



CITY COUNCIL MEETING AGENDA

September 14, 2020 – 6:00 p.m.

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

CITY COUNCIL

1. Call Meeting of City Council to Order
 - 1.1 Pledge of Allegiance
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
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 24, 2020 meetings
 - 4.2 Approve payment of Claims
 - 4.3 Approve Caver County CDA Community Partnership Initiative Grant Program, Pre-Development Grant Agreement
 - 4.4 Approve Retro-pay to Mathew Schlechter for obtaining Pool Certification
 - 4.5 Approve Seasonal staff termination of Employment
5. Public Hearings
 - 5.1 Ordinance No. 327, City Council Work Session Starting Time Amendment
6. Old Business
7. New Business
 - 7.1 Ordinance No. 327, City Council Work Session Starting Time Amendment
 - 7.2 Approve Resolution 2020-26, Special Benefit Levy
 - 7.3 Approve 2nd Avenue Lift Station and Street Reconstruction Preliminary Design and Feasibility Study
 - 7.4 Approve Joint Powers and Joiner Agreement for the Carver County Small Business Emergency Assistance Fund
 - 7.5 Approve declaring Bucket Truck as Surplus Property and Auctioning for Sale
 - 7.6 Approve Recreation Agreements with Central School for usage of Fields
 - 7.7 Approve Elm Street Municipal Parking Lot Landscape Project
 - 7.8 Approve Sunflower Field Marketing Project
 - 7.9 Consider EDC 2021 Budget
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: August Building Permit Report and Caver County Sheriff's Office August Report.

UPCOMING MEETINGS / EVENTS

- September 15 Finance Committee – 3:00 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.
- October 6 Planning Commission – 7:00 p.m.
- October 12 Personnel Committee – 5:00 p.m.
- October 12 City Council – 6:00 p.m.
- October 14 Economic Development Commission – 6:00 p.m.

**CITY OF NORWOOD YOUNG AMERICA
CITY COUNCIL WORKSESSION
MONDAY, AUGUST 24, 2020, 6 P.M.
NORWOOD YOUNG AMERICA COUNCIL CHAMBERS**

1. **CALL TO ORDER:** The August 24th, 2020, work session of the Norwood Young America City Council was called to order at 6:01 p.m. by Mayor Carol Lagergren. Attendance would show all Council Members present: Charlie Storms, Craig Heher, Dick Stolz, and Mike McPadden. Others Present: Planning Commissioners John Fahey and Bob Smith, Planning Consultant Cynthia Smith-Strack. Staff Present: City Administrator Steve Helget, Public Service Director Tony Voigt, and Clerk-Treasurer Angela Brumbaugh.
2. **APPROVAL OF AGENDA:** A motion was made by Storm, seconded by Stolz, and unanimously carried to approve the agenda as presented.

2.1 Joint Meeting with Planning Commission to Discuss Limited Expansion of Non-Conforming Uses or Structures – John Fahey and Bob Smith from the Planning Commission were in attendance along with the City's Planning Consultant Cynthia Smith-Strack. Planning commission would like input on adjusting language in the zoning ordinance relating to non-conformance. Smith-Strack stated a non-conforming use is something grandfathered in. It could be a lot or a structure such as nonconforming setbacks. We also have nonconforming uses which the use was allowed at some time or prior to the City having zoning in place.

Planning commission looked at the definition of nonconforming uses because it was noted we have lot, structures, and uses. Some communities define what non-conforming uses are thereby giving the users a little bit of flexibility. State Statute doesn't define what uses are, but Council can to provide for some flexibility. If structure has nonconforming set back, maybe you allow it now but don't go closer. We also have nonconforming businesses who can't expand. Planning Commission would like to define expansion and allow some sort of limited expansion of nonconforming. Received input from City Attorney Jay Squires who indicated he has worked with several communities to further define expansion.

Planning Commission would like to consider: expand non-conforming setback but not intensify, add a detached garage to an existing residence in a commercial district, allow a building addition to a non-conforming commercial property.

Potential approach is an effort to define what expansion is. Waconia breaks out conformance into two different classifications: less intense one and the other is to not expand. Belle Plaine requires formal review which means they must go before the Planning Commission and City Council each time.

Is there any interest from the Council and anything that you feel is off limits? Commissioner Fahey stated they would like the opportunity to have it sent back so the Planning Commission

looks at it again as he feels there is a need to address it. Heher stated the intent was to get the Council feedback. Is it something Council wants them to consider?

Commissioner Smith stated they want to know what the Council's wishes are, so they don't cause any delays. Storm stated he felt it was a good deal. It would be great if all they had to do was go through the Planning Commission but in the past they would have to go through the Council and isn't sure if it's too much to ask or not.

McPadden asked if there were any ideas how many properties in town are nonconforming? Smith-Strack stated the ones you hear about are uses of property and it's really hard to tell how many dwellings have a nonconforming set back. If she had to guess she would say 20-25% which is primarily on original townsites. McPadden stated he feels we have to be flexible but we do have to have some sort of control.

Stoltz stated he is mainly concerned about uses. He feels it needs to be what is best for the City or the neighborhood. Some of the setbacks make perfect sense but some of the uses go against everything you want to do. We have to be careful.

Heher stated he would agree setbacks could be allowable, nonconforming uses/expansion probably wouldn't be in the best interest of the town in the long run.

Lagergren stated she understood the Planning commission just did an audit compliance which hasn't always been the case and they are very difficult conversations between the City and Property Owners. If we decide to expand, we want to be very clear on what we are allowing and not allowing and why. There is a potential to open up issues we don't anticipate.

Storm stated the existing house layout is a very good example of nonconforming and would be 100% for it. We get criticized for "chasing people out of town". Lagergren asked how do we write language that is non-discriminatory? Heher stated his understanding is Council wants the Planning Commission to look at it closer but be very careful on non-conforming use with any expansion.

- 3. ADJOURNMENT: A motion was made by Heher, seconded by McPadden, and unanimously carried to adjourn the work session at 6:21 p.m.**

Respectfully submitted,

Mayor Carol Lagergren

Angela K. Brumbaugh
Clerk-Treasurer

**CITY OF NORWOOD YOUNG AMERICA
CITY COUNCIL MEETING
MONDAY, AUGUST 24, 2020
NORWOOD YOUNG AMERICA COUNCIL CHAMBERS**

1. **CALL TO ORDER:** The August 24th, 2020, meeting of the Norwood Young America City Council was called to order at 6:23 p.m. by Mayor Carol Lagergren. Attendance would show all Council Members present: Charlie Storms, Craig Heher, Dick Stolz, and Mike McPadden. Others Present: Planning Commissioners John Fahey and Bob Smith, Planning Consultant Cynthia Smith-Strack. Staff Present: City Administrator Steve Helget, Public Service Director Tony Voigt, and Clerk-Treasurer Angela Brumbaugh. Others: Connor Smith and Jake Saulsbury (Bolton & Menk)

2. **APPROVAL OF AGENDA:** A motion was made by McPadden, seconded by Storm, and unanimously carried to approve the agenda as presented.

3. **INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT:** None.

4. **CONSENT AGENDA:**

4.1 Approve minutes of August 10, 2020 meeting

4.2 Approve payment of Claims

A motion was made by Storm, seconded by Heher, and unanimously carried to approve the consent agenda as presented.

5. **PUBLIC HEARINGS:** None.

6. **OLD BUSINESS:** None.

7. **NEW BUSINESS:**

7.1 **Discuss Young America Cemetery Restoration** – Lagergren stated Connor Smith is in the audience tonight and he is the “Go To” guy for Young America cemetery. You will notice the pictures on the back of the memo which shows the vandalism that took place in 2010. Both this cemetery and St. John’s were hit by vandalism. St. John’s has put theirs back up but we have not. Connor Smith brought this to Lagergren’s attention and has done some of the research on it. He has brought in a Consultant from Avon, MN not to get a bid or quote but to get an idea on the cost to repair the cemetery to “as new”. The Consultant’s estimate is \$2,500-\$5,000. There are twenty headstones that have toppled and ten that are almost toppled.

Smith stepped up and stated Tom (Consultant) has been in the business for 35 years. The enclosed write up is about as accurate as it could be. It just depends on how you would like to decide further.

Lagergren stated her and Smith had the discussion that the City cannot just look at one person and just allow them to do it. Smith has been in contact with the second contractor. Smith stated that is correct, he made a few calls and got in touch with a guy from Little Falls. He has been quite helpful. He will have a guy come out later this week to get a rough estimate on how much they need and a range of how much they would quote us for. Smith stated Karen Hallquist helped him do some grant research. The MN Historical Society has a historical grant. When reaching out to them, Ms. Hutchinson said the requirements were it had to be a non-profit or local government. It needed to be a dual project with two different organizations and listed on the national register of historical sites. The Cemetery does not fall under this but she recommended a group that they recommend for cemetery stone restoration. Smith is currently working on that and trying to find out more. We are starting with the Young America cemetery first to get the ball rolling and then will address the Forest Hill Cemetery. Forest Hill is not the stones as much as it is a paperwork issue.

Stolz stated these have been down a long time and it looks terrible. He feels it would be great for the City to repair them. Lagergren stated the intent was to do a tour of the cemeteries instead of the historic tour of the town for Stiftungsfest but of course it didn't happen with the cancellation. She feels it can still be on the radar for next year. From a timely perspective there could be time either this fall or next spring to do some work on the cemetery. We just need to do our due diligence and take care of our cemeteries/property. Smith stated the founder of Stiftungsfest is buried there.

Lagergren stated she has three options that she came up with: 1) Keep looking for grant opportunities to cover the costs based on what the consultant stated he could do it for in three to five days. That amount is no more than \$5,000 to take care of all thirty of the stones at once. We may also need to bring him back to look at the other cemeteries to see if any stones in those need work. 2) Use existing cemetery funds to cover the cost of restoration whether it is the money we put in for lawn mowing or the money that came with Forest Hill because it is a small percentage of that amount. 3) Add it to our 2021 budget with the intent to restore it next spring. McPadden asked if there is any way the work could be done and the grant money can be used after the fact. Smith stated he just started looking into grants. Lagergren stated she had seen grants to get records up to date such as the Forest Hill situation but she has not seen any for restoration. **A motion was made by Stolz, seconded by Heher, and unanimously passed to use existing cemetery funds to cover the cost of restoration.** It was discussed to get two separate quotes, one with just the Young America Cemetery and another including the other cemetery to determine how much they feel can be done. The proposal will come from the City.

7.2 Approve Resolution 2020-25, Certifying Findings of Conditional & Interim Use Permit Audit – Cynthia Smith-Strack stated the Planning Commission audited interim use permits. All listings which were included in the packet were audited which is approximately 30. A public hearing was held on August 4th, 2020. A public hearing to specify the findings is

optional but the Commission feels the tracking over time is easier by looking at a resolution rather than looking through minute books. The Commission finds there are four (4) CUPs that may be declared null and void. The first is for 180 Industrial Blvd, it was approved with City Council resolution 2017-08 for outdoor auto sales and display in the B1 District in the Industrial Blvd. The use has deceased for over a year so it is now void. A CUP issued for 232 Main Street East, Resolution 2019-02 allowed for personal auto storage and repair. The use was not established so the CUP is void. There were 2 resolutions approved in April 2019 in conjunction with an industrial use for a couple lots in Tacoma West Industrial Park. That use has not been established therefore they are expired. There is a resolution included in the packet, Resolution No. 2020-25 verifying and memorializing the Commissions findings. Heher stated by doing this and being diligent it keeps bigger problems from coming up later and it's a good thing for the City. **A motion was made by Heher, seconded by McPadden, and unanimously carried to approve Resolution 2020-25 Certifying Findings of a Conditional and Interim Use Permit Audit by the Norwood Young America Planning Commission.** McPadden stated this has been long overdue and appreciates the Planning Commission for taking this on and getting it done.

7.3 Approve Oak Lane Feasibility Study – Jake Saulsbury with Bolton & Menk stated he was here to follow up on the complaint discussions from residences. What he heard from the Residences was the concern of the Scope of including options for the Utilities and Streets. The Council would need to make a decision as far as the scope of work for the Assessment Rolls. The biggest question in my mind is what to do with the Southern lots. Do we provide utilities to those lots as well? Helget stated he did have a chance to talk to the owner of the four lots on the southwest side. He is interested in getting service for those four lots for water and sewer and would like that to be included in the feasibility study at this time. Saulsbury stated it had been looked at to include them. Lagergren asked what part of that work would the owner of the lots pay for? Saulsbury stated he would think we would charge an assessment for those four lots, future connection charge, and also look at the agreement with the Township. Stolz asked if they would be treated any different than existing lots. Saulsbury stated he would envision assessing them the same as we would for a street reconstruction. **A motion was made by Stolz, seconded by Storm, unanimously carried to approve the Oak Lane Feasibility Study proposal as submitted by Bolton and Menk.**

Lagergren asked where we were with 2nd Avenue. Saulsbury stated just the previous discussion we had with scope of study of a much larger project that it is hard to find the dollars for the whole stretch of Second Avenue and the Lift Station. We talked about the footprint that would fit the Council preliminary thoughts of basically the Southern part of that. If we wanted to do it we would need to do a feasibility study similar to Oak Lane. We would need to do survey work. There is a lot of questions coming out of where that lift station would fit. Lagergren questioned are we taking those steps, where are we at? Saulsbury stated we have only looked at outlining them for the Council to consider their priorities. If you want to take the next step we can look at what it would cost to do the feasibility study. We still have the storm water treatment issue hanging out there which we have to identify. Lagergren stated if we decided to make the decision not to pave Oak Lane the project would be significantly less expensive, does the Council want to have a second project ready? Storm stated he feels we

should have that ready. Stolz feels we should do the feasibility study. With the Geotech work and survey, Saulsbury stated the feasibility study would be about \$60,000. Stolz asked either way we would have to have the survey done? Saulsbury stated that is correct. Lagergren asked how long the study would be good for. Saulsbury stated once the Council has the public hearing you have six months to authorize work on the project or you must go back and start over. Once you approve the feasibility study you have a year where that document is still good. If you must go back and do it again it is a pretty simple change. It is not a significant deal until you have the public hearing. By law you must start over and notify everybody if you go over the time frame. Lagergren asked if it would cost another \$60,000? Saulsbury stated it would be significantly less. It would be about 10% of that depending on if the scope changes or if it is just because of the time frame. Lagergren stated it sounds like we need a second feasibility study and verified that Saulsbury knows what to do for a future meeting for the Second Avenue feasibility study.

7.4 Approve CARES Act Funding Distribution – Lagergren stated you have some items in front of you. Helget stated we have certified to the Dept of Revenue to accept the allocation of \$288,779. We should be getting a payment the middle of next month on that and we have until November 15th to utilize the funds. The question to ask ourselves is “Are we incurring the cost because of the pandemic”. Many eligible costs will be reviewed by our City Auditor with the 2020 audit. Lagergren stated we talked to our Auditor at the Finance Committee meeting and we discussed we can include expenses for COVID 19 but we cannot include revenue lost. We can include anything we need through December 31st but the money needs to be spent by November 15th. Stolz stated he feels the potential is still there that we could be doing zoom meetings again in the fall. He feels we should have similar products so everyone can connect for Zoom meetings and it is all reimbursable under the grant. It is certainly because of COVID 19 that we would be doing it. Storm stated he feels we should also consider getting some software so we can look at the packets without wasting all of this paper. Now would be a good time to use this money for that. Lagergren stated the Carver County CDA Small Business Grant Opportunity is regarding Carver County using \$700,000 of the money they received to put together \$10,000 grants for business that have had expenses because of COVID 19 that have not been reimbursed through other programs. Any business can put their name in but they will only draw 70 names out in a lottery system. Communities that decide to put a portion of their CARES funding into that program, for NYA it’s \$155,000, will guarantee the businesses in their community will still have an opportunity to receive \$10,000. We can limit it to only businesses in Norwood Young America. There is an additional \$5,000 in because there is approximately a 3% fee the county is taking to run the program. Many of the Cities are putting a percentage of their money into the program. Lagergren stated with the expenses listed, which are estimated along with the money that goes to Carver County CDA there is still \$43,000 unaccounted for because she had to make a best guess if Staff had to be quarantined or if new programs came up that wasn’t thought about yet. Stolz asked what the deadline is for the Carver County CDA funds? Lagergren stated businesses must have their application submitted by early September and Carver County wants the money by September 1st for the grant process. McPadden asked how we can be sure our funds go just to Norwood Young America businesses? Lagergren stated

anyone can apply and we can target that our money only goes to Norwood Young America businesses. **A motion was made by Storm, seconded by Heher, and unanimously passed to accept \$288,779 of CARES funding from the Department of Revenue and allocate \$155,00 to Carver County CDA used to fund \$10,000 grants to businesses in Norwood Young America who did not receive County funding.** Helget stated since you have approved this motion and payment for the CDA grants we will make the payment to Carver County CDA before the next Council meeting because we have to in order to meet the deadline. It will be a prepaid item.

