ALL AMERICA PRESSURE WASHER	\$6,325.00		
Paid Chk#	030899	8/24/2020	AMERICAN RED CROSS		
E	101-49860-207	Training Instructional	\$114.00	22287878	lifeguard review
		Total AMERICAN RED CROSS	\$114.00		
Paid Chk#	030900	8/24/2020	AQUA PRO		
E	833-45250-470	Donation Expense	\$514.79	80951	Sprinkler work at park-Legion
		Total AQUA PRO	\$514.79		
Paid Chk#	030901	8/24/2020	ASTECH		
E	101-43100-425	Street Maint seal coat	\$20,076.00	20-270	crack fill
		Total ASTECH	\$20,076.00		
Paid Chk#	030902	8/24/2020	CARVERLINK-CARVER CO BROADBAND		
E	101-41940-321	Telephone	\$145.47		
E	601-49400-321	Telephone	\$137.38		
E	602-49450-321	Telephone	\$57.28		
E	101-42200-321	Telephone	\$142.59		
E	101-43100-321	Telephone	\$81.56		
E	101-45200-321	Telephone	\$34.96		
E	101-49860-321	Telephone	\$29.07		
E	101-41940-321	Telephone	\$115.37		
E	101-41300-321	Telephone	\$59.94		
E	101-41320-321	Telephone	\$59.94		
E	101-41400-321	Telephone	\$59.94		
E	101-46500-321	Telephone	\$19.98		
E	101-42100-321	Telephone	\$99.90		
E	101-45500-321	Telephone	\$99.90		
		Total CARVERLINK-CARVER CO BROADBAND	\$1,143.28		
Paid Chk#	030903	8/24/2020	CENTER POINT		
E	101-41940-383	Gas Utilities	\$17.06		
E	101-41940-383	Gas Utilities	\$17.06		
E	602-49450-383	Gas Utilities	\$19.25		

CITY OF NORWOOD YOUNG AMERICA

08/20/20 3:33 PM

Page 2

***Check Detail Register©**

AUGUST 2020

		Check Amt	Invoice	Comment
E 602-49450-383	Gas Utilities	\$18.32		
E 601-49400-383	Gas Utilities	\$18.32		
E 601-49400-383	Gas Utilities	\$45.09		
E 101-41940-383	Gas Utilities	\$23.88		
E 602-49450-383	Gas Utilities	\$18.32		
E 602-49450-383	Gas Utilities	\$18.32		
Total CENTER POINT		\$195.62		
Paid Chk# 030904 8/24/2020 CITIZEN STATE BANK HSA ACCTS				
G 101-21718	HSA ACCOUNT	\$1,371.97	August 2020	
Total CITIZEN STATE BANK HSA ACCTS		\$1,371.97		
Paid Chk# 030905 8/24/2020 DIVERSIFIED PLUMING & HEATING				
E 602-49450-500	Capital Outlay	\$145.00	28759	disconnect gas generator
Total DIVERSIFIED PLUMING & HEATING		\$145.00		
Paid Chk# 030906 8/24/2020 EROSION PRODUCTS, LLC				
E 603-49500-223	Repair/Maintenance Bldg/Ground	\$30.00	8397	black silt fence
Total EROSION PRODUCTS, LLC		\$30.00		
Paid Chk# 030907 8/24/2020 FDSAS				
E 101-42200-542	FD Equipment	\$373.28	166	CAIRNS 2 Panel
Total FDSAS		\$373.28		
Paid Chk# 030908 8/24/2020 FIRE SAFETY USA				
E 101-42200-240	Small Tools and Minor Equip	\$100.00	137408	quick fist clamp
E 101-42200-240	Small Tools and Minor Equip	\$70.00	137462	hose/hydrant strqp
E 101-42200-240	Small Tools and Minor Equip	\$325.00	137525	PAC=handelock mounting bracket
E 101-42200-542	FD Equipment	\$300.00	137627	Turtle Plastics step chock
Total FIRE SAFETY USA		\$795.00		
Paid Chk# 030909 8/24/2020 FLOW MEASUREMENT AND CONTROL C				
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$1,368.00	9057	
Total FLOW MEASUREMENT AND CONTROL C		\$1,368.00		
Paid Chk# 030910 8/24/2020 FOLEY, ROBERT				
E 101-43100-417	Uniform	\$24.99		replace shorts
Total FOLEY, ROBERT		\$24.99		
Paid Chk# 030911 8/24/2020 GOPHER STATE ONE-CALL, INC.				
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$61.42		
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$61.43	0050639	
Total GOPHER STATE ONE-CALL, INC.		\$122.85		
Paid Chk# 030912 8/24/2020 GPM INC.				
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$3,431.00	PSRVI-004936	aeration blower rebuild
Total GPM INC.		\$3,431.00		
Paid Chk# 030913 8/24/2020 HALLQUIST, KAREN				

CITY OF NORWOOD YOUNG AMERICA

08/20/20 3:33 PM

Page 3

***Check Detail Register©**

AUGUST 2020

			Check Amt	Invoice	Comment
E 101-41410-331	Travel/Meeting Expense		\$250.28	8/12/20	election expenses
	Total HALLQUIST, KAREN		\$250.28		
Paid Chk# 030914	8/24/2020	HANSEN, AMY AND RYAN			
E 601-49400-432	Refund		\$56.71	726 Elm Street	utility refund
	Total HANSEN, AMY AND RYAN		\$56.71		
Paid Chk# 030915	8/24/2020	HERMANS LANDSCAPE SUPPLIES			
E 603-49500-223	Repair/Maintenance Bldg/Ground		\$242.50	42317/1	boulders for drain
	Total HERMANS LANDSCAPE SUPPLIES		\$242.50		
Paid Chk# 030916	8/24/2020	HILGERS PLUMBING & HEATING, IN			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$295.00	13701	Pavilion A/C
E 101-42200-223	Repair/Maintenance Bldg/Ground		\$1,155.00	13787	North station A/C
	Total HILGERS PLUMBING & HEATING, IN		\$1,450.00		
Paid Chk# 030917	8/24/2020	KUSSKE CONSTRUCTION CO. LLC			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$425.00	8/3/20	Gate Valve replacement/Faxon
	Total KUSSKE CONSTRUCTION CO. LLC		\$425.00		
Paid Chk# 030918	8/24/2020	LOFFLER BUSINESS SYS LLC			
E 101-41400-437	Maintenance Contract		\$542.77	3486589	
	Total LOFFLER BUSINESS SYS LLC		\$542.77		
Paid Chk# 030919	8/24/2020	MAC QUEEN EQUIPMENT INC			
E 101-42200-207	Training Instructional		\$1,200.00	W02689	ladder training
	Total MAC QUEEN EQUIPMENT INC		\$1,200.00		
Paid Chk# 030920	8/24/2020	MARCO TECHNOLOGIES LLC			
E 101-41400-437	Maintenance Contract		\$141.50	7873347	
	Total MARCO TECHNOLOGIES LLC		\$141.50		
Paid Chk# 030921	8/24/2020	MAYER LUMBER CO.			
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$827.40	189082	
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$557.64	189303	hockey rink supplies
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$16.32	189305	hockey rink supplies
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$330.97	189348	city hall shelving
	Total MAYER LUMBER CO.		\$1,732.33		
Paid Chk# 030922	8/24/2020	MEHLOS, MARSHAL			
E 601-49400-432	Refund		\$8.31	745 Lakewood	utility refund
	Total MEHLOS, MARSHAL		\$8.31		
Paid Chk# 030923	8/24/2020	METRO WEST INSPECTION SERVICES			
E 101-42400-312	Building Inspection Fee		\$2,959.98		
E 101-46500-310	Other Professional Services		\$36.00	2520	
	Total METRO WEST INSPECTION SERVICES		\$2,995.98		
Paid Chk# 030924	8/24/2020	MI-BOX MOVING & MOBILE STORAGE			

