



CITY COUNCIL AGENDA

May 24, 2021 – 6:00 p.m.

EDA / City Council Meetings; followed by Work Session

Hybrid Meeting

<https://us02web.zoom.us/j/84259203471?pwd=QllnSTVlZW1scFo1bmVncGpaVWFYUT09>

Meeting ID: 842 5920 3471

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
 2. Approve Agenda
 - 1.2 Approve minutes of April 26, 2021 meeting
 3. Adjournment
-

CITY COUNCIL

1. Call Meeting of City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. Consent Agenda
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve minutes of May 10, 2021 meeting
 - 4.2 Approve payment of Claims
 - 4.3 Approve Air Products & Chemicals Escrow Fund Closeout
5. Public Hearing
6. Old Business
 - 6.1 Review COVID-19 Protocols Updates
7. New Business
 - 7.1 Approve Encroachment Agreement to access Barnes Lake
 - 7.2 Resolution 2021-13, Authorizing award of a Contract for Construction of the 2nd Avenue Lift Station and Street Improvement Project
 - 7.3 Approve awarding quote for Pavilion Liquor Events
 - 7.4 Approve awarding quote for Young America Mural Project
 - 7.5 Approve Highway 212 Lighting Installation Project Change Order No. 1
 - 7.6 Approve awarding quote for Seal Coating Streets and Parking Areas
 - 7.7 Approve awarding quote for Seal Coating Trails
 - 7.8 Approve awarding quote for Crack Sealing Streets
 - 7.9 Approve awarding quote for Hay Bailing City Properties
 - 7.10 Approve awarding quote for Veterans Park Parking Lot Paving
 - 7.11 Approve Resolution 2021-14, Providing for Redemption General Obligation Bonds, Series 2013B
8. Council Member & Mayor and Staff Reports
9. Closed Meeting pursuant to Minn. Stat. 13D.05, subdivision 3(b), which allows the Council to go into closed session pursuant to the attorney client privilege. VanGelder v. City of Norwood Young America. To obtain a status update and to discuss litigation strategy.

10. 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.

UPCOMING MEETINGS / EVENTS

May 26 City Council Strategic Planning Session
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.
June 16 Economic Development Commission – 6:00 p.m.
June 17 Senior Advisory Committee – 9:00 a.m.
June 15 Finance Committee – 3:00 p.m.
June 15 Parks and Recreation Commission – 4:45 p.m.
June 16 Safety Committee – 2:00 p.m.
June 28 Work Session, EDA, City Council – 6:00 p.m.

WORK SESSION

1. Call Meeting of City Council Work Session to Order
2. Approve Agenda
3. Review Hotel/Motel Definition
4. Discuss Sports Court/Residential Sports Facilities
5. Review Zoning Amendment to RC-1, Residence Neighborhood/Commercial District to provide for Auto Sales
6. Discuss Financing of 2021 Oak Lane and 2nd Avenue Improvement Projects
7. Adjournment



Economic Development Authority Minutes

April 25, 2021 – 6:00 p.m.

Hybrid Meeting

<https://us02web.zoom.us/j/84259203471?pwd=QllnSTVIZW1scFo1bmVncGpaVWFYUT09>

Meeting ID: 842 5920 3471

Attendees: Carol Lagergren, Mike McPadden, Charlie Storms, Craig Heher Absent: Alan Krueger

Staff Present: Steve Helget, City Administrator, Karen Hallquist, Economic Development and Marketing Coordinator, Angela Brumbaugh, City Clerk/Treasurer

Others:

1. Call Meeting of Economic Development Authority to Order

Mayor Lagergren called the hybrid meeting to order at 6:00pm. Roll call of attendance: All Council were in attendance.

1.1 The Pledge of Allegiance was recited.

2. Approve Agenda

Motion: CH/MM to approve the agenda as printed. Roll call vote 4-0. Motion carried.

2.1 Approve minutes of March 22, 2021 meeting

Motion: CH/MM to approve the minutes from March 22, 2021 as printed. Roll call vote 4-0. Motion carried.

3. Adjournment

Motion: MM/CH to adjourn. Roll call vote 4-0. Motion carried. The meeting was declared adjourned at 6:04 p.m.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



CITY COUNCIL MINUTES

May 10, 2021 – 6:00 p.m.

City Council Hybrid Meeting

Zoom Link

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

mZFNDZqdWpKdm9LN0dkYnMzZz09

Meeting ID: 867 4363 6934

Attendees: Carol Lagergren, Charlie Storms, Craig Heher, and Alan Krueger

Staff Present: Steve Helget (City Administrator) and Angela Brumbaugh (Clerk-Treasurer),

Absent: Mike McPadden

Others: Brad Falteysek, Abdo, Eick, and Meyers, Tim Rohwer

1. Call Meeting of City Council to Order

Mayor Lagergren called the meeting to order at 6:02 pm. All Council Members excluding Mike McPadden were present. 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

Lagergren stated 4.3 on the Consent agenda will get down to 7.11 in order to include the missing salary.

Helget stated there are two additional memos which goes along with agenda items. Approval of Supplies will be 7.12.

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

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

4. Consent Agenda

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 – Moving to 7.11.

Motion: CS/CH to approve consent agenda with 4.3 excluded. Motion passed 4-0.

5. Public Hearing

5.1 Ordinance No. 335, Section 252 Amendment, Parks & Recreation Commission

Public Hearing is Open

Helget stated at the April 26 meeting the Council approved the public hearing for tonight to consider amending Chapter 2 of the Parks and Recreation Committee.

- The proposal is to add one more voting member in order to have an odd number of voting members.
- Currently six voting members and requesting it be moved to seven.

Motion: CH/CS to close the public hearing. Motion passed 4-0.

Public Hearing is Closed

6. Old Business

7. New Business

7.1 Consider encroachment request to access Barnes Lake.

Helget stated there is a letter from Tim Rohwer, 935 Lakewood Trail. He is requesting access as his property abuts to the City property and would like to get to the lake with his kayak.

- At this time, we only have one other agreement in the City like this.
- When the other one was set up the landowner was not the City but it was a condition when the City received the property.
- Lagergren asked for clarity if they are looking for a trail or just to walk as the letter states. The intent is not to put a path.
- Helget stated he has not asked for anything other than walking.
- Tim Rohwer stated he inquired with the DNR to take out some rushes in the lake and the only way the DNR will let him is if he gets permission from the landowner.
- Storm asked what is the lake bottom like? You have to walk on the rushes to get to the water?
- Rohwer stated that is correct. He has a plan to roll foam out to get his kayak out and then it would be rolled back in and never stay out in the water.
- Lagergren stated we do not have public access to the lakes, and we may need to discuss that in the future. Not motorboats but even kayaks.
- Helget stated we would likely include an arial photo and describe where his access would be.
- Krueger stated he is okay with it.
- Heher stated he could see this being a bigger issue later as we have more lakes. I would like to see the City Attorney look at it so we could see it.
- Storm stated I am okay with it with the right language.
- Council agreed they would give him access but wanted the attorney to look at it first.
- Council agreed they want language that would benefit any homeowner therefore we will be paying the legal fees.

Motion: No motion considered until hearing from our Attorney for language.

- Helget stated we have received other requests from Lakewood Trail to remove some noxious weed, buckthorn and broken branches.
- The Property Owner ended up clearing our property much more than we anticipated. The trees are still there all of the branches, etc. have been removed.
- Council Consensus is to discuss this further in order to

7.2 Review 2020 Financial Audit

The City's auditor, Brad Falteysek went through the 2020 Audit.

- Based on our internal controls they look at the tests they need to do based on the General Accepted Accounting Principles.
- A clean opinion has been issued.
- The internal control finding is because the Auditors prepare our financial statements, many Cities do have this.
- Legal compliance finding is there was not enough collateral coverage at Citizens Bank.
- The Fund balance policy has a minimum reserve of 50%. In 2020 we finished at 91%.
- Results of General fund increased our fund balance by \$355,000.
- Transferred out \$182,000.
- Storm Water is a special revenue fund. It was changed from a revenue fund in past years. The deficit has decreased.

- Our operating receipts have been able to make our debt service fund payments regarding water enterprise fund.
- The cash balance in the water fund has stayed very stable.
- Abdo's recommendation for the Enterprise fund is we have enough reserves to cover 50% of our operating costs + 100% of our debt service.
- Our cash balance in both water and sewer increased approximately \$100,000.
- Tax rate is around 70% range whereas our peers are around 55-60% range.
- Homes are taxes at 1% of value and businesses are at 2%.
- If there is more growth, then the tax rate would decrease.

Motion: No Motion is required.

7.3 Approve Underpass Murals Artwork

Lagergren stated we looked at everything last time and the intent was for anyone to bring concerns. No concerns given.

Motion: CS/CH to approve the twelve (12) Central High School Student Underpass Artwork Proposals for the 2021 Highway 212 Underpass Artwork Project. Motion passed 4-0.

Lagergren stated we have not received permission from MnDOT, so the intent is to move to plan B to work with the school. When MnDOT does approve it then we would work towards getting the underpass painted.

Motion: CS/CH 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. Motion passed 4-0.

7.4 Approve Liquor License Renewals

Brumbaugh stated every one of the people has handed the paperwork into us and they are at the Sheriff's Office to background checks.

- Lagergren stated we compared rates last year and will not be changing our rates.

Motion: CH/CS to approve the Liquor License applications as listed, contingent on receipt of all required documentation, fees, and Sheriff's Department Approval. Motion passed 4-0.

7.5 Approve awarding quote for Mau Cemetery Monuments Restoration

Helget stated this project was approved last year to do some restoration at Mau Cemetery and it looks like 45 monuments need some repairs.

- Contacted three companies with two coming out and looking at the monuments.
- Only K & D Monuments submitted a quote.
- Many of the monuments are very old.
- They may have to add some dirt. The foundation is approximately 4 inches thick.
- There will be a 6" margin around the monument for ease of mowing.
- We do have a line item for cemetery maintenance and have to amend the budget as we did not budget for it this year.

Motion: CS/AK to accept K & D Monuments quote of \$11,925 for monument restoration at Mau Cemetery. Motion passed 4-0.

7.6 Approve awarding quote for Wilson Street Sidewalk Installation Project

Helget stated we solicited two quotes to do the sidewalks.

- Recommending it is awarded to Jensen Decorative Concrete.

- There was a request on installing another streetlight. There would be an additional usage fee from Xcel Energy of \$10-\$12 per month.
- A total of \$30,000 was budgeted this year.
- Jensen Decorative Concrete came in at \$23,780.
- Lagergren asked if we are approving the streetlight at the same time as it isn't in the memo.
- Storm would like to know if there was a reason for another streetlight as it is already lit.

Motion: CS/CH to award the Wilson Street Sidewalk Installation Project to Jensen Decorative Concrete, Inc. for \$23,780.00. Motion passed 4-0.

Lagergren asked about the streetlight. Are we ready to make that decision? It was decided to put on hold at this time.

7.7 Approve awarding quote for City Council Strategic Planning Session Facilitator

Helget stated there are two quotes in the packet:

- Richard Fursman, HueLife \$4,000
- Bart Fischer, WSB Engineering - \$10,000

Helget spoke to both individually to discuss what the City is looking for and the topics we would like addressed.

- Both have been recommended from others and quality commentators.

Motion: CH/CS to accept the quote from HueLife in the amount of \$4,000 to facilitator of the Strategic Planning Session. Motion passed 4-0.

Motion: CH/AK Hold the Strategic Planning Session on May 25th at 10 a.m. Motion passed 4-0.

7.8 Approve Ordinance No. 335, Section 252, Parks & Recreation Commission and the Summary Publication

Motion: CH/AK to adopt Ordinance No. 335, an Ordinance Amending the text of Chapter 2, Section 252, Parks & Recreation Commission. Motion passed 4-0.

Motion: CH/CS to approve the summary of Ordinance No. 335 and its publication. Motion passed 4-0.

7.9 Approve Oak Grove Mowing Quote

Helget stated there is a quote from Top Notch Turf. The County has contracted with them the past few years for the work around the building.

- The City has had to contract with them separately for the land by the railroad tracks.
- This contract is for 6 months at \$420 per month which is an increase of \$20 per month.

Motion: CS/CH to hire Top Notch Turf for the 2021 Oak Grove grounds maintenance season. Motion passed 4-0.

7.10 Approve Parks & Recreation Commission Appointment

Motion: CS/CH to appoint Bryan Rehnelt to the Parks and Recreation Commission. Motion passed 4-0.

7.11 Approve hiring of Lifeguards for 2021 Pool Season

Lagergren stated the intent is to hire four new guards along with the Lifeguards that were here last year.

- Lucy Coffel as the Assistant Manager.
- Cambria Jacobs as our Manager.
- Cambria is certified to train our guards as WSI instructors.
- Personnel is recommending Cambria at Grade 4 Step 9 which is \$16.07 per hour.

Motion: CH/CS to approve the Lifeguards listed, start dates, and hourly rate with any increases contingent on completing the certification required. Motion passed 4-0.

7.12 Approve the supplies from Mayer Lumber for the Murals to be placed at the Pool with an amount not to exceed \$500.

Lagergren stated with going with Plan B we will need some supplies.

- Storm stated we don't want to put these murals too close without allowing some wind to go through.

Motion: CS/CH to approve \$500 to purchase the necessary supplies to create artwork to be displayed at the West Carver Community Pool. Motion passed 4-0.

8. Council Member & Mayor and Staff Reports

Heher (Planning Commission): Planning commission discussed definition of Hotel/Motel.

Rezoning of property along Railroad Street on North side.

Krueger: (Senior Advisory and Stiftungsfest): Will be a Senior meeting on the 20th of May. Lot of things in work in process on Stiftungsfest.

Storms (Parks and Rec): Nothing new since last meeting.

McPadden (EDC): absent.

Lagergren (Mayor): Southwest Corridor meeting and it's looking very promising. Currently the additional funding on Hwy 212 is in the State Omnibus bill at the Senate. At the Federal level they have brought it back for discussion. The gap is still \$25 million which is significantly less than last year. The hope is to finish in 2022. Looking at job descriptions in upcoming Personnel meeting.

Helget (City Administrator): Valley Paving is back to finish up the Highway 212 project.

9. Adjournment

Motion: CS/CH to adjourn at 7:40 PM. Roll call vote. Motion passed 4-0.

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 24, 2021

Payroll EFT

Check #	506566 - 506582	\$	18,831.11
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Voided Checks

Check #	31831	\$	1,725.88
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Prepays

Check #	31869	\$	250.00
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Claims Pending Payment

Check #	31870 - 31914	\$	157,707.28
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Wire Transfer

Cardmember e-check

Grand Total	\$	<u>178,514.27</u>
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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
31870	05/20/21	212 EQUIPMENT			
E 101-45200-223		Repair/Maintenance Bldg/	\$275.00	2018	MINI EXCAVATOR RENTAL
		Total	\$275.00		
31871	05/20/21	ABDO, EICK, & MEYERS			
E 101-41500-301		Auditing and Acct g Serv	\$6,700.00	443976	CERTIFIED AUDIT
		Total	\$6,700.00		
31872	05/20/21	ACROSS THE STREET PRODUCTIONS			
E 101-42200-210		Operating Supplies	\$122.95	INV07863	COMMUNICATION BOARDS
		Total	\$122.95		
31873	05/20/21	ALL TRAFFIC SOLUTIONS			
E 101-43100-221		Repair/Maintenance Equip	\$1,500.00	Q-55780	STRAFFIC SIGN
		Total	\$1,500.00		
31874	05/20/21	BJERKE, RHONDA			
E 101-45200-432		Refund	\$400.00		PAVILION REMIBURSEMENT
		Total	\$400.00		
31875	05/20/21	BRYAN ROCK PRODUCTS, INC.			
E 101-45200-223		Repair/Maintenance Bldg/	\$147.63	47312	3" SC. CLEAN
		Total	\$147.63		
31876	05/20/21	CARDMEMBER SERVICE			
E 101-42200-210		Operating Supplies	\$346.50		BELT CLIP & HOLSTER
E 101-41320-350		Print/Publishing/Postage	\$451.20		APRIL NEWSLETTER
E 101-41400-331		Travel/Meeting Expense	\$325.00		MCFOA CONFERENCE
E 101-41110-350		Print/Publishing/Postage	\$42.00		COUNCIL EMAIL
E 602-49450-210		Operating Supplies	\$17.50		PENLIGHT WITH HOLSTER
E 101-43100-211		Personal Protection Equip	\$113.28		WELDING HELMET
E 601-49400-223		Repair/Maintenance Bldg/	\$49.47		HANDHELD SPRAYER, BRUSH
E 101-43100-223		Repair/Maintenance Bldg/	\$101.99		HANDHELD SPRAYER, BRUSH
E 101-43100-223		Repair/Maintenance Bldg/	\$239.98		REALTREE CAMERA
E 101-43100-223		Repair/Maintenance Bldg/	\$47.46		MEMORY CARD, HOSE, FITTINGS
E 602-49450-223		Repair/Maintenance Bldg/	\$127.43		MEMORY CARD, HOSE, FITTINGS
E 601-49400-223		Repair/Maintenance Bldg/	\$51.75		HYDRANT MARKER
E 101-41400-200		Office Supplies	\$1,069.99		BEST BUY COMPUTER
		Total	\$2,983.55		
31877	05/20/21	CARVER COUNTY			
G 251-22100		Escrow Collected	\$950.40		TAXES FOR 580141051
E 101-41400-430		Miscellaneous	\$200.00	2710	ABATEMENT
E 101-41400-430		Miscellaneous	\$150.00	2714	AUDIT END OF YEAR VERIFY
E 101-42100-311		County Police Contract	\$95,627.00	SHERI00352	2021 POLICE CONTRACT
		Total	\$96,927.40		
31878	05/20/21	CAULFIELD, JOHN			
R 601-49400-36200		Miscellaneous Revenues	\$99.77		OVERPAYMENT OF FINAL UTILITY BILL

