



CITY COUNCIL AGENDA

April 12, 2021 – 6:00 p.m.
City Council Hybrid Meeting
Zoom Link

<https://us02web.zoom.us/j/86743636934?pwd=RIZ2dmZFNDZqdWpKdm9LN0dkYnMzZz09>

Meeting ID: 867 4363 6934

CITY COUNCIL

1. Call Meeting of City Council to Order
 - 1.1 Pledge of Allegiance
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
 - 3.1 John Fahey, Carver County Commissioner
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 February 22, 2021 meeting
 - 4.2 Approve payment of Claims
 - 4.3 Approve 2nd Spring Artisan Fair Street Closure Request
 - 4.4 Approve Parks Commission Appointment (Dan Stender)
5. Public Hearings
6. Old Business
7. New Business
 - 7.1 Approve Resolution 2021-11, Approving Plans and Specifications for 2nd Avenue Lift Station and Street Improvement Project and Ordering Advertisement for Bids
 - 7.2 Approve awarding quote for 2nd Avenue Lift Station Equipment Purchase
 - 7.3 Review Property/Casualty Insurance Renewal Report
 - 7.4 Approve Veterans Park Driveway and Parking Lot Paving
 - 7.5 Approve Commercial Market Study
 - 7.6 Approve awarding quote for Highway 212 Trail Lighting Installation Project
 - 7.7 Approve awarding quote for Lawn Mowing Cemeteries and Nuisance Abatement
 - 7.8 Approve awarding quote to remove Elevator Shaft at Willkommen Heritage Center/Food Shelf
 - 7.9 Approve Investment Policy Amendments and Review 1st Quarter Financial Reports
 - 7.10 Approve hiring Refuse Hauler for 2021 Residential Spring Clean-up Day and Closing Morse Street
 - 7.11 Discuss Lawn Mowing along Highway 212 Trail
 - 7.12 Consider Business Incentives for New Business Opportunities
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: March Building Permit Report.

UPCOMING MEETINGS / EVENTS

- April 14 Economic Development Commission – 6:00 p.m.
April 20 Finance Committee – 3:00 p.m.
April 20 Parks and Recreation Commission – 4:45 p.m.
April 26 Work Session, EDA, City Council – 6:00 p.m.
May 4 Planning Commission – 6:00 p.m.
May 10 Personnel Committee – 5:00 p.m.
May 10 City Council – 6:00 p.m.
May 20 Senior Advisory Committee – 9:00 a.m.



CITY COUNCIL Minutes

March 22, 2021 – 6:00 p.m.

City Council Meetings

Zoom Link

<https://us02web.zoom.us/j/86743636934?pwd=RlZ2dmZFNlZkdWpKdm9LN0dkYnMzZz09>

FNDZqdWpKdm9LN0dkYnMzZz09

Meeting ID: 867 4363 6934

Attendees: Carol Lagergren, Charlie Storms (via Zoom), Craig Heher, Mike McPadden, and Alan Krueger

Staff Present: Steve Helget (City Administrator), Karen Hallquist (Economic Development Director), and Angela Brumbaugh (Clerk-Treasurer),

Others: Fire Department Members, Cynthia Smith-Strack, Perry Forst

1. Call Meeting of City Council to Order

Mayor Lagergren called the hybrid meeting to order at 6:04 pm. Roll call of attendance: All Council were in attendance. Lagergren stated Executive Order 20-81 allows Council members to take their masks off as long as Social Distancing is maintained.

1.1. Pledge of Allegiance was said by all.

2. Approve Agenda

Motion: CH/CS to approve the agenda as listed. Motion passed 5-0

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

3.1 Mark Thomas Firefighter Retirement Recognition

Fire Chief ZumBerge stated Mark Thomas joined the Fire Department 34 years ago in 1987. ZumBerge stated the dedication that Mark has had to the Fire Department has been above and beyond. He has volunteered for committees and his family has been very understanding. He was an Assistant Chief for eight years.

4. Consent Agenda

4.1 Approve minutes of March 8, 2021 meeting.

4.2 Approve payment of Claims.

4.3 Accept Fire Firefighter Resignation – David Bargmann

4.4 Approve advertising for Seasonal Employees

4.5 Approve Lawful Gambling Exempt Permit for Young America Baseball Club

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

5. Public Hearing

6. Old Business

7. New Business

7.1 Review Rescue 11 Fire Truck Replacement Scenarios

ZumBerge stated on December 12, 2020 the Fire Department was called out on a fire call with zero visibility. Rescue 11 got hit by a van and was deemed total by the League of MN Insurance Adjuster.

- The valuation is \$16,250.
- Need a power chassis with a Utility box.
- 2013 Ford F350 super-duty rescue for \$43,000 with 110,000 miles.
- After looking at it they were informed it was wet.
- Looked at crew cab pick ups with power chassis but that was sold.
- We can no longer get a state bid on a 2021 but would need to go with a 2022.
- Looking at trying to get some funding from charitable organizations to help.
- ZumBerge would like to have authorization to get quotes on a power unit.

- We would have to come up with \$38,250.
- We do have a truck that is coming up on the capital schedule but this could be moved around.

Motion: CH/CS to pursue soliciting quotes to replace the Rescue 11 Fire Truck with a new, or slightly used, power unit, and a new service body. Roll Call Vote. Motion passed 5-0.

7.2 Approve Resolution 2021-10, Approving Greenwood Marina Conditional Use Permit

Smith Strack stated you do have a Conditional Use Permit with Resolution 2021-10 for allowing outdoor storage. This property is I1. Applicant is AJB Properties, Aaron and Angie Bean.

- Watercraft repair is a sub-ordinate use which is allowable.
- Public Hearing was held on March 2nd with a 5-1 vote.

Motion: CH/MM to approve a Resolution approving a Conditional Use Permit to allow outdoor storage and a marine warehouse operation at 13050 Stewart Avenue. Roll Call vote.

Motion passed 4-1. Heher opposed.

7.3 Adopt Ordinance No. 333, Rezoning of 710 Faxon Road and approve the Summary of Ordinance No. 333

Smith-Strack stated Cologne Enterprises, LLC are purchasing the property at 710 Faxon Road.

- Public Hearing was held on March 2nd.
- Consistent with the Comprehensive Plan.
- A site plan must be submitted and approved.
- Any changes to the building would need to be approved.
- This is a rezoning and will be an allowed use going forward.

Motion: CH/MM to Approve Ordinance No. 333, Rezoning Property addressed as 710 Faxon Road from C-2, General Commercial District to B-1, Business Industrial District. Roll Call Vote. Motion passed 5-0.

Motion: CH/MM to Approve the summary of Ordinance Rezoning Property addressed as 710 Faxon Road from C-2, General Commercial District to B-1, Business Industrial District. Roll Call vote. Motion passed 5-0.

7.4 Adopt Ordinance No. 334, Non-Conforming Expansion

Smith-Strack stated this is a repeal and replacement of Section 1215. This is about adding flexibility for non-conforming use standards.

- Expansion could be done by administrative review in certain zoning areas.
- This change is to promote flexibility to the code without having to get a variance.
- Heher stated it also streamlines our process.

Motion: CH/MM to Approve Repealing and Replacing Section 1215 of the City Code relating to Nonconforming uses, structures, and lots for Ordinance No. 334. Roll call vote. Motion passed 5-0.

Motion: to Approve the summary of Ordinance No. 334 amending City Code Chapter 12, Land Use. Roll call vote. Motion passed 5-0.

7.5 Approve Reciprocal Temporary Relocation Agreement with Citizens State Bank Norwood Young America

Helget stated this is regarding the agreement between the City and Citizens State Bank in the even of a disaster. Our insurance carrier did look at the agreement and made some recommendations.

- Perry Forst
- Stated everything is acceptable on his side.

Motion: MM/CS to approve the Reciprocal Temporary Relation Agreement between the City of Norwood Young America and Citizens State Bank Norwood Young America. Roll Call Vote. Motion passed 5-0.

7.6 Approve Bandshell Agreements

Helget stated this item goes back to last September. LaVonne Kroells requested the City consider moving a Historic Bandshell from 226 Reform Street S to Legion Park.

- Location would be approximately 25 feet east of the open park shelter.
- The directive from the Council was to be sure agreements were in order from the donor and one from the Heritage Society, who would be responsible for the costs.

Motion: CH/MM to approve the Bandshell Agreement between the City of Norwood Young America and the Willkommen Heritage and Preservation Society. Roll Call Vote. Motion passed 5-0.

Motion: CH/MM to approve the Bandshell Donation between the City of Norwood Young America and Danielle Beisell. Roll Call Vote. Motion passed 5-0.

7.7 Approve Park Benches Donation Program

Lagergren spoke for Storms, Parks Chair stating we would like to make a few changes to the Park Bench donation.

- Lagergren is recommending the City take on the shipping which would never be more than \$640 per year.
- Looking to streamline it by only ordering no more than 4 times a year.
- \$650 would be the donations needed to purchase a bench.

Motion: CH/MM to approve changes to the Bench Donation Program guidelines. Roll Call Vote. Motion passed 5-0.

7.8 Review Highway 212 Lighting Plan and authorize proceeding with RFQs

Helget stated this item started with the Parks Commission. These lights would be for the new trail and sidewalk. One change is there would be 43 bollards instead of 42 with 6 light poles. Four contractors have been identified to solicit quotes:

- Xtreme Electrical Services, Norwood Young America
- Choice Electric, Shakopee
- Egan Company, Brooklyn Park
- Granite Ledge Electrical Contractors, Foreston

Bolton and Menke recommended a couple of the companies as they have worked with them in the past. Quotes are due on April 6th. Lagergren stated the one complaint she hears often is that it is dark so we need to move forward quickly.

Motion: MM/CS to authorize proceeding with soliciting quotes for the Highway 212 Trail Lighting Project. Roll Call Vote. Motion passed 5-0.

7.9 Approve changes to Community Gardens Guidelines

Hallquist stated we are working with Central Schools to build 8 more plots. Lagergren stated it was in the newsletter. The proposed change is to discontinue the \$25 deposit, refund it, give first chance to the previous gardeners, return deposits, and any remaining escrow used for lumber to build the new ones.

Motion: CH/MM to Approve changes to the Community Garden Program Guidelines. Roll Call vote. Motion passed 5-0.

8. Council Member & Mayor and Staff Reports

Heher (Planning Commission): Nothing new from Planning

Krueger: (Senior Advisory and Stiftungsfest): Stiftungsfest meeting was the 15th. They are moving forward and they are watching how many people would be allowed to attend.

Discontinuing the 50-50 raffle for this year. Parade is moving forward. Rugby tournament

is in the works. Also attended Senior Advisory. Senior Center is on hold. Would like to have prayer before the meetings.

Storms (Parks and Rec): Parks discussed the Bench program and the Lighting. Working on setting timelines such as hockey rink, trail and sidewalk maintenance, and discussed Arbor Day.

McPadden (EDC): Business Subsidy Guidelines were discussed and a few changes. Looked at Industrial Park signs, Young America Mural was discussed. In progress was the drone video and historical walking tour. Discussed Norwood Young America having their own historical building criteria. Grant programs are going fine.

Lagergren (Mayor): Carver County Agency stated 85.5% of Seniors have been vaccinated at least one. There will be a postcard coming out soon with a phone number so people can reach out that way. Currently 21% of the County has some level of vaccination. New variant is more transmittable. Moving in the right direction.

Helget (City Administrator): City newsletter went out last Friday with a lot of information.

10. Adjournment

Motion: CS/CH to adjourn at 7:32PM. Roll call vote. Motion passed 5-0.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



CITY COUNCIL WORK SESSION Minutes

March 22, 2021

City Council Meetings

Zoom Meeting

<https://us02web.zoom.us/j/2334975750>

Meeting ID: 233 497 5750

Attendees: Carol Lagergren, Charlie Storms, Craig Heher, Alan Krueger, and Mike McPadden
Staff Present: Steve Helget (City Administrator), Karen Hallquist (Economic Development Director), and Angela Brumbaugh (Clerk-Treasurer)
Others:

1. Call Meeting of Work Session to Order

Mayor Lagergren called the meeting to order at 7:32 p.m. Roll call of attendance: All members were present.

2. Approve Agenda

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

3. City Council Vision and Priorities

Lagergren stated we need to be clear when we are talking to staff regarding our visions, priorities, and finances. Many communities have retreats and maybe we should look at doing that.

- Lagergren asked what Council thinks about when new businesses are coming into the area? What are our priorities.
- Heher stated it would be a helpful tool for Planning Commission, Staff, etc. to have an idea of what we are looking for. Should some of the things go to Council first before the Planning Commission sees it to save some time.
- Lagergren stated so how we handle a new business that doesn't fall into our current code.
- Storm stated he feels we have let people down on some new businesses coming into town. Would like to let the Market speak for itself more.
- Lagergren stated she is always concerned when we have empty buildings.
- Lagergren is comfortable with reviewing code when things happen or is this something that Council wants to ponder and have a workshop that only talks about our priorities. Are we willing to amend code if it isn't an egregious change? Are we willing to consider incentive programs?
- Storm stated he is comfortable with incentives and would like to see us promote jobs in the community. Feels we need to encourage businesses.
- Krueger stated he likes the idea of getting together for a workshop and consolidate ideas so we have mutual understanding of the mission statement.
- McPadden stated he feels incentives need to be looked at individually because it has to make financial sense. All for it if we can do it and it makes sense. Its why we have Ehlers and Consultants that help us to be sure the City comes out okay.
- Lagergren stated she just recently got a call from a Citizen that discussed what other communities are doing and if we are trying to be competitive with things in place.
- Heher stated he feels we do need to see what other communities are doing to see what is working and what isn't. Things are moving so much faster than in the past.
- McPadden stated every City wants new businesses and is competing. Maybe Ehlers or the League has some ideas. It isn't new but now there will be more interest with people wanting to come out here. We need housing. How do we get a Developer to come out here?
- Lagergren stated she feels we need to start looking at something different. If Developers aren't coming here then we need to ask why?
- Lagergren asked if we need to have a retreat? What are our priorities? What are we doing? What are other Cities doing? Is the Council willing to have a retreat with a facilitator coming in.

- Lagergren requested Steve to look at setting up something. Finding a Facilitator and the cost?
- At the meeting discussing our Fund Balance. What is an acceptable amount.

Motion: CS/MM to adjourn at 7:53 PM. Roll call vote. Motion passed 5-0.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



more than a place, it's home.

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

To Be Approved: April 12, 2021

Payroll EFT

Check #	506487 - 506502	\$	18,165.59
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Voided Checks

Check #	31715	\$	-
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Prepays

Check #	-		
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Claims Pending Payment

Check #	31716 - 31763	\$	248,413.25
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Wire Transfer

Cardmember e-check

Grand Total	\$	<u>266,578.84</u>
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CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
31716	04/09/21	212 EQUIPMENT			
E 101-43100-223		Repair/Maintenance Bldg/	\$155.70	1847	2 AUGER EXTENSIONS, RENT AUGER
		Total	\$155.70		
31717	04/09/21	BOLTON & MENK, INC			
E 496-43100-303		Engineering Fees	\$19,364.00	0266836	Oak Lane Improvements
E 495-43100-303		Engineering Fees	\$42,913.00	0266839	2nd Ave SE Recon & Lift Station Replacement
		Total	\$62,277.00		
31718	04/09/21	CARVER COUNTY ATTORNEYS OFF			
E 101-41500-307		Prosecution Contract	\$2,368.29		2021 Prosecution contract Jan-Mar
		Total	\$2,368.29		
31719	04/09/21	CONCENTRA			
E 101-43100-208		Medical-Physicals	\$105.00	103334476	REGULATED UDS
		Total	\$105.00		
31720	04/09/21	DIERS, KAY			
E 601-49400-432		Refund	\$87.42		OVERPAYMENT OF FINAL UTILITY BILL
E 601-49400-432		Refund	\$51.32		OVERPAYMENT OF FINAL UTILITY BILL
		Total	\$138.74		
31721	04/09/21	ECM PUBLISHERS INC			
E 496-43100-350		Print/Publishing/Postage	\$340.20	827904	oak lane impr bids
E 101-41320-350		Print/Publishing/Postage	\$26.46	827905	Ordinance 333
E 101-41320-350		Print/Publishing/Postage	\$37.80	827906	Ordinance 334 Summary
		Total	\$404.46		
31722	04/09/21	EHLEN LIMITED PARTNERSHIP			
E 601-49400-432		Refund	\$27.08		OVERPAYMENT OF UTILITY BILL
		Total	\$27.08		
31723	04/09/21	EHLERS AND ASSOCIATES, INC			
E 601-49400-604		Bond Service Charge	\$237.50	61860	bond service charges
E 602-49450-604		Bond Service Charge	\$237.50	61860	bond service charges
E 517-49331-604		Bond Service Charge	\$475.00	61861	bond service charges
E 521-49330-604		Bond Service Charge	\$475.00	61862	bond service charges
E 522-49330-604		Bond Service Charge	\$475.00	61863	bond service charges
		Total	\$1,900.00		
31724	04/09/21	ELECTRIC PUMP			
E 602-49450-221		Repair/Maintenance Equip	\$7,934.50	0070504-IN	REPAIR DIGESTER CIRC PUMP
E 602-49450-221		Repair/Maintenance Equip	\$1,108.25	0070505-IN	INSTALL RPR AT THE WWTP HAYWARD GORDON
		Total	\$9,042.75		
31725	04/09/21	FDSAS			
E 101-42200-542		FD Equipment	\$58.00	2200	LEATHER FRONT
		Total	\$58.00		
31726	04/09/21	FLOWMSP, INC			