CITY OF NORWOOD YOUNG AMERICA

08/20/20 3:33 PM

Page 4

*Check Detail Register©

AUGUST 2020

			Check Amt	Invoice	Comment
E 101-41320-310	Other Professional Services		\$179.99	4365	
total MI-BOX MOVING & MOBILE STORAGE			\$179.99		
Paid Chk# 030925	8/24/2020	MINI BIFF			
E 101-45200-418	Other Rentals (Biffs)		\$122.40	A-116796	
Total MINI BIFF			\$122.40		
Paid Chk# 030926	8/24/2020	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217	Lab Fees		\$36.20	1044797	
E 602-49450-217	Lab Fees		\$71.00	1045237	
E 602-49450-217	Lab Fees		\$25.00	1045453	
E 602-49450-217	Lab Fees		\$36.20	1045873	
Total MINNESOTA VALLEY TESTING LAB			\$168.40		
Paid Chk# 030927	8/24/2020	MN DEPARTMENT OF HEALTH			
G 601-20281	MDH FEE		\$1,331.00		
Total MN DEPARTMENT OF HEALTH			\$1,331.00		
Paid Chk# 030928	8/24/2020	MN DEPT OF LABOR & INDUSTRY			
G 101-21721	State Bldg Surcharge Fee		\$1,276.68	2nd quarter	
Total MN DEPT OF LABOR & INDUSTRY			\$1,276.68		
Paid Chk# 030929	8/24/2020	MN FIRE CERTIFICATION BOARD			
E 101-42200-207	Training Instructional		\$290.00	7921	Operator exam-Beckefeld, Wulf
Total MN FIRE CERTIFICATION BOARD			\$290.00		
Paid Chk# 030930	8/24/2020	MUNICIPAL EMERGENCY SERVICES			
E 101-42200-542	FD Equipment		\$207.10	1483883	
Total MUNICIPAL EMERGENCY SERVICES			\$207.10		
Paid Chk# 030931	8/24/2020	NORTH AMERICAN SAFETY INC			
E 101-43100-211	Personal Protection Equipment		\$17.50	52696	
Total NORTH AMERICAN SAFETY INC			\$17.50		
Paid Chk# 030932	8/24/2020	NORTHWOODS BANK			
G 101-21718	HSA ACCOUNT		\$141.40	August 2020	
Total NORTHWOODS BANK			\$141.40		
Paid Chk# 030933	8/24/2020	NYA TIMES			
E 424-41960-350	Print/Publishing/Postage		\$39.31		
E 425-41960-350	Print/Publishing/Postage		\$39.31		
E 407-41960-350	Print/Publishing/Postage		\$39.32		
E 431-41960-350	Print/Publishing/Postage		\$39.31		
E 423-41960-350	Print/Publishing/Postage		\$39.31	789721	
Total NYA TIMES			\$196.56		
Paid Chk# 030934	8/24/2020	OEM SERVICE CO, LLC			
E 101-42200-221	Repair/Maintenance Equipment		\$802.97	030503	modify hose holder L11

CITY OF NORWOOD YOUNG AMERICA

08/20/20 3:33 PM

Page 5

***Check Detail Register©**

AUGUST 2020

			Check Amt	Invoice	Comment
<hr/>					
	Total	OEM SERVICE CO, LLC	\$802.97		
<hr/>					
Paid Chk#	030935	8/24/2020	OFFICE OF ADMINISTRATIVE		
E 101-41320-350	Print/Publishing/Postage		\$121.38		60.69 acres annexation
	Total	OFFICE OF ADMINISTRATIVE	\$121.38		
<hr/>					
Paid Chk#	030936	8/24/2020	OLD NATIONAL BANK		
G 101-21718	HSA ACCOUNT		\$166.67	August 2020	
	Total	OLD NATIONAL BANK	\$166.67		
<hr/>					
Paid Chk#	030937	8/24/2020	OPTUM BANK		
G 101-21718	HSA ACCOUNT		\$465.34	August 2020	
	Total	OPTUM BANK	\$465.34		
<hr/>					
Paid Chk#	030938	8/24/2020	ORANGEBALL CREATIVE		
E 101-46500-310	Other Professional Services		\$650.00	NYA003-8	
	Total	ORANGEBALL CREATIVE	\$650.00		
<hr/>					
Paid Chk#	030939	8/24/2020	PEACE VILLA		
E 407-41960-455	Refunds/Reimbursements		\$25,512.29		TIF
	Total	PEACE VILLA	\$25,512.29		
<hr/>					
Paid Chk#	030940	8/24/2020	PLUNKETTS PEST CONTROL		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$448.82	6724534	
	Total	PLUNKETTS PEST CONTROL	\$448.82		
<hr/>					
Paid Chk#	030941	8/24/2020	PRO IRRIGATION		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$115.00	4912	Irrigation Norwood Ballfield
	Total	PRO IRRIGATION	\$115.00		
<hr/>					
Paid Chk#	030942	8/24/2020	QUILL CORPORATION		
E 101-41400-200	Office Supplies		\$82.99	9493017	
E 101-41400-200	Office Supplies		\$753.22	9497284	
E 101-41400-200	Office Supplies		\$76.99	9544245	
	Total	QUILL CORPORATION	\$913.20		
<hr/>					
Paid Chk#	030943	8/24/2020	SECURITY BANK & TRUST		
G 101-21718	HSA ACCOUNT		\$866.66	August 2020	
	Total	SECURITY BANK & TRUST	\$866.66		
<hr/>					
Paid Chk#	030944	8/24/2020	STRACK CONSULTING LLC		
E 101-41320-305	Other Professional Fees		\$428.00	1156	
E 101-41320-305	Other Professional Fees		\$120.00	1157	
	Total	STRACK CONSULTING LLC	\$548.00		
<hr/>					
Paid Chk#	030945	8/24/2020	TOP NOTCH TURF		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$391.00	NORDEN0820	
	Total	TOP NOTCH TURF	\$391.00		

CITY OF NORWOOD YOUNG AMERICA

08/20/20 3:33 PM

Page 6

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AUGUST 2020

			Check Amt	Invoice	Comment
Paid Chk#	030946	8/24/2020	UFC - WINTHROP		
E 101-43100-212	Motor Fuels		\$17.50		
E 101-45200-212	Motor Fuels		\$7.50		
	Total	UFC - WINTHROP	\$25.00		
Paid Chk#	030947	8/24/2020	UNUM LIFE INSURANCE CO		
G 101-21715	Life Ins		\$41.05		
G 101-21715	Life Ins		\$54.90	8/14/20	
	Total	UNUM LIFE INSURANCE CO	\$95.95		
Paid Chk#	030948	8/24/2020	US POSTAL SERVICE		
E 603-49500-350	Print/Publishting/Postage		\$138.70		utility bills
E 602-49450-350	Print/Publishting/Postage		\$138.70		utility bills
E 601-49400-350	Print/Publishing/Postage		\$138.70		utility bills
	Total	US POSTAL SERVICE	\$416.10		
Paid Chk#	030949	8/24/2020	USA BLUE BOOK		
E 602-49450-210	Operating Supplies		\$103.02		
E 601-49400-210	Operating Supplies		\$342.75	330663	
	Total	USA BLUE BOOK	\$445.77		
Paid Chk#	030950	8/24/2020	WERNER, TRACY		
E 101-45200-432	Refund		\$400.00	Pavilion 6/7	rental refund
	Total	WERNER, TRACY	\$400.00		
Paid Chk#	030951	8/24/2020	WIGFIELD DESIGN		
E 101-41410-210	Operating Supplies		\$32.00	1363	elections
	Total	WIGFIELD DESIGN	\$32.00		
Paid Chk#	030952	8/24/2020	XCEL ENERGY		
E 602-49450-381	Electric Utilities		\$13.38	694960414	
E 101-45200-381	Electric Utilities		\$97.07	695110751	
E 601-49400-381	Electric Utilities		\$2,817.67	695373417	
	Total	XCEL ENERGY	\$2,928.12		
Paid Chk#	030953	8/24/2020	XCEL ENERGY		
E 101-42200-381	Electric Utilities		\$509.97		
E 101-42500-381	Electric Utilities		\$10.95		
E 101-43100-380	Street Lighting		\$3,860.37		
E 101-43100-381	Electric Utilities		\$384.36		
E 101-45200-381	Electric Utilities		\$996.46		
E 101-45500-381	Electric Utilities		\$1,262.94		
E 601-49400-381	Electric Utilities		\$318.54		
E 602-49450-381	Electric Utilities		\$3,727.71		
E 101-49860-381	Electric Utilities		\$746.35		
E 101-41940-381	Electric Utilities		\$2,857.81	696382920	
	Total	XCEL ENERGY	\$14,675.46		
Paid Chk#	030954	8/24/2020	XTREME ELECTRICAL		