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$99.77		
31879	05/20/21	CENTER POINT			
E 101-41940-383		Gas Utilities	\$336.92		
E 101-45500-383		Gas Utilities	\$49.71		
E 601-49400-383		Gas Utilities	\$604.08		
E 602-49450-383		Gas Utilities	\$148.12		
Total			\$1,138.83		
31880	05/20/21	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$1,363.99		
Total			\$1,363.99		
31881	05/20/21	CITIZENS STATE BANK OF NORWOOD			
E 101-41320-384		Refuse/Garbage Disposal	\$365.00		PAPER SHREDDING EVENT
Total			\$365.00		
31882	05/20/21	DELTA DENTAL			
G 101-21714		Dental Insurance	\$851.55		DENTAL INSURANCE
Total			\$851.55		
31883	05/20/21	DIVERSIFIED PLUMBING & HEATING			
E 101-41940-223		Repair/Maintenance Bldg/	\$628.75	30491	CITY HALL BOILER
Total			\$628.75		
31884	05/20/21	FEDERAL HOME LOAN MORT			
R 601-49400-36200		Miscellaneous Revenues	\$266.50		OVERPAYMENT OF FINAL UTILITY BILL
Total			\$266.50		
31885	05/20/21	FRIENDS OF NYA LIBRARY			
G 101-22102		Community Garden Escro	\$25.00		GARDEN PLOT REIMBURSEMENT
Total			\$25.00		
31886	05/20/21	HACH COMPANY			
E 601-49400-221		Repair/Maintenance Equip	\$932.00	12438958	INSTRUMENTS ADDED TO SERVICE AGREEMENT
E 602-49450-221		Repair/Maintenance Equip	\$531.00	12438958	INSTRUMENTS ADDED TO SERVICE AGREEMENT
Total			\$1,463.00		
31887	05/20/21	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical In	\$11,040.54		
Total			\$11,040.54		
31888	05/20/21	HEDTKE, CHERYL			
E 831-45250-470		Donation Expense	\$649.95		FLOWERS
Total			\$649.95		
31889	05/20/21	HILGERS PLUMBING & HEATING, IN			
E 101-41940-223		Repair/Maintenance Bldg/	\$527.00	14144	N SHED
E 601-49400-223		Repair/Maintenance Bldg/	\$290.00	14198	SEWER PLANT
E 101-41940-223		Repair/Maintenance Bldg/	\$198.00	14245	WILLKOMMEN PARK

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10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,015.00		
31890	05/20/21	HORIZON CPO SEMINARS			
E 101-49860-406		LICENSES	\$350.00		STREICH SEMINAR
Total			\$350.00		
31891	05/20/21	HYDRO ENGINEERING INC			
E 101-45200-223		Repair/Maintenance Bldg/	\$100.00	93803	WELDING
Total			\$100.00		
31892	05/20/21	LESUEUR CO ABSTRACT CO INC			
R 601-49400-36200		Miscellaneous Revenues	\$35.84		OVERPAYMENT OF UTILITY
Total			\$35.84		
31893	05/20/21	LOFFLER BUSINESS SYS LLC			
E 101-41400-437		Maintenance Contract	\$1,029.97		COPIES
Total			\$1,029.97		
31894	05/20/21	MAC QUEEN EQUIPMENT INC			
E 101-42200-542		FD Equipment	\$1,828.75	P00280	MOBILE LOCKER
E 101-42200-221		Repair/Maintenance Equip	\$1,051.94	W03388	ASCENDANT LADD
Total			\$2,880.69		
31895	05/20/21	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$141.50	INV8650669	CONTRACT BASE
E 101-41400-437		Maintenance Contract	\$141.50	INV8739977	CONTRACT BASE
Total			\$283.00		
31896	05/20/21	MCINNIS, JENNA			
R 101-49860-38073		Swimming Lesson Fees	\$70.00		SWIMMING LESSON REFUND
Total			\$70.00		
31897	05/20/21	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$280.45	61406	DYED DIESEL
E 101-45200-212		Motor Fuels	\$140.23	61406	DYED DIESEL
E 601-49400-212		Motor Fuels	\$140.23	61406	DYED DIESEL
E 602-49450-212		Motor Fuels	\$140.23	61406	DYED DIESEL
E 101-42200-212		Motor Fuels	\$236.86	61406	DYED DIESEL
E 101-45200-223		Repair/Maintenance Bldg/	\$601.18	61494	CORNERSTONE PLUS
E 101-45200-223		Repair/Maintenance Bldg/	\$130.20	61542	4-D LV-4 ESTER2.5
Total			\$1,669.38		
31898	05/20/21	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$122.40	A-122629	LEGION PARK
Total			\$122.40		
31899	05/20/21	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217		Lab Fees	\$97.00	1086739	COLIFORM
E 602-49450-217		Lab Fees	\$37.10	1087824	PHOSPHORUS
E 602-49450-217		Lab Fees	\$37.10	1088700	PHOSPHORUS
Total			\$171.20		

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
31900	05/20/21	MN DEPARTMENT OF PUBLIC SAFETY			
E 601-49400-216		Chemicals and Chem Pro	\$100.00	M-118849	WATER PLANT
E 602-49450-216		Chemicals and Chem Pro	\$100.00	M-118850	WWTP
E 101-49860-216		Chemicals and Chem Pro	\$100.00	M-118851	SWIMMING POOL
		Total	\$300.00		
31901	05/20/21	MN DEPT OF LABOR & INDUSTRY			
G 101-21721		State Bldg Surcharge Fee	\$681.43		1st qtr 2021 surcharge
		Total	\$681.43		
31902	05/20/21	NELSON ELECTRIC MOTOR REPAIR I			
E 602-49450-223		Repair/Maintenance Bldg/	\$540.00	1587	SUBMERSIBLE PUMP & GRIT PUMP
		Total	\$540.00		
31903	05/20/21	NORTH AMERICAN SAFETY INC			
E 101-43100-211		Personal Protection Equip	\$45.60	INV57460	PLOYCARB LENS, EARMUFFS
E 602-49450-211		Personal Protection Equip	\$14.25	INV57460	PLOYCARB LENS, EARMUFFS
		Total	\$59.85		
31904	05/20/21	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$166.67		
		Total	\$166.67		
31905	05/20/21	NYA CHAMBER OF COMMERCE			
E 101-46500-433		Dues and Subscriptions	\$1,000.00		SPRINGFEST DONATION
		Total	\$1,000.00		
31906	05/20/21	NYA TIMES			
E 495-43100-350		Print/Publishing/Postage	\$362.88	833649	2ND AVE LIFT STATION
E 101-41400-350		Print/Publishing/Postage	\$37.80	834843	ORD 335
		Total	\$400.68		
31907	05/20/21	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$175.67		
		Total	\$175.67		
31908	05/20/21	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$465.34		
		Total	\$465.34		
31909	05/20/21	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$866.66		
		Total	\$866.66		
31910	05/20/21	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$333.33		
		Total	\$333.33		
31911	05/20/21	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$157.15		
		Total	\$157.15		

CITY OF NORWOOD YOUNG AMERICA

05/20/21 3:57 PM

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***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
31912	05/20/21	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$144.55		JUNE WATER BILL POSTAGE
E 602-49450-350		Print/Publishing/Postage	\$144.54		JUNE WATER BILL POSTAGE
E 603-49500-350		Print/Publishing/Postage	\$144.55		JUNE WATER BILL POSTAGE
E 101-41400-350		Print/Publishing/Postage	\$275.00		5 ROLLS OF STAMPS
		Total	\$708.64		
31913	05/20/21	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$1,559.11		
E 101-42200-381		Electric Utilities	\$270.29		
E 101-42500-381		Electric Utilities	\$10.88		
E 101-43100-380		Street Lighting	\$5,394.00		
E 101-43100-381		Electric Utilities	\$472.78		
E 101-45200-381		Electric Utilities	\$654.41		
E 101-45500-381		Electric Utilities	\$918.26		
E 601-49400-381		Electric Utilities	\$2,745.41		
E 602-49450-381		Electric Utilities	\$3,436.08		
E 101-49860-381		Electric Utilities	\$229.75		
		Total	\$15,690.97		
31914	05/20/21	YOUNG AMERICA TOWNSHIP			
E 101-43100-224		Street Maint Materials	\$1,484.00		DUST CONTROL
		Total	\$1,484.00		
		10100 CHECKING	\$157,707.28		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$144,769.55
251 HARBOR / HAVEN	\$950.40
495 2nd AVE LIFT STATION-STR RECON	\$362.88
601 WATER FUND	\$5,459.60
602 SEWER FUND	\$5,370.35
603 STORM WATER UTILITY	\$144.55
831 DONATIONS - NYA CIP	\$649.95
	\$157,707.28



To: Mayor Lagergren and City Council Members
From: Angela Brumbaugh, Clerk/Treasurer (and Finance Committee)
Date: May 24, 2021
Re: Air Product and Chemical Escrow Fund Close Out

Air Product and Chemicals first deposited \$15,000 into an escrow fund in March of 2019. Another deposit of \$10,000 was made in May 2019. These funds went towards Kennedy and Graven; Rupp, Anderson, and Squires, Ehlers and Associates, and Bolton and Menk Engineering. By June of 2019, the City expended \$31,765.50 towards this Company's project.

At this time, Air Product and Chemicals was not going to continue with the idea of opening a business in Norwood Young America so we contacted them regarding the negative balance of \$6,765.50 in their escrow fund which they did submit a check to the City.

Unfortunately, we received invoices after that time and the fund has been at a negative \$4,697 since then. We need to close out this fund as there has not been any activity since 2019 and we do not foresee anything in the future.

The Finance Committee did review this at their May 18th meeting and are recommending the negative balance be taken care of and the fund closed.

Recommended Motion:

Approve transferring \$4,697 from the General fund to Fund 814, Escrow Fund for Air Product and Chemicals and closing Fund 814.



To: Mayor Lagergren and City Council Members
From: Angela Brumbaugh, Clerk/Treasurer
Date: May 24, 2021
Re: COVID Guidelines

As Minnesota has put out new guidelines lifting the COVID restrictions we wanted directions from the Council for the City. Attached is the Guidance Overview along with a separate Public Pool Requirements Guide.

Areas we would like to discuss are, as follows:

1. Hybrid Meetings – Does the Council want to continue offering Hybrid Meetings or go back to “in-person” only?
2. Masks – We have been following the MN Stay Safe Plan
3. Public Service – Employees would like to know about entering homes to repair meters. Is that now going to be allowed or not?
4. Pool – Our plan at this time was going to be to follow the MN Department of Health Public Pool Requirements.

Recommended Motion:

No recommendations given

(<https://staysafe.mn.gov>) On May 13, 2021, Governor Walz announced the end of Minnesota's statewide face covering requirement (<https://mn.gov/governor/news/#/detail/appld/1/id/482065>). The Department of Health is reviewing relevant guidance documents and will provide updates in the coming days.

 [\(/covid19/\)](#)



Minnesota's Stay Safe Plan

Safely ending COVID-19 restrictions

Since the pandemic began in March 2020, Minnesotans have balanced their health and safety, personal wellbeing, and livelihoods. These sacrifices were difficult, but they saved lives. Thank you for your commitment to your community.

Now, as cases decline, more Minnesotans are vaccinated each day, and vaccines become plentiful and readily available, it is time to safely set out on a path back to normal.

The chart below outlines how Minnesotans can keep themselves and others safe while we vaccinate more people and remove COVID-19 restrictions.

Always follow these safety practices



Masks are required in schools or child care facilities.

Minnesotans who are not fully vaccinated are strongly recommended to wear a mask.

Fully vaccinated Minnesotans should follow CDC guidance. (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated-guidance.html>)



SETTING

GUIDANCE OVERVIEW

Social Settings

Indoor social gatherings are limited to 50 people, outdoor social gatherings have no maximum group size.

Beginning May 27, 2021, at 11:59 p.m.

No limits on size and no social distancing requirements.

Critical Businesses

Open (must have COVID-19 preparedness plan)

Work from home is strongly recommended. Employers are also strongly encouraged to implement reasonable accommodations for at-risk employees, or employees with one or more members of their household who have underlying medical conditions and are not yet vaccinated.

Non-critical Businesses (non-customer facing)

Open (must have COVID-19 preparedness plan)

Work from home is strongly recommended. Employers are also strongly encouraged to implement reasonable accommodations for at-risk employees, or employees with one or more members of their household who have underlying medical conditions and are not yet vaccinated.

Retail

Open (must have COVID-19 preparedness plan)

SETTING

GUIDANCE OVERVIEW

Restaurants and Bars

Beginning May 14, 2021

Masks are no longer required. Unvaccinated people should still wear a face covering.

No mandatory closing time established by state.

Indoor dining: 75% capacity with social distancing between parties. Restaurants and bars with a rated indoor occupant capacity of more than 333 people may increase their occupancy. Use the to determine occupant capacity.

Parties of no more than 10 people must remain six feet from other parties.

Outdoor dining: Restaurants and bars are not required to restrict their capacity in outdoor dining areas under this Executive Order.

Restaurants and bars are responsible for knowing and complying with any applicable state or local restrictions.

Beginning May 27, 2021, at 11:59 p.m.

All capacity restrictions, party size limitations, and distancing requirements are lifted.

Personal services (salons, tattoos, barbershops)

Open at 100% capacity, but 6 feet of distance must be maintained between parties.

Beginning May 27, 2021, at 11:59 p.m.

Distancing requirement is lifted.

SETTING

GUIDANCE OVERVIEW

**Gyms, personal fitness
and yoga studios,
martial arts**

Beginning May 14, 2021

Masks are no longer required. Unvaccinated people should still wear a face covering.

Gym capacity is capped at 50%, maximum capacity remains at 250. Machines and people should maintain 6 feet of distance. Gyms, personal fitness and yoga studios, or martial arts spaces with sufficient normal occupant capacity may exceed 250 people indoors per applicable percentage limits and guidance.

Indoor classes are limited 50 people.

No size limit on outdoor classes.

Beginning May 27, 2021, 2021 at 11:59 p.m.

All capacity restrictions, class size limitations, and distancing requirements are lifted.

SETTING

GUIDANCE OVERVIEW

Indoor events and entertainment

Beginning May 14, 2021

Masks are no longer required. Unvaccinated people should still wear a face covering.

All venues may open at 50% capacity up to 250 people. Maximum party size is 10 with 6 feet of distance between parties.

Venues with occupant capacity greater than 500 may increase patron count as follows:

- For seated indoor venues: the venue may operate with an additional 25% of the occupant capacity above 500.
- For non-seated indoor venues: the venue may operate with an additional 15% of the capacity above 500.
- Use the to calculate reduced capacity of your facility/venue after May 7.

Beginning May 27, 2021, at 11:59 p.m.

Capacity limits and distancing requirements are lifted.

Outdoor events and entertainment

Beginning May 14, 2021

Masks are no longer required. Unvaccinated people should still wear a face covering.

All capacity limits and distancing requirements for outdoor events are eliminated.

School Buildings

All public and private schools will follow the .

Child Care

Open per

Youth Programming

Open per and

SETTING

GUIDANCE OVERVIEW

Organized Sports (Adult and Youth)

Beginning May 14, 2021

Masks are no longer required. Unvaccinated people should still wear a face covering.

Practices and games open with limited spectators according to appropriate venue capacity restrictions. See .

Tournaments are allowed but discouraged. Out of state play is discouraged. Masks are required for all, at both practices and games. See .

Athletes and spectators for outdoor sports are no longer subject to occupancy limits or distancing requirements.

Athletes participating in indoor sports must pod in groups of 50.

Indoor spectator capacity is based on indoor venue guidance. See .

Beginning May 27, 2021, at 11:59 p.m.

All capacity limits and distancing requirements are lifted.

Outdoor Recreation Activities and Facilities

Open per .

Up to 50 people may engage in outdoor activities together, with at least 6 feet of separation between households.

Guided and instructional activities may now include more than one guide or instructor.

Outdoor recreational activities and facilities are no longer subject to distancing and masking requirements.

Indoor settings associated with outdoor recreation (e.g. restaurants, venues) will continue to follow applicable indoor guidance.

SETTING

GUIDANCE OVERVIEW

**Places of Worship,
religious services,
weddings, and funerals**

Beginning May 14, 2021

Masks are no longer required. Unvaccinated people should still wear a face covering.

Open at 100% capacity. Group size increased to 10 or household. 6 feet of social distance must be maintained between households. No food or drink except when essential to perform a ritual or service (e.g., Communion), and singing is permitted as long as congregants remain masked.

Beginning May 27, 2021, at 11:59 p.m.

Distancing requirements and group size limits are eliminated.

**Reception spaces for
celebrations or private
parties**

These events are subject to the entertainment venue capacity limits for the setting where they are held. See [§ 24-2.2](#).

**Campgrounds and
charter boats**

Open with guidance.

There are no outdoor gathering limits.

SETTING

GUIDANCE OVERVIEW

Pools and swim parks

Indoor pools open at 50% capacity, but 6 feet of social distancing is required indoors.

Indoor pools and swim parks with sufficient normal occupant capacity may exceed 250 people per applicable percentage limits and guidance for the venue, as seen in the .

Use the to calculate reduced capacity of your facility/venue.

For outdoor pools and spas, capacity limits and distancing requirements are lifted.

Saunas remain closed.

Beginning May 27, 2021, at 11:59 p.m.

All capacity, other restrictions, and requirements are lifted.

COVID-19 Preparedness Plan Guidance: Requirements for Public Pools

5/18/2021

This guidance applies to all business and places of public accommodation (“businesses”)—as defined by Executive Order 21-11, as amended by Executive Orders 21-21 and 21-23 (“EO”)—that operate public pools from Friday, May 7, 2021 at 12:00 p.m. (noon) through May 27, 2021. Businesses must continue to follow all other applicable [Stay Safe Industry Guidance \(staysafe.mn.gov/industry-guidance/index.jsp\)](https://staysafe.mn.gov/industry-guidance/index.jsp). The EO requires all businesses to have and implement a written COVID-19 Preparedness Plan that addresses EO requirements and applicable Stay Safe Industry Guidance. For more information about plan requirements, refer to applicable [Stay Safe Guidance for All Business Entities \(staysafe.mn.gov/industry-guidance/all-businesses.jsp\)](https://staysafe.mn.gov/industry-guidance/all-businesses.jsp).

This guidance has been updated to align with EO 21-11, 21-21, and 21-23, a CDC transmission of COVID-19 update (5/13/2021), and removal of face covering EO requirements (5/14/2021).