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-433		Dues and Subscriptions	\$1,100.00	1458	ANNUAL LICENSE FEE
		Total	\$1,100.00		
31727	04/09/21	GLENCOE FLEET SUPPLY			
E 101-45200-210		Operating Supplies	\$44.99	53207	LIVE CAGE
E 101-43100-210		Operating Supplies	\$94.95	53338	WELD ANGLE, TONGUE & GROVE, VLAVE, VAC BREAK
E 101-41940-223		Repair/Maintenance Bldg/	\$23.98	53338	WELD ANGLE, TONGUE & GROVE, VLAVE, VAC BREAK
		Total	\$163.92		
31728	04/09/21	GOPHER STATE ONE-CALL, INC.			
E 601-49400-223		Repair/Maintenance Bldg/	\$20.25	1030641	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$20.25	1030641	LOCATES
		Total	\$40.50		
31729	04/09/21	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical Ins	\$11,040.54		MayHealth Insurance
		Total	\$11,040.54		
31730	04/09/21	HILLYARD FLOOR CARE SUPPLY			
E 101-41940-223		Repair/Maintenance Bldg/	\$101.68	604268220	ARSENAL CLEANER, CLEANER QT
		Total	\$101.68		
31731	04/09/21	HOME SOLUTIONS			
E 101-45200-223		Repair/Maintenance Bldg/	\$62.92	A173158	Plumbing repairs-Friendship Park Concessions
E 101-41940-223		Repair/Maintenance Bldg/	\$25.70	A173165	paint-South shed
E 101-45200-223		Repair/Maintenance Bldg/	\$27.89	A173168	coupling-Friendship Park
E 101-41940-223		Repair/Maintenance Bldg/	\$36.99	A173339	Paint-Pavilion
E 101-41940-210		Operating Supplies	\$7.62	A173522	cleaning supplies
E 101-49860-223		Repair/Maintenance Bldg/	\$9.93	A173708	screw hook-hardware
E 101-49860-223		Repair/Maintenance Bldg/	\$47.39	A173719	galv pipe strat-nipples-ext tube-insert tee
E 101-45200-223		Repair/Maintenance Bldg/	\$2.67	A1773161	Coupling Friendship Concession bldg
E 101-41940-223		Repair/Maintenance Bldg/	\$16.90	B219398	Roy Clay Trim Repair
E 602-49450-223		Repair/Maintenance Bldg/	\$40.01	B219401	quick Connect-Repairs at WWTP plant
E 101-42200-210		Operating Supplies	\$43.18	B219458	Wet mop
E 101-41940-223		Repair/Maintenance Bldg/	\$2.96	B219481	Lockset - Hockey Rink
E 602-49450-223		Repair/Maintenance Bldg/	(\$31.49)	B219482	Return tool box
E 101-45200-223		Repair/Maintenance Bldg/	\$39.64	B219525	plumbing/electrical Friendship Concession bldg
E 101-45200-223		Repair/Maintenance Bldg/	\$5.83	B219558	seal-tube strap Friendship Concessions
E 101-41940-223		Repair/Maintenance Bldg/	\$41.93	B219589	plumbing repairs-friendship park
E 101-41940-223		Repair/Maintenance Bldg/	\$1.35	B219593	Connector Friendship Park baseball shed
E 101-41940-223		Repair/Maintenance Bldg/	\$13.75	B219604	plumbing repairs-Friendship Park
E 101-49860-223		Repair/Maintenance Bldg/	\$2.51	B219738	repair plumbing-pool
E 101-41940-223		Repair/Maintenance Bldg/	\$4.49	B219743	filters-pavilion
E 602-49450-223		Repair/Maintenance Bldg/	\$3.41	B219755	connector
E 101-49860-223		Repair/Maintenance Bldg/	\$2.69	B219849	fitting for eyewash
E 602-49450-223		Repair/Maintenance Bldg/	\$49.88	B219927	adapters-end stops
E 602-49450-223		Repair/Maintenance Bldg/	\$7.56	B220222	hardware
E 101-41940-223		Repair/Maintenance Bldg/	\$1.78	B220410	fastener
E 101-41940-223		Repair/Maintenance Bldg/	\$25.18	B220413	bulbs

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41940-223		Repair/Maintenance Bldg/	\$1.78	B220423	u-bolt
E 602-49450-210		Operating Supplies	\$75.57	B220428	keysafe-pry bar set-tide
E 101-41940-223		Repair/Maintenance Bldg/	\$13.93	B220429	housekeeping supplies
E 101-49860-223		Repair/Maintenance Bldg/	\$26.08	B220453	reduction tee-connector
E 101-49860-223		Repair/Maintenance Bldg/	\$24.73	B220472	flexible coupling
E 602-49450-221		Repair/Maintenance Equip	\$12.37	B220478	PVC tubing
		Total	\$647.13		
31732	04/09/21	HYDRO ENGINEERING INC			
E 602-49450-221		Repair/Maintenance Equip	\$575.00	93175	INSPECT GEARBOX ON PUMP
E 602-49450-221		Repair/Maintenance Equip	\$645.00	93203	INSTALL CUST ROLLERS ON SKIM BAR
E 602-49450-223		Repair/Maintenance Bldg/	\$1,505.00	93310	SKIM PLATE & THREADED ROD
		Total	\$2,725.00		
31733	04/09/21	INTERSTATE BATTERY SYS OF MPLS			
E 602-49450-223		Repair/Maintenance Bldg/	\$102.10	180030386	LIFT STATION BATTERIES
		Total	\$102.10		
31734	04/09/21	KEITH WICKS & ASSOCIATES			
E 101-46500-305		Other Professional Fees	\$4,750.00	37719	Commercial Market Study
		Total	\$4,750.00		
31735	04/09/21	KENNEDY & GRAVEN CHTD			
E 101-46500-304		Legal Fees	\$409.50		New TIF dist. Questions
		Total	\$409.50		
31736	04/09/21	LANO EQUIPMENT			
E 101-43100-221		Repair/Maintenance Equip	\$53.55	59182	BOLT WHEEL, NUT WHEEL
		Total	\$53.55		
31737	04/09/21	LMCIT			
E 101-49800-360		Insurance	\$1,187.00		Insurance Premium - 2021
E 101-42200-360		Insurance	\$8,237.87		Insurance Premium - 2021
E 101-43100-360		Insurance	\$12,271.87		Insurance Premium - 2021
E 601-49400-360		Insurance	\$14,936.37		Insurance Premium - 2021
E 602-49450-360		Insurance	\$15,224.37		Insurance Premium - 2021
E 101-41940-360		Insurance	\$21,384.67		Insurance Premium - 2021
E 101-45200-360		Insurance	\$35,365.15		Insurance Premium - 2021
E 101-41400-360		Insurance	\$3,390.70		Insurance Premium - 2021
		Total	\$111,998.00		
31738	04/09/21	LOFFLER BUSINESS SYS LLC			
E 101-41400-437		Maintenance Contract	\$1,276.67	3687912	Copier charges 7075 b/w @ .011201 19,798 color @ .060482
		Total	\$1,276.67		
31739	04/09/21	MAC QUEEN EQUIPMENT INC			
E 101-42200-221		Repair/Maintenance Equip	\$664.41	P00080	FCPC, C-HARN
E 101-42200-542		FD Equipment	\$839.29	P00103	MASK BAG
E 101-42200-221		Repair/Maintenance Equip	\$8.64	P00106	FREIGHT - REG HOSE
		Total	\$1,512.34		

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
31740	04/09/21	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$1,584.38	INV8568429	MANAGED SERVICES
		Total	\$1,584.38		
31741	04/09/21	MAYER LUMBER CO.			
E 101-41940-223		Repair/Maintenance Bldg/	\$127.68	198660	SPRUCE
E 101-41940-223		Repair/Maintenance Bldg/	\$883.44	198725	SPRUCE, FIR
		Total	\$1,011.12		
31742	04/09/21	METRO VENT			
E 101-41940-223		Repair/Maintenance Bldg/	\$274.00	1815	FURNACE AT WTP
		Total	\$274.00		
31743	04/09/21	METRO WEST INSPECTION SERVICES			
E 101-42400-312		Building Inspection Fee	\$2,999.73	2794	March building permits
E 101-46500-312		Building Inspection Fee	\$65.00	2794	March building permits
		Total	\$3,064.73		
31744	04/09/21	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$185.44	61006	DYED DSL
E 101-45200-212		Motor Fuels	\$61.81	61006	DYED DSL
E 601-49400-212		Motor Fuels	\$82.41	61006	DYED DSL
E 602-49450-212		Motor Fuels	\$82.41	61006	DYED DSL
E 101-42200-212		Motor Fuels	\$278.21	61006	DYED DSL
		Total	\$690.28		
31745	04/09/21	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$135.15	A-121766	LEGION PARK
		Total	\$135.15		
31746	04/09/21	MN VALLEY ELECTRIC COOPERATIVE			
E 101-43100-380		Street Lighting	\$102.19		Electric
E 602-49450-381		Electric Utilities	\$34.31		Electric
E 601-49400-381		Electric Utilities	\$690.79		Electric
		Total	\$827.29		
31747	04/09/21	NORTH AMERICAN SAFETY INC			
E 101-42200-417		Uniform	\$392.60	INV56363	SAFETY SHIRTS
		Total	\$392.60		
31748	04/09/21	NORWOOD ELECTRIC INC			
E 602-49450-221		Repair/Maintenance Equip	\$127.50	16925	SEWER PLANT DISCONNECT & RECONNECT
		Total	\$127.50		
31749	04/09/21	NYA TIMES			
E 101-41320-350		Print/Publishing/Postage	\$45.36	826371	AJB PROPERTIES
		Total	\$45.36		
31750	04/09/21	PEEPS REPAIR LLC			
E 101-49800-221		Repair/Maintenance Equip	\$95.00	3023	DOT INSPECTION 17 FORD BUS
E 101-49800-221		Repair/Maintenance Equip	\$95.00	3024	DOT INSPECTION 03 FORD BUS

CITY OF NORWOOD YOUNG AMERICA

04/09/21 10:51 AM

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$190.00		
31751	04/09/21	PERFORMANCE PLUS LLC			
E 101-42200-208		Medical-Physicals	\$343.00	122048	DRUG SCREEN, MASK FIT, HEP B TITER
Total			\$343.00		
31752	04/09/21	QUILL CORPORATION			
E 101-41400-200		Office Supplies	\$366.12	15484498	PAPER, WIRELESS KEYBOARD, STAPLES, FILE FOLDERS
Total			\$366.12		
31753	04/09/21	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304		Legal Fees	\$936.00		Legal Fees
E 101-41320-304		Legal Fees	\$288.00		Legal Fees
Total			\$1,224.00		
31754	04/09/21	SMITH OIL CO			
E 101-49800-212		Motor Fuels	\$140.85		gasoline
E 101-43100-212		Motor Fuels	\$142.00		gasoline
Total			\$282.85		
31755	04/09/21	STRACK CONSULTING LLC			
E 101-41320-305		Other Professional Fees	\$1,740.00	1171	Planning
Total			\$1,740.00		
31756	04/09/21	TWIN CITIES & WESTERN RAILROAD			
E 101-43100-440		Lease	\$73.70	M900061-IN	ANNUAL FEE FOR CROSSING
Total			\$73.70		
31757	04/09/21	TWIN CITY SEED CO			
E 101-45200-223		Repair/Maintenance Bldg/	\$445.00	48946	TUFF TURF MIX
E 101-43100-223		Repair/Maintenance Bldg/	\$400.00	48946	TUFF TURF MIX
Total			\$845.00		
31758	04/09/21	UNIQUE PAVING MATERIALS CORP			
E 101-43100-224		Street Maint Materials	\$148.50	58976	WINTER BULK
Total			\$148.50		
31759	04/09/21	UTILITY CONSULTANTS			
E 602-49450-217		Lab Fees	\$681.65	108335	WWTP lab testing
Total			\$681.65		
31760	04/09/21	VERIZON WIRELESS			
E 101-45200-321		Telephone	\$63.14		
E 101-43100-321		Telephone	\$147.33		
E 601-49400-321		Telephone	\$79.34		
E 602-49450-321		Telephone	\$179.47		
E 101-42200-321		Telephone	\$175.05		FIRE DEPT
Total			\$644.33		
31761	04/09/21	VOHNOUTKA, JOHN			
E 601-49400-432		Refund	\$28.50		OVERPAYMENT OF FINAL BILL

CITY OF NORWOOD YOUNG AMERICA

04/09/21 10:51 AM

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$28.50		
31762	04/09/21	WWGOETSCH			
E 602-49450-500		Capital Outlay	\$15,774.27	105922	trickling filter pump replacement
E 602-49450-221		Repair/Maintenance Equip	\$5,479.00	105922	trickling filter pump replacement
Total			\$21,253.27		
31763	04/09/21	XTREME ELECTRICAL			
E 101-41940-223		Repair/Maintenance Bldg/	\$41.97	21-4005	400w bulbs
Total			\$41.97		
10100 CHECKING			\$248,413.25		



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: April 12, 2021

SUBJECT: NYA Area Chamber of Commerce Street Closing Request

Enclosed is a letter and map from Julie Wigfield, Executive Director, NYA Area Chamber of Commerce, requesting certain segments of Union Street, Elm Street and the Elm Street Municipal Parking Lot be closed for the 2nd Annual Springfest Artisan Fair on Saturday, May 15, 2021.

Suggested Motion:

Motion to approve the NYA Area Chamber of Commerce street closing request for the 2nd Annual Springfest Artisan Fair.

Norwood Young America



March 29, 2021

RE: Road Closure Request

Dear Administrator Helget, Mayor Lagergren & City Council Members,

The NYA Area Chamber of Commerce, along with members of the NYA EDC and Chamber, are currently planning the 2nd Annual Springfest Artisan Fair on Saturday, May 15, 2021. This event will be held in the Historic Downtown Norwood in the hopes of bring positive attention and celebration to our small town. We have invited local artists, food enthusiasts, musicians, quilters, etc. to participate in this event.

On March 28, 2021, the request was made to Carver County Public Works Division to close Elm Street from Union Street (by Roy Clay) to Morse Street (before the intersection) for the event as Elm Street is also a county road (33). The start time of the closure would be from 6am to approximately 7pm that evening. We are asking the City of NYA to also comply with this request as well as the closure of Union Street and Elm Street Municipal Parking Lot. The Municipal parking lot would need to be closed on Friday May 14 from 4pm through Saturday, May 15 at 8pm. Which is necessary in the setup of the event as Saturday morning setup would not allow enough time for tents/benches/stage/etc. to be in place for the start time of 9 am on the 15.

Attached is a detailed map of the closure along with alternate routes for traffic. This information was also provided to Carver County.

Thank you for your consideration.

Respectfully,

A handwritten signature in black ink, appearing to read 'Julie Wigfield'.

Julie Wigfield, ED
NYA Area Chamber of Commerce
PO Box 292
NYA, MN 55368
952-737-7403
info@nyachamber.org
www.nyachamber.org



and nearby places

W Railroad St

N Reform St

Xtreme Electrical Services

W Railroad St

Springfest Artisan Fair

Road Closure Request

Principle Manufacturing

W Railroad St

W Railroad St

Morse St N

Morse St N

Union Street

Norwood Young America Library

Norwood Young

CR 33/Elm St Road Closure Request for Sat, Municipal Parking

Morse St N

Elm St W

Brush St

ATM Express

J & S Go 4 Truck

Hazel St

Pour House

Roy Clay Center

Reform St S

Elm St W

South Street West

South Street West

South Street





TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 12, 2021

SUBJECT: Parks & Recreation Commission Appointment

Currently there is one vacancy on the Parks & Recreation Commission. Two applications were received for the vacancy and both were interviewed. Recommended is to appoint Dan Stender to the Commission.

Recommended Motion:

Motion to appoint Dan Stender to the Parks & Recreation Commission.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 12, 2021

SUBJECT: Resolution 2021-011, Approving Plans and Specifications and Ordering Advertisement for Bids

At the February 8th regular City Council meeting, the Council approved Resolution 2021-03, which ordered the improvement and preparation of plans for the 2nd Avenue Lift Station and Street Improvement Project.

Jake Saulsbury and/or Josh Eckstein, Bolton & Menk, will be present to provide information on the final plans and advertisement for bids.

Enclosed is the proposed Resolution 2021-11, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.

Recommended Motion:

Motion to approve Resolution 2021-11, Resolution Approving Plans and Specifications and Ordering Advertisement for Bids.

Norwood Young America



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

*****MEMO*****

DATE: April 7, 2021
TO: Steve Helget, City Administrator
FROM: Josh Eckstein, Bolton & Menk, Inc.
SUBJECT: 2nd Avenue Lift Station & Street Improvement Project

Honorable Mayor and City Council Members:

The purpose of this memo is to request approval of plans and specifications and to receive authorization to advertise the 2nd Avenue Lift Station and Street Improvement Project. The major components associated with this project are:

- Street Reconstruction
- Storm Sewer Construction
- Watermain And Water Service Improvements
- Lift Station and Sanitary Sewer Improvements
- Miscellaneous Driveway And Turf Restoration Items

If authorized to proceed, the project schedule would allow the project to be advertised in April and bid in May. Award of the project is scheduled to be considered at the second council meeting in May.

Please let me know if you have any questions or require any additional information.

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2021-11**

**Resolution Approving Plans and Specifications
and Ordering Advertisement for Bids**

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

WHEREAS, pursuant to Resolution 2021-03, approved by the City Council on February 8, 2021, the city engineer has prepared plans and specifications for the 2nd Avenue Lift Station and Street Improvements Project, which includes the replacement of the existing lift station, and street, drainage and utility improvements of 2nd Avenue between Central Avenue and the northern Devonshire Drive intersection and has presented such plans and specifications to the City Council for approval.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby ordains the following:

1. Such plans and specifications, a copy of which is attached hereto and made a part hereof, are hereby approved.
2. The city clerk shall prepare and cause to be inserted in the official paper (News & Times) and on QuestCDN an advertisement for bids upon the making of such improvement under such approved plans and specifications. The advertisement shall be published for 25 days, shall specify the work to be done, shall state that bids will be received by the clerk online until 10:00 a.m. on May 18, 2021, at which time they will be publicly opened and read via conference call by the city engineer. Bids will then be tabulated and will be considered by the City Council at 6:00 p.m., or soon thereafter, on May 24, 2021 in the City Council Chambers of the city hall. Any bidder whose responsibility is questioned during consideration of the bid will be given an opportunity to address the City Council on the issue of responsibility. No bids will be considered unless appropriately submitted online and accompanied by a cash deposit, cashier's check, bid bond or certified check payable to the city clerk for 5 percent of the amount of such bid.

Adopted by the City Council this 12th day of April 2021.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 12, 2021

SUBJECT: 2nd Avenue Lift Station Equipment Purchase

Bolton & Menk has solicited quotes for the purchase of equipment to construct the 2nd Avenue Lift Station. Enclosed is a memo from Josh Eckstein, Bolton & Menk, and copies of the two quotes received.

Jake Saulsbury and/or Josh Eckstein, Bolton & Menk, will be present to review the proposed equipment to be purchased and the quotes.

Recommended Motion:

Motion to approve Quality Flow Systems' quote of \$60,850 for equipment, materials and supplies to construct the 2nd Avenue Lift Station.



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: [952] 448-8838
Fax: [952] 448-8805
Bolton-Menk.com

April 7, 2021

City of Norwood Young America
Attn: Steve Helget
310 Elm St W
Norwood Young America, MN 55368

RE: 2nd Avenue Lift Station & Street Improvement Project

Honorable Mayor and City Council Members:

Quotes were received for equipment necessary to construct the above referenced project. The proposed equipment purchase includes materials and supplies necessary to construct the 2nd Avenue Lift Station as intended. Two quotes were received for the equipment. The low quote was submitted by Quality Flow Systems. Below is a tabulation of the quotes:

1	Quality Flow Systems	\$60,850
2	Electric Pump	\$63,150

Based on the items above, we recommend that the City purchase lift station equipment as quoted in the amount of **\$60,850** from Quality Flow Systems. I will be available at the upcoming City Council meeting to answer any questions that you may have.

Respectfully Submitted,
Bolton & Menk, Inc.

Joshua Eckstein, P.E.

QUALITY FLOW SYSTEMS, INC.

800 6th Street NW
New Prague, MN 56071

Phone(952)758-9445
Fax(952)758-9661

March 31, 2021

TO: Joshua Eckstein
Bolton & Menk

Subject: City of Norwood Young America, MN
2nd Ave Lift Station Budget

Dear Joshua;
Please find below our bid proposal for the lift station equipment package.

