



CITY COUNCIL AGENDA

May 10, 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.)
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 April 26, 2021 meeting
 - 4.2 Approve payment of Claims
 - 4.3 Approve hiring of Lifeguards for 2021 Pool Season
5. Public Hearings
 - 5.1 Ordinance No. 335, Section 252 Amendment, Parks & Recreation Commission
6. Old Business
7. New Business
 - 7.1 Consider encroachment request to access Barnes Lake
 - 7.2 Review 2020 Financial Audit
 - 7.3 Approve Underpass Murals Art Work
 - 7.4 Approve Liquor License Renewals
 - 7.5 Approve awarding quote for Mau Cemetery Monuments Restoration
 - 7.6 Approve awarding quote for Wilson Street Sidewalk Installation Project
 - 7.7 Approve awarding quote for City Council Strategic Planning Session Facilitator
 - 7.8 Approve Ordinance No. 335, Section 252, Parks & Recreation Commission and the Summary Publication
 - 7.9 Approve Oak Grove Mowing Quote
 - 7.10 Approve Parks & Recreation Commission Appointment
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: April Building Permit Report.

UPCOMING MEETINGS / EVENTS

- May 12 Economic Development Commission – 6:00 p.m.
- May 15 Springfest Artisan Fair – Historic Norwood Downtown
- May 20 Senior Advisory Committee – 9:00 a.m.
- May 18 Finance Committee – 3:00 p.m.
- May 18 Parks and Recreation Commission – 4:45 p.m.
- May 19 Safety Committee – 2:00 p.m.
- May 24 Work Session, EDA, City Council – 6:00 p.m.
- May 31 Memorial Day – City Offices Closed
- June 1 Planning Commission – 6:00 p.m.
- June 14 Personnel Committee – 5:00 p.m.
- June 14 City Council – 6:00 p.m.



CITY COUNCIL AGENDA

April 26, 2021 – 6:00 p.m.

City Council Meeting

Hybrid Meeting

<https://us02web.zoom.us/j/84259203471?pwd=QllnSTVlZW1scFo1bmVncGpVWFYUT09>

Meeting ID: 842 5920 3471

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

Others: Heidi Hoks and Paul Ericsson (Library Officials), Janet Fahey and Barb Hone (Arts Consortium of Carver County), Lavonne Kroells, Joshua Eckstein (Bolton & Menk)

1. Call Meeting of City Council to Order

Mayor Lagergren called the meeting to order at 6:02 pm. All Council were in attendance. Lagergren stated based on the executive order you may remove your mask while speaking at the podium as well as Council Members may also when speaking.

2. Approve Agenda

Helget stated we would like to remove 7.8 under new business which is to Approve awarding Quote Wilson Street Sidewalk Installation Project as we want to get more information and bring it back at a later date and add 7.13 under new business withdraw variance application for 13050 Stewart Avenue.

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

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

3.1 State of the Library Report (Heidi Hoks and Paul Ericsson) gave the official library report for the past year. Hoks stated our staff has been very resilient and we thank them for that.

- More than doubled our E-resources circulation.
- 2021 is a planning year to start the strategic plan for 2022.
- Ericsson stated they started doing curbside pick up from the Waconia and Chanhassen branches in April 2020 and used them as pilot sites.
- In July they were offering curbside pick up in Norwood Young America.
- Attendance at the virtual programs have exceeded some of the attendances at the Pre-COVID events.
- Children and adult books continue to be a large use of the Library.
- As 2021 continues they will start bringing back more services.

3.2 ZumBerge introduced the 2021 Officers: Chief Two Kevin Raether, Chief Three Chris, Chief Four Brad Droege, Captain One Scott Blom, Captain Two Todd Karels, Captain Three Jesse Hackbarth, Secretary Patrick Stacken, Treasurer Jesse Molnau, Training Captain Four Melissa. ZumBerge stated it is very important to recognize them. Our City gets compliments because of the job they do.

4. Consent Agenda

- 4.1 Approve minutes of April 12, 2021 meeting.
- 4.2 Approve payment of Claims.
- 4.3 Approve Employee Handbook Amendments
- 4.4 Approve 2021 Swimming Pool Fees
- 4.5 Approve hiring of Public Service Department Seasonal Workers

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

5. Public Hearing

6. Old Business

7. New Business

7.1 Review Arts Consortium of Carver County Request

Janet Fahey and Barb Hone discussed what the Art Consortium is and what they have planned.

- The Art Consortium mission is to bring art to the Community and the Community to the Arts
- The Consortium has about 200 artists
- Purple Reign is the Consortium dream to turn the County Purple.
- Met with Paisley Park and are now moving forward to "paint the County purple".
- Sharing with #Purplereigns.
- This was prompted because of wanting to name Prince the Arts Consortium's honorary member for 2021 and in relationship with the 5th anniversary of his passing.
- Paisley Park is honoring his birthday which is June 7th so the goal is to light up the whole month of June in his honor.
- The art topic for June is Express yourself in purple.
- This is the largest county-wide art project.
- Did meet with members of the County as well and they were excited to participate.
- To become an honorary member of the Arts Consortium you have to become an International artist/genius. Prince is right in our County.

7.2 Approve awarding quote for Bandshell Relocation and Structural Improvements

Helget stated in the packet is the information on the bandshell along with the single quote that was received. Bandshell is located at 226 Reform Street South and looking at relocating at Legion Park.

- We solicited three businesses for quotes and received one back.
- Shanahan Construction in the amount of \$19,655.
- This was higher than anticipated part of it because of the cost of lumber material at this time.
- This does exceed the Heritage Society budget.
- Options would be to deny the quote.
- Consider assisting the Heritage Society by fronting the funds giving them time to raise the funds.
- Kroells stated last fall they were told they would need about \$10,500 and she raised that.
- Still planning on raising the money and looking at options. The Heritage Society Board is looking at doing fundraisers this summer.
- If the City Council would be willing to front the money the Heritage Society will be working at paying the City back.
- Lagergren stated we have already accepted the donation of the structure with the current Owner.
- Lagergren stated it is now really ours and we need to move it.
- Lagergren asked do we have to put a timeline for when it's paid back? What would we do if it wasn't?
- Storm asked what if the City were to pay the additional \$7,000 and consider all of the hard work Lavonne has done with it? Lagergren stated we would take that second motion. Everyone agreed.
- Kroells asked for clarification that she wouldn't have to pay it back?

- McPadden said he would also agree that they could take time and we would take what they raise.
- Lagergren stated we could use any of the options. Give the Heritage Society time to pay it back. Forgive the balance.
- Heher stated he doesn't want to make it too difficult because the Heritage Society has other projects they are working on too.
- If the Heritage Society doesn't have the funds raised within a year and a half Kroells can come back and ask for forgiveness on the balance.

Motion: CS/MM to accept Shanahan Construction's quote for the Bandshell relocation and structural improvements project with Heritage Society working at fundraising for the difference and having until 01/01/2023 to pay it back. Motion passed 5-0.

7.3 Approve awarding quote to replace Rescue 11 Fire Truck

ZumBerge reminded the Council the Fire Department was directed to get quotes to replace Rescue 11.

- The top quote is a 2021 Red Chevrolet 3500 6.6 Diesel Crew cab with a service box for a total of \$48,980 with the Government pricing and discounts. The League of MN Cities Insurance Trust gave \$16,250 for the totaled Rescue 11.
- The Fire Department has \$10,480 in donations.
- City would have to fund \$22,250.
- It will cost an additional \$10,000-\$15,000 more to make it a Fire Vehicle which will be covered by charitable organizations donations.

Motion: CS/CH to approve the purchase of the 2021 Red Chevrolet 3500 6.6 Diesel Crew Cab to replace Rescue 11 and accept charitable organization's donations to purchase the new service body. Motion passed 5-0.

7.4 Approve Resolution 2021-12, authorizing award of a Contract for Construction of the Oak Lane Improvement Project

Josh Eckstein stated we received six bids which were opened on April 13th with a range of \$638,535.66-\$857,000.

- Low bid was received from Wm. Mueller and Sons, Hamburg, MN
- Bid was 5% lower than Engineering estimated.
- Starting would be around July.
- Onsite meeting in June.
- This is a 429-assessment project with the public hearing held in October.
- Lagergren asked if the \$638,000 bond is for the street only. Eckstein stated it is for all of the construction costs for streets and utilities.

Motion: MM/CS to approve Resolution 2021-12, Resolution Authorizing the Award of a Contract to Wm. Mueller & Sons, Inc. for the Construction of the Oak Lane Improvement Project. Motion passed 5-0.

7.5 Approve Soliciting quotes for Pavilion Liquor Events

Hallquist stated every two years the liquor license for the Pavilion is renewed. The Pour House Pub has been doing this since 2006.

- In 2019 it was changed that all wedding events must go through the liquor license holder for Liquor. All other events are allowed to serve alcohol as long as they had a rider on their insurance.
- In 2019 it was changed to read the City would receive a percentage based on profit.
- In the last six events, the City received an average of \$47.33 based on profit not sales.

- Cities of Hamburg and Cologne have nothing to do with the liquor liability, accepting no percentage. Liquor license holder takes on 100% and the City doesn't receive any funds.
- Lagergren stated she recalls those changes were put in because it has been challenging to find anyone to take it on.
- Storm asked what do the other Cities charge for the Liquor Licenses? Lagergren stated we looked at that and we are comparable.
- Lagergren said the question is if we are interested in changing the current practice.
- McPadden stated he feels we should just leave it as is. He recalled the Liquor License Holder pays a separate fee for that license. Consensus was everyone agreed.

Motion: CS/MM to approve the requirements and updated changes of the Request for Proposals Pavilion Liquor License starting May 6, 2021. Motion passed 5-0.

7.6 Approve Awarding Appraisal quote for City Parcel on Industrial Blvd

Hallquist stated at the request of the Finance Committee from March 22nd, she received two quotes for Appraisals of City Property on Industrial Blvd:

- Adam Schmidt, ARA of Compeer Financial - \$1,500
- Chris Hokanson of Hokanson Appraisal - Couldn't give an exact amount but stated between \$1,500-\$1,700.
- Tim Fahey and Brenda Schmitz of Fahey Realtors gave a broker quote for no charge with a 25-mile radius comparable listing. The median listing was \$163,950 the comparable listing was an average of \$274,055. An average listing of 398 days for \$126,250.
- Discussed relocating the trail with Public Service Director, Tony Voigt with a cost range of \$31,000-\$41,000.
- A large percentage of the parcel is not buildable, but the sale is for all of it.
- Storm stated if we include the small piece in the front, it might give them a larger buildable area.
- Lagergren stated maybe we could have the appraisal done both ways, including the small triangle and excluding.
- We would still keep an easement to the trail.
- Voigt stated there is some storm sewer on the triangle piece we would need an easement.
- Need to do more research to be sure we don't need to keep the small triangle.

Motion: CS/CS to approve the hiring of Adam Schmidt ARA of Compeer Financial for a Commercial Property Appraisal of city-owned parcel ID #58.8500111 in the amount of \$1,500. Motion passed 5-0.

7.7 Approve Awarding Quote for Drone/Video Photography Services

Hallquist stated the Community Market video actually started in October of 2019. It was a video to promote our Community. The Economic Development Commission looked at three consultants:

- Captivate Media & Consulting - \$13,500
- Tyler Richter Productions - \$14,885
- OrangeBall Creative - \$13,900

EDC agreed all of the productions were similar and good but felt the quality and return on investment with OrangeBall was exceptional with their drone footage and quality of their work. The Committee felt the drone footage was very important.

- Hallquist did research and visited with the City Attorney to be sure we could accept the bid from OrangeBall Creative although they were not the low bid.
- Our City Attorney informed us because it is a Professional contract, we would not have had to seek quotes because of the low cost of the product.

- Krueger stated he watched OrangeBall and was very impressed with how well the verbal and visual linked together.
- Lagergren wanted to be that they would be here a couple times and the process would be completed by November 1st.

Motion: CS/AK to approve the contract of OrangeBall Creative for the Production of a Norwood Young America Community marketing Video and Commercial in the amount of \$13,900. Motion passed 5-0.

7.8 Approve awarding Quote Wilson Street Sidewalk Installation Project

This item was pulled from the agenda.

7.9 Approve Sports Complex Bullpen/Batting Cage installation

Voigt stated they are looking to install batting cages and two bullpens at the Sports Complex. Kelly Lueck with the Central Softball Boosters approached the Parks Commission. They had approached the Commission last year about installing the bullpen but were unable to get it completed last year.

- The Central Softball Boosters have all of the funding with no cost to the City.
- Parks Commission is recommending allowing this.
- Lagergren asked when the agreement would be put together and signed.
- Voigt stated we would update the agreement from last year.
- Lagergren stated we do need to accept the donation of it.

Motion: CS/AK Approve the installation of Bullpen/Batting Cages at the Sports Complex Softball Fields. Motion passed 5-0.

7.10 City Council Strategic Planning Session Facilitator Request for Quotes

Helget stated at the March 26th meeting Mayor Lagergren proposed having a strategic planning session for the Council. Some areas of discussion would be:

- Discussion of future commercial/industrial development
- Use of City funds for future improvement projects.
- Establishing business incentive programs

Helget visited with two different people and both were interested in submitting quotes:

- Richard Fursman of HueLife
- Bart Fischer of WSB Engineering

Areas of discussion:

- 4-6 hours is plenty with only one meeting held.
- They will put it together and compile the results.
- Work plan is good and have 30 days to have it completed.
- Lagergren stated she doesn't have an issue with staff attending but there needs to be an understanding that Council is speaking.
- Session is not recorded as it is a workshop. Stay at City Hall to keep focused and have food catered in.
- Need to bring large tables into Council Chambers for social distancing.

Motion: CS/CH to proceed with soliciting quotes for a facilitator of the Strategic Planning Session. Motion passed 5-0.

7.11 Schedule Public Hearing to amend Chapter 2, Parks & Recreation Commission Composition

Helget stated we currently have 7 members on the Parks and Recreation Commission with 6 voting and one ad hoc.

Motion: CH/MM to Schedule a public hearing for 6:00 p.m., May 10, 2021 for the purpose of considering an amendment to Chapter 2, Section 250.02 of the City Code. Motion passed 5-0.

7.12 Approve withdrawing a variance request

Helget stated a variance application was submitted by Aaron and Angie Bean of Greenwood Marina. They were interested in acquiring property at 13050 Stewart Avenue. This is no longer going to happen.

- Bean's are requesting to withdraw their variance application.
- It has gone to the Planning Commission.
- Upon consulting with our Attorney, the Council can consider their letter with a motion they can accept it and it would close out the variance.
- Bean's paid \$621 for the request and the City expended \$50.86.

Motion: CS/MM to accept Aaron and Angie Bean's request to withdraw their variance application for 13050 Stewart Avenue and reimburse the application fees excluding the publishing fee of \$50.86. Motion passed 5-0.

8. Council Member & Mayor and Staff Reports

Heher (Planning Commission): nothing to report.

Krueger: (Senior Advisory and Stiftungsfest): Completed the League of MN Cities New Council Member training in January. No Senior Advisory. Stiftungsfest Committee accepted the Chess Tournament. Looking for participants and promoting it. Engineered an exhibit match of Rugby under the lights at the football field. Spoke with the Superintendent and gave permission to use the field and use the audio system.

Storms (Parks and Rec): A lot of redoing things and discussed Arbor Day and putting it off until June for better weather. A lot of discussion with the Sports Complex and the Girls' Softball group and their list of wishes. They would like to see the City fund four larger bleachers. Would like a press box on their dug out. Waiting to meet with Playground Equipment People at Legion Park.

McPadden (EDC): EDC met and lot of discussion took place regarding the drone. Small Business Seminar Breakfast will be held on May 5th at 8 a.m. at the Pavilion. Discussed the mural.

Connor Smith gave an update on the Co-op Food Study but nothing to report at this time.

Lagergren (Mayor): Nothing to add.

Helget (City Administrator): Nothing at this time.

10. Adjournment

Motion: MM/CS to adjourn at 7:44 PM. Roll call vote. Motion passed 5-0.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



CITY COUNCIL AGENDA

April 26, 2021 – 6:00 p.m.

Work Session Hybrid Meeting

<https://us02web.zoom.us/j/84259203471?pwd=QllnSTVlZW1scFo1bmVncGpVWFYUT09>

Meeting ID: 842 5920 3471

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

Others:

1. Call Meeting of Work Session to Order

Mayor Lagergren called the meeting to order at 7:44 p.m. Roll call of attendance: All members were present.

2. Approve Agenda

Helget stated there is a memo from Karen Hallquist with information on Underpass Artwork Proposals from Central School Students.

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

3. Discuss opening prayer at City Council Meetings

Lagergren stated this was brought forward from Krueger a couple meetings ago.

- Lagergren stated she knows there are very few Cities that have an opening prayer.
- Discussed at the City 7-8 years ago and decided to not include it at that time.
- Supreme Court ruling states it must include all beliefs.
- The majority agreed leaving the current practice in place at this time.

4. Discuss Future Land Use and Official Zoning Consistency

Smith-Strack stated the discussion is about making the Comprehensive Plan consistent with the Zoning Code. It is a requirement of the Metropolitan Land Use Act and it must be done in two years.

- Smith-Strack shared future land and zoning maps
- Metropolitan Council specifies we have to have a variety of residential uses.
- Minimum density is 1-7 dwellings per acre. Can't kick out roads but can kick out non-developable areas.
- Currently the way the City is zoned we are okay with the minimum.
- Large area is zoned transitional ag which is medium density.
- The key is if the Council choses to change some of the medium density to major industrial we would need a major change to the Comprehensive Plan.
- The major changes would also have to go to the Metropolitan Council for approval.
- Smith-Strack stated it would probably take the Met Council 4-6 months to get through their process.
- Some changes would change our code but not our comprehensive plan. It would tie the two together.
- The industrial is rather a gray area and can either go B-1 or can be strictly light industrial.
- Lagergren asked what is not allowed in B-1 that is allowed in I-1? Smith-Strack stated Heavy Industrial, Adult uses, more stringent guidelines for outdoor storage.
- Smith-Strack stated this information is just for discussion and we don't need to change our comprehensive plan at this time but just know if you go down a path we would have to amend the code.

- Lagergren stated we need to look at where the next Industrial Park would be and if we are going to add B-1 or leave it as medium density.
- Smith-Strack stated she feels Residential lots are very crucial. We have very few vacant lots.
- Planned Unit Development standards were put in place in 2010 and were very restrictive.
- When surveying other Cities on lot sizes should ask how many are doing PUDs.
- Looking at purpose and intent, hotel and motel, looking at C-3, and shifting to allow auto repairs

5. Discuss Underpass Art Proposals

Hallquist stated there are twelve groups that are going to be working on the artwork in the underpass. Proposals were done with the designs and the groups all focus around kindness, community or current events.

- Each Council Member should look at them by next Wednesday and the Council can formally approve them at the next meeting.