CITY OF NORWOOD YOUNG AMERICA

08/20/20 3:33 PM

Page 7

Check Detail Register©*AUGUST 2020**

		Check Amt	Invoice	Comment
E 832-45250-470	Donation Expense	\$489.63	19-3152	VFW-light for rock
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$39.84	20-1003	
	Total XTREME ELECTRICAL	\$529.47		
<hr/>				
Paid Chk# 030955	8/24/2020	YOUNG AMERICA TOWNSHIP		
E 101-43100-224	Street Maint Materials	\$396.20	8/5/20	load of gravel
	Total YOUNG AMERICA TOWNSHIP	\$396.20		
	10100 CHECKING	\$104,132.59		

Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$61,606.60
407 TAX INCREMENT 1-5 PEACE VILLAG	\$25,551.61
423 TAX INCREMENT DISTRICT 3-3 V#2	\$39.31
424 TAX INCREMENT DISTRICT 3-4 WMI	\$39.31
425 TAX INCREMENT DISTRICT 3-5 V#3	\$39.31
431 TIF District 3-6	\$39.31
601 WATER FUND	\$5,700.90
602 SEWER FUND	\$9,288.12
603 STORM WATER UTILITY	\$823.70
832 DONATIONS - VFW	\$489.63
833 DONATIONS - LEGION	\$514.79
	\$104,132.59



To: Members of the City Council
From: Carol Lagergren, Mayor
Re: Young America Cemetery Restoration
Date: August 24, 2020

History

Sometime between August 25 and September 1, 2010, vandals hit the Young America and St. John's Cemeteries overturning headstones and causing other damage. Although St. John's Lutheran Church addressed the issues with their headstones, nothing was done to the city portion of the cemetery. There are still 20 stones that have completely fallen over and approximately 10 other stones that are on the verge of tipping over in the city portion.

Restoration Options

Connor Smith has volunteered time to address the issues with the Young America Cemetery. On August 19th, he met with Tom Rau from Avon, Minnesota at the Young America Cemetery. The recommendation from Rau is that the toppled stones be righted, and that the stones on the verge of toppling be re-leveled with the ground to prevent potential damage in the future.

Rau charges on an hourly basis. His rough estimate for a full restoration of all 30 headstones would require around 3-5 days at an estimated cost of \$2500 - \$5000. Connor has also been in contact with a second contractor to receive additional cost estimates

Recommendation Options:

1. To research grant opportunities to cover the cost of restoration.
2. To use existing cemetery funds to cover the cost of restoration.
3. To add the monies to the 2021 budget for restoration in spring.

Norwood Young America

**Pictures from the Young America Cemetery:
(taken August 2020)**





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

From: Cynthia Smith Strack, Strack Consulting

Date: August 24, 2020

Re: Planning Commission Findings: Conditional and Interim Use Permit Audit

BACKGROUND

The Planning Commission has completed an audit of existing conditional and interim use permits. The Commission held a public hearing on its findings on August 4, 2020 to certify its audit findings.

The Commission finds the following are to be declared null/void:

1. 180 Industrial Blvd: City of Norwood Young America Resolution 2017-08 approved March 27, 2017 provided for outdoor auto sales and display in B-1 District. The Use has ceased for over one year.
2. 232 Main Street East: City of Norwood Young America Resolution 2019-02 approved January 28, 2019 allowed personal auto storage and repair. The Use has not been established.
3. City of Norwood Young America Resolution 2019-12 approved April 22, 2019 provided for outdoor storage in conjunction with an air processing use. The Use has not been established.
4. City of Norwood Young America Resolution 2019-13 approved April 22, 2019 provided for commercial fence exceeding eight feet in height with barbed wire for security purposes. The fence was accessory to a proposed air processing use. The Use has not been established.

Please find attached a final matrix of status of existing CUP/IUP and draft meeting minutes from the August 4, 2020 meeting. Please also find attached a RESOLUTION stating audit findings.

ACTION:

Discussion pertaining to CUP/IUP audit and consideration of Resolution certifying audit findings.

CUP Review/Audit

Address	Description	Comments/Notes	2018 Action Directed	2018 Audit Status	2020 Status
1 410 Faxon Rd N	McDonalds	CUP issued for drive-thru window in the 90's. No conditions placed on CUP	Existing, valid CUP. No conditions exist.	Audited, compliant.	Audited, compliant.
2 112 Poplar Ridge Dr	Existing Apartment Complex	CUP issued in 1997. No additional information available.	Existing, valid CUP. No conditions exist.	Audited, compliant.	Audited, compliant.
3 421 Railroad St W	City property	CUP approved in late 1990's. Reso approving not immediately located.	Conditions were placed on the use according to minutes.	Audited, compliant.	Audited, compliant.
4 308 5th Ave NE	CUP issued for this address in 2000-01.	Reso 2000-18 is a CUP allowing a cemetery based on several conditions.	Reso 2000-18 conditions met.	Audited, compliant.	Audited, compliant.
5 250 Industrial Blvd	Current site of Expert construction.	Reso 2002-11 is a CUP allowing for an industrial building with outdoor storage. The applicant was Expert Construction. CUP is contingent upon several requirements. Reso 2002-21 amended CUP issued in 2002-11 included additional conditions relating to storm water and landscaping. Reso 2003-19 is a second amendment of the CUP to allow additional outdoor storage. Several additional conditions attached.	Reso's 2002-11, 2002-21, and 2003-19; conditions met. Franch's no longer subleases.	Audited, compliant.	Audited, compliant.
6 220 Industrial Blvd	Statewide Gas	Reso. 2002-64 is a CUP allowing for an industrial use at this address. Several conditions attached, most related to non-zoning items. Only one with zoning ramifications was landscaping 'should be' consistent with surrounding businesses.	Existing, valid CUP	Audited, compliant.	Audited, compliant.
7 426 East St N	Owned by Roger Kleman. Used car dealership.	A Reso was approved July 28, 2003. Many conditions attached, mostly applicable to site plan standards.	Audited, the PC accepted screening that existed under previous audit.	Audited, compliant.	Audited, compliant.
8 124 Union St N	Lance Ford. Ford Construction.	Reso 2003-43 is a CUP allowing an industrial use in the CBD. Several conditions apply. Reso 2009-24 amended Reso 2003-43 allowing expanded outdoor storage. Approved with several conditions attached.	Reso 2003-43 and 2009-24 appear compliant.	Audited, compliant.	Follow up planned

CUP Review/Audit

	Address	Description	Comments/Notes	2018 Action Directed	2018 Audit Status	2020 Status
9	700 Railroad St W	Southwest Paving.	Reso 2006-33 is a CUP providing for Southwest Paving. Several conditions are attached. Reso 2015-13 Approved landscaping plan in lieu of perimeter fencing. Reso 2018-36 provided for alternate landscaping	Came into compliance in 2019 through CUP amendment by City Council	Audited, compliant.	Audited, compliant.
10	311 (211) Railroad St W	Xtreme Electric.	Reso 2011-14 is a CUP for a contractor operation at the subject address. Several conditions apply to the permit.	Audited	Audited, compliant.	Audited, compliant.
11	325 Elm St W	Pour House Pub	Reso 2011-33 is a CUP allowing a smoking deck at the Pour House. Several conditions apply.	Audited	Audited, compliant.	Audited, compliant.
12	27 1st St NW	St. John's Lutheran School.	Reso 2013-05 is a CUP allowing expansion of the existing school.	Audit complete	Audited, compliant.	Audited, compliant
13	105 Main St E	Northside Grill	Reso 2013-35 is a CUP allowing outdoor dining at Northside Grill. Several conditions apply.	Audited.	Audited, compliant.	Audited, compliant
14	520 Reform St N	Kwik Trip	Reso 2013-20 Approved convenience store.	Suitable for audit.	Audited, compliant.	Audited, compliant.
15	301 Industrial Blvd	Hydro Engineering	Approved IUP for outdoor storage.	Suitable for audit.	Audited, compliant.	Audited, compliant.
16	321 Elm St W	RCC Woodworks	Reso 2014-22 Approved woodworking shop in C-3	Audited	Audited, compliant.	Audited, compliant.
17	13050 Stewart Ave	Nick Molnau	Amended and Replaced by 2018-18	Audited, corrective action taken	Non-compliant material stockpiles.	Letter prepared
18	115 Main St E & 15 2nd Ave SE	Waconia Dodge	Reso 2016-14 Auto sales and display and accessory auto repair.	Audited	Audited, compliant.	Audited, compliant.
19	127 Elm St W	Andris	Reso 2016-21 Approve personal auto storage in C-3	Audited	Audited, compliant.	Audited, compliant.