7.5 Approve awarding quote to reroof the South Shed Building - Voigt stated he is bringing this information again and apologized for not having the scope of work detailed. He met with the contractor that had bid the project. Both bids were exactly the same as far as same gauge steel and it did include the soffit. It will be 29-gauge metal and everything is equal. Storm stated he was happy to see we will be repurposing the steel because it was discussed at the Parks Commission to use the old stuff on the open part of Old Town where the birds are. **A motion was made by Storm, seconded by Stolz, and unanimously passed to hire Simon and Simon to replace the roof on the South Storage Shed in the amount of \$11,795.**

7.6 Discuss changing City Council Work Session meeting time to after Regular City Council Meeting – Helget provided what the Code is. Lagergren stated she meets with the Carver County Mayors every other Friday morning. Several communities still meet before the Council meeting and have a time they must be done for the Council meeting. We have been flexible because sometimes our workshops are shorter. Waconia and the Carver County Commissioners have their regular meeting first and their workshop last. This way people coming to the meeting know what time the meeting is and don't have to wait. McPadden stated he feels it's a good idea. He sees people come and then have to wait. Lagergren stated we have to have a Public Hearing in order to change it. **A motion was made by Heher, seconded by Storms, and unanimously passed to schedule a Public Hearing for 6 p.m. September 14, 2020 to consider amending the start time for regular scheduled City Council Workshops.**

8. COUNCIL MEMBER & MAYOR and STAFF REPORTS

Dick Stolz – Missed Senior Advisory and requested Lagergren to report on it as she was there. Lagergren stated not a lot has changed. Because The Harbor and Haven did have three staff members who tested positive for COVID 19, all of the residents were tested for precautionary purpose with all testing negative. There is some available money they can use for expenses they have incurred. Senior Center is still not open. They do want to be sure the Senior bus is available for Residents who wish to vote because that has been an option for them in the past. Also discussed absentee voting. Stolz did discuss that Council approves Card member services on the claims and we do not indicate who the vendor is. Based on that information they don't know who we are actually paying. It would be nice if we can get a list of who the vendor is.

Charlie Storm - Had our Parks and Rec Commission meeting last Tuesday and swore in Justin Mayo as a Commissioner member so we are finally full. Talked about Friendship

Park Restroom update, pavilion door update, people to get estimates on Old Town. A lot of discussion on sidewalks in the community and what should be done first. Talked about North Side because of Stiftungsfest and the Parade. Cardinals came to the meeting to discuss their plans for fixing the fences. What the cost would be to replace Legion park playground equipment. Identified trip hazards. We need to shorten our Park meetings as people are losing interest after two hours.

Craig Heher – Nothing new from Planning Commission as we met before the last Council meeting.

Mike McPadden – Karen include a very detailed account of what we have been up to including the marketing things. Commercial market study and retail food study. We gave our expectations and went over what the plan is to do. Working on the Small City Grants and some on the list are into the permit stage. The mural has been completed and we would like to do one on the north side of town.

Carol Lagergren – There was a request made for what our COVID 19 plan is for our rental property. We are renting them at 25% capacity. I took what we are doing for the adult and youth sports and put our city plan in place for our rental properties. It talks about sanitation, making sure it is cleaned properly. We will not be providing hand sanitizer it is up to those renting it. It needs to follow CDC and Department of Health Looks like Hwy 212 Construction has been staying on schedule. The rain may have slowed them down a little. Hopefully everyone is slowing down. Personnel Committee has been meeting every two weeks and almost have the handbook aligned with recommendations of League of MN Cities. Finance Committee has been meeting and we are starting to look at pre-budgeting.

- 9. Adjournment - A motion was made by McPadden, seconded by Storm, and unanimously passed to adjourn the meeting at 7:23 p.m.**

Respectfully submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, City Clerk/Treasurer



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

To Be Approved: September 14, 2020

Payroll EFT (Check #506145 - 506169) (void check 506157)	<u>\$18,901.14</u>
Voided checks (#30927)	<u>\$1,331.00</u>
Prepays	
Claims Pending Payment (Check Sequence 30956 - 31045)	<u>\$250,086.17</u>
Grand Total	<u>\$268,987.31</u>

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SEPTEMBER 2020

	Check Amt	Invoice	Comment
10100 CHECKING			
Paid Chk# 030956	9/14/2020	PRO AUTO & TRANSMISSION REPAIR	
E 225-46500-305	Other Professional Fees	\$10,000.00	grant
Total PRO AUTO & TRANSMISSION REPAIR		\$10,000.00	
Paid Chk# 030957	9/14/2020	SMITH OIL CO	
E 225-46500-305	Other Professional Fees	\$9,600.00	grant
Total SMITH OIL CO		\$9,600.00	
Paid Chk# 030958	9/14/2020	XTREME ELECTRICAL	
E 225-46500-305	Other Professional Fees	\$10,000.00	grant
Total XTREME ELECTRICAL		\$10,000.00	
Paid Chk# 030959	9/14/2020	A-1 ELECTRIC SERV OF WACONIA	
E 101-43100-380	Street Lighting	\$466.86	22288 repair street lights
Total A-1 ELECTRIC SERV OF WACONIA		\$466.86	
Paid Chk# 030960	9/14/2020	ADVANCED POWER SERVICES INC	
E 601-49400-221	Repair/Maintenance Equipment	\$870.00	
E 602-49450-221	Repair/Maintenance Equipment	\$2,660.00	2407 inspect generators
Total ADVANCED POWER SERVICES INC		\$3,530.00	
Paid Chk# 030961	9/14/2020	AEM FINANCIAL SOLUTIONS	
E 101-41500-310	Other Professional Services	\$3,653.50	433856 accounting service
Total AEM FINANCIAL SOLUTIONS		\$3,653.50	
Paid Chk# 030962	9/14/2020	ALDEN POOL & MUNICIPAL SUPPLY	
E 101-49860-223	Repair/Maintenance Bldg/Ground	\$78.68	200283 3/4 rope
Total ALDEN POOL & MUNICIPAL SUPPLY		\$78.68	
Paid Chk# 030963	9/14/2020	ANCOMCOMMUNICATIONS, INC.	
E 101-42200-221	Repair/Maintenance Equipment	\$677.10	157954 install radio in ladder truck
Total ANCOMCOMMUNICATIONS, INC.		\$677.10	
Paid Chk# 030964	9/14/2020	ARNOLDS OF GLENCOE, INC.	
E 601-49400-500	Capital Outlay	\$7,500.00	2020 Kubota Utility Vehicle
E 602-49450-500	Capital Outlay	\$7,500.00	2020 Kubota Utility Vehicle
E 275-45200-543	Streets-Equipment	\$15,000.00	E00280 2020 Kubota Utility Vehicle
Total ARNOLDS OF GLENCOE, INC.		\$30,000.00	
Paid Chk# 030965	9/14/2020	ASSURED SECURITY	
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$155.00	155.00 keys
Total ASSURED SECURITY		\$155.00	
Paid Chk# 030966	9/14/2020	BALZAM, MARY	
E 101-41410-103	Part-Time Employees	\$72.50	election judge
Total BALZAM, MARY		\$72.50	
Paid Chk# 030967	9/14/2020	BOLTON & MENK, INC	

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***Check Detail Register©**

SEPTEMBER 2020

			Check Amt	Invoice	Comment
E 602-49450-303	Engineering Fees		\$522.00		
E 101-41500-303	Engineering Fees		\$1,777.00	0256054	
Total BOLTON & MENK, INC			\$2,299.00		
Paid Chk# 030968 9/14/2020 BRISCO APPAREL CO., INC.					
E 101-42200-210	Operating Supplies		\$400.00	021387	masks
Total BRISCO APPAREL CO., INC.			\$400.00		
Paid Chk# 030969 9/14/2020 BUCHMAN, BRITTANY					
E 101-41410-103	Part-Time Employees		\$75.00		election judge
Total BUCHMAN, BRITTANY			\$75.00		
Paid Chk# 030970 9/14/2020 CAIN, MICHAEL					
E 601-49400-432	Refund		\$53.58	762PreserveBl	utility refund
Total CAIN, MICHAEL			\$53.58		
Paid Chk# 030971 9/14/2020 CARQUEST AUTO PARTS					
E 101-49860-223	Repair/Maintenance Bldg/Ground		\$83.16		
E 101-45200-221	Repair/Maintenance Equipment		\$16.62		
E 602-49450-210	Operating Supplies		\$10.49		
E 101-43100-221	Repair/Maintenance Equipment		\$238.21	9/1/20 strmnt	
Total CARQUEST AUTO PARTS			\$348.48		
Paid Chk# 030972 9/14/2020 CENTER POINT					
E 101-42200-383	Gas Utilities		\$12.82		
E 101-43100-383	Gas Utilities		\$120.35		
E 101-45200-383	Gas Utilities		\$99.13		
E 601-49400-383	Gas Utilities		\$57.37		
E 602-49450-383	Gas Utilities		\$446.84		
E 101-49860-383	Gas Utilities		\$226.24		
E 101-41940-383	Gas Utilities		\$43.34	8/27/20	
Total CENTER POINT			\$1,006.09		
Paid Chk# 030973 9/14/2020 CNH CAPITAL					
E 101-45200-221	Repair/Maintenance Equipment		\$8.37		Arnol's of Glencoe
Total CNH CAPITAL			\$8.37		
Paid Chk# 030974 9/14/2020 COMMERCIAL ASPHALT CO					
E 101-43100-224	Street Maint Materlals		\$121.20	200831	hotmix
Total COMMERCIAL ASPHALT CO			\$121.20		
Paid Chk# 030975 9/14/2020 CORE AND MAIN					
E 601-49400-229	Water Meters		\$894.00	M862757	
E 601-49400-437	Maintenance Contract		\$2,350.00	M897495	annual support
Total CORE AND MAIN			\$3,244.00		
Paid Chk# 030976 9/14/2020 CORRIGAN, AMY					
E 101-41410-103	Part-Time Employees		\$25.00		election judge

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		Check Amt	Invoice	Comment
Total CORRIGAN, AMY		\$25.00		
Paid Chk# 030977	9/14/2020 D.E.I. ELECTRICAL			
E 101-42200-221	Repair/Maintenance Equipment	\$67.14	59094	parts for ladder 11
Total D.E.I. ELECTRICAL		\$67.14		
Paid Chk# 030978	9/14/2020 DELTA DENTAL			
G 101-21714	Dental Insurance	\$1,086.45	526962	
Total DELTA DENTAL		\$1,086.45		
Paid Chk# 030979	9/14/2020 DVS RENEWAL			
E 602-49450-500	Capital Outlay	\$11,505.00		sales tax on truck
E 602-49450-500	Capital Outlay	\$34.00	vactor truck	2009 international license fees
Total DVS RENEWAL		\$11,539.00		
Paid Chk# 030980	9/14/2020 ERNST, FAYE			
E 101-41410-103	Part-Time Employees	\$25.00		election judge
Total ERNST, FAYE		\$25.00		
Paid Chk# 030981	9/14/2020 FIRE SAFETY USA			
E 101-42200-240	Small Tools and Minor Equip	\$200.00	137606	locking carabiner
E 101-42200-240	Small Tools and Minor Equip	\$650.00	137770	scene light
E 101-42200-221	Repair/Maintenance Equipment	\$35.00	137802	PAC-TRAC
Total FIRE SAFETY USA		\$885.00		
Paid Chk# 030982	9/14/2020 FOEDE, KAARIN			
E 101-41410-103	Part-Time Employees	\$167.50		election judge
Total FOEDE, KAARIN		\$167.50		
Paid Chk# 030983	9/14/2020 FORD, DANA AND KAYLA			
E 601-49400-432	Refund	\$6.05	368meadow la	utility refund
Total FORD, DANA AND KAYLA		\$6.05		
Paid Chk# 030984	9/14/2020 GARFUNKEL, RENEE			
E 101-41410-103	Part-Time Employees	\$75.00		election judge
Total GARFUNKEL, RENEE		\$75.00		
Paid Chk# 030985	9/14/2020 GENZ, JODY			
E 101-41410-103	Part-Time Employees	\$75.00		election judge
Total GENZ, JODY		\$75.00		
Paid Chk# 030986	9/14/2020 GILLETTE, NICHOLAS AND ALYSSA			
E 601-49400-432	Refund	\$98.30	310 2nd Ave S	utility refund
Total GILLETTE, NICHOLAS AND ALYSSA		\$98.30		
Paid Chk# 030987	9/14/2020 GLENCOE FLEET SUPPLY			
E 101-43100-210	Operating Supplies	\$36.99	E63553	saw blade
Total GLENCOE FLEET SUPPLY		\$36.99		

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			Check Amt	Invoice	Comment
Paid Chk#	030988	9/14/2020	GOPHER STATE ONE-CALL, INC.		
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$74.92		
E	601-49400-223	Repair/Maintenance Bldg/Ground	\$74.93	080640	
	Total	GOPHER STATE ONE-CALL, INC.	\$149.85		
Paid Chk#	030989	9/14/2020	GOPHER STATE SEALCOAT, INC.		
E	101-43100-425	Street Maint seal coat	\$7,392.00	18448	sealcoat trails
	Total	GOPHER STATE SEALCOAT, INC.	\$7,392.00		
Paid Chk#	030990	9/14/2020	HALLIDAY SCHULTZ, VICKI		
E	101-41410-103	Part-Time Employees	\$237.50		election judge
	Total	HALLIDAY SCHULTZ, VICKI	\$237.50		
Paid Chk#	030991	9/14/2020	HASSE, GILBERT		
E	101-41410-103	Part-Time Employees	\$75.00		election judge
	Total	HASSE, GILBERT	\$75.00		
Paid Chk#	030992	9/14/2020	HOERNEMANN, CAROLYN		
E	101-41410-103	Part-Time Employees	\$72.50		election judge
	Total	HOERNEMANN, CAROLYN	\$72.50		
Paid Chk#	030993	9/14/2020	HOLIDAY FLEET		
E	602-49450-212	Motor Fuels	\$100.55		
E	101-43100-212	Motor Fuels	\$83.56		
E	101-45200-212	Motor Fuels	\$16.32		
E	601-49400-212	Motor Fuels	\$100.54	8/18/20 strmnt	
	Total	HOLIDAY FLEET	\$300.97		
Paid Chk#	030994	9/14/2020	HOME SOLUTIONS		
E	101-43100-210	Operating Supplies	\$159.15		
E	101-41940-223	Repair/Maintenance Bldg/Ground	\$188.27		
E	101-45200-223	Repair/Maintenance Bldg/Ground	\$200.81		
E	101-43100-221	Repair/Maintenance Equipment	\$62.93		
E	101-45200-221	Repair/Maintenance Equipment	\$73.60		
E	101-41940-210	Operating Supplies	\$14.20		
E	601-49400-210	Operating Supplies	\$10.48		
E	601-49400-223	Repair/Maintenance Bldg/Ground	\$36.04		
E	101-49860-223	Repair/Maintenance Bldg/Ground	\$13.28		
E	101-43100-223	Repair/Maintenance Bldg/Ground	\$10.60		
E	101-42200-210	Operating Supplies	\$40.47		
E	101-45200-210	Operating Supplies	\$21.58	8/24/20 strmnt	
	Total	HOME SOLUTIONS	\$831.41		
Paid Chk#	030995	9/14/2020	HOMELAND BUILDERS		
G	101-22000	Deposits	\$900.00	Permit#202002 440 Park Circle infrastructure	
	Total	HOMELAND BUILDERS	\$900.00		
Paid Chk#	030996	9/14/2020	HOOF, HILBERT		
E	101-41410-103	Part-Time Employees	\$25.00		election judge

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		Check Amt	Invoice	Comment
Total HOOF, HILBERT		\$25.00		
Paid Chk# 030997	9/14/2020	KAMPS, KAREN		
E 101-41410-103	Part-Time Employees	\$183.20		election judge
Total KAMPS, KAREN		\$183.20		
Paid Chk# 030998	9/14/2020	KWIK TRIP INC.		
E 602-49450-212	Motor Fuels	\$10.57		
E 101-45200-212	Motor Fuels	\$237.25		
E 101-43100-212	Motor Fuels	\$189.51	8/31/20	
Total KWIK TRIP INC.		\$437.33		
Paid Chk# 030999	9/14/2020	LANO EQUIPMENT		
E 101-45200-221	Repair/Maintenance Equipment	\$46.16	52125	
Total LANO EQUIPMENT		\$46.16		
Paid Chk# 031000	9/14/2020	LATZIG, CAROL		
E 101-41410-103	Part-Time Employees	\$72.50		election judge
Total LATZIG, CAROL		\$72.50		
Paid Chk# 031001	9/14/2020	LATZIG, ELROY		
E 101-41410-103	Part-Time Employees	\$117.50		election judge
Total LATZIG, ELROY		\$117.50		
Paid Chk# 031002	9/14/2020	LEAGUE OF MN CITIES		
E 101-41400-433	Dues and Subscriptions	\$4,375.00	326394	dues
Total LEAGUE OF MN CITIES		\$4,375.00		
Paid Chk# 031003	9/14/2020	LOFFLER BUSINESS SYS LLC		
E 101-41400-437	Maintenance Contract	\$1,118.53	3509019	copy charges
Total LOFFLER BUSINESS SYS LLC		\$1,118.53		
Paid Chk# 031004	9/14/2020	LOFFLER COMPANIES, INC.		
E 101-41400-437	Maintenance Contract	\$89.50	27694747	
Total LOFFLER COMPANIES, INC.		\$89.50		
Paid Chk# 031005	9/14/2020	LOOMIS HOMES		
G 101-22000	Deposits	\$2,900.00	1005Whitetail	infrastructure deposit refund
G 101-22000	Deposits	\$2,900.00	1050Lakewood	infrastructure deposit refund
G 101-22000	Deposits	\$2,900.00	1055Lakewood	infrastructure deposit refund
G 101-22000	Deposits	\$2,900.00	1085Lakewood	infrastructure deposit refund
E 101-41400-432	Refund	\$548.82	1100Preserve	overpayment on permit 2020144
G 101-22000	Deposits	\$2,900.00	980LakewoodT	infrastructure deposit refund
Total LOOMIS HOMES		\$15,048.82		
Paid Chk# 031006	9/14/2020	MARCO TECHNOLOGIES LLC		
E 101-41500-310	Other Professional Services	\$1,473.83	7884543	
Total MARCO TECHNOLOGIES LLC		\$1,473.83		