6. Motion: MM/CS to adjourn at 8:18 PM. 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: May 10, 2021

Payroll EFT

Check # 506551 - 506565 \$ 19,254.47

Note: Last meeting the Fire Dept should have ended at 506550 not 506549

Voided Checks

Check #

Prepays

Check #

Claims Pending Payment

Check # 31800 - 31868 \$ 142,556.40

Wire Transfer

Cardmember e-check

Grand Total \$ 161,810.87

CITY OF NORWOOD YOUNG AMERICA

05/06/21 3:00 PM

Page 1

***Check Detail Register©**

10100 Unposted

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-----------------------|-----------------|----------------------------------|------------|---------|--------------------------------|
| 10100 CHECKING | | | | | |
| 31800 | 05/06/21 | AJB PROPERTIES | | | |
| R 101-41320-34103 | | Zoning/SubDiv/Var/CUP/ | \$570.14 | | REIMBURSE VARIANCE FEES |
| | | Total | \$570.14 | | |
| 31801 | 05/06/21 | ARGANBRIGHT, BECKY | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31802 | 05/06/21 | BODEKER, MARY | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31803 | 05/06/21 | BRYAN ROCK PRODUCTS, INC. | | | |
| E 101-45200-223 | | Repair/Maintenance Bldg/ | \$120.19 | 46931 | RED BALL DIAMOND |
| | | Total | \$120.19 | | |
| 31804 | 05/06/21 | CARDMEMBER SERVICE | | | |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$351.70 | | WALLMOUNT EYEWASH |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$99.99 | | LIGHT BULBS |
| E 602-49450-223 | | Repair/Maintenance Bldg/ | \$233.12 | | BATTERY BACKUP |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$79.23 | | LIGHTS FOR LEGION & FRIENDSHIP |
| E 101-42200-417 | | Uniform | \$55.00 | | GALLS |
| E 101-41320-350 | | Print/Publishing/Postage | \$7.65 | | NUISANCE LETTER |
| E 101-41400-433 | | Dues and Subscriptions | \$384.00 | | SURVEYMONKEY |
| E 101-41320-350 | | Print/Publishing/Postage | \$451.20 | | MARCH NEWSLETTER |
| E 101-41110-350 | | Print/Publishing/Postage | \$54.00 | | GOOGLE SUITE |
| E 101-42200-433 | | Dues and Subscriptions | \$160.96 | | zoom |
| E 101-41320-350 | | Print/Publishing/Postage | \$4.00 | | |
| E 101-42200-417 | | Uniform | (\$54.40) | | |
| | | Total | \$1,826.45 | | |
| 31805 | 05/06/21 | CARQUEST AUTO PARTS | | | |
| E 101-43100-221 | | Repair/Maintenance Equip | (\$4.91) | | |
| E 101-43100-210 | | Operating Supplies | \$6.99 | 226190 | PEN OIL |
| E 101-45200-221 | | Repair/Maintenance Equip | (\$12.92) | 226919 | FUEL SPIN ON RETURN |
| E 101-43100-221 | | Repair/Maintenance Equip | \$38.80 | 226969 | CAPSULE, FUEL |
| E 101-43100-221 | | Repair/Maintenance Equip | \$4.95 | 227115 | LPMIN 58VDC 15A |
| E 101-43100-221 | | Repair/Maintenance Equip | \$45.00 | 227498 | COUPLING, GLOVES |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$39.00 | 227498 | COUPLING, GLOVES |
| E 101-43100-221 | | Repair/Maintenance Equip | \$29.44 | 227499 | SD DRILL |
| E 101-43100-210 | | Operating Supplies | \$24.99 | 227545 | CHERRY BOMB HAND CLEANER |
| E 101-43100-210 | | Operating Supplies | \$9.10 | 227631 | BRAKE CLEANER, HI COUNT LED |
| E 101-49800-221 | | Repair/Maintenance Equip | \$27.89 | 227631 | BRAKE CLEANER, HI COUNT LED |
| E 101-43100-210 | | Operating Supplies | \$37.10 | 227763 | RED GREASE |
| E 101-45200-223 | | Repair/Maintenance Bldg/ | \$13.38 | 228006 | TITANIUM DRILL, DRILL BIT |
| E 101-45200-223 | | Repair/Maintenance Bldg/ | \$17.99 | 228070 | ZIP TIES, PLIERS |
| E 101-43100-210 | | Operating Supplies | \$6.44 | 228070 | ZIP TIES, PLIERS |
| E 601-49400-221 | | Repair/Maintenance Equip | \$12.25 | 228198 | REDUCER |
| E 602-49450-221 | | Repair/Maintenance Equip | \$12.25 | 228198 | REDUCER |

CITY OF NORWOOD YOUNG AMERICA

05/06/21 3:00 PM

Page 2

***Check Detail Register©**

10100 Unposted

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-----------------|-----------------|---------------------------------------|------------|-----------|-----------------------------|
| E 602-49450-210 | | Operating Supplies | \$14.99 | 228619 | SCRUBBING WIPES |
| E 101-45200-221 | | Repair/Maintenance Equip | \$41.95 | 228997 | HITCH EXTENSION |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$3.99 | 229059 | SILICONE LUBE |
| E 101-43100-221 | | Repair/Maintenance Equip | \$34.56 | 229159 | GUARD OIL |
| E 101-43100-221 | | Repair/Maintenance Equip | \$120.60 | 229425 | BATTERY, WRENCH, OIL FILTER |
| E 101-43100-221 | | Repair/Maintenance Equip | \$24.87 | 229762 | RAGS IN A BOX, HOSE END |
| E 101-43100-221 | | Repair/Maintenance Equip | \$69.76 | 229769 | HYDRAULIC OIL |
| E 101-43100-221 | | Repair/Maintenance Equip | \$99.99 | 229948 | BATTERY |
| Total | | | \$718.45 | | |
| 31806 | 05/06/21 | CARVER COUNTY | | | |
| E 423-41960-350 | | Print/Publishing/Postage | \$300.00 | 2749 | TIF ADMIN |
| E 424-41960-350 | | Print/Publishing/Postage | \$300.00 | 2749 | TIF ADMIN |
| E 425-41960-350 | | Print/Publishing/Postage | \$300.00 | 2749 | TIF ADMIN |
| E 407-41960-350 | | Print/Publishing/Postage | \$300.00 | 2749 | TIF ADMIN |
| E 431-41960-350 | | Print/Publishing/Postage | \$300.00 | 2749 | TIF ADMIN |
| E 101-43100-310 | | Other Professional Serv | \$1,416.35 | CSER-1144 | GIS SHARED POSITION |
| E 101-45200-310 | | Other Professional Serv | \$849.81 | CSER-1144 | GIS SHARED POSITION |
| E 601-49400-310 | | Other Professional Serv | \$1,699.61 | CSER-1144 | GIS SHARED POSITION |
| E 602-49450-310 | | Other Professional Serv | \$1,699.61 | CSER-1144 | GIS SHARED POSITION |
| Total | | | \$7,165.38 | | |
| 31807 | 05/06/21 | CARVERLINK-CARVER CO BROADBAND | | | |
| E 101-41940-321 | | Telephone | \$185.47 | | |
| E 601-49400-321 | | Telephone | \$97.28 | | |
| E 602-49450-321 | | Telephone | \$57.28 | | |
| E 101-42200-321 | | Telephone | \$102.59 | | |
| E 101-43100-321 | | Telephone | \$109.80 | | |
| E 101-45200-321 | | Telephone | \$47.06 | | |
| E 101-49860-321 | | Telephone | \$28.70 | | |
| E 101-41940-321 | | Telephone | \$129.60 | | |
| E 101-41300-321 | | Telephone | \$60.77 | | |
| E 101-41320-321 | | Telephone | \$60.77 | | |
| E 101-41400-321 | | Telephone | \$60.77 | | |
| E 101-46500-321 | | Telephone | \$20.26 | | |
| E 101-42100-321 | | Telephone | \$101.28 | | |
| E 101-45500-321 | | Telephone | \$101.28 | | |
| Total | | | \$1,162.91 | | |
| 31808 | 05/06/21 | CENTER POINT | | | |
| E 101-41940-383 | | Gas Utilities | \$361.00 | | |
| E 101-42200-383 | | Gas Utilities | \$113.77 | | |
| E 101-43100-383 | | Gas Utilities | \$951.00 | | |
| E 101-45200-383 | | Gas Utilities | \$307.76 | | |
| E 601-49400-383 | | Gas Utilities | \$239.03 | | |
| E 602-49450-383 | | Gas Utilities | \$1,058.93 | | |
| E 101-49860-383 | | Gas Utilities | \$25.64 | | |
| Total | | | \$3,057.13 | | |
| 31809 | 05/06/21 | COOK, GRACE | | | |

CITY OF NORWOOD YOUNG AMERICA

05/06/21 3:00 PM

Page 3

***Check Detail Register©**

10100 Unposted

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-----------------|------------|---------------------------------------|-------------|-----------|---------------------------------|
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31810 | 05/06/21 | COUNTRYSIDE CONCRETE INC | | | |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$1,350.00 | 3376 | BLOCK WALL INSTALL AT DOORWAY |
| | | Total | \$1,350.00 | | |
| 31811 | 05/06/21 | DELTA DENTAL | | | |
| G 101-21714 | | Dental Insurance | \$851.44 | | |
| | | Total | \$851.44 | | |
| 31812 | 05/06/21 | EMERGENCY APPARATUS MAINTENANC | | | |
| E 101-42200-221 | | Repair/Maintenance Equip | \$2,234.03 | 116060 | AERIAL L-1 |
| E 101-42200-221 | | Repair/Maintenance Equip | \$522.22 | 116061 | 1210 |
| E 101-42200-221 | | Repair/Maintenance Equip | \$465.70 | 116062 | E-21 |
| E 101-42200-221 | | Repair/Maintenance Equip | \$782.07 | 116939 | ENGINE 11 |
| E 101-42200-221 | | Repair/Maintenance Equip | \$1,737.27 | 117052 | AERIAL L-1 |
| | | Total | \$5,741.29 | | |
| 31813 | 05/06/21 | GILLELAND CHEVY CADILLAC INC | | | |
| E 275-42200-552 | | FD Vehicles | \$49,733.00 | | 2021 CHEVY SILVERADO 3500HD |
| | | Total | \$49,733.00 | | |
| 31814 | 05/06/21 | GLENCOE FLEET SUPPLY | | | |
| E 101-43100-210 | | Operating Supplies | \$71.48 | 53778 | GRINDING WHEEL |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$98.19 | 53864 | WOOD SCREW |
| | | Total | \$169.67 | | |
| 31815 | 05/06/21 | GOPHER STATE ONE-CALL, INC. | | | |
| E 601-49400-223 | | Repair/Maintenance Bldg/ | \$39.15 | 1040640 | LOCATES |
| E 602-49450-223 | | Repair/Maintenance Bldg/ | \$39.15 | 1040640 | LOCATES |
| | | Total | \$78.30 | | |
| 31816 | 05/06/21 | HENNEPIN COUNTY FIRE CHIEFS | | | |
| E 101-42200-207 | | Training Instructional | \$3,400.00 | 21-042 | BLUE CARD TRAINING |
| | | Total | \$3,400.00 | | |
| 31817 | 05/06/21 | HERRMANN, ANDREW | | | |
| E 601-49400-432 | | Refund | \$115.77 | | OVERPAYMENT OF FINAL WATER BILL |
| | | Total | \$115.77 | | |
| 31818 | 05/06/21 | HILLYARD FLOOR CARE SUPPLY | | | |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$1,646.67 | 604313680 | TOWEL ROLL, DISPENSER, ARSENAL |
| | | Total | \$1,646.67 | | |
| 31819 | 05/06/21 | HOLIDAY FLEET | | | |
| E 601-49400-212 | | Motor Fuels | \$104.40 | | |
| E 602-49450-212 | | Motor Fuels | \$104.40 | | |
| E 101-43100-212 | | Motor Fuels | \$56.83 | | |
| E 101-45200-212 | | Motor Fuels | \$28.40 | | |
| | | Total | \$294.03 | | |

CITY OF NORWOOD YOUNG AMERICA

05/06/21 3:00 PM

Page 4

***Check Detail Register©**

10100 Unposted

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-----------------|-----------------|---------------------------------------|-------------|----------|----------------------------|
| 31820 | 05/06/21 | HOLTON ELECTRIC CONTRACTORS | | | |
| E 602-49450-221 | | Repair/Maintenance Equip | \$414.08 | 3161 | CHECKED MOTOR ON THICKENER |
| | | Total | \$414.08 | | |
| 31821 | 05/06/21 | HOME SOLUTIONS | | | |
| E 602-49450-210 | | Operating Supplies | \$6.55 | | |
| E 101-45200-221 | | Repair/Maintenance Equip | \$4.94 | | |
| E 101-45200-223 | | Repair/Maintenance Bldg/ | \$210.09 | | |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$790.96 | | |
| E 601-49400-223 | | Repair/Maintenance Bldg/ | \$2.67 | | |
| E 101-43100-223 | | Repair/Maintenance Bldg/ | \$83.85 | | |
| E 101-43100-210 | | Operating Supplies | \$68.79 | | |
| E 602-49450-223 | | Repair/Maintenance Bldg/ | \$31.70 | | |
| | | Total | \$1,199.55 | | |
| 31822 | 05/06/21 | HYDRO ENGINEERING INC | | | |
| E 101-42200-221 | | Repair/Maintenance Equip | \$300.00 | 93485 | LABOR |
| | | Total | \$300.00 | | |
| 31823 | 05/06/21 | IDE LINDSEY | | | |
| E 101-41400-432 | | Refund | \$400.00 | | PAVILION REFUND |
| | | Total | \$400.00 | | |
| 31824 | 05/06/21 | INTERSTATE BATTERY SYS OF MPLS | | | |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$223.36 | 60078170 | |
| | | Total | \$223.36 | | |
| 31825 | 05/06/21 | ISD 108 | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMMUNITY GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31826 | 05/06/21 | KIMPLING, DENA | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31827 | 05/06/21 | KWIK TRIP INC. | | | |
| E 101-45200-212 | | Motor Fuels | \$189.87 | | FUEL |
| E 101-42200-212 | | Motor Fuels | \$63.19 | | FUEL |
| E 101-43100-212 | | Motor Fuels | \$233.26 | | FUEL |
| | | Total | \$486.32 | | |
| 31828 | 05/06/21 | LERITZ, TRISCHA | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31829 | 05/06/21 | LITZAU EXCAVATING, INC. | | | |
| E 101-43100-500 | | Capital Outlay | \$11,300.00 | 21809 | DITCH CLEAN OUT |
| | | Total | \$11,300.00 | | |
| 31830 | 05/06/21 | LOFFLER COMPANIES, INC. | | | |
| E 101-41400-437 | | Maintenance Contract | \$205.00 | 29205368 | COPIER RENT |

CITY OF NORWOOD YOUNG AMERICA

05/06/21 3:00 PM

Page 5

***Check Detail Register©**

10100 Unposted

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-------------------|-----------------|---------------------------------------|-------------------|------------|--------------------------------|
| Total | | | \$205.00 | | |
| 31831 | 05/06/21 | MARCO TECHNOLOGIES LLC | | | |
| E 101-41400-437 | | Maintenance Contract | \$141.50 | INV8650669 | CSP AGREEMENT |
| E 101-41400-437 | | Maintenance Contract | \$1,584.38 | INV8672811 | MANAGED SERVICES |
| Total | | | \$1,725.88 | | |
| 31832 | 05/06/21 | MAYER LUMBER CO. | | | |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$683.68 | 199883 | pro panel, u ridge |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$35.00 | 200077 | WHITE SCREWS |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$270.40 | 200080 | PLYWOOD |
| Total | | | \$989.08 | | |
| 31833 | 05/06/21 | METRO WEST INSPECTION SERVICES | | | |
| E 101-42400-312 | | Building Inspection Fee | \$4,505.00 | | |
| E 101-46500-457 | | Small Cities Grant | \$178.75 | | |
| Total | | | \$4,683.75 | | |
| 31834 | 05/06/21 | MID-COUNTY CO-OP OIL ASSN | | | |
| E 101-43100-212 | | Motor Fuels | \$277.19 | 61138 | FUEL |
| E 101-45200-212 | | Motor Fuels | \$138.61 | 61138 | FUEL |
| E 601-49400-212 | | Motor Fuels | \$138.61 | 61138 | FUEL |
| E 602-49450-212 | | Motor Fuels | \$138.61 | 61138 | FUEL |
| E 101-42200-212 | | Motor Fuels | \$78.11 | 61138 | FUEL |
| E 101-45200-223 | | Repair/Maintenance Bldg/ | \$267.47 | 61467 | CORNERSTONE PLUS, STRIKE THREE |
| Total | | | \$1,038.60 | | |
| 31835 | 05/06/21 | MILLER, JOHN | | | |
| E 601-49400-432 | | Refund | \$41.48 | | OVERPAYMENT OF FINAL BILL |
| Total | | | \$41.48 | | |
| 31836 | 05/06/21 | MINI BIFF | | | |
| E 101-45200-418 | | Other Rentals (Biffs) | \$132.60 | A-122337 | FRIENDSHIP PARK |
| E 101-45200-418 | | Other Rentals (Biffs) | \$229.50 | A-122423 | SPORTS COMPLEX |
| E 101-45200-418 | | Other Rentals (Biffs) | \$132.60 | A-122424 | PRAIRIE DAWN PARK |
| Total | | | \$494.70 | | |
| 31837 | 05/06/21 | MINNESOTA VALLEY TESTING LAB | | | |
| E 602-49450-217 | | Lab Fees | \$98.30 | 1083156 | NITROGEN, PHOSPHORUS |
| Total | | | \$98.30 | | |
| 31838 | 05/06/21 | MN VALLEY ELECTRIC COOPERATIVE | | | |
| E 101-43100-381 | | Electric Utilities | \$102.12 | | STREET LIGHTS |
| E 602-49450-381 | | Electric Utilities | \$46.08 | | LIFT STATION |
| E 601-49400-381 | | Electric Utilities | \$515.17 | | 640 TACOMA BLVD |
| Total | | | \$663.37 | | |
| 31839 | 05/06/21 | NAC | | | |
| R 101-41400-36200 | | Miscellaneous Revenues | \$59.00 | | OVERPAYMENT OF PERMIT |
| Total | | | \$59.00 | | |

CITY OF NORWOOD YOUNG AMERICA

05/06/21 3:00 PM

Page 6

***Check Detail Register©**

10100 Unposted

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-----------------|-----------------|---|--------------------|----------|------------------------------------|
| 31840 | 05/06/21 | NAPA | | | |
| E 101-43100-221 | | Repair/Maintenance Equip | (\$4.69) | | credit |
| E 101-43100-221 | | Repair/Maintenance Equip | \$550.14 | 301006 | |
| E 101-45200-221 | | Repair/Maintenance Equip | \$330.09 | 301006 | |
| E 601-49400-221 | | Repair/Maintenance Equip | \$110.03 | 301006 | |
| E 602-49450-221 | | Repair/Maintenance Equip | \$110.03 | 301006 | |
| E 101-42200-221 | | Repair/Maintenance Equip | \$31.98 | 301401 | DIESEL EXT |
| E 602-49450-221 | | Repair/Maintenance Equip | \$160.99 | 301943 | ALTERNATOR |
| E 101-45200-221 | | Repair/Maintenance Equip | \$90.76 | 302435 | TRAN OIL, HYD FILTER |
| E 101-45200-223 | | Repair/Maintenance Bldg/ | \$29.94 | 302954 | MARINE ANTIFREEZE |
| E 101-43100-221 | | Repair/Maintenance Equip | \$53.63 | 303116 | OIL FILTER |
| E 101-43100-223 | | Repair/Maintenance Bldg/ | \$44.95 | 303300 | OIL DRY |
| | | Total | \$1,507.85 | | |
| 31841 | 05/06/21 | NELSON ELECTRIC MOTOR REPAIR I | | | |
| E 602-49450-223 | | Repair/Maintenance Bldg/ | \$945.00 | 1551 | ANNUAL INSPECTION OF LIFT STATIONS |
| | | Total | \$945.00 | | |
| 31842 | 05/06/21 | NEUBARTH, ALICIA | | | |
| E 101-41400-430 | | Miscellaneous | \$40.60 | | MILEAGE |
| | | Total | \$40.60 | | |
| 31843 | 05/06/21 | NYA TIMES | | | |
| E 101-41400-350 | | Print/Publishing/Postage | \$37.80 | 832394 | CH 2 AMENDMENT |
| | | Total | \$37.80 | | |
| 31844 | 05/06/21 | OELFKE, BOBBIE | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31845 | 05/06/21 | PEACE VILLA | | | |
| E 407-41960-455 | | Refunds/Reimbursements | \$29,154.19 | | TIF REIMBURSEMENT |
| | | Total | \$29,154.19 | | |
| 31846 | 05/06/21 | PLAGGE, JUNE | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31847 | 05/06/21 | PRO AUTO & TRANSMISSION REPAIR | | | |
| E 101-42200-221 | | Repair/Maintenance Equip | \$257.36 | 100065 | T-11 |
| E 101-42200-221 | | Repair/Maintenance Equip | \$957.25 | 99944 | E-11 |
| | | Total | \$1,214.61 | | |
| 31848 | 05/06/21 | PUGH, KATIE | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMMUNITY GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31849 | 05/06/21 | QUILL CORPORATION | | | |
| E 101-41400-200 | | Office Supplies | \$248.51 | 16078648 | BINDER, PAPER, ADDING ROLLS, TAPE |
| E 101-41400-200 | | Office Supplies | (\$16.29) | 16078648 | BINDER, PAPER, ADDING ROLLS, TAPE |