CUP Review/Audit

	Address	Description	Comments/Notes	2018 Action Directed	2018 Audit Status	2020 Status
20	117 Railroad St W	Loomis	Reso 2016-22 Approve CUP for contractor operation in C-3	Audited	Audited, compliant.	Audited, compliant
21	180 Industrial Blvd	Todd Miller & Adam Glander	Reso 2017-08 Approve outdoor auto sales and display in B-1 District	Audited	Audited, compliant.	Expire permit
22	600 Railroad St W	Curfman Trucking	Reso 2017-15 CUP for outdoor storage. Reso 2020-11 amended and restated previous reso to allow for larger stockpile at south side of site.	Audited, violations found	Council recently amended CUP.	Audited, compliant
23	170 Industrial Blvd	Paul Juerissen	Reso 2017-18 CUP outdoor storage marine recreational equipment	Audited	Audited, compliant.	Audited, compliant.
24	124 Railroad St W	Adam White	Reso 2018-22 CUP allowing limited manufacturing	Suitable for audit.	N/A	Audited, compliant.
25	232 Main St E	Kerber/Clark	Resolution 2019-02 CUP allowing personal auto storage and repair	Suitable for audit.	N/A	Expire permit
26	TBD	Air Products	Resolution 2019-12 CUP allowing outdoor storage for Air Products.	Suitable for audit.	N/A	Expire permit
27	TBD	Air Products	Resolution 2019-13 CUP allowing commercial fence exceeding eight feet in height with barbed wire security for Air Products	Suitable for audit.	N/A	Expire permit
28	717 Faxon Road	Lionshead Specialty Tire & Wheel	Resolution 2019-20 IUP allowing outdoor storage of semi trailers	Suitable for audit.	N/A	Audited, compliant.
29	600 Railroad St W	Curfman Trucking	Resolution 2020-03 CUP allowing truck repair	Suitable for audit.	N/A	Audited, compliant.

RESOLUTION 2020-25

A RESOLUTION CERTIFYING FINDINGS OF A CONDITIONAL AND INTERIM USE PERMIT AUDIT BY THE NORWOOD YOUNG AMERICA PLANNING COMMISSION

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

WHEREAS, the City of Norwood Young America Planning Commission is created under Chapter Two of the City Code; and

WHEREAS, Section 1210.06 of the Code assigns the Planning Commission a regular task of auditing existing conditional use permits (CUP); and,

WHEREAS, the Interim Use Permits (IUP) are also subject to audit by the Planning Commission; and,

WHEREAS, the Planning Commission initiated a thorough audit of all known or suspected conditional or interim use permits in 2020; and,

WHEREAS, the Planning Commission completed an audit of said known or suspected conditional and interim use permits and developed findings regarding said permits; and,

WHEREAS, the City Council of the City of Norwood Young America received the Planning Commission's findings regarding audit of existing conditional and interim use permits.

THEREFORE, BE IT RESOLVED, that the City Council of the City of Norwood Young America, Carver County, Minnesota, certifies the following permits are null and void:

1. 180 Industrial Blvd: City of Norwood Young America Resolution 2017-08 approved March 27, 2017 provided for outdoor auto sales and display in B-1 District. The Use has ceased for over one year.
2. 232 Main Street East: City of Norwood Young America Resolution 2019-02 approved January 28, 2019 allowed personal auto storage and repair. The Use has not been established.

3. City of Norwood Young America Resolution 2019-12 approved April 22, 2019 provided for outdoor storage in conjunction with an air processing use. The Use has not been established.
4. City of Norwood Young America Resolution 2019-13 approved April 22, 2019 provided for commercial fence exceeding eight feet in height with barbed wire for security purposes. The fence was accessory to a proposed air processing use. The Use has not been established.

Adopted by the City Council this 24th day of August, 2020.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: August 24, 2020

SUBJECT: Oak Lane Utility Extension and Street Improvement Feasibility Study

At the August 10th regular City Council meeting, the Council continued its discussion about a possible 2021 construction project on Oak Lane which would include the extension of water and sewer services and the option of paving the roadway.

Oak Lane property owners were invited to the meeting to provide their input about the possible installation of curb & gutter and a paved street. The consensus of those present was curb & gutter is not necessary and that the current drainage ditch is adequate. In respect to the paving the street, some property owners were satisfied with the current gravel street and others would like to know what the estimated assessed cost would be to them for paving the street.

Enclosed is a proposal from Bolton & Menk to complete a Feasibility Study which will include a review of various alternatives for proposed utilities and street improvements. In accordance with Minnesota State Statute 429, a feasibility report is required to special assess the cost of local improvements to benefiting property owners.

Recommended Motion:

Motion to approve the Oak Lane Feasibility Study proposal as submitted by Bolton & Menk.

Norwood Young America



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

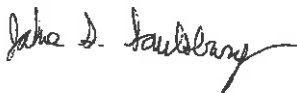
Summary:

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



To: Members of the City Council
From: Carol Lagergren, Mayor
Re: CARES Funding
Date: August 24, 2020

Available Monies:

CARVER COUNTY - CITY OF NORWOOD YOUNG AMERICA - FUNDING \$288,779

<i>From Department of Revenue website and based on 2018 population.</i>

Estimated Expenses:

The CARES Act requires that payments may only be used to cover costs that are necessary expenditures incurred due to the public health emergency, were not accounted for in the budget most recently approved for the state or local government, and were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020. All monies must be expended by November 15, 2020 with unused monies returned to Carver County.

Recommendation: to accept \$288,779 in CARES funding from the Department of Revenue and to allocate \$155,000 to the Carver County CDA to be used to fund \$10,000 grants to businesses in Norwood Young America who did not receive county funding.

Norwood Young America

CITY OF NORWOOD YOUNG AMERICA
Breakdown for Expenses

Technology Budget: **\$ 25,000**

- *Laptops for staff teleworking*
- *Laptops for council for virtual meetings*
- *Amplifier system for council chambers*
- *Ipad and tripod for live broadcasting of council meetings*

Communications: **\$ 15,000**

- *Newsletter expenses*
- *Cable station updates*
- *Additional Mailings re: COVID19*

Safety Enhancements: **\$ 5,000**

- *Plexiglass barriers*
- *Sanitation stations*
- *Personal Protective Equipment*

Payroll: **\$ 25,000**

- *Staff furloughs*
- *Staff isolation/quarantine*
- *Additional staffing for West Carver Community pool*

Economic Stimulus Options: **\$ 20,000**

- *Waived late fees for utility*
- *Reimbursements for liquor licenses*

Carver County CDA Small Business Grant Opportunities: **\$155,000**

An additional \$43,000 is available for additional expenses incurred.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: August 24th, 2020

RE: Roof Replacement on the South Storage Shed

The roof on our South Storage Shed located at 221 South St West is in poor condition. We started experiencing some leaks last year and attempted to repair them last fall. We were using new screws to replace the leaking nails and roof caulk to patch around the protrusions. Upon further inspection we found the steel to be in very poor condition. It is galvanized and the panels are starting to rust and get very thin. All the venting protrusions are deteriorated and need to be replaced. The translucent fiberglass skylight panels on the roof are cracked and deteriorated as well. With the amount of deterioration in the panels I would not trust another years' worth of snow load on the building before it gets replaced. I explored options for coating it with foam to strengthen the panels and seal it as a cost driven alternative and found it to be cheaper to replace the roof versus having it coated.

This roof was identified for repair after the 2020 budget was complete. We will plan to split this between the repair and maintenance building and grounds under streets, parks and transit. I scoped out the project to include removing the existing metal for reuse, using 29 gauge white coated steel for the roof, rakes and eave trims, install new penetration flashing, and new ridge cap. I solicited to trustworthy contractors and received quotes as follows:

Simons & Simons to replace the steel on the roof	\$11,795
Vos Construction to replace the steel on the roof	\$14,250
Kohls Foam Systems to coat the existing roof	\$16,970

Suggested Motion: Motion to approve hiring Simon & Simons to replace the roof on the South Storage Shed in the amount of \$11,795

Norwood Young America



Proposal

Page No. | of | Pages

Simons & Simons, LLC
PO Box 264
Norwood Young America, MN 55368
612-210-4745
License # BC706650

-Seamless Gutters
-Soffits & Fascia
-Windows
-Doors
-Roofing
-Siding

PROPOSAL SUBMITTED TO City of NYA	PHONE	DATE 8.19.2020
STREET	JOB NAME	
CITY, STATE AND ZIP CODE	JOB LOCATION South Shed	
ARCHITECT	DATE OF PLANS	JOB PHONE

We hereby submit specifications and estimates for:

Carefully remove existing galvanized roofing on South Shed for repurposing.
Install new white eave trim, new white trim up the rakes, new roof boots (2), and
new 29 gauge white ribbed roofing (steel), and all foam sealers, and white ridge cap.