Item A - Section 11310 – Submersible Centrifugal Pumps:
2nd Ave Lift Station (500 gpm @ 36.5' TDH):

Two	(2)	"KSB" Model E100-251/74X, 208/3, 10hp, heavy duty submersible pumps capable of pumping 500 gpm @ 36.5' TDH. To include: <ul style="list-style-type: none">- 50' of power cord- 10hp, 208/3 – 30 FLA inverter duty explosion proof motor- 4" X 6" base discharge elbow- Leakage and motor overtemp sensor- Stainless steel lifting chain- Stainless steel 2" guide pipe (qty 4)- Pump safe modules for the control panel- Stainless steel lifting handle- Stainless steel upper bracket- Stainless steel intermediate bracket (2" X 6")
One	(1)	"Halliday" 36" X 54" H-20 rated aluminum access cover with safety grate (lift station)
One	(1)	Stainless steel J hook
One	(1)	Stainless steel cable rack
One	(1)	Start-up and training.
One	(1)	Freight to the jobsite

Total Sell Price for Item A is \$20,960.00 (plus any applicable taxes)

Adder:

Add \$3,200.00 to the above price if you want a mix flush valve added to one of the pumps.

Item B - Lift Station: Duplex Control Panel & Master Upgrades on Cities Existing Master Computer:

One	(1)	Duplex pump control panel for operation on 208 Volt, 3-Phase, 4-Wire, 60-Hz incoming service. The enclosure is 2-door (side-by-side); suitable for pad-mounting, NEMA 3X, 304 Stainless Steel, measuring approximately 48"H x 60"W x 16"D on an 18"H skirted leg stand system. Inner dead-front doors, 3-point pad-lockable handle and steel (painted white) component chassis will be provided. The system will provide control for two (2) 10 HP KSB submersible pumps in response to wetwell level as sensed by submersible level transducer (primary) and float switches (back-up). To include:												
		<table><tr><th>Qty</th><th>Description</th></tr><tr><td>1</td><td>CB; Main Disconnect; 3P; 240VAC; 100A; Service Entrance Rated</td></tr><tr><td>1</td><td>CB; Stationary Generator Disconnect; 3P; 240VAC; 100A</td></tr><tr><td>1</td><td>CB; Portable Generator Disconnect; 3P; 240VAC; 100A; interlocked with stationary generator breaker</td></tr><tr><td>1</td><td>Emergency Receptacle; 100A; with angle adapter</td></tr><tr><td>1</td><td>Automatic Transfer Switch; ASCO Series 300; 100A; 240VAC</td></tr></table>	Qty	Description	1	CB; Main Disconnect; 3P; 240VAC; 100A; Service Entrance Rated	1	CB; Stationary Generator Disconnect; 3P; 240VAC; 100A	1	CB; Portable Generator Disconnect; 3P; 240VAC; 100A; interlocked with stationary generator breaker	1	Emergency Receptacle; 100A; with angle adapter	1	Automatic Transfer Switch; ASCO Series 300; 100A; 240VAC
Qty	Description													
1	CB; Main Disconnect; 3P; 240VAC; 100A; Service Entrance Rated													
1	CB; Stationary Generator Disconnect; 3P; 240VAC; 100A													
1	CB; Portable Generator Disconnect; 3P; 240VAC; 100A; interlocked with stationary generator breaker													
1	Emergency Receptacle; 100A; with angle adapter													
1	Automatic Transfer Switch; ASCO Series 300; 100A; 240VAC													

2	CB; Pump Disconnect; 3P; 240VAC; 60A
2	Variable Frequency Drive; sized for load
3	Breaker; 1P; 20A; (Generator Battery Charger, Crankcase Heater, & GFCI receptacle)
1	Breaker; 1P; 15A; (Control Power)
1	Convenience Receptacle; GFI; 20A
1	Enclosure Interior Lighting; LED; with door switch
1	Phase Monitor
1	Surge Arrestor; 3-Phase
1	Heater; Fan-forced; 200W; Thermostatically controlled
1	Uninterruptable Power Supply; with mounting shelf
2	Pump Protective Module (Overtemp & Seal Fail); with socket
2	Light-Pilot; P-T-T; 120VAC FV; LED; Green Fresnel Cap (pump running)
4	Light-Pilot; P-T-T; 120VAC FV; LED; Red Fresnel Cap (pump overtemp, hi level, back-up active)
2	Light-Pilot; P-T-T; 120VAC FV; LED; Amber Fresnel Cap (pump seal fail)
3	Push Button; (each pump reset; reset back-up mode)
3	Runtime meter; non-resettable (each pump & simultaneous)
1	Level Display; LED
A/R	Control Relay; 3PDT; 120VAC; w/ Indicating Light (includes socket)
1	Ground Lug; 3-Conductor
1	PLC; MicroLogix 1400 ; with I/O as specified (Primary)
1	OIT; PanelView Plus 7 ; 6.5-inch; color touchscreen
1	Ethernet Switch; with fiber port
1	Float controller with intrinsically safe circuit extensions (Back-up)
A/R	IS Barrier for transducer
1	Alarm Light; Red; LED; 120VAC; (enclosure top mounted)
1	Space; 24"H x 24"W; for customer's fiber-optic equipment
A/R	Terminal Block; Single; 18-10AWG
<u>Qty</u>	<u>Loose Equipment & Instrumentation</u>
1	Submersible Transducer; 4-20mA Loop powered; 60 ft cable
5	Float Switch; Suspended; Non-mercury; 60 ft cable
<u>Qty</u>	<u>Standard Submittal Drawings and O&M Manuals</u>
A/R	Wiring diagrams, bills of material, equipment data sheets, etc.
<u>Qty</u>	<u>Start-up & Training</u>
A/R	Onsite start-up of pump control panel and instrumentation
1	Master upgrades on cities computer to add this lift station

Total Sell Price for Item B is \$36,690.00 (plus any applicable taxes)

If you have questions or require more information, please give us a call.
Thank you for the opportunity.

Sincerely,

Patrick Malay

Patrick Malay

TOTAL ITEM A+B+MIX FLUSH VALVE = \$60,850



4280 E. 14th St.
Des Moines, IA 50313
Office: 515-265-2222
Toll Free: 800-383-7867
Fax: 515-265-8079

201 4th Ave SW
New Prague, MN 56071
Office: 952-758-6600
Toll Free: 800-536-5394
Fax: 952-758-7778

TO: Bolton & Menk, Inc. / Josh Eckstein / 612-756-3445

REF: 2nd Ave Lift Station
Norwood Young America, MN

BID DATE: April 7, 2021

Section 11310 Submersible Centrifugal Pumps & Accessories

Two (2) Flygt NP3127-MT submersible pump. Pump to be furnished with the following:

- 7.5hp, 208V, 3phase, 60Hz, explosion proof motor
- Hard Iron Impeller
- Discharge Elbow 4" (6" x 4" *eccentric reducer by others*)
- 50' Power cable
- Upper and Intermediate guide brackets 2" (*guiderail by others*)
- SS cable holder
- SS lifting chain with bow shackle
- Factory Performance Testing
- Flygt Mini-Cas for pump monitoring (*mounted in control panel*)

One (1) Flygt Mix Flush Valve (*per spec 11310-2.4.A.2.a*)

One (1) Access Hatch 36"x54" clear open H20 rated with safety grating

One (1) Lot of freight and startup services included

Total Selling Price: \$23,170.00 plus tax

Note the following:

- Controls, Concrete, Guide Rail, Anchor bolts, Junction Box, Reducers, Valves, Piping, Conduit, Installation of equipment and anything that's not specifically mentioned in this proposal is the responsibility of others

Thank you for your consideration,

Steven Forsythe (612) 840-9499
cc: Taylor Musselman (515) 265-2222

Purchase Agreement:

****Ship to Address: (Pumps)**

ATTN: _____

Tagging Instructions: _____

****Ship to Address: (Hatch)**

ATTN: _____

Tagging Instructions: _____

Note the following:

- Return this purchase agreement to Taylor Musselman at taylorm@electricpump.com or via fax (515) 265-8079

Submittals: 1 – 2 weeks

Delivery: Pumps: 11 – 14 Weeks after approval of submittals

Hatches: 7 – 10 Weeks after approval of submittals

Payment: Net 30 Days – Retainage upon completion

We are pleased to make the following offer to sell the listed Merchandise which if firm for (30) thirty days from the above date, and is automatically withdrawn thereafter without any further notice.

1. Signing and returning this document to Electric Pump's office in Des Moines, IA may accept this offer.
2. This offer and acceptance constitutes the entire Agreement between the parties and may be modified only by a writing signed by both parties.
3. The prices quoted for equipment are valid for (30) thirty days. If the quote includes start up services and it is scheduled by the request of the buyer for a time other than Monday through Friday 8:00 to 5:00 additional charges will be due.
4. Payment terms are NET 30 (thirty days) after the mailing of seller's invoice.
5. Delivery terms are F.O.B. Place of Shipment. Seller agrees to put the merchandise in the possession of the carrier, to make a reasonable contract of carriage for their transportation, to obtain and deliver or tender such documents as may be necessary to enable Buyer to obtain possession, and to promptly notify the Buyer of shipment. After seller has delivered the merchandise to the carrier, the risk of loss of the merchandise will be borne by the Buyer. The prices quoted herein include transportation charges based on existing truckload rates, any change in delivery rates existing at the time of delivery will be billed to your account. Dates of delivery are determined from the date of Seller's acceptance of any order or orders by Buyer and are estimates of approximate dates of delivery, not a guaranty of a particular day of delivery.
6. Sales and use tax are not included.
7. Buyer shall notify seller in writing at Seller's place of business as shown on the reverse side of this page, within twenty (20) days of receipt of merchandise, or any complaint whatsoever buyer may have concerning such merchandise. Failure to give such notice shall constitute a waiver by Buyer of all claims in respect to such goods.
8. If notice of complaints is provided within twenty (20) days of Buyer's receipt of the merchandise, Seller agrees to inspect the merchandise at Seller's place of business during Seller's normal business hours and days. Upon inspection, if the merchandise is determined to be defective in material or workmanship, Seller, at Seller's option, shall repair or replace said merchandise at no cost to Buyer, or Seller may refund the purchase price. If the examined merchandise is found not to be defective or is not for some other reason within the warranty coverage, Seller's service time expended on and off-location will be charged to Buyer.

9. Seller will have no further warranty obligation under this Agreement if the Equipment is subjected to abuse, misuse, negligence or accident or if buyer fails to perform any of its duties set forth in Paragraphs 8 and 9.
10. THE WARRANTY PRINTED ABOVE IS THE ONLY WARRANTY MADE BY THE SELLER REGARDING THIS PURCHASE. SELLER DISCLAIMS ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. NOTHING HEREIN CONTAINED SHALL LIMIT BUYER'S RIGHTS AGAINST THE MANUFACTURER, WITH RESPECT TO MANUFACTURER'S WARRANTIES, IF ANY.
11. WARRANTY REPAIRS (which fall under the manufacturer's warranty, if any) ARE F.O.B. ELECTRIC PUMP, INC. SERVICE LOCATION. ELECTRIC PUMP, INC. WILL NOT ASSUME ANY EXTENDED WARRANTIES UNLESS APPROVED BY PRIOR WRITTEN CONSENT. THIS INCLUDES SERVICE CALLS TO JOB SITES ON PRODUCT COVERED DURING THE WARRANTY PERIOD. PLEASE REFER TO THE ATTACHED PRODUCT WARRANTY STATEMENT FOR CLARIFICATION.
12. IT IS UNDERSTOOD AND AGREED THAT SELLER'S LIABILITY WHETHER IN CONTRACT, IN TORT, UNDER ANY WARRANTY, IN NEGLIGENCE OR OTHERWISE SHALL NOT EXCEED THE RETURN OF THE AMOUNT OF THE PURCHASE PRICE PAID BY BUYER AND UNDER NO CIRCUMSTANCES SHALL SELLER BE LIABLE FOR SPECIAL, INDIRECT OR CONSEQUENTIAL DAMAGES. THE PRICE STATED FOR THE MERCHANDISE IS A CONSIDERATION IN LIMITING SELLER'S LIABILITY. NO ACTION, REGARDLESS OF FORM, ARISING OUT OF THE TRANSACTION UNDER THIS AGREEMENT MAY BE BROUGHT BY BUYER MORE THAN ONE-YEAR AFTER THE CAUSE OF ACTION HAS ACCRUED.
13. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Iowa. Any dispute or disputes arising between the parties hereunder, insofar as the same cannot be settled by friendly agreement, shall be litigated only in The Iowa District Court for Polk County, in Des Moines, Iowa. Seller also has the right to commence an action against the Buyer in the County of the Buyer's principal place of business.

We need a hard copy of this agreement and/or a Purchase Order to start the submittal process.**

Business Name _____

Street Address _____

City/State/Zip _____

Phone _____ Fax _____

Email _____

Purchase Order Number _____

Purchase Order Amount _____

SIGNATURE _____

DATE _____

**A signed copy of this must be returned with your P.O.

Is Project Taxable? Y or N, if No a tax exempt form must be supplied for our records



AUTOMATIC SYSTEMS CO.

TO: ELECTRIC PUMP, INC.
C/O: Mr. Steven Forsythe

QUOTATION/
PROPOSAL NO: ASC040721AB

DATE: April 7, 2021

SUBJECT: 2nd Ave LS & Street Impro. Project
Norwood Young America, MN

F.O.B.: Factory with Freight allowed to jobsite.

APPROVAL DRAWINGS: 8-10 Weeks from
receipt of an acceptable order.

BID DATE: April 7, 2021
@ 4:00 P.M.

SHIPMENT: 12-14 Weeks from receipt of
approval.

QUOTATION
EXPIRES: 45 days

PAGE: 1

CONFIRMING PROPOSAL

This quotation constitutes an offer to furnish the items listed subject to; terms and conditions stated hereon; receipt of your purchase order by Automatic Systems Co.; Ames, Iowa; and written acceptance of your order by Automatic Systems Co. and/or the manufacturer(s) involved as follows:

WE ARE PLEASED TO OFFER THE FOLLOWING EQUIPMENT AND SERVICES IN ACCORDANCE TO THE BELOW REFERENCED SPECIFICATION SECTIONS:

16900 STARTERS AND MOTOR CONTROL

- 1.) Automatic Systems Co. is base bid Systems Integrator as listed on the bid form and spec page 16900-2. All products and services proposed shall be as specified and we take no exceptions to the plans and specifications.
 - 2.) All proposed control panels/MCCs will be factory fabricated, painted, assembled, wired, tested and ready for installation and connection to power and separate mounted control and instrumentation devices. All panels/MCCs will be supplied with a U.L. 508 Sticker and Nameplates as required.
- A One (1) **Duplex Lift Station Control Panel**, 277/480Vac, 3-ph., 4-w., 60Hz., UL508/913 labeled, Service Entrance Labeled, Nema 3R, stainless steel, painted white interior, free standing with vented skirts for installation as shown on plan page 65.

Proposed panel shall be complete with 100A Main Breaker, 100A Emergency Breaker, 100A Automatic Transfer Switch, power distribution blocks, surge protector, phase monitor, two (2) VFDs, thermostatically controller heater, load center, Uninterruptible Power Supply, Programmable Logic Controller, Panelview Plus 7 700 Operator Interface Module, Single

MANUFACTURERS REPRESENTATIVES

CONTROLS

MECHANICAL EQUIPMENT

■ MAIN OFFICE: P.O. BOX 120359

ST. PAUL, MINNESOTA 55112

PHONE 651-631-9005

(FAX) 651-631-0027

□ BRANCH OFFICE: P.O. BOX 787

AMES, IOWA 50010

PHONE 515-232-4770

(FAX) 515-232-0795

□ BRANCH OFFICE:

CHICAGO, ILLINOIS

PHONE 815-927-3386

(FAX) 651-631-0027

AUTOMATIC SYSTEMS CO.
MANUFACTURERS REPRESENTATIVE

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Mode Fiber Optic Switch, control and SCADA equipment, float backup control circuitry, relays, timers, indicator lights, selector switches, feeder breakers, intrinsically safe barriers, elapsed time meters, seal/motor hot relays (by pump supplier installed by ASC), exterior alarm light and customer terminal blocks.

Proposed panel shall include the following for separate mounting:

- **Five (5) Float Switches** supplied with adequate length of cable for installation in the wetwell by others.
 - **One (1) Submersible Level Detector** supplied with adequate length of cable for installation in the wetwell by others.
 - **One (1) Float Anchor Weight Kit w/stainless cable** for installation of the floats and transducer in the wetwell.
 - **One (1) Strobe light** mounted on the exterior of the lift station control enclosure.
- B One (1) Lot programming and configurations services as required to modify the existing ASC Master PLC, SCADA Computer Network at the Water Treatment Facility to include displays, monitoring, trending, alarming and recording of the proposed Lift Station.**
- C One (1) Lot spare Parts as used on the project as outlined on spec page 16900-14 consisting of:**
- PLC Power Supply
 - PLC Processor Module
 - Digital Input card
 - Digital Output card
 - Analog input card
 - Analog output card
 - Six (6) spare fuses
- D One (1) Lot startup, calibration, testing, training, call-back and on-site services.**
- E One (1) Electronic sets of Approval Drawings/Data fully coordinated with primary elements, motor control equipment and autosensory equipment.**

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F Four (4) Copies of Complete Installation, **Operation, Maintenance Manuals.**

Your net price for Items A through F, FOB factory with freight allowed to jobsite including one (1) year warranty from date of startup (not to exceed 18 months from date of shipment) is... <u>\$39,980.00.</u>

The above price for Items A through F **does not** include any:

- Sales or use taxes.
- Utility meter socket.
- Temporary controls or associated modifications.
- Conduit, wire or cable other than noted above.
- Single Mode Fiber Optic Cable and associated Fiber Termination Cabinets (by Jaguar).
- Pump/float cable hangers.
- Submersible pump or mixer seal failure/motor hot relay/modules (supplied by pump supplier or existing for installation wiring in control panels by ASC).
- Relocation of Generator or associated rewiring of Generator Control Panel
- Bond costs.
- License fees or permits of any kind.
- Incoming wire termination or markings of any kind.
- Unloading equipment from delivery trucks or on-site storage thereof or storage responsibilities.
- Jobsite progress meeting attendance.
- Excavation or backfill of any kind.
- Concrete work of any kind (i.e. duct bank, housekeeping pads, equipment supports, etc.).
- Process equipment, pumps or motors of any kind.
- Special storage or handling of stored equipment.
- Field instrumentation/device mounting brackets, plates, anchor bolts, or hardware (unless specifically noted).
- Wire or specialized cables between primary elements and controllers/control panels (unless specifically noted).
- Grounding of equipment or associated ground rods.
- Panel mounting hardware/supports of any kind.

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- Installation supervision.
- Hanging/adjustment of floats or submersible transducer.
- Panel Air Conditioner, vent hoods or fans.
- Electric Utility or Phone Company fees.
- Materials or labor for temporary controls or relocation of existing control panels or sensors for temporary operation.
- Labor, or any other materials that may be required for installation not necessarily detailed above.