CITY OF NORWOOD YOUNG AMERICA

05/06/21 3:00 PM

Page 7

***Check Detail Register©**

10100 Unposted

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-----------------|-----------------|------------------------------------|-----------------|---------|---------------------------------|
| Total | | | \$232.22 | | |
| 31850 | 05/06/21 | RUPP, ANDERSON, SQUIRES, PA | | | |
| E 101-41500-304 | | Legal Fees | \$228.70 | | |
| | | Total | \$228.70 | | |
| 31851 | 05/06/21 | SAM S TIRE SERVICE | | | |
| E 101-43100-221 | | Repair/Maintenance Equip | \$983.80 | 171875 | P4 TIRES |
| | | Total | \$983.80 | | |
| 31852 | 05/06/21 | SCHNIDLER, FLORIAN | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31853 | 05/06/21 | SMITH OIL CO | | | |
| E 101-43100-212 | | Motor Fuels | \$206.56 | | |
| E 101-49800-212 | | Motor Fuels | \$134.39 | | |
| | | Total | \$340.95 | | |
| 31854 | 05/06/21 | SMITH, DARLENE | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31855 | 05/06/21 | STRACK CONSULTING LLC | | | |
| E 101-41320-305 | | Other Professional Fees | \$840.00 | 1173 | PLANNING CONSULTANT |
| | | Total | \$840.00 | | |
| 31856 | 05/06/21 | STRUCTURAL SPECIALTIES INC | | | |
| E 101-43100-223 | | Repair/Maintenance Bldg/ | \$300.00 | 1895 | PLANKS |
| | | Total | \$300.00 | | |
| 31857 | 05/06/21 | TELFORD, KEVIN | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31858 | 05/06/21 | TELLERS, ALAN | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31859 | 05/06/21 | TRUMBLE, MICHAEL | | | |
| E 601-49400-432 | | Refund | \$7.04 | | OVERPAYMENT OF FINAL WATER BILL |
| E 601-49400-432 | | Refund | \$105.00 | | OVERPAYMENT OF FINAL WATER BILL |
| | | Total | \$112.04 | | |
| 31860 | 05/06/21 | UHL COMPANY, INC | | | |
| E 101-42200-433 | | Dues and Subscriptions | \$383.40 | 64594 | ANNUAL CONTRACT |
| | | Total | \$383.40 | | |
| 31861 | 05/06/21 | US POSTAL SERVICE | | | |
| E 101-41400-350 | | Print/Publishing/Postage | \$96.00 | | BOX RENT |
| E 601-49400-350 | | Print/Publishing/Postage | \$144.06 | | MAY UTILITY BILLS |
| E 602-49450-350 | | Print/Publishing/Postage | \$144.06 | | MAY UTILITY BILLS |

CITY OF NORWOOD YOUNG AMERICA

05/06/21 3:00 PM

Page 8

***Check Detail Register©**

10100 Unposted

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|-----------------|------------|----------------------------------|--------------|---------|-------------------------------|
| E 603-49500-350 | | Print/Publishing/Postage | \$144.06 | | MAY UTILITY BILLS |
| | | Total | \$528.18 | | |
| 31862 | 05/06/21 | USA BLUE BOOK | | | |
| E 602-49450-210 | | Operating Supplies | \$429.17 | 577485 | GLASS FIBER, CHLORINE, BUFFER |
| E 602-49450-223 | | Repair/Maintenance Bldg/ | \$134.00 | 577847 | SOLENOID VALVE |
| | | Total | \$563.17 | | |
| 31863 | 05/06/21 | UTILITY CONSULTANTS | | | |
| E 602-49450-217 | | Lab Fees | \$576.75 | 108848 | CBOD/TSS TESTING |
| | | Total | \$576.75 | | |
| 31864 | 05/06/21 | VERIZON WIRELESS | | | |
| E 101-42200-321 | | Telephone | \$175.05 | | FIRE DEPT |
| E 101-45200-321 | | Telephone | \$63.15 | | |
| E 101-43100-321 | | Telephone | \$147.36 | | |
| E 601-49400-321 | | Telephone | \$79.36 | | |
| E 602-49450-321 | | Telephone | \$205.47 | | |
| | | Total | \$670.39 | | |
| 31865 | 05/06/21 | WIGFIELD, ANDY | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31866 | 05/06/21 | WISCHNACK, ANGELINE | | | |
| G 101-22102 | | Community Garden Escro | \$25.00 | | COMM GARDEN DEPOSIT |
| | | Total | \$25.00 | | |
| 31867 | 05/06/21 | WM MUELLER & SONS INC | | | |
| E 101-43100-224 | | Street Maint Materials | \$818.26 | 264503 | TAC OIL, 3/8 FINE |
| | | Total | \$818.26 | | |
| 31868 | 05/06/21 | XTREME ELECTRICAL | | | |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$24.22 | 21-2084 | 70W MH LAMPS |
| E 101-41940-223 | | Repair/Maintenance Bldg/ | \$355.98 | 21-3068 | LED LAMPS |
| | | Total | \$380.20 | | |
| | | 10100 CHECKING | \$142,556.40 | | |

CITY OF NORWOOD YOUNG AMERICA

05/06/21 3:00 PM

Page 9

***Check Detail Register©**

10100 Unposted

| Check # | Check Date | Vendor Name | Amount | Invoice | Comment |
|---------|------------|-------------|--------|---------|---------|
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Fund Summary**10100 CHECKING**

| | |
|------------------------------------|--------------|
| 101 GENERAL FUND | \$51,913.72 |
| 275 CAPITAL | \$49,733.00 |
| 407 TAX INCREMENT 1-5 PEACE VILLAG | \$29,454.19 |
| 423 TAX INCREMENT DISTRICT 3-3 V#2 | \$300.00 |
| 424 TAX INCREMENT DISTRICT 3-4 WMI | \$300.00 |
| 425 TAX INCREMENT DISTRICT 3-5 V#3 | \$300.00 |
| 431 TIF District 3-6 | \$300.00 |
| 601 WATER FUND | \$3,450.91 |
| 602 SEWER FUND | \$6,660.52 |
| 603 STORM WATER UTILITY | \$144.06 |
| | <hr/> |
| | \$142,556.40 |



To: Mayer Lagergren and Council Members
 From: Karen Hallquist and Angela Brumbaugh
 Date: May 10, 2021
 Subject: Lifeguard appointments for 2021

We have met with each of our 2021 lifeguard applicants for the 2021 season. We are lucky to have Cambria Jacobs who is certified as a Water Safety Instructor (WSI) Trainer. This means all of our lifeguards can get the training they need right here in Norwood Young America (with some of the training being online). This will be an approximate savings of \$3,000 for training our lifeguards.

We have eight returning Lifeguards and four new lifeguards. The returning Lifeguards have all been moved up one step. The new lifeguards are at Grade 1 (Lifeguard) step one.

Our intent is to be open Memorial weekend. Any of the Lifeguards that have previously been certified will start at Grade 1 (Lifeguard), upon satisfactorily completing the WSI training they will be moved to Grade 2 (WSI). This will be with the start of swimming lessons on June 14th. The new Lifeguards would have to start after finishing their training, which would give them a start date of June 14th. As we pay for the training for the Lifeguards and WSIs, we do not pay them an hourly wage until they are certified and working.

We do have a Manager selected and Assistant Manager which are shown below:

| Name | Grade/ Step | Lifeguard Pay Rate | Grade/Step After WSI Training Completion | WSI Pay Rate | Job Title | Start Date |
|-----------------|----------------|-----------------------|---|-----------------|---------------------------------------|---|
| Barr, Meghan | 1 / 1 | 11.39 | n/a | n/a | Lifeguard | 06/14/2021 |
| Beneke, Josie | 1/ 1 | 11.39 | n/a | n/a | Lifeguard | 06/14/2021 |
| Hill, Sawyer | 1/ 1 | 11.39 | n/a | n/a | Lifeguard | 06/14/2021 |
| Jacobs, Caydra | 1/ 1 | 11.39 | n/a | n/a | Lifeguard | 06/14/2021 |
| Coffell, Lucy | 1/ 4 | 12.27 | 3/ 4 | 13.53* | Assistant Manager * /Lifeguard/WSI | 05/29/2021 *06/14/2021 upon completion of WSI |
| Fritz, Allison | 1/ 3 | 11.97 | 2/ 3 | 12.57* | Lifeguard/WSI | 05/29/2021 *06/14/2021 upon completion of WSI |
| Hill, Alexis | 1/ 3 | 11.97 | 2/ 3 | 12.57* | Lifeguard/WSI | 05/29/2021 *06/14/2021 upon completion of WSI |
| Jacobs, Cambria | 4 / TBD | TBD | 4/ TBD | TBD | Manager/Lifeguard /WSI | 05/29/2021 |
| Lee, Kara | 1/ 2 | 11.68 | n/a | n/a | Lifeguard/WSI | 05/29/2021 |

| | | | | | | |
|------------------|------|-------|------|--------|---------------|---|
| Molva, Bennet | 1/ 2 | 11.68 | 2/ 2 | 12.26* | Lifeguard/WSI | 05/29/2021 * 06/14/2021 upon completion of WSI |
| Smith, Lauren | 1/ 2 | 11.68 | 2/ 2 | 12.26* | Lifeguard/WSI | 05/29/2021 * 06/14/2021 upon completion of WSI |
| Willems, Adeline | 1/ 2 | 11.68 | 2/ 2 | 12.26* | Lifeguard/WSI | 05/29/2021 * 06/14/2021 upon completion of WSI |

In the event we need an Assistant Manager on duty, we would appreciate having the authorization that the Lifeguard chosen will receive Assistant Manager (Grade 3) pay during their time as Assistant Manager. The step would stay the same as they are currently receiving.

Recommended Motion:

Approve the Lifeguards listed, start dates, and hourly rate with any increases contingent on completing the certification required.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 10, 2021

SUBJECT: Ordinance No. 335, Amending Chapter 2, Parks & Recreation Commission Composition

At the April 26th regular City Council meeting, the Council approved a motion to schedule a public hearing for the purpose of considering an amendment to Chapter 2 of the City Code pertaining to the composition of the Parks & Recreation Commission. Per Section 250.02, the Commission consists of seven members of which six are voting members. One member is ad hoc (non-voting) representing the School District.

The proposed Ordinance No. 335 adds one additional voting position to Commission so there is an odd number for voting purposes.

The public hearing was advertised in the City's official newspaper on April 29th.

Recommended Motion:

Motion to adopt Ordinance No. 335, an Ordinance Amending the text of Chapter 2, Section 252, Parks & Recreation Commission.

Motion to approve the summary of Ordinance No. 335 and its publication.

Norwood Young America

ORDINANCE NO. 335

AN ORDINANCE AMENDING THE TEXT OF CHAPTER 2

Section 252 – Parks & Recreation Commission

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

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

252.01 Establishment of Commission. The parks and recreation commission for the City shall be hereby established. (*Amended by Ord. 144, 10-22-2001*)

252.02 Composition. The parks and recreation commission shall consist of ~~seven (7)~~ eight (8) members: one (1) City Council member, one (1) Planning Commission member, one (1) ad hoc (non-voting) representative from School District 108, and ~~four (4)~~ five (5) members of the local community. Members of the commission shall reside within the city. (*Amended by Ord. 157, 1-12-04*) (*Amended by Ord. 324, 3-9-2020*)

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the Council. (*Amended by Ord. 157, 1-12-04*)
- B. All terms shall expire on January 1 of the appropriate year. The City Council member, Planning Commission member and representative of School District 108 shall be appointed annually. All other commissioners shall be appointed for a term of three years expiring January 1 of the appropriate year. Of the four commissioners serving terms of three years, no more than two terms shall expire in the same year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council. (*Amended by Ord. 157, 1-12-04*)

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

Adopted by the Norwood Young America City Council this 10th day of May 2021.

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, City Clerk/Treasurer

(S E A L)

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

**City of Norwood Young America
Summary of Ordinance No. 335
Amending City Code Chapter 2 Administration**

The City of Norwood Young America has adopted Ordinance No. 335 entitled "An Ordinance Amending the Text of Chapter 2 – Section 252.02 – Composition of Parks & Recreation Commission" of the City Code. Following is a summary of the adopted ordinance:

252.02 Composition. The parks and recreation commission shall consist of ~~seven (7)~~ eight (8) members: one (1) City Council member, one (1) Planning Commission member, one (1) ad hoc (non-voting) representative from School District 108, and ~~four (4)~~ five (5) members of the local community. Members of the commission shall reside within the city.

Effective Date: This ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted by the City Council on May 10, 2021.

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

Angela Brumbaugh
City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 10, 2021

SUBJECT: Consider encroachment request to access Barnes Lake

Enclosed is a letter from Tim Rohwer who resides at 935 Lakewood Trail. Mr. Rohwer is requesting to encroach onto City property in order to access Barnes Lake to do kayaking.

The City currently has one written encroachment agreement with a property owner who resides on Lakewood Trail for purposes of accessing Barnes Lake. This property owner was encroaching and accessing Barnes Lake prior to the City owning the wooded area which it acquired with the approval of The Preserve 5th Addition final plat. For information purposes, enclosed is a section of that agreement which includes the main particulars of the agreement.

Proposed is to discuss whether to grant Mr. Rohwer's request.

On a related matter, the City has received some requests from Lakewood Trail property owners whose rear yards abut the City's wooded property along Barnes Lake. The requests have been to enter the City's property to remove noxious weeds such as Buckthorn and to clear away large broken/dead branches from trees and/or from the ground. A recent request and approval resulted in the clearing of an entire area except for the trees. Proposed is begin a discussion on how to address these types of requests in the future. Enclosed is an aerial photo of the properties located on Lakewood Trail which abut the City's property.

Recommended Motion:

No motion recommended.

Norwood Young America

(above space reserved for recording data)

ENCROACHMENT AGREEMENT

AGREEMENT made this 25th day of September, 20 , by and between the City of Norwood Young America, a Minnesota municipal corporation ("City") and _____ person ("Owner").

1. **Background.** The Owner is the fee owner of _____, _____, which property is located in the City of Norwood Young America, County of Carver, State of Minnesota (hereinafter the "Subject Property").
_____ by Owner connect the Subject Property to Barnes Lake and currently encroach onto the property owned by the City, described as _____ (hereinafter the "Encroachment Area"), as depicted in the attached Exhibit A.
2. **ENCROACHMENT AUTHORIZATION.** The City hereby grants to the Owner of the Subject Property, and his successors and assigns, a permitted encroachment over the Encroachment Area for use and maintenance of the unpaved road, as shown and described in the attached Exhibit A. The Owner may not expand the road or encroach further into the City's property more than depicted in Exhibit A. The duration of the permitted encroachment shall be for five years from the date this Encroachment Agreement is fully executed by the City and the Owner. Said permitted encroachment shall expire upon removal of the road.

3. **ACCESS.** Subject to the terms of this Agreement, the City maintains the right to have full access and use of the Encroachment Area. All provisions of this instrument, including the benefits and burdens, run with the land and are binding upon and inure to the successors and assigns of the parties hereto.
4. **INSURANCE.** The Owner shall provide insurance against all liability, bodily injury, and property damage associated with its use of the Encroachment Area. The Owner's insurance coverage must be primary and written on an "occurrence" basis. The Owner shall provide evidence of the existence of such insurance to the City.
5. **DEFEND, INDEMNIFY, AND HOLD HARMLESS.** In consideration of being allowed to encroach on the City's property, the Owner, his successors, heirs, and assigns, hereby agree to defend, indemnify, and hold the City harmless from any claims, demands, losses, or injuries (collectively "claims") to persons or property which arise from or in connection with the use of the Encroachment Area, which claims shall include, without limitation: loss, injury, or death to any licensee, invitee, agent, or employee of Owner. The Owner, his successors, heirs, and assigns also agree to defend, indemnify, and hold the City harmless from all injuries and losses of third parties caused by the Owner's use of the Encroachment Area.
6. **RECORDING.** This Agreement shall be recorded against the title to the Subject Property.

[signature page to follow]

CITY OF NORWOOD YOUNG AM Lakewood Trail

Map Date: 5/6/2021





TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 10, 2021

SUBJECT: Review 2020 Financial Audit

Brad Falteysek, Abdo, Eick, & Meyers, will be present to review the 2020 Audit and Management Letter. Enclosed is a copy of Brad's presentation and the Management Letter. The audit is required to be submitted to the State Auditor's Office by June 30th.

Recommended Motion:

City Council action on the 2020 Audit is not required.