Recommendations to prevent the spread of COVID-19

COVID-19 spreads when an infected person breathes out droplets and very small particles that contain the virus. These droplets and particles can be breathed in by other people; land in their eyes, nose, or mouth; or land on surfaces that people touch. The risk of COVID-19 transmission increases when people gather with other households. Several key strategies can reduce the risk of getting sick or transmitting COVID-19:

- ✓ Get vaccinated. Vaccination is one of the best things you can do to prevent getting or spreading COVID-19. Visit [COVID-19 Vaccine \(www.health.state.mn.us/diseases/coronavirus/vaccine/index.html\)](https://www.health.state.mn.us/diseases/coronavirus/vaccine/index.html)
- ✓ Wear a face covering when recommended by MDH or CDC.
 - There is no longer a statewide requirement to wear face coverings in most settings. However, other federal, state, and/or local laws may require face coverings in some settings, and businesses may set their own requirements. Additionally, Minnesota’s Safe Learning Plan, along with the existing face covering guidance for schools and childcare settings, remains in effect.
 - For more information about face covering recommendations, refer to [Face Covering Requirements and Recommendations \(www.health.state.mn.us/diseases/coronavirus/facecover.html\)](https://www.health.state.mn.us/diseases/coronavirus/facecover.html).
- ✓ If you are not vaccinated:
 - Keep at least 6 feet of physical distance from other households and follow the face covering recommendations in the above MDH resources.

COVID-19 PREPAREDNESS PLAN GUIDANCE: REQUIREMENTS FOR PUBLIC POOLS

- ✓ Vaccinated or not vaccinated, MDH strongly recommends that everyone:
 - Wash their hands often.
 - Follow guidance on staying home (quarantine) if you were exposed to someone who has COVID-19. People who are fully vaccinated may not need to quarantine in many situations. Refer to [Quarantine Guidance for COVID-19 \(www.health.state.mn.us/diseases/coronavirus/quarguide.pdf\)](http://www.health.state.mn.us/diseases/coronavirus/quarguide.pdf) for more details.
 - Stay home if they are sick. Visit [If You Are Sick: COVID-19 \(www.health.state.mn.us/diseases/coronavirus/sick.html\)](http://www.health.state.mn.us/diseases/coronavirus/sick.html).
 - Follow testing recommendations for when they travel, have COVID-19 symptoms, or are exposed to COVID-19. Visit [COVID-19 Testing \(www.health.state.mn.us/diseases/coronavirus/testsites/index.html\)](http://www.health.state.mn.us/diseases/coronavirus/testsites/index.html) for information about who should get tested and how to get a test.
 - Work from home if possible. Employers must provide reasonable accommodations as required under existing federal and state law. Employers are strongly encouraged to provide reasonable accommodations to employees with one or more members of their household who have underlying medical conditions and who are unable to be vaccinated.

Public pools defined

- ✓ Public pools are defined in [Minnesota Statutes 2020, Section 144.1222 Public Pools; Enclosed Sports Arenas \(www.revisor.mn.gov/statutes/cite/144.1222\)](http://www.revisor.mn.gov/statutes/cite/144.1222).
- ✓ "Public pool" means any pool other than a private residential pool, that is:
 - Open to the public generally, whether for a fee or free of charge;
 - Open exclusively to members of an organization and their guests;
 - Open to residents of a multiunit apartment building, apartment complex, residential real estate development, or other multifamily residential area;
 - Open to patrons of a hotel or lodging or other public accommodation facility; or
 - Operated by a person in a park, school, licensed child care facility, group home, motel, camp, resort, club, condominium, manufactured home park, or political subdivision.
- ✓ Swimming pools at family day care homes licensed under section [Minnesota Statutes 2020, 245A.14, subdivision 11 \(www.revisor.mn.gov/statutes/cite/245A.14#stat.245A.14.11\)](http://www.revisor.mn.gov/statutes/cite/245A.14#stat.245A.14.11), paragraph (a) are not "public pools."

Key public pool requirements

- ✓ Occupancy of indoor public pool enclosures must not exceed the maximum occupancy as determined by the percentage calculations in the section on managing occupant capacity, below. If an indoor pool is located within a place of public accommodation with limited occupancy, such as a fitness center, the occupants of a pool must be counted toward the overall occupancy of the place of public accommodation.
- ✓ Occupancy of outdoor pools is not limited by the EO.
- ✓ Public pools must also follow all applicable guidance below and the applicable [Stay Safe Guidance for All Business Entities \(staysafe.mn.gov/industry-guidance/all-businesses.jsp\)](http://staysafe.mn.gov/industry-guidance/all-businesses.jsp).

COVID-19 PREPAREDNESS PLAN GUIDANCE: REQUIREMENTS FOR PUBLIC POOLS

- ✓ At indoor pools, a minimum of 6 feet of social distancing for patrons from different households is required while in the pool and while on the deck (for example, while preparing to enter the pool or waiting in line for a slide).
- ✓ Indoor spa pools may be open, but indoor steam rooms and saunas must remain closed until May 28.

Reopening pools and hot tubs

Legionella concerns

Extended closures of hot tubs, spas, and play features such as fountains and spray decks can increase the risk of waterborne diseases such as Legionnaires' disease. *Legionella* is the organism that causes Legionnaire's Disease and Pontiac Fever. It is important to ensure these features are safe to use after extended closure to minimize the transmission of *Legionella* and other bacteria.

Refer to the following CDC guidance:

- [Extended Hot Tub/Spa Closures \(www.cdc.gov/healthywater/swimming/aquatics-professionals/extended-hot-tub-closures.html\)](https://www.cdc.gov/healthywater/swimming/aquatics-professionals/extended-hot-tub-closures.html)
- [Operating Public Hot Tubs/Spas \(www.cdc.gov/healthywater/swimming/aquatics-professionals/operating-public-hot-tubs.html\)](https://www.cdc.gov/healthywater/swimming/aquatics-professionals/operating-public-hot-tubs.html)
- [Guidance for Reopening Buildings After Prolonged Shutdown or Reduced Operation \(www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html\)](https://www.cdc.gov/coronavirus/2019-ncov/php/building-water-system.html)

Required plan sections

1. [Health screening](#)
2. [Manage occupant capacity](#)
3. [Maintain social distance of at least 6 feet in indoor settings](#)
4. [Swimming lessons](#)
5. [Group fitness classes](#)
6. [Recreational lap swimming](#)
7. [Competitive swimming](#)
8. [Lifeguard and pool operator certification trainings](#)
9. [Emergency protocols and other safety concerns](#)
10. [Water chemistry and maintenance](#)
11. [Staffing](#)
12. [Training and communication](#)
13. [Cleaning and disinfecting](#)

1. Health screening

Requirements

- ✓ Follow the applicable requirements in the [Stay Safe Guidance for All Business Entities \(staysafe.mn.gov/industry-guidance/all-businesses.jsp\)](https://staysafe.mn.gov/industry-guidance/all-businesses.jsp).

2. Manage occupant capacity

Requirements

- ✓ **Determining indoor occupant capacity:** Unless otherwise expressly permitted under these requirements, pools must reduce the indoor occupant capacity for the pool facility to that which is necessary to always meet the social distancing requirements in this guidance.
 - To calculate the permitted maximum occupant capacity for the indoor pool facility, the facility must begin with the normal occupant capacity whenever required or established by applicable state or local authorities in accordance with established codes and requirements. If a pool facility is unsure of its occupant capacity, the facility must consult with the applicable state or local authorities with jurisdiction.
 - Workers do not need to be considered when determining the occupancy of the venue.
 - Parents/guardians of minors: If a patron is a minor that requires supervision, the minor and the parent or guardian are each counted as individual occupants.
- ✓ **Indoor pools:** Occupancy for indoor pools cannot exceed the maximum number of persons, as determined by the following:
 - **Less than 500 persons:** If the rated occupant capacity of the entire pool facility is 500 persons or less, then the occupancy for the entire pool facility cannot exceed **50%** of the rated occupant capacity.
 - **Greater than 500 persons:** If the rated occupant capacity of the entire indoor pool facility is greater than 500 persons, then business must use the following calculation to determine the maximum occupancy for the entire venue:
 - **Step 1:** Start with the rated occupant capacity for the entire venue and **subtract 500**.
 - **Step 2:** Take the difference and **multiply it by 15% (0.15)**.
 - **Step 3:** Take the number and **add 250**.
 - **EXAMPLE:** An indoor pool facility maintains a rated occupant capacity of 3,000 patrons.
 - $3,000 - 500 = 2,500$;
 - $2,500 \times 0.15 = 375$;
 - $250 + 375 = 625$.
 - **Social distancing requirements:** The pool may need to further reduce the number of occupants/patrons it allows allow to ensure proper social distancing in the pool or on the pool deck in the event of a fecal incident or other life-safety situation where bathers may need to exit the pool and remain on the pool deck or evacuate to another location. Additional distancing requirements apply as described in this document.

COVID-19 PREPAREDNESS PLAN GUIDANCE: REQUIREMENTS FOR PUBLIC POOLS

- **Indoor pools located within a place of public accommodation:** If an indoor pool is located within a place of public accommodation with limited occupancy, such as a fitness center, the occupants of a pool must be counted toward the overall occupancy of the place of public accommodation.
- ✓ **Outdoor pools:** Outdoor pools are not required to limit their occupancy. Normal bather load and occupancy limits according to state and local building codes, fire codes, and zoning requirements apply. Pool owners are responsible for knowing and complying with any applicable state or local restrictions.

3. Maintain social distance of at least 6 feet in indoor settings

Requirements

- ✓ For indoor pools, follow the applicable social distancing requirements in the [Stay Safe Guidance for All Business Entities \(staysafe.mn.gov/industry-guidance/all-businesses.isp\)](https://staysafe.mn.gov/industry-guidance/all-businesses.isp).

Lobby and locker rooms

- ✓ Ensure 6 feet of social distancing is maintained at all times in locker rooms, lobbies, and other indoor areas outside of the pool or pool deck.
 - These social distancing requirements do not prevent a facility from allowing an adult to provide support to a person who, by reason of age, medical condition, or disability, needs assistance with activities (e.g., exercise, swimming, changing, using the restroom, etc.).
- ✓ Enforce the requirements for user sanitation and safety, including showering, as stated in [Minnesota Rule 4717.1650: User Sanitation and Safety \(www.revisor.mn.gov/rules/4717.1650/\)](https://www.revisor.mn.gov/rules/4717.1650/).

Indoor spa pools

- ✓ Social distancing of 6 feet must be maintained between users of an indoor spa pool from different households. Limiting the use of the spa pool to one user or one household at a time may be necessary, depending on the size of the spa pool.

Indoor wading pools

- ✓ Social distancing of 6 feet must be maintained between household groups (example, a parent and child) using an indoor wading pool.

Indoor pool deck and accessory features

- ✓ Locate indoor deck furniture in accordance with distancing requirements.
- ✓ If diving boards, slides, or other aquatic play features are used indoors, queuing areas must be marked to provide for physical distancing of 6 feet. For example, by using floor markings, lane lines, and/or marking of adjacent areas where patrons are waiting for their turn.

Recommendations

- ✓ Encourage re-arranging locker rooms or putting in place other physical barriers or markings to encourage social distancing.
- ✓ Discourage guests from congregating indoors while waiting in line for entry or for using aquatic play features. Consider using floor markings, or other techniques to maintain adequate separation.

4. Swimming Lessons

Requirements

- ✓ Students in indoor swimming lessons must remain a minimum of 6 feet apart from one another. The social distancing requirement does not need to be met for students from the same household.
 - Instructors may be closer to students than 6 feet as necessary to aid swimmers.
- ✓ The maximum number of students allowed in an indoor swimming lesson class is 50.
- ✓ If more than one swimming lesson class is held concurrently indoors, each class must be spaced at least 6 feet away from any other class.

Recommendations

- ✓ The use of floating swimming devices/aids (floating barbells, kickboards, etc.) is encouraged to minimize hands-on assistance, and to increase the distance between the swimmers and the instructors.
- ✓ Stagger start and end times between swimming lesson classes to minimize crowding on deck and in locker rooms.

5. Group fitness classes

Requirements

- ✓ A maximum of 50 people are allowed per indoor group fitness class.
- ✓ Indoors, social distancing of at least 6 feet between people must be maintained while class is in session, and whenever activities involving physical exercise or exertion are being performed.
- ✓ Indoor group fitness classes may not be held in the pool concurrently with other activities such as swimming lessons or lap swimming.
- ✓ A reservation system must be established for each class held indoors.

6. Recreational lap swimming

Requirements

- ✓ In indoor pools, two patrons per lane at a time are allowed for recreational lap swimming, provided that 6 feet of social distancing is always maintained between swimmers through lane configurations (see USA swimming guidance below for additional guidance)
- ✓ A reservation system must be established for using the lap swimming pool held indoors.

7. Competitive swimming

Requirements

- ✓ Organized youth and adult competitive swim teams using an indoor pool must ensure that 6 feet of social distance is always maintained between swimmers.

COVID-19 PREPAREDNESS PLAN GUIDANCE: REQUIREMENTS FOR PUBLIC POOLS

- ✓ More than one swimmer per lane may be allowed for indoor competitive swim practice if a facility's COVID-19 Preparedness Plan includes a diagram of proposed lane configurations and a description of how social distancing requirements will be met.
 - Refer to USA Swimming for guidance related to competitive swimming practice lane configurations: [USA Swimming Facility Re-opening Messaging and Planning \(www.usaswimming.org/docs/default-source/coronavirus-resources---updated/facilityreopeningv3.pdf\)](http://www.usaswimming.org/docs/default-source/coronavirus-resources---updated/facilityreopeningv3.pdf).
- ✓ Teams must follow the COVID-19 Guidance for Youth and Adult Sports on [Stay Safe Guidance for Organized Sports \(staysafe.mn.gov/industry-guidance/organized-sports.jsp\)](http://staysafe.mn.gov/industry-guidance/organized-sports.jsp).

8. Lifeguard and pool operator certification trainings

Requirements

- ✓ Follow the applicable requirements included in the Universal Plan Guidance for COVID-19 Preparedness Plans found at [Stay Safe Guidance for All Business Entities \(staysafe.mn.gov/industry-guidance/all-businesses.jsp\)](http://staysafe.mn.gov/industry-guidance/all-businesses.jsp).

9. Emergency protocols and other safety considerations

Requirements

Evaluate COVID-19 impact on rescue protocol:

- ✓ Ensure adequate supply and reliable source of personal protective equipment (PPE).
- ✓ Evaluate and revise CPR protocol as needed.
- ✓ Have staff treat any emergency victim as COVID-19 positive until otherwise determined.

10. Water chemistry and maintenance

Requirements

- ✓ Maintain the disinfection residuals required in the Minnesota pool code: [Minnesota Rule 4717.1750: Pool Water Condition \(www.revisor.mn.gov/rules/4717.1750/\)](http://www.revisor.mn.gov/rules/4717.1750/). Proper operation, maintenance, and disinfection (with chlorine or bromine) of swimming pools should kill the virus that causes COVID-19.

11. Staffing

Requirements

- ✓ Ensure adequate staffing to accommodate modifications to the operation, including altered hours of operation and enhanced cleaning and disinfecting protocols. Train all staff on new procedures and expectations.
- ✓ Each facility must have a designated person on site to ensure that guidelines and regulations are followed. A facility may appoint an attendant or other staff member to perform these duties, as long as the facility is otherwise properly staffed. **A lifeguard while on lifeguard duty may not perform duties of the attendant or be given additional duties that distract from the responsibilities of lifeguarding.**

COVID-19 PREPAREDNESS PLAN GUIDANCE: REQUIREMENTS FOR PUBLIC POOLS

- ✓ For indoor pools without onsite staff, determine how mandated capacity limits and access will be monitored. Options may include using a screener at the pool entrance or using a video monitoring system.

Recommendations

- ✓ Plan employee schedules so that cohort groups work together, when practical. For example, Aaden, Javier, and Ann always work together; Hodan, Dawb, and Peter always work together. However, members of one team never work with another team. Scheduling in teams can help to reduce exposures within the staff.

12. Training and communication

Requirements

- ✓ Follow the applicable requirements in the [Stay Safe Guidance for All Business Entities \(staysafe.mn.gov/industry-guidance/all-businesses.jsp\)](https://staysafe.mn.gov/industry-guidance/all-businesses.jsp).

13. Cleaning and disinfecting

Requirements

- ✓ Follow the applicable requirements included in the Stay Safe Guidance for All Business Entities (staysafe.mn.gov/industry-guidance/all-businesses.jsp).
- ✓ Discourage people from sharing items that are difficult to clean, sanitize, or disinfect, or those that are meant to come in contact with the face (for example, goggles, nose clips, and snorkels).

Additional resources

Visit the CDC website for additional guidance about prevention of COVID-19 and public aquatic facilities: [Guidance for Public Pools, Hot Tubs, and Water Playgrounds During COVID-19 \(www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html\)](https://www.cdc.gov/coronavirus/2019-ncov/community/parks-rec/aquatic-venues.html).



Minnesota Department of Health | health.mn.gov | 651-201-5000
625 Robert Street North PO Box 64975, St. Paul, MN 55164-0975

Contact health.communications@state.mn.us to request an alternate format.



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk-Treasurer (and Personnel Committee)

DATE: May 24, 2021

RE: COVID PTO

At the May 10, 2021 Personnel committee meeting we discussed Covid PTO for Employees in 2021. The Council had approved paying Employees 80 hours of Covid PTO for themselves and 54 hours for taking care of their child with an end date of December 31, 2020.

We have been watching the League of MN Cities for guidance on any changes. At the time of our meeting the American Rescue Act Plan of 2021 showed they have measures in place, effective April 1-September 30, 2021 making state and local governments eligible for paid leave reimbursable tax credits. The tax credit would apply against Medicare federal taxes and is optional. At that time, they had not come out with the new requirements but the League was saying "failure to comply with all leave requirements of the American Rescue Plan Act disqualifies a city from obtaining the credit".

The discussion at Personnel was the guidelines under question 2 A2-B. Emergency Paid Sick Leave were good guidelines to follow and we should still be offering some assistance for COVID related absences.