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CONFIRMING PROPOSAL

WE WISH TO POINT OUT:

OUR TERMS OF PAYMENT ARE NET 30 DAYS FROM DATE OF INVOICE OR DATE OF SHIPMENT, WHICH EVER COMES FIRST UNLESS STARTUP SERVICE IS REQUIRED PRIOR TO THE EXPIRATION OF THE 30 DAYS, IN WHICH CASE PAYMENT IS DUE IN FULL PRIOR TO STARTUP, WITH NO RETAINAGE ALLOWED! ANY BALANCE REMAINING DUE 31 DAYS BEYOND THE INVOICE DATE WILL BE SUBJECT TO A 1.5 PERCENT MONTHLY SERVICE FEE UNTIL PAID.

AUTOMATIC SYSTEMS CO. SHALL NOT BE HELD RESPONSIBLE FOR, OR SHALL ACCEPT ANY BACKCHARGES FOR LIQUIDATED DAMAGES RESULTING FROM FAILURE OF THE CONTRACTOR TO COMPLETE THE PROJECT CONTRACT ON TIME, OR ANY EXTRA ENGINEERING COSTS NECESSITATED BY THE CONTINUANCE OF WORK BEYOND THE SPECIFIED COMPLETION DATE. AUTOMATIC SYSTEMS CO. ANTICIPATES DELIVERY OF APPROVAL DRAWINGS AND MATERIAL/EQUIPMENT IN ACCORDANCE WITH THE PERIODS STATED ON PAGE 1 OF THIS PROPOSAL. MATERIAL SUPPLIERS/MANUFACTURERS HAVE BEEN EXTENDING DELIVERY SCHEDULES WITHOUT PRIOR NOTICE. AUTOMATIC SYSTEMS CO. CANNOT ASSUME ANY RESPONSIBILITY FOR DELAYS DUE TO THE UNAVAILABILITY OF MATERIAL OR EQUIPMENT WHICH IS BEYOND OUR CONTROL.

UNLESS STATED OTHERWISE, THE WARRANTY PERIOD FOR MECHANICAL AND/OR ELECTRICAL EQUIPMENT COVERED BY THIS QUOTATION SHALL BE 1 YEAR FROM DATE OF STARTUP, NOT TO EXCEED 18 MONTHS FROM DATE OF SHIPMENT. EXTENDED WARRANTIES ARE AVAILABLE AND WILL BE QUOTED ON REQUEST. THE WARRANTY PERIOD INCLUDED IN THE ABOVE SELL PRICES FOR MECHANICAL AND/OR ELECTRICAL EQUIPMENT EXPRESSLY EXCLUDES THOSE ITEMS NORMALLY CONSUMED IN SERVICE.

EXAMPLES: SEALS, PACKING, OIL, GREASE, LIGHT BULBS, FUSES, ETC.

Respectfully submitted,

AUTOMATIC SYSTEMS CO.


By Bruce Wirth

To expedite handling and confirmation, you may sign below and forward as your order for the equipment quoted above.

Items Ordered _____ Total Net Price _____

Customer Firm Name _____

Authorized By _____ Purchase Order No. _____

AUTOMATIC SYSTEMS CO.
MANUFACTURERS REPRESENTATIVE

PROPOSAL NO.: ASC040721AB

DATE: April 7, 2021

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CONFIRMING PROPOSAL

TERMS AND CONDITIONS

1. We request that our company's quotation be executed by you. However, your purchase order referencing our quotation by number and date will be sufficient so long as it does not create an unfair advantage to either purchaser (sometimes referred to as buyer you) or Automatic Systems Company (sometimes referred to as our company we, our, us). The order will be subject to written acceptance by our company's Contracts Officer at Ames, Iowa.
2. Prices are based on direct factory shipments, or as noted.
3. If quantities vary from those indicated we reserve the right to revise our prices.
4. Quoted shipping dates, unless otherwise stated, are from the date of receipt at the office of the Principal, of required complete technical data and/or approved drawings. Any changes requested by the Purchaser will be made only at the purchaser's expense.
5. Where a quantity of material is quoted according to our takeoff, such quantity is believed to be accurate but cannot be guaranteed.
6. If an item quoted is not approved by the Consulting Engineer we assume no responsibility to furnish the item manufactured by others.
7. All orders are subject to approval of the purchaser's credit by the Principals involved.
8. Our Warranty on equipment and material covered herein is limited to that which is extended by the Manufacturer involved. We shall not be responsible for any damage arising directly or indirectly from installation or use of this equipment. Unless stated otherwise the manufacturer warrants for a period of one (1) year from the date of startup not to exceed 18 mo. from date of shipment, that the equipment listed (excluding expendable components such as fuses grease oil or water seals, packing, light bulbs, etc.) will be free from defects in material and workmanship. The Manufacturers sole obligation in the event of breach of such warranty shall be the repair or replacement of the defective item at no charge to Purchaser, except for labor costs for repair or removal of the defective item and installation of any replacement item and transportation charges for delivery of the replacement and return of the defective item. The Manufacturer shall have no obligation to provide maintenance or make repairs or replacements through normal wear and tear or necessitated in whole or in part by catastrophe, fault or negligence of the user, improper or unauthorized use of the equipment by the user, or by causes external to the equipment, such as, but not limited to, power failure or air conditioning failure. Replaced parts shall become the property of the manufacturer.

DISCLAIMER OF WARRANTY AND LIMITATION OF REMEDIES: Purchaser understands and agrees as follows:

- (a) The express warranties set forth in this agreement are in lieu of all other warranties, express or implied, including without limitation, any warranties of merchantability or fitness for a particular purpose, and all such other warranties are hereby disclaimed and excluded by Automatic Systems Co.
 - (b) Automatic Systems Co. shall not be liable for any loss or damage caused by delay in furnishing equipment, products, services or any other performance under or pursuant to this agreement.
 - (c) The sole and exclusive remedies for breach of any and all warranties for Automatic Systems Company's liability of any kind (including liability for negligence) with respect to the equipment, products and services covered by this agreement and all other performance by Automatic Systems Co. under or pursuant to this agreement shall be limited to the remedy provided above.
 - (d) In no event shall Automatic Systems Company's liability of any kind include any special, incidental or consequential damages, even if Automatic Systems Company shall have been advised of the possibility of such potential loss or damage.
9. Any preliminary drawings and illustrative materials herewith show general arrangement and approximate dimensions only. Certified drawings will be submitted after receipt of order if required.
 10. No returns for credit will be allowed without specific permission by the Principal involved before such return shipment is made.
 11. Any material and/or equipment held at the Purchaser's request from the date of the invoice will be stored at the Purchaser's expense unless otherwise agreed upon. Invoice will be rendered, as of the date equipment is ready for shipment.
 12. Unless specifically stated herein, all material and/or equipment shall be installed and placed in service by and at the expense and under the exclusive responsibility of the Purchaser.
 13. Purchaser shall be responsible for care, maintenance and protection of material and/or equipment after delivery. Purchaser agrees to provide and maintain adequate insurance for equipment and/or materials covered herein against loss or damage by fire, explosion or other causes during the time between shipment and final payment in an amount fully protecting Vendor.
 14. All agreements are contingent upon strikes, accidents or other causes beyond our control.
 15. Please note that our proposal does not include any sales or other required taxes or permits. The applicable tax will be charged to you at the time of invoicing. If you are exempt on this job, you will need to provide us with your exemption certificate. You agree to reimburse our company for any taxes we must pay on your behalf. You are responsible for obtaining permits in connection with the sale or installation of our equipment.
 16. Our proposal includes the equipment we offer to furnish you at the prices stated and these prices will remain firm when you execute our proposal (or send us your purchase order referencing our proposal) within 30 days from the date of our proposal and we receive the final approved drawings within 30 days after we mail the shop drawing booklets. The price could change if you should require a change in the design of the product or require changes in the components we have quoted. We will issue the necessary change orders to either decrease or increase the price and said change orders will be deemed accepted and assented to you if within a reasonable time the terms of the change order have not been objected to in writing by you to us, it being agreed upon that a reasonable time for objection is 20 days from the date thereof. We of course want to reserve the right to correct typing and clerical errors in our price or proposal.
 17. Unless we agree otherwise this transaction will be handled on a credit basis and is for business or commercial purposes. On this basis there must be agreements on certain terms and conditions so there will be no misunderstanding at a later date, therefore you and our company agree to the following such Terms and Conditions:
 - (a) We will retain title to and a secured interest in the equipment described in the proposal until we are paid in full. You and our company agree and it is our mutual intention that the equipment proposed and described in our quote is now and shall retain personal property and shall not become a fixture or part of a fixture until we have been paid in full. In effect, you and our company are agreeing to waive any other possible definition of the equipment so proposed and described for the purpose of this credit transaction that would invalidate your and our stated intention, and so that no unfair advantage will be gained by any third person or entity should our company not be paid for any reason.
 - (b) Payment, subject to continuing approval of credit, is due in full and payable 30 days from the date of invoice or date of shipment, which ever comes first unless startup service is required prior to the expiration of the 30 days in which case payment is due in full prior to startup, with no retainage allowed! Our company will invoice you, as the equipment you ordered is ready to be shipped, which may be within the estimated shipment period quoted to you or after such period. You agree to pay in full all invoices within the time specified above in this sub-paragraph. Your payment to us will not be dependent or contingent upon receipt of payment by you from

AUTOMATIC SYSTEMS CO.
MANUFACTURERS REPRESENTATIVE

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- any other party. Any balance remaining due 31 days beyond the invoice date will be subject to a 1.5 percent monthly service fee until paid. Should we have to engage an attorney to collect the balance due us, including the service fee, you agree to reimburse us for all collection costs including reasonable attorney's fees.
- (c) Once manufacture of the equipment has begun, you will be notified of the tentative shipment date. Once the equipment is ready to be shipped, we or the manufacturer may, at our option, agree to store the equipment should you not be ready for delivery, but this will not postpone your duty to pay the invoice(s) as they become due according to the terms of this contract. Should our company find it necessary to store such equipment for said reason you hereby agree to pay a storage fee at the rate of 1.5% of the contract price per month in addition to your duty to pay invoice(s). Please note that your return of the final approved drawings will constitute your notice to us to proceed with the manufacturing of the equipment.
 - (d) Our company will not be liable for any damages sustained by you resulting from our company's or any supplier's failure to perform or delay in performing any obligation, if such failure(s) or delay(s) is/are caused directly or indirectly by circumstances or events beyond our control. Some examples include invasion, insurrection, riot, fire, flooding, strikes, etc. A more common example of such circumstances of events would be the failure of a truck or supplier to meet delivery schedules. You agree to waive any right to incidental or consequential damages as stated in our company's warranty, and as further agreed herein. You further agree that our company will not be responsible for any "backcharges" or costs unless and until you first obtain our company's written approval before you sustain such "backcharges" or costs.
 - (e) You agree that if our equipment is installed or repaired by others, you will not seek to hold us responsible for any damage and injury, which may result from such installation or repair, directly or indirectly. In addition, our company will not be responsible for damage to your property or any other property, real or personal, caused by malfunction of our equipment whether or not it is installed by others or by our company.
 - (f) In order for our company to insure delivery, it is agreed by you and by our company that you provide us with an access road to and from the job site, which road is capable of supporting trucks loaded to 75,000 pounds and with a 14 foot height clearance. Should the job site or such road not be suitable for such use and our purposes, you will reimburse us for any delays at the hourly labor rate and demurrage rate current at that time. You will also be responsible for unloading the equipment, unless we are responsible for the erection of the equipment.
 - (g) The responsibility for protection of the equipment will be yours after it is delivered to the job site. Damage to the equipment after delivery, which is caused by vandalism, the elements or otherwise will be your responsibility and not that of our company.
 - (h) For your added protection, we are providing you with a warranty on our equipment which is made part of our proposal, and which is made a part of this agreement by reference.
 - (i) Except as otherwise contained in the Quotation, this Contract after acceptance by you is not subject to cancellation by Buyer except prior to shipment and then only by the payment to us an amount equal to the cost of labor and materials used plus 10% of quoted sales price as liquidating damages, which the Buyer hereby agrees to pay. Orders for custom equipment (non-standard or non-stocked equipment), or designed equipment are not cancelable by you.
 - (j) We both agree that this contract contains the complete and final agreement between us and may not be modified, supplemented, explained, or waived by parole evidence, your purchase order, course of dealing, or any other way, except where made in writing and signed by you and our company's authorized officer.
18. Since we will close this agreement upon acceptance of it by our Contract's Officer in Ames, Iowa, it is understood by you and our company that the laws of the State of Iowa will govern the Contract. Default and our remedies thereafter are defined and outlined below.
- You shall be in default under the contract upon the happening of any one or more of the following:
- (a) Default in the payment or performance of any obligation you have under this contract; or
 - (b) Any statement of a material fact, made in writing by you to our company, which proves to be untrue; or
 - (c) Any omission, from any statement made in writing by you to our company, of any material fact which is necessary in order to make such statements not misleading; or
 - (d) Any event, or change of condition, which impairs your ability to pay or perform your obligation under this contract; or
 - (e) Any event or condition which reasonably justifies our company in deeming itself insecure.
- Upon default by you, and at any time thereafter, our company shall have, at its option, the right to exercise any one or more of the following remedies:
- (a) Prior to delivery of the equipment described in this Contract, to refuse to deliver such equipment to you or your agent; or
 - (b) Exercise any remedy available to our company under the Uniform Commercial Code or under any other laws of the jurisdiction where such remedy is sought to be exercised; or
 - (c) Enter the real estate upon which such equipment is stored or installed and take possession of such equipment and remove the same, without demand and other legal process; or
 - (d) Demand that you shall assemble such equipment and make it available to our company at a place reasonable convenient to you and our company and thereupon you shall comply with such demand at your expense; or
 - (e) Retain all sums received by our company as payment from you made prior to any repossession referred to in subparagraph (c) above; or
 - (f) Void all warranties and refuse service and start-up; or
 - (g) Sell such equipment at public or private sale, with or without notice, at a fair price.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 12, 2021

SUBJECT: Property/Casualty Insurance Renewal Report

Jeff Hebeisen and David Flavin, Citizens Insurance Services, will be present to review the City's 2021 property and casualty insurance with the League of MN Cities Insurance Trust (LMCIT). Enclosed are summaries of the City's coverages and premiums.

Recommended Motion:

No action required unless changing any of the coverages.



March 15, 2021

Citizens Insurance

Covered Party: City of Norwood Young America

Effective Date: 1/1/2021

RENEWAL PREMIUM SUMMARY Common Coverages

Coverage		Deductible	Premium
• Property		5,000 / 15,000 / 1,000.	\$70,143.
• Mobile Property		5,000 / 15,000 / 1,000.	4,910.
• Municipal Liability	\$250,000 Limit for Unscheduled Equipment	5,000 / 15,000 / 1,000.	19,299.
• Automobile Liability		5,000 / 15,000 / 1,000.	5,904.
• UM/UM \$200,000 all owned autos		5,000 / 15,000 / 1,000.	Included.
• Basic Economic Loss Benefits (PIP) all owned autos		5,000 / 15,000 / 1,000.	Included.
• Automobile Physical Damage		5,000 / 15,000 / 1,000.	4,928.
• Crime		500.	Included.
• Petrofund		NA.	Included.
• Defense Cost Reimbursement		NA.	Included.

Auto Experience Mod: 1.05

Municipal Liability Experience Mod: 1.145

Aggregate Factor
Modifier: 1.010

The modifiers are calculated with a formula which compares the city's actual loss history with the amount of losses that would be expected for a city of that size if the city were a perfectly average LMCIT member. If the city's losses and expenses are better than average the city receives a premium credit. If the city's losses and expenses are worse than average, the city receives a premium debit.

Optional Coverages

Coverage		Deductible	Premium
• Bond	\$ 450,000.	1,000.	528.
• Equipment Breakdown		1,000.	5,786.
• Excess Liability Limit:	\$	NA.	Not Covered.
• Liquor Liability Limit:	\$	NA.	Not Covered.
• Fireworks		10 / 15,000 / 1,000.	500.
• No Fault Sewer Back Up Limit:	\$		Not Covered.
• Airport Liability			Not Covered.
TOTAL:			\$111,998.

DO NOT PAY UNTIL YOU RECEIVE INVOICES

Prior Term Premium: \$107,085

TORT LIMIT: \$500,000/\$1,500,000

LEAGUE OF MINNESOTA CITIES
INSURANCE TRUST

145 UNIVERSITY AVE. WEST PHONE: (651) 281-1200 FAX: (651) 281-1298
ST. PAUL, MN 55103-2044 TOLL FREE: (800) 925-1122 WEB: WWW.LMC.ORG

GENERAL ANNUAL AGGREGATE DEDUCTIBLE ENDORSEMENT

DOES NOT QUALIFY FOR SEWER BACK-UP INCENTIVE

General Annual Aggregate Deductible	\$	15,000	
Sewer Back-up Damage Maintenance Deductible	\$	2,500	Per Occurrence/Sewer back-up damage claims
All Other Claims Maintenance Deductible	\$	1,000	Per Occurrence/All other claims

The General Annual Aggregate Deductible is deemed to be satisfied if the city's total obligation for deductibles applying to *occurrences* under the coverages designated below equals or exceeds the General Annual Aggregate Deductible. If the General Annual Aggregate Deductible has been satisfied:

1. The applicable per-*occurrence* deductibles shown on the declaration pages shall not apply to any subsequent *occurrences*; and
2. The *Sewer Back-up Damage Maintenance Deductible* and *All Other Claims Maintenance Deductible* listed above shall apply to each subsequent *occurrence* for the coverages designated below.

- ☒ MUNICIPAL PROPERTY COVERAGE
- ☐ MUNICIPAL CRIME COVERAGE
- ☐ MUNICIPAL BOND COVERAGE
- ☒ COMPREHENSIVE MUNICIPAL COVERAGE - COVERAGE A. MUNICIPAL LIABILITY COVERAGE
- ☒ COMPREHENSIVE MUNICIPAL COVERAGE - COVERAGE B. *MEDICAL AND RELATED EXPENSE*
- ☒ COMPREHENSIVE MUNICIPAL COVERAGE - COVERAGE C. *AUTOMOBILE LIABILITY*
- ☒ COMPREHENSIVE MUNICIPAL COVERAGE - COVERAGE D. *LAND USE AND SPECIAL RISK LITIGATION*
- ☒ COMPREHENSIVE MUNICIPAL COVERAGE - COVERAGE E. AND F. *UNINSURED AND UNDERINSURED MOTORISTS COVERAGE AND BASIC ECONOMIC LOSS BENEFITS COVERAGE*
- ☒ MUNICIPAL *AUTOMOBILE PHYSICAL DAMAGE COVERAGE*

3. Definition

For purposes of this endorsement, the following definition applies.

Sewer back-up damage means damage to property, including removal and clean-up costs, resulting from a sewer back-up.