Norwood Young America



ABDO
EICK &
MEYERS^{LLP}
Certified Public Accountants & Consultants

City of
Norwood
Young America

2020 Financial
Statement Audit

Introduction



Audit Opinion and Responsibility

General Fund Results

Other Governmental Funds

Enterprise Funds

Key Performance Indicators

Audit Results



Auditor's Responsibility



Minnesota Legal Compliance



Audit Results

Current Audit Findings



Preparation of Financial Statements

- Internal Control Finding

Collateral Coverage

- Legal Compliance

Audit Results

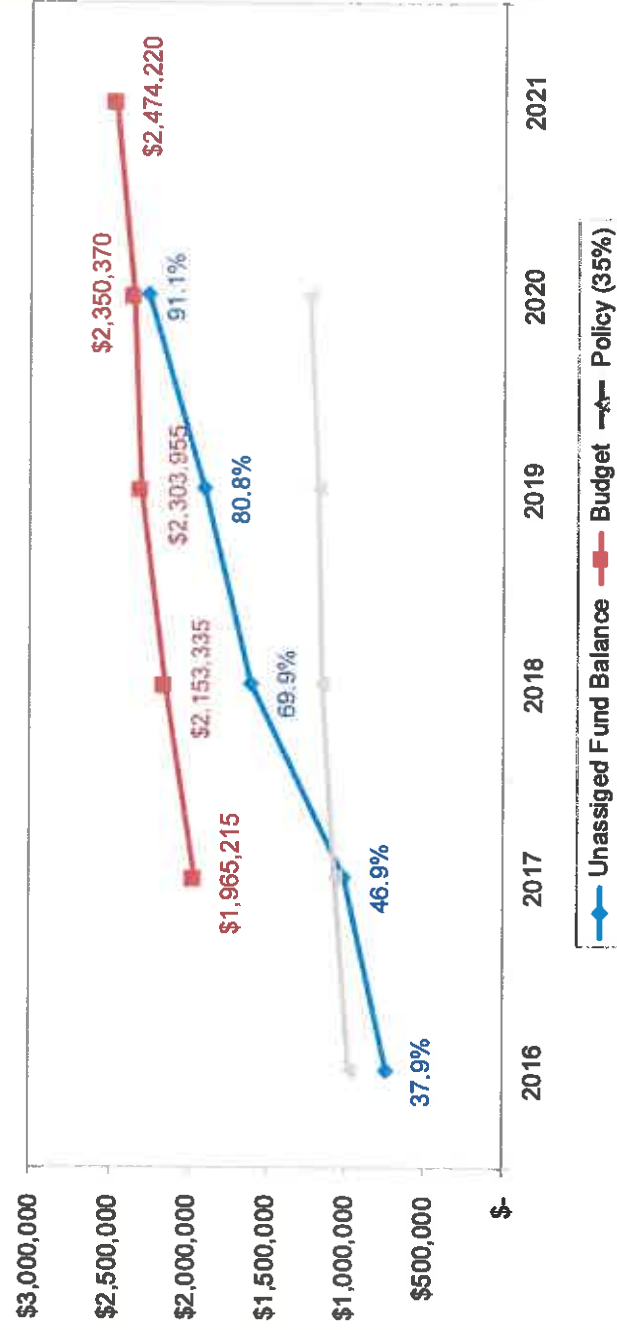
Prior Year Audit Findings



Incomplete
Bank
Reconciliations

- Internal Control Finding

General Fund - Fund Balances

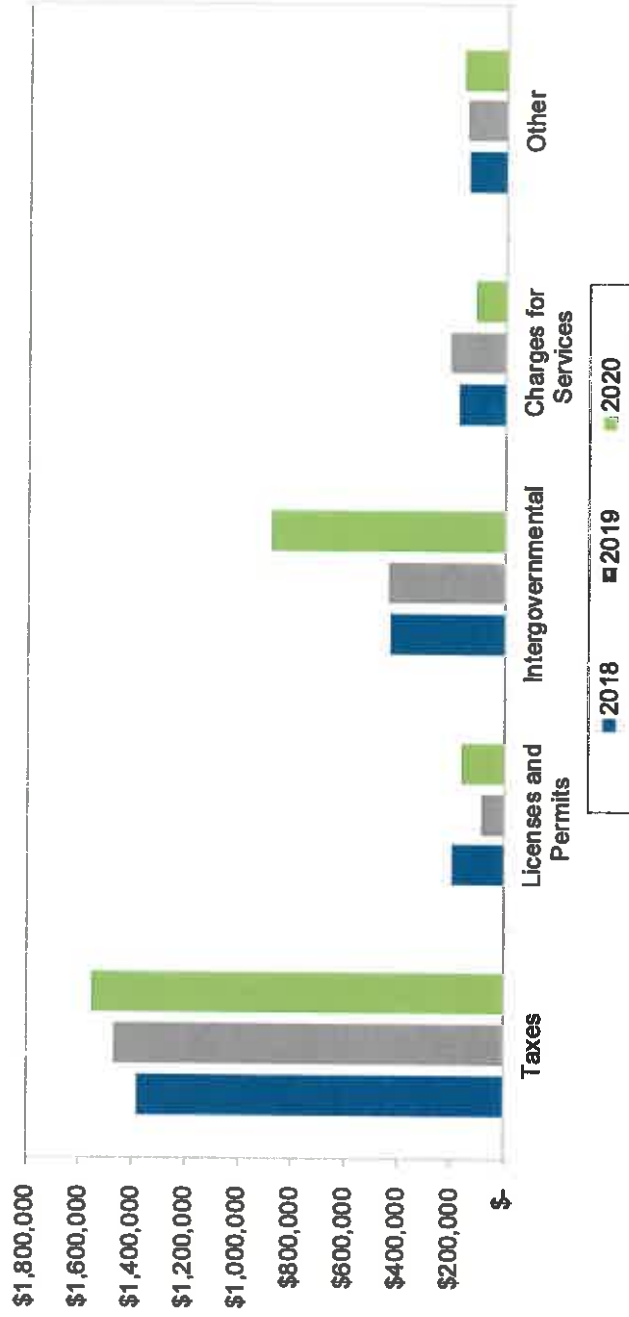


General Fund Budget to Actual

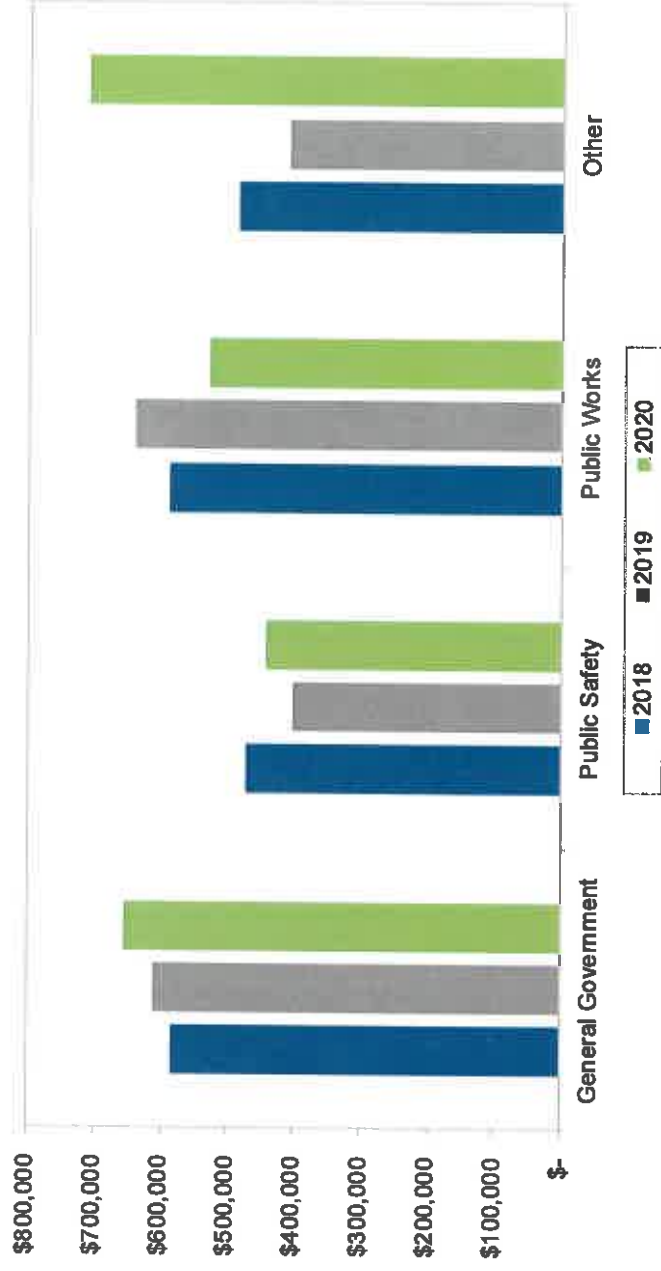


| | Final Budgeted Amounts | Actual Amounts | Variance with Final Budget |
|---|------------------------------|-------------------|-------------------------------|
| Revenues | \$ 2,824,370 | \$ 2,877,671 | \$ 53,301 |
| Expenditures | 2,428,770 | 2,339,910 | 88,860 |
| Excess of Revenues Over Expenditures | 395,600 | 537,761 | 142,161 |
| Other Financing Sources (Uses) | | | |
| Transfers in | 10,000 | - | (10,000) |
| Transfers out | (148,500) | (182,000) | (33,500) |
| Total Other Financing Sources (Uses) | (138,500) | (182,000) | (43,500) |
| Net Change in Fund Balances | 257,100 | 355,761 | 98,661 |
| Fund Balances, January 1 | 2,147,589 | 2,147,589 | - |
| Fund Balances, December 31 | \$ 2,404,689 | \$ 2,503,350 | \$ 98,661 |

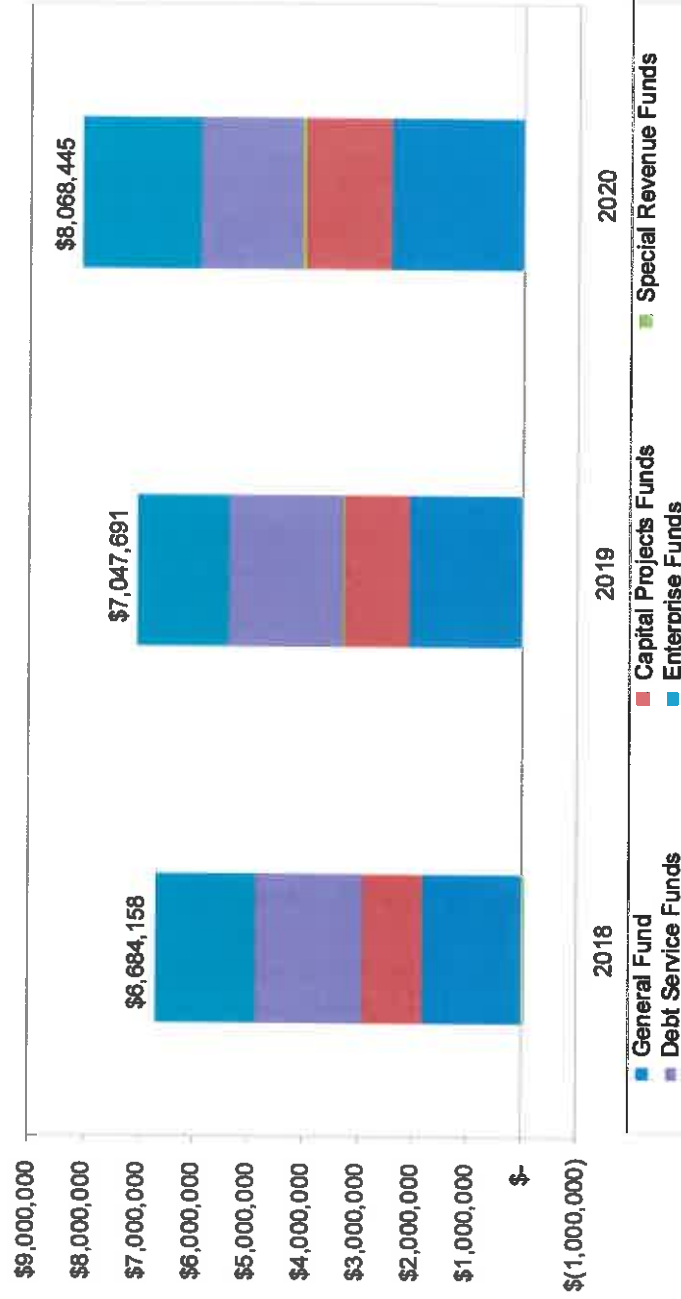
General Fund Revenues by Type



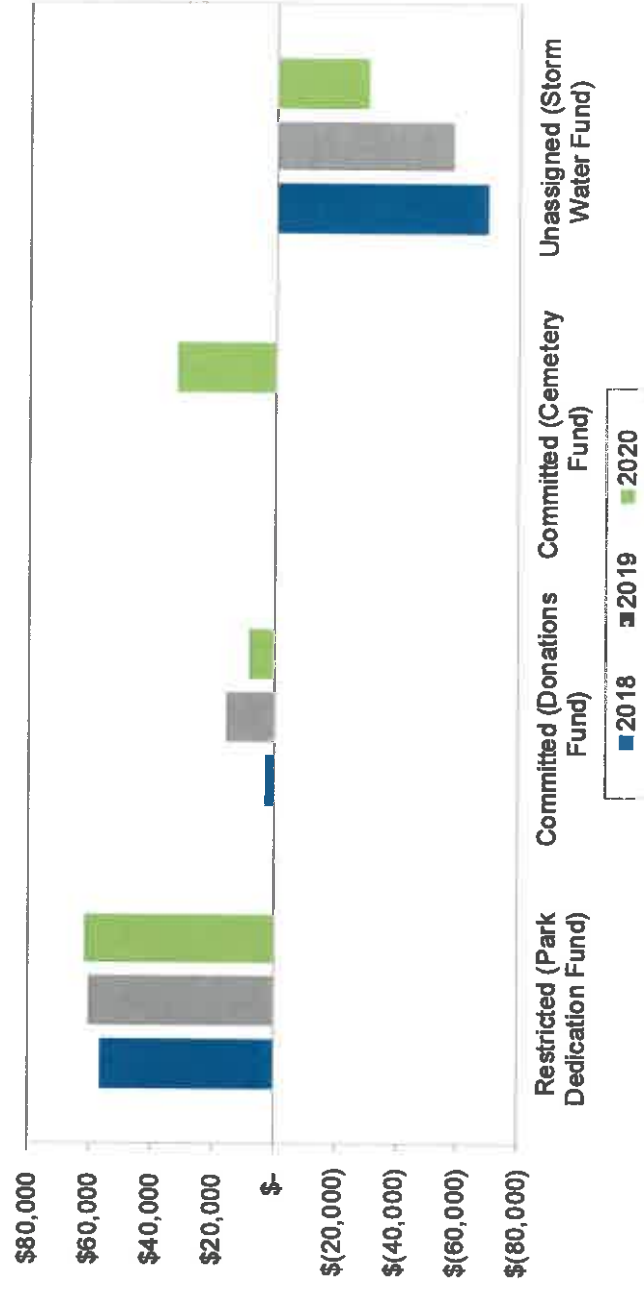
General Fund Expenditures by Type



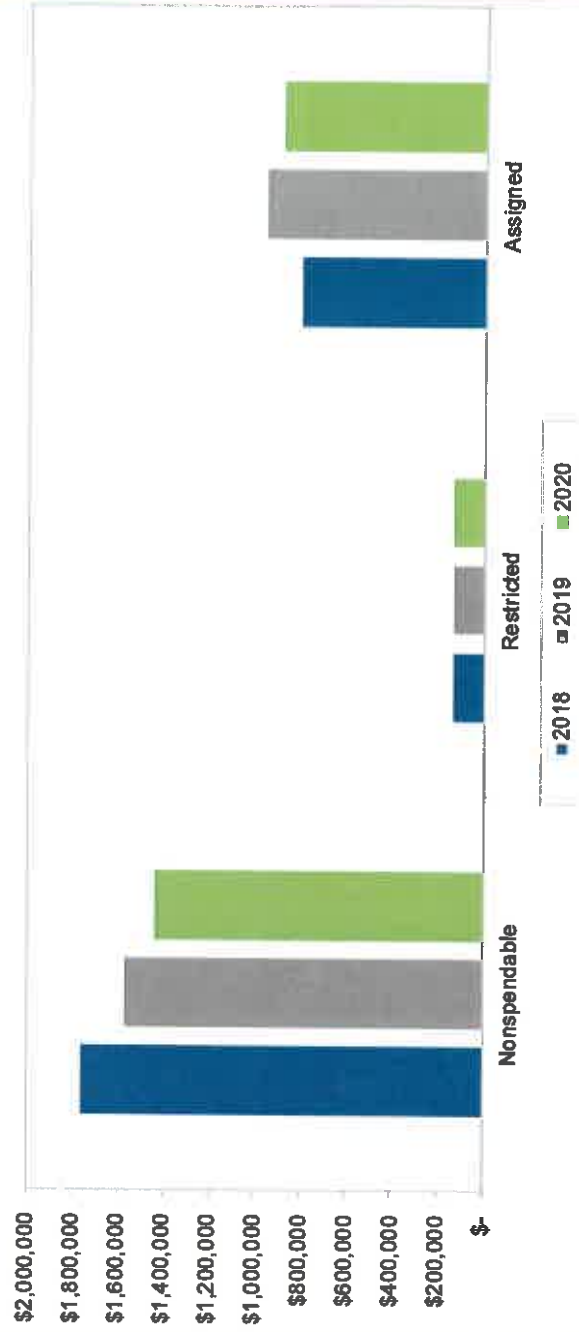
City Cash and Investments Balances by Fund Type



Special Revenue Fund Balances



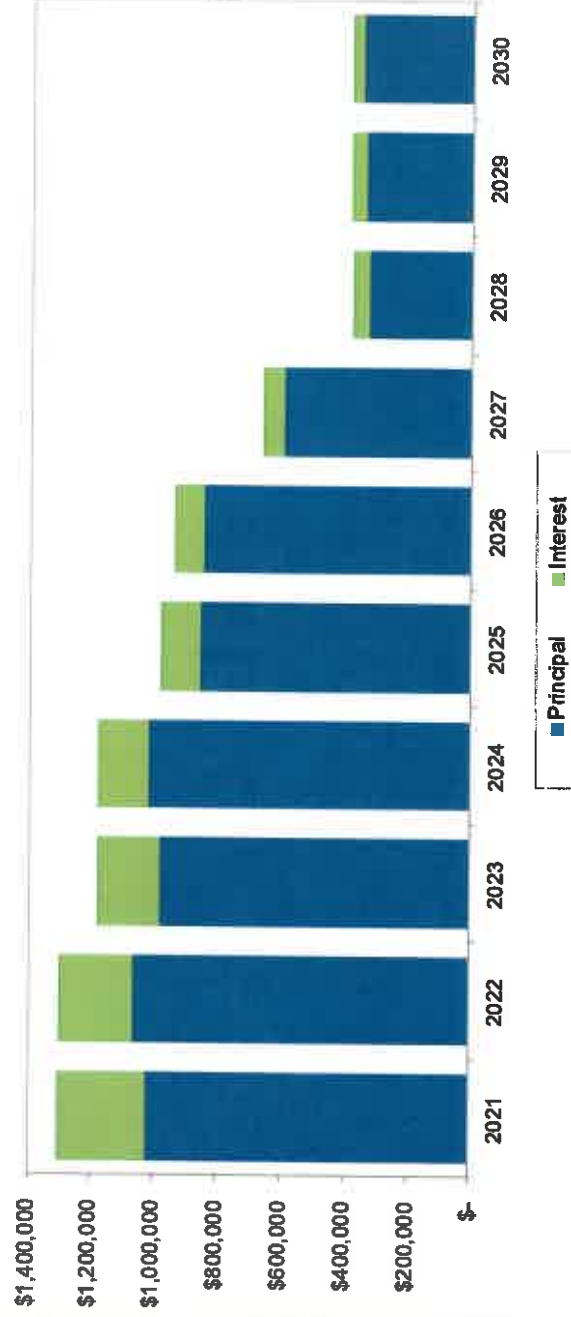
Capital Projects Fund Balances



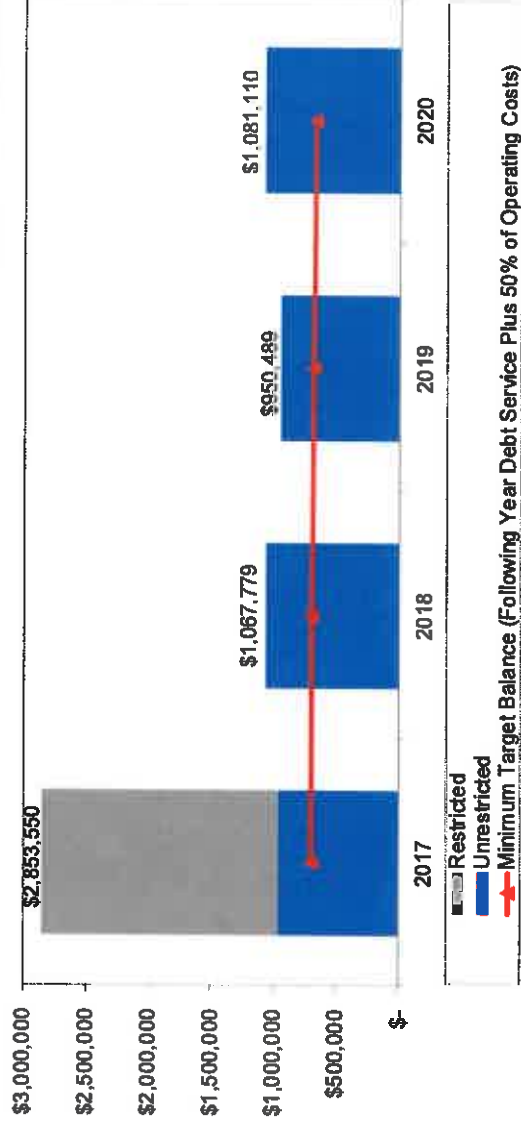
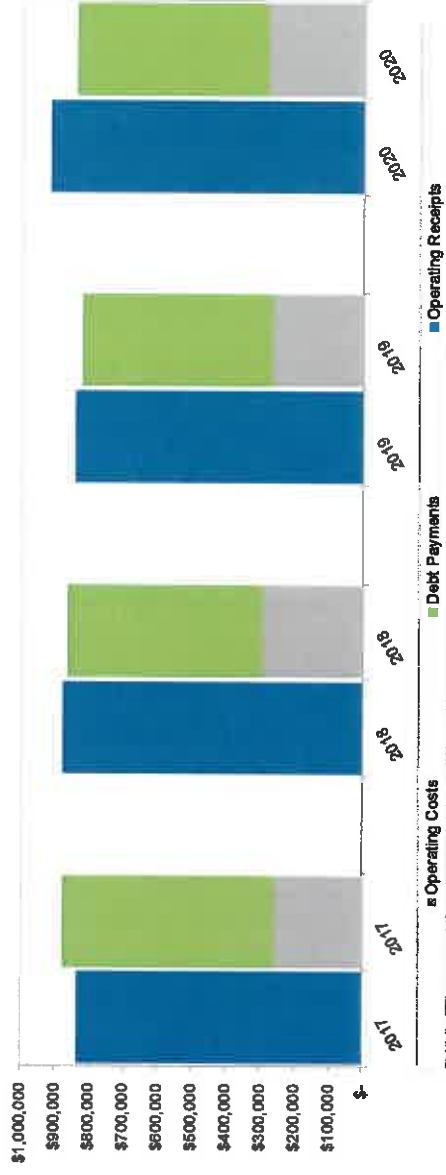
Debt Service Funds