ESTIMATE

* Any issues discovered upon removal of existing roofing, such as rot, will be addressed
on a time & material basis, upon approval of city representative.

NOTICE OF LIEN:

Persons or companies furnishing labor or materials for the improvement of real property may enforce a lien upon the improved land if they are not paid for their contributions, even if such parties have no contractual relationship with the owner. Minnesota law permits the owner to withhold from his contractors so much of the contract price as may be necessary to meet the demands of all other lien claimants, pay directly such liens and deduct the cost thereof and the contract price, or withhold amounts from his contractor until the expiration of ninety (90) days from the completion of such improvements unless the contractor furnishes to the owner waivers of claims for mechanics lien signed by persons who furnished any labor or material for the improvement and who provided the owner with timely notice. The owner hereby waives all further requirements of notice under Minnesota Statute 514.011.

We Propose hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:

Eleven Thousand seven hundred ninety-five and 00/100 dollars (\$ **11,795.00**).
Payment to be made as follows:

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

Authorized
Signature

Note: This proposal may be
withdrawn by us if not accepted within **30** days.

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.

Date of Acceptance: _____

Signature _____

Signature _____



Office (507) 326-7901
Fax: (507) 964-3003
19063 371st Avenue
Green Isle, MN 55338
www.vosconstruction.com

PROPOSAL

To: NYA City South Shed

Date: 07/22/2020
Project: Re Roof- NYA City South Shed
Attention: Public Services
Submitted By: Tristan Weber

Re-Roof 40x80 Post Frame Building – Labor, Material, and Equipment

- Remove existing trims and roof panels – Materials to be recycled by Vos
- Inspect existing roof purlins – any purlins needing to be replaced will be brought to the owner's attention and will be replaced on a T&M basis with owner approval
- Install new 29 ga. Pro Panel 2 roof panel in owner selected standard color
- New 29 ga. Rake and Eave trims in owner selected standard color
- New flashings at roof penetrations
- Base Bid:
 - Materials: \$3,900.00
 - Labor: \$9,600.00
 - Equipment \$750.00

Total \$14,250.00

Excludes:
Permits
Mechanical
Electrical

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



Contract For:
City NYA
South Shed Roof Project
221 South Street West
NYA, MN 55368

Submitted on:
June 4, 2020



***Proposal for Provision of Services to:
City of NYA***

***Project Location:
South Shed
221 South Street West
NYA, MN 55368***

The undersigned, Kohls Foam Systems, Inc. ("Kohls"), hereby agrees to perform services and provide product to City of NYA ("Owner"), upon the terms and conditions set forth hereinafter.

Article I. Scope of Work: ("Work") Metal Roof 3,564 sq.ft.

- 1) Purchase and install 3 safety clamps to the ridge cap of the roof.
- 2) Powerwash the existing metal roof surface.
- 3) Spray 1.5 inches nominal thickness (will add an additional R-10 to the existing R-value), Premiseal 60 - 2.8 pound density polyurethane foam. The foam will be sprayed in accordance to the manufacturer's specifications for spray foam application.
- 4) Apply Acry-Tek 4200 series base and topcoat to the entire roof surface (10 year materials warranty). The total mil thickness will be 27-30 dry mils. The topcoat will be white. The coating will be applied according to the manufacturer's specifications. **The roof can be recoated at the end of the warranty period and a new 10-year warranty can be issued.**
- 5) All material & debris associated with the job will be cleaned up before the job is considered complete.
- 6) **** Services and Products not included in this proposal are as follows****
 - 1) **Building Permit**
 - 2) **Anything not listed in the scope of work**

Article II. Payment:

- 1) Owner agrees to pay for the Services and Products set forth in Article I hereinabove, the sum of \$16,501.32 for roofing application, \$342.30 for safety equipment, and \$126.00 for covering skylights - total cost \$16,969.62 ("Purchase Price"), payable in the following manner and at the following times:
 - a) 33⅓% of the Purchase Price is due upon the first day of work, an additional and the remaining balance of the Purchase Price is due upon completion.

Article III. Warranty:

- 1) Kohls warrants that the products will be applied according to the manufacturer's specifications.
- 2) Kohls warrants that their application of the product will be done per manufacturer's specifications. If any problem arises do to improper application Kohls will fix the problem at no cost to the customer.
- 3) This warranty doesn't cover natural disasters.
- 4) Kohls needs to be advised in writing, promptly, of any alterations done to the roof or the warranty will be void to the extent of the alterations.
- 5) **KOHL'S DISCLAIMS ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL KOHL'S BE LIABLE FOR INCIDENTAL, CONSEQUENTIAL, OR EXEMPLARY DAMAGES OR ATTORNEYS FEES.**

Article IV. KOHL'S' Responsibilities:

- 1) **Quality of Work.** Kohls shall perform and complete the Work in a good and workmanlike manner. The Work shall be free from material defects not intrinsic in the design or materials specified in the Contract. All materials, fixtures, and equipment shall be new unless otherwise specified, of good quality, and free from defects. All Work shall conform to applicable building codes and laws. Upon completion of construction, all improvements will comply with all applicable laws, ordinances and regulations and with all covenants, easements, and restrictions affecting the Property.
- 2) **Construction Obligations.** Kohls will supervise and be solely responsible for all construction means, methods, techniques and procedures for the work. Contractor will provide and pay for all labor, materials, equipment, tools, construction

equipment and machinery, transportation, and other facilities and services necessary for execution and completion of the Work.

- 3) **Subcontractors.** A "Subcontractor" is a person or entity who has a direct contract with and authority from Kohls to perform any part of the Work. Kohls will have sole discretion as to whom it hires for subcontracted work and shall be solely responsible for the conduct and performance of the Subcontractors. Kohls will give Owner the names and addresses of each Subcontractor and material supplier employed to perform or supply any portion of the Work.
- 4) **Mechanics' Liens.** Kohls will timely pay all Subcontractors, laborers, and material suppliers for their respective contributions to the Work so as to prevent mechanics' or material suppliers' liens against the Property.

Article V. Default:

- 1) In the event the Owner breaches a material term of this Contract, and fails to cure the breach within 5 business days after written notice by Kohls, Owner shall be deemed to be in default herein. Any amounts due Kohls by Owner herein shall bear interest at the annual rate of 18% per annum, or the highest rate allowed by law, not to exceed 18% per annum. Owner agrees that Owner shall reimburse Kohls all of Kohls' costs, disbursements, out of pocket expenses and reasonable attorney's fees incurred in enforcing the terms and conditions of this Contract.
- 2) This Contract shall be governed by the laws of the State of Minnesota.

Article VI. Miscellaneous:

Neither Party may assign this Contract without the written consent of the other Party. This restriction does not preclude the hiring of subcontractors for performance of parts of the work by Kohls. The Contract documents constitute the entire Contract between the Owner and Contractor and may be altered, amended or repealed only by a written instrument duly executed by both Parties. This Contract shall inure to the benefit of and be binding upon the Owner and Kohls and their respective successors, legal representatives, and assigns. This Agreement constitutes all of the terms and conditions between the Parties, and there are no other agreements, oral representations, or oral agreements relative to the subject matter of the Contract, and all such discussions have been merged into this agreement.

Article VI. Mechanics' Lien Notice by Contractor:
(Minnesota Statutes Section 514.011)

“(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.”

**OWNER ACCEPTANCE OF PROPOSAL AND AGREEMENT TO
CONTRACT**

The above offer including the prices, specifications and conditions are hereby accepted. You are authorized to supply and perform the Work as specified in your Proposal and we will abide by all terms of this Contract including the Conditions of Contract attached hereto.

THIS IS A LEGALLY BINDING CONTRACT.
**IF YOU DO NOT UNDERSTAND THIS CONTRACT, CONSULT YOUR LAWYER
BEFORE YOU SIGN IT.**

****This contract is good for 30 days****

KOHL'S FOAM SYSTEMS, INC.
MN License # BC-533995

Pat Kohls	6/4/2020		
By:	Date	Customer Signature	Date
Its: <u>V.P.</u>			



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: August 24, 2020

SUBJECT: Discuss changing Work Session meeting time to after Regular City Council Meeting

Proposed is to discuss changing the regularly scheduled City Council Work Session meetings from the beginning of the meeting to after the regular City Council meeting. Below is the current language from Chapter 2 of the City Code regarding regular meetings.