Covenant Number:
CMC 1000642-5

**MUNICIPAL PROPERTY, CRIME, BOND, PETROFUND,
and EQUIPMENT BREAKDOWN DECLARATIONS**

Coverage is Provided by:
**THE LEAGUE OF MINNESOTA CITIES
INSURANCE TRUST**
(Herein called LMCIT)



Item 1. CITY: NORWOOD YOUNG AMERICA

Item 2. COVERAGE PERIOD:

From: 01/01/2021 To: 01/01/2022 12:01 AM Standard Time at Mailing Address
on Common Coverage Declarations

Item 3. THE COVERED PARTY IS: CITY

Item 4. COVERAGE:

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF
THIS COVENANT, LMCIT AGREES TO PROVIDE THE COVERED PARTY WITH COVERAGES
SHOWN BELOW FOR WHICH A LIMIT IS STATED:

Item 5. COVERAGE PART ONE - PROPERTY Prior Term Blanket Limit: \$41,050,914

Section I - Property General Limit of Coverage Per Occurrence \$ 42,218,574

This general limit is subject to the sublimits as described in Section VI, Limits of
Coverage and Valuation, and the *specific property limit*.

Terrorism loss occurrence-shared limit \$ 50,000,000

This limit is subject to the provisions of the Terrorism Losses - Special Pool Limit
Endorsement - ME079(11/09)

Section II - Additional Covered Loss or Damages

- | | | |
|----------------------------------------------------------------------------------|------------------------------------------------------------------|------------------|
| 1. Loss of Revenue, Extra Expenses and Expediting Expense | \$ 5,000,000 | Per Occurrence |
| 2. Demolition and Debris Removal
(Direct Physical Damage to Covered Property) | 25% of the Estimated Replacement
Cost of the Covered Property | |
| (No Direct Physical Damage to Covered Property) | \$ 50,000 | Per Occurrence |
| 3. Leasehold Interest | \$ 500,000 | Per Location |
| 4. Accounts Receivable | \$ 500,000 | Per Location |
| 5. Valuable Papers and Records | \$ 500,000 | Per Location |
| 6. Utility Services | \$ 100,000 | Per Occurrence |
| 7. Green Building Expenses | 1% of the Contract Cost but not to
exceed \$100,000. | Per Location |
| 8. Asbestos Clean up, Abatement and Removal | \$ 250,000 | Per Location |
| 9. Pollutant Clean up and Removal | \$ 250,000 | Per Location |
| 10. Errors | \$ 500,000 | Per Occurrence |
| 11. Rental Reimbursement | \$ 250,000 | Annual Aggregate |
| 12. Arson Reward | \$ 5,000 | Per Fire Loss |
| 13. Extra ordinary Expense | \$ 250,000 | Annual Aggregate |
| 14. Data Security Breach Expenses | \$ 250,000 | Annual Aggregate |

Section IV - Water and Supplemental Flood Coverage	\$ 500,000	Per Occurrence
	\$ 500,000	Annual Aggregate

Item 13. **COVERAGE PART THREE - BOND**

LIMIT OF COVERAGE PER OCCURRENCE: \$ 450,000

DEDUCTIBLE (Deductible applies per occurrence subject to General Annual Aggregate Deductible, if any, shown on Common Coverage Declarations):

COVERAGE PART THREE - BOND \$ 1,000 Per Occurrence

Item 14. **COVERAGE PARTS, FORMS, SCHEDULES AND ENDORSEMENTS APPLICABLE TO THIS COVERAGE.**

MPCBP(11/20) ME063(11/01)

Item 15. **COVERAGE PART FOUR - PETROFUND (Claims made)**

LIMITS OF REIMBURSEMENT BENEFIT MAXIMUM

REIMBURSABLE COSTS AND DEFENSE COSTS
EACH TANK RELEASE \$ 250,000REIMBURSABLE COSTS AND DEFENSE COSTS
AGREEMENT TERM AGGREGATE \$ 250,000

DEDUCTIBLE: COVERAGE PART FOUR - PETROFUND NOT APPLICABLE

Item 16. **COVERAGE PARTS, FORMS, SCHEDULES AND ENDORSEMENTS APPLICABLE TO THIS COVERAGE.**

MPCBP(11/20) ME063(11/01)

Item 17. **EQUIPMENT BREAKDOWN COVERAGE** Prior Term Equipment Breakdown Limit: \$39,865,482EQUIPMENT BREAKDOWN LIMIT: \$ 41,033,142
DEDUCTIBLE \$ 1,000 ANY ONE ACCIDENTItem 18. **COVERAGE PARTS, FORMS, SCHEDULES AND ENDORSEMENTS APPLICABLE TO THIS COVERAGE.**BM-200(11/17) BM-212(11/01) ME063(11/01) MPCBP-115(11/17)
PM-100(04/20)

Covenant Number:
CMC 1000642-5

MUNICIPAL LIABILITY DECLARATIONS

Coverage is Provided by:
**THE LEAGUE OF MINNESOTA CITIES
INSURANCE TRUST**
(Herein called LMCIT)



Item 1. CITY: NORWOOD YOUNG AMERICA

Item 2. COVERAGE PERIOD:

From: 01/01/2021 To: 01/01/2022

12:01 AM Standard Time at Mailing Address on
Common Coverage Declarations

Item 3. THE COVERED PARTY IS: CITY

Item 4. COVERAGE PARTS:

IN RETURN FOR THE PAYMENT OF THE PREMIUM, AND SUBJECT TO ALL THE TERMS OF THIS COVENANT, LMCIT AGREES WITH THE COVERED PARTY TO PROVIDE THE COVERAGE AS STATED IN THIS COVENANT, SUBJECT TO THE FOLLOWING LIMITS:

PER OCCURRENCE LIMIT	* \$ 2,000,000	
PRODUCTS LIMIT	\$ 3,000,000	Annual Aggregate
FAILURE TO SUPPLY CLAIM LIMIT	\$ 3,000,000	Annual Aggregate
EMF CLAIM LIMIT	\$ 3,000,000	Annual Aggregate
MEDICAL AND RELATED EXPENSE LIMIT	\$ 2,500/10,000	Any One Person/Occurrence
LIMITED CONTAMINATION LIABILITY CLAIM LIMIT	** \$ 3,000,000	Annual Aggregate
OUTSIDE ORGANIZATION CLAIM LIMIT	** \$ 100,000	Annual Aggregate
SYSTEM SECURITY BREACH CLAIM LIMIT	\$ 3,000,000	Annual Aggregate
LAND USE AND SPECIAL RISK LITIGATION LIMIT	*** \$ 1,000,000	Annual Aggregate
SEXUAL ABUSE CLAIM LIMIT	\$ 3,000,000	Annual Aggregate

* LMCITs maximum limit of liability for COVERAGES A and C combined.

** LIMIT includes damages, loss adjustment expense, defense costs, and supplementary payments.

*** LIMIT includes litigation costs.

Item 5. MUNICIPAL LIABILITY DEDUCTIBLE: (Subject to General Annual Aggregate Deductible, if any, shown on Common Coverage Declarations)
\$ 5,000 Per Occurrence

Item 6. RETROACTIVE DATES:

MUNICIPAL LIABILITY RETROACTIVE DATE: 01/01/1997

LIMITED CONTAMINATION LIABILITY CLAIM RETROACTIVE DATE: 01/01/1997

Item 7. ENDORSEMENTS ATTACHED TO THIS COVERAGE PART:

CMC(11/20)	MGL-1(11/12)	ME014(11/15)	ME066(11/11)
ME086-D(11/15)	ME091(11/17)		

Commercial General Liability Coverage Declarations

Customer Number: 1000069159
Policy Number: A171069 04

Policy Period: 07/01/2020 to 07/01/2021
at 12:01 AM Standard Time at Your Mailing Address Shown Below

Named Insured and Address:
City of Norwood Young America
DBA The Harbor at Peace Village
300 Faxon Rd N
Norwood Young America, MN 55368-4549

Agency Name and Address: 22683
ROSS NESBIT AGENCIES INC
5900 ROWLAND ROAD
MINNETONKA, MN 55343
952-941-9418

Insured is a(n) Municipality

Limits of Insurance

General Aggregate Limit (other than Products/Completed Operations) \$3,000,000

Products/Completed Operations Aggregate Limit \$3,000,000

Each Claim Limit \$1,000,000

Personal and Advertising Injury Liability Limit \$1,000,000

Damage to Premises Rented to You Limit \$300,000

Medical Expense Limit, Any One Person \$10,000

Retroactive Date

Retroactive Date: 03/05/2007

This insurance does not apply to "Bodily Injury", "Property Damage", or "Personal or Advertising Injury" occurring before the Retroactive Date shown above.

See attached Forms Schedule for forms and endorsements applicable to this coverage.

Covenant Number:
CMC 1000642-5

MUNICIPAL AUTOMOBILE DECLARATIONS

Coverage is Provided by:
**THE LEAGUE OF MINNESOTA CITIES
INSURANCE TRUST**
(Herein called LMCIT)



Item 1. **CITY:** NORWOOD YOUNG AMERICA

Item 2. **COVERAGE PERIOD:**

From: 01/01/2021

To: 01/01/2022

**12:01 AM Standard Time at Mailing Address
Indicated on Common Coverage Declarations**

Item 3. **THE COVERED PARTY IS:** CITY

Item 4. **COVERAGE:**

IN RETURN FOR THE PAYMENT OF PREMIUM AND SUBJECT TO ALL OF THE TERMS OF THIS COVENANT, LMCIT AGREES WITH THE COVERED PARTY TO PROVIDE THE COVERAGE AS STATED IN THIS COVENANT, SUBJECT TO THE FOLLOWING LIMITS:

COVERAGE:

LIMIT:

AUTOMOBILE LIABILITY

*\$2,000,000 Per Occurrence

BASIC ECONOMIC LOSS BENEFITS

Basic Minnesota Statutory Cvg.

UNINSURED AND UNDERINSURED MOTORISTS

\$ 200,000 Per Occurrence

AUTOMOBILE PHYSICAL DAMAGE

Actual Cash Value, Unless Endorsed

* LMCIT's maximum limit of liability for COVERAGES A and C combined.

Item 5. **DEDUCTIBLE (SUBJECT TO GENERAL ANNUAL AGGREGATE DEDUCTIBLE, IF ANY, SHOWN ON COMMON COVERAGE DECLARATIONS).**

\$ 5,000 per occurrence

Item 6. **FORMS AND ENDORSEMENTS ATTACHED TO THIS COVERAGE PART:**

A0010(11/17)	CMC(11/19)	ME079(11/09)	MA074(11/01)
MA083(11/15)	ME049(11/19)	ME057-A(11/15)	ME063(11/01)
ME066(11/11)	ME072(11/03)		

AUTO PHYSICAL DAMAGE ENHANCEMENT ENDORSEMENT

This endorsement amends the Municipal Automobile Physical Damage Coverage.

In consideration of the additional premium of \$ INCLUDED it is understood and agreed that with respect to the units scheduled below:

					<u>LIMIT</u>
2000	PETERBILT	PUMPER	8852	\$	450,000
2002	PETERBILT	RESCUE	2179	\$	350,000
2004	STERLING	DUMP TRUCK	2787	\$	105,000
2003	FORD F550	BUCKET TRK	6609	Vehicle to be removed – SOLD	
2007	STERLING	L7500	6703	\$	122,000
1996	QUINT	FIRE TRUCK	5710	\$	350,000
2010	MACK PLOW	TRUCK	1250	\$	151,000
2012	FORD	F550	3969	\$	80,000
2013	FORD	F550	2961	\$	100,000
2012	FORD	CB DRW	0115	\$	150,000
2018	PIERCE MFG. INC.	PIERCE	4P1BCAFF8JA018167	\$	850,000
2020	FORD	F550 SUPER DUTY	1FDUF5GN2LDA05921	\$	114,000

SECTION III-LIMITS OF COVERAGE AND VALUATION, paragraph 1. a. (1) (2) is deleted and the following substituted:

a. The most we will pay for any scheduled unit stolen or damaged in any one loss is the smaller of:

- (1) The cost of repairing or replacing parts with like kind and quality without deduction for depreciation;
- (2) The cost of an equivalent new *automobile* without deduction for depreciation;
- (3) The limit stated in this endorsement as applicable to each *covered automobile*.

However, if the repairs are equal to or greater than 80% of the actual cash value, the most we will pay is the smaller of:

- (1) 200 percent of the actual cash value of the *automobile*;
- (2) The cost of an equivalent new *automobile* without deduction for depreciation;
- (3) The limit stated in this endorsement as applicable to each *covered automobile*.

All other terms and conditions remain unchanged.

Covenant Number:
OML 1000643-5

Previous Covenant Number:
OML 1000643-4

AGREEMENT DECLARATIONS
DEFENSE COST
REIMBURSEMENT AGREEMENT
Coverage is Provided By:
THE LEAGUE OF MINNESOTA CITIES
INSURANCE TRUST
(Herein called LMCIT)



Item 1. **COVERED PARTY and MAILING ADDRESS:**
NORWOOD YOUNG AMERICA

310 Elm St. W
PO Box 59
Norwood Young America, MN 55368-0059

Item 2. **COVERAGE PERIOD:**

From: 01/01/2021 To: 01/01/2022 12:01 AM Standard Time at
Mailing Address Indicated Above

Item 3. **RETROACTIVE DATE:** 04/17/1998

Item 4. **THE COVERED PARTY IS:**

☒ City ☐ Joint Powers Entity ☐ Others (Describe) _____

Item 5. **DEFENSE COST REIMBURSEMENT LIMITS:**

1. Agreement Term Annual Aggregate Per City Official:	\$ 50,000
2. Agreement Term Annual Aggregate:	\$ 250,000

Item 6. **PREMIUM:** \$ NO CHARGE

Item 7. **FORMS AND ENDORSEMENTS APPLICABLE TO AGREEMENT:**

OMLRA-1(11/14) ME063(11/01)

League of Minnesota Cities Insurance Trust

Group Self-Insured Workers' Compensation Plan

145 University Avenue West St. Paul, MN 55103-2044 Phone (651) 215-4173

INFORMATION PAGE

RENEWAL

1. The "City"
Norwood Young America
310 Elm St. W
PO Box 59
Norwood Young America, MN 55368-0059

Agreement No.: WC 1001221-5
"City" is: ☒ City
☐ Joint Powers Entity
☐ Other (describe)
2. The Agreement Period is from 12:01 a.m. 01/01/2021 to 12:01 a.m. 01/01/2022 at the "City's" address.
3. A. Workers' Compensation Coverage: Part One of the Agreement applies to the Workers' Compensation Law of any state of the United States of America and the District of Columbia.

B. Employers Liability Coverage: Part Two of the Agreement applies to work in each state listed in item 3.A. The limits of our liability under Part Two are: Bodily Injury-Each Occurrence \$1,500,000.
Bodily Injury by Disease-Agreement Limit \$1,500,000.

C. Part Three of the Agreement applies to Infectious Disease Diagnostic Testing.

D. Part Four of the Agreement applies to Peace Officers Posttraumatic Stress Syndrome Benefit.

E. This Agreement includes these amendments and schedules:
LM4660(01/20) LM4670(01/20) LM4680(06/15)

4. Retro-rating option selected? ☐ Yes ☒ No
5. Coverage for elected and appointed officials of the entity or entities listed in #1 above? Yes
6. The premium for this Agreement will be determined by our Manuals of Rules, Classifications, Rates and Rating Plans. All information required below is subject to verification and change by audit.

Premium Basis Estimated Total Annual Remuneration	Rates Per \$100 of Remuneration	Code No.	Entries in this item, except as specifically provided elsewhere in this Agreement; Do not modify any of the other provisions of the Agreement.	Estimated Annual Premium
------------------------------------------------------------	---------------------------------------	-------------	------------------------------------------------------------------------------------------------------------------------------------------------------	--------------------------------

SEE ATTACHED SCHEDULE FOR DETAILS

Agent: 00519 Citizens Insurance Po Box 98 Norwood Young America MN 55368-0098	Prior year Experience Modification Factor .94	Manual Premium	42,785
		Experience Modification 1.6500	27,810
		Standard Premium	70,595
		Deductible Credit 0.0%	0
		Premium Discount	-6,232
		Balance to Minimum Premium	0
		Net Deposit Premium	\$64,363
		Adjustment for Commission*	0
		Total Net Deposit Premium	\$64,363

*Workers compensation rates assume a 2% standard commission. The commission adjustment accounts for the commission difference, above or below 2%.

League of Minnesota Cities Insurance Trust
Group Self-Insured Workers' Compensation Plan
145 University Avenue West
St. Paul, MN 55103-2044
(651) 215-4173

The "City"
 Norwood Young America
 310 Elm St. W
 PO Box 59
 Norwood Young America, MN 55368-0059

Agreement No. WC 1001221-5
 Agreement Period From: 01/01/2021
 To: 01/01/2022

CONTINUATION SCHEDULE FOR INFORMATION PAGE

<u>REMUNERATION</u>	<u>RATE</u>	<u>CODE</u>	<u>DESCRIPTION</u>	<u>EST PREM</u>
240,170	0.82	8810	CLERICAL OFFICE EMPLOYEES NOC	1,969
0	0.70	9410	MUNICIPAL EMPLOYEES	0
66,661	6.31	9102	PARKS	4,206
56,166	5.25	7580	SEWAGE DISPOSAL PLANT	2,949
164,572	10.41	5506	GENERAL MAINTENANCE	17,132
56,165	4.38	7520	WATERWORKS	2,460
18,200	0.56	9411	ELECTED OR APPOINTED OFFICIALS	102
POP 4,564	238.99	7718	FIREFIGHTERS (VOLUNTEER)NON SMOKING	10,908
26,100	7.76	9015	SWIMMING POOL OR BEACH OPERATIONS	2,025
3,314	6.19	7382	BUS DRIVERS	205
10,678	7.76	9015	BUILDINGS-OPER BY OWNER	829
Manual Premium				42,785

Agent:
 00519 Citizens Insurance
 Po Box 98
 Norwood Young America, MN 55368-0098

**LEAGUE OF MINNESOTA CITIES INSURANCE TRUST
PROPERTY/CASUALTY
2020 DIVIDEND CALCULATION
AT MAY 31, 2020**

Citizens Insurance

Po Box 98

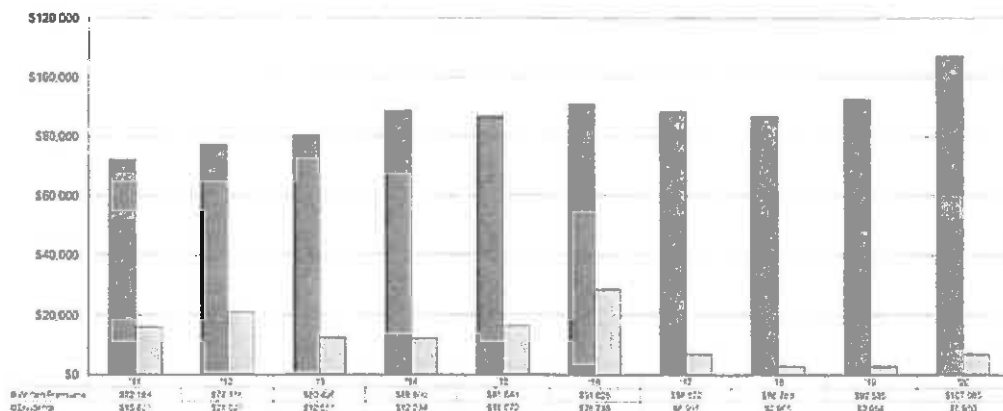
Norwood Young Amer MN 55368-0098

Norwood Young Americ
310 Elm St. W Po Box 59
Norwood Young Amer, MN 55368-0059

GROSS EARNED PREMIUM	\$1,392,180
ADJUSTED LOSSES	\$529,143
MEMBERS DIVIDEND PERCENTAGE	0.00121930000
DIVIDEND AMOUNT	\$6,950

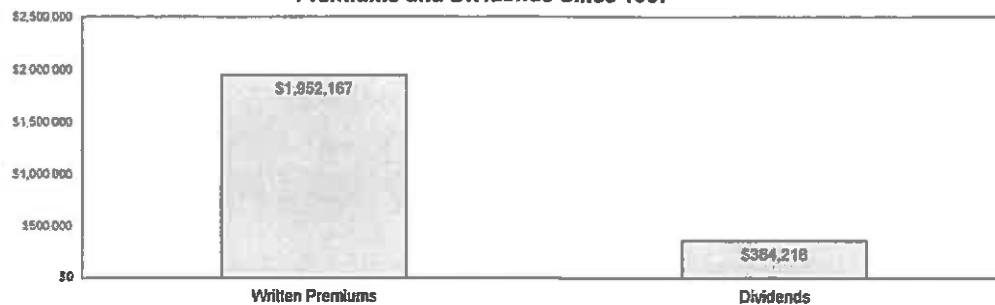
Norwood Young Americ

Premium and Dividend History



Norwood Young Americ

Premiums and Dividends Since 1987



The 1987 earned premium figure is the member's total earned premium as of May 31, 1987 for the 1987 year. This is the premium figure that is used in the dividend calculation.
The 2020 written premium figure is the member's total premium for the member's most recent year ending in May 31, 2020. If the member is deceased, only a portion of that 2020 written premium would be included as of May 31, 2020.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 12, 2021

SUBJECT: Veterans Park Driveway and Parking Lot Paving

Ron Kroells, VFW, and Larry Panning, American Legion, will be present to request authorization to pave the driveway and parking lot at Veterans Park this year. The VFW and American Legion will finance the project. If authorized, staff will prepare an RFQ and solicit quotes for the project.