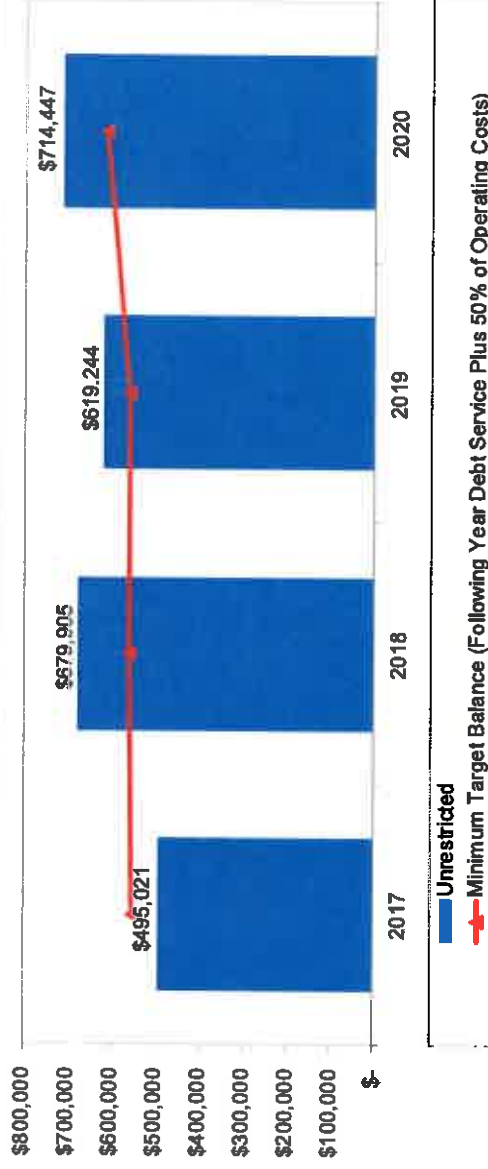
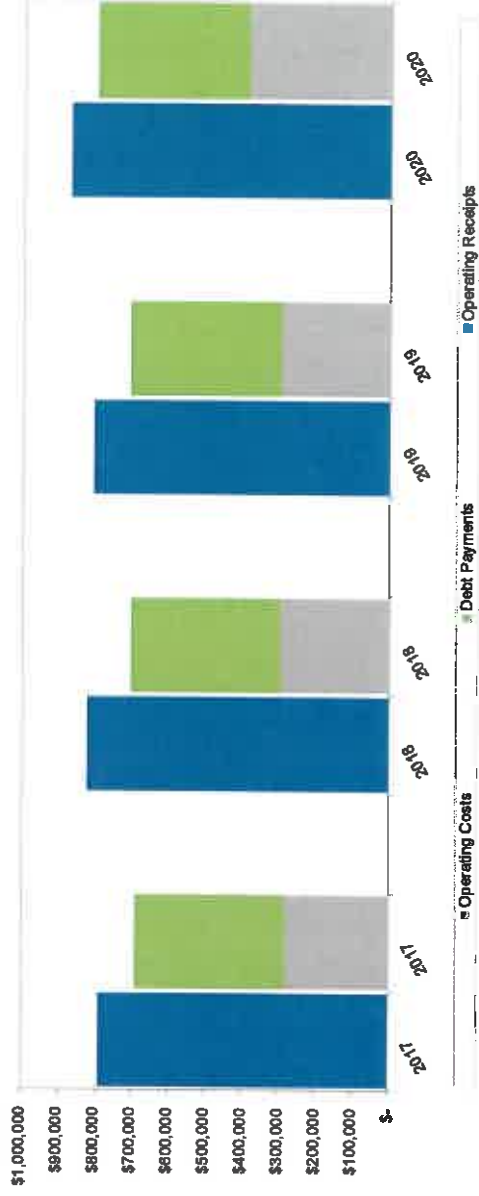
| | Total Cash | Total Assets | Bonds Outstanding | Maturity Date |
|---------------------------------------|---------------|-----------------|----------------------|------------------|
| 517 Oak Grove Debt Service | \$ 295,600 | \$ 295,600 | \$ 1,310,000 | 2031 |
| 520 2013B Infrastructure Debt Service | 172,412 | 245,992 | 670,000 | 2024 |
| 521 2016A Refunding Debt Service | 191,865 | 217,627 | 1,635,000 | 2035 |
| 522 2020A G.O Refunding Bonds | 1,213,145 | 1,390,140 | 4,943,550 | 2038 |
| Total | \$ 1,873,022 | \$ 2,149,359 | \$ 8,558,550 | |



Water Fund

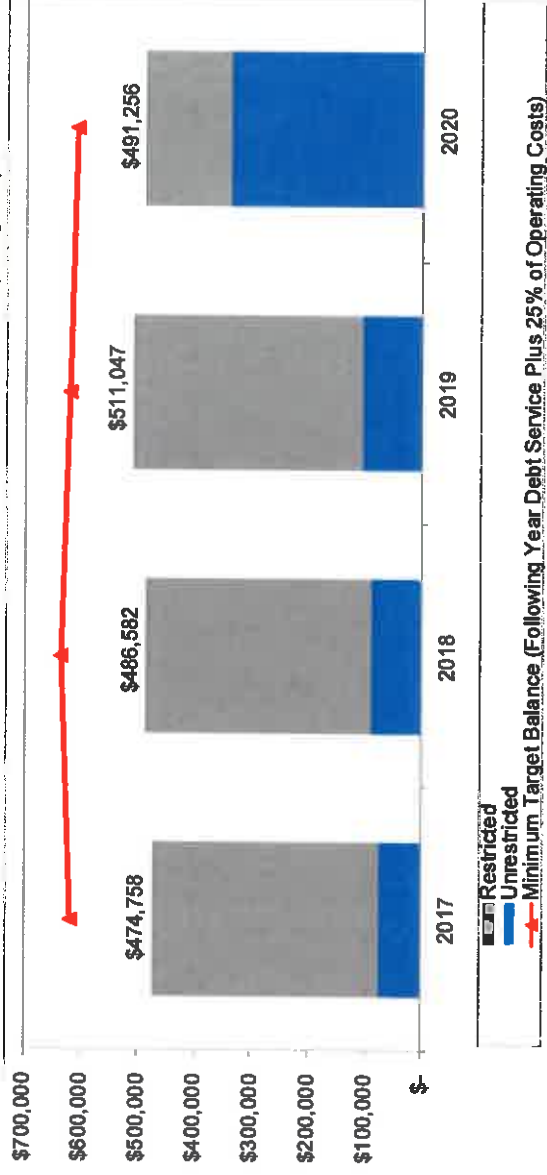
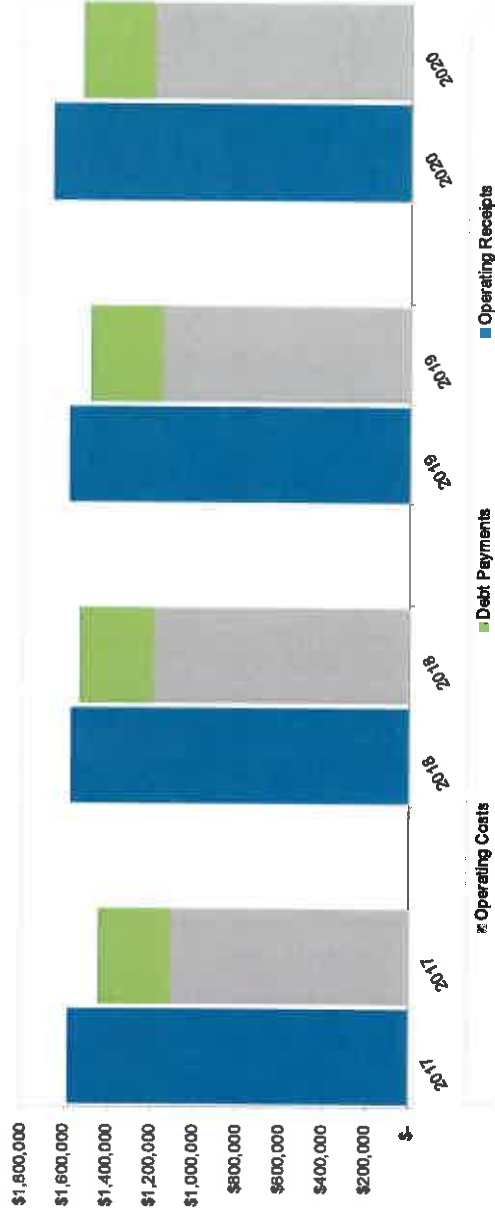


Sewer Fund

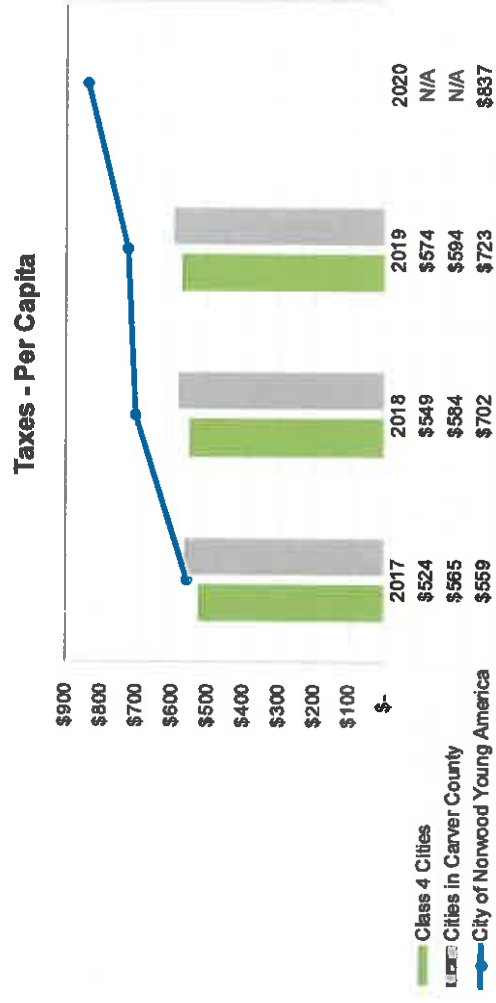
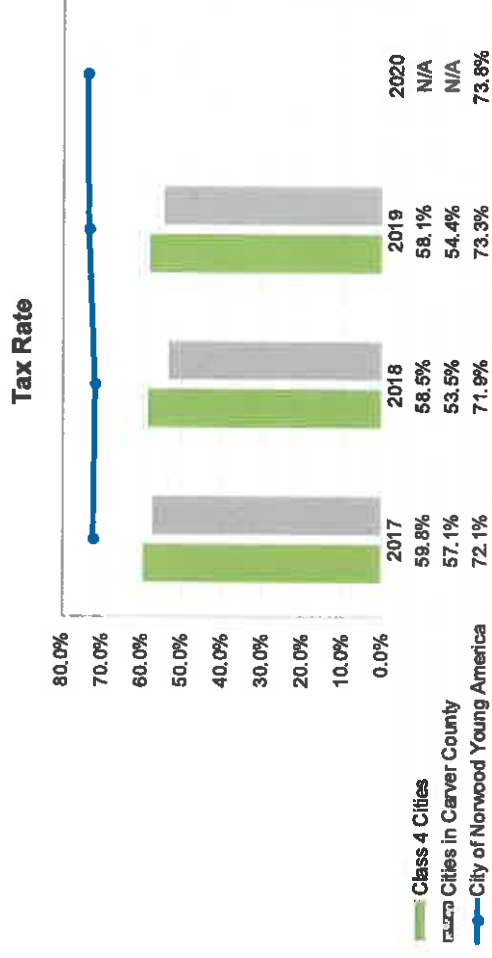


Harbor at Peace Fund

**ABDO
EICK &
MEYERS LLP**
Grouped Public Accountants & Consultants

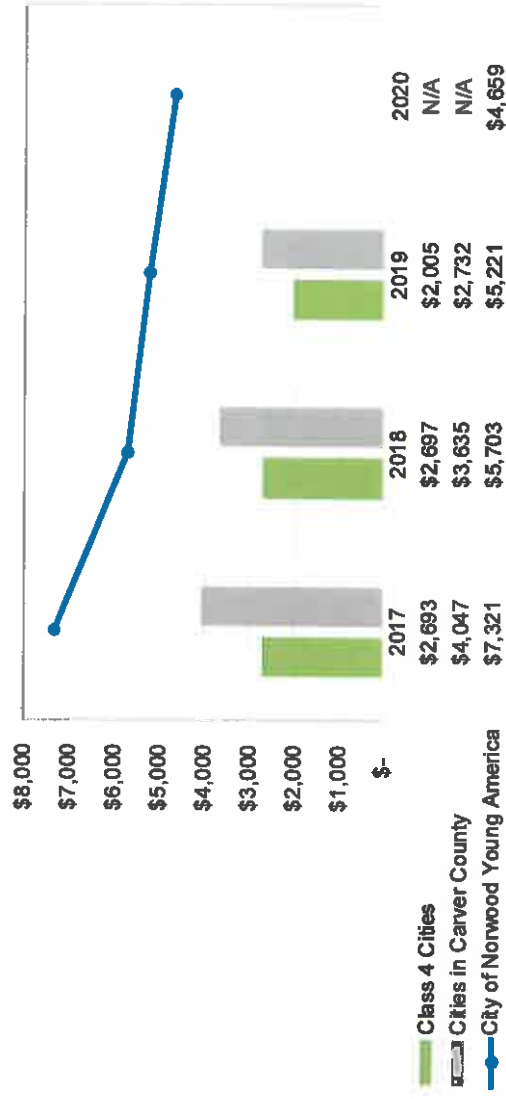


Key City Ratios



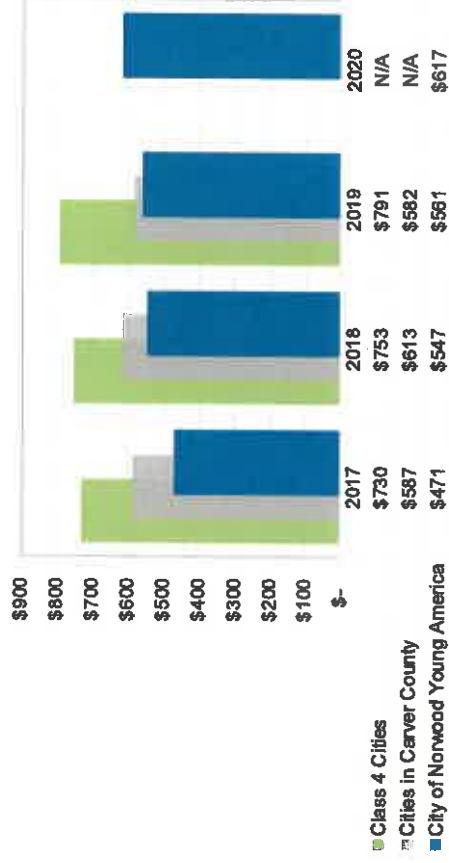
Key City Ratios

Debt Expenditures - Per Capita

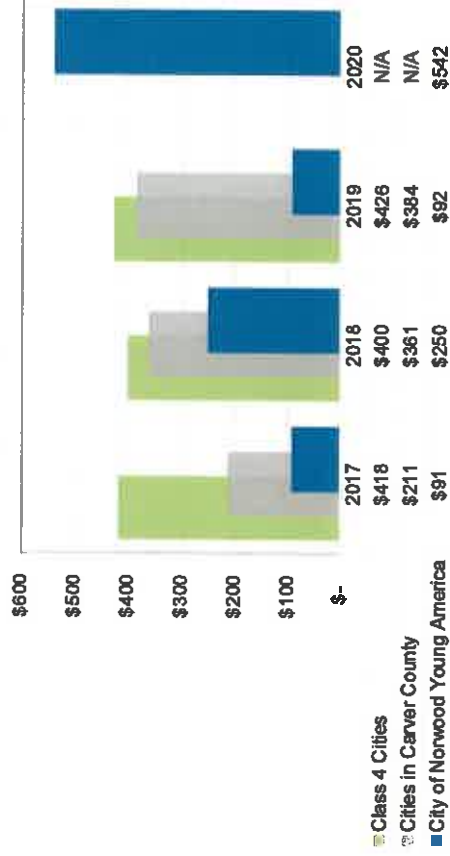


Key City Ratios

Current Expenditures - Per Capita

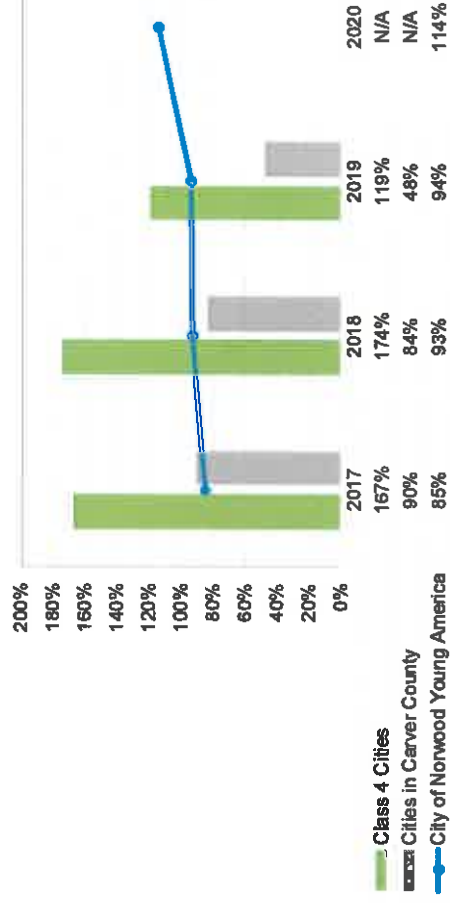


Capital Expenditures - Per Capita

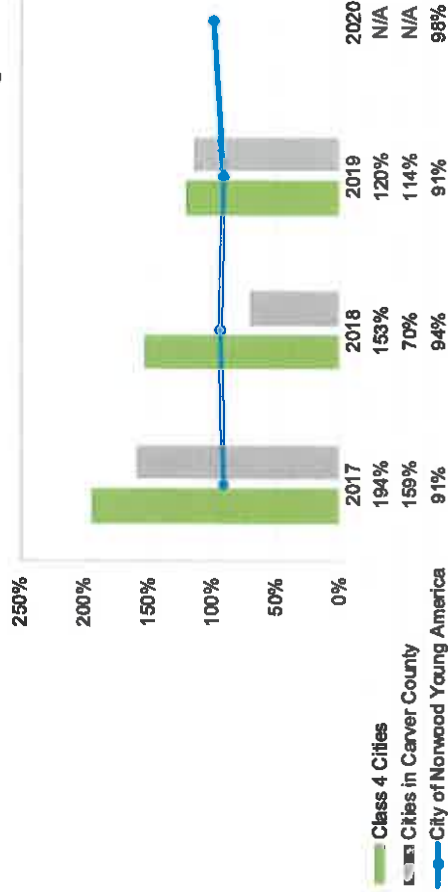


Key City Ratios

Water Fund Debt Service Coverage



Sewer Fund Debt Service Coverage



Audit Team Contacts



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Management Communication

City of Norwood Young America
Norwood Young America, Minnesota

For the Year Ended
December 31, 2020



**ABDO
EICK &
MEYERS** LLP
Certified Public Accountants & Consultants

**People
+ Process.**
**Going
Beyond the
Numbers**

May 6, 2021

Management, Honorable Mayor and City Council
City of Norwood Young America, Minnesota

We have audited the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information of the City of Norwood Young America, Minnesota (the City), for the year ended December 31, 2020. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 13, 2020. Professional standards also require that we communicate to you the following related to our audit.