The guidelines are as follows:

A2-B. Emergency Paid Sick Leave

The amount of Emergency Paid Sick Leave under the American Rescue Plan is two weeks (10 days) for the period April 1, 2021 through Sept. 30, 2021. Since the 2020 leave expired as of Dec. 31, 2020, if a city offers this leave to employees, the full 10 days/two weeks is available as of April 1, 2021.

The maximum tax credit for Emergency Paid Sick Leave wages remains at \$2,000 or \$5,110 per employees, depending on the type of leave taken.

Expanded qualifying reasons for leave — The American Rescue Plan Act broadens situations under which an employee is eligible to include employees:

- Seeking or awaiting the results of a test for or a diagnosis of COVID-19 when the employee has either been exposed to COVID-19 or the employer has requested the test or diagnosis.
- Obtaining the COVID-19 vaccine.

- Recovering from any injury, disability illness or condition related to COVID-19 immunization.

These three situations provide for a tax credit up to a cap of \$511/day at the employee's regular rate of pay (\$5,110 in the aggregate).

The above-mentioned situations expand on the 2020 list of Emergency Paid Sick Leave situations. The following list continues to be eligible for Emergency Paid Sick Leave under the American Rescue Plan Act of 2021:

- An employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
 - Employee is paid at 100% and capped at \$511 per day (\$5,110 in the aggregate)
- Has been advised by a health care provider to self-quarantine.
 - Employee is paid at 100% and capped at \$511 per day (\$5,110 in the aggregate).
- Is experiencing COVID-19 symptoms and seeking a medical diagnosis.
 - Employee is paid at 100% and capped at \$511 per day (\$5,110 in the aggregate).
- Is caring for an individual who is subject to a COVID-19 quarantine or advised to self-quarantine.
 - Employee is paid at 2/3 of their pay rate and capped at \$200 per day (\$2,000 in the aggregate).
- Is caring for a child whose school or daycare provider is closed or unavailable because of COVID-19.
 - Employee is paid at 2/3 of their pay rate and capped at \$200 per day (\$2,000 in the aggregate).
- Is experiencing any other substantially similar condition specified by the US Secretary of Health and Human Services.
 - Employee is paid at 2/3 of their pay rate and capped at \$200 per day (\$2,000 in the aggregate).

(I did not see any updated on the League's website regarding the FFCRA Leave when I checked Thursday.)

Recommended Motion:

Offer up to two weeks (10 days) Employee's Emergency Paid Sick Leave (COVID Leave) to our employees following the guidelines given by the League of MN Cities "FFCRA leave and the American Rescue Plan Act of 2021" published April 2, 2021 for the period covering April 1, 2021 – September 30, 2021.

FFCRA Leave and the American Rescue Plan Act of 2021

Published: April 2, 2021

The requirement to provide paid Emergency Paid Sick and the expanded Family Medical leaves under the Families First Coronavirus Response Act (FFCRA) of 2020 expired on Dec. 31, 2020. Cities may recall language in the Families First Coronavirus Response Act in 2020 prohibited local governmental employers from receiving any benefit of the payroll tax credits for providing paid sick and paid emergency family leave. While payroll tax credits were not an option for local governments in 2020, qualified sick and family leave wages were not subject to the employer share of social security tax.

[Read more about the requirements for the FFCRA leave that ended Dec. 31, 2020.](#)

However, the [American Rescue Act Plan of 2021](#) now includes a measure that, effective April 1 through Sept. 30, 2021, makes state and local governments fully eligible for the paid leave reimbursable tax credits under the Families First Coronavirus Relief Act (FFCRA). The tax credit will apply against Medicare federal taxes on a quarterly basis.

While this is an *optional* benefit for city employers to offer to employees (i.e., NOT required), failure to comply with all leave requirements of the American Rescue Plan Act disqualifies a city from obtaining the credit. For cities opting to provide this FFCRA-type leave to employees in 2021, there are new requirements for both leaves for eligibility for the payroll tax credits.

We understand guidance will be forthcoming from various federal agencies, including the Department of Labor, so we will update these FAQs when such guidance is available. The League encourages cities to work with their city attorney in implementing the new law and adapting any policies.

For policy samples and other guidance relating FFCRA leave and American Rescue Plan Act of 2021 requirements, please contact HRBenefits@lmc.org or Research@lmc.org.

Get answers to these FAQs about FFCRA leave and the American Rescue Plan Act of 2021:

Q1. As a city, am I required to implement this FFCRA type leave for my employees in 2021?

Q2. What are the new requirements regarding the 2021 FFCRA type leave?

Q3. How does a city agree to offer these additional leaves and receive the tax credit?

Q1. As a city, am I required to implement this FFCRA type leave for my employees in 2021?

A1. No, offering the FFCRA type leaves to your employees is optional. To take advantage of the payroll tax credits, the city will need to comply with all aspects of the newly revised FFCRA leaves.

A great first step is to evaluate whether your city wishes to offer the FFCRA type leave for your employees in 2021. While some cities may wish to offer this benefit to help employees with COVID-19 leave needs for the period April 1, 2021 through Sept. 30, 2021, others may wish to either hold off until agency guidance provides additional clarification on leave details or simply not opt to take advantage of the tax credits. Some outstanding areas we are awaiting guidance on include:

- Whether the new law allows an employee with some use of FMLA already in the FMLA year period a total of 14 weeks (12 weeks of expanded Family Medical Leave plus 2 weeks of Emergency Paid Sick leave) or something more generous with a whole new allotment of 12 weeks of expanded FMLA. In the FFCRA of 2020, the DOL clearly limited the expanded and traditional FMLA to 12 weeks total. Our best information at this point is that the 2021 law only provides a total of 12 weeks of expanded FML and FMLA combined, but we await further guidance to clarify this issue.
- If there is a sequence of the leave that must be used. Arguably, it would seem if an employer provides the optional leaves, those would be used prior to any other city paid leave. Practically speaking, it seems cities opting to offer this FFCRA type leave in 2021 may want to guide employees to exhaust the two week Emergency Paid Sick Leave first since in many cases employees receive 100% of pay (max of \$511/day) before then using the expanded family leave, paid at two-thirds (max of \$200/day) for the same qualifying reason.
- At this point in time, it is not totally clear whether an employer can provide only one type of leave, such as only Emergency Paid Sick Leave, and not the expanded Family Medical Leave. The law notes the tax credit is only available to employers who uniformly provide leave to all employees, without discrimination against certain categories of workers such as highly compensated employees, full-time employees, or on the basis of seniority. A conservative approach until we receive further guidance, could be to provide both types of leaves to your employees if your city decides to offer the FFCRA type leave at this time. See non-discrimination rules under [FAQ #A2-A](#).

If a city opts to hold off on implementing this leave for 2021, it is not clear how to handle the leave should the city opt to implement the benefit later. For example, could a city track the leave used by employees for the period until the city implements, and then retroactively adjust employee balances once the benefit is implemented. The city would need to also ensure

documentation is utilized to substantiate the leave and tax credits taken. Consultation with the city attorney is important as the city determines next steps.

Another option is for the city to offer some type of leave similar to what is outlined in the new law, with the expectation that the city will not receive the tax credits but retains control over the type and amount of leave it will offer to employees. Some cities may instead choose not to offer any additional leaves other than what the city typically offers under non-pandemic times, which again would not be eligible for tax credits. The benefit of offering some leave beyond what a city typically offers is that the additional leave may encourage ill employees to stay home as well as encourage employees to become vaccinated.

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Q2. What are the new requirements regarding the 2021 FFCRA type leave?

A2-A. As noted in [FAQ #Q1](#) (and unlike the FFCRA leave required in 2020 that expired at the end of 2020), this leave benefit is *optional* to employers in 2021. We anticipate additional agency guidance in the future but provided below is a summary of what we know now.

Non-discrimination rules — Employers will not be eligible for the payroll tax credit if they discriminate in awarding the FFCRA type leave in favor of highly compensated employees, full-time employees, or on the basis of seniority. Therefore, cities voluntarily providing FFCRA leave in 2021 conservatively may want to grant leave across the board. We also await further guidance on whether a city may offer only one type of leave (such as only Emergency Paid Sick Leave, and not the expanded FML) to employees.

A2-B. Emergency Paid Sick Leave

The amount of Emergency Paid Sick Leave under the American Rescue Plan is two weeks (10 days) for the period April 1, 2021 through Sept. 30, 2021. Since the 2020 leave expired as of Dec. 31, 2020, if a city offers this leave to employees, the full 10 days/two weeks is available as of April 1, 2021.

The maximum tax credit for Emergency Paid Sick Leave wages remains at \$2,000 or \$5,110 per employees, depending on the type of leave taken.

Expanded qualifying reasons for leave — The American Rescue Plan Act broadens situations under which an employee is eligible to include employees:

- Seeking or awaiting the results of a test for or a diagnosis of COVID-19 when the employee has either been exposed to COVID-19 or the employer has requested the test or diagnosis.
- Obtaining the COVID-19 vaccine.
- Recovering from any injury, disability illness or condition related to COVID-19 immunization.

These three situations provide for a tax credit up to a cap of \$511/day at the employee's regular rate of pay (\$5,110 in the aggregate).

The above-mentioned situations expand on the 2020 list of Emergency Paid Sick Leave situations. The following list continues to be eligible for Emergency Paid Sick Leave under the American Rescue Plan Act of 2021:

- An employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
 - Employee is paid at 100% and capped at \$511 per day (\$5,110 in the aggregate)
- Has been advised by a health care provider to self-quarantine.
 - Employee is paid at 100% and capped at \$511 per day (\$5,110 in the aggregate).
- Is experiencing COVID-19 symptoms and seeking a medical diagnosis.
 - Employee is paid at 100% and capped at \$511 per day (\$5,110 in the aggregate).
- Is caring for an individual who is subject to a COVID-19 quarantine or advised to self-quarantine.
 - Employee is paid at 2/3 of their pay rate and capped at \$200 per day (\$2,000 in the aggregate).
- Is caring for a child whose school or daycare provider is closed or unavailable because of COVID-19.
 - Employee is paid at 2/3 of their pay rate and capped at \$200 per day (\$2,000 in the aggregate).
- Is experiencing any other substantially similar condition specified by the US Secretary of Health and Human Services.
 - Employee is paid at 2/3 of their pay rate and capped at \$200 per day (\$2,000 in the aggregate).

[Read more about the the 2020 FFCRA leave requirements.](#)

While we await agency guidance, cities opting to offer this paid leave will want to maintain documentation for substantiation of the tax credit for at least 4 years after the date the tax becomes due or is paid, whichever comes later.

Again, the federal tax credit is only available for leave under for the FFCRA reasons spelled out in the American Rescue Plan Act of 2021 and outlined in these FAQs. Without the benefit of agency guidance at this time, we have prepared a model leave form for your consideration including information reflecting the guidance currently available:

[View the model form Request Emergency Paid Sick Leave Under ARPA \(doc\)](#)

A2-C. Emergency Family Medical Leave (Expanded Family Medical Leave)

Expanded qualifying reasons for leave — Previously the FFCRA leave of 2020 only permitted expanded family medical leave for an employee's time off to care for a child whose school or daycare closed due to COVID-19 reasons. [Read more about the FFCRA leave of 2020.](#)

The 2021 law now allows the expanded family medical leave for any of the qualifying reasons found under Paid Sick Leave (which in 2021 have been expanded as well — See [FAQ #A2-B](#)). Thus, the 2021 expanded Family Medical Leave can now be taken for any of these 9 reasons for the period April 1, 2021-Sept. 30, 2021:

- An employee is subject to a federal, state, or local quarantine or isolation order related to COVID-19.
- Has been advised by a health care provider to self-quarantine.
- Is experiencing COVID-19 symptoms and seeking a medical diagnosis.
- Is caring for an individual who is subject to a COVID-19 quarantine or advised to self-quarantine.
- Is caring for a child whose school or daycare provider is closed or unavailable because of COVID-19.
- Is experiencing any other substantially similar condition specified by the US Secretary of Health and Human Services.
- An employee who is seeking or waiting for the results of a test for or a diagnosis of COVID-19 when the employee has either been exposed to COVID-19 or the employer has requested the test or diagnosis.
- An employee who is obtaining the COVID-19 vaccine.
- If an employee is recovering from any injury, disability illness or condition related to COVID-19 immunization.

Increased paid weeks from 10 weeks to 12 — Previously the FFCRA leave of 2020 required the first two weeks, be either unpaid or an employee could elect to use 10 days of Emergency Paid Sick Leave; leaving employees with essentially only 10 weeks of the paid expanded Family Medical Leave. This two-week unpaid requirement has been eliminated in the 2021 American Rescue Plan Act, so effective April 1, 2021 through Sept. 30, 2021, if an employee qualifies for the expanded Family Medical Leave, and assuming the employee has not previously used any Family Medical Leave, then he or she will have the full 12 weeks of leave paid at the 2/3 rate of their regular rate of pay. In 2021, looking at the two leaves together (Emergency Paid Sick Leave and expanded FML), an employee could receive up to 14 weeks of paid leave if he or she, for example, contracted COVID-19 and then is subject to quarantine by a health care provider. In this scenario, the employee could be eligible for two weeks at their regular rate of pay as Emergency Paid Sick leave and up to 12 weeks at two thirds of their regular rate of pay under expanded Family Medical Leave in 2021. Please note this is a different situation than described in [FAQ #Q1](#) in that we are combining the Emergency Paid Sick Leave and the expanded Family Medical Leave for illustration purposes.

Increases the tax credit limit — The American Rescue Plan Act of 2021 increases the tax credit limit for covered wages for expanded Family Medical Leave from \$10,000 to \$12,000 per employee. This means that a city can claim a total tax credit of up to \$12,000 per employee which reflects 2/3 of the employee's regular pay capped at \$200 per day for FFCRA expanded family leave.

While we await agency guidance, cities opting to offer this paid leave will want to maintain documentation for substantiation of the tax credit for at least 4 years after the date the tax becomes due or is paid, whichever comes later. The federal tax credit is only available for leave under the FFCRA reasons spelled out in the American Rescue Plan Act of 2021. Without the benefit of agency guidance at this time, we have prepared a model leave form for your consideration including information reflecting the guidance currently available:

[View the model form Employee Request for Public Health Emergency Leave Under ARPA \(doc\)](#)

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Q3. How does a city agree to offer these additional leaves and receive the tax credit?

A3. We are still awaiting agency guidance on the process. City councils will likely need to make the affirmative decision before employees are notified that the leave is available to them. The tax credit will apply against Medicare federal taxes on a quarterly basis.

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[Access more COVID-19 News and Resources](#)

Your LMC Resource

HR & Benefits Department
(651) 281-1200 or (800) 925-1122
hrrbenefits@lmc.org



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: May 24, 2021
SUBJECT: Encroachment Agreement to access Barnes Lake

At the May 10th regular City Council meeting, the Council considered a request from Tim Rohwer who resides at 935 Lakewood Trail, to encroach onto City property in order to gain access to Barnes Lake to do kayaking.

Following discussion, the Council consented to Mr. Rohwer's request and directed staff to have an Encroachment Agreement prepared and included on the May 24th agenda for Council consideration. The City's attorney has reviewed the enclosed Encroachment Agreement.

The Council also discussed other encroachments that have already happened without a formal agreement with the City. Enclosed are some photos.

Recommended Motion:

Motion to approve the Encroachment Agreement between the City of Norwood Young America and Timothy J. Rohwer.

Norwood Young America

(above space reserved for recording data)

ENCROACHMENT AGREEMENT

AGREEMENT made this ___ day of _____, 2021, by and between the City of Norwood Young America, a Minnesota municipal corporation ("City") and Timothy J. Rohwer ("Owner").

1. **Background.** The Owner is the fee owner of Lot 23, Block 3, The Preserve 5th Addition, which property is located in the City of Norwood Young America, County of Carver, State of Minnesota (hereinafter the "Subject Property").

The Owner desires to encroach onto property owned by the City described as Outlot A, the Preserve 5th Addition (hereinafter the "Encroachment Area"), as depicted in the attached Exhibit A, in order to access Barnes Lake.

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 as shown in the attached Exhibit A. The Owner may not remove trees or vegetation from or construct trails or place items such as benches or the like within the Encroachment Area. The Encroachment Area must be left in its natural state. The duration of the permitted encroachment shall be for five (5) years from the date of this Encroachment Agreement is fully executed by the City and the Owner. The City reserves the right to terminate this Encroachment Agreement at any time.

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 AMERICA

Its Mayor

Dated: _____

Its Clerk

Dated: _____

STATE OF MINNESOTA)
) SS
COUNTY OF CARVER)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021, by _____ and _____, respectively the Mayor and City Administrator for the City of Norwood Young America, a Minnesota municipal corporation, on behalf of the corporation and pursuant to the authority granted by its City Council.

Notary Public

TIMOTHY J. ROHWER

Dated: _____

STATE OF MINNESOTA)
) SS
COUNTY OF CARVER)

The foregoing instrument was acknowledged before me this ____ day of _____, 2021, by Timothy J. Rohwer, a single person.

Notary Public

This instrument was drafted by:

Rupp, Anderson, Squires & Waldspurger, P.A.
333 South Seventh Street, Suite 2800
Minneapolis, MN 55402
(612) 436-4300













TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 24, 2021

SUBJECT: Resolution 2021-13, Authorizing the Award of a Contract for Construction of 2nd Avenue Lift Station and Street Improvement Project

At the April 12th regular City Council meeting, the Council approved Resolution 2021-11, which approved the final plans and authorized advertisement for bids for the 2nd Avenue Lift Station and Street Improvement Project.

A representative of Bolton & Menk, will be present to review the bids received for the project and to make recommendation to award the project to Wm. Mueller & Sons.

Enclosed is the proposed Resolution 2021-13, a resolution awarding the bid and authorizing to enter into a contract with Wm. Mueller & Sons.

Recommended Motion:

Motion to approve Resolution 2021-13, Resolution Authorizing the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the 2nd Avenue Lift Station and Street Improvement Project.

Norwood Young America



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

May 20, 2021

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

RE: 2nd Avenue Lift Station & Street Improvements - Award Recommendation Letter

Honorable Mayor and City Council Members:

Bids were received for the above referenced project on May 18, 2021. Four bids were received and are tabulated below. The proposed work includes all materials and labor necessary to reconstruct 2nd Avenue from Faxon Road to Devonshire Drive including lift station improvements. The low bid was submitted by Wm. Mueller & Sons, Inc. of Hamburg, MN.