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			Check Amt	Invoice	Comment
Paid Chk# 031007 9/14/2020 MAYER LUMBER CO.					
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$71.77	189703	hockey rink
E 101-43100-210	Operating Supplies		\$194.00	190544	spare wood for shop
Total MAYER LUMBER CO.			\$265.77		
Paid Chk# 031008 9/14/2020 MENARDS - EDEN PRAIRIE					
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$104.00	23050	fencing for hockey rink
Total MENARDS - EDEN PRAIRIE			\$104.00		
Paid Chk# 031009 9/14/2020 METRO WEST INSPECTION SERVICES					
E 101-42400-328	Rental Dwelling Inspections		\$27.00		
E 101-42400-312	Building Inspection Fee		\$5,231.05	2546	
Total METRO WEST INSPECTION SERVICES			\$5,258.05		
Paid Chk# 031010 9/14/2020 MID-COUNTY CO-OP OIL ASSN					
E 101-45200-212	Motor Fuels		\$196.01		
E 101-43100-212	Motor Fuels		\$457.37	49268	
Total MID-COUNTY CO-OP OIL ASSN			\$653.38		
Paid Chk# 031011 9/14/2020 MINI BIFF					
E 101-45200-418	Other Rentals (Biffs)		\$118.44	A-117228	
E 101-45200-418	Other Rentals (Biffs)		\$214.20	A-117236	
E 101-45200-418	Other Rentals (Biffs)		\$122.40	A-117258	
Total MINI BIFF			\$455.04		
Paid Chk# 031012 9/14/2020 MINNESOTA VALLEY TESTING LAB					
E 602-49450-217	Lab Fees		\$36.20	1047226	
E 602-49450-217	Lab Fees		\$36.20	1048138	
E 602-49450-217	Lab Fees		\$36.20	1049125	
E 602-49450-217	Lab Fees		\$93.00	1049503	
Total MINNESOTA VALLEY TESTING LAB			\$201.60		
Paid Chk# 031013 9/14/2020 MN DEPARTMENT OF HEALTH					
G 601-20281	MDH FEE		\$3,331.00		water conection fee
Total MN DEPARTMENT OF HEALTH			\$3,331.00		
Paid Chk# 031014 9/14/2020 MN FIRE CERTIFICATION BOARD					
E 101-42200-207	Training Instructional		\$400.00	202008300540 2020	
Total MN FIRE CERTIFICATION BOARD			\$400.00		
Paid Chk# 031015 9/14/2020 MN VALLEY ELECTRIC COOPERATIVE					
E 602-49450-381	Electric Utilities		\$34.85		
E 601-49400-381	Electric Utilities		\$22.97		
E 101-43100-380	Street Lighting		\$101.00	8/27/20	
Total MN VALLEY ELECTRIC COOPERATIVE			\$158.82		
Paid Chk# 031016 9/14/2020 MRI SOFTWARE LLC					
E 101-41400-350	Print/Publishing/Postage		\$68.95	SRN10040232	background check-A. Brumbaugh

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		Check Amt	Invoice	Comment
Total MRI SOFTWARE LLC		\$68.95		
Paid Chk# 031017	9/14/2020 NAPA			
E 101-42200-210	Operating Supplies	\$11.09	290796	
Total NAPA		\$11.09		
Paid Chk# 031018	9/14/2020 NELSON, JEAN			
E 101-41410-103	Part-Time Employees	\$72.50		election judge
Total NELSON, JEAN		\$72.50		
Paid Chk# 031019	9/14/2020 NORTH CENTRAL INTERNATIONAL			
E 602-49450-221	Repair/Maintenance Equipment	\$2,644.86	28397	repair on International 7500
Total NORTH CENTRAL INTERNATIONAL		\$2,644.86		
Paid Chk# 031020	9/14/2020 NORWOOD ELECTRIC INC			
E 101-45200-223	Repair/Maintenance Bldg/Ground	\$37.98	16714	soccer goals
Total NORWOOD ELECTRIC INC		\$37.98		
Paid Chk# 031021	9/14/2020 OEM SERVICE CO, LLC			
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$1,489.55	30711	railing and landing
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$1,006.91	30712	belt guards/treatment plant
Total OEM SERVICE CO, LLC		\$2,496.46		
Paid Chk# 031022	9/14/2020 PEARSON BROS. INC.			
E 101-43100-425	Street Maint seal coat	\$22,733.76	5122	sealcoat- streets
Total PEARSON BROS. INC.		\$22,733.76		
Paid Chk# 031023	9/14/2020 PRO AUTO & TRANSMISSION REPAIR			
E 101-42200-221	Repair/Maintenance Equipment	\$2,474.50	66909 and 669 FD	
Total PRO AUTO & TRANSMISSION REPAIR		\$2,474.50		
Paid Chk# 031024	9/14/2020 RAIN, DIANNE			
E 101-41410-103	Part-Time Employees	\$125.00		election judge
Total RAIN, DIANNE		\$125.00		
Paid Chk# 031025	9/14/2020 SHERWIN-WILLIAMS CO.			
E 101-45200-223	Repair/Maintenance Bldg/Ground	\$893.80	1808-7	paint for hockey rink boards
E 101-45200-223	Repair/Maintenance Bldg/Ground	\$893.80	2395-0	paint for hockey rink boards
Total SHERWIN-WILLIAMS CO.		\$1,787.60		
Paid Chk# 031026	9/14/2020 SMITH OIL CO			
E 101-42200-212	Motor Fuels	\$263.32	8/31/20FD stm	
E 101-43100-212	Motor Fuels	\$72.86	8/31/20stmnt	
Total SMITH OIL CO		\$336.18		
Paid Chk# 031027	9/14/2020 SPILLE, MARY			
E 101-41410-103	Part-Time Employees	\$122.50		election judge
Total SPILLE, MARY		\$122.50		

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			Check Amt	Invoice	Comment
Paid Chk#	031028	9/14/2020	STORMS WELDING & MFG INC		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$89.32	58400	safety floor plate
	Total STORMS WELDING & MFG INC		\$89.32		
Paid Chk#	031029	9/14/2020	SWANSON, ELOISE		
E 101-41410-103	Part-Time Employees		\$75.00		election judge
	Total SWANSON, ELOISE		\$75.00		
Paid Chk#	031030	9/14/2020	TARPS INC.		
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$675.00	1895	replace home plate tarp at Willkommen ball field
	Total TARPS INC.		\$675.00		
Paid Chk#	031031	9/14/2020	THOMAS, MARK		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$1,000.00	7/9/20	refinish doors friendship and lions
	Total THOMAS, MARK		\$1,000.00		
Paid Chk#	031032	9/14/2020	TOWN & COUNTRY GLASS		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$283.58	12145	broken window at Pavilion
	Total TOWN & COUNTRY GLASS		\$283.58		
Paid Chk#	031033	9/14/2020	TRUCK UTILITIES INC.		
E 275-43100-553	Streets-Vehicles		\$74,500.00	5353376	Duralift Aerial for bucket truck
	Total TRUCK UTILITIES INC.		\$74,500.00		
Paid Chk#	031034	9/14/2020	TWIN CITIES & WESTERN RAILROAD		
E 101-43100-440	Lease		\$357.28	MO14529	crossing permit
	Total TWIN CITIES & WESTERN RAILROAD		\$357.28		
Paid Chk#	031035	9/14/2020	UTILITY CONSULTANTS		
E 602-49450-217	Lab Fees		\$628.55	106191	
	Total UTILITY CONSULTANTS		\$628.55		
Paid Chk#	031036	9/14/2020	VERIZON WIRELESS		
E 101-43100-321	Telephone		\$132.64		
E 601-49400-321	Telephone		\$95.93		
E 602-49450-321	Telephone		\$184.65		
E 101-45200-321	Telephone		\$56.85	9861110579	
E 101-42200-321	Telephone		\$175.05	9861450266	
	Total VERIZON WIRELESS		\$645.12		
Paid Chk#	031037	9/14/2020	VIGIL, RUDY		
E 614-41000-300	Professional Svcs		\$378.50		power cord, HDD recorder, mileage
	Total VIGIL, RUDY		\$378.50		
Paid Chk#	031038	9/14/2020	VOLUNTEER FIREFIGHTERS		
E 101-42200-433	Dues and Subscriptions		\$240.00		renewal of insurance
	Total VOLUNTEER FIREFIGHTERS		\$240.00		
Paid Chk#	031039	9/14/2020	WASTE MANAGEMENT		

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			Check Amt	Invoice	Comment
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$691.44	71767-2808-2	
E 101-41320-314	Contracts Payments		\$391.57	7383114-1593-	132 Elm Street E
	Total WASTE MANAGEMENT		\$1,083.01		
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Paid Chk# 031040	9/14/2020	WIGFIELD DESIGN			
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$150.00	1359	ball/fence signs
	Total WIGFIELD DESIGN		\$150.00		
<hr/>					
Paid Chk# 031041	9/14/2020	WILLIAMS, CATHLEEN			
E 101-41410-103	Part-Time Employees		\$75.00		election judge
	Total WILLIAMS, CATHLEEN		\$75.00		
<hr/>					
Paid Chk# 031042	9/14/2020	WM MUELLER & SONS INC			
E 101-43100-224	Street Maint Materials		\$483.76	259406	
	Total WM MUELLER & SONS INC		\$483.76		
<hr/>					
Paid Chk# 031043	9/14/2020	XCEL ENERGY			
E 602-49450-381	Electric Utilities		\$13.90	698889398	
E 101-45200-381	Electric Utilities		\$90.04	699028709	
E 601-49400-381	Electric Utilities		\$2,657.50	699289777	
	Total XCEL ENERGY		\$2,761.44		
<hr/>					
Paid Chk# 031044	9/14/2020	XTREME ELECTRICAL			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$24.18	20-1004	lamp
	Total XTREME ELECTRICAL		\$24.18		
<hr/>					
Paid Chk# 031045	9/14/2020	ZUMBERGE, KATE			
E 101-41410-103	Part-Time Employees		\$75.00		election judge
	Total ZUMBERGE, KATE		\$75.00		
	10100 CHECKING		\$250,086.17		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$83,379.74
225 Economic Recovery	\$29,600.00
275 CAPITAL	\$89,500.00
601 WATER FUND	\$18,158.69
602 SEWER FUND	\$29,069.24
614 CABLE TV FUND	\$378.50
	\$250,086.17



TO: Economic Development Commission
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: September 14, 2020
SUBJECT: Carver County CDA Community Growth Partnership Initiative Grant Program

NYA City Council approved Resolution No. 2020-22 Approving Community Growth Partnership Initiative Predevelopment Grant on July 27, 2020. Carver County CDA approved the City of Norwood Young America's request for \$4,500 in the Community Growth Partnership Initiative Grant Program on August 14, 2020. The pre-development grant monies will be used to fund a one-to-one match for a \$9,000 Commercial Market & Retail Food Study to be completed by Keith Wicks & Associates within the next 30-45 days. The deposit amount of \$4,500 was paid to Wicks on August 11, 2020.

Attached is the grant agreement signed by Economic Development Marketing Director Karen Hallquist on August 28, 2020 and CDA Executive Director Julie Frick on August 31, 2020. Upon completion of the study, the City will pay the remaining balance of \$4,500 to Wicks and submit an invoice to Carver Co CDA for the grant funds in the amount of \$4,500.

No action necessary.

Norwood Young America

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

**CARVER COUNTY COMMUNITY DEVELOPMENT AGENCY
COMMUNITY GROWTH PARTNERSHIP INITIATIVE GRANT PROGRAM
PRE-DEVELOPMENT GRANT AGREEMENT**

THIS GRANT AGREEMENT entered into this 14th day of August 2020 by and between the Carver County Community Development Agency, a public body corporate and politic (the "Agency"), and the City of Norwood Young America, a political subdivision of the State of Minnesota (the "Grantee"),

WHEREAS, pursuant to Resolution No. 15-15, the Agency has established the Community Growth Partnership Initiative Grant Program (the "Program") to improve the tax base and quality of life in Carver County by assisting municipal redevelopment efforts and promoting the development of living wage jobs and affordable housing; and

WHEREAS, the activities to be undertaken under the Program are all activities that the Agency could undertake directly pursuant to *Minnesota Statutes*, §§469.001 to 469.047 and 469.090 to 469.1082; and

WHEREAS, this Agreement shall constitute a cooperation agreement between the parties, as contemplated by *Minnesota Statutes*, §§469.041, clause (8) and 469.101, subdivisions 5 and 14; and

WHEREAS, the Grantee submitted an application for a Pre-development Grant (the "Application") in response to a request for proposals issued by the Agency and will use the grant funds made available under this Agreement to help fund the pre-development project identified in Attachment A (the "Project"); and

WHEREAS, the Agency has concluded that the Grantee has the necessary expertise, skill and ability to successfully complete the Project and that the Project is in the best interests of the Agency and will positively contribute to meeting the goals of the Program; and

WHEREAS, the Grantee is a municipality of Carver County that is supportive of the Agency's mission and of the development of affordable housing, Community Development; and

WHEREAS, the Agency agrees to provide grant funds to the Grantee pursuant to the Program and Resolution No. 20-33, subject to the terms, conditions, and clarifications hereof.

NOW THEREFORE, in consideration of the mutual covenants and agreement contained herein, the Agency and the Grantee agree as follows:

ARTICLE 1: TERMS OF GRANT

1.01 **Grant Amount:** The Agency agrees to provide a grant to the Grantee in the amount of **Four Thousand Five Hundred dollars (\$4500)** (the "Grant") from the Program upon the terms and conditions and for the purposes set forth in this Agreement.

1.02 **Match Requirement:** The Grantee shall match the total Grant amount received from the Agency based upon the expenditure of one dollar (\$1.00) of Grantee funds ("Matching Funds") for each one dollar (\$1.00) of Grant funding. Such Matching Funds shall (a) constitute the actual expenditure of Grantee funds on the Project described in Attachment A and not "in kind" contributions and (b) be in balance at the time of each Grant disbursement pursuant to Section 1.06 hereof. The source and amount of Matching Funds shall be identified by the Grantee in each Reimbursement Request, as described in Section 1.06.

1.03 **Use of Funds:** The Grantee agrees to use the proceeds of the Grant solely for the purposes and activities described in Attachment A. A Project summary that identifies eligible uses of Grant proceeds, as approved by the Agency, is contained in Attachment A ("Eligible Uses").

1.04 **Grant Term:** The Project shall be completed in a timely manner and all Grant funds will be expended upon eighteen (18) months of the date of this Agreement, February 14, 2022 (the "End Date"). For purposes of this Agreement "Completed" means submission of the final planning report to the Agency.

1.05 **Term Extension:** The End Date may be extended beyond the original End Date at the sole discretion of the Executive Director of the Agency. The Grantee must submit any extension request in writing at least thirty (30) calendar days prior to the End Date (a) stating the reason for the extension request, (b) providing a proposed new End Date and (c) describing in reasonable detail proposed changes to the Project activities and budget, if any. The End Date may be extended only once and the extension shall not exceed one (1) year beyond the original End Date.

1.06 **Disbursement of Grant Funds:** The Agency will disburse Grant funds in response to written reimbursement requests ("Reimbursement Requests") submitted to the Agency by the Grantee upon forms provided by the Agency and accompanied by (a) copies of bills and invoices from third parties for which Grantee seeks reimbursement and (b) proof of expenditure of Matching Funds in an amount at least equal to the amount of the Reimbursement Request. Subject to verification of the facts contained in each Reimbursement Request and a determination of compliance with the terms of this Agreement, the Agency will disburse the requested amount to the Grantee within fourteen (14) days after receipt of each Reimbursement Request.

1.07 **Release of Unused Grant Funds:** Upon the earlier of (a) Completion of the Project or (b) the End Date (the "Grant Release Date"), any Grant funds not previously disbursed to the Grantee for any reason shall be automatically released from the terms of this Agreement.

ARTICLE 2: ACCOUNTING, AUDIT AND REPORTING REQUIREMENTS

2.01 **Accounting and Records:** The Grantee agrees to accurately and completely establish and maintain detailed accounts and records relating to the receipt and expenditure of all Grant funds received under this Agreement. Such accounts and records shall be kept and maintained by the Grantee for a period of six (6) years following the Grant Release Date. Such financial records shall sufficiently evidence the nature and expenditure of all Match Funds required. Accounting methods shall be in accordance with generally accepted accounting principles.

2.02 **Audits:** The accounts and records of the Grantee described in Section 2.01 shall be audited in the same manner as all other accounts and records of the Grantee and may, for a period of six (6) years following the Grant Release Date, be inspected on the Grantee's premises by the Agency or individuals or organizations designated by the Agency, upon reasonable notice thereof to the Grantee. The books, records, documents and accounting procedures relevant to this Agreement are subject to examination by the State Auditor in accordance with State law.