Subd. 1 Regular Meetings. The City Council shall meet on the second and fourth Monday of every month in the City Hall commencing at 6:00 p.m. On the fourth Monday the meeting shall begin with a Work Session, and the regular meeting shall immediately follow. If the Work Session meeting is not held the regular meeting shall commence at 6:00 p.m. (Amended by Ord. 282, 10/10/2016) (Amended by Ord. 318, 02/11/2019) (Amended by Ord. 320, 8/12/19)

Suggested Motion:

Motion to schedule a public hearing for 6:00 p.m., September 14, 2020 to consider amending the starting time for regularly scheduled City Council Work Session meetings.



**City of Norwood
Young America**

July 2020



Carver County Sheriff's Office
Monthly Calls for Service
From: 7/1/2020 To: 7/31/2020

Norwood Young America City

Patrol

A Offense

Assault	2
Property Damage	2
Theft	6
Fraud	2
Total A Offense:	12

B Offense

Misc - criminal	2
Runaway	1
Total B Offense:	3

Non Criminal

Misc Non-criminal	21
Alarm	5
Domestic	2
Abuse/Neglect (Info Only)	5
Animal	4
Medical	20
Assist Other Agency	2
Fire Call	3
Mental Health	2
Civil Process	1
Warrant Service	1
Suspicious Activity	17
Open Door	1
Disturbance (Info Only)	10
Total Non Criminal:	94

Traffic

Traffic - Misc	11
Traffic Stop	26
Pd Accident	1
Driving Complaint	3
Total Traffic:	41

Total Patrol: 150

Administrative

Administrative

GunPermit-Acquire	5
GunPermit-CarryNew	12
GunPermit-CarryRenew	1
Rec Ck - Other Employ	1
Lic - Liquor	1
Total Administrative:	20



Carver County Sheriff's Office
Monthly Calls for Service
From: 7/1/2020 To: 7/31/2020

Total Administrative: 20

Total Norwood Young America City: 170



Carver County Sherff's Office
Arrest Summary
For: Norwood Young America City
From: 7/1/2020 To: 7/31/2020

	Total Charges	Total Arrestees	Total Incidents
Norwood Young America City			
13B - Simple Assault	1	1	1
13C - Intimidation	1	1	1
290 - Destruction/Damage/Vandalism of Proper	1	1	1
90Z - All Other Offenses	4	2	2
Totals for Norwood Young America	7	5	5



Carver County Sheriff's Office **CSO Calls For Service** **From: 7/1/2020 To: 7/31/2020** **Norwood Young America City**

<u>Incident Nr</u>	<u>Status Name</u>	<u>Activity</u>	<u>Start Time</u>	<u>End Time</u>	<u>Minutes Spent</u>	<u>Running Total Minutes</u>
202000018368						
5F740						
202000018368	Enroute	Traffic - Misc	7/1/2020 12:00:30PM	7/1/2020 12:00:35PM	0.08	0.08
202000018368	Scene	Traffic - Misc	7/1/2020 12:00:35PM	7/1/2020 12:07:56PM	7.35	7.43
202000018368	Available	Traffic - Misc	7/1/2020 12:07:56PM	7/1/2020 12:07:56PM	0.00	7.43
202000018368	DISP	Traffic - Misc	7/1/2020 12:51:36PM	7/1/2020 12:51:39PM	0.05	7.48
202000018368	Follow Up	Traffic - Misc	7/1/2020 12:51:39PM	7/1/2020 12:59:31PM	7.87	15.35
202000018368	Available	Traffic - Misc	7/1/2020 12:59:31PM	7/1/2020 12:59:31PM	0.00	15.35
202000018527						
5F740						
202000018527	DISP	Traffic - Misc	7/2/2020 9:44:33AM	7/2/2020 9:44:36AM	0.05	15.40
202000018527	Available	Traffic - Misc	7/2/2020 9:44:36AM	7/2/2020 9:44:36AM	0.00	15.40
202000019932						
5F740						
202000019932	DISP	Animal	7/28/2020 4:33:31PM	7/28/2020 4:33:35PM	0.07	15.47
202000019932	Scene	Animal	7/28/2020 4:33:35PM	7/28/2020 4:44:18PM	10.72	26.18
202000019932	Available	Animal	7/28/2020 4:44:18PM	7/28/2020 4:44:18PM	0.00	26.18
202000019932	DISP	Animal	7/28/2020 4:58:11PM	7/28/2020 4:58:13PM	0.03	26.22
202000019932	Enroute	Animal	7/28/2020 4:58:13PM	7/28/2020 5:10:55PM	12.70	38.92
202000019932	Scene	Animal	7/28/2020 5:10:55PM	7/28/2020 6:04:56PM	54.02	92.93
202000019932	Available	Animal	7/28/2020 6:04:56PM	7/28/2020 6:04:56PM	0.00	92.93
202000019932	DISP	Animal	7/28/2020 8:44:49PM	7/28/2020 8:44:53PM	0.07	93.00
202000019932	10-25 At Sce	Animal	7/28/2020 8:44:53PM	7/28/2020 8:47:33PM	2.67	95.67
202000019932	Available	Animal	7/28/2020 8:47:33PM	7/28/2020 8:47:33PM	0.00	95.67
202000020094						
5F744						
202000020094	DISP	Pd Accident	7/14/2020 10:28:56AM	7/14/2020 10:28:58AM	0.03	95.70
202000020094	Enroute	Pd Accident	7/14/2020 10:28:58AM	7/14/2020 10:30:59AM	2.02	97.72
202000020094	Available	Pd Accident	7/14/2020 10:30:59AM	7/14/2020 10:30:59AM	0.00	97.72
202000020095						
5F744						
202000020095	Enroute	Misc Non-criminal	7/14/2020 10:30:59AM	7/14/2020 10:34:06AM	3.12	100.83
202000020095	Scene	Misc Non-criminal	7/14/2020 10:34:06AM	7/14/2020 10:51:47AM	17.68	118.52
202000020095	Available	Misc Non-criminal	7/14/2020 10:51:47AM	7/14/2020 10:51:47AM	0.00	118.52
202000020199						
5F742						
202000020199	DISP	Animal	7/15/2020 10:56:37AM	7/15/2020 10:56:41AM	0.07	118.58
202000020199	Enroute	Animal	7/15/2020 10:56:41AM	7/15/2020 11:10:04AM	13.38	131.97
202000020199	10-24 At Sce	Animal	7/15/2020 11:10:04AM	7/15/2020 11:15:49AM	5.75	137.72
202000020199	Scene	Animal	7/15/2020 11:15:49AM	7/15/2020 11:20:29AM	4.67	142.38
202000020199	Available	Animal	7/15/2020 11:20:29AM	7/15/2020 11:20:29AM	0.00	142.38
202000020629						
5F744						
202000020629	DISP	Animal	7/18/2020 11:18:41AM	7/18/2020 11:18:45AM	0.07	142.45

<u>Incident Nr</u>	<u>Status Name</u>	<u>Activity</u>	<u>Start Time</u>	<u>End Time</u>	<u>Minutes Spent</u>	<u>Running Total Minutes</u>
202000020629	Enroute	Animal	7/18/2020 11:18:45AM	7/18/2020 11:28:05AM	9.33	151.78
202000020629	Available	Animal	7/18/2020 11:28:05AM	7/18/2020 11:28:05AM	0.00	151.78
202000020826						
5F740						
202000020826	Enroute	Traffic - Misc	7/20/2020 8:47:57AM	7/20/2020 8:48:00AM	0.05	151.83
202000020826	Scene	Traffic - Misc	7/20/2020 8:48:00AM	7/20/2020 8:55:33AM	7.55	159.38
202000020826	Available	Traffic - Misc	7/20/2020 8:55:33AM	7/20/2020 8:55:33AM	0.00	159.38
202000020832						
5F740						
202000020832	Enroute	Animal	7/20/2020 9:29:32AM	7/20/2020 9:41:28AM	11.93	171.32
202000020832	Available	Animal	7/20/2020 9:41:28AM	7/20/2020 9:41:28AM	0.00	171.32
202000021146						
5F742						
202000021146	DISP	Traffic - Misc	7/22/2020 6:40:45PM	7/22/2020 6:40:48PM	0.05	171.37
202000021146	Enroute	Traffic - Misc	7/22/2020 6:40:48PM	7/22/2020 6:44:17PM	3.48	174.85
202000021146	Available	Traffic - Misc	7/22/2020 6:44:17PM	7/22/2020 6:44:17PM	0.00	174.85