Our Responsibility under Auditing Standards Generally Accepted in the United States of America and Government Auditing Standards

As stated in our engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of your responsibilities.

Our responsibility is to plan and perform the audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement. As part of our audit, we considered the internal control of the City. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control. We are responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

Significant Audit Findings

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant deficiencies may exist that were not identified. However, as described in the accompanying Schedule of Findings and Responses we identified a deficiency in internal control that we consider to be a material weakness and other deficiencies that we consider to be a significant deficiency.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiency described on the following pages as finding 2020-001 to be a significant deficiency.

Preparation of Financial Statements

- Condition:** As in prior years, we were requested to draft the audited financial statements and related footnote disclosures as part of our regular audit services. Auditing standards require auditors to communicate this situation to the City Council as an internal control deficiency. Ultimately, it is management's responsibility to provide for the preparation of your statements and footnotes, and the responsibility of the auditor to determine the fairness of presentation of those statements. However, based on auditing standards, it is our responsibility to inform you that this deficiency could result in a material misstatement to the financial statements that could have been prevented or detected by your management. Essentially, the auditors cannot be part of your internal control process.
- Criteria:** Internal controls should be in place to ensure adequate internal control over the reliability of financial records and reporting.
- Cause:** From a practical standpoint, we prepare the statements and determine the fairness of the presentation at the same time in connection with our audit. This is not unusual for us to do with organizations of your size.
- Effect:** The effectiveness of the internal control system relies on enforcement by management. The effect of deficiencies in internal controls can result in undetected errors. As in prior years, we have instructed management to review a draft of the auditor prepared financials in detail for accuracy; we have answered any questions that management might have, and have encouraged research of any accounting guidance in connection with the adequacy and appropriateness of classification of disclosures in your statements. We are satisfied that the appropriate steps have been taken to provide you with the completed financial statements.
- Recommendation:** Under these circumstances, the most effective controls lie in management's knowledge of the Organization's financial operations. It is the responsibility of management and those charged with governance to make the decision whether to accept the degree of risk associated with this condition because of cost and other considerations. Regarding the specific situations listed above, we would offer the following specific recommendation: 1) Utilize a disclosure checklist to ensure all required disclosures are present and agree to work papers, and 2) Agree your accounting records from Banyon to the amounts reported in the financial statements.

Management Response:

For now, the City accepts the degree of risk associated with this condition and thoroughly reviews a draft of the financial statements.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*, except as described below as item 2020-002.

2020-002 Collateral Coverage

Condition: The City had \$100,402 of deposits uncollateralized on December 31, 2020.

Criteria: In accordance with Minnesota statute, section 118A.03, the City is required to have pledged collateral equal to 110 percent of the deposit not covered with insurance.

Cause: The depository holding the uncollateralized funds did not apply collateral coverage as the average balance of the deposit account was under the amount of Federal Deposit Insurance Coverage.

Effect: At year end, the City did not have sufficient collateral.

Recommendation: We recommend that the City reviews collateral coverage each month when completing the bank reconciliation and when planning for cash flow. This will not result in any additional cost and will ensure that the City complies with the applicable statute.

Management Response:

The City is aware of the situation and plans to monitor the coverage to ensure compliance is met.

Summary of Prior Year Findings

2020-002 Incomplete Bank Reconciliations

Condition: During our audit we reviewed procedures monthly bank reconciliations and found them to be incomplete.

Criteria: The bank reconciliation process should agree activity recorded in the finance system to the activity on the bank statements. Due to timing differences, at the end of each month there may be outstanding items such as deposits and checks. These items should be clearly identified by deposit or check number and typically clear early the following month. We noted transactions recorded at the end of each month to reconcile the bank statement without support.

Current Year Status:

The finding was eliminated as a result of the City properly reconciling bank activity on a regular basis.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 1 to the financial statements. The City did not change accounting policies during 2020. We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates made relate to estimated historical cost of the capital assets, depreciation on capital assets and the liability for the City's pensions.

- Management's estimate of its pension liability is based on several factors including, but not limited to, anticipated investment return rate, retirement age for active employees, life expectancy, salary increases and form of annuity payment upon retirement.
- Management's estimate of depreciation is based on estimated useful lives of the assets. Depreciation is calculated using the straight-line method.
- Allocations of gross wages and payroll benefits are approved by the City Council within the City's budget and are derived from each employee's estimated time to be spent servicing the respective functions of the City. These allocations are also used in allocating accrued compensated absences payable.

We evaluated the key factors and assumptions used to develop these accounting estimates in determining that it is reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent, and clear. Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In total, we proposed 18 journal entries. These entries are necessary to adjust balances to the proper year end amounts. It is important that the City understand these entries and prepare to make them in the future. In addition to keeping audit costs down, internal preparation enhances the quality of internal information.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representations letter dated May 6, 2021.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the City's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the City's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Other Matters

We applied certain limited procedures to the required supplementary information (RSI) (Management's Discussion and Analysis, the Schedules of Employer's Shares of the Net Pension Liability, notes to the related schedules and the Schedules of Employer's Contributions, and the Schedule of Changes in the Fire Relief Association's Net Pension Liability (Asset) and Related Ratios), which is information that supplements the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the supplementary information (combining and individual fund financial statements and schedules), which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

We were not engaged to report on the introductory section, which accompany the financial statements but is not RSI. We did not audit or perform other procedures on this other information and we do not express an opinion or provide any assurance on it.

Future Accounting Standard Changes

The following Governmental Accounting Standards Board (GASB) Statements have been issued and may have an impact on future City financial statements: ⁽¹⁾

GASB Statement No. 87 - Leases

Summary

The objective of this Statement is to better meet the information needs of financial statement users by improving accounting and financial reporting for leases by governments. This Statement increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged.

Leases should be recognized and measured using the facts and circumstances that exist at the beginning of the period of implementation (or, if applied to earlier periods, the beginning of the earliest period restated). However, lessors should not restate the assets underlying their existing sales-type or direct financing leases. Any residual assets for those leases become the carrying values of the underlying assets.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

This Statement will increase the usefulness of governments' financial statements by requiring reporting of certain lease liabilities that currently are not reported. It will enhance comparability of financial statements among governments by requiring lessees and lessors to report leases under a single model. This Statement also will enhance the decision-usefulness of the information provided to financial statement users by requiring notes to financial statements related to the timing, significance, and purpose of a government's leasing arrangements.

GASB Statement No. 89 - Accounting for Interest Cost Incurred before the End of a Construction Period

Summary

The objectives of this Statement are (1) to enhance the relevance and comparability of information about capital assets and the cost of borrowing for a reporting period and (2) to simplify accounting for interest cost incurred before the end of a construction period.

This Statement establishes accounting requirements for interest cost incurred before the end of a construction period. Such interest cost includes all interest that previously was accounted for in accordance with the requirements of paragraphs 5–22 of Statement No. 62, Codification of Accounting and Financial Reporting Guidance Contained in Pre-November 30, 1989 FASB and AICPA Pronouncements, which are superseded by this Statement. This Statement requires that interest cost incurred before the end of a construction period be recognized as an expense in the period in which the cost is incurred for financial statements prepared using the economic resources measurement focus. As a result, interest cost incurred before the end of a construction period will not be included in the historical cost of a capital asset reported in a business-type activity or enterprise fund.

This Statement also reiterates that in financial statements prepared using the current financial resources measurement focus, interest cost incurred before the end of a construction period should be recognized as an expenditure on a basis consistent with governmental fund accounting principles.

Future Accounting Standard Changes (Continued)

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2019. Earlier application is encouraged. The requirements of this Statement should be applied prospectively.

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by providing users of financial statements with more relevant information about capital assets and the cost of borrowing for a reporting period. The resulting information also will enhance the comparability of information about capital assets and the cost of borrowing for a reporting period for both governmental activities and business-type activities.

GASB Statement No. 91 - Conduit Debt Obligations

Summary

The primary objectives of this Statement are to provide a single method of reporting conduit debt obligations by issuers and eliminate diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. This Statement achieves those objectives by clarifying the existing definition of a conduit debt obligation; establishing that a conduit debt obligation is not a liability of the issuer; establishing standards for accounting and financial reporting of additional commitments and voluntary commitments extended by issuers and arrangements associated with conduit debt obligations; and improving required note disclosures.

All conduit debt obligations involve the issuer making a limited commitment. Some issuers extend additional commitments or voluntary commitments to support debt service in the event the third party is, or will be, unable to do so.

An issuer should not recognize a conduit debt obligation as a liability. However, an issuer should recognize a liability associated with an additional commitment or a voluntary commitment to support debt service if certain recognition criteria are met. As long as a conduit debt obligation is outstanding, an issuer that has made an additional commitment should evaluate at least annually whether those criteria are met. An issuer that has made only a limited commitment should evaluate whether those criteria are met when an event occurs that causes the issuer to reevaluate its willingness or ability to support the obligor's debt service through a voluntary commitment.

This Statement also addresses arrangements - often characterized as leases - that are associated with conduit debt obligations. In those arrangements, capital assets are constructed or acquired with the proceeds of a conduit debt obligation and used by third-party obligors in the course of their activities. Payments from third-party obligors are intended to cover and coincide with debt service payments. During those arrangements, issuers retain the titles to the capital assets. Those titles may or may not pass to the obligors at the end of the arrangements.

This Statement requires issuers to disclose general information about their conduit debt obligations, organized by type of commitment, including the aggregate outstanding principal amount of the issuers' conduit debt obligations and a description of each type of commitment. Issuers that recognize liabilities related to supporting the debt service of conduit debt obligations also should disclose information about the amount recognized and how the liabilities changed during the reporting period.

Effective Date and Transition

The requirements of this Statement are effective for reporting periods beginning after December 15, 2020. Earlier application is encouraged.

Future Accounting Standard Changes (Continued)

How the Changes in This Statement Will Improve Accounting and Financial Reporting

The requirements of this Statement will improve financial reporting by eliminating the existing option for issuers to report conduit debt obligations as their own liabilities, thereby ending significant diversity in practice. The clarified definition will resolve stakeholders' uncertainty as to whether a given financing is, in fact, a conduit debt obligation. Requiring issuers to recognize liabilities associated with additional commitments extended by issuers and to recognize assets and deferred inflows of resources related to certain arrangements associated with conduit debt obligations also will eliminate diversity, thereby improving comparability in reporting by issuers. Revised disclosure requirements will provide financial statement users with better information regarding the commitments issuers extend and the likelihood that they will fulfill those commitments. That information will inform users of the potential impact of such commitments on the financial resources of issuers and help users assess issuers' roles in conduit debt obligations.

⁽¹⁾ Note. From GASB Pronouncements Summaries. Copyright 2020 by the Financial Accounting Foundation, 401 Merritt 7, Norwalk, CT 06856, USA, and is reproduced with permission.

* * * * *

Restriction on Use

This communication is intended solely for the information and use of City Council, management and the Minnesota Office of the State Auditor and is not intended to be and should not be used by anyone other than these specified parties.

Our audit would not necessarily disclose all weaknesses in the system because it was based on selected tests of the accounting records and related data. The comments and recommendations in the report are purely constructive in nature, and should be read in this context.

If you have any questions or wish to discuss any of the items contained in this letter, please feel free to contact us at your convenience. We wish to thank you for the opportunity to be of service and for the courtesy and cooperation extended to us by your staff.



ABDO, EICK & MEYERS, LLP
Minneapolis, Minnesota
May 6, 2021



To: Mayer Lagergren and Council Members
 From: Karen Hallquist and Angela Brumbaugh
 Date: May 10, 2021
 Subject: Lifeguard appointments for 2021

We have met with each of our 2021 lifeguard applicants for the 2021 season. We are lucky to have Cambria Jacobs who is certified as a Water Safety Instructor (WSI) Trainer. This means all of our lifeguards can get the training they need right here in Norwood Young America (with some of the training being online). This will be an approximate savings of \$3,000 for training our lifeguards.

We have eight returning Lifeguards and four new lifeguards. The returning Lifeguards have all been moved up one step. The new lifeguards are at Grade 1 (Lifeguard) step one.

Our intent is to be open Memorial weekend. Any of the Lifeguards that have previously been certified will start at Grade 1 (Lifeguard), upon satisfactorily completing the WSI training they will be moved to Grade 2 (WSI). This will be with the start of swimming lessons on June 14th. The new Lifeguards would have to start after finishing their training, which would give them a start date of June 14th. As we pay for the training for the Lifeguards and WSIs, we do not pay them an hourly wage until they are certified and working.

We do have a Manager selected and Assistant Manager which are shown below:

| Name | Grade/ Step | Lifeguard Pay Rate | Grade/Step After WSI Training Completion | WSI Pay Rate | Job Title | Start Date |
|-----------------|----------------|-----------------------|---|-----------------|---------------------------------------|---|
| Barr, Meghan | 1 / 1 | 11.39 | n/a | n/a | Lifeguard | 06/14/2021 |
| Beneke, Josie | 1/ 1 | 11.39 | n/a | n/a | Lifeguard | 06/14/2021 |
| Hill, Sawyer | 1/ 1 | 11.39 | n/a | n/a | Lifeguard | 06/14/2021 |
| Jacobs, Caydra | 1/ 1 | 11.39 | n/a | n/a | Lifeguard | 06/14/2021 |
| Coffell, Lucy | 1/ 4 | 12.27 | 3/ 4 | 13.53* | Assistant Manager * /Lifeguard/WSI | 05/29/2021 *06/14/2021 upon completion of WSI |
| Fritz, Allison | 1/ 3 | 11.97 | 2/ 3 | 12.57* | Lifeguard/WSI | 05/29/2021 *06/14/2021 upon completion of WSI |
| Hill, Alexis | 1/ 3 | 11.97 | 2/ 3 | 12.57* | Lifeguard/WSI | 05/29/2021 *06/14/2021 upon completion of WSI |
| Jacobs, Cambria | 4 / TBD | TBD | 4/ TBD | TBD | Manager/Lifeguard /WSI | 05/29/2021 |
| Lee, Kara | 1/ 2 | 11.68 | n/a | n/a | Lifeguard/WSI | 05/29/2021 |

| | | | | | | |
|------------------|------|-------|------|--------|---------------|---|
| Molva, Bennet | 1/ 2 | 11.68 | 2/ 2 | 12.26* | Lifeguard/WSI | 05/29/2021 * 06/14/2021 upon completion of WSI |
| Smith, Lauren | 1/ 2 | 11.68 | 2/ 2 | 12.26* | Lifeguard/WSI | 05/29/2021 * 06/14/2021 upon completion of WSI |
| Willems, Adeline | 1/ 2 | 11.68 | 2/ 2 | 12.26* | Lifeguard/WSI | 05/29/2021 * 06/14/2021 upon completion of WSI |

In the event we need an Assistant Manager on duty, we would appreciate having the authorization that the Lifeguard chosen will receive Assistant Manager (Grade 3) pay during their time as Assistant Manager. The step would stay the same as they are currently receiving.

Recommended Motion:

Approve the Lifeguards listed, start dates, and hourly rate with any increases contingent on completing the certification required.



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: May 10, 2021

SUBJECT: Approval of Central High School Student Underpass Artwork Proposals

Artwork proposals were submitted by Central High School students for the underpass artwork project and shared at the Council work session on April 26, 2021. The theme of the project is "Kindness, Community & Current Events." Council members were asked to review the proposals and provide any feedback of concern to City staff following the work session.

Staff continues to request updates on the MnDOT Art on Trunk Highway application process. The goal for the students to start painting their murals was Wednesday, May 12, 2021. If the MnDOT approval does not come through by that date, staff has proposed a "Plan B" to Superintendent Tim Schochenmaier and Art Instructor Ashley Williams:

- The City will provide 4x4' plywood boards to the school for the students to paint their murals on
- The City will provide the anti-graffiti coating on the finished murals
- The City will hang the finished murals securely on the outside fencing at the West Carver Community Pool (picture below)
- It would also be requested for the backs of the plywood to be painted a solid color so there would be a decorative element for visitors viewing from the pool/pool deck – these can be hung up year after year



Once MnDOT gives approval for the project, it is the hope that the students would be able to paint their mural in the underpass. City Council will have to discuss how exactly this could happen with supervision by Ms. Williams and a contractor arrangement.

Action

Motion to approve the twelve (12) Central High School Student Underpass Artwork Proposals for the 2021 Highway 212 Underpass Artwork Project.

Motion to approve "Plan B" Underpass Artwork Project of securing student murals to the fencing at West Carver Community Pool if MnDOT does not give timely approval for the Underpass Artwork Project.



To: Mayer Lagergren and Council Members
From: Angela Brumbaugh, City Clerk/Treasurer
Date: May 10, 2021
Subject: Liquor License Renewals for 2021-22

The City's liquor licenses will renew on July 1, 2021. A list of current licenses is listed below for City Council review and approval contingent upon receipt of all required documentation, fees, and sheriff's department approval. At this time, the applicants have submitted their paperwork, fees, and insurance documentation.

The Carver County Sheriff's Office will review all applications for any violations before they are sent to the Alcohol and Gambling Enforcement Division of the State for approval.

| APPLICANT | LICENSE TYPE |
|-------------------------|---|
| <i>Gasthouse</i> | <i>Off-Sale Liquor, Sunday Liquor, & On-Sale Liquor</i> |
| <i>Good Time</i> | <i>Off-Sale Liquor</i> |
| <i>Lazy Loon Lanes</i> | <i>Off-Sale Liquor</i> |
| <i>Holiday</i> | <i>Off-Sale 3.2 Beer</i> |
| <i>Northside Grill</i> | <i>On-Sale Liquor</i> |
| <i>Last Call Too</i> | <i>Off-Sale Liquor</i> |
| <i>Kwik Trip</i> | <i>Off-Sale 3.2 Beer</i> |
| <i>Mid-Town</i> | <i>Wine, On-Sale</i> |
| <i>Norwood Baseball</i> | <i>On-Sale 3.2 Beer</i> |
| <i>Pour House Pub</i> | <i>Off-Sale, Sunday Liquor, On-Sale Liquor, 2 am Close</i> |
| Young America Baseball | On-Sale 3.2 Beer |

Recommended Motion:

Approve the liquor license applications as listed, contingent on receipt of all required documentation, fees, and Sheriff's department approval.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 10, 2021

SUBJECT: Mau Cemetery Monuments Restoration

The City solicited from three contractors to conduct monument restoration at Mau Cemetery. Proposed is to restore 45 monuments. To date, the City has received one quote and that quote was from:

K & D Monuments \$11,925.00

Included with K & D's quote is a description of their methodology for creating new foundations and restoring the monuments. Creating new foundation for the larger monuments will be more involved. The following is a description of that process:

1. Lift the monument and clean the bottom
2. Especially for the larger cemetery monuments, the original foundations are several feet deep. Part of the existing foundation will be removed by digging and chiseling until they get to a solid foundation. Dirt may be added to level prior to pouring cement.
3. Depending on the monument, wet or dry mix cement will be utilized, to create the new foundation. The new foundation will be 4" thick with a 6" margin around the monument.
4. The monument will set on the new foundation.
5. Some monuments are broken and will be restored using pins and epoxy which will match the stone as closely as possible.