2.03 **Report Requirements:** The Grantee shall periodically report to the Agency regarding the status of Project activities and the expenditures of the Grant funds. Reports are due on each May 31st and November 30th during the Grant term, as defined in Section 1.04. A final report is due sixty (60) days following the Grant Release Date. This reporting requirement and all others required in this Agreement shall survive the termination or expiration of this Agreement.

2.04 **Public Bidding:** The Grantee, in the expenditure of Grant funds, shall at all times comply with the requirements of *Minnesota Statutes*, §§469.015 and 471.345.

ARTICLE 3: GRANTEE REPRESENTATIONS AND WARRANTIES

3.01 **Authority:** Grantee warrants that it is duly organized under applicable laws of the State of Minnesota and that it has authority to execute, deliver, and perform its obligations under this Agreement.

3.02 **Use of Grant Funds:** Grantee warrants that it shall use the proceeds of the Grant solely for Eligible Uses in accordance with Section 1.03 hereof.

3.03 Acknowledgements: The Grantee shall acknowledge the assistance provided by the Agency and Carver County in promotional materials, press releases, reports and publications relating to the Project activities that are funded in whole or in part with the Grant funds. The acknowledgement should contain the following language: "Financing for this project was provided by the Carver County CDA Community Growth Partnership Initiative Grant Program and support from Carver County".

3.04 Assignment: Grantee shall not cause or permit any voluntary transfer, assignment, or other conveyance of this Agreement without the written consent of the Agency, which said consent may be withheld at the Agency's sole discretion. Any non-approved transfer, assignment or conveyance shall be void.

3.05 Indemnification: Grantee shall defend, hold harmless and indemnify the Agency and its elected and appointed officials, officers, agents and employees from and against all claims, liability, costs expenses, loss or damages of any nature whatsoever, including reasonable attorney's fees, arising out of or in any way connected with its failure to perform its covenants and obligations under this Agreement and any of its operations or activities related thereto, excluding the willful misconduct or the gross negligence of the person or entity seeking to be defended, indemnified, or held harmless. The provisions of this paragraph shall survive the termination of this Agreement. This indemnification shall not be construed as a waiver on the part of either the Grantee or the Agency of any immunities or limits on liability provided by applicable State law.

ARTICLE IV: DEFAULT AND REMEDIES

4.01 Default Defined: The term "Default" shall mean, whenever it is used in this Agreement (a) any failure by the Grantee to substantially observe or perform any material covenant, condition, obligation or agreement on its part to be observed or performed hereunder or (b) any material breach of any representation set forth herein.

4.02 Remedies: Whenever a Default occurs, the Agency may immediately, without notice, suspend its performance under this Agreement. After providing thirty (30) days written notice to Grantee of a Default, but only if the alleged Default has not been cured within said thirty (30) days or, if the alleged Default cannot be cured within said thirty (30) days, within such time as is reasonably determined by the Agency as necessary to cure (assuming Grantee diligently pursues such cure), the Agency may (a) terminate this Agreement by written notice, upon which all non-disbursed Grant Funds shall be released, and/or (b) pursue whatever action, including legal, equitable or administrative action, which may appear necessary or desirable to collect any amounts due under this Agreement or to enforce the performance and observance of any obligation, agreement, or covenant hereof.

4.03 No Remedy Exclusive: No remedy herein conferred upon or reserved to the Agency is intended to be exclusive of any other available remedy or remedies, but each and every such remedy shall be cumulative and shall be in addition to every other remedy given under this Agreement or now or hereafter existing at law or in equity or by statute. No delay or omission to exercise any right or power accruing upon any Default shall impair any such right or power or shall be construed to be a waiver thereof, but any such right and power may be exercised from time to time and as often as may be deemed expedient. In order to entitle the Agency to exercise any remedy reserved to it, it shall not be necessary to give notice, other than such notice as provided in Section 4.02.

4.04 No Additional Waiver Implied by One Waiver: In the event any agreement contained in this Agreement should be breached by the Grantee and thereafter waived by the Agency, such waiver shall be limited to the particular breach so waived and shall not be deemed to waive any other concurrent, previous or subsequent breach hereunder.

ARTICLE 5: GENERAL PROVISIONS

5.01 Amendments: The Agency and the Grantee may amend this Agreement by mutual agreement and shall be effective only on the execution of written amendments signed by authorized representatives of the Agency and the Grantee.

5.02 Equal Opportunity: The Grantee agrees it will not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, membership or activity in local civil rights commission, disability, sexual orientation or age and will take affirmative action to insure applicants and employees are treated equally with respect to all aspects of employment, rates of pay and other forms of compensation, and selection for training.

5.03 Conflict of Interest: The members, officers and employees of the Grantee shall comply with all applicable state statutory and regulatory conflict of interest laws and provisions.

5.04 Severability: If one or more provisions of this Agreement are found invalid, illegal or unenforceable in any respect by a court of competent jurisdiction, the remaining provisions shall not in any way be affected, prejudiced, disturbed or impaired thereby, and all other provisions of this Agreement shall remain in full force.

5.05 Time: Time is of the essence in the performance of the terms and conditions of this Agreement.

5.06 Contacts: Reimbursement Requests, written reports and correspondence submitted to the Agency pursuant to this Agreement shall be directed to:

Carver County CDA
Attn: Elise Durbin, Director of Community & Economic Development
705 North Walnut Street
Chaska, MN 55318

Any notice, demand, or other communication under the Agreement to the Grantee shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally to Grantee at:

City of Norwood Young America
Attn: Karen Hallquist, Economic Development and Marketing Director
310 Elm Street W., PO Box 59
Norwood Young America, MN 55368

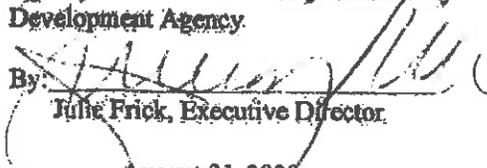
or at such other address that Grantee may, from time to time, designate in writing. Mailed notices shall be deemed duly delivered two (2) business days after the date of mailing.

5.07 Warranty of Legal Capacity: The individuals signing this Agreement on behalf of the Grantee and on behalf of the Agency represent and warrant on the Grantee's and the Agency's behalf respectively that the individuals are duly authorized to execute this Agreement on the Grantee's and the Agency's behalf, respectively and that this Agreement constitutes the Grantee's and the Agency's valid, binding and enforceable agreements.

5.08 Counterparts: This Agreement may be executed in multiple counterparts, and all such executed counterparts shall constitute the same Agreement. It shall be necessary to account for only one (1) such counterpart executed by each party hereto in proving the existence, validity or content of this Agreement.

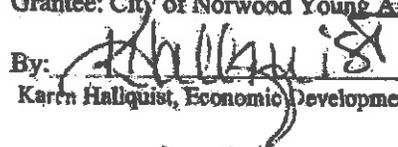
IN WITNESS WHEREOF, the Grantee and the Agency have caused this Agreement to be executed by their duly authorized representatives. This Agreement is effective on the date of final execution by the Agency.

Agency: The Carver County Community
Development Agency

By: 
Julie Frick, Executive Director

Dated: August 31, 2020

Grantee: City of Norwood Young America

By: 
Karen Hallquist, Economic Development & Marketing Director

Dated: 8/28/2020

ATTACHMENT A

Pre-development Project Name: Commercial Market & Retail Food Study

Location: Commercial and Industrial districts of Norwood Young America

Pre-development Project Description: A Downtown Redevelopment Plan was created in December 2018 focusing on the revitalization efforts of the two historic downtowns. Additionally, in September 2019, the city's grocery store closed. Because of these two events, and the economic change and growth since the last Commercial Market Study in 2016, the city will engage in a Commercial Market and Retail Food Study to help identify gaps and projections to assist in future business growth.

Project Activities:		Budget:	
Commercial Market & Retail Food Study		\$9,000	
Total		\$9,000	
Funding Sources:		Amounts:	
CDA CGPI		\$4,500	
City of Norwood Young America		\$4,500	
Total		\$9,000	



more than a place, it's home.

TO: Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, Clerk-Treasurer
DATE: September 14th, 2020
RE: Mathew Schlechter Retro-pay for obtaining Pool Certification

Matt was able to obtain his pool certification on June 4, 2020 but since he was still on probation, the agreement was once he completed his probation we would retro his raise back to June 4th as he had the certification we required of him. His six-month probation would have been done on August 24th, 2020 and Tony completed his review on August 27, 2020.

Matt is currently at Pay Grade 10, Step 2 at a rate of \$19.83 per hour.

RECOMMENDATION: Move Mathew Schlechter to Pay Grade 11, Step 2 at a rate of \$20.82/hour effective June 4th, 2020.

Norwood Young America

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



TO: Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, Clerk-Treasurer
DATE: September 14th, 2020
RE: Seasonal Staff Termination of Employment

The following seasonal staff were hired for the Pool and Public Services for the 2020 season:

Kalie Butcher	Kara Lee	Addie Willems
Lucy Coffel	Jake Melsha	Ian Linquist - PS Dept
Allie Fritz	Bennet Molva	Kyle Petersen - PS Dept
Alexis Hill	Lauren Smith	Logan Smith - PS Dept
Cambria Jacobs	Noah Strickfaden	
Katy Lacy	Grace Strickfaden	
Colten Latzke	Mikayla Tellers	

The final day of employment for any Pool Personnel was August 15th. In the Public Service Department, Ian Lindquist was done on August 14th and Kyle Petersen and Logan Smith finished on August 28th, 2020.

RECOMMENDATION:

Motion to terminate the employment of the 18 seasonal staff listed above.

Norwood Young America

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



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: September 14, 2020
SUBJECT: Ordinance No. 327, City Council Work Session Starting Time Amendment

At the August 24th regular City Council meeting, the Council scheduled a public hearing for the purpose of considering amending Chapter Two of the City Code pertaining to the starting time of Work Session meetings. Currently, the Work Session is scheduled to commence at the beginning of the meeting on the fourth Monday. The Council will consider changing the starting time for the Work Session to after the regular City Council meeting.

Enclosed is Ordinance No. 327, amending the starting time of Work Session meetings. Also enclosed is a summary of Ordinance No. 327 for publication purposes.

Recommended Motions:

Motion to adopted Ordinance No. 327, an Ordinance amending the text of Chapter 2, Section 200.03, Subd. 1, changing the starting time of Work Session meetings on the fourth Mondays to follow the regular City Council meeting.

Motion to approve the summary of Ordinance No. 327 and its publication.

Norwood Young America

ORDINANCE NO. 327

AN ORDINANCE AMENDING THE TEXT OF CHAPTER 2 SECTION 200.03 – MEETINGS OF THE COUNCIL

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA HEREBY ORDAINS:

SECTION 1. AMENDMENTS. The text of Chapter 2, Administration, of the Norwood Young America City Code is hereby amended as follows:

SECTION 200 IS HEREBY AMENDED BY ADDING, DELETING, OR CHANGING THE FOLLOWING:

Section 200 – In General

200.01 Authority. The City of Norwood Young America, located in Carver County, Minnesota is a municipal corporation incorporated by the laws of the State of Minnesota on January 1, 1997 and incorporates the former independent municipalities of Norwood and Young America. By virtue of its incorporation under the laws of the State, the City operates under the Minnesota Statutes Chapter 412, and any other applicable State Statutes conferring powers and duties upon municipalities.

200.02 Optional Plan "A." Having held an election on the subject, the City shall operate under the Optional Plan "A" form of government as authorized in Minnesota Statutes, Chapter 412.

200.03 Meetings of the Council.

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 may be followed with a Work Session following the regular meeting, ~~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.~~

Subd. 2 Special Meetings. A special meeting may be called by the Mayor or by any two councilmembers pursuant to the notice requirements of Minnesota Statutes § 471.705 at such time and place and for such purposes as stated in the notice of the meeting.

Subd. 3 Emergency Meetings. When the health, safety, or welfare of the city or its residents would be unduly endangered or subject to imminent harm by any delay, the Council may convene an emergency meeting without advance notice to discuss how to handle the emergency situation.

SECTION 2. EFFECTIVE DATE. This ordinance shall be in full force and effect upon its passage and publication.

Adopted by the Norwood Young America City Council this 14th day of September 2020.

ATTEST:

Carol Lagergren, Mayor

Andrea Brumbaugh, City Clerk/Treasurer

(SEAL)

The ~~stricken~~ language is deleted; the underlined language is inserted.

**City of Norwood Young America
Summary of Ordinance No. 320
Amending City Code Chapter 2 Administration**

The City of Norwood Young America has adopted Ordinance No. 320 entitled "An Ordinance Amending the Text of Chapter 2 – Section 200.03 – Meetings of the Council" of the City Code. Following is a summary of the adopted ordinance:

200.03 Meetings of the Council.

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~~ may be followed with a Work Session following the regular meeting, ~~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.~~

Effective Date: This ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted by the City Council on September 14, 2020.

A copy of the complete ordinance is available for review at the Norwood Young America City Offices, located at 310 Elm St W. If you have any questions, please contact the City at (952) 467-1800.

Angela Brumbaugh
City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: September 14, 2020
SUBJECT: Resolution 2020-26, Authorize Special Benefit Levy

The Economic Development Authority (EDA) is legally permitted to act as a Housing & Redevelopment Authority (HRA).

Under the HRA Act, the EDA is permitted to levy and collect a special benefit property tax of up to 0.0185% percent of the city's estimated taxable market value. For payable 2021, the estimated taxable market value is \$325,209,200. In 2021, it is estimated this special levy will generate approximately \$60,164 compared to \$55,916 in 2020. The tax levy is deposited into the debt service fund established with the land acquisition for the Tacoma West Industrial Park.

Recommended Motion:

Motion to approve Resolution 2020-26, Approving the Levy of a Special Benefit Levy Pursuant to Minnesota Statutes, Section 469.033, Subdivision 6 by the Norwood Young America Economic Development Authority.

Norwood Young America

RESOLUTION NO. 2020-26

APPROVING THE LEVY OF A SPECIAL BENEFIT LEVY PURSUANT TO MINNESOTA STATUTES, SECTION 469.033, SUBDIVISION 6 BY THE NORWOOD YOUNG AMERICA ECONOMIC DEVELOPMENT AUTHORITY

WHEREAS, pursuant to Resolution No. 1997-03, adopted by the City Council of the City of Norwood Young America, Minnesota (the "City") and Minnesota Statutes, Sections 469.090 through 469.1082, the City established the Norwood Young America Economic Development Authority (the "Authority"); and

WHEREAS, pursuant to Resolution No. 2006-46 adopted by the City Council of the City on May 8, 2006, the Authority has the ability to exercise all powers and duties of a housing and redevelopment authority under the provisions of Minnesota Statutes, Sections 469.001 to 469.047 (the "HRA Act"); and

WHEREAS, Section 469.033, Subdivision 6, of the HRA Act permits the Authority to levy and collect a special benefit tax of up to 0.0185 percent of taxable market value in the City, levied upon all taxable real property within the City; and

WHEREAS, the Authority has approved a resolution approving the levy a special benefit tax in the amount of .0185 percent of taxable market value in the City; and

WHEREAS, the Authority has entered into an interfund loan in the amount of \$1,519,330 to finance the development of an industrial park project and certain related marketing costs under the HRA Act (the "Interfund Loan"), all pursuant to Resolution No. 0602 adopted by the Authority on June 12, 2006 approving the interfund Loan (the Interfund Loan Resolution"); and

WHEREAS, the Authority has determined to adopt a budget for fiscal year 2021 that provides for levy of the special benefits tax in amount of 0.0185 percent of taxable estimated market value to be used for the payment of principal and interest on the Interfund Loan; and

NOW, THEREFORE, Be It Resolved by the City Council (the "City Council") of the City of Norwood Young America as follows:

1. The City Council of the City hereby consents to the Authority's levy of a special benefits tax up to the maximum statutory amount to the extent required by any pledge to holders of the Note to be issued by the Authority to finance an industrial park development project in the City.
2. Staff of the Authority is hereby authorized and directed to file the budget with the City in accordance with Minnesota Statutes, Section 469.033, Subdivision 6.
3. The proceed of the Special Benefits Levy will be used for the payment of principal and interest of the Industrial Park Interfund Loan approved June 12, 2006.

Adopted by the City Council this 14th day of September 2020.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: September 14, 2020
SUBJECT: 2nd Avenue Lift Station and Street Reconstruction Preliminary Design and Feasibility Study

At the August 24th regular City Council meeting, the Council directed Jake Saulsbury, Bolton & Menk, to prepare a Feasibility Study proposal for replacing the 2nd Avenue SE sanitary sewer lift station and street reconstruction of a segment of 2nd Avenue SE. Enclosed is Bolton & Menk's Feasibility Study proposal. Jake will be in attendance to review their proposal and answer questions.

Recommended Motion:

Motion to approve the 2nd Avenue SE Lift Station and Street Reconstruction Preliminary Design and Feasibility Study.



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

September 9, 2020

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

**RE: Second Avenue SE Lift Station & Street Reconstruction
Preliminary Design & Feasibility Study**

Dear Mr. Helget:

Background:

At the May 26th 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 along with subsequent discussions, most recently at the August 26th City Council meeting, completing the next steps for the 2nd Avenue SE Lift Station and Street Reconstruction project is desired.