CONTRACTOR	TOTAL AMOUNT BID
Wm. Mueller & Sons	\$1,112,673.52
Minger Construction	\$1,159,557.21
Pember Companies	\$1,249,715.26
Geislinger & Sons	\$1,342,648.14

Evaluation of the bids indicates the bidding process was competitive. The low bid submitted was 16% below the engineer's estimated amount of \$1,324,692 and 17% below the high bid of \$1,342,648.14.

Wm. Mueller & Sons, Inc. has successfully completed projects of this type in the past and thereby have shown themselves to be a responsible contractor. Based on the items above, we recommend the City award a contract in the amount of **\$1,112,673.52** to Wm. Mueller & Sons. I am open to discuss this information with you and answer any questions you or the City Council may have.

Respectfully Submitted,
BOLTON & MENK, INC.

Joshua Eckstein, P.E.

Cc: Jake Saulsbury, Bolton & Menk, Inc.

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2021-13**

**Resolution Authorizing the Award of a Contract to
WM. Mueller & Sons, Inc. for the Construction of the
2nd Avenue Lift Station & Street Improvement Project**

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

WHEREAS, the 2nd Avenue Lift Station & Street Improvement Project which includes the replacement of the existing lift station, and street, drainage and utility improvements of 2nd Avenue between Central Avenue and the northern Devonshire Drive intersection; and

WHEREAS, pursuant to Resolution 2021-11 adopted by the Norwood Young America City Council on April 12, 2021, the solicitation of bids was authorized for the 2nd Avenue Lift Station & Street Improvement Project; and

WHEREAS, the project was advertised and four (4) bids were received and publicly opened and read aloud at 10:00 a.m., May 18, 2021.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby awards the bid and authorizes entering into a contract with Wm. Mueller & Sons, Inc. in the amount of \$1,112,673.52 for the 2nd Avenue Lift Station & Street Improvement Project.

Adopted by the City Council this 24th day of May 2021.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk/Treasurer



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: April 26, 2021

SUBJECT: Pavilion Liquor License Holder Approval

The City Council approved to accept proposals for the Pavilion Liquor License at the meeting on May 10, 2021. Businesses that carry a liquor license through the City were given information about the request for proposals.

The City received one proposal from The Pour House Pub. Attached is their proposal letter. The Pour House Pub noted that they have been providing Pavilion Liquor Services since 2013. They are proposing to continue to exclusive rights to liquor sales for all wedding events scheduled at the pavilion, while all other non-wedding events would allow for self-hosting liquor services. Should non-wedding events choose to self-host and provide alcohol at no cost, they are required by the City to provide a Special Event liquor liability rider from the renter's homeowners insurance. The other option is to have the alcohol sold by the liquor license holder.

The Pour House Pub is also proposing to eliminate the gross sale percentage paid to the City after each wedding event. Staff contacted neighboring cities with event venues to request information about their liquor sales:

- Hamburg: Lions Club or any liquor license holder provide bar service. No fee paid to City.
- Glencoe: City owns the municipal liquor store and hires bar staff.
- Cologne: Contracts with one liquor license holder. No fee paid to City
- Arlington: Charges a "bar fee" to the liquor license holder based off number of people at event (up to 100 people = \$100, 101-200 people = \$200, 201-300 people \$300, 301-400 people = \$400, 401+ people = \$500). Liquor license holder passes on this fee to the renter.

Staff researched the last six weddings held in 2019 (none in 2020) with liquor service by The Pour House Pub. The average fee paid to the City per event was \$47.33.

The liquor license for the Pavilion is a two-year license and will run from July 1, 2021 to June 30, 2023.

Motion options:

Motion to approve the proposal from The Pour House Pub with the exclusive rights to liquor sales for all wedding events scheduled at the pavilion and to eliminate the gross sale percentage paid to the City per wedding event.

Or -

Motion to allow any liquor license holder to provide bar service at the pavilion.

Norwood Young America

May 19, 2021

City of Norwood Young America
310 Elm Street West
Norwood Young America, MN 55368



To whom it may concern,

Enclosed is our proposal for retaining the Pavilion Liquor Services.

The Pour House has been successfully providing the Pavilion Liquor Services since 2013. Our employees are fully trained, and events are managed by a dedicated contact. We supply and stock all of the alcoholic and non-alcoholic products as needed by event. Also, all the equipment necessary is already in place. We will continue to carry required insurance.

We are proposing The Pour House Pub have exclusive rights to liquor sales for all wedding events scheduled at the pavilion. All other non-wedding events would allow for self-hosting liquor services.

The Pour House will regularly perform the tap line cleaning and regular maintenance of the locked kegmeister and soda lines only. We will not be responsible for the reach-in cooler, ice machine, and small refrigerator kegmeister, as these are available for community use.

The Pour House also provides the liquor services during Stiftungsfest weekend. In years prior we have returned 25% of profit to the Stiftungsfest committee.

Also, to align with neighboring cities, we cannot offer a portion of the gross sales to the city. We are not guaranteed events but are still responsible for insurance and maintenance/repair cost.

We have effectively delivered quality service, professionalism, and fair pricing during our years of providing services for the Pavilion. The Pour House looks forward to continuing our relationship with the city and our customers. Thank you for your consideration.

Respectively,

Ryan Finnerty
Owner

John Barnes
Owner

Price List

Mixed Drink - \$4 - \$6, price may vary depending on liquor choice
Beer - \$4 - \$6, price may vary depending on beer choice
Wine - \$4 - \$6, price may vary depending on wine choice
Keg - \$300+, price may vary depending on beer choice
Soda - \$1
Unlimited Soda - \$175

All drinks in 14 oz. cups



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: May 24, 2021

SUBJECT: Historic Downtown Young America Mural

Staff contacted two mural artists – Lana Beck and Ashley Williams – with a formal RFQ (attached) for the Historic Downtown Young America Mural. At the direction of the Norwood Young America City Council, Economic Development Commission, Stiftungsfest Committee, Young America Cardinal Baseball Team, Parks & Recreation Commission and Willkommen Heritage & Preservation Society, the following information was to be considered in the planning of the mural in the RFQ:

- *Must reflect historical connections of the former Young America community*
 - *Stiftungsfest – meaning “Founder’s Day” – German singing celebration*
 - *Singer’s Hall (old dance hall)*
 - *Old Young America City Hall*
 - *Young America Cardinal Baseball*
 - *Willkommen Memorial Park is their home field – they would love to see a baseball player with original uniform/bat/glove with number “13” recognized on the uniform as it is in honor of a State Amateur Baseball Hall of Fame player from Young America – Virgil Zellmann*
- *Incorporate the 1947 memorial board with the mural*

It was also requested that both artists contact LaVonne Kroells at the Willkommen Heritage & Preservation Society for additional research. The quotes, along with a draft sketch, was due May 19, 2021. Staff was contacted by Ashley Williams on May 18, 2021 that she would not be submitting a quote due to other obligations.

Lana Beck submitted her quote and sketch on May 13, 2021. She has proposed a vintage baseball, German heritage themed mural (attached). Her quote is \$7,800 which includes all the design paint and brushes. Preparation of the area would include to have city staff clean and prime the wall and provide a scissor lift for Beck to use for approximately two weeks dependent on weather. Beck estimates 70 hours of work. City staff will also apply the sealer. Preparation and sealing costs will be up to an additional \$1,000.

Action

Motion to award the quote of \$7,800 to Lana Beck of Ibd, etc. for the Historic Downtown Young America Mural on the grandstand at Willkommen Memorial Park pending final design approval.

Norwood Young America



REQUEST FOR QUOTE & DESIGN DRAFT

City of Norwood Young America Historic Downtown Young America Mural

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

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes to research, design and paint a community mural in Historic Downtown Young America. A draft sketch of the artists interpretation of the project must accompany the quote. Responses submitted must provide complete information as indicated in this request. Please submit quote by **May 19, 2021**.**

City of Norwood Young America
Attention: Karen Hallquist
P.O. Box 59
Norwood Young America, MN 55368

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

Karen Hallquist
Economic Development Marketing Director
P.O. Box 59
Norwood Young America, MN 55368
(952)467-1810
economicdev@cityofnya.com

C. Scope of Work

The City of Norwood Young America is accepting quotes to for a community mural to be researched, designed and painted on the back of the grandstand at Willkommen Memorial Park, 21 Main Street E, in Historic Downtown Young America.



At the direction of the Norwood Young America City Council, Economic Development Commission, Stiftungsfest Committee, Young America Cardinal Baseball Team, Parks & Recreation Commission and Willkommen Heritage & Preservation Society, the following information should be considered in the planning of the mural:

- Must reflect historical connections of the former Young America community
 - Stiftungsfest – meaning “Founder’s Day” – German singing celebration
 - Singer’s Hall (old dance hall)
 - Old Young America City Hall
 - Young America Cardinal Baseball
 - Willkommen Memorial Park is their home field – they would love to see a baseball player with original uniform/bat/glove with number “13” recognized on the uniform as it is in honor of a State Amateur Baseball Hall of Fame player from Young America – Virgil Zellmann
- Incorporate the 1947 memorial board with the mural
- Please contact LaVonne Kroells at Willkommen Heritage & Preservation Society at 952-467-3214 for additional research on the Young America community

City Responsibilities with Project

- Pre-work for the “blank canvas” will be prepared by City staff:
 - Cleaning of the wall
 - Priming the wall (wherever the layout of the mural will be)
- Dumpsters (as seen in pictures) will be permanently removed from the vicinity
- A scissor lift will be provided for artist (if needed)
- City staff will apply the anti-graffiti paint coating at least 72 hours after the mural is completed

Project Schedule

Wed, May 19, 2021 – Quote/draft sketch of the artists interpretation of the project due.
Mon, May 24, 2021 – NYA City Council meeting to review submissions and give feedback
Wed, June 9, 2021 – NYA Economic Development Commission meeting to review and recommend approval of design/artist
Mon, June 14, 2021 – NYA City Council meeting to formally approve design/artist

****The scope of work is to be completed before August 20, 2021****

D. Insurance

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

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

E. Quote

Quotes should be provided as a whole dollar amount for the entire scope of work.

F. Disclaimer

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

G. Right to Reject Quotes

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

Additional pictures:



CONTRACTOR'S QUOTE

Company name: LKB ETC.,

Contact Person: LANA KAY BECK

Title: ARTIST

Address: 416 COVENTRY ROAD
LESUEUR, MN 56058

Phone Number: 612-644-5286

Quote: \$ 7800.00

(2 WEEKS)

Signature: Lana Beck

Date: 5-11-21



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/11/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Speiker and Company 16186 MAIN AVE SE, #250 PO BOX 130 PRIOR LAKE MN 55372		CONTACT NAME: Lisa Fahey PHONE (A/C, No, Ext): (952) 440-6500 E-MAIL ADDRESS: Lisa.Fahey@Speikercompany.com FAX (A/C, No): (952) 440-6511	
INSURED Lana Beck 416 Coventry Rd Le Sueur MN 56058-2170		INSURER(S) AFFORDING COVERAGE INSURER A: Owners Insurance Company INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 32700	

COVERAGES**CERTIFICATE NUMBER:** CL2151100910**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD / WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	08983086	04/01/2021	04/01/2022	EACH OCCURRENCE \$ 500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 500,000 PRODUCTS - COMP/OP AGG \$ 500,000 Premises/Operations \$ COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					
	UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED <input type="checkbox"/> RETENTION \$					
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A			
						EACH OCCURRENCE \$ AGGREGATE \$ \$ PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**City of Norwood Young America
310 Elm Street W

Norwood Young America

MN 55368

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

From: Lana Beck <lkbetcdesign@gmail.com>
Sent: Tuesday, May 11, 2021 3:01 PM
To: Karen Hallquist
Subject: Lkb Etc., Insurance rider
Attachments: doc00786220210511123240.pdf

Hello Karen,

I mailed my sketches and quote this afternoon. I am attaching the additional insurance certificate from my contractors insurance with NYoung America added. Thank you for your calls and assistance. The colors I have not selected numbers for yet, but will, when I receive names from the Pittsburgh Paint Historical List. I am looking at the background matching the existing creamy white color on the rest of the parks buildings, with a dark Umber to also match the German style battens. The baseball mural will be vintage colors and will include the painting of the words directly on the wall for more attention (refer to the existing attached board (which is in tough shape). The painted faux stone wanes coating will be easier to maintain, the existing paint is peeling and chipping away. In future maintenance, this faux painting can be repainted to a solid color if desired in the coming years. My quote is based on 70 plus hours of painting and high quality exterior paint; Grand distinction- Pittsburgh Paints. High content of acrylic for durability, less fading, cracking and peeling.

Thank you for the opportunity.

Lana

lana k. beck , artist illustrator muralist room designer and paint consultant

lkbetcdesign@gmail.com

studio cell) 612-644-5286

416 coventry road, lesueur, mn 56058

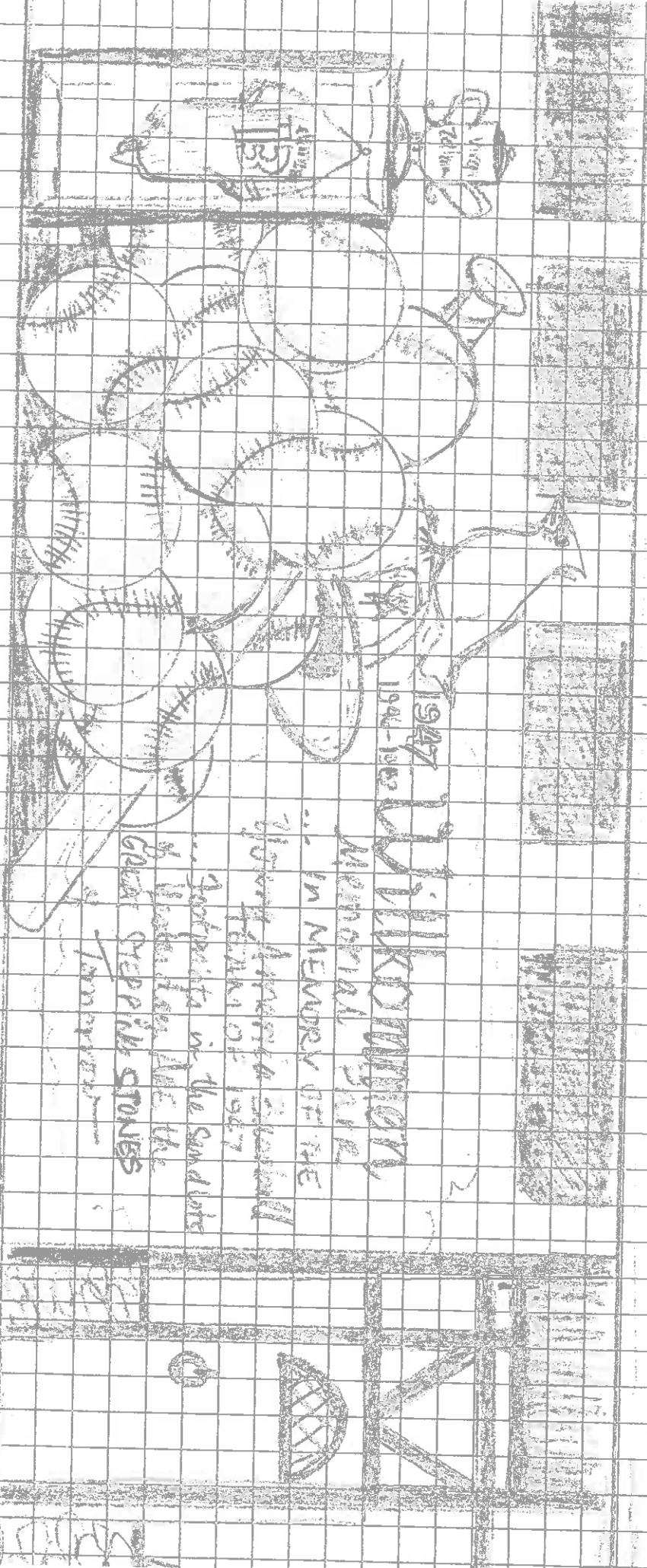
Facebook portfolio; Lkb Etc., lana k beck

CENTER PANEL
"VINTAGE DESIGN"

blue sky
white
white fog
and
diamond
diamond

Prime & secondary
indicators

16 hrs



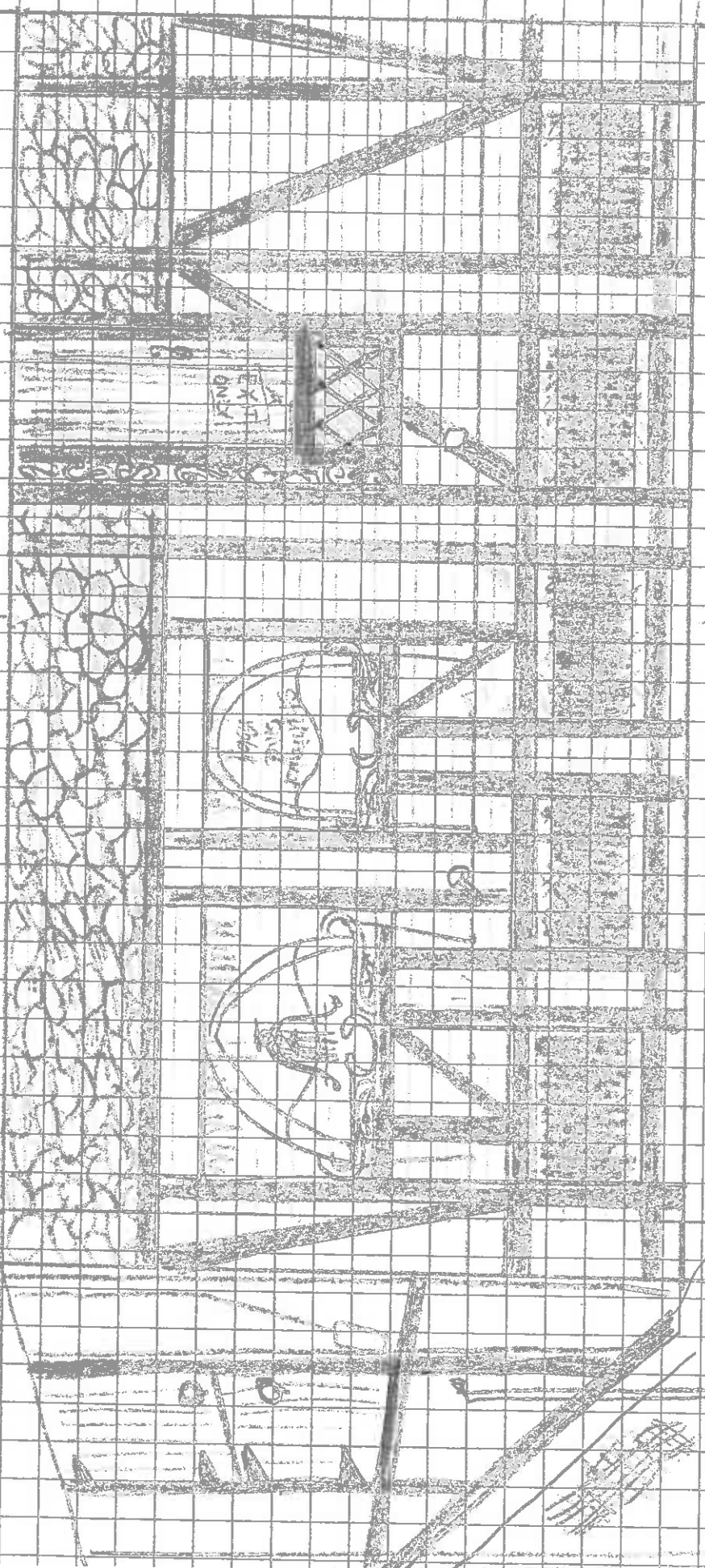
QTY: PRIME & PAINT - REPAIRS
 TRIM (EXISTING)?

light
 tan
 or creamy
 white

colors
 Creamy white
 Tan
 dk. lumber brown
 Red → Maroon
 mustard yellow
 Stoves - group -
 brown

3 chairs
 + 16 ins

8 1/2" →
 5 x 1 1/2" →
 1/4" →
 6 1/2" →
 1" Spine



30 long existing
 1 1/2" x 1 1/2"

From: ashley williams <artyash95@gmail.com>
Sent: Tuesday, May 18, 2021 3:44 PM
To: Karen Hallquist
Subject: YA mural

Hello Karen!