K & D Monuments states in their quote that they can have the project completed by August 9th.

Enclosures included with this memo:

1. K & D Monuments quote
2. City Request for Quotes and Addendum No. 1

The City does not have an existing fund for the Mau Cemetery. The Council could agree to amend General Fund budget to include this project.

Recommended Motion: Motion to accept K & D Monuments quote of \$11,925.00 for monument restoration at Mau Cemetery.

Norwood Young America

CONTRACTOR'S QUOTE

Company name: K & D Maint.

Contact Person: Ken Otto

Title: Owner

Address: 1135 Ross Ave St Paul mn 55106

Phone Number: 651 269 2191

Quote: \$ 11,925.00

Scope of Work Completion Date: Aug 9 2021

Signature: Ken Otto

Date: 5/4/2021

Raise + Level monuments

clean out any loose debris

ADD sackcrete to level out monument

Reset monument and ReJoint with set Right

EPOXY Any Joints that Require EPOXY

Tablets that need to be Pieced together will be

Poured in concrete and Installed up Right.

Insurance will be Provided Before Start of Any work



REQUEST FOR QUOTE

CEMETERY MONUMENTS RESTORATION 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 restoration of cemetery monuments in a City owned cemetery (Mau Cemetery). The cemetery is located on the northeast side of Norwood Young America. Attached is a location map.
- B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quote is **12:00 p.m., Wednesday, May 5, 2021.**
City of Norwood Young America
Attention: Steve Helget
P.O. Box 59
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:
Steve Helget
City Administrator
P.O. Box 59
Norwood Young America, MN 55368
(952) 467-1805
cityadmin@cityofnya.com

II. SCOPE OF WORK

A. Project Particulars

- Quotes are being solicited for the restoration of 42 cemetery monuments. See attached pictures. All monuments have been numbered on the pictures and on a lath stake located next each monument.
- The City reserves the right to reduce the number of monuments restored due to budgeting constraints or other reasons.

B. Subgrade Excavation

- For all monuments excavate existing foundation at least 4" deep
- Cut around hill sides as needed to make level
- Add dirt as needed and level prior to pouring/setting concrete foundation
- Perform additional excavation as needed to match existing grade

C. Concrete Specifications

- Concrete must be placed on clean, dry, compacted base
- Pour concrete foundation 4" thick and create a 6" margin around the monument
- Place concrete foundation so level with existing grade
- Concrete foundation may be poured on site or precast

D. Monument Repair

- For broken monuments, restore by utilizing pins, epoxy, silicone, etc. as needed
- Compound product shall match the stone so as not to be visible

E. Other Requirements

- For concrete poured on site, contractor shall provide rain protection if rain is anticipated during or within 24-hours of placement
- Contractor is responsible for protecting concrete from pedestrian traffic, graffiti, vandalism, etc. for the first 24-hours after placement

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

Contractor shall provide with their quote a completion date of the scope of work. The City desires to have the scope of work completed by August 24, 2021.

V. CONTRACTOR WARRANTY

Contractor shall warrant their workmanship.

VI. CITY RESPONSIBILITIES

City shall provide dirt/fill as needed.

VII. 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.

VIII. QUOTE

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

IX. RIGHT TO REJECT QUOTES

The City reserves the right to reject any and all quotes received.

X. 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: \$ _____

Scope of Work Completion Date: _____

Signature: _____

Date: _____



REQUEST FOR QUOTES

**CEMETERY MONUMENTS RESTORATION
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:

1. Three additional cemetery monuments are being added to the restoration list. See attached pictures. The new total number of monuments to be restored is 45.
2. Contractor's may choose the option of utilizing a dry or wet cement mix for the new monument foundations. Quotes should be submitted according to the option (see attached Contractor's Quote sheet).
3. Attach with your quote a general description of your method for creating new foundations and restoring the monuments.

Utilize the updated Contractor's Quote sheet attached hereto for submitting your quote.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

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

Wet Cement Quote: \$ _____

Dry Cement Quote: \$ _____

Signature: _____

Date: _____



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 10, 2021

SUBJECT: Award Quote for Wilson Street Sidewalk Installation Project

The City solicited quotes for the installation of a concrete sidewalk, in a one block area, on the south side of Wilson Street between Morse and Union Streets. Two quotes were solicited and received.

Based on reference checks and positive past experience with other City jobs, staff recommends hiring Jensen Decorative Concrete. The difference in the two quotes is nominal.

Other project costs include:

- Removal of small garage – approximately \$1,000
- Installation of a streetlight - \$10.00 - \$12.00 per month usage fee

The Wilson Street sidewalk installation project is included in the 2021 Capital Project/Equipment Plan and \$30,000 has been budgeted.

Recommended Motion:

Motion to award the Wilson Street Sidewalk Installation Project to Jensen Decorative Concrete, Inc. for \$23,780.00.

Norwood Young America

Sidewalk Project

City of Norwood Young America

Wilson Street Sidewalk

April 2021



H:\NCTA\CL1235710 - misc\2020 Sidewalk - 212 Trail\Fig-035710-Sidewalk-212 Trail Connection-2-Rev.dwg 4/15/2021 10:01 AM



| | |
|--|--------------------------------------|
| | PROPOSED 5' CONCRETE SIDEWALK |
| | PROPOSED 5' BOULEVARD |
| | EXISTING TRAIL TO KEHRER PARK |
| | EXISTING POWER POLES |
| | EXISTING WATER SERVICES |

30-30 Concrete, inc
 250 Industrial Blvd
 Young America, MN
 55397
 9525649357
 Phone #

Estimate

| Date | Estimate # |
|-----------|------------|
| 4/21/2021 | 2104 |

| Name / Address |
|---|
| City of NYA Tony Voigt P.O Box 59 NYA Mn 55397 |

| P.O. No. | Terms |
|----------------|------------------|
| Willson Street | Good for 15 days |

| Item | Description | Qty | Rate | Total |
|-------------------------------------|--|-------------|----------|----------|
| Sidewalk | 312x5=1560 sq ft broom finish 4500 psi concrete 4" rebar #3 2' on center | 1,560 | 6.00 | 9,360.00 |
| Sidewalk | 22x5=110 sq ft broom finish 4500 psi concrete 4" rebar #3 2' on center | 110 | 6.00 | 660.00 |
| Steps | 2 steps | 2 | 125.00 | 250.00 |
| Approach | 2-283 sq ft broom finish 4500 psi concrete 6" rebar #3 2' on center | 283 | 6.75 | 1,910.25 |
| Curb/Gutter | 14 Lf | | 700.00 | 700.00 |
| Ramp | One ramp | 1 | 300.00 | 300.00 |
| Tear Out And Disp... | Of concrete, dirt, sod and place 6" of class five to pour concrete | | 9,500.00 | 9,500.00 |
| Questions call or text 952-564-9357 | | Total | | |
| | | \$22,680.25 | | |

Jensen Decorative Concrete, Inc.
 519 west elm street
 norwood, MN 55368 US
 (952) 210-2692
 jensendecorativeconcrete@gmail.com



Estimate

ADDRESS

Wilson Street Sidewalk Project
 310 Elm Street W
 NYA, MN 55368

ESTIMATE # 1715

DATE 11/16/2020

ACTIVITY

Excavation

Excavation of existing soils and granular base material hauled in.

Dig out the sidewalk for installation.

Additional excavation may be needed to make property grades.

Concrete-Plain Broom Finish

Concrete to be poured 4" thick with a 4500psi exterior mix design with plain broom finish concrete. #3 rebar to be placed 2' on center. Control joints to be placed as necessary.

*** sidewalk 310'x5' of sidewalk to be installed

*** 22'x5' sidewalk and step to be replaced at the century link building

Concrete-Concrete Curb

Concrete curb to be install per city or plan specifications

Installed 15 linear feet of curb in front of the abandoned garage.

17 feet of curb removal to install ADA compliance sidewalk ramp.

Sod Repair and Irrigation Damage

Not responsible for sod repair or irrigation damage during construction.

Down Payment

50% Down Payment required prior to project scheduling. Project balance due upon completion.

Warranty and Disclaimer

Warranty on workmanship only. No warranty against cracking, settling, popping of rocks, spalling, scaling or any other defect within the product itself. We do our very best to provide the highest quality of workmanship but we can not warranty what we cannot control such as cracks and settling and flaws in any third party product.

***Freeze/Thaw cycles can be very damaging to concrete products, it is to be

| QTY | RATE | AMOUNT |
|-------|----------|-----------|
| 1 | 5,000.00 | 5,000.00 |
| 1,660 | 8.00 | 13,280.00 |
| 1 | 5,500.00 | 5,500.00 |
| 1 | 0.00 | 0.00 |
| 1 | 0.00 | 0.00 |
| 1 | 0.00 | 0.00 |

ACTIVITY

QTY

RATE

AMOUNT

understood that flaws can and will appear due to local weather environments. Sealers can protect from outside damages such as freeze/thaw cycles and ice melting chemicals but they make no guarantees on concrete projects.
 ***It is to be noted and understood that decorative/topical sealers can and will be slippery in some applications. Traction additive is recommended with certain sealers.

TOTAL

\$23,780.00

Accepted By

Accepted Date



REQUEST FOR QUOTE

WILSON STREET SIDEWALK 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 a concrete sidewalk, in a one block area, on the south side of Wilson Street between Morse and Union Streets, Norwood Young America, Minnesota.
- B. Quotes submitted must provide complete information as indicated in this request.
Deadline for submitting quote is **12:00 p.m., Thursday, April 22, 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. Project Particulars
- 5-foot-wide sidewalk with a 5-foot-wide boulevard (grass area between sidewalk and curb)
 - Pedestrian ramp will be installed at the intersection of Wilson & Union Streets
 - Pedestrian ramp will include a built in 2' x 4' Truncated Dome ADA pad
- B. Excavation
- Excavate existing soils and haul in Class 5 granular base
 - Sidewalk 4" aggregate base, driveway areas 6" aggregate base
 - Perform additional excavation as needed to match property grades
- C. Concrete Specifications
- Concrete must be placed on clean, dry, compacted aggregate base
 - Install approximately 312 feet of sidewalk. Contractor is responsible measuring exact project area and determining necessary materials to complete project
 - Pour concrete sidewalk 4" thick with 4500 psi strength
 - Pour driveway areas 6" thick with 4500 psi (two driveways 12 feet wide each)
 - Concrete mix number 3FS2 (or approved equal). Contractor shall submit mix design to City. MnDOT Spec 3137 shall apply to coarse aggregate used in cement
 - Install No. 3 rebar to be placed 2' on center
 - Place control joints as needed
 - Broom finish concrete
 - Apply sealant to finished concrete

Concrete Specifications Cont.

- Replace 22' x 5' sidewalk and step at Century Link building (217 Wilson St. W.) and blend in with property grade
- Remove driveway apron in front of small shed/garage. Install curb & gutter per City specifications
- Sidewalks and pedestrian ramp are required to meet ADA requirements and MnDOT standards
 - Sidewalks through driveways – see attached specifications
 - Pedestrian ramp – see attached specifications
 - Truncated dome – see attached Approved/Qualified Projects
- Sidewalk shall be sloped toward the back of the curb and be installed higher than the back of the curb

D. Other Requirements

- Rain protection is required if rain is anticipated during or within 24-hours of placement
- Contractor is responsible for protecting concrete from pedestrian traffic, graffiti, vandalism, etc. for the first 24-hours after placement

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 **July 31, 2021**.

V. CONTRACTOR WARRANTY

Contractor shall warrant their workmanship.

VI. GOPHER STATE ONE CALL

Contractor will be responsible for Gopher State One Call locates.

VII. CITY RESPONSIBILITIES

- City will notify property owners of project commencement and that the new sidewalk and driveways cannot be driven over for 7-days after placement of sidewalk.
- City shall remove small shed/garage prior to sidewalk installation work commencing.

VIII. 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.

IX. QUOTE

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

X. RIGHT TO REJECT QUOTES

The City reserves the right to reject any and all quotes received.

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: \$ _____

Signature: _____

Date: _____



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 10, 2021

SUBJECT: City Council Strategic Planning Session Facilitator Quotes

At the April 26th regular City Council meeting, the Council authorized soliciting quotes from two firms to provide facilitation services for the strategic planning session. The following quotes were received from the two firms solicited from:

1. Richard Fursman, HueLife \$4,000
2. Bart Fischer, WSB Engineering \$10,000

Based on conversations with Richard Fursman, a reference from another Carver County city, and their lower quote, staff recommends accepting the quote from HueLife to facilitate the planning session.

Enclosures included with this memo:

1. HueLife and WSB Engineering quote proposals
2. City Request of Quote

Proposed is to consider holding the strategic planning session on May 17, 19, 25, or 26.

Recommended Motion:

Motion to accept the quote from HueLife in the amount of \$4,000.00 to facilitator of the Strategic Planning Session.

Norwood Young America

Date: May 5, 2021

Company name: HueLife

Contact Person: Richard Fursman

Title: Senior Consultant/Co-owner

Address: 5775 Wayzata Blvd #700, St Louis Park, MN 55416

Phone Number: (651) 338.2533

Quote: \$4,000

Signature:



Brief Introduction

Richard has 30 years of senior management and consulting experience in local, county, and state government, non-profit and private industry. He has facilitated over 300 groups in the areas of strategic planning, economic development strategies, team building, project management and many others. Richard also provides consulting and facilitation services on a variety of Organization Development project that involve board development and governance, change management, recruiting senior staff, and project design. Additionally, Richard provides guidance on community outreach and engagement through the development of staff and engagement strategies with community partners.

Richard started his professional career as a Community Economic Development Specialist with the State of Minnesota. He moved on to work in rural and suburban Minnesota in the role Director of Economic Development (Watonwan County and the City of Elk River). Richard then served as City Administrator/Manager of Osseo, Andover, and Maplewood over the next 17 years.

Richard is Co-founder of HueLife, a facilitation and training company that specializes in providing and teaching the art and science of effective facilitation. His academic journey includes: BA Economics [St. Thomas University]: MA Urban and Regional Studies [Minnesota State, Mankato]: Doctorate in Organization Development [University of St. Thomas]

A Sample of Communities Served by Huelife, LLC.

Country of Ukraine – Peace Summit (July 4/5, 2014) Kiev, Ukraine (270+ Participants)
City of Bloomington, MINNESOTA– City Council Retreat
City of Brooklyn Park, MINNESOTA- Organization Alignment, Strategic Planning, Employee and Civic Engagement
Geneseo, ILLINOIS– School District – Community Engagement Workshops/Strategic Planning
City of West Des Moines, IOWA – Strategic Planning
NAUKMA University, Kiev, UKRAINE – Reorganization of Economics Department
City of Eureka, CALIFORNIA - Strategic Planning
City of Cloquet, MINNESOTA – Strategic Planning and Governance
City of Electra, TEXAS – Strategic Planning, Community Engagement
City of Canton, SOUTH DAKOTA – Strategic Planning
City of Norfolk, NEBRASKA – City Strategic Planning
Medtronic, Boston, MASSACHUSETTS and MPLS. MN – HR Department Training
Hinckley Casino, MINNESOTA – HR Department – Facilitation Training
Hennepin County, MINNESOTA – Supervisory Training and Employee Engagement Workshops, Facilitation Training
City of Vasilkiv, Ukraine – Organization Analysis
City of Petersburg, ALASKA – Police Department Review and Police Chief Search
City of Falcon Heights: MINNESOTA Human Rights Commission Action Planning
City of Edina, MINNESOTA: Environmental Commission Strategic Planning
City of Oak Park Heights, MINNESOTA- Board Governance Session
City of Victoria, MINNESOTA: City Council Goal Setting
City of Roseville, MINNESOTA: Human Rights Commission, Board Development
City of Medina, MINNESOTA – Leadership Transition Program
City of Boryspil, UKRAINE – Civic Engagement and Strategic Planning
City of Wyoming, MINNESOTA – Strategic Planning
City of Worthington, MINNESOTA – Community Engagement & Strategic Planning
City of Crystal, MINNESOTA – Employee Effectiveness and Team Building
City of Bayport, MINNESOTA – Employee Effectiveness, Strategic Planning, Organization Analysis, Performance Evaluation
Hennepin County, MINNESOTA – Medical Center, HR Department Formation
Ramsey County, MINNESOTA – Health Department , Action Planning
City of Robbinsdale, MINNESOTA – Strategic Planning, Board Development
City of Hopkins, MINNESOTA – Civic Engagement
City of Golden Valley, MINNESOTA – Human Rights Commission - Participatory Assessment
City of Oelwein, IOWA – Strategic Planning
City of Prairie City, IOWA – Strategic Planning and Governance
City of St. Cloud, MINNESOTA - Economic Development Authority Strategic Planning, City Council Governance and Team Building Session, City Strategic Planning
Barron County, WISCONSIN – Countywide Community Engagement and Visioning Process
American Planning Association – Visioning and Strategic Planning
City of Stillwater, MINNESOTA – Strategic Planning Retreats
Edina Community Education, MINNESOTA – Team Development



A PROPOSAL FOR

2021 Strategic Planning Process

FOR THE CITY OF NORWOOD YOUNG AMERICA

May 5, 2021

Steve Helget, City Administrator
City of Norwood Young America



RE: Supplemental Agreement to Provide the City of Norwood Young America with a 2021 Strategic Planning Process

Dear Steve,

The City of Norwood Young America desires to conduct an engaging and participatory discussion with the city council and staff leadership team in order to define commercial/industrial development priorities and identify financial objectives and potential solutions. As you have stated, growth and development are coming to Norwood Young America, the challenge is in how to prepare for it.

The City of Norwood Young America will benefit from a partnership with WSB in the strategic planning process because of Bart's experience as a public administrator, Kim Lindquist's experience as a public sector community development director, and the team's ability to guide Norwood Young America toward creation of a positive future for the community.

In addition, Norwood Young America will benefit from a deep and talented pool of experienced municipal team members at WSB. If needed, Kim and Bart can tap into the resources and experience of former city engineers, public works directors, city planners and economic development practitioners. Also, with areas of expertise in public engagement, technology platforms, asset management and other areas supporting municipal functions, our team can enhance and provide a smooth and effective process for the City of Norwood Young America.

Finally, through the relationships built during this process, we can continue to partner with you and the City of Norwood Young America throughout the year by providing regular check-ins as needed. A formal end of the year follow up and evaluation to see if the city was able to effectively act on developed goals and priorities will occur.

The enclosed proposal reflects our understanding of the partnership, process and outcome envisioned by you for the City of Norwood Young America's Strategic Planning Process. I look forward to working with you, Steve, and am eager to present the attached understanding, approach, deliverables and experience. If you have any questions or need to discuss anything further, please contact Bart Fischer at 651.485.1839 or bfischer@wsbeng.com.