Scope of Work:

Task 1: Geotechnical Evaluation & Topographic Survey

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 and lift station construction. We will propose two drilling locations on Second Avenue SE and two deeper drilling location near the lift station, 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 \$8,500.

Our team will complete onsite collection of topographic survey data. The survey will include elevations & locations of visible improvements across the project limits to establish existing conditions. Data pertaining to the City's storm sewer, sanitary sewer, and watermain utilities will be collected in the field. Private and other utilities (gas, telephone, electric, cable etc.) will be collected with design level locates via the Gopher State One Call service. Upon completion of the field collection a base map including all of the survey points, public utilities, private utilities, line work, existing elevations, etc. will be created.

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

Name: Second Avenue SE Feasibility Study

Date: September 9, 2020

Task 2: Preliminary Design & Feasibility Study

Bolton & Menk will review design options, recommend the preferred design, and deliver a Feasibility Study that that will contain research, findings, assessment rolls, and recommendations. The preliminary design will also include a meeting with the Carver County Water Management Organization to discuss options and locations to meet the new stormwater management rules. The Feasibility Study will discuss the recommendations for the proposed utilities, roadway, drainage, and lift station improvements from the 5-Way intersection to the northerly intersection of Second Avenue SE / Devonshire Drive. Bolton & Menk will lead one meeting to discuss the 75% Feasibility Study with City staff. Upon review Bolton & Menk will finalize the Study.

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 upon completion of the Feasibility Study. 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: Other Tasks as Directed

Bolton & Menk will perform other tasks as directed by the City of Norwood Young America on an hourly basis. This includes but is not limited to easement exhibits (if necessary), property owner negotiations/coordination, extension of project limits, etc.

Our Estimated fee to complete the preliminary design and a Feasibility Study consisting of the tasks laid out in the above is \$74,800 (\$66,300 for engineering/surveying & \$8,500 for pass-thru geotechnical work). 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 & Topographic Survey	Hourly	\$9,700
2	Preliminary Design & Feasibility Study	Hourly	\$55,400
3	Public Hearing	Hourly	\$1,200
4	Other Tasks as Directed	Hourly	TBD
	Subtotal:	Hourly	\$66,300
	Estimated Geotechnical Evaluation:	Pass Thru	\$8,500
	Total:		\$74,800

Name: Second Avenue SE Feasibility Study

Date: September 9, 2020

This estimated fee is based on the following assumptions:

- Soil borings are necessary and will be a pass thru cost.
- One City staff meeting/discussion to review the 75% Feasibility Study.
- City staff to send Public Hearing notices.
- City staff will complete any necessary property owner coordination and/or property acquisition negotiations.
- City has the option to complete property appraisals and/or assessment appraisals. Fees for this work are not included.
- The project schedule will be addressed as part of the Feasibility Study.

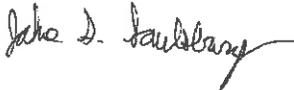
Summary:

Significant elements of the Second Avenue SE project have previously been completed. The next step of this project includes siting the lift station which is a critical and complicated item. This previous work has allowed our team to understand critical issues and gain an understanding of key project issues for the street and utility reconstruction as well as for the lift station replacement. Our goal is to continue the efforts and the momentum gained during the Street & Utility Reconstruction Scoping Study to complete the preliminary design and the Feasibility Study for the Second Avenue SE Lift Station and Street Reconstruction project.

In continued service to the City of Norwood Young America, we are excited at the opportunity to complete this project. We respectfully submit this project fee estimate in the amount of **\$74,800** 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: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: September 14, 2020
SUBJECT: Joint Powers and Joinder Agreement for the Carver County Small Business
Emergency Assistance Fund

At the August 24th regular City Council meeting, the Council approved a motion to accept the CARES Act funding and to allocate \$155,000 of the \$288,779 to the Carver County Community Development Agency to be utilized to provide emergency assistance to Norwood Young America small businesses in the form of \$10,000 grants to eligible businesses.

Enclosed is the proposed Joint Powers and Joinder Agreement between the City and the Carver County CDA. The CDA has hired a consultant (NEXTSTAGE) to administer the grant application process to include the distribution of the grant funds. Based on the level of grant funding the City is allocating, NEXTSTAGE's fee for administering the City's grants will be \$5,115.

Approximately 25 Norwood Young America business applications have been received to date. Applicants not funded through the City's grant dollars will be eligible the CDA grant funds. All funds will be distributed or returned to the City by November 1, 2020.

NEXTSTAGE will within 30-days of completion of their scope of services submit a report to the City:

- A funding report detailing the business name and address of each grant recipient.
- An Ineligibility Report identifying the number of denied applications and the reason(s) for ineligibility.
- An audit report summarizing the finding of the audits of eligible grant expenses.

Recommended Motion:

Motion to approve the Joint Powers and Joinder Agreement for the Carver County Small Business Emergency Assistance Fund.

Motion to approve the payment of \$155,115 to the Carver County CDA for the Carver County Small Business Emergency Assistance Fund to be utilized for Norwood Young America businesses.

Norwood Young America

**Joint Powers and Joinder Agreement
for the
Carver County Small Business Emergency Assistance Fund**

THIS JOINT POWERS AND JOINDER AGREEMENT, is made and entered into as of the 14th day of September, 2020, between the **Carver County Community Development Agency** (herein called “CDA”), the **City of Norwood Young America** (herein called the “CITY”), and **NextStage**, (herein called “NEXTSTAGE”).

WHEREAS, CDA and NEXTSTAGE have entered into a *Contract for Services between the Carver County CDA and NextStage for the Carver County CDA COVID Small Business Recovery Fund* dated August 4, 2020 (the “Master Agreement”); and

WHEREAS, pursuant to the Master Agreement, CDA has retained NEXTSTAGE to administer **The Carver County CDA Small Business Emergency Assistance Fund** (the “Initiative”), a grant program for the purpose of assisting businesses in the geographic boundaries of Carver County as they recover from challenges related to the COVID-19 emergency, and Governor’s Executive Orders 20-04 and 20-08; and

WHEREAS, pursuant to the Master Agreement, NEXTSTAGE is obligated to distribute the funds pursuant to the *Carver County Small Business Emergency Assistance Fund* guidelines attached to the Master Agreement as Exhibit A (the “Program Guidelines”); and

WHEREAS, pursuant to the Master Agreement, CDA will make \$700,000 available to business located throughout Carver County, including business located within the CITY; and

WHEREAS, the CITY wishes to contribute \$155,115 to the Initiative for the purpose of making additional grants to be distributed and administered in a substantially similar manner as defined in the Program Guidelines, but available exclusively to eligible business applicants located within the CITY’s corporate limits; and

WHEREAS, NEXTSTAGE has represented itself as competent to provide the services required to administer and carry out the Initiative; and

WHEREAS, the parties find the CITY’s participation in the Initiative is appropriate whereas:

- Due to the pandemic generally known as COVID-19, the CITY has declared a local emergency; and
- Pursuant to Minnesota Statutes §12.37, the CITY has certain powers during an emergency to provide emergency aid; and

- Pursuant to the federal Coronavirus Aid, Relief, and Economic Security (CARES) Act, local governmental units may transfer CARES funds between themselves to pay eligible expenses; and
- Pursuant to the CARES Act, eligible expenditures include grants to small businesses conforming with CARES Act requirements; and
- Pursuant to Minnesota Statutes §471.59: i) two or more governmental units, by agreement entered into, through action of their governing bodies, may jointly or cooperatively exercise any power common to the contracting parties or any similar powers; and ii) the agreement may provide for the exercise of such powers by one or more of the participating governmental units on behalf of the other participating units; and

WHEREAS, CDA and the CITY desire to memorialize a joint powers agreement regarding the Initiative; and

WHEREAS, in furtherance of such joint exercise of powers, CDA, NEXTSTAGE and the CITY further desire to join the CITY to the Master Agreement as expressly described below;

NOW THEREFORE, it is agreed between the parties hereto that:

TRANSFER OF FUNDS TO CDA

Within 30 days of the execution of this agreement, the CITY shall deliver funds in the amount of \$155,115 (the "CITY's Funds") to CDA to be held, administered, and disbursed as described in this agreement. CDA shall deposit the CITY's Funds in a separate, interest bearing account at the financial institution CDA uses to hold CDA funds. The cost of establishing such account shall be paid from the CITY's Funds. If any portion of the CITY's Funds delivered to the CDA are in addition to CARES Act funds, the CITY shall document the source of the funds at the time of deposit. The CITY acknowledges NEXTSTAGE has the power, as CDA's agent, to disburse program awards from the CITY's Funds to approved recipients pursuant to this agreement.

JOINDER OF CITY TO MASTER AGREEMENT

The CITY is hereby joined as a party to the Master Agreement for the limited purposes described in this paragraph. Except for the exclusions noted, the provisions found under the following headings shall be deemed contractual provisions between NEXTSTAGE and the CITY that apply to this agreement: TIME OF PERFORMANCE; PERSONNEL; INTEREST OF MEMBERS OF THE COUNTY, CITIES, AND OTHERS; ASSIGNABILITY; COMPLIANCE WITH LOCAL LAW; INSURANCE; and MODIFICATION. Any references in such provisions to CDA shall, for purposes of this agreement, be deemed to refer to the CITY.

SCOPE OF SERVICES

NEXTSTAGE shall manage the eligibility determination, agreement, and distribution of the CITY's Funds according to the Program Guidelines. The CITY's Funds shall remain the property of the CITY and any unused, returned or recovered funds shall be returned in full to the CITY at the conclusion of the program, but no later than November 1, 2020. To the extent the CITY's Funds include funds in addition to CARES funds, the CARES funds shall be deemed distributed first (first out) and the CITY's other funds shall be deemed distributed last (last out).

After selecting awardees for CDA funds in the Initiative, NEXTSTAGE shall segregate all remaining program applications that meet the CITY's eligibility criteria and conduct an additional selection round to award the CITY's Funds. Once selected, NEXTSTAGE will review, process and administer grants of the CITY's Funds in the same manner as CDA awards, as defined in the Program Guidelines.

NEXTSTAGE shall provide all employees performing services under this agreement with appropriate training regarding administrative, distribution and compliance requirements under the CARES Act and other applicable laws and regulations.

NEXTSTAGE shall exercise appropriate due diligence in determination of program participant's eligibility for funding based on the Program Guidelines, but assumes no risk on behalf of the CITY or program participants; NEXTSTAGE shall not be financially liable to the CITY for any CITY Funds issued pursuant to Program Guidelines to a business later deemed to be ineligible. Notwithstanding anything herein to the contrary, NEXTSTAGE shall remain liable to the CITY for any damage or harm arising from: i) distribution of the CITY's Funds, or any portion thereof, without the required due diligence; or ii) NEXTSTAGE's negligence or willful misconduct. NEXTSTAGE agrees to defend, protect, indemnify and hold harmless the CITY, its elected officials, employees and agents from and against all liabilities, losses, damages, costs, and expenses, whether personal, property, or contractual, including reasonable attorney's fees, arising out of, or related to, the administration and operation of the Initiative and the distribution of the CITY's Funds and from any act of negligence or willful misconduct of NEXTSTAGE, its officers, employees, servants, agents, or contractors. To the full extent permitted by law, actions by CDA and the CITY pursuant to this agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in §471.59; provided further that for purposes of that statute, each party to this agreement expressly declines responsibility for the acts or omissions of the other party. The provisions of this paragraph shall survive the expiration or earlier termination of this agreement.

NEXTSTAGE shall not exclude any person from participation in the Initiative on the grounds of race, color, religion, age, sex, sexual orientation, disability, marital status, public assistance status, criminal record, creed or national origin, or for any other reason prohibited by federal or state law.

NEXTSTAGE shall perform all services provided by NEXTSTAGE in strict conformance with federal, state and local laws and regulations.

COMPENSATION

The CITY shall provide NEXTSTAGE a Program Administration Fee in the amount, and on the schedule detailed below:

Fund Avg Grant	CITY Funds		Payable
	\$		
	\$	150,000	
	\$	10,000	

Task Description	Task Rate	Grant Count	Payable
		0	
Application Management		\$ -	On Execution of Contract Per Grant activities to be billed for reimbursement as completed
Eligibility Review & Documentation	\$200/Grant	\$ 3,000	
Grant Agreement Generation & Closing	\$75/Grant	\$ 1,125	
Grant Eligible Use Audit	\$25/Grant	\$ 375	
Check/ACH Processing	\$10/Grant	\$ 150	
Final Report		\$ -	Due upon Delivery Added to Each Invoice
Overhead/admin	10%	\$ 465	
Total Proposed Fee		\$ 5,115	
Percent of Program@\$10,000/grant		3.41%	

CITY REPORTING

Within 30 days of completion of the Scope of Services, NEXTSTAGE shall submit to the CITY a report detailing the following:

- A Funding Report detailing the Business Name and Location of each Grant Recipient.
- An Ineligibility Report identifying the number Denied Applications and identified reason for ineligibility.
- An Audit Report summarizing the finding of the Audits of Eligible Grant Expenses.

In addition to the above, NEXTSTAGE shall promptly provide any information the CITY and/or its auditor requests regarding the preparation of any audit associated with CARES Act funding.

Pursuant to Minnesota Statutes §16C.05, Subd. 5, NEXTSTAGE agrees that the City and the Minnesota State Auditor, and any of their duly authorized representatives shall have the right to examine all books, records, documents, accounting procedures and practices of NEXTSTAGE (collectively, the "Records") relating to this agreement and the services and materials provided hereunder at any time during normal business hours and as often as they deem reasonably necessary. NEXTSTAGE agrees to maintain all Records for a period of six (6) years from the date of termination of this agreement.

NOTICES

A notice, demand, or other communication under the agreement by any party to the others shall be sufficiently given or delivered if it is dispatched by mail, postage prepaid, return receipt requested, or delivered personally as defined in the Master Agreement in regard to CDA and NEXTSTAGE and, in regard to the CITY, is addressed or delivered personally to:

City of Norwood Young America
310 W Elm Street, PO Box 59
Norwood Young America, MN 55368

GOVERNMENT DATA PRACTICES ACT

All data received, maintained, or disseminated in any form and for any purpose by NEXTSTAGE pursuant to this agreement is governed by the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as amended, and the Minnesota Rules implementing such Act, as amended (collectively, the "Act"). NEXTSTAGE agrees at all times to comply with the Act and further agrees that if it receives a request from anyone to access the data maintained by NEXTSTAGE pursuant to this Agreement, it will immediately inform the CITY of such request and thereafter withhold or release the data as directed by the CITY.

MISCELLANEOUS

This Agreement shall be governed by the laws of the State of Minnesota and construed in conformance with such law, exclusive of choice of law principals. The recitals at the beginning of this agreement and the Program Guidelines are incorporated as terms of this agreement. This agreement contains all prior negotiations and agreements of the parties. If a party fails to enforce any provision of this agreement, that failure does not waive the provision or the party's right to subsequently enforce it. Nothing in this agreement creates any obligations to any person or entity that is not a party to this agreement. Time is of the essence.

[Signature page follows.]

IN WITNESS WHEREOF, the parties hereto have executed this agreement on the day and year first written above.

City of Norwood Young America

Carver County CDA

By: _____
Carol Lagergren, Its Mayor

By: _____
Julie Frick, Its Executive Director

NextStage

By: _____
Lee Hall, Its Chief Executive Officer



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: September 14, 2020
RE: Request to Declare Surplus Equipment and Auction for Sale

We recently accepted delivery of our 2020 Ford F550 aerial lift truck and put it in service. This piece of equipment replaced our 2003 Ford F450 aerial lift truck. This makes the 2003 truck a piece of surplus equipment and I am seeking approval to auction this item.

Suggested Motion:

Motion to declare the 2003 Ford F450 aerial lift truck as surplus equipment and to auction its sale.

Norwood Young America

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



Date: September 14, 2020
To: Mayor Lagergren and Members of the City Council
From: Steve Helget, City Administrator
Re: Lease Agreements with Central Public Schools

At a recent meeting between city staff and Central Schools, Steve, Tim and I agreed to formalize the lease agreements between the city and the school for the use of the city baseball/softball fields, as well as soccer fields at Friendship Park. The lease agreements include the detailing the following items:

- the role of the city to maintain the fields (except for striping)
- the role of the school to maintain reservations and share that information with the city
- the role of the school to provide concessions (if needed)
- the role of the school to clean up the property after each event
- the role of the school to provide proof of insurance (city listed as an additional insured)
- the role of the school to pay for any damages during its use

There will be no fee charged to the school for usage.

Recommendation: Motion to approve the Recreations Agreements between the City of Norwood Young America and District 108 for the use of fields for baseball/softball and soccer for the 2020-2021 school year.

Norwood Young America

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



RECREATION AGREEMENT
CITY OF NORWOOD YOUNG AMERICA and DISTRICT 108

This AGREEMENT is made, pursuant to Minnesota Statute 4711.15 et seq, as of _____, by and between the **City of Norwood Young America**, hereinafter "City" and **Central Public Schools District 108**, hereinafter "School", a public school located in Norwood Young America. The parties agree as follows:

I. PURPOSE/DESCRIPTION OF PREMISES.

City and **School** enter into and execute this Agreement for the purpose of documenting their respective roles in the **School's** use of the Norwood Young America Sports Complex Baseball and Softball fields and the Willkommen Park Baseball field (the "Premises") owned by the **City**.