I hope things are going well! The plywood was delivered to the school and the students have been busy painting their designs! They are really into the project and it's been fun watching them paint!

I am emailing you about the YA mural project because I wanted to inform you that I will not be submitting the RFQ and Design tomorrow. I have wrestled with this over the past couple days because a mural like this would be a great opportunity and I would love to have artwork on display in town... but I have been contracted to create artwork for a company and I signed a contract with them last week agreeing to their project.

I am afraid that if I was to take on both I would be spread too thin this summer. It was something that I could not turn down especially when there was a chance my design for the mural might not be chosen.

I am sure that the other artists will have amazing designs and I can't wait to see how it turns out!

Thanks,
Ashley Williams



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 24, 2021

SUBJECT: Highway 212 Lighting Installation Project Change Order No. 1

Prior to commencing the Highway 212 trail lighting installation project, MnDOT requires the City to obtain a permit to work in the highway right-of-way. MnDOT has reviewed the City's lighting installation plan and with respect to the lights proposed to be installed on the north side of the highway, due to the closeness to the new retaining wall near Kwik Trip, MnDOT is requiring that one light pole and four bollards be moved to the south side of the trail. Enclosed is a map identifying the light and bollards in question. They are circled.

Because of the close proximity, MnDOT's concern is with the digging of the footings for the light pole and bollards they may compromise the retaining wall footings.

Moving the lights to the south side of the trail will require additional directional boring. Xtreme Electrical Services has submitted Change Order No. 1 which is for the additional boring at a cost of \$3,000 (see enclosure).

In order to work in the state highway right-of-way and obtain the required permit, the City is required to provide MnDOT with a \$25,000 Surety Bond for 1-year. The cost of the Bond was \$250.00.

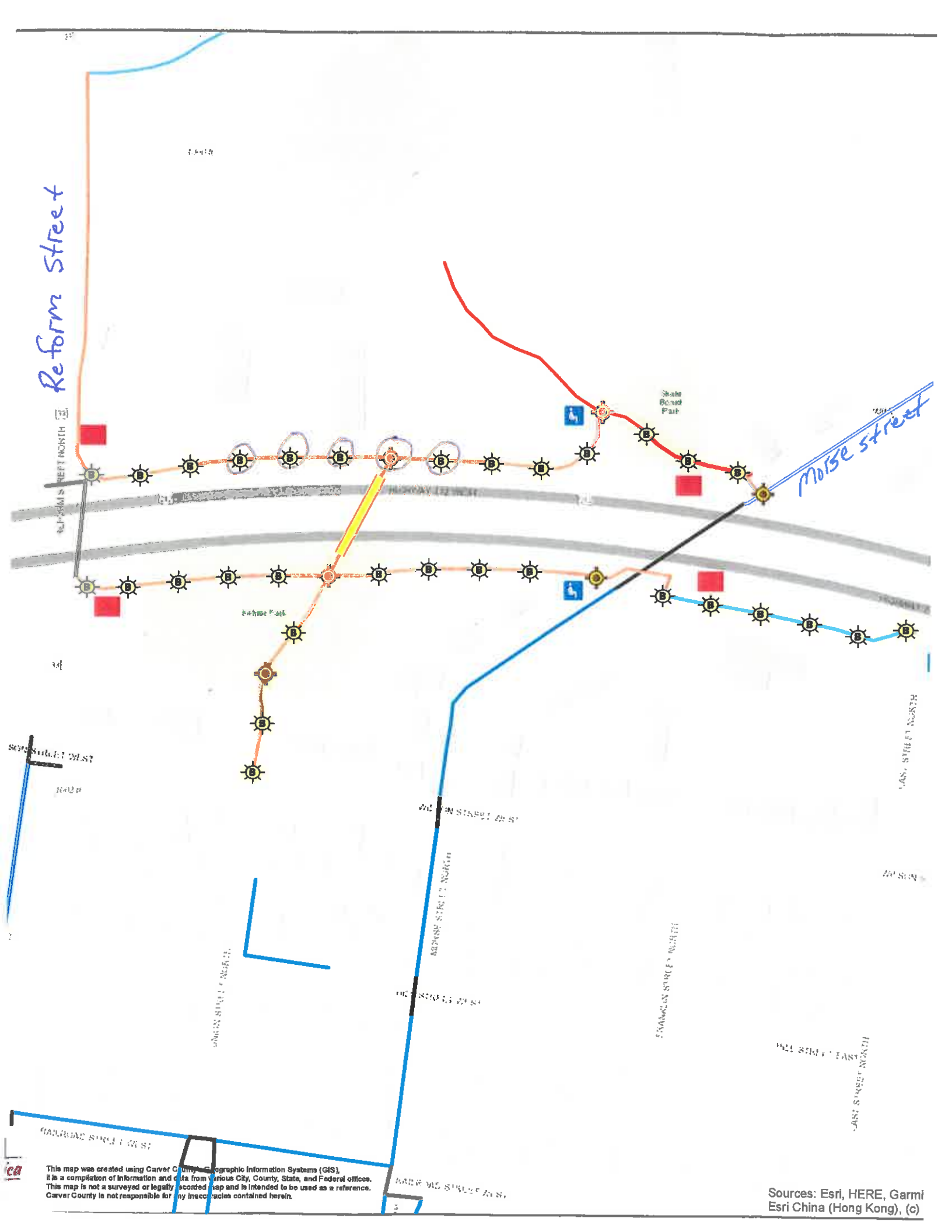
Recommended Motion:

Motion to approve the Highway 212 Lighting Installation Project Change Order No. 1.

Norwood Young America

Reform Street

Morse Street



This map was created using Carver County's Geographic Information Systems (GIS). It is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Sources: Esri, HERE, Garmí Esri China (Hong Kong), (c)



311 W Railroad Street Norwood-Young America, MN 55368
Phone: 952-466-5777
Fax: 952-466-5756

CHANGE ORDER No. 1

DATE: May 3, 2021

PROJECT: City of Norwood Young America Trail Lighting

Change Orders:

(3) Additional directional bores for lights to be removed to other sides

Total: \$3,000.00

PAYMENT TERMS: UPON COMPLETION

XTREME ELECTRICAL SERVICES, INC.

OWNER/CONTRACTOR



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: May 24th, 2021
RE: Sealcoating City Streets and Parking Areas

I am proposing to hire a contractor to sealcoat the designated streets and parking areas that I have identified on the included RFQ for the 2021 season.

Sealcoating is one more step towards maintaining our streets and continuing asphalt preservation in the community. The purpose of sealcoating is to apply a new layer of protection to the road surface. This layer consists of a coating of oil to seal the pavement from moisture penetration and adding an aggregate over the top to provide a new wearing surface for the pavement. This practice should be exercised on new pavement within the first 1-3 years after installation and then applied every 5-7 years over existing sealcoat to help preserve the pavement. Additional coatings of sealcoat can be substituted with an overlay in the future as the pavement continues to break down and eventually needs further maintenance in which a sealcoat cannot provide.

I created and solicited a Request for Quotes to 3 contractors we have worked with in the past. I have included their quotes as follows.

Pearson Bros	\$43,765.85
Allied Blacktop Company	\$45,783.50
Astech	\$45,831.17

We have budgeted \$90,000 in the Highways, Streets, and Roads/Street Maintenance line item for the 2021 season.

Suggested Motion: Motion to hire Pearson Bros to chip seal the designated areas for the amount of \$43,765.85

Norwood Young America



REQUEST FOR QUOTES

2021 Norwood Young America Sealcoat 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 sealcoating our designated city streets and parking lots.
- B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quote is **9:00 a.m. Thursday May 20th, 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

- Contractor is required to pre sweep all areas and dispose of material. All areas shall be swept clean with no foreign material stuck to pavement. Low areas or depressions may need to be hand swept or blown clean.
- Contractor is required to cover and protect all castings in road surface and assure they are clean when completed.
- Contractor is required to supply and apply the bituminous material
- Contractor is required to supply and apply the aggregate as specified
- Contractor is required to roll the applied aggregate over the bituminous material immediately after application
- Contractor is required to sweep up excess rock and remove from areas 7-10 days after application
- Contractor is required to coordinate with the city and allow time for blacktop patching and crack sealing. Crack sealing deadline is scheduled to be July 31 which will allow time to sealcoat before August 31st deadline.

B. Specifications

- Bituminous material will be CRS-2P applied at a rate of .24-.26 gallons per square yard at a minimum temperature of 60 degrees Fahrenheit
- Aggregate material will be FA-2 1/8" Trap Rock applied at rate to adequately cover applied bituminous material
- Areas are to be rolled with pneumatic tired rollers with no greater speed than 5mph while embedding rock
- The road surface may be damp during completion but no ponding water.

C. Traffic Control

- Contractor is responsible for posting no parking signs a minimum of 24 hours in advance of application and to ensure parking restrictions are followed prior to application.
- Contractor is responsible to provide adequate signage, barricades, and personnel to control vehicular and pedestrian traffic during application.
- Contractor is responsible to provide loose rock signage until streets are swept clean of loose rock.

D. Locations

- The included map highlights the proposed locations. Quantities are to be verified and submitted by the contractor.
- Contractor will be allowed to stockpile rock and sweepings at 123 Reform St in coordination of the project. All piles will be removed entirely by September 31, 2021

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
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Aggregate Automobile Liability	\$2,000,000 \$1,000,000
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Workers Compensation and Employers' Liability	\$500,000
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IV. Project Completion

The scope of work is to be completed by **August 31st, 2021**.

V. Contractor Warranty

Contractor shall warrant their workmanship.

VI. City Responsibilities

- City will notify property owners of project commencement when we are notified by the contractor 2 days prior to work.

VII. Quote

Quotes shall be provided as a whole dollar amount for the entire scope of work on the attached form. Quotes should also include price per square yard.

VIII. Right to Reject Quotes

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

IX. 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: \$ _____

Quote per square yard: \$ _____

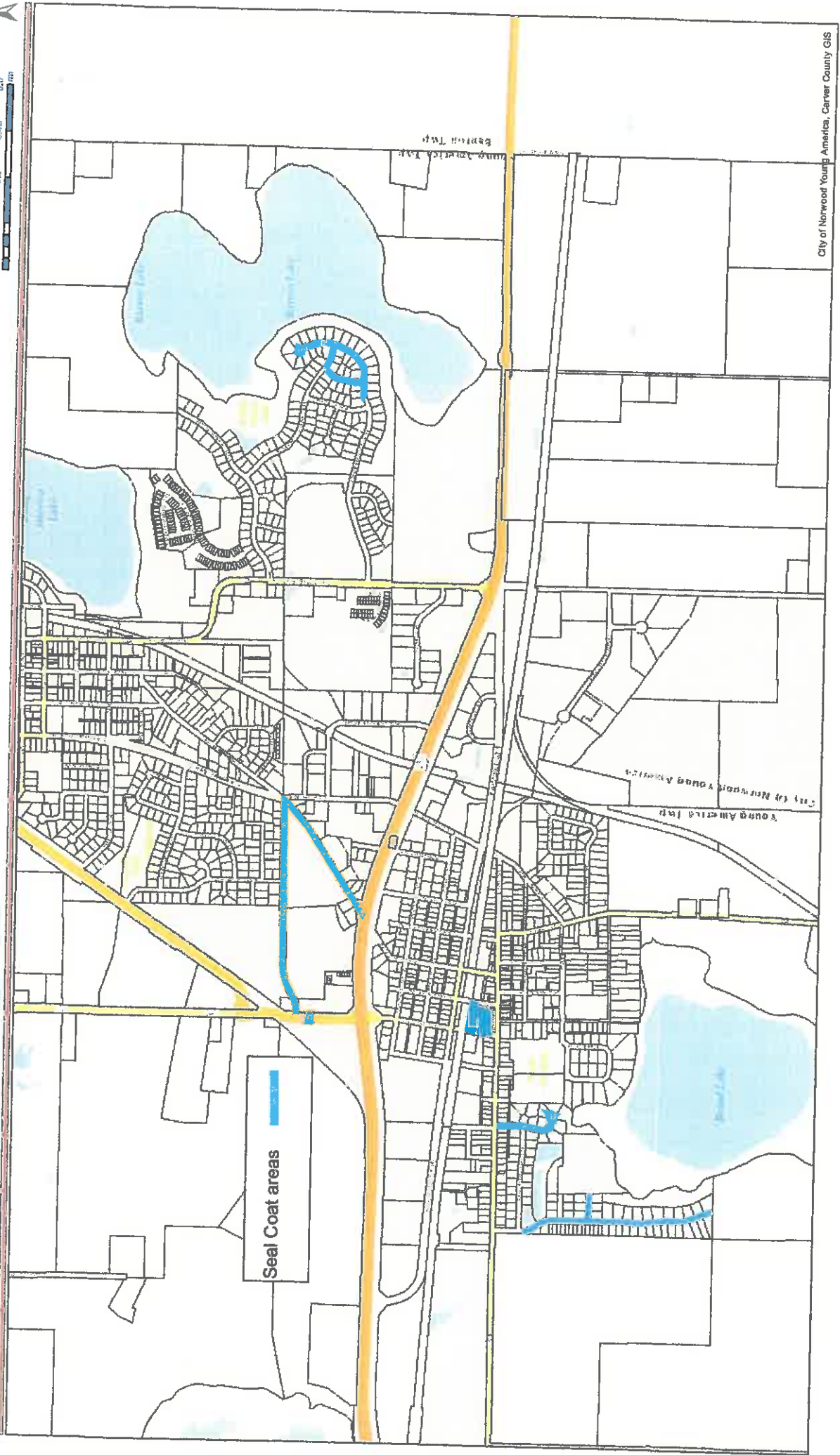
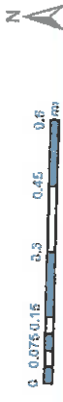
Signature: _____

Date: _____



CITY OF NORWOOD YOUNG AMERICA NYA GIS

Map Date: 6/13/2021



CONTRACTOR'S QUOTE

Company name: PEARSON BROS., INC.

Contact Person: TODD BARTALS

Title: GENERAL MANAGER

Address: 11079 LAMONT AVE NE

Phone Number: 612-363-6206

Quote: \$ 43,765.85

Quote per square yard: \$ 1.05

Signature: 

Date: MAY 19, 2021

CONTRACTOR'S QUOTE

Company name: Allied Blacktop Company

Contact Person: Peter M. Capistrant

Title: President

10503 89th Avenue N.
Address: Maple Grove, MN 55369

Phone Number: (763) 425-0575

Quote: \$ 45,783.50

Quote per square yard: \$ 1.03

Signature: Pet M Capistrant
Peter M. Capistrant

Date: May 20, 2021

CONTRACTOR'S QUOTE

Company name: Asphalt Surface Technologies Corporation
a.k.a. Astech Corp.