Total Minutes: 174.85



Carver County Sherff's Office

Traffic Citation Summary

From: 7/1/2020 To: 7/31/2020

Norwood Young America City

DAS, DAR, DAC:	1
No Valid Mn DL:	2
Speed:	1
Total Norwood Young America City:	4



Carver County Sheriff's Office
Verbal Warnings
From: 7/1/2020 to 7/31/2020

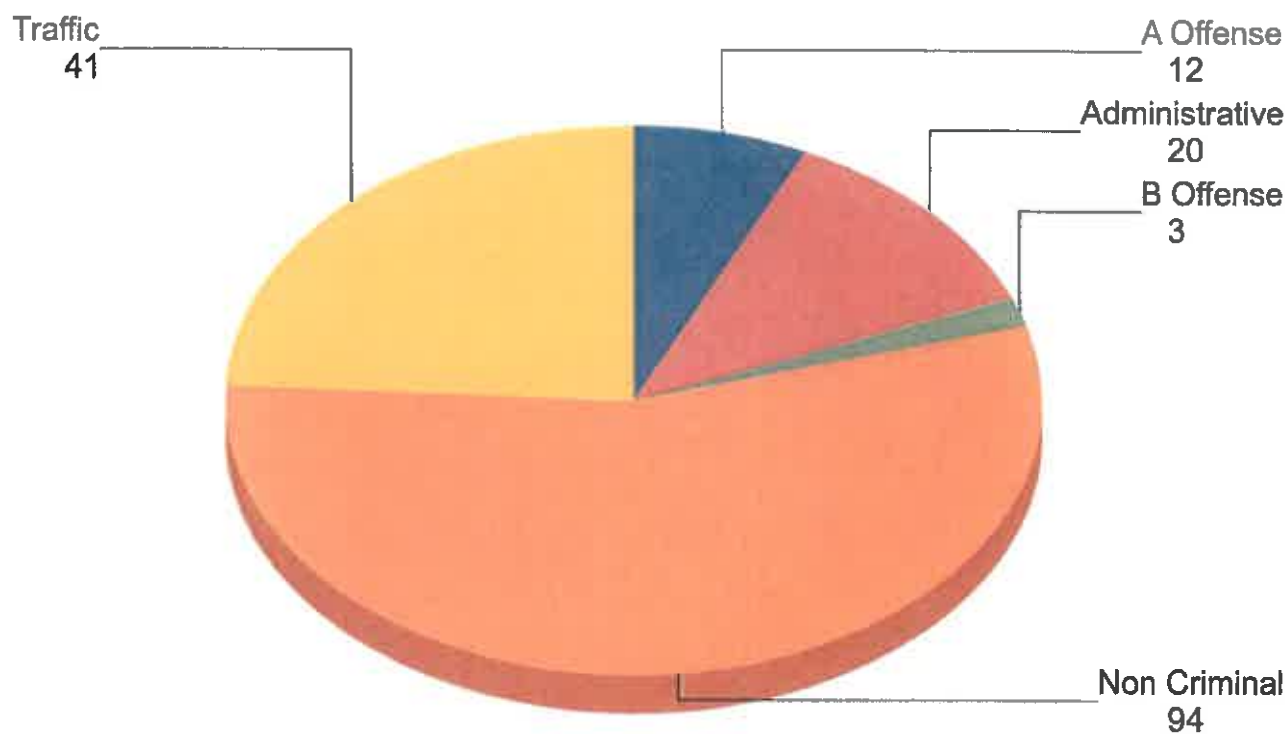
Norwood Young America City

Disturbance (Info Only):	1
Misc Non-criminal:	1
Traffic Stop:	21
Grand Total Verbal Warnings:	23



Carver County Sheriff's Office
Monthly Calls for Service
From: 7/1/2020 To: 7/31/2020

Norwood Young America City



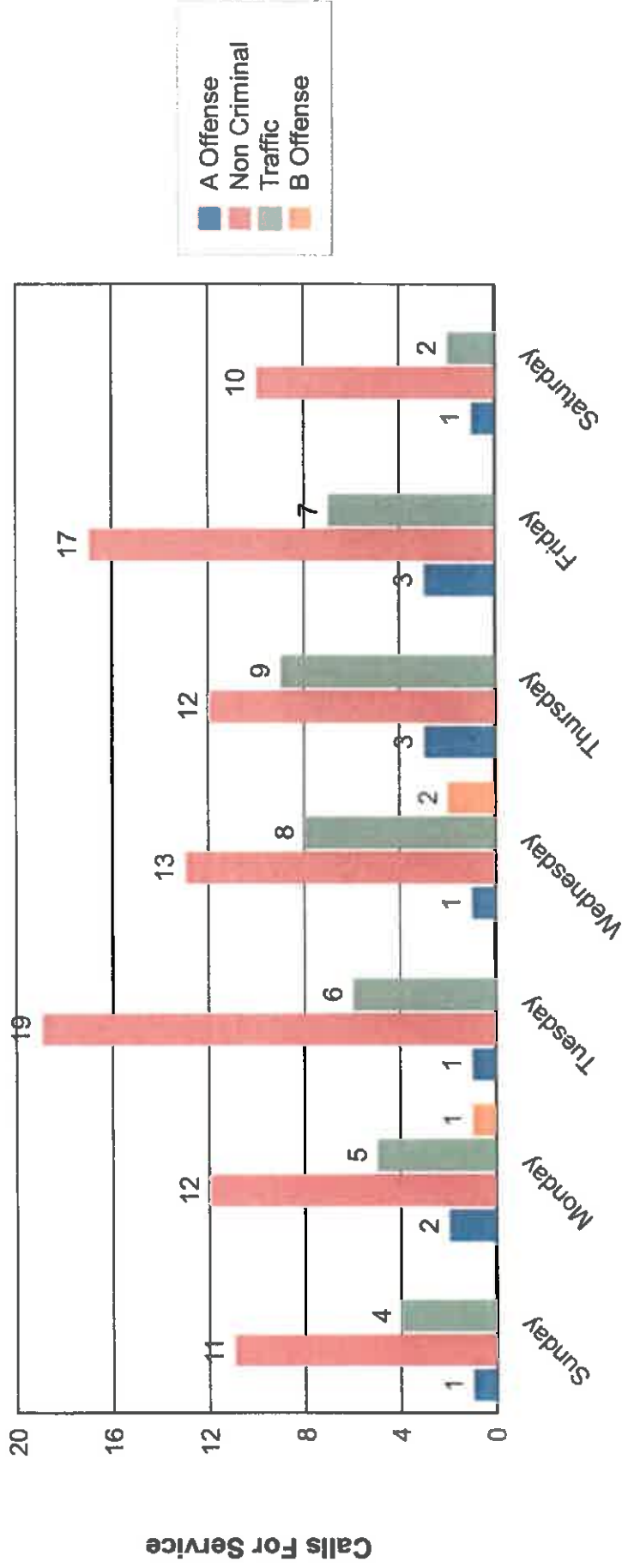
Total A Offense:	12
Total B Offense:	3
Total Non Criminal:	94
Total Traffic:	41
Total Administrative:	20