Sincerely,

WSB

A handwritten signature in black ink, appearing to read "Bart Fischer", written over a horizontal line.

Bart Fischer
Project Manager / Senior Public Administrator



TABLE OF CONTENTS

| | |
|----------------------------------|---|
| Firm Overview..... | 1 |
| Understanding & Approach | 2 |
| Key Personnel & Experience | 4 |
| Proposed Fee..... | 7 |

Firm Overview



Forge ahead.

WSB is a design and consulting firm specializing in engineering, community planning, environmental, and construction services. Together, our staff improves the way people engage with communities, transportation, infrastructure, energy and our environment. We offer services that seamlessly integrate planning, design and implementation.

We share a vision to connect your dreams for tomorrow to the needs of today—the future is ours for the making.

500+

STAFF

30+

SERVICE AREAS

15

OFFICES

5

STATES

Alternative Project Delivery | Biogas | Bridges & Structures | City Engineering | Community Planning | Constructability Review | Construction Materials Testing & Special Inspection | Contractor Modeling | Drinking Water | Economic Development | Environmental Compliance | Geohazard Risk Management | Geospatial | Geotechnical Engineering | GIS Services | Grants & Funding | Health & Safety Compliance | Intelligent Transportation Systems | Investigation & Remediation | Land Development | Landscape Architecture | Managed Services | Natural Resources | Pavement Management | Pipeline | Project Management & Construction Administration | Public Engagement | Public Works Management | Right of Way | Roadway Design | Smart Cities | Solar | Survey | Technology Solutions | Traffic Engineering | Transit Planning | Transportation Planning | Urban Design | Vibration Monitoring | Visualizations | Water Resources | Water Reuse | Wind



Understanding & Approach

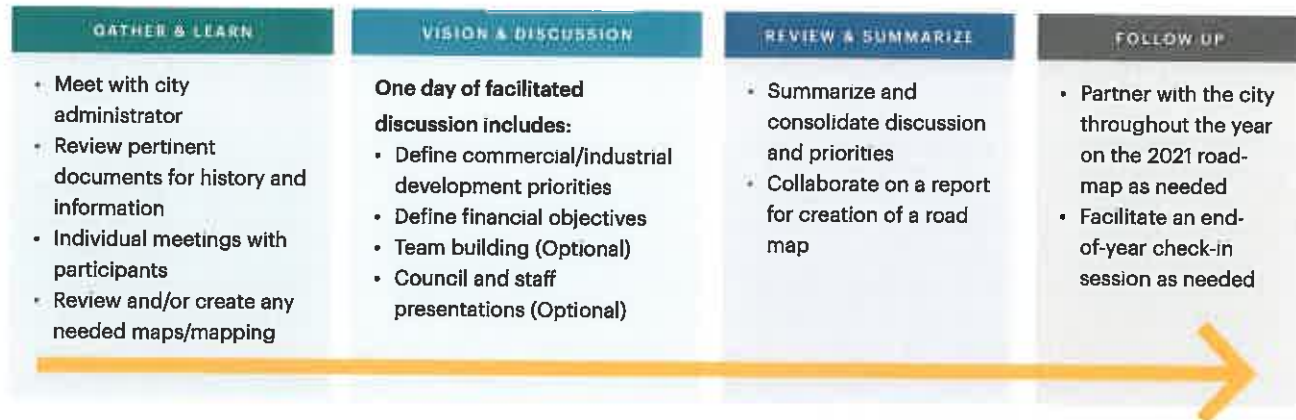
Project Understanding

It is WSB's understanding that the City of Norwood Young America is seeking to contract with WSB and Bart Fischer to partner on an engaging and participatory strategic planning process. This process will provide the city council and staff leadership team with the opportunity to identify and define commercial/industrial development priorities and identify financial objectives and potential solutions.

The proposed process will contain a combination of individual, introductory meetings with participants along with a full-day, four to six hour, facilitated session. The session will incorporate discussion around commercial/industrial development priorities including: prioritizing types of businesses and the filling of empty buildings and vacant lots, the build out of current zoning districts and possible expansion of districts, discussion around amending the zoning code, and focusing on development rates, fees and incentives. In addition, conversations will be had around the definition of financial objectives including: determining a minimum General Fund reserve balance and defining acceptable uses for the fund balance. These uses might include: spend-down of street reconstruction projects prior to bonding, creation of commercial/industrial business incentive programs, and/or defining and saving for a "rainy day". The session will take place in person with an exact date and time to be determined.

Optional portions of the day's agenda could include a short team-building exercise as well as a five-minute presentation from the city council and/or staff regarding their expectations for the day and future. These presentations can provide valuable background information for strategic efforts and processes. Regarding the final work product, the desire is that a summary and list of the goals, priorities and discussions be provided so that city staff can work with the city council and WSB as needed to build a work plan for the future.

WORKFLOW



Approach

Bart Fischer and Kim Lindquist will **gather information** by meeting with the city administrator to set expectations, review pertinent documents for history and information, and conduct individual meetings or phone calls with process participants. Any mapping or other visuals such as, zoning maps, property information, aerial maps, building information, necessary for the strategic planning process as determined by the city administrator can be compiled or created by WSB.

The **visioning process** will incorporate a full day facilitated discussion session with Bart Fischer and Kim Lindquist. This session will include discussions to define commercial/industrial development priorities and identify financial objectives. Recommended activities also include a team building exercise and short presentations by the city council and city staff regarding their expectations for the future of the community.

After the facilitated discussions are complete, Bart and Kim will work with the city administrator to **provide a summary** of the discussions, goals, priorities and metrics from the visioning process in a form that is best for the city administrator, council and staff to effectively create a work plan and road map for the City of Norwood Young America.

Also, Bart and Kim will work with the City of Norwood Young America throughout the year as needed and are available to facilitate a **follow up** session at the end of the year to evaluate the effective implementation of the 2021 Strategic Plan goals and priorities. This effort will be beneficial for tracking progress and lessons learned throughout 2021 and will also set the table for 2022 and beyond.

DELIVERABLES

A strategic planning process for the City of Norwood Young America that will provide a framework for an **engaging and participatory** discussion with the city council and staff leadership team in order to define commercial/industrial development priorities and identify financial objectives. This will be accomplished through a combination of individual meetings, information sharing, and facilitated discussions.

- As part of the process, one day of facilitated discussions.
- A consolidated summary report of the discussions, goals and priorities in a format that can be easily used by the city to create and execute a road-map for Norwood Young America's future.



Key Personnel & Experience

By selecting WSB, you are also selecting the vast experiences of current and former city planners, city engineers and public works directors. As needed, Bart Fischer and Kim Lindquist can tap into the resources of other WSB team members. Key staff resumes are on the following pages.





Bart Fischer

PROJECT MANAGER



Bart Fischer has over two decades of experience in public administration. Throughout his tenure, he's worked in four Minnesota communities as the city or assistant city administrator. Bart joined our firm in 2019 as a senior public administrator and focuses on lending his public service expertise to our clients. Bart is well-known in our industry as a strategic leader with a passion for developing deep relationships with his partners and clients. Through this approach, he's worked with many communities to develop common themes and goals that support their missions and help better prepare them for future challenges.

SERVICE GROUP:

Municipal

EDUCATION:

Masters of Public and
Non-Profit Administration,
Metropolitan State
University, 2003

Bachelor of Arts, Social
Science, University of
Northwestern-St Paul, 1997

MEMBERSHIPS & RECOGNITIONS:

ICMA & MCMA
Credentialed Manager &
Member

MCMA President

League of MN Cities
Member & Active
Committee Participant

Technology of Participation
(MnTOP) Training

Strategic Planning Experience

Bart has experience in and been a part of strategic planning sessions in every community he has worked. These processes have ranged from half-day sessions of facilitated discussion to multi-day retreats where mission, vision, priorities and goals were established. Bart's involvement in strategic planning processes, provide him with a unique perspective and ability to both facilitate strategic discussions while still understanding the needs, desires and emotions of the process participants. In addition, a significant portion of a city administrator/managers role is to facilitate and coalesce the individual priorities of the mayor/council and staff leadership team into a realistic direction for the city to pursue. Bart's experience as a city administrator will benefit the City of Norwood Young America in seeking a clear and efficient direction for the city.

City Strategic Planning Experiences:

LOCATION: CITY OF FAIRMONT, MN

DESCRIPTION: Facilitated and led the 2021 City of Fairmont Strategic Planning Process with the city council and staff leadership team.

LOCATION: CITY OF CARVER, MN

DESCRIPTION: Facilitated and led the two day 2021 City of Carver Strategic Planning Effort with the city council and department heads.

LOCATION: CITY OF CHASKA, MN

DESCRIPTION: Two-day, consultant facilitated retreat with council and staff leadership team to set mission, vision, goals, priorities.

LOCATION: CITY OF OAKDALE, MN

DESCRIPTION: Multi-day/meeting process over a 60 day period, facilitated by a consultant. Participants included the council and staff leadership team. Objective was to build relationships with newly elected council members and coalesce individual goals and priorities into a shared vision.



Kim Lindquist, AICP

COMMUNITY & ECONOMIC DEVELOPMENT



Kim is a planning professional with over 30 years of experience overseeing a variety of complex planning projects that would be appropriate for local communities. Kim worked in high growth communities working with developers and the public on entitlements for residential development and business attraction to the city. While in Rosemount, she worked on the UMORE development project, partnering with the University of MN (landowner), Dakota County, the adjoining community, Empire Township and the land developer. She was actively involved in all phases of redevelopment of Rosemount's historic downtown, including planning, financing, land acquisition and identifying development partners. She is accustomed to working with the public and representing the community at public hearings and working with other development partners such as the county, Metropolitan Council or state. Kim is excited to assist clients to redevelop blighted properties.

SERVICE GROUP:

Community Planning & Economic Development

EDUCATION:

Master of Science, Urban and Regional Planning, University of Wisconsin-Madison, 1986

Bachelor of Arts, Political Science, University of Wisconsin-Madison, 1984

CERTIFICATIONS:

Planning AICP Certification

NDC Economic Development Finance Professional Certification

MEMBERSHIPS &

RECOGNITIONS:

Economic Development Association of MN Board Member (2003 - current)

American Planning Association

Department Director | Rosemount, MN

CLIENT: CITY OF ROSEMOUNT (COMMUNITY DEVELOPMENT DEPARTMENT)

PROJECT DURATION: 2003 - 2021

Kim was the department manager responsible for current and long range planning, economic development, building permit and inspections, Fire Marshal activities, code enforcement, economic development and GIS. Kim was involved in all aspects of strategic and current planning for the community including review of development proposals and special projects such as development of the Downtown Redevelopment Framework, managing the Resilient Communities partnership and coordinating the STAR Communities program. She was project manager for all Downtown Redevelopment projects and worked with the public, developer, and the City Council on planning initiatives for the community.

Department Director | Cottage Grove, MN

CLIENT: CITY OF COTTAGE GROVE (COMMUNITY DEVELOPMENT DEPARTMENT)

PROJECT DURATION: 1996 - 2003

Kim was the department manager for current and long range planning, economic development, building permit and inspections, code enforcement, parks planning, historic preservation and GIS. Kim was involved in all aspects of strategic and current planning for the community including review of development proposals and special projects such as THE City's Comprehensive Plan update, the AUAR for the West Draw, and the adopted Natural Resource Inventory. She worked with the public, developers and the City Council on planning initiatives for the community.

Principal Planner | Minnetonka, MN

CLIENT: CITY OF MINNETONKA

PROJECT DURATION: 1989 - 1996

Kim was involved with review of current planning applications and long range planning projects. This included review current development projects, provide written analysis and attend Planning Commission and some City Council meetings for presentation; working with the public and developers regarding planning proposals and formal applications; and staffed the sign ordinance task force and shepherd approval of the amendment through the formal review and approval process; and lead long range planning for Minnehaha Creek and staff Commission to prepare Minnehaha Creek Corridor Plan recommendations.



Proposed Fee

WSB, Bart, and Kim will provide the services as outlined in our Approach and Deliverables. Our budget was developed based on our understanding of the scope and experience with working in a similar capacity. We propose a lump sum fee of \$10,000.

WSB has the ability to create maps/mapping and other visuals to facilitate the strategic planning session for Norwood Young America on an hourly basis as needed.



If you have any questions or concerns, please feel free to contact Bart Fischer at 651.485.1839.

Once again, we appreciate the opportunity to submit this proposal and look forward to working with you and your staff.

FACILITATOR'S QUOTE

Company name: WSB & Associates, Inc.

Contact Person: Bart Fischer

Title: Senior Public Administrator

Address: 701 Xenia Ave S, Suite 300, Minneapolis, MN 55416

Phone Number: (763) 541-4800

Quote: \$ 10,000

Signature: 

Date: 05/05/2021



REQUEST FOR QUOTE

FACILITATOR

STRATEGIC PLANNING SESSION

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 professional facilitator services to facilitate a Strategic Planning Session with the City Council and management staff.
- B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quote is **12:00 p.m., Wednesday, May 5, 2021.**
City of Norwood Young America
Attention: Steve Helget
P.O. Box 59
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:
Steve Helget
City Administrator
P.O. Box 59
Norwood Young America, MN 55368
(952) 467-1805
cityadmin@cityofnya.com

II. SCOPE OF STRATEGIC PLANNING SESSION

A. Strategic Planning Session Particulars

- The primary focus of the strategic planning session will be on future commercial/industrial development, use of City funds for future improvement projects, and establishing business incentive programs.
- The session is to be held before the end of May 2021, in the City Council Chambers, 310 Elm Street W, Norwood Young America.

B. Define Commercial/Industrial Development Priorities

- Prioritize filling empty buildings and vacant lots **and/or** prioritizing types of business
- Prioritize filling current zoning districts **and/or** preparing for expansion of districts
- Prioritize following current zoning code **and/or** discussing amending code
- Prioritize current development rates/fees **and/or** researching incentives

C. Define Financial Objectives

- Determine minimum General Fund reserve balance (percentage of operating expenses)
- Determine acceptable uses of fund balance
 - Spenddown street reconstruction projects prior to bonding
 - Create commercial/industrial business incentive programs
 - Save for "rainy day" – what constitutes a rainy day?

D. Facilitation Outcomes

- Identify and define commercial/industrial development priorities
- Identify and define financial objectives
- Support an engaging and participatory discussion

E. Quote Basis

- Presume a work session of 4 to 6 hours
- Include cost of preparation, pre-session planning, facilitation and working with city administrator on follow-up as needed
- Prepare Work Plan Report based on session outcomes and provide to the City within 30 days following session

III. QUOTE AND CREDENTIALS

Quotes shall be provided as a whole dollar amount for the entire scope of strategic planning session on the attached form. Include as an attachment an introduction and synopsis of your credentials as a facilitator.

IV. RIGHT TO REJECT QUOTES

The City reserves the right to reject any and all quotes received.

V. DISCLAIMER

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

FACILITATOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

Signature: _____

Date: _____



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: May 10, 2021
SUBJECT: Oak Grove Grass Mowing Quote

For the past three years Carver County CDA and the City have utilized Top Notch Turf as the grass mowing and ground maintenance company for the Oak Grove property. The CDA contracts with Top Notch for the shared ground areas and the City has contracted with Top Notch for the areas solely owned by the City.

Top Notch proposes to perform the mowing for \$410.00 per month. This is a \$20.00 increase in their fee from 2020. This is the first rate increase they have made since they started mowing Oak Grove.

Based on past performance, staff recommends hiring Top Notch Turf for the 2021 grounds maintenance season.

Recommended Motion:

Motion to hire Top Notch Turf for the 2021 Oak Grove grounds maintenance season.



LAWN SERVICES

Professional - Dependable - Affordable

-TAKING YOUR LAWN UP A NOTCH-

Allen Raduenz
13631 Harvest Rd.
Glencoe, MN 55336

(320)-583-4546
topnotchturf.tnt@gmail.com

•Lawn Mowing•Crabgrass/Weed Control/Fertilizer•Aeration•Dethatching•Spring Clean-up•Fall Clean-up•Hedge & Shrub Trimming•Small Tree Trimming/Removal•Mulch Application•Garden Tilling•Snow Removal

2021 Grounds Maintenance Service Agreement

Property: City of NYA Public Gardens

Attn: Tony Voigt

Billing Address: City of Norwood Young America
PO Box 59
310 Elm Street West
Norwood Young America, Mn. 55368

Contract Period: ^{May}April 1-October 31, 2021 ⁶(7 Months)

Contract Terms and Pricing: Contract pricing is spread out over ⁶7 months to allow the convenience of one fixed monthly price for easier budgeting, no surprises. Prices do not include sales tax and will be added on to the monthly invoice. Any additional requested "out of scope" work or services not listed below that are listed above will be an additional charge and Top Notch Turf will have to be contacted for pricing. Invoices will be billed on the beginning of each month. Payments will be due thirty (30) days from the invoice date or service may be suspended. Either party may terminate this contract with a thirty (30) day written notice.

Top Notch Turf lawn services will provide all the necessary services and materials to complete the jobs(s) as outlined and as described below with approval.

Please Circle Yes/No for desired services:

Yes/No – Weekly Mowing - \$410.00 per month for ⁶7 months

TOTAL PER MONTH \$ _____

Lawn Maintenance Service Description

1. Weekly Mowing: Weekly mowing and trimming on a 7 day schedule (weather permitting) approximately or as needed. Trimming will be done around all edging, buildings, landscape beds, trees, and shrubs. Sidewalks, driveways, curbs, and adjacent features will be blown free of clippings as needed. OCD shoots are installed on all mowers to prevent this.

Skipped/Missed Mowing's: Mowing will be set on a 7-day weekly schedule as weather permits. In the event of inclement weather, Top Notch Turf may decide it is beneficial to skip a scheduled mowing and your visit will be scheduled for the next available day. It is understood that depending on the length, and severity of any inclement weather, that it may take Top Notch Turf varying amounts of time to fulfill the work covered under this maintenance agreement.

Liability: Top Notch Turf shall not be held liable for damage to items on or below the lawn surface, which are not clearly visible or marked such as cables, wires, pipes or sprinkler components.

Obligations of the Client(s): The client(s) shall be responsible for the removal of any objects e.g. toys, furniture, pet waste, rubbish etc. that will hinder Top Notch Turf in performing under this agreement.

Obligations of the Contractor: The Contractor shall carry insurance and have valid licenses as may be required by law to perform the services as outlined in this agreement. The contractor shall provide all labor, equipment and supplies required to perform the services and undertakes to properly maintain all equipment and job(s) so that work is performed timeously and to a professional standard.

***Note-** In the event that gas prices reach \$3.25 or more a gallon, a fuel surcharge will be added on to each invoice*

WE APPRECIATE YOUR BUSINESS!

WE TREAT YOUR PROPERTY AS IF IT WERE OUR OWN

In Witness Whereof, the parties hereto have executed this Agreement as of the day and year first above written.

Customer Contract Acceptance Signature: _____

Date: _____ **Printed Name:** _____

Phone#: _____

E-Mail: _____

Respectfully Submitted

Allen Raduenz: _____ **Date:** _____

Phone: _____

Top Notch Turf. LLC



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 10, 2021

SUBJECT: Parks & Recreation Commission Appointment

If the City Council adopts Ordinance No. 335, a new position on the Parks & Recreation will be created. Bryan Rehnelt has applied to serve on the Commission. City representatives have met with Bryan and recommend his appointment.

Recommended Motion:

Motion to appoint Bryan Rehnelt to the Parks and Recreation Commission.

BUILDING PERMIT REPORT - APRIL

| 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 | 2/1/2021 | \$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 Debnor | 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 Elschens | 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 Grems | 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 | 4/12/2021 | \$291.85 | \$189.70 | \$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 | Kim Olson | 315 E Lake ST | reroof | 3/30/2021 | \$60.00 | \$0.00 | \$1.00 | \$0.00 |

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