Contact Person: Dale R. Strandberg

Title: Vice-President

Address: PO Box 1025, St. Cloud, MN 56302

Phone Number: (320) 363-8500

Quote: \$ 45,831.17

Quote per square yard: \$ 1.21

Signature: 

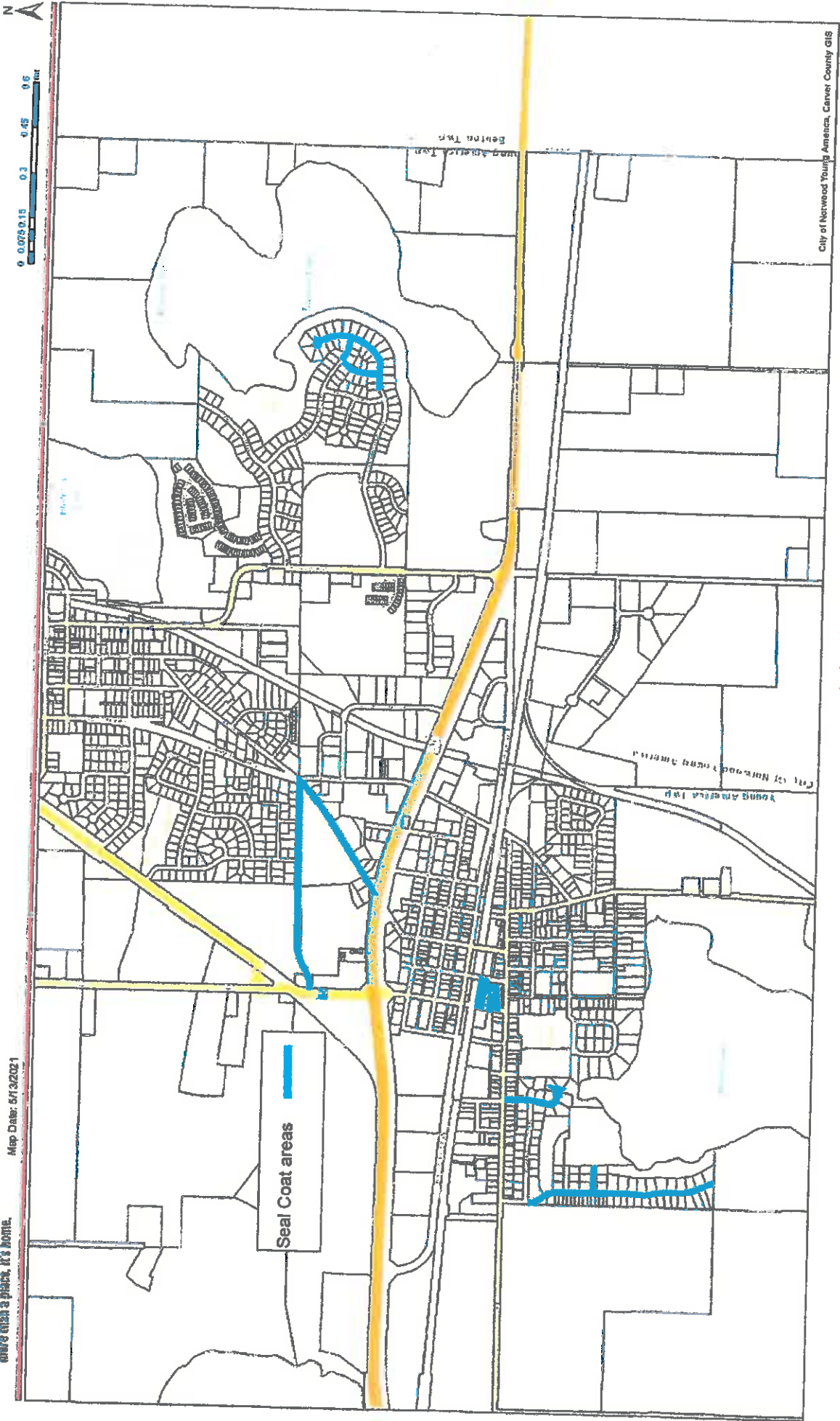
Date: 05/20/2021



CITY OF NORWOOD YOUNG AMERICA NYA GIS

Map Date: 5/13/2021

more than a place. it's home.



≈ 44,450 SY

Pearson Bros., Inc.

11079 Lamont Avenue N.E. ~ Hanover, MN 55341
Phone: (763) 391-6622 ~ Fax: (763) 391-6627

ATTENTION: Tony Voigt

PHONE #: 320-761-5008

FAX #:

JOB LOCATION: Norwood Young America
ADDRESS:

DATE: May 19, 2021

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR: 52,043 APPROX. SQUARE YARDS OF BITUMINOUS SEAL COATING.

PRE-SEAL: Area to be swept by Pearson Bros., Inc.

LIQUID APPLICATION: Pearson Bros., Inc. will furnish and install CRS-2P Liquid Asphalt at 22-24 gallons per square yard.

AGGREGATE COVER: Pearson Bros., Inc. will furnish and install 1/8" Trap Rock 15-19 lbs per square yard. Pearson Bros will use the City's sweepings first and provide any additional rock needed.

ROLLING: Entire area shall be rolled with (2) Eleven (11) Wheel Pneumatic Tire Rollers.

PICK-UP SWEEP: Excess rock shall be picked up by and disposed of by Pearson Bros., Inc.

START DATE: No earlier than: May 15, 2021 **COMPLETION DATE:** No later than: Aug 31, 2021

We Proposed Hereby to Furnish Material and Labor -- Complete in Accordance with the Above Specifications, for the Sum of:

\$38,799.30	Streets - 36,952 sq yds @ \$1.05 per sq yd
\$4,966.25	Parking Lot - 3,425 sq yds @ \$1.45 per sq yd
\$43,765.55	Total Cost

AUTHORIZED SIGNATURE:

Payment Due Upon Completion

TODD BARTELS
PEARSON BROS., INC.

ACCEPTANCE OF PROPOSAL -- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

SIGNATURE: _____

DATE: _____

specified.

Proposal good for 30 days.

2021

Street	Length	Width	Sq Feet	Sq Yards
Lakewood Trail Sac	1250	29	36250	4,028
Barnes Lake Dr		90	0	707
Whitetail Path	280	29	8120	902
	495	29	14355	1,595
SW 7th St	2580	33	85140	9,460
Morse St			0	0
	1175	41	48175	5,353
Intersection	535	33	17655	1,962
			0	145
West St			0	0
Sac	720	36	25920	2,880
		100		872
Emma St			0	0
Sac	2300	29	66700	7,411
		80	0	560
Lower Brand Lake			0	0
	335	29	9715	1,079
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			0	0
			Streets	36,954
			Parking Lots	3,425
			0	0
			0	0
			TOTAL	40,379

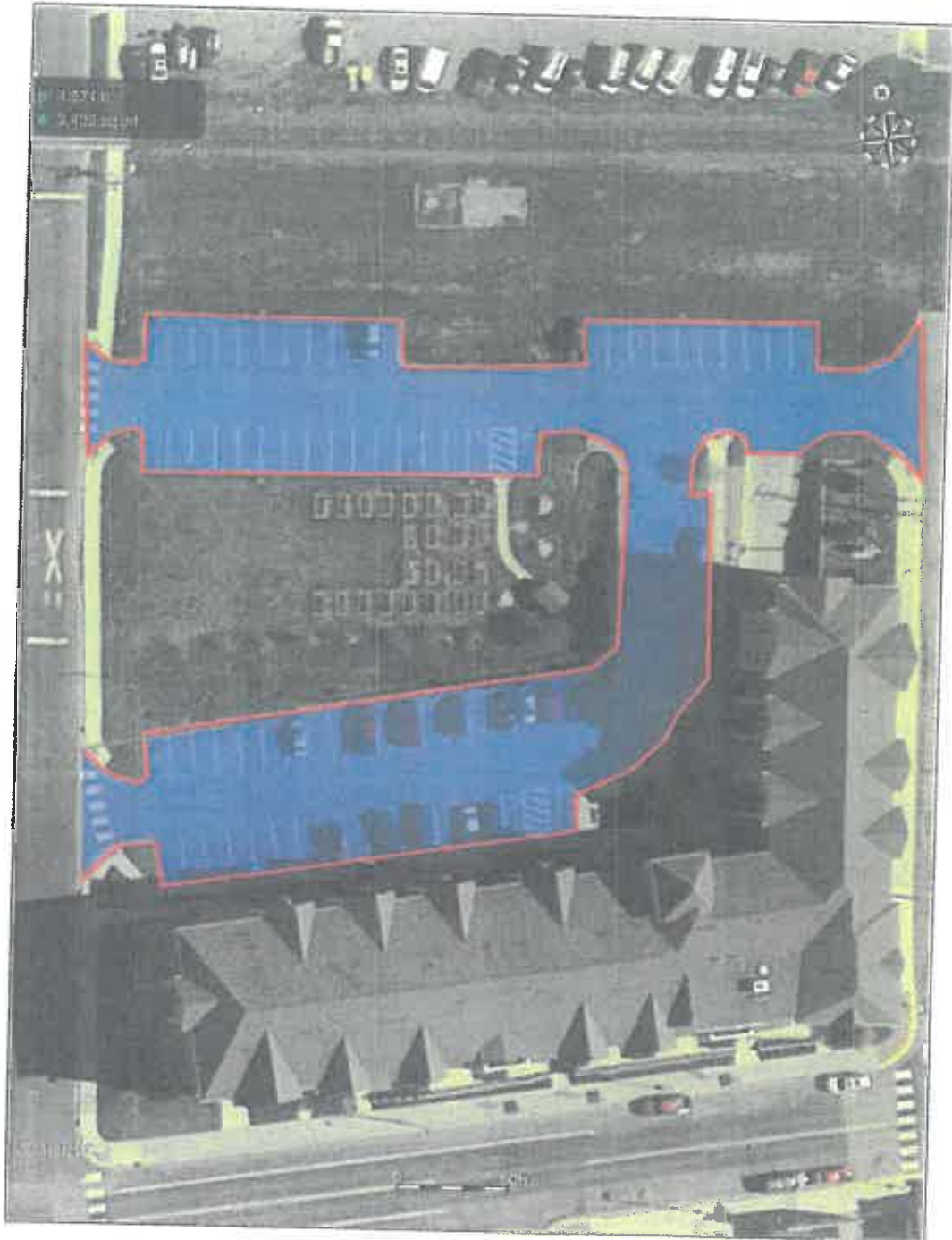
City is responsible to confirm all measurements - PBI charges for actual square yards

NYA SHERIFF BUILDING 2021

Generated by Measure Map Pro on May 19, 2021 at 10:50:57 AM

PerimetroKey: 1,571 ft

Area: 3,423 sq yd





TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: May 24, 2021

RE: Sealcoat Project Walking Trails

I am proposing to hire a contractor to sealcoat the designated walking trails that I have identified on the included RFQ for the 2021 season.

Sealcoating is one more step towards maintaining our walking trail and continuing asphalt preservation in the community. The purpose of sealcoating is to apply a new layer of protection to the road surface. This layer on the walking trails consists of a coating of oil to seal the pavement from moisture penetration. I do not propose adding an aggregate over the top to provide a new wearing surface for the pavement. The aggregate on a walking trail creates a rough surface since vehicle traffic will not help roll and embed the rock into a smooth surface. I propose to keep the surface as smooth as possible to support the use skateboards, roller blades, roller skates, and strollers.

This practice should be exercised on new pavement within 1-3 years and then applied every 5-7 years over existing sealcoat to help preserve the pavement. Additional coatings of sealcoat can be substituted with an overlay in the future as the pavement continues to break down and eventually needs further maintenance in which a sealcoat cannot provide.

I created and solicited a Request for Proposals to 3 contractors we have worked with in the past. Upon reviewing the received quotes, I realized Serenity Trail was not included. I forgot to highlight that trail when I sent out the original RFQ. I have included the email I sent to all 3 contractors this morning asking to add the footage for this item. All 3 contractors quoted Serenity Trail for crack sealing and were familiar with the location. I have included a map designating Serenity Trail's location. The quotes I received are as follows which include the 2021 RFQ, Serenity Trail addition, and the total project cost received from each contractor.

Norwood Young America

<u>Contractor</u>	<u>2021 RFQ</u>		<u>Serenity Trail</u>		<u>Total project</u>
Gopher State Sealcoat Inc.	\$1533	+	\$2489	=	\$4022
Astech	\$1498	+	\$2563	=	\$4061
Allied Blacktop Company	\$2395	+	\$3200	=	\$5595

We have budgeted \$90,000 in the Highways, Streets, and Roads/Street Maintenance line item for the 2021 season.

Suggested Motion: Motion to hire Gopher State Sealcoat Inc. to sealcoat the designated areas for \$4022

Norwood Young America



REQUEST FOR QUOTES

2021 Norwood Young America Sealcoat Project Walking Trails

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 sealcoating the designated cities walking trails
- B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quote is **9:00 a.m. Thursday May 20th, 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

- Contractor is required to pre sweep all areas and dispose of material. All areas shall be swept clean with no foreign material stuck to pavement. Low areas or depressions may need to be hand swept or blown clean.
- Contractor is required to cover and protect all castings in trail surface and assure they are clean when completed.
- Contractor is required to supply and apply the bituminous material.
- Contractor is required to coordinate with the city to allow time for blacktop patching and crack sealing. Crack sealing deadline is scheduled to be completed by July 31, 2021.

B. Specifications

- Bituminous material will be CSS-1H diluted to 1 part emulsion and 1 part water at the applied rate of .45 gallons per square yard at a minimum temperature of 60 degrees Fahrenheit

C. Traffic Control

- Contractor is responsible to provide adequate signage, barricades, and personnel to control vehicular and pedestrian traffic during application.
- Contractor will be responsible to keep traffic off the areas during the curing process.

D. Locations

- The included map highlights the proposed locations.

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 **August 31st, 2021**.

V. Contractor Warranty

Contractor shall warrant their workmanship.

VI. City Responsibilities

- City will notify property owners of project commencement when we are notified by the contractor 2 days prior to work.

VII. Quote

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

VIII. Right to Reject Quotes

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

IX. 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: \$ _____

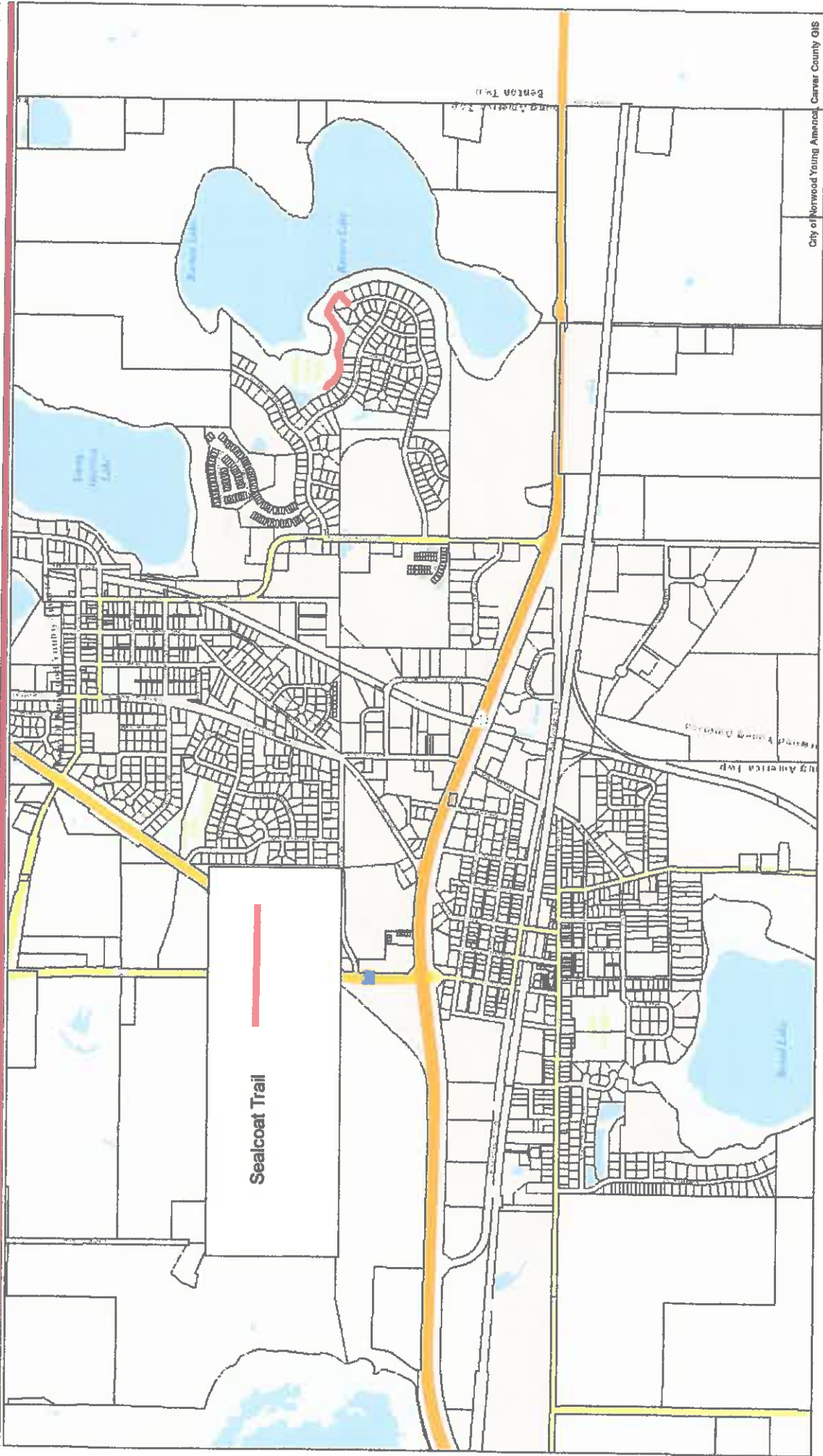
Signature: _____

Date: _____



CITY OF NORWOOD YOUNG AMERICA NYA GIS

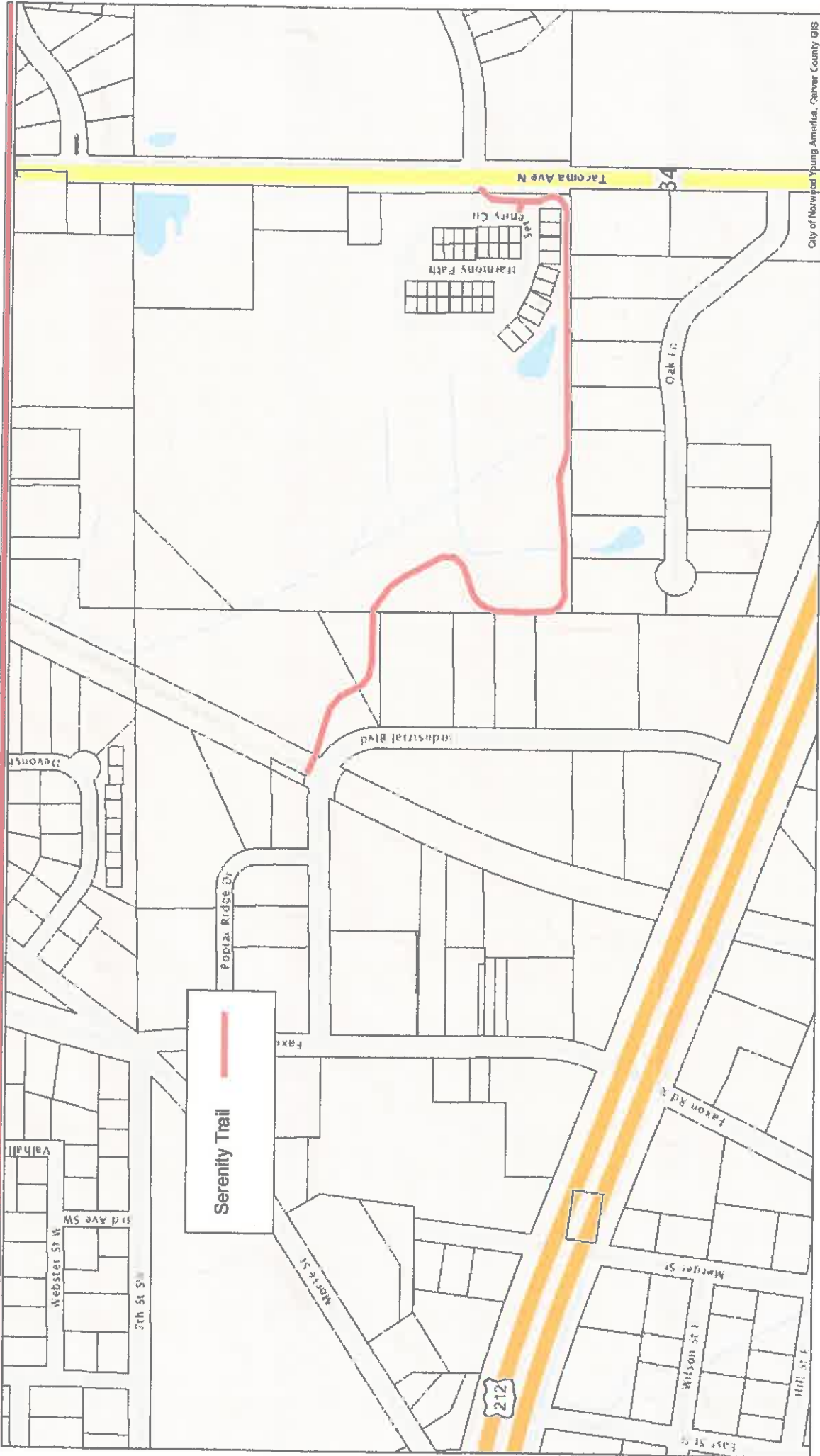
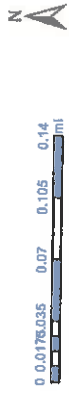
Map Date: 5/12/2021