Total Norwood Young America City: 170



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 7/1/2020 To: 7/31/2020

Norwood Young America City

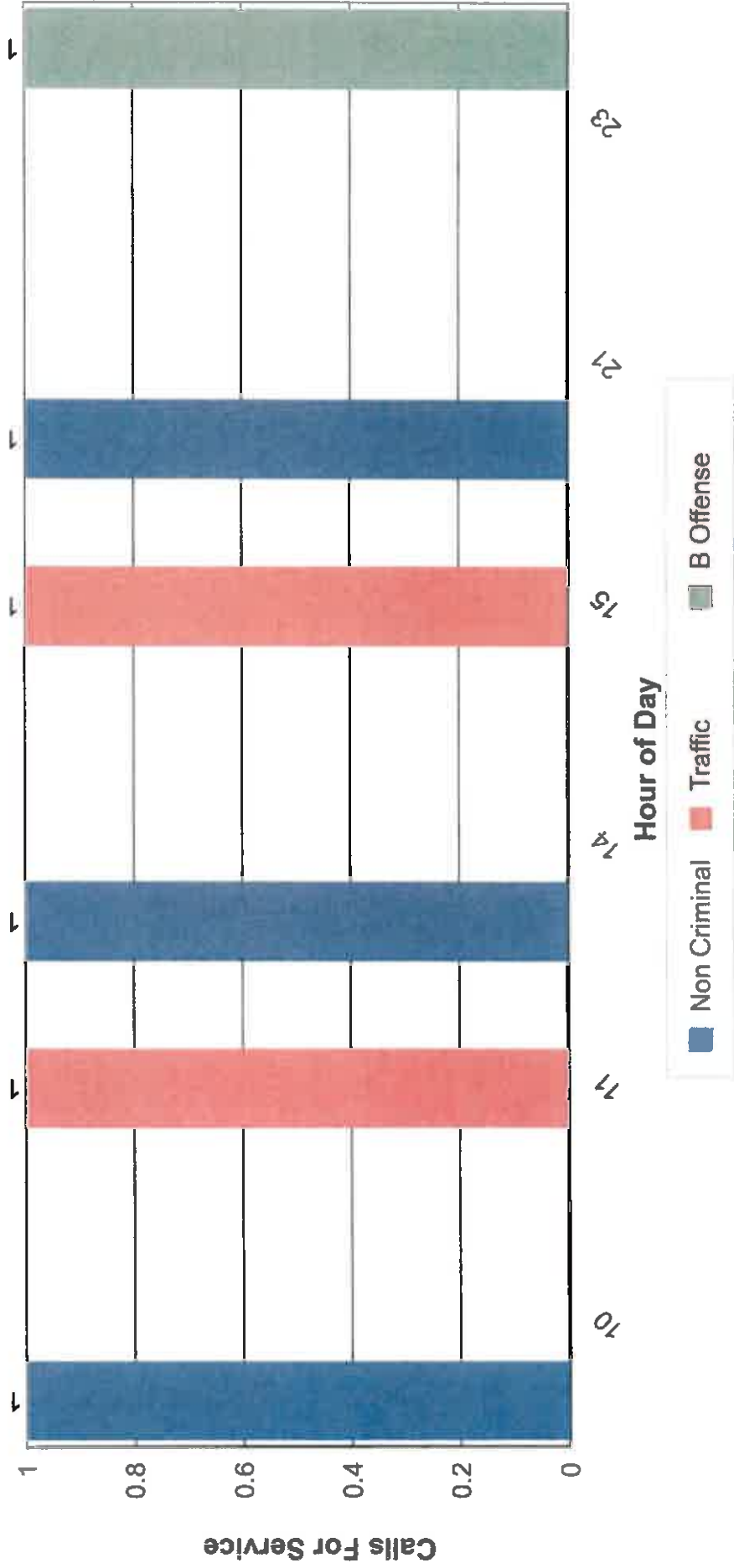


Total Norwood Young America City: 150



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 7/1/2020 To: 7/1/2020

Norwood Young America City



Total Norwood Young America City: 6

Activity **NIBRS - Activity Codes**

Code	Descriptor	
GROUP A		
AC	Animal Cruelty	Abuse or neglect of animal
AR	Arson	Intentionally destroy property by fire
A	Assault	Altercation between parties where physical harm occurred
AA	Aggravated Assault	Assault where substantial injury is caused or weapon used
BB	Bribery	Offering, giving, receive anything of value to sway judgement
B	Burglary	Unlawful entry into a structure to commit a crime
CF	Counterfeiting/Forgery	Alter, copy, imitation, passing a copy as an original
P	Property Damage	All damage to property
D	Drugs	All drug violations, possession of, sale of, manufacture of
EM	Embezzlement	Misappropriation of money, property entrusted to person
EX	Extortion/Blackmail	Unlawful obtain money, property by use or threat of force
U	Fraud	Intentional perversion of truth to obtain money or property
G	Gambling	Unlawful operate, promote or assist in operation of gambling
H	Homicide	Intentional taking of a persons life
HT	Human Trafficking	Induce a person to perform sex act or labor via force, fraud or coercion
K	Kidnapping	Unlawful seizure, transport or detain person against their will
T	Theft/larceny	Taking of property, stealing
V	Motor Vehicle Theft	Theft of a motorized vehicle
PO	Pornography	Manufacture, publish, sell, buy , possess sexually explicit material
PR	Prostitution	Unlawfully engage in or promote sexual activity for anything of value
R	Robbery	Taking of property by use of force
S	Sex Offenses	Forcible sexual assault
SN	Sex Offenses, Nonforcible	Nonforcible sexual intercourse (incest, statutory rape)
SP	Stolen Prop Offenses	Receive, buy, sell possess, conceal, transport known stolen property
W	Weapons	Violation of manufacture, sale purchase, transport use firearm

GROUP B		
BC	Bad Checks	Intentional issuance of check against insufficient or nonexistent funds
CL *	Curfew/Loitering	Curfew violation/ person remain in area w/o visible means of support
DP *	Disorderly Conduct	Behavior tends to disturb public peace/shock public sense of morality
J	Driving Under Influence	Traffic stop or accident involving drive under influence
DR *	Drunkness	Drink alcohol to extent substantial impairs mental and physical function
FO	Family Offense, Non violent	Unviolent acts by family member against another family member
LV	Liquor Law Viol	Illegal consumption, sale, possession of liquor
PT *	Peeping Tom	Secretly look in windows, doorway, keyhole for purpose of voyeurism
RU	Runaway	Juvenile runaway
TR *	Trespassing	Unlawfully enter land, dwelling or other real property
M	All Other Offenses	OFP/Danco violation, Traffic - Hit & run accident
		All other offense not included in other A & B classifications
O *	Ordinances	Laws/rules created by county or cities.
*		Use only when Enforcement used (citation or arrest)

Activity Codes
Non-criminal, Traffic and Administrative

NON CRIMINAL		
Code	Description	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Trtansport persons for various reasons.
19	Warrant Service	Service of warrant for Carver County and other counties.
20	Boat & Water	All incidents involving boats, watercraft and/or lakes
21	Snowmobile	All incidents involving snowmobiles
22	ATV	All incidents involving ATV
30	Suspicious Activity	Suspicious persons, acts or vehicles. Accidental 911 calls
31	Open Door	Located an open door to a business or residence
34	Drug - Info Only	Drug information only
35	Disturbance - Info Only	Noise complaint, disturbing peace
60	Child Custody Dispute	Incidents involving dispute over child custody

TRAFFIC RELATED		
Code	Description	
8	Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, veh in ditch, assists, all parking issues
38	Traffic - Stops	All traffic stops initiated by officers
50	Auto Accd - Prop Damage	Auto accident in which only property damage occurred
51	Auto Accd - MV vs deer	Auto accident involving a motor vehicle and deer
52	Auto Accd - Injury	Auto accident in which injury and property damage occurred
54	Auto Accd - Fatality	Auto accident in which a fatality occurred
80	Driving Complaint	Complaints of bad driving behavior.

ADMINISTRATIVE

Code	Description	
0	Call Error	Calls for service created in error
18	Warrant Issued	Warrant issued by Carver County Court Administration
23	Explosive/Firearm Dealer	Application for a permit for explosives or firearms dealer license.
24	Gun Permit - Acquire	Application for a permit to purchase a handgun.
25	Gun Permit - Carry (new)	Application for a permit to carry a handgun.
26	Gun Permit - Transfer	Application for the transfer of a reg. gun from one individual to another.
28	Gun Permit - Carry (renewa	Application to renew a permit to carry a handgun.
32	Gun Permit - Carry Late Re	Application to renew a permit to carry a handgun after 90 day expiration
37	Rec Ck - Immigration	Records check for updating immigration status
39	Rec Ck - Gambling Permit	Records check for gambling permit
40	Rec Ck - Citizen Academy	Records check for citizens academy
41	Rec Ck - Adoption	Records check for adoption
42	Rec Ck - Carver Cty Employ	Records check for Carver County employment
43	Rec Ck - SO Employ	Records check for Carver County Sheriff's Office employment
44	Rec Ck - SO Volunteer	Records check for Carver County Sheriff's Office Volunteer
45	Rec Ck - DHS	Records check for Dept of Human Services
46	Rec Ck - Name Change	Records check for Name change purposed
47	Rec Ck - Other Employ	Records check for other employment
48	Rec Ck - Individual	Records check for an individual
49	Rec Ck - Military	Records check for the military
61	License - Day Care	Records check for a day care license
62	License - Foster Care	Records check for a foster care license
63	License - Liquor	Records check for a liquor license
64	License - Massage Parlor	Records check for a massage parlor license
65	License - Fireworks	Records check for fireworks permit
66	License - Peddler	Records check for peddlers license
999	Sealed	Records are sealed by Court Order