II USE OF THE PREMISES.

A. The **School** shall be allowed to utilize the Premises for the **School's** baseball and softball practices and games during the 2020-2021 school year. The **City** shall be responsible for the Premise's maintenance and readiness for **School** use, excluding the act of striping the fields before practices and games. The **School** shall maintain the reservations for the field and share that information with the **City**. The **School** shall provide concessions during games, if necessary. The **School** shall follow all guidelines required by the Minnesota Department of Health to offer concessions. The **School** shall clean up all garbage from the dugouts and other Premise areas utilized and deposit in the receptacles provided at the Premises after each use of the Premises.

B. **Premise Usage Fee.** **School** shall pay the **City** no fee for the use of the Premises. The **School** accepts responsibility for any costs associated with damages to the Premises either directly or indirectly during the **School's** use of the Premises and shall reimburse the City for any necessary repairs.

Norwood Young America



III **INSURANCE.** School shall maintain the following insurances in effect through completion of the usage of the Premises: Comprehensive General Liability with policy limits not less than \$1,500,000 for each occurrence and in the aggregate for bodily injury and property damage. The **City** shall be named as an additional insured on the CGL policy described above.

IV. **INDEMNIFICATION.** School shall defend, indemnify, and hold **City** and its officers and employees harmless against any and all claims, liability, loss, or damage whatsoever, including reasonable attorney's fees and expenses recoverable under applicable law, which arise from or relate to or are caused by the negligent acts or omissions of **School** or its employees or agents.

V. **PARTIES BOUND.** The covenants and conditions contained in this Agreement shall apply to and bind the successors and assigns of all of the parties to the Agreement.

VI. **ENTIRE AGREEMENT.** This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any nature preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Use Contract.

VII. **MODIFICATION OF AGREEMENT.** Any modification of this Agreement or additional obligation assumed by either party in connection with this Agreement shall be binding only if evidenced in a writing signed by each party or an authorized representative of each party.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated below.

Carol Lagergren, Mayor
City of Norwood Young America

Sara Eischens, Board Chair
Central Public Schools District 108

Norwood Young America

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



RECREATION AGREEMENT
CITY OF NORWOOD YOUNG AMERICA and DISTRICT 108

This AGREEMENT is made, pursuant to Minnesota Statute 471.15 et seq, as of _____, by and between the **City of Norwood Young America**, hereinafter "City" and **Central Public Schools District 108**, hereinafter "School", a public school located in Norwood Young America. The parties agree as follows:

I. PURPOSE/DESCRIPTION OF PREMISES.

City and **School** enter into and execute this Agreement for the purpose of documenting their respective roles in the **School's** use of the Friendship Park fields (the "Premises") owned by the **City**.

II USE OF THE PREMISES.

A. The **School** shall be allowed to utilize the Premises for the **School's** youth soccer practices and games during the 2020-2021 school year. The **City** shall be responsible for the Premise's maintenance and readiness for **School** use, excluding the act of striping the fields before practices and games. The **School** shall maintain the reservations for the field and share that information with the **City**. The **School** shall provide concessions during games, if necessary. The **School** shall follow all guidelines required by the Minnesota Department of Health to offer concessions. The **School** shall clean up all garbage from the Premise areas utilized and deposit in the receptacles provided at the Premises after each use of the Premises.

B. Premise Usage Fee. **School** shall pay the **City** no fee for the use of the Premises. The **School** accepts responsibility for any costs associated with damages to the Premises either directly or indirectly during the **School's** use of the Premises and shall reimburse the **City** for any necessary repairs.

Norwood Young America



III **INSURANCE.** School shall maintain the following insurances in effect through completion of the usage of the Premises: Comprehensive General Liability with policy limits not less than \$1,500,000 for each occurrence and in the aggregate for bodily injury and property damage. The City shall be named as an additional insured on the CGL policy described above.

IV. **INDEMNIFICATION.** School shall defend, indemnify, and hold City and its officers and employees harmless against any and all claims, liability, loss, or damage whatsoever, including reasonable attorney's fees and expenses recoverable under applicable law, which arise from or relate to or are caused by the negligent acts or omissions of School or its employees or agents.

V. **PARTIES BOUND.** The covenants and conditions contained in this Agreement shall apply to and bind the successors and assigns of all of the parties to the Agreement.

VI. **ENTIRE AGREEMENT.** This Agreement shall constitute the entire agreement between the parties. Any prior understanding or representation of any nature preceding the date of this Agreement shall not be binding upon either party except to the extent incorporated in this Use Contract.

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IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the date indicated below.

Carol Lagergren, Mayor
City of Norwood Young America

Sara Eischens, Board Chair
Central Public Schools District 108

Norwood Young America



TO: Mayor Lagergren and NYA City Council Members
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: September 14, 2020
SUBJECT: Elm Street Municipal Parking Lot Landscape Project

=====

Background

In an effort to complete another project in the Downtown Redevelopment Plan, the NYA Economic Development Commission has been working on a plan to improve the Elm Street Municipal Parking Lot Landscape area. This is an underutilized public parking lot with a need for an aesthetically pleasing design plan with safety and ergonomic improvements to assist with snow removal.

Staff received design proposals from three local landscapers in which the Commissioners reviewed. The design was adjusted per their request (attached) and re-submitted for final estimates. Both TurfWorx Landscaping and Fritz Bobcat & Landscaping had cement curbing prices included with the bid. The third contractor did not return his final bid.

Two estimates for landscape project:

1. TurfWorx Landscaping \$14,209.00 total
2. Fritz Bobcat & Landscaping \$9,257.00 total

The Commissioners made a recommendation at the August EDC meeting to approve Fritz Bobcat & Landscaping for the full job. Upon contacting Fritz after the meeting, he shared his cement contractor had increased the price of just the concrete work to \$5,625.00. Staff was able to obtain a third bid for concrete work from Bruch Concrete of Hamburg.

Three estimates of cement curbing:

1. Fritz Bobcat & Landscaping \$5,625.00
2. TurfWorx Landscaping \$5,100.00
3. Bruch Concrete \$3,750.00

Action

Motion to approve Tom Fritz of Fritz Bobcat & Landscaping for completion of the Elm Street Municipal Parking Landscaping Project in the amount of **\$7,382.00**.

Motion to approve Nathan Bruch of Bruch Concrete for the completion of the Elm Street Municipal Parking Lot cement curbing in the amount of **\$3,750.00**.

Norwood Young America

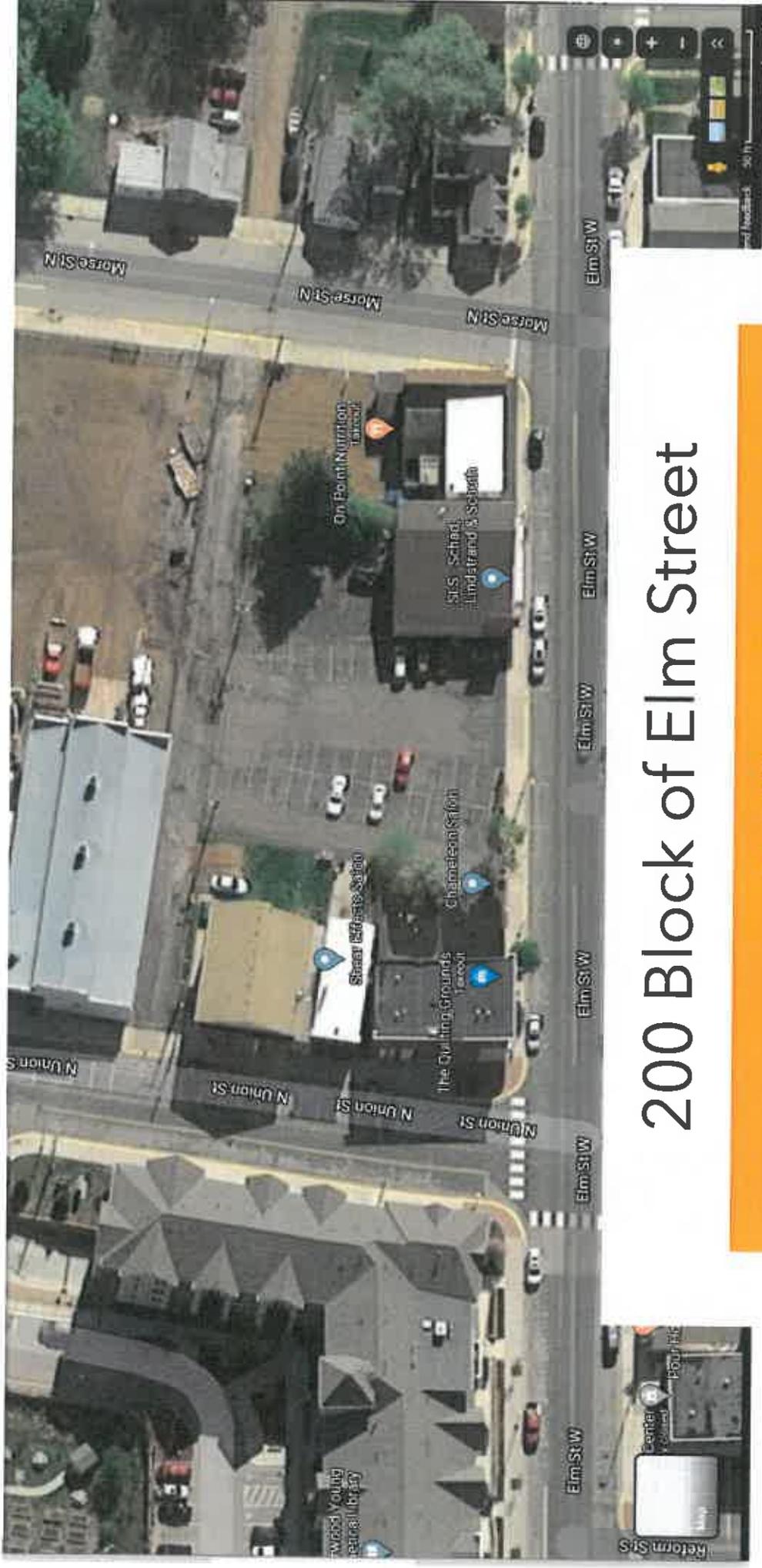
***Create an aesthetically pleasing design plan with safety improvements for an under-utilized public parking lot**

***Provide an area for walkers and shoppers to sit or stand and have an opportunity for conversation about our Historic Downtown**

***Achieve another project in the Downtown Redevelopment Plan**

Goals





200 Block of Elm Street



***Reconfiguration of landscaping**

***Maintenance of landscaping**

***Parking lot cracks/holes**

***Snowplow challenges:**

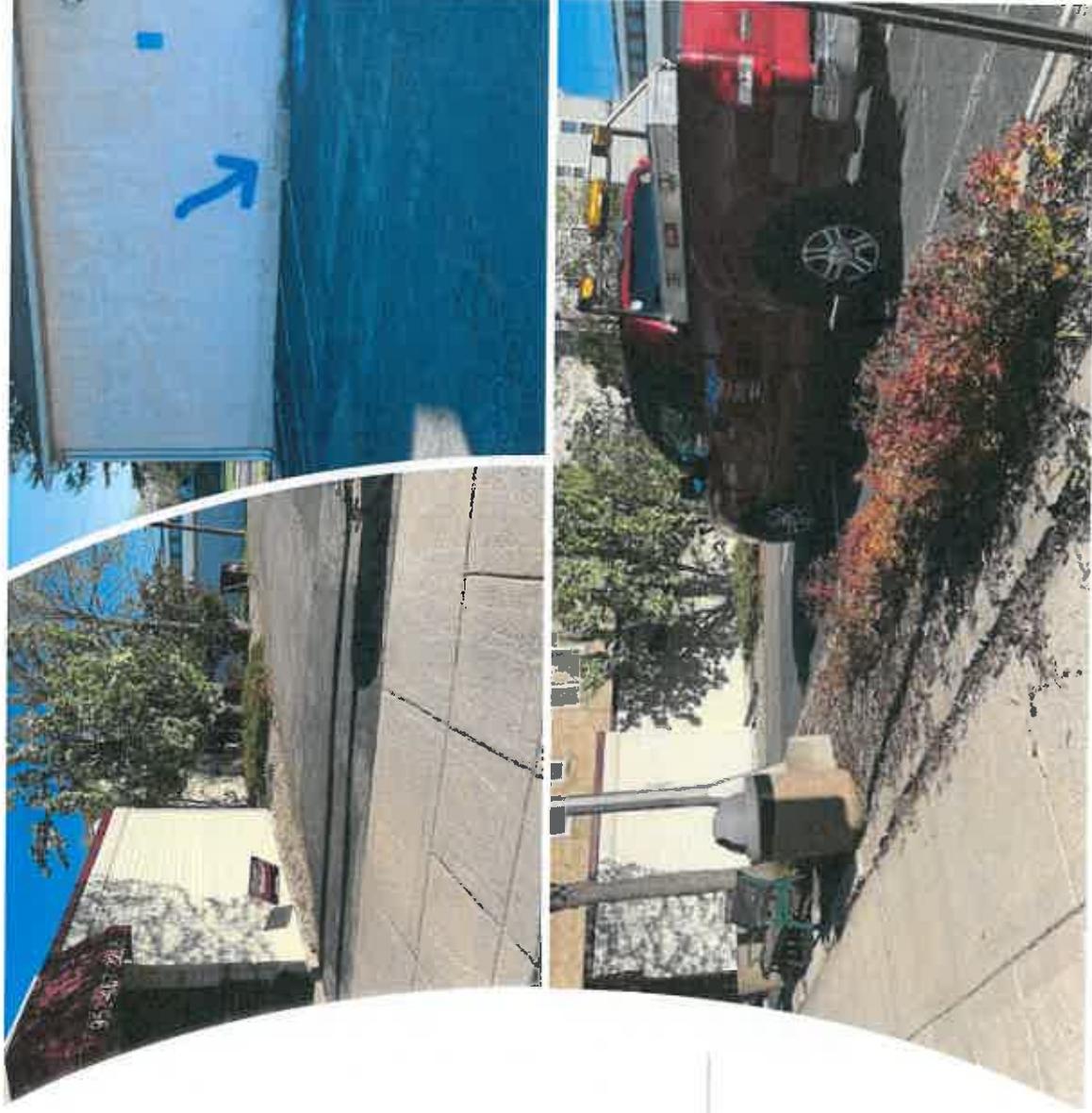
~West exit close to building

~Cement slab by building

***Lack of lighting**

***Signage for No Overnight Parking**

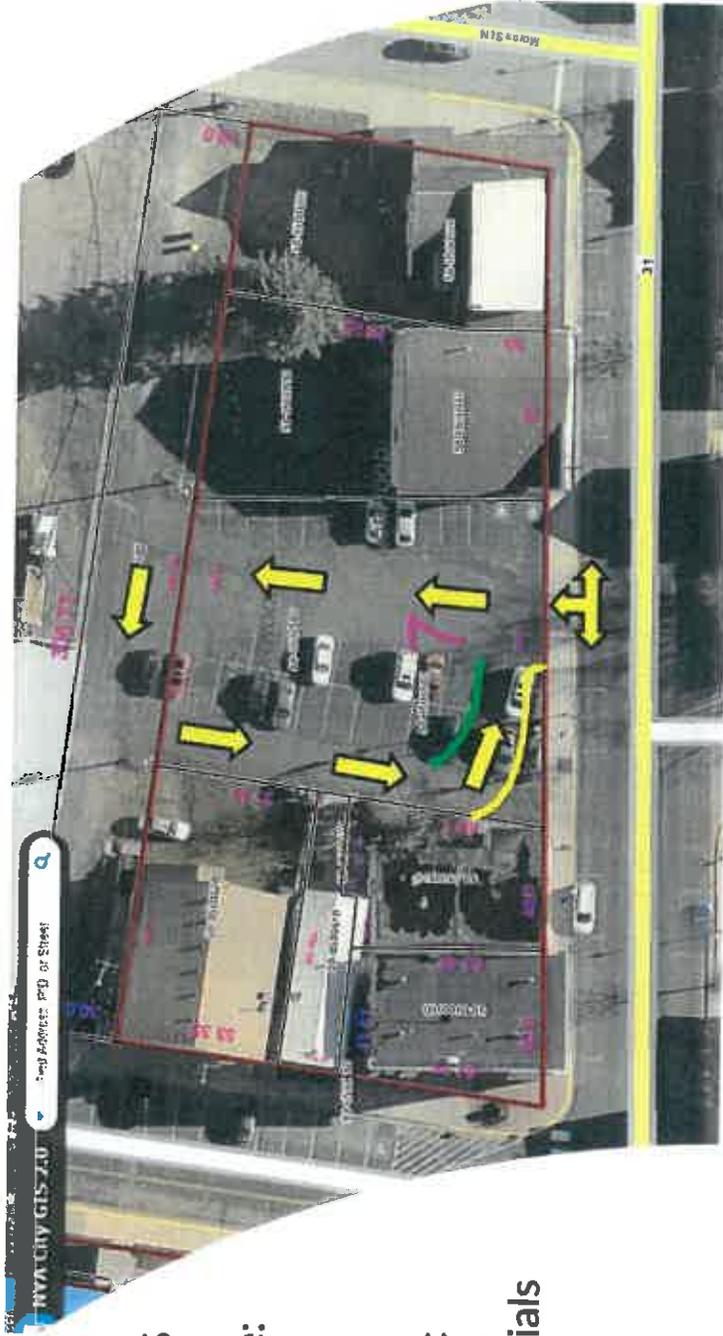
***Signage for Public Parking**



Needed Improvements/ Challenges

- * Take out cement slab next to SLS
- * Close exit to Elm St next to salon
- * Expand landscape area to include:
 - ~ rounded "L" design area
 - ~ Pergola sitting area
 - ~ 2-3 benches
 - ~ split rail fencing to mimic fencing throughout town
 - ~ low maintenance perennials
 - ~ additional lighting
- * Re-pave entire parking lot
- * Reconfigure parking stalls
- * Additional public parking signage