Recommended Motion:

Motion to direct City staff to solicit quotes to pave the Veterans Park driveway and parking lot.



CITY OF NORWOOD YOUNG AMERICA

Veterans Park

more than a place, it's home.

Map Date: 4/8/2021





TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: Monday, April 12, 2021

SUBJECT: Approval of Commercial Market Study by Wicks & Associates

Background

Keith Wicks of Wicks & Associates was contracted in August 2020 to conduct an updated Commercial Market and Retail Food Study for the City of Norwood Young America. The study objective was to update the assessed market and the recommended NYA commercial development strategy. The purpose of the study will be to use the findings to improve the community's competitiveness as a rural and bedroom community in the western metro, strengthen the current NYA business community and identify market opportunities.

Section One of the study focuses on the Grocery Store/Retail Food Study and the feasibility of another full-service grocer coming to Norwood Young America. An overview of Mr. Wicks' findings include:

- A trade area demand of approximately 7 miles including NYA, New Germany, Plato, Hamburg, Green Isle, Cologne
- 710 Faxon Rd – old Econofoods – was oversized, at about 25,000 sf, for the trade area with only capturing about 20% of the market share as it was primarily used for convenience shopping; retail productivity was under \$5/sf which ideally, should be about \$8/sf for a successful first year store
- Identifying three sites for a potential location for an approximate 13,000 sf full-service “fresh market” grocer – all along the Highway 212 commercial district for visibility in attracting upward of 5,000 consumers per week; it should be noted that there could be additional commercial properties available with the ever-changing market and land sales.
- A proposed market model to include a traditional/conventional store with the format of either an independent grocer or member-owned food co-op; chain grocers do not have a market retail model that would cater a small rural community structure; and with the internet influence and the Pandemic, businesses models must adapt to modern times
- The outlook for opening an independent retailer could take 18 months or more for development planning, funding, construction and operations.
- Food Co-ops can take three years or longer due to the need for a board, incorporating, proforma reports, store development, retail trailing, business tracking, and ultimately funding, construction and operations
- A Grocery Store Forecast which shows that a market share of at least 17.1% of the trade area can feasibly support the proposed 13,000 sf grocery store at the suggested locations

Norwood Young America

Section Two of the study proposes updates for the Norwood Young America Commercial Development Strategy. Mr. Wicks reviewed the NYA market profile, the current business structure, gap analysis, and growth strategies. An overview of Mr. Wicks' findings include:

- The importance of Hwy 212 and future expansion
- Suggesting a work session with local businesses to discuss what the gap analysis is and how they can increase their market share with tailoring to the needs of the demand
- Recommendations to prepare marketing packages/incentives for prospective business sites
- Phases of organization for presenting business development which includes breaking down growth options (resources, marketing, upgrades, attractions) in each of the three business districts
- Developing a conceptual plan for the downtowns for marketing efforts
- Continue to develop the "more" in the NYA tagline with overall marketing efforts
- An NYA Commercial Market Sales Model which identifies different retail categories, market demand, NYA supply and the opportunity/gap surplus.

Immediate plans for the study are to share results with the West Carver County Food Retail Committee in furthering their efforts in sharing and gathering information from the community on grocery store wants and needs. Staff will be working with the NYA Area Chamber of Commerce to share pertinent information about the proposed gap analysis models for potential growth opportunities to our current businesses. Mr. Wicks has also offered to assist with tailoring the study information for individual businesses to identify the gap and marketing changes needed to increase development (at no additional cost).

Going forward, information from the study will be used for continued efforts for a grocery store, retention/expansion of local businesses and overall marketing strategies for the community of Norwood Young America.

The NYA Economic Development Commission reviewed and has made a recommendation to approve the Commercial Market & Retail Food Study to the City Council.

Action

Motion to accept the Commercial Market Study as presented by Keith Wicks of Wicks & Associates.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: April 12, 2021
RE: Trail lighting along Hwy 212

The city has proposed to add lighting on the walking trail's adjacent to Hwy 212 and through Kehrer Park. This area has been identified as needing extra lighting.

The Parks Commission identified this as a 2021 project and one of the top priorities to get completed this year. The Commission discussed light placement and spacing intervals, bench placement, and light design. From that discussion the commission approved the included map with this memo.

We would like to get this project started as soon as it is approved, when the MnDOT Right of Way permit is approved, and the awarded contractor is available. If we can get the work completed before the MnDOT project has its final grade and seeding, we would not have to provide any seed or grass restoration after the lights are installed. If the project does not get installed before MnDOT is complete, staff will complete the turf restoration.

I have included the RFQ's for the project, the received quotes, and the approved map. We solicited the RFQ's to 4 contractors and received the quotes as follows.

Xtreme Electric Service Inc.	\$140,395
Choice Electric Inc.	\$162,500
EGAN	\$165,979
Granite Ledge Electrical Contractors Inc.	\$204,750

The city budgeted \$100,000 in the Public Works Capital Project/Equipment Plan for this project to be completed in 2021. The lowest bidder came in at \$40,395 over the budgeted amount. We propose to use the cash reserves from the Capital fund to cover the additional cost.

Suggested Motion;

Motion to approve Xtreme Electric Service Inc quote to install Hwy 212 trail lighting installation.

Norwood Young America



REQUEST FOR QUOTES

HIGHWAY 212 TRAIL LIGHTING INSTALLATION PROJECT

City of Norwood Young America
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes for the installation of LED lighting along the existing U.S. Highway 212 trail, in Norwood Young America, Minnesota. The scope of work consists of the installation of new service cabinets fed from Xcel Energy. The new services will feed the LED bollards and LED light poles to be located along the trail.
- B. Responses submitted must provide complete information as indicated in this request. Deadline for submitting quote is **1:00 p.m., Tuesday, April 6, 2021.**
City of Norwood Young America
Attention: Tony Voigt
P.O. Box 59
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:
Tony Voigt
Public Service Director
P.O. Box 59
Norwood Young America, MN 55368
(320) 761-5008
tvoigt@cityofnYA.com

II. Scope of Work

- A. Conduit and Wire
- 1" HDPE conduit (UL listed)
 - Copper wiring type XHHW-2
 - Sized in accordance with the NEC
 - Voltage drop to be taken into consideration
- B. Handholes
- Handholes to be installed as needed for pulling points and splicing
 - Handholes to be Quazite or similar construction
 - Tier 8 strength rating
- C. Furnish and Install two (2) New Services
- EMI 200A Lighting Panel
 - Siemens 100 Amp Main Breaker Load Center
 - 200 Amp Single Phase NEMA 3R Meter Socket
 - Hand – Off – Auto Switch
 - Viewing Window
 - 30 Amp 4 Pole Definite Purpose Contactor Rated 120 Volts
 - Contactor to be controlled by photo cell

D. Furnish and Install (43) Bollards

- LSI Industries LED Bollard
- Part No. MRB-LED-30L-ACR-A-UNV-DIM-40-BRZ
- Bronze in Color
- 30 Watts
- 4000 K Color Temperature
- Installation per manufacture's guidelines

E. Furnish and Install (43) Bollard Foundations

- 16" x 60" Concrete Base
- 4500 PSI in 28 days (Testing at 5500 PSI)
- 5-8% air entrainment per ACI 318
- 6" above grade
- Footing 4' deep with 18" angled (bell) bottom
- ½" Radius top edge of sonic tube with smooth trowel finish
- Contractor to provide name of independent concrete testing company and results of concrete mix test

F. Furnish and Install (6) LED Area Lights

- LSI Industries LED Area Light
- Part No. SLM-LED-9L-SIL-2-UNV-DIMN-40-70CRI-BRZ
- Bronze in Color
- 68 Watts
- 4000 K Color Temperature

G. Furnish and Install (6) Light Poles

- LSI No. 4SQ-B3-S11G-15-S-BRZ (Pole)
- LSI No. 4SQ-STL-PL-3/4x30-11BC KIT BCVR 4BC BRZ (Accessories)
- Bronze in Color
- 4" Square Steel
- 15' Height
- 11 Gauge Steel

H. Furnish and Install (6) Pole Foundations

- 24" x 60" concrete base
- 4500 PSI in 28 days (Testing at 5500 PSI)
- 5-8% air entrainment per ACI 318
- 6" above grade
- Footing 4' deep with 18" angled (bell) bottom
- ½" Radius top edge of sonic tube with smooth trowel finish
- Contractor to provide name of independent concrete testing company and results of concrete mix test

I. Furnish Shop Drawings

- Shop drawings for bollards, lights, light poles, and lighting panel

J. Permits and Locates

- City will acquire MnDOT Right-of-Way Permit
- City will stake out locations of bollards and light poles
- Contractor will be responsible for Electrical Permit
- Contractor will be responsible for project Gopher State One Call locates

III. Insurance

The successful Contractor shall carry the following minimum limits of insurance coverage and provide proof of such to the City. The City shall be listed as an Additional Insured.

Commercial General Liability per occurrence for bodily injury and property damage	\$1,000,000
-----------------------------------------------------------------------------------------	-------------

Aggregate	\$2,000,000
Automobile Liability	\$1,000,000

Workers Compensation and Employers' Liability	\$500,000
--------------------------------------------------	-----------

IV. Project Completion

The scope of work is to be completed by **June 30, 2021**.

V. Contractor Warranty

- Contractor shall provide manufacturer's warranty on products/materials.
- Contractor shall warrant their work for 1-year after completion.

VI. Gopher State One Call

City will call in Gopher State One Call to locate existing utilities and have completed by Wednesday, March 31, 2021.

VII. Products/Materials

Products and materials may be replaced with City approved equals.

VIII. Large concrete trucks or other large vehicles are prohibited from driving on the existing trail and sidewalk.

IX. Quote

Quotes shall be provided as a whole dollar amount for the entire scope of work on the attached form.

X. Option 1 Quote – Earth Work Restoration

Provide quote for restoring ground areas where disturbed due to project work, not to include grass restoration. The City reserves the right to remove this item from the project.

XI. Disclaimer

The City of Norwood Young America shall not be liable for any costs incurred by a contractor responding to this request for quotes or for any costs associated with discussions required for clarification of items related to this quote.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

Option 1 Quote: \$ _____

Signature: _____

Date: _____



REQUEST FOR QUOTES

**HIGHWAY 212 TRAIL LIGHTING
INSTALLATION PROJECT**

ADDENDUM NO. 1

City of Norwood Young America
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368

The following changes are hereby made to the Scope of Work. Utilize the updated and attached Contractor's Quote sheet for submitting quote.

1. Lighting Panels

Two lighting panels are to be installed. One on each side of Highway 212. The Trails and Sidewalks map attached to the RFQ identifies five (5) optional locations for the lighting panels. Contractors may choose the actual lighting panel locations from the options provided on the map.

2. Boring

The Contractor is responsible for any boring required to be completed with the project to include under the trail/sidewalk and streets. Contractor shall include this cost in their quote.

3. Option 1 Quote

Option 1 Quote is deleted from the RFQ.

4. Job Site Clean-up

The Contractor is responsible for returning the job site to its original condition. Spoil piles are to be removed from the site and work areas are to be graded to original condition. Grass seeding/restoration will be completed by the City.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Acknowledge receipt of Addendum No. 1 (Yes / No) _____

Quote: \$ _____

Signature: _____

Date: _____

CONTRACTOR'S QUOTE

Company name: Xtreme electrical Services Inc.

Contact Person: Todd Miller

Title: V-P

Address: 311 West Rail Road Street Nya mn 55368

Phone Number: 952-466-5777

Acknowledge receipt of Addendum No. 1 (Yes / No) Yes

Quote: \$ 140,395⁰⁰

Signature: 

Date: 4-6-2021

CONTRACTOR'S QUOTE

Company name: Choice Electric inc

Contact Person: Joe McClain

Title: Estimator/Project Manager

Address: 3080 4th Ave E Shakopee

Phone Number: 612-346-7169

Acknowledge receipt of Addendum No. 1 (Yes/No) yes

Quote: \$ 162,500.00

Signature: 

Date: 4/6/2021

XI. Disclaimer

The City of Norwood Young America shall not be liable for any costs incurred by a contractor responding to this request for quotes or for any costs associated with discussions required for clarification of items related to this quote.

CONTRACTOR'S QUOTE

Company name: EGAN

Contact Person: ELI TENNISON

Title: PROJECT MANAGER

Address: 7625 BOONE AVE NORTH

Phone Number: 612-490-5881 / 612-685-5089

Quote: \$ 165,979.00

Option 1 Quote: \$ 10,890.00

Signature: Don Gunn

Date: 4-6-21

CONTRACTOR'S QUOTE

Company name: Granite Ledge Electrical Contractors, Inc.

Contact Person: Jeff Brown


Title: Project Manager/Estimator

Address: PO Box 8, Foreston MN 56330

Phone Number: 320-294-5557

Acknowledge receipt of Addendum No. 1 (Yes / No) Yes

Quote: \$204,750.00

Signature: 

Date: April 6, 2021



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: April 12, 2021

RE: Grass Cutting at City Cemeteries for 2021 mowing season

The city has 3 cemetery areas that we currently operate and maintain. Mowing and trimming the cemeteries is a huge time commitment each year. Our city staff have a lot of various tasks throughout the summer that tend to be consume a lot of time. We have hired a mowing contractor to cut the cemeteries these past few years to allow our city staff more time to complete blacktop street repair, parks maintenance, tree trimming, mowing in our parks, and a lot of other task we need to get completed. I propose we continue to contract mowing services in our cemeteries to allow staff to complete our other obligations within the city.

We currently have monies allocated in our 2021 budget under the General fund for Cemetery Contract payments for this request. I submitted RFQ's to 3 contractors that I have solicited from in the past and received the 2 quotes below. I have included copies of the RFQ and the quotes we received. Dave's Season All was the mowing contractor we utilized for the 2020 season.

Dave's Season All;
Local Lawn Care;

\$200 per mowing event
\$245 per mowing event

Suggested Motion;

Motion to approve hiring Dave's Season All to mow our city cemeteries for the 2021 growing season at a rate of \$200 per mowing event.

Norwood Young America

CONTRACTOR'S QUOTE

Company name: Dave's Season All

Contact Person: David Bleichner

Title: Sole Proprietor / owner

Address: 510 W Elm St.
NYA, MN 55368

Phone Number: 612 - 210 - 1386

Quote: \$ 200.00 per time

Signature: David A. Bleichner

Date: 4-6-21

E. Term of contract

Mowing is required weekly for the entire 2021 growing season.

III. Insurance

The Contractor shall carry the following minimum limits of insurance coverage and provide proof of such to the City. The City shall be listed as an Additional Insured.

Commercial General Liability per occurrence for bodily injury and property damage	\$1,500,000
Automobile Liability	\$1,500,000
Workers Compensation and Employers' Liability	\$1,500,000

IV. Quote

Quotes should be provided as a whole dollar amount per time of cut for all locations. The attached form is to be utilized for submitting quote.

V. Disclaimer

The City of Norwood Young America shall not be liable for any costs incurred by a contractor in responding to this request for quotes or for any costs associated with discussions required for clarification of items related to this quote.

*I do have insurance & will provide proof.
I am waiting to receive my copies from Insurance
Company*

CONTRACTOR'S QUOTE

Company name: Local Lawn Care

Contact Person: Andrew Hansen

Title: Owner

Address: 424 7th Ave S PO Box 23 Browden MN 55312

Phone Number: 612 - 618 - 1738

Quote: \$ 245 per time

Signature: Andrew Hansen

Date: 4-6-2021





REQUEST FOR QUOTES

GRASS CUTTING AT CITY CEMETERIES

City of Norwood Young America
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes to cut grass at the City cemeteries weekly. Responses submitted must provide complete information as indicated in this request. Please submit quote by **8:00 a.m., Wednesday April 6th, 2021.**

City of Norwood Young America
Attention: Tony Voigt
P.O. Box 59
Norwood Young America, MN 55368

- B. Questions and inquiries regarding this request should be directed to:

Tony Voigt
Public Service Director
P.O. Box 59
Norwood Young America, MN 55368
(320) 761-5008
publicservices@cityofnya.com

II. Scope of Work

- A. The City of Norwood Young America is accepting quotes to have the grass cut at the city owned cemeteries on a weekly or as needed basis. All grass needs to be cut, all objects trimmed around, and gravestones blown clean weekly. Grass shall be cut to 2.75"-3.25" in length.

B. Project Schedule

The grass is to be cut weekly or on an as needed basis. The weekly cutting will include coordination within 1-2 days prior to following holiday's, Veteran's Day, Memorial Day, and Independence Day.

C. Stipulations to Weekly Mowing

The Public Services Director will make the determination of what date we will start the mowing season, if weeks will be skipped due to dry weather, and the final cut at the end of the season. The contractor may be required to mow within 24-48 hours if the grass is found to be in unsatisfactory condition.

D. Locations

Forest Hill Cemetery is located at 848 W Elm St and Mau Cemetery is Located at 211 5th Ave NE. I have included maps with the cemeteries shaded in orange to identify the properties. There are 2 locations of Mau cemetery as identified on the included maps.