Proposed Improvements



July 2020 - Commission Requests

||||| - Paver Walkway

○ - Bolders

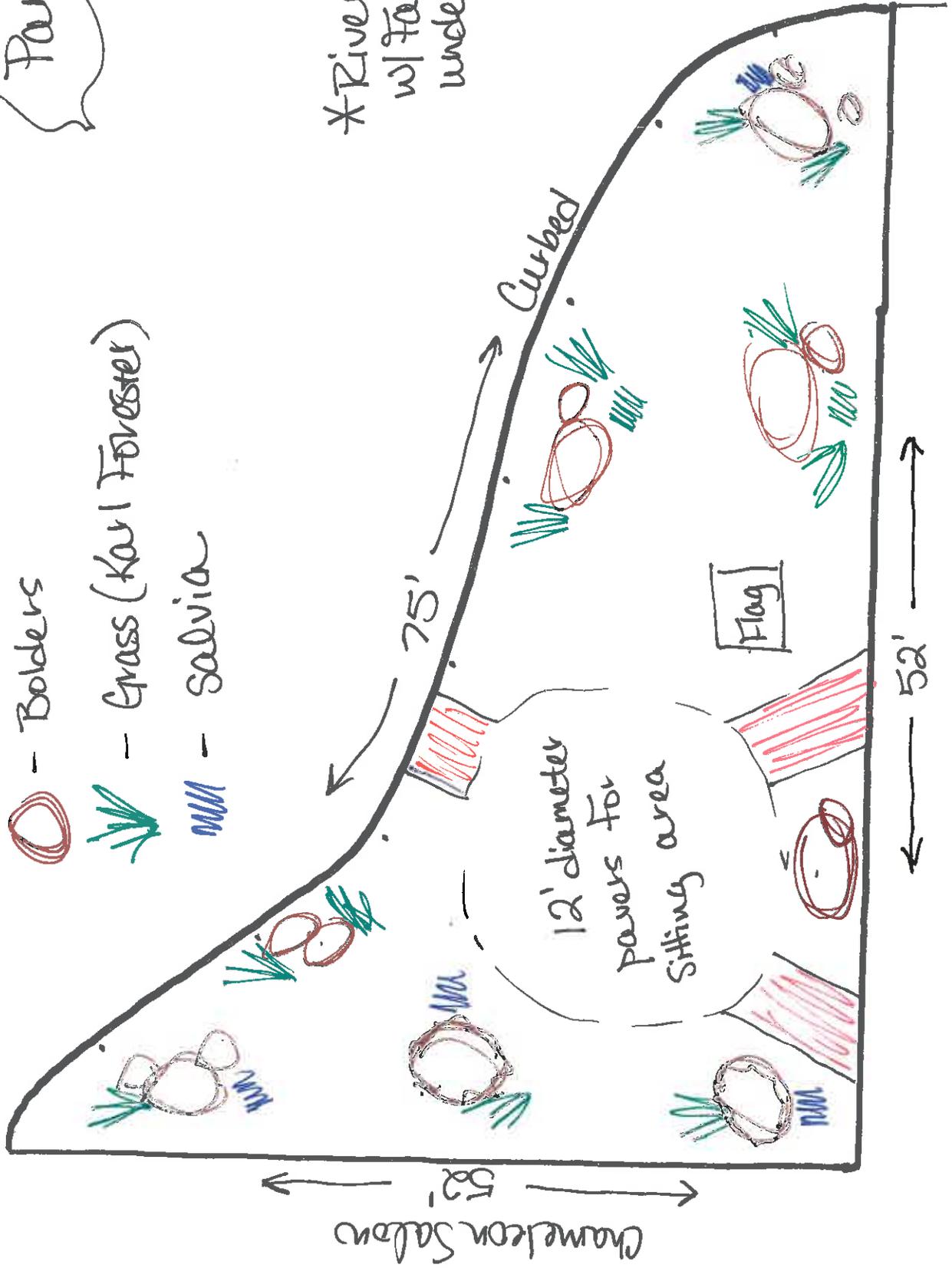
🌿 - Grass (Karl Forester)

||||| - Salvia

Elm Street
Municipal
Parking Lot

*River Rock
w/ Fabric
underlay

Parking
lot
entrance



Landscape Proposal



Owner Information

Contractor Information

Name _____
 Address _____
 City, State ZIP _____
 Phone _____
 Email _____
 Project name _____

Company _____
 Name _____
 Address _____
 City, State ZIP _____
 Phone _____
 Email _____
 Completion date _____

Scope of Work

Curbing	\$5,100.00	Initial for approval	
Removal of existing landscape and asphalt	\$2,880.00	Initial for approval	
Installation of Paver Sitting Area, steel edging and , self binding gravel walk way	\$2,780.00	Initial for approval	
Installation of river rock, landscape fabric and plants	\$3,449.00		
2 years of maintenance	\$0.00		

Project Total \$14,209.00
 Down Payment \$7,104.50
 Final Payment upon completion \$7,104.50

Company Proposal

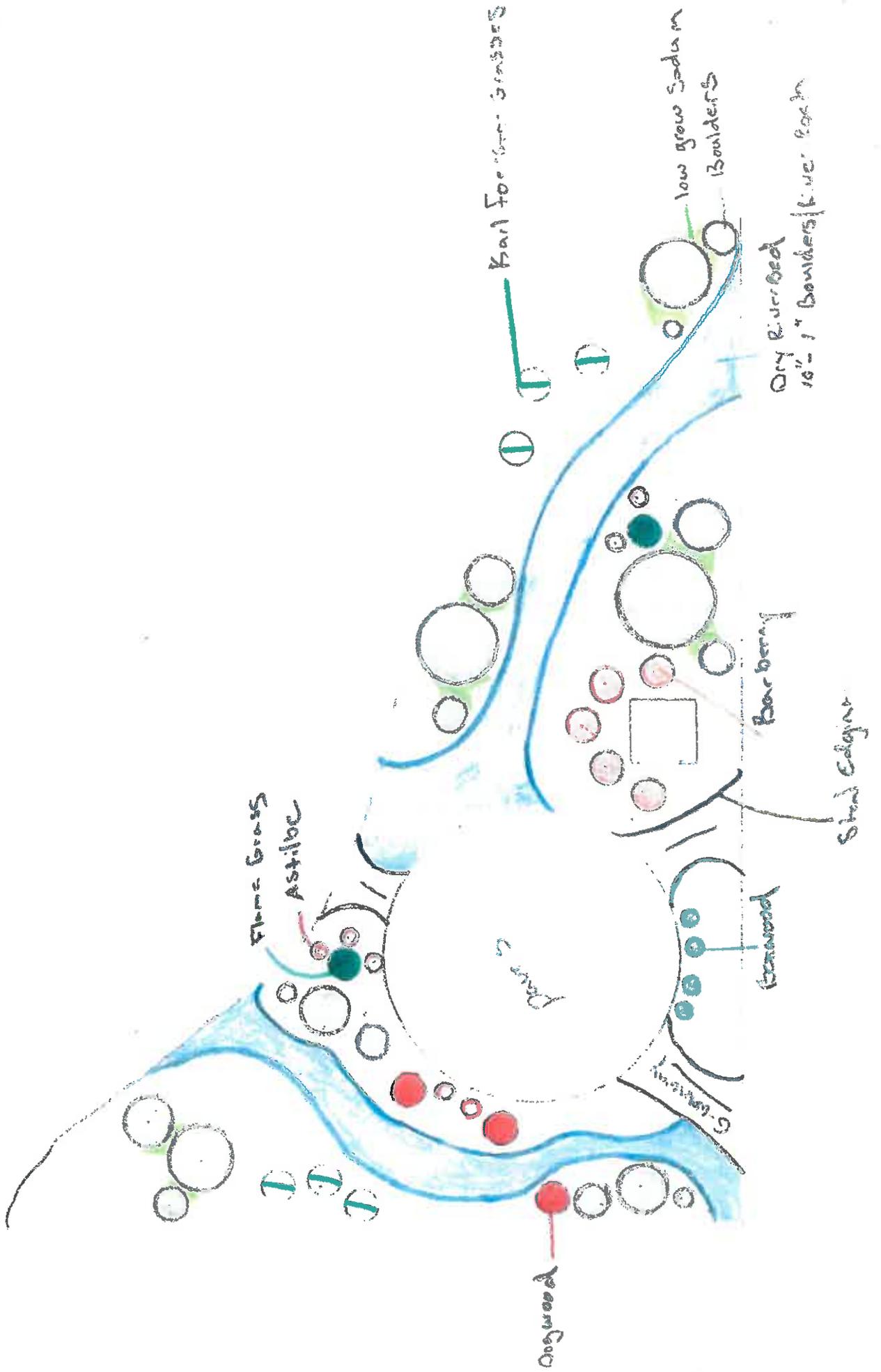
I, Jesse Flury, Owner of Turfworx LLC agree to the scope of work For dollar amount indicated in scope of work . A 50% down payment will be required on the start date. Job will be completed by date stated above at which point both parties will do a final walk through and remainder of balance will be due.

Submitted by (Company Representative) _____

Date _____

Accepted by (home owner or authorized representative) _____

Date _____



Fritz Bobcat & Landscaping LLC

15808 County Road 9

Lester Prairie, MN 55354

Ph. 612-790-7542

email fritzllc@broadband-mn.com

Estimate

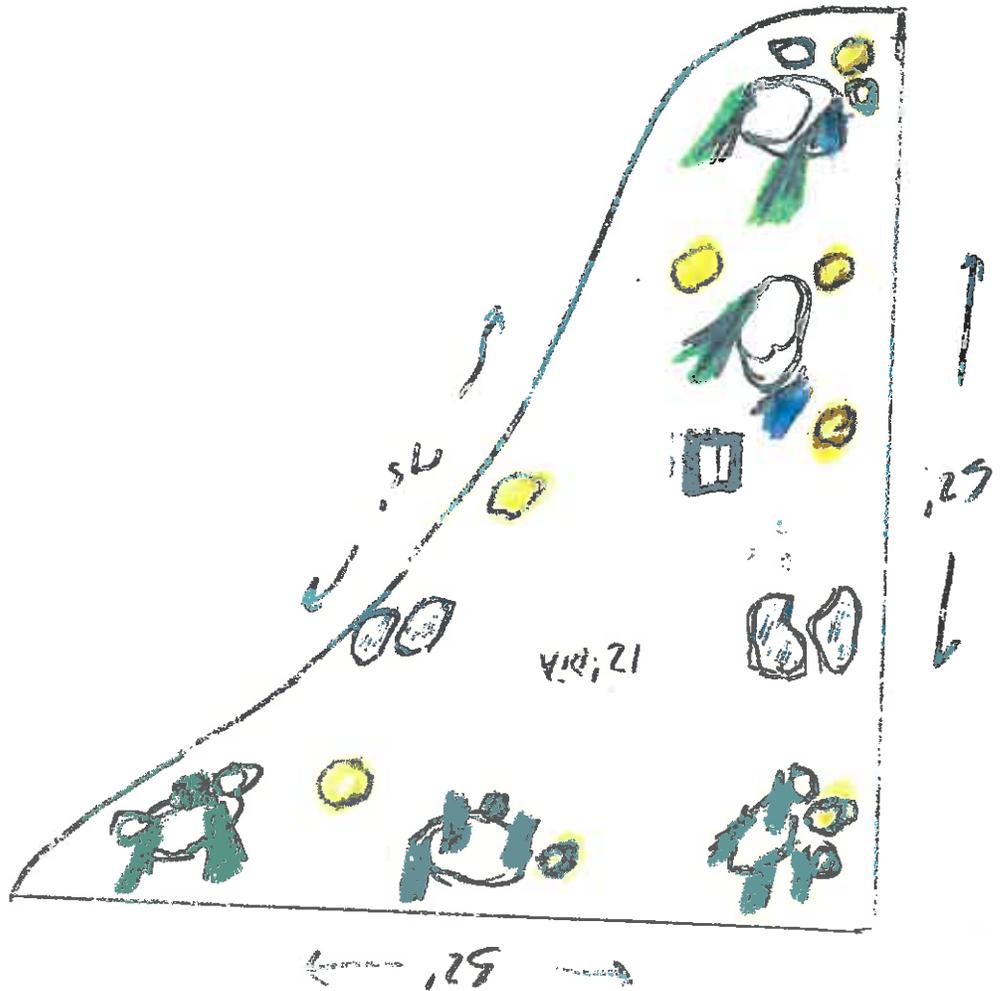
Date	Estimate #
7/30/2020	567

Name / Address
City of NYA 310 Elm St West PO Box 59 NYA, MN 55368

			Project
Description	Qty	Rate	Total
Elm Street Municipal Parking Lot			
demolition of existing landscaping / blacktop and dispose of	1	775.00	775.00
75ft curbing (still waiting on estimate)	1	* 1,875.00	1,875.00
Rochester Colonial 12' circle Paver per SQFT installed 7-8" base, 1" sand, snap edge, joint stabilizer sand (added 3 - 3.5 x 6' paver walkways)	1	3,202.00	3,202.00
boulders 5-36" 6-18"	1	525.00	525.00
2"-4" river rock delivered / installed 11-yards (upgrade heavy duty fabric)	1	2,285.00	2,285.00
24 perennials Karl foerster grasses May night salvia Yellow coreopsis	1	595.00	595.00
		Total	\$9,257.00

*increased to \$5,625 per Tom on 8/13/2020 - concrete subcontractor increased price. Landscape project/pricing remains the same.

Fritz Bobcat & Landscaping
*original proposal 7/2020



SPEED
LIMIT
30

*Added
Power walkways
From circle





Nathan Bruch
14480 Cty Rd 31
Hamburg, Mn 55339
612-875-0804

Estimate:

City of Norwood Young America

Location of Work:

Elm Street Municipal parking lot

Description of work:

Set-up and pour curb for landscape area

- \$3750

Total Estimate: \$3750

Does not include permit, staking, traffic control, sod or blacktop restoration, or cold weather/ winter service fees.

Thank you,
Nathan Bruch



TO: Mayor Lagergren & NYA City Council Members
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: September 14, 2020
SUBJECT: Sunflower Project

=====

Background

This late summer/early fall, there is a new trend for families to visit sunflower fields around central Minnesota. The company/group who started this is called Fish Sunflowers. The idea is bringing families to different communities and filling vacant plots of land with flowers. Fish Sunflowers <https://www.fishsunflowers.com/locations> is looking for 10 spots around MN for 2021. They would come plant the field themselves or they also just provide the sunflower seeds.

This is an "out of the box" project, but essentially a beautification project to attract visitors to a community. This could be a joint project with the Parks & Rec Commission. The benefit of working through Fish Sunflowers is the City of NYA would be advertised with the other locations of fields throughout Central MN.

Lexi Eggers, NYA, brought this idea to staff and will be available to discuss. Two locations within NYA city limits have been identified for this project.

1. The park south of Lakewood Trail across from Prairie Dawn Park (city owned, new housing, beautiful trails and ponds)
2. The 2-acre greenspace next to Serv-A-Dock off of Industrial Blvd (city owned, connects to trail system, shows off commercial areas)

The sunflower field could be planted to bloom during the Stiftungsfest celebration in late August of 2021.



Action

Motion to approve a Fish Sunflower field at (location) _____
for a beautification and marketing project for the fall of 2021.



TO: Mayor Lagergren & NYA City Council Members
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: September 14, 2020
SUBJECT: 2021 EDC Budget

Background

The proposed 2021 Budget for the Economic Development Commission includes \$25,000 in Capital Outlay expenses. The below list has been recommended for approval from the NYA Economic Development Commission:

- \$8,000 - Mural - Historic Downtown Young America
- \$3,000 - Underpass art project
- \$14,000 - Industrial Blvd Business & Tacoma West Industrial Park signage, Historic Walking Tour
- \$25,000 Total

The following items are included in the EDC budget as Line Item Descriptions:

- \$1,000 - Welcome/New Business Packets (Operating Supplies)
- \$5,000 - Potential Hotel Study \$5,000 (Professional Fees/Studies)
- \$15,000 - Drone/Video/Photography Services (Professional Services)

Staff has also proposed to the City Council to budget \$20,000 to the Revolving Loan Fund which would be dedicated to the Market Enrichment Grant Program.

Action

Motion to approve the 2021 Norwood Young America Economic Development Commission Expenditures as presented.

Norwood Young America

Building Permit Report - August 2020

PERMIT #	NAME	ADDRESS	PURPOSE	DATE	PERMIT FEE	PLAN CHECK FEE	SURCHARGE	VALUE
2020001	Tim Schroeder	514 W Elm Street	Residing	1/13/2020	\$60.00	\$0.00	\$1.00	
2020002	Donna Klemman	328 Oak Drive	Furnace	1/16/2020	\$60.00	\$0.00	\$1.00	
2020003	Kwik Trip	520 Reform St N	Ansul System	2/4/2020	\$98.09		\$1.00	\$1,500.00
2020004	Harlan Mackenthun	404 5th St Ct SW	Alterations	1/22/2020	\$532.37		\$9.00	\$18,000.00
2020005	Harlan Mackenthun	404 5th St Ct SW	Plumbing	1/27/2020	\$60.00	\$0.00	\$1.00	
2020006	Tim Fahey	261 Emma Street	Furnace	1/27/2020	\$60.00	\$0.00	\$1.00	
2020007	Andy Wigfield	524 Elm St W	Demo	1/28/2020	\$100.00	\$0.00	\$1.00	
2020008	Kwik Trip	520 Reform St N	Mechanical	2/5/2020	\$353.45	\$229.74	\$10.00	\$20,000.00
2020009	Kwik Trip	520 Reform St N	Refrigeration	2/18/2020	\$199.45	\$129.64	\$5.00	\$10,000.00
2020010	Central School	655 SW 7th	Solar	2/21/2020	\$541.55	\$352.01	\$17.50	\$35,000.00
2020011	Central School	531 Morse Street N	Solar	2/21/2020	\$541.55	\$352.01	\$17.50	\$35,000.00
2020012	Loomis Homes	990 Lakewood Trail	new home	2/26/2020	\$10,843.30	\$1,319.19	\$128.00	\$251,030.00
2020013	Loomis Homes	1095 Barnes Lake Dr	new home	2/27/2020	\$10,814.82	\$1,307.18	\$126.50	\$248,288.00
2020014	Dennis Mohs	1045 Lakewood Ct	finish bsmt	2/27/2020	\$606.00	\$315.90	\$17.00	\$30,000.00
2020015	Loomis Homes	1075 Barnes Lake Dr	new home	2/28/2020	\$11,076.22	\$1,467.34	\$146.50	\$288,125.00
2020016	Loomis Homes	1000 Whitetail Path	new home	3/4/2020	\$10,700.10	\$1,239.11	\$118.00	\$231,992.00
2020017	Citizen's Bank	409 N Faxon Rd	overhang	3/5/2020	\$168.65	\$109.62	\$4.00	\$7,500.00
2020018	Loomis Homes	1115 Barnes Lakd Dr	new home	3/4/2020	\$11,303.70	\$1,579.45	\$161.50	\$317,000.00
2020019	Loomis Homes	940 Lakewood Tr	water soft	3/17/2020	\$60.00	\$0.00	\$1.00	\$500.00
2020020	Larry Panning	324 4th St SW	alterations	3/17/2020	\$197.85	\$89.60	\$4.00	\$5,152.00
2020021	Iosh Kroells	430 Emma Street	pool	5/15/2020	\$657.10	\$388.12	\$21.00	\$40,000.00
2020022	Larry Krause	634 Preserve Blvd	ductwork	3/24/2020	\$60.00		\$1.00	\$340,000.00
2020023	Homeland Builders	440 Park Circle	new home	3/26/2020	\$13,866.60	\$1,671.54	\$173.00	
2020024	Loomis Homes	965 Lakewood Tr	water softener	3/27/2020	\$60.00		\$1.00	
2020025	Loomis Homes	955 Lakewood Trail	Finish basement	4/3/2020	\$490.45	\$279.79	\$13.50	\$25,000.00
2020026	Loomis Homes	1025 Lakewood Trail	new home	4/10/2020	\$11,460.82	\$1,707.58	\$176.50	
2020027	John Fahey	211 Park Place West	reroof	4/8/2020	\$60.00		\$1.00	
2020028	Scott & Linda Rannow	835 Barnes Lake Rd	finish basement	4/27/2020	\$399.65	\$259.77	\$13.50	\$22,500.00
2020029	Phillip Henning	1065 Lakewood Court	Finish basement		\$328.05	\$169.68	\$1.00	\$9,000.00
2020030	Loomis Homes	955 Lakewood Trail	Deck	4/20/2020	\$214.85	\$139.65	\$5.50	\$11,000.00
2020031	John Kroells	240 Upper Brand Lk Dr	Furnace	4/10/2020	\$60.00		\$1.00	
2020032	Loomis Homes	1030 Lakewood Court	new home	4/20/2020	\$10,824.82	\$1,307.18	\$126.50	\$249,000.00
2020033	Jack Lano	323 Casper Circle	sotorage shed	4/10/2020	\$452.67	\$294.24	\$13.50	\$27,000.00
2020034	Kevin & Ruth Williams	316 4th Street SW	reroof	4/14/2020	\$60.00		\$1.00	
2020035	Jencar Holdings	620 Marsh Path	New home	4/22/2020	\$14,709.54	\$1,275.14	\$123.50	\$241,000.00
2020036	Jencar Holdings	590 Marsh Path	new home	4/22/2020	\$14,826.58	\$1,351.22	\$133.00	\$260,000.00
2020037	Jencar Holdings	605 Marsh Path	new home	4/22/2020	\$14,826.58	\$1,351.22	\$133.00	\$260,000.00
2020038	Jencar Holdings	575 Marsh Path	new home	4/22/2020	\$14,843.88	\$1,362.47	\$127.00	\$248,326.00
2020039	Kevin Eiden	211 Reform St S	Alteration-bath room	4/16/2020	\$430.45	\$279.79	\$12.50	\$25,000.00
2020040	Jencar Holdings	575 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00
2020041	Jencar Holdings	605 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00
2020042	Jencar Holdings	590 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00

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2020043	Jencar Holdings	620 Marsh Path	Fire Sprinkler	4/22/2020	\$122.45	\$79.59	\$2.50	\$4,900.00
2020044	Farniok	308 4th Street SW	Egress Window	4/20/2020	\$76.25	\$49.56	\$1.00	\$2,000.00
2020045	Xtreme Properties	311 Railroad St W	Reroof and Reside	4/27/2020	\$541.55	\$352.01	\$17.50	\$35,000.00
2020046	Deb Priebe	569 Shireview Lane	Deck	4/27/2020	\$122.45	\$79.59	\$2.50	\$5,000.00
2020047	Mary Skolberg	715 Lakewood Trail	Replace Patio door	5/1/2020	\$60.00		\$1.00	\$4,836.00
2020048	Seth Huber	209 1st Avenue SE	Reroof	4/28/2020	\$60.00		\$1.00	
2020049	Dean Lind	517 Casper Circle	Reroof	4/28/2020	\$60.00		\$1.00	
2020050	Johnathon Rueben	19 Central Avenue N	Reroof	4/28/2020	\$60.00		\$1.00	\$8,000.00
2020051	Dewey Hormann	210 NE 1st St	Reside	4/29/2020	\$60.00		\$1.00	
2020052	Steve Danielson	514 N Morse St	Reroof	5/1/2020	\$60.00		\$1.00	\$3,500.00
2020053	Tim Rohwer	935 Lakewood Trail	basement finish	5/1/2020	\$428.45	\$229.74	\$11.00	\$7,072.12
2020054	Beanna Rief	930 Lakewood Trail	deck	5/5/2020	\$338.05	\$219.73	\$9.50	\$20,000.00
2020055	Anna Boote	215 W. Wilson Street	replace furnace & AC	5/4/2020	\$120.00		\$2.00	\$12.00
2020056	Troy Krueger	622 Elm Street W	Replace windows	5/8/2020	\$60.00		\$1.00	
2020057	Ken Norman	223 Hazel Street	Reroof	5/6/2020	\$60.00		\$1.00	
2020058	Loomis Homes	990 Lakewood Trail	softener	5/6/2020	\$60.00		\$1.00	\$500.00
2020059	Eric Knuth	106 Main Street E	Replace 5 windows	5/8/2020	\$60.00		\$1.00	\$10,189.00
2020060	Steve Danielson	514 Morse Street	Alterations	5/12/2020	\$168.65	\$109.62	\$4.00	\$7,200.00
2020061	Pro Auto -Kevin Eiden	324 Railroad Street	plumbing	5/14/2020	\$168.65	\$109.62	\$4.00	\$7,400.00
2020062	Pro Auto -Kevin Eiden	324 Railroad Street	AC unit	5/14/2020	\$199.45		\$5.00	\$9,800.00
2020063	KIS Properties	219 Elm St W	reroof	5/13/2020	\$91.65	\$59.57	\$1.50	\$2,785.00
2020064	Mary Spille	440 Meadow Lake	deck remodel	6/8/2020	\$91.65	\$59.57	\$1.50	\$2,500.00
2020065	Thomas Lauerman	120 Elm Street E	Reroof garage	5/15/2020	\$60.00		\$1.00	
2020066	Nick Ostle	115 hill St West	Reroof	5/18/2020	\$60.00		\$1.00	
2020067	Kim & Eric Neubarth	471 Emma Street	Reroof	5/18/2020	\$60.00		\$1.00	
2020068	Joseph Kube	811 Elm St West	Reside	5/19/2020	\$60.00		\$1.00	
2020069	Danielle Bentz	413 Meadow Lane	Softener	5/20/2020	\$15.00		\$1.00	\$12,500.00
2020070	Melvin Beyer	321 Hill St West	Reroof	5/29/2020	\$60.00		\$1.00	
2020071	Leon Becker	214 Brush Street	Reroof	5/29/2020	\$60.00		\$1.00	\$5,000.00
2020072	Leon Becker	222 Reform Street	Reroof	5/29/2020	\$60.00		\$1.00	\$9,000.00
2020073	Eric Lehn	401 Triplane Drive	Replace windows	5/29/2020	\$60.00		\$1.00	\$38,623.00
2020074	4 Plex Townhomes	636, 648,660,662 Meadow Lane	reroof	6/1/2020	\$240.00		\$4.00	\$27,000.00
2020075	Nicklas Fejfar	415 5th Street	Finish Basement		\$199.45	\$129.64	\$5.00	\$10,000.00
2020076	NAPA	508 N Faxon Road	Reroof and Reside	6/3/2020	\$288.98		\$7.50	\$15,000.00
2020077	Mark Bartels	306 Oak Drive	Reroof	6/3/2020	\$60.00		\$1.00	
2020078	Lomis Homes	1025 Lakewood Trail	fireplace	6/5/2020	\$60.00		\$1.00	\$1,500.00
2020079	Jim Crawford	1005 Whitetail Path	finish basement	6/18/2020	\$365.65	\$159.67	\$8.50	\$13,000.00
2020080	Pete Buckentine	309 Faxon Road	Reroof	6/10/2020	\$777.50	\$505.38	\$29.50	\$59,000.00
2020081	Mark & Carol Lagergren	513 Devonshire Drive	Replace windows	6/8/2020	\$60.00		\$1.00	\$12,000.00
2020082	Loomis Homes	985 Lakewood Trail	New Home	6/12/2020	\$11,448.06	\$1,663.53	\$172.00	\$338,000.00
2020083	Carl LaRose	124 Park Place W	new furnace	6/15/2020	\$60.00		\$1.00	\$2,800.00
2020084	Warren Koistinen	414 Central Avenue S	new home	6/22/2020	\$12,803.16	\$1,435.30	\$142.50	\$280,000.00
2020085	Gur Jarvi	636 Meadow Lane	deck	6/26/2020	\$59.45	\$38.64	\$1.00	\$1,500.00

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2020086	Julee Arndt/Naomi Lynch	206 Trilane Drive	Deck	6/26/2020	\$122.45	\$79.59	\$2.50	\$4,537.00
2020087	Loomis Homes	1060 Lakewood Court	new home	7/1/2020	\$10,929.54	\$1,375.24	\$135.00	\$265,680.00
2020088	Loomis Homes	820 Barnes Lake Drive	new home	7/1/2020	\$18,601.46	\$1,523.39	\$153.50	\$302,470.00
2020089	Erik Laage	423 Elm St West	mechanical	6/29/2020	\$60.00		\$1.00	\$1,400.00
2020090	Subway	404Faxon Road	alterations	7/7/2020	\$25.85	\$16.80	\$5.00	\$500.00
2020091	M Pasquarette	219 Reform Street	reside	7/6/2020	\$60.00		\$1.00	\$60,000.00
2020092	Roman Rusanov	210 Hill Street W	reside	7/9/2020	\$60.00		\$1.00	\$15,300.00
2020093	Jencar Holdings	620 Marsh Path	Fire sprinkler	7/13/2020		\$79.59		\$4,900.00
2020094	Jencar Holdings	605 Marsh Path	Fire sprinkler	7/13/2020		\$79.59		\$4,900.00
2020095	Jencar Holdings	590 Marsh Path	Fire sprinkler	7/13/2020		\$79.59		\$4,900.00
2020096	Jencar Holdings	575 Marsh Path	Fire sprinkler	7/13/2020		\$79.59		\$4,900.00
2020097	Greg Morris	1115 Barnes Lake Dr	Deck	7/13/2020		\$79.59		\$4,900.00
2020098	Kevin Eiden	211 Reform Street N	Monument Sign	7/9/2020	\$230.25	\$149.66	\$6.00	\$11,840.00
2020099	Heidi Innvaer	574 Shoreview Lane	Deck	7/16/2020	\$585.99	\$380.89	\$19.50	\$38,760.00
2020100	David Bleichner	510 Elm St West	replace decorative brick	7/13/2020	\$184.05	\$119.63	\$4.50	\$9,000.00
2020101	Loomis Homes	1070 Lakewood Court	new home	7/10/2020	\$91.65	\$59.57	\$1.50	\$3,000.00
2020102	Dan Kurth	1140 Preserve Boulevard	New home	7/13/2020	\$11,471.98	\$1,711.58	\$177.00	\$350,000.00
2020103	Andy Wigfield	524 Elm St W	reroof/reside garage	7/13/2020	\$19,511.98	\$2,111.98	\$227.00	\$449,262.00
2020104	Mike Daugaard	115 Muirfield Cir	reroof/reside	7/13/2020	\$120.00		\$2.00	
2020105	Kristin Johnson	123 Muirfield Cir	reroof	7/21/2020	\$60.00		\$1.00	
2020106	Amma Boote	215 Wilson St W	plumbing	7/14/2020	\$15.00		\$1.00	
2020107	Kristin Johnson	123 Muirfield Cir	insulation replacement	7/21/2020	\$35.93	\$23.35	\$0.50	\$800.00
2020108	Ruth Harms	514 Meadow Lane	Replace deck/railing	7/27/2020	\$122.45	\$79.59	\$2.50	\$4,500.00
2020109	Car Quest	309 Faxon Road N	Rooftop units	7/23/2020	\$369.48	\$240.16	\$10.00	\$21,000.00
2020110	Samantha Hammond	124 Park Place	Bath remodel	7/28/2020	\$213.25	\$99.61	\$4.50	\$6,500.00
2020111	Mike Mooney	15 Central Avenue N	reroof	7/21/2020	\$60.00		\$1.00	
2020112	Julian Ellison	414 Elm Street W	Plmb and Mech	7/28/2020	\$135.00		\$2.00	
2020113	Raf Lozada	905 Meadows Blvd	Deck	7/27/2020	\$245.65	\$159.67	\$6.50	\$12,800.00
2020114	Gary Lueck	410 Elm Street W	Deck/reside	7/27/2020	\$107.05	\$69.58	\$3.00	\$3,520.00
2020115	Joel Klausstermeier	517 Devonshire Dr	2 doors	7/29/1930	\$60.00		\$1.00	\$6,380.00
2020116	Jon Malenke	127 South St W	reroof	7/31/2020	\$60.00		\$1.00	
2020117	Mike Kimpfing	423 Morse St N	shed	7/31/2020	\$0.00		\$4.00	\$7,298.28
2020118	CPS holding	115 Main St East	reroof	8/17/2020	\$1,085.50	\$705.58	\$49.50	\$98,939.00
2020119	Kevin Oelfke	510 Devonshire Drive	reroof	8/3/2020	\$60.00		\$1.00	
2020120	Lucan Madromootool	136 E Elm Street	Demo shed	8/3/2020	\$100.00		\$1.00	
2020121	Melissa Morphew	105 1st Aven SW	remodel	8/6/2020	\$413.45	\$229.74	\$11.00	\$20,000.00
2020122	Children of Tomorrow	318 Hwy 212 West	Alterations	8/4/2020	\$486.00	\$315.90	\$15.00	\$30,000.00
2020123	Loomis Homes	970 Lakewood Trail	new home	8/20/2020	\$10,463.70	\$1,078.95	\$98.00	\$155,000.00
2020124	Nick Rogosjenski	513 Elm St West	reside	8/4/2020	\$60.00		\$1.00	
2020125	Bob Ludwig	220 Union Street	Reroof/window replace	8/4/2020	\$168.00		\$4.00	\$8,000.00
2020126	Wayne Lehrke	403 Adams Drive W	reroof	8/5/2020	\$60.00		\$1.00	\$19,000.00
2020127	Marilyn Foss	101 Trilane Drive	replace window	8/6/2020	\$60.00		\$1.00	\$1,789.00
2020128	Tom Hanson	301 1st Avenue SE	reroof	8/7/2020	\$60.00		\$1.00	
2020129	Bob Smith	470 Emma Street	water heater	8/7/2020	\$15.00		\$1.00	