E. Term of contract

Mowing is required weekly for the entire 2021 growing season.

III. Insurance

The Contractor shall carry the following minimum limits of insurance coverage and provide proof of such to the City. The City shall be listed as an Additional Insured.

Commercial General Liability per occurrence for bodily injury and property damage	\$1,500,000
Automobile Liability	\$1,500,000
Workers Compensation and Employers' Liability	\$1,500,000

IV. Quote

Quotes should be provided as a whole dollar amount per time of cut for all locations. The attached form is to be utilized for submitting quote.

V. Disclaimer

The City of Norwood Young America shall not be liable for any costs incurred by a contractor in responding to this request for quotes or for any costs associated with discussions required for clarification of items related to this quote.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____ per time

Signature: _____

Date: _____



CITY OF NORWOOD YOUNG AMERICA

Forest Hills Cemetery 848 Elm St W

Map Date: 3/22/2021



City of Norwood Young America, Copyright 2021

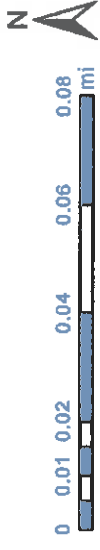




CITY OF NORWOOD YOUNG AMERICA

Forest Hills Cemetery 848 Elm St W

Map Date: 3/22/2021







TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: April 12, 2021

RE: Nuisance Abatement Grass Cutting for the 2021 season

Each year the city receives complaints of grass or weeds getting too long located at properties within the city. Due to the ongoing workload of the Public Services Staff, I am proposing hiring a contractor to take care of these complaints. This allows the city maintenance staff to keep on track with their other responsibilities. If we receive a lot of nuisance complaints in a giving period of time, it may take too much attention away from the city properties we currently maintain. The city bills the perspective properties the amount of time it takes to bring them into compliance. If we receive an invoice for the time it takes to bring the nuisance into compliance, it makes it a lot easier for staff to bill the property and recoup the cost.

I sent RFQ's to 3 contractors we have worked with in the past. Local Lawn Care is the contractor that took care of the nuisance abatement grass cutting for us in the 2020 season. I received the 3 quotes as follows.

Local Lawn Care;	\$65 per hour
Top Notch Turf,	\$65 per hour
Dave's Season All;	\$75 per hour

Suggested Motion;

Motion to approve hiring Local Lawn Care to complete Nuisance Abatement Grass Cutting for the 2021 growing season at the rate of \$65 per hour.

Norwood Young America

CONTRACTOR'S QUOTE

Company name: Local Lawn Care

Contact Person: Andrew Hanson

Title: Owner

Address: 424 7th Ave S PO Box 23 Brainerd MN 55312

Phone Number: 612-618-1738

Quote: \$ 65 per hour

Signature: 

Date: 4-6-2021

CONTRACTOR'S QUOTE

Company name: Top Notch Turf

Contact Person: Allen Raduenz

Title: Owner / Operator

Address: 13631 HARVEST RD. GLENDALE, MN. 55336

Phone Number: (320) 583-4546

Quote: \$ 6.5 per hour

Signature: Allen M. Raduenz

Date: 03/31/2021

CONTRACTOR'S QUOTE

Company name: Nave's Season All

Contact Person: David Bleichner

Title: Sole Proprietor/owner

Address: 510 W Elm St.
NYA, MN 55368

Phone Number: 612-210-1386

Quote: \$ 75.00 per hour

Signature: 

Date: 4-6-21

I have insurance & will provide
a copy when I receive them from
my insurance company.



REQUEST FOR QUOTES

NUISANCE ABATEMENT GRASS CUTTING

City of Norwood Young America
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes for Nuisance Abatement Grass Cutting. Responses submitted must provide complete information as indicated in this request. Please submit quote by **8:00 a.m., Wednesday April 6th, 2021.**
City of Norwood Young America
Attention: Tony Voigt
P.O. Box 59
Norwood Young America, MN 55368
- B. Questions and inquiries regarding this request should be directed to:
Tony Voigt
Public Service Director
P.O. Box 59
Norwood Young America, MN 55368
(320) 761-5008
publicservices@cityofnua.com

II. Scope of Work

- A. The City of Norwood Young America is accepting quotes to have the grass cut at designated nuisance properties within the city limits. All properties identified as a nuisance will need the grass cut, all objects trimmed, and may require further trimming as directed by City staff. Grass will be cut to 2.75"-3.25" tall.
- B. Project Schedule

This will be an as needed basis.
- C. Stipulations to Contract

The Public Services Director will notify the awarded contractor of the address needing nuisance abatement mowing. The contractor will be required to complete the property mowing within 24 - 48 hours weather dependent.
- D. Term of Contract

Nuisance Abatement Grass Cutting is for the entire 2021 growing season.

III. Insurance

The Contractor shall carry the following minimum limits of insurance coverage and provide proof of such to the City. The City shall be listed as an Additional Insured.

Commercial General Liability per occurrence for bodily injury and property damage	\$1,500,000
Automobile Liability	\$1,500,000
Workers Compensation and Employers' Liability	\$1,500,000

IV. Quote

Quotes should be provided as a whole dollar amount identified as per hour. The attached form is to be utilized for submitting quote.

V. Disclaimer

The City of Norwood Young America shall not be liable for any costs incurred by a contractor in responding to this request for quotes or for any costs associated with discussions required for clarification of items related to this quote.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____ per hour

Signature: _____

Date: _____



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: April 12th, 2021

RE: Remove abandoned freight elevator shaft at Food Shelf/Heritage Building

I am proposing to remove the freight elevator shaft at the Food Shelf/Heritage building. The freight elevator was originally installed by the previous building owner. The freight elevator was used by the previous owner as well as the Food Shelf to move freight into the basement. In 2005 the City approved to install a new elevator inside the building. The new elevator was installed to allow passengers to be transported into the lower level of the building as well as freight. With the freight elevator's reduced mechanical reliability, poor overall condition, and the lack of capability to roll carts and hand trucks into the elevator, the Food Shelf and other staff started using the current elevator to move freight to the lower level. The current elevator inside the building is rated up to 900lbs which is more than enough capacity to move people or freight as needed.

The freight elevator shaft is located on the exterior of the building and is covered by a metal cellar door. The metal frame of the door is rusted through in spots and the concrete is deteriorating around by the cover. This allows moisture and other contaminants inside the building. Since the freight elevator was no longer operational, we had electrician disconnect the wiring and the lift was removed by staff and disposed of. I have the proposed scope of work included below with approximate values attached to each. We have monies in our Government Buildings--Repair/Maintenance Buildings/Grounds fund to pay for this project.

- Have staff remove the exterior door in the bottom of the shaft which gains access to the lower level.
- Hire a mason to fill the hole with block which will be pinned to the existing foundation and then core filled for strength.
 - Cost \$1350 from proposed contractor
- Staff will apply a waterproof coating on the exterior of the installed block opening.
 - Est. cost \$75/materials
- Staff will fill the shaft with 10 yds of sand and compact.
 - Est. cost \$100/materials
- Staff will remove the upper portion of the shaft to the height of 6" below the existing grade.
- Staff will level the area above the backfilled shaft with 4" of gravel, then pour approximately 1 yard of concrete 4" thick and slope away from the building to reduce the amount of foundation moisture penetration.
 - Est. cost \$150/materials

Norwood Young America

I solicited from 2 mason contractors to replace the door opening with block to secure the foundation. The quotes are as follows:

- | | |
|--------------------------------------|-----------|
| 1. Countryside Concrete Incorporated | \$1350.00 |
| 2. Michel Masonry Construction | \$1673.00 |

I have included copies of the quotes I received as well as pictures of the existing condition of the cellar door opening and its location on the West side of the Food Shelf/Heritage Center building.

Suggested Motion: Motion to hire Countryside Concrete Incorporated to install a block foundation replacing the door opening in the bottom of the elevator shaft at the Food Shelf/Heritage Building for \$1350.

inclusions

MICHEL MASONRY CONSTRUCTION.

501 Industrial Blvd
Waconia, MN 55387
Phone (952) 381-0560
michelmasonry@embarqmail.com

DATE:	April 7, 2021
PROPOSAL #:	
SUBMITTED BY:	Matt Kaufhold

Proposal Submitted To:
City of Norwood Young America

Material Selection:

Randy Clay 952-212-0226
Rclay.cityofnyc@gmail.com

Job Address:
10 First ave NE
N.Y.A.

Payment Terms: NET 30 days

DESCRIPTION	AMOUNT
Infill elevator opening, lay 12" block pinned to existing wall and core filled. Exterior waterproofing by city.	1,673.00
TOTAL	1,673.00

Acceptance Of Proposal - Sign Below

Signature

Date of Acceptance

*The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.
Payment will be made at the completion of the specified work per the payment terms
Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an
extra charge over and above this proposal.*

Attn: The Concrete Cannot Be Warranted Due To Natural Conditions Beyond Our Control

THANK YOU FOR YOUR BUSINESS!
www.michelmasonry.com











TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 12, 2021

SUBJECT: Investment Policy Amendments and Review 1st Quarter Financial Reports

The Finance Committee at its regular March 16th meeting, reviewed the City's Investment Policy and are recommending some amendments. Enclosed is the Investment Policy with the proposed changes highlighted. Also enclosed is a spreadsheet identifying the City's current investments.

Starting with this Council meeting, staff will be providing quarterly financial reports on the 2021 Budget. Enclosed are revenue and expenditure reports for the first quarter of 2021 reflecting the year-to-date for each line item. The March reconciliation has not been completed yet, so the reports are subject to changes.

Recommended Motion:

Motion to approve the amendments to the Norwood Young America Investment Policy.

Norwood Young America



CITY OF NORWOOD YOUNG AMERICA INVESTMENT POLICY

PURPOSE

The purpose of this policy is to establish specific guidelines the City of Norwood Young America will use in the investment of City funds. It will be the responsibility of the **Clerk/Treasurer** or City Administrator to invest City funds in order to attain a market rate of return while preserving and protecting the capital of the overall portfolio. Investments will be made, based on statutory constraints, in safe, low risk investments.

SCOPE

The **Clerk/Treasurer** or City Administrator is responsible for the investing of all funds in the custody of the City, including, but not necessarily limited to, the General Funds, Special Revenue Funds, Debt Service Funds, Capital Project Funds, Enterprise Funds, Agency Funds, and excluding pension funds.

PRUDENCE

The standard of prudence to be used by investment officials shall be used by investment officials shall be the "prudent investor", and shall be applied in the context of managing the overall portfolio. Investment officers acting in accordance with this policy and with MN Statute 475.66 and 118 and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided that reasonable action is taken to control adverse developments and unexpected deviations are reported in a timely manner.

OBJECTIVE

There are three main objectives of all investment activities that are prioritized as follows:

1. **Safety:** Safety of principal is the foremost objective of the City. Each investment transaction shall seek to first insure that capital losses are avoided. The objective will be to mitigate credit risk and interest rate risk.
 - a) Credit Risk is the risk of loss due to failure of the security issuer or backer.

- b) Interest Rate Risk is the risk that the market value of securities in the portfolio will fall due to changes in general interest rates.
2. **Liquidity**: The investment portfolio shall remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands.
 3. **Yield**: The investment portfolio of the City of Norwood Young America shall be designed to attain a market-average rate of return through budgetary and economic cycles, taking into consideration the City's investment risk constraints, cash flow characteristics of the portfolio and prudent investment principles.
 4. **Depositories**: The City will attempt to keep all funds on deposit in various instruments with financial institutions located within the City. Competitive rates must be paid in order to accomplish this objective. In the best interest of the City and its taxpayers, the highest yield possible must be obtained.

Subject to requirements of the above objectives, it is the policy of the City of Norwood Young America to offer financial institutions and companies within the City of Norwood Young America the opportunity to quote on investments; however, the City of Norwood Young America will seek the best investment yields.

DELEGATION OF AUTHORITY

Management responsibility for the investment program is hereby delegated from the City Council to the Clerk/Treasurer and the City Administrator, who shall establish procedures for the operation of the investment program, consistent with this investment policy. The Finance Committee shall review all new cash investments prior to investments being made. Such procedures shall include delegation of authority to persons responsible for investment transactions. The Clerk/Treasurer and City Administrator shall be responsible for all transactions undertaken and shall establish a system of internal controls designed to prevent losses from fraud and employee error.

CONFLICTS OF INTEREST

Any City official (elected or appointed) involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the investment program or which could impair his/her ability to make impartial investment decisions.

AUTHORIZED FINANCIAL INSTITUTE AND DEALER

In accordance with Minnesota Statute 118.005, the responsibility for conducting investment transactions resides with the City Council of the City of Norwood Young America. Also, the Council shall authorize the City Clerk/Treasurer and City Administrator to exercise the powers of the Council in designating a depository of the Funds. In selecting depositories, the credit worthiness of the institutions under consideration shall be examined by the Clerk/Treasurer.

Only approved security broker/dealers selected by creditworthiness shall be utilized (minimum capital requirement \$10,000,000 and at least five years of operation). These may include "primary" dealers or regional dealers that qualify under Securities and Exchange Commission Rule 15c3-1 (uniform net capital rule).

All financial institutions and broker/dealers must supply the following as appropriate:

1. Audited financial statements.
2. Proof of National Association of Securities Dealers (NASD) certification.
3. Proof of state registration.
4. Certification of having read the City's investment policy.

BROKER REPRESENTATIONS

Municipalities must obtain from their brokers certain representations regarding future investments. Minnesota Statutes, Section 475.66, Subdivision 6, requires municipalities to provide each broker with information regarding the municipality's investment restrictions. Before engaging in investment transactions with the City of Norwood Young America the supervising officer at the securities broker/dealer shall submit a certification annually according to MNSS 118.05. The document will state that the officer has reviewed the investment policies and objectives, as well as applicable state law, and agrees to disclose potential conflicts of interest or risk to public funds that might arise out of business transactions between the firm and the City of Norwood Young America. All financial institutions shall agree to undertake reasonable efforts to preclude imprudent transactions involving the City's funds.

AUTHORIZED AND SUITABLE INVESTMENT

Minnesota Statutes, Section 475.66, Subdivision 3, lists all permissible investments for municipalities. This list establishes the maximum investment risk permitted for a Minnesota municipality. Even though MN Statutes 475.66 provides for more instruments to be used for investing purposes, the following is a listing of investments the City will be authorized to invest in:

1. **Government Securities**: Instruments such as bonds, notes, bills, and other securities which are direct obligations of the federal government or its agencies (excluding any mortgage security), with the principal fully guaranteed by the U.S. Government or its agencies.
2. **Certificate of Deposit**: A negotiable or nonnegotiable instrument issued by commercial banks and insured up to \$100,000 by the Federal Deposit Insurance Corporation (FDIC).
3. **Repurchase Agreement**: An investment which consists of two simultaneous transactions, where an investor purchases securities from a bank or dealer. At the same time, the selling bank or dealer agrees to repurchase the securities at the same price plus interest at some agreed-upon future date. The security purchased is the collateral protecting the investment.
4. **Prime Commercial Paper**: An investment used by corporations to finance receivables. A short-term (matures in 270 days or less) unsecured promissory note is issued for a maturity specified by the purchaser. Corporations market their paper through dealers who in turn market the paper to investors.
5. **Any security**: Is a general obligation of the State of Minnesota or any of its municipalities.
6. **Statewide investment pools**: Invest in authorized instruments according to MN Statutes 475.66.
7. **Money market mutual funds**: Invest in authorized instruments according to MN Statutes 475.66.

Interest-bearing deposits in authorized depositories must be fully insured or collateralized.

COLLATERALIZATION

Collateralization will be required on two types of investments, Certificates of Deposit and Repurchase Agreements. In order to anticipate market changes and provide a level of security for all funds, the collateralization level will be 110 percent of the market value of principal and accrued interest. Collateral shall be deposited in the name of the City of Norwood Young America subject to release by the City's Treasurer or City Administrator. All deposits will be insured or collateralized in accordance with Minnesota Statutes Chapter 118.

SAFEKEEPING AND CUSTODY

When investments purchased by the City are held in safekeeping by a broker/dealer, they must provide asset protection of \$500,000 through the Securities Investor Protection Corporation (SIPC) and at least another \$2,000,000 supplemental insurance protection.

DIVERSIFICATION

The City will attempt to diversify its investments according to type and maturity. The portfolio, as much as possible, will contain both short-term and long-term investments. The City will attempt to match its investments with anticipated cash flow requirements. Extended maturities may be utilized to take advantage of higher yields; however, no more than 10% of the total investments should extend beyond five (5) years and in no circumstance should any extend beyond 10 years.

INVESTMENT REPORTING

The ~~Treasurer~~ City Administrator shall prepare an investment report at least quarterly, including a management summary that provides a clear picture of the status of the current investment portfolio and transactions made over the last quarter.

CONCLUSION

The intent of this policy is to ensure the safety of all City funds. The main goal of the City will be to achieve a market rate of return while maintaining the safety of its principal.

Approved by the City Council

Date: ~~February 10, 1997~~ April 12, 2021



1st Quarter (January-March 2021) YTD Revenue and Expenditure Summary:

Attached are the Revenue and Expenditure Summaries showing detail through March 2021. Some of the highlights:

This report gives you the following information:

- Budget
- Current Month revenue and expenditures
- Total Year to Date (YTD) revenues and expenditures
- Last year's Year to Date amounts to give you a comparison to the current year
- Year to Date balance is the difference between the YTD balance and what has been budgeted
- Percentage of the budget we have collected/expended to date

Revenues

- You will notice we haven't collected as much because our large property tax reimbursement from the County comes in June-July
- If you go to page 3 of Revenues, under General Fund-Economic Development-Other Grants (101-46500-33423) we have received \$81,833.20. This is for the Small Cities Grant and you will see it as an expense on the Expenditure report because it was paid out to Carver County CDC
- The Harbor, Reimbursement of Loan, page 4 (251-46331-39207) in the amount of \$60,637.50 coincides with the expenditures as we were just a pass through for the bond interest payment.

Expenditures

- General fund-Highways/Streets-Signs, Page 6 of Expenditures, (101-43100-226) is over budget because \$4,166.56 was paid to Carver County for signs in 2020. This amount will be reflected in our audit for 2020 and not in 2021 in the end.
- General fund-Highways/Streets-Capital Outlay, Page 6 (101-43100-500) is also for 2020 expenditures for Ditch Cleaning in the amount of \$11,550.
- General fund-Economic Development-Small Cities Grant, Page 8 (101-46500-457) you will see the payment of the \$81,833.20 which agrees with the Revenue side.
- The Harbor/Bond Interest, Page 10 (251-46331-611) is for the interest on the bond. They had changed software and were unable to get this paid before the deadline therefore the City paid it and we were reimbursed.

Norwood Young America

- Capital /Fire Protection/Capital Outlay, Page 12 (275-42500-500) is regarding the sirens

Other Information

- Although March has not been reconciled, we have a cash balance in the amount of \$3,915,176. These numbers may change slightly after reconciling and they include every fund within the City.
- The General Fund Cash Balance is \$228,086.07.
- We requested RBC transfer anything in the Money Market Account back to the City therefore we received \$255,417.53 which went back to the General Fund as all investments are held in the General Fund.
- After transferring the above amount from our investments, we have \$1,654,000 remaining in investments. This amount is not included in your cash balances.

If you have any questions, please feel free to contact me and I will look into things. Thank you!

Angela Brumbaugh

Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 12, 2021

SUBJECT: Residential Spring Clean-up Day

The City's annual Residential Spring Clean-up Day is scheduled for Saturday, April 24th from 8:00 to noon. Following the 2020 event, the City Council discussed possible ways of improving the event. The Council consented to utilizing rear-load garbage trucks versus dumpsters to speed up the dumping process and to utilize a larger parking lot area. The following are specifics for this year's event.

- The event will be held in Central Schools High School parking lot
- 7th Street and Morse Street will be utilized as the event route (see enclosed map)
- Rear-load garbage trucks will be utilized
- Two dumping lines will be available to keep the line moving faster
- Citizens participating in the event will be asked to show proof of residency
- Citizens participating in the event will be asked to stay in their vehicle at all times
- The City will be providing 4 staff workers who will be doing the unloading
- Volunteers will assist with setting mattresses and box springs off to the side and with loading them onto the trucks at the end of the event
- All workers will wear a mask and safety vest
- A shredding truck will be available
- A roll-off dumpster will be available for wood/demolition materials
- Refuse drivers will solely operate garbage truck controls
- At least 4 refuse trucks will be on-site at the start of the event
- Participants with recycling materials will be referred to the County Recycling drop-off site located on Railroad Street
- Information on the event, to include the route map, will be included in the April City newsletter

Norwood Young America

Both Waste Management and Randy's Environmental Service provided rates for a clean-up day event. Below are their respective rates.

Waste Management

4 rear-load Truck & Driver	\$4,800 plus 17% Solid Waste Tax
Landfill Rate	\$50.00/ton
Mattress & box springs	\$10.00 each
30-yard roll-off Dumpster (wood & demo material)	\$450 plus \$40.00/ton dumping fee
17% Solid Waste Tax	
Will provide a 5 th truck as a back-up (no charge)	
Traffic controller (no charge)	

Randy's Environmental Service

4 rear-load trucks and drivers	\$6,206.27 plus 17% Solid Waste Tax
Landfill rate	\$89.00/ton
Mattresses, box springs beds and couches	\$50.00 each
30-yard roll-off Dumpster (wood & demo material)	\$586.56 (includes dumping fee)
17% Solid Waste Tax	

Like the past two years, the City will partner with Citizens State Bank for the shredding truck. The City's share of the cost will be the same as last year at \$365.00.

The total cost of the 2020 event was \$10,500. The City has budgeted \$13,000 for this years' event.

Recommended Motions:

Motion to approve hiring Waste Management for the 2021 Citywide Clean-up Day event per the rates they quoted to the City.

Motion to close Morse Street from Highway 212 to the 5-Way Stop on April 24, 2021 from 8:00 a.m. to 1:00 p.m.

2021 NYA RESIDENTIAL SPRING CLEAN UP DAY

Legend

➤ Entrance/Exit Route

✕✕ No Entrance or Exit

N



more than a place, it's home.





TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 12, 2021
SUBJECT: Lawn Mowing along Highway 212 Trail

The City has been contacted and asked if the City will be responsible for grass mowing along the trail area located on Highway 212. Property owners with property abutting up to the Highway 212 drainage ditch have been responsible for maintaining the grass. Proposed is to discuss whether to continue this practice or have City workers do the grass mowing.

Recommended Motion:

A motion is not required. The City Council can consent to whether the City will do the grass mowing.

Norwood Young America



To: Mayor Lagergren and Members of the Council

Date: April 12, 2021

From: Karen Hallquist, Economic Development Marketing Director

Re: New Business Opportunities

City staff has been approached regarding several business opportunities that based on current practice and zoning code require consideration by the council.

Item #1: Cost of Land/Utility Hook Up Incentives for Tacoma West Industrial Park

After reviewing the refinancing of the Tacoma West Industrial Park, it appears that the original cost of land and utilities has been almost covered by the construction and expansion of current businesses in the Industrial Park. **Would the Council consider offering the remaining lots at a reduced cost for new businesses or expansion if the city is able to show a reasonable timeline for repayment? See hypothetical scenario below for additional information.**

Hypothetical Scenario:

- \$7 million dollar building on 8 acres of land
- TIF district for maximum of 9 years
- Assume 3% levy increase each year by city

20-year Land Payback Model (8-Acre Sale) 3% Annual City Levy Increases						
Year	New Facility Tax Revenues		Sale Option: Subsidy Balance:	\$1.00/psf Land	\$0.50/psf Land	\$0.00/psf Land
	TIF	Gen Levy				
				-\$609,840.00	-\$784,080.00	-\$958,320.00
1	\$36,763.00	\$0.00		-\$573,077.00	-\$747,317.00	-\$921,557.00
2	\$65,637.00	\$0.00		-\$507,440.00	-\$681,680.00	-\$855,920.00
3	\$67,606.11	\$0.00		-\$439,833.89	-\$614,073.89	-\$788,313.89
4	\$69,634.29	\$0.00		-\$370,199.60	-\$544,439.60	-\$718,679.60
5	\$71,723.32	\$0.00		-\$298,476.27	-\$472,716.27	-\$646,956.27
6	\$73,875.02	\$0.00		-\$224,601.25	-\$398,841.25	-\$573,081.25
7	\$76,091.27	\$0.00		-\$148,509.98	-\$322,749.98	-\$496,989.98
8	\$78,374.01	\$0.00		-\$70,135.97	-\$244,375.97	-\$418,615.97
9	\$80,725.23	\$0.00		\$10,589.26	-\$163,650.74	-\$337,890.74
10	\$0.00	\$47,104.57		\$57,693.83	-\$116,546.17	-\$290,786.17
11	\$0.00	\$48,517.71		\$106,211.54	-\$68,028.46	-\$242,268.46
12	\$0.00	\$49,973.24		\$156,184.78	-\$18,055.22	-\$192,295.22
13	\$0.00	\$51,472.44		\$207,657.22	\$33,417.22	-\$140,822.78
14	\$0.00	\$53,016.61		\$260,673.83	\$86,433.83	-\$87,806.17
15	\$0.00	\$54,607.11		\$315,280.94	\$141,040.94	-\$33,199.06
16	\$0.00	\$56,245.32		\$371,526.26	\$197,286.26	\$23,046.26
17	\$0.00	\$57,932.68		\$429,458.94	\$255,218.94	\$80,978.94
18	\$0.00	\$59,670.66		\$489,129.60	\$314,889.60	\$140,649.60
19	\$0.00	\$61,460.78		\$550,590.39	\$376,350.39	\$202,110.39
20	\$0.00	\$63,304.61		\$613,894.99	\$439,654.99	\$265,414.99
Totals:	\$620,429	\$1,350,794	20-year Net:	\$613,894.99	\$439,654.99	\$265,414.99

Item #2: Consider Rezoning Railroad Street to One Zoning District

Several businesses have approached the city regarding opening an auto repair business along Railroad Street. Currently, major auto repair is a permitted use in B-1 (Business/Industrial) and minor auto repair is a conditional use in C-2 (General Commercial District) and RC-1 (Residential/Commercial). **Would the Council consider asking the Planning Commission to consider rezoning Railroad Street (on the south side) to align to RC-1?** See comparison chart below for additional information.

Zoning District	Permitted Uses	Conditional Uses
C-3 (Downtown Commercial) **Purple area**	General commercial Professional services Finance, Insurance, Real Estate Public Facilities Retail trades Dwelling units Specialty Shops Standard restaurants On and off sale liquor Public parks	Contractor operations Lodging services Entertainment services Licensed Daycare Custom/Limited Manufacturing Auto dealership (sale/display) Veterinary clinics
RC-1 (Residential/ Commercial) **Pink area**	Single family dwellings Twin homes Two-family dwellings Townhomes Residential Facility Public Parks Professional Services Finance, Insurance, Real Estate Personal or Business Services Retail Trade Specialty Shops Standard Restaurants	Churches and schools Condominiums Contractor operations Licensed Daycare Hotels/Motels Multi-family Custom/Limited Manufacturing Minor Auto Repair



Item #3: Definition of Hotel/Motel in Current Code

After reviewing definitions of hotel/motel from neighboring communities (see below for comparison), is the Council comfortable asking the Planning Commission to review the current definition to allow greater flexibility for investors researching opening a hotel/motel within city limits?

Current zoning code definition for NORWOOD YOUNG AMERICA:

*Hotel/Motel - A building in which there are **more than ten (10)** sleeping rooms usually occupied singly and temporarily by individuals who are lodged with or without meals and where **no provision is made for cooking** in any individual room.*

Recommendation: Discussion only at this time

OVERVIEW OF ZONING CODE FOR NEIGHBORING COMMUNITIES DEFINITION OF "HOTEL/MOTEL"

NORWOOD YOUNG AMERICA: Hotel/Motel - A building in which there are **more than ten (10)** sleeping rooms usually occupied singly and temporarily by individuals who are lodged with or without meals and where **no provision is made for cooking** in any individual room.

CHASKA: Hotel - A building containing **eight (8) or more** guest rooms in which lodging is provided with or without meals for compensation and which is open to transient, permanent guests, or both, and where **no provision is made for cooking** in any guest room and in which ingress and egress to and from all rooms is made through an inside lobby or office supervised by a person in charge. **A hotel may contain one dwelling unit for occupancy by such person in charge.**

CHANHASSEN: *Hotel* means a facility offering transient lodging accommodations to the general public and which may provide additional services such as restaurants, meeting rooms and recreational facilities and where access to individual rooms is provided through an indoor lobby or office. *Motel* means a commercial establishment providing transient accommodations to the general public containing rooms having direct access to the outside without the necessity of passing through the main lobby of the building.

WACONIA: Hotel - A facility offering transient lodging accommodations on a daily rate to the general public and providing additional services, such as restaurants, meeting rooms, and recreational facilities. Motel - A facility offering lodging accommodations for those traveling by car usually with easy access from each room to an area for cars.

WATERTOWN: HOTEL/ MOTEL A hotel is a building designed or used for **ten (10) or more** guests, primarily the temporary abode of persons who have their residence elsewhere. A motel is a hotel with direct access from each guest room to a parking space.

CARVER: "Hotel" shall mean an establishment providing, for a fee, sleeping accommodations and customary lodging services, including maid service, the furnishing and upkeep of furniture and bed linens, and telephone and desk service. Related ancillary services may include but shall not be limited to conference and meeting rooms, restaurants, bars and recreational facilities. "Motel" shall mean a structure or series of structures in which lodging is offered for compensation, and which is distinguished from a hotel primarily by reason of providing direct independent access to, and adjoining parking for, each rental unit.

VICTORIA: *Hotel* means a facility offering transient lodging accommodations consisting of **ten or more** units to the general public and oftentimes providing additional services such as food, meeting rooms and recreational facilities.

MAYER: HOTEL - A building containing **eight or more** guest rooms in which lodging is provided with or without meals for compensation and which is open to transient or permanent guests, and which **no provision is made for cooking** in any guest room, and in which ingress and egress to and from all rooms is made independently from one another. MOTEL - An establishment consisting of a group of attached or detached living or sleeping accommodations with bathroom, located on a single zoning lot and designed for short term use by transient automobile tourists.

GLENCOE: Hotel - A building which provides a common entrance, lobby, halls and stairway and in which lodging is offered with or without meals to **thirteen (13) or more** guests. Motel (Tourist Court). A building or group of detached, semi-detached, or attached buildings containing guest room or dwellings each of which has a separate outside entrance leading directly from the outside of the building, with garage or parking space conveniently located to each unit, and which is designed, used or intended to be used primarily for the accommodation of automobile transients

BELLE PLAINE: HOTEL - Any building or portion thereof occupied as the more or less temporary abiding place of individuals and containing **six (6) or more** guest rooms, used, designated or intended to be used, let or hired out to be occupied or which are occupied by six (6) or more individuals for compensation. MOTEL - A building or group of detached, semi-detached or attached buildings on a lot containing guest rooms or dwellings each of which has a separate outside entrance leading directly from the outside of the building, with a garage or parking space conveniently located to each unit, and which is designed, used or intended to be used primarily for the accommodation of automobile transients. Motels do not include hotels, boarding houses or trailer camps.

ARLINGTON: Hotel - Any building or portion thereof where lodging is offered to transient guest for compensation and in which there are **more than five (5)** sleeping rooms in individual rooms or apartments. Motel - Any building or portion thereof that is offered to transient guests for compensation and in which there are more than five (5) sleeping rooms in individual rooms or units.

JORDAN: HOTEL - A building which provides a common entrance, lobby, halls, and stairway and in which **20 or more people** can be, for compensation, lodged with or without meals. MOTEL - A building or group of detached, semi-detached or attached buildings that contains guest rooms with garage or parking space conveniently located to each unit and that is designed, used or intended to be used primarily for the accommodation of automobile travelers.

BUILDING PERMIT REPORT - MARCH

PERMIT #	NAME	ADDRESS	PURPOSE	DATE	PERMIT FEE	PLAN CHECK FEE	SURCHARGE	VALUE
2021001	Kevin Harms	110 Railroad St. W.	Solar Array	1/5/2021	\$137.85	\$89.60	\$3.00	\$5,544.00
2021002	Ronald Kroells	403 5th St. Court	Solar Array	1/5/2021	\$307.25	\$199.71	\$8.50	\$16,500.00
2021003	Ryan Finnerty - Pour House	325 Elm St. W.	Alterations	1/8/2021	\$800.60	\$520.39	\$31.00	\$62,000.00
2021004	Duane Schrupp	411 4th Ave. SW	Fireplace/Stove	1/8/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021005	Donald Knea	205 Washington St.	Furnace/AC	1/11/2021	\$120.00	\$0.00	\$1.00	\$7,200.00
2021006	Loomis Homes	855 Barnes Lake Dr.	Fireplace	1/12/2021	\$60.00	\$0.00	\$1.00	\$1,500.00
2021007	Mike & Lori Schmidt	412 Park Circle	Windows/patio door	1/12/2021	\$60.00	\$0.00	\$1.00	\$24,002.00
2021008	Ryan Kaiser	310 2nd Ave. SE	Windows	1/15/2021	\$60.00	\$0.00	\$1.00	\$9,992.00
2021009	Ross Schneider	410 Emma St.	Furnace/AC	1/15/2021	\$120.00	\$0.00	\$2.00	\$11,000.00
2021010	Fran Champion	412 Devonshire Dr.	Door replacement	1/27/2021	\$60.00	\$0.00	\$1.00	\$2,266.00
2021011	Renee & Alan Drews	301 4th St. SW	Windows	1/27/2021	\$60.00	\$0.00	\$1.00	\$2,913.00
2021012	Dominique Mitchell	132 Elm St. E.	Alterations	2/8/2021	\$977.70	\$535.51	\$43.50	\$85,000.00
2021013	Carolyn Jensen	231 Hill St. E.	Windows	2/3/2021	\$60.00	\$0.00	\$1.00	\$4,800.00
2021014	Ameriprise	510 Faxon Rd.	Replace Sign		\$42.65	\$0.00	\$0.50	\$300.00
2021015	Jencar Holdings	575 Marsh Path	Water Softner	1/29/2021	\$15.00	\$0.00	\$1.00	\$0.00
2021016	Mavis Oelfke	361 Emma St.	Furnace/AC	2/2/2021	\$120.00	\$0.00	\$1.00	\$0.00
2021017	Kristen Johnson	123 Muirfield Circle	Reside	2/2/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021018	Carlie Cropp	930 Meadow Blvd.	Fireplace	2/4/2021	\$60.00	\$0.00	\$1.00	\$4,600.00
2021019	Karmen Dahl	210 Lake St. W.	Plumbing	2/5/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021020	Loomis Homes	950 Lakewood Trail	Reside	2/11/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021021	Mike Kimpling	423 Morse St. N.	Furnace	2/16/2021	\$60.00	\$0.00	\$1.00	\$0.00
2021022	Kwik Trip	520 Reform St.	Addition	2/25/2021	\$3,557.20	\$2,312.18	\$250.00	\$500,000.00
2021023	Jeff Debner	216 First St. SE.	Reroof	2/22/2021	\$60.00	\$0.00	\$1.00	\$7,500.00
2021024	Bob Verner	502 4th Ave. SW.	Windows	2/22/2021	\$60.00	\$0.00	\$1.00	\$10,000.00
2021025	Mike Barto	304 Main St. E.	Alterations	3/1/2021	\$430.45	\$279.79	\$12.50	\$25,000.00
2021026	Ben Schweer	1015 Barnes Lake Drive	Water heater	2/26/2021	\$15.00	\$0.00	\$1.00	\$0.00
2021027	Sharon Beneke	350 Meadow Lane	finish basement	3/2/2021	\$490.45	\$279.79	\$13.50	\$25,000.00
2021028	David Eischens	312 4th St SW	Water Softner	3/1/2021	\$15.00	\$0.00	\$1.00	\$1,649.00
2021029	Laufele Murphy	575 Marsh Path	Water Softner	3/1/2021	\$15.00	\$0.00	\$1.00	\$2,849.00
2021030	The Pour House Pub	325 Elm St W	Plumbing	3/8/2021	\$307.25	\$76.81	\$8.50	\$17,000.00
2021031	Loomis Homes	1015 Whitetail Path	Water Softner	3/8/2021	\$60.00	\$0.00	\$1.00	\$500.00
2021032	Loomis Homes	855 Barnes Lake Dr.	Water Softner	3/8/2021	\$60.00	\$0.00	\$1.00	\$500.00
2021033	Chris & Becky Gremis	224 Union St N	repair basement wall	3/22/2021	\$168.65	\$109.62	\$4.00	\$8,000.00
2021034	Ron Smith	123 Park Place W	replace furnace	3/19/2021	\$60.00	\$0.00	\$1.00	\$2,800.00
2021035	Castle Gate	616 Shoreview Lane	New Twinhome	3/22/2021	\$15,927.71	\$1,426.30	\$141.50	\$278,645.00
2021036	Castle Gate	622 Shoreview Lane	New Twinhome	3/22/2021	\$15,927.71	\$1,426.30	\$141.50	\$278,645.00
2021037	Geoffrey Pearson	214 7th St SW	foundation repair				\$8.00	\$15,864.45
2021038	Marty Gregor	860 Lakewood Trail	finish basement	3/29/2021	\$634.88	\$373.67	\$20.00	\$38,000.00
2021039	Dominique Mitchell	132 Elm St. E.	remodeling	3/24/2021	\$977.70	\$635.51	\$42.50	\$85,000.00
2021040	Dominique Mitchell	132 Elm St. E.	Plumbing	3/26/2021	\$75.00	\$0.00	\$2.00	\$6,000.00
2021041	Kwik Trip	520 Reform St N	Plumbing	3/26/2021	\$384.25	\$96.06	\$11.00	\$22,000.00
2021042	Klm Olson	315 E Lake ST	reroof	3/30/2021	\$60.00	\$0.00	\$1.00	\$0.00

VOIDED