CITY OF NORWOOD YOUNG AMERICA NYA GIS

Map Date: 5/20/2021



CONTRACTOR'S QUOTE

Company name: Gopher State Sealcoat, Inc.

Contact Person: Craig Olson

Title: Estimator

Address: 12519 Rhode Island Ave. Savage, MN 55378

Phone Number: 952-931-9188

Quote: \$ 1533.⁰⁰

Signature: Craig Olson

Date: 5-19-2021

Tony Voigt

From: Craig Olson <craigo@gopherstatessealcoat.com>
Sent: Thursday, May 20, 2021 10:29 AM
To: Tony Voigt
Subject: Re: bids

Tony, \$2489.00

Craig Olson
Gopher State Sealcoat, Inc.
(952) 931-9188 (O)
(952) 931-0956 (fax)
craigo@gopherstatessealcoat.com

From: Tony Voigt <publicservices@cityofnyc.com>
Sent: Thursday, May 20, 2021 9:32 AM
To: Craig Olson <craigo@gopherstatessealcoat.com>
Subject: RE: bids

Craig, I am looking to possibly add 2800' of trail 8' wide same specs as original request. Could you let me know how much that would add to your proposal? This trail is similar condition of the one quoted this year already. Thanks.

Tony Voigt
Public Service Director



City Of Norwood Young America
310 Elm Street West – PO Box 59
Norwood Young America, MN 55368
Phone: (952)467-1830
Email: tvoigt@cityofnyc.com
Website: www.cityofnyc.com

From: Craig Olson <craigo@gopherstatessealcoat.com>
Sent: Thursday, May 20, 2021 7:49 AM
To: Tony Voigt <publicservices@cityofnyc.com>
Subject: Re: bids

Thank you, I just did not want to miss out on a computer error! Thanks again,

Craig Olson
Gopher State Sealcoat, Inc.
(952) 931-9188 (O)

CONTRACTOR'S QUOTE

Company name: Asphalt Surface Technologies Corporation
a/k/a ASTECH Corp.

Contact Person: Dale R. Strandberg

Title: Vice-President

Address: PO Box 1025, St. Cloud, MN 56302

Phone Number: (320)363-8500

Quote: \$ 1,498.00

Signature: 
Dale R. Strandberg, Vice-President

Date: May 20, 2021

Tony Voigt

From: Doug Welk <astechdoug@hotmail.com>
Sent: Thursday, May 20, 2021 1:47 PM
To: Tony Voigt
Subject: Re: 2021 Norwood Young America Sealcoat and Crack Sealing

Tony,

The price is \$2,563.00 for the additional work.

Let me know if you have any questions.

THANKS

Doug Welk
Astech Corp.
320-248-9125 cell
320-363-8500 office
320-363-8700 fax
astechdoug@hotmail.com



From: Tony Voigt <publicservices@cityofnyc.com>
Sent: Thursday, May 20, 2021 9:33 AM
To: Doug Welk <astechdoug@hotmail.com>
Subject: RE: 2021 Norwood Young America Sealcoat and Crack Sealing

Doug, I am looking to possibly add 2800' of trail 8' wide same specs as original request. Could you let me know how much that would add to your proposal? This trail is similar condition of the one quoted this year already. Thanks.

Tony Voigt
Public Service Director



City Of Norwood Young America

CONTRACTOR'S QUOTE

Company name: Allied Blacktop Company

Contact Person: Peter M. Capistrant

Title: President

10503 89th Avenue N.
Address: Maple Grove, MN 55369

Phone Number: (763) 425-0575

Quote: \$ 2,395.00

Signature: Pet M Capistrant
Peter M. Capistrant

Date: May 20th 2021

Tony Voigt

From: Matt Dolecki <M.Dolecki@alliedblacktopmn.com>
Sent: Thursday, May 20, 2021 11:07 AM
To: Tony Voigt
Subject: RE: 2021 Norwood Young America Sealcoat and Crack Sealing projects

Hey Tony

\$3,200.00 would cover the additional 2,489 SY of trail. If you decide you want to do it let me know and I can get you a more formal quote for the additional area.

Let me know how we came out on all your projects whenever you get a minute.

Thanks

Matthew Dolecki – Project Manager/Estimator
Allied Blacktop Company
Office (763)425-0575
Cell (612)834-0167



From: Tony Voigt <publicservices@cityofnyc.com>
Sent: Thursday, May 20, 2021 10:39 AM
To: Matt Dolecki <M.Dolecki@alliedblacktopmn.com>
Subject: RE: 2021 Norwood Young America Sealcoat and Crack Sealing projects

Matt, this is one trail. This is actually the other trail solicited for crack filling.

Tony Voigt
Public Service Director



City Of Norwood Young America
310 Elm Street West – PO Box 59
Norwood Young America, MN 55368
Phone: (952)467-1830
Email: tvoigt@cityofnyc.com
Website: www.cityofnyc.com

From: Matt Dolecki <M.Dolecki@alliedblacktopmn.com>
Sent: Thursday, May 20, 2021 10:32 AM
To: Tony Voigt <publicservices@cityofnyc.com>
Subject: RE: 2021 Norwood Young America Sealcoat and Crack Sealing projects

Is it just 1 trail or multiple throughout the city?

Matthew Dolecki – Project Manager/Estimator
Allied Blacktop Company
Office (763)425-0575
Cell (612)834-0167



From: Tony Voigt <publicservices@cityofnyc.com>
Sent: Thursday, May 20, 2021 9:33 AM
To: Matt Dolecki <M.Dolecki@alliedblacktopmn.com>
Subject: RE: 2021 Norwood Young America Sealcoat and Crack Sealing projects

Matt, I am looking to possibly add 2800' of trail 8' wide same specs as original request. Could you let me know how much that would add to your proposal? This trail is similar condition of the one quoted this year already. Thanks.

Tony Voigt
Public Service Director



City Of Norwood Young America
310 Elm Street West – PO Box 59
Norwood Young America, MN 55368
Phone: (952)467-1830
Email: tvoigt@cityofnyc.com
Website: www.cityofnyc.com

From: Matt Dolecki <M.Dolecki@alliedblacktopmn.com>
Sent: Wednesday, May 19, 2021 5:32 PM
To: Tony Voigt <publicservices@cityofnyc.com>
Cc: Jeremy Swenson <J.Swenson@alliedblacktopmn.com>
Subject: RE: 2021 Norwood Young America Sealcoat and Crack Sealing projects

Hey Tony

See attached.

Let me know if you have any questions.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: May 24th, 2021
RE: Crack Sealing Project

I am proposing to hire a contractor to crack seal areas that I have identified on the included RFQ for the 2021 season.

Crack Sealing is one more step towards maintaining our city streets, trails, and parking areas to pursue asphalt preservation in the community. The purpose of crack sealing is to apply a sealer to cracks and prevent moisture to penetrate the subgrade. If you can keep the subgrade material free of moisture, this will prolong your pavement by minimizing cracking. The cracking is caused by subgrade materials getting saturated causing them to move or allowing the freeze thaw cycle to expand the materials. To be a good candidate for crack sealing, the street should be in fair condition with minimal overall cracking, minimal alligator cracking and absence of large gaps in the joints.

This practice should be exercised every year if possible, to help preserve the pavement on the roads that are good candidates.

I created and solicited a Request for Quotes to 3 contractors we have worked with in the past. I have included their quotes as follows.

Gopher State Sealcoat Inc.	\$46,755.00
Astech	\$61,886.00
Allied Blacktop Company	\$75,297.00

We have budgeted \$90,000 in the Highways, Streets, and Roads/Street Maintenance line item for the 2021 season.

Norwood Young America

suggested Motion: Motion to hire Gopher State Sealcoat Inc. to crack fill the designated areas for the amount of \$46,755.00

Norwood Young America

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



REQUEST FOR QUOTES

2021 Norwood Young America Crack Sealing 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 crack sealing the cities designated streets, walking trails and parking lots.

B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quote is **9:00 a.m. Thursday May 20th, 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

- Contractor is required to rout all cracks 1/8" or larger.
- Contractor is required clean out cracks with compressed air.
- Contractor is required heat lance all cracks in preparation of filling.
- Contractor is required to fill cracks at required specifications. Cracks over 1.5" shall not be filled.
- Contractor is required to touch up all old cracks on project areas.
- Contractor is required to apply barrier paper once cracks are filled and ensure there is no bleed through or tracking when complete.
-

B. Specifications

- Cracks on streets and parking lots are to be routed 3/4" by 3/4"
- Cracks on walking paths/trails shall be routed 3/8" by 3/4"
- Crack filler material to consist of MnDOT spec #3723 hot pour rubberized crackfiller. Contractor is to ensure crack filler is getting poured at manufacturers specified temperature.
- Cracks are to be filled with an minimum overband extending on each side of rout and the same width of the rout approximately 1/16" thick

C. Traffic Control

- Contractor is responsible to provide adequate signage, barricades, and personnel to control vehicular and pedestrian traffic during application.

D. Locations

- The included map highlights the proposed locations. Quantities are to be verified and submitted by the contractor.

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

Workers Compensation and Employers' Liability	\$500,000
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IV. Project Completion

The scope of work is to be completed by **July 31st, 2021**.

V. Contractor Warranty

Contractor shall warrant their workmanship.

VI. City Responsibilities

- City will notify property owners of project commencement when we are notified by the contractor 2 days prior to work.

VII. Quote

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

VIII. Right to Reject Quotes

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

IX. 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: \$ _____

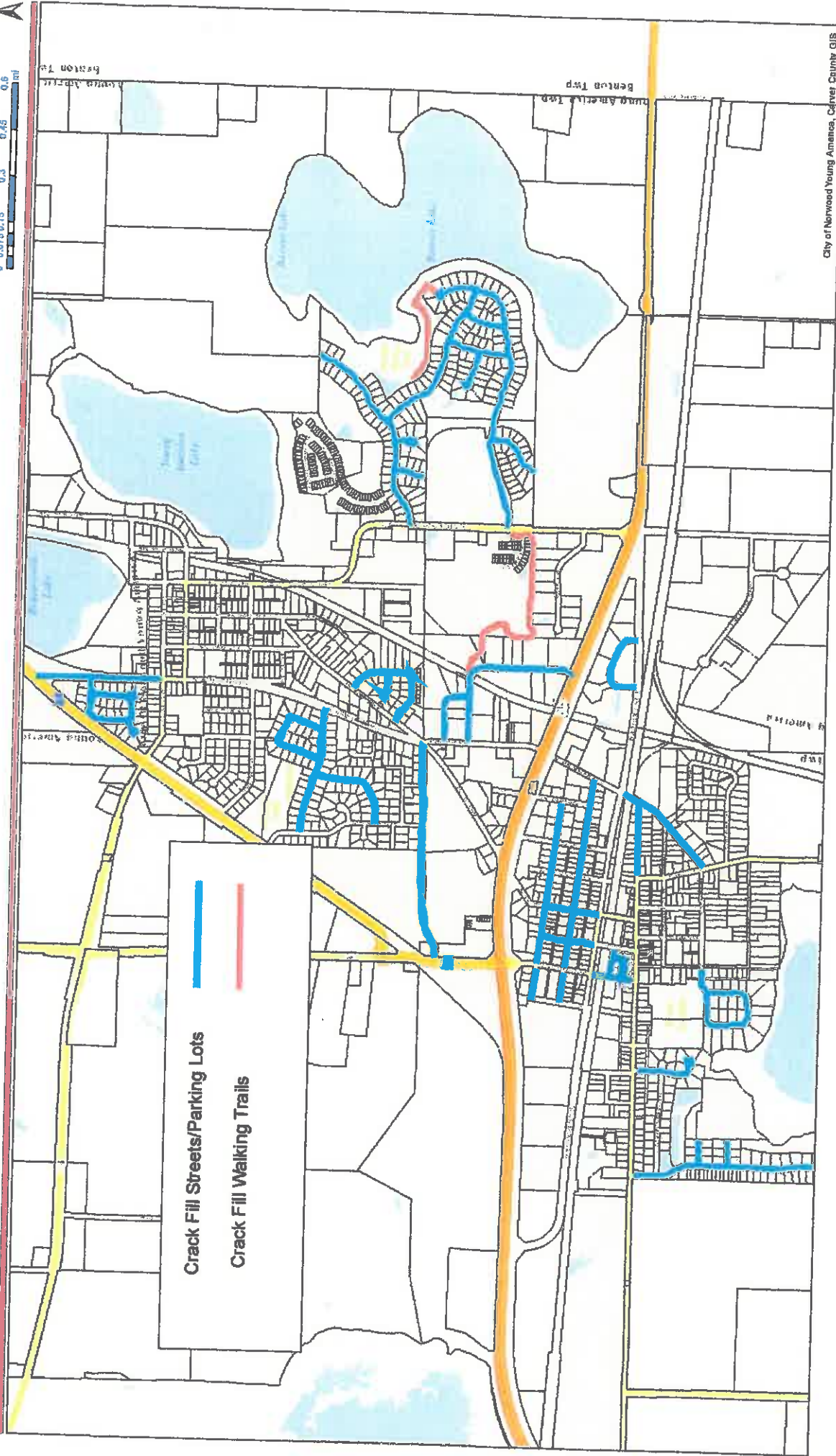
Signature: _____

Date: _____



CITY OF NORWOOD YOUNG AMERICA NYA GIS

Map Date: 5/12/2021



CONTRACTOR'S QUOTE

Company name: Gopher State Sealcoat, Inc.

Contact Person: Craig Olson

Title: Estimator

Address: 12519 Rhode Island Ave, Savage, MN 55378

Phone Number: 952-931-9188

Quote: \$ 46,755.⁰⁰

Signature: Craig Olson

Date: 5-19-2021

CONTRACTOR'S QUOTE

Company name: Asphalt Surface Technologies Corporation
a/k/a ASTECH Corp.

Contact Person: Doug Welk

Title: Estimator

Address: PO Box 1025, St. Cloud, MN 56302

Phone Number: (320) 363-8500

Quote: \$ 61,886.00

Signature: 
Dale R. Strandberg, Vice-President

Date: May 20, 2021

CONTRACTOR'S QUOTE

Company name: Allied Blacktop Company

Contact Person: Peter M. Capistrant

Title: President

Address: 10503 89th Avenue N., Maple Grove, MN 55369

Phone Number: (763) 425-0575

Quote: \$ 75,297.00

Signature: Peter M. Capistrant
Peter M. Capistrant

Date: May 20, 2021



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: May 24th, 2021
RE: Hay Baling City Properties

I am proposing to hire a contractor to cut, bale and remove the grass from the designated locations that I have identified on the included RFQ for the 2021 season. I am proposing having a contractor bale the properties to help maintain the grounds. This allows the city to receive revenue for the bales opposed to paying staff to cut the properties.

We need to cut the properties at least 2-3 times a year to prohibit unwanted weeds and trees from becoming a bigger nuisance.

I created and solicited a Request for Quotes to 4 local contractors. I only received one quote as follows.

Ryan Neubarth

\$5.00/per bale

The awarded contractor will be required to report the amount of bales produced at each cut to verify invoiced amount.

Suggested Motion: Motion to allow Ryan Neubarth to cut, bale and remove grass from city owned properties and Invoiced \$5.00 per round bale

Norwood Young America



REQUEST FOR QUOTES

HAY BALING CITY PROPERTIES

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

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes to have the grass cut and baled. Responses submitted must provide complete information as indicated in this request. Please submit quote by **8:00 a.m., Wednesday May 19th, 2021** to:

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

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

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

II. SCOPE OF WORK

The City of Norwood Young America is accepting quotes to have the grass cut, baled, and removed from the City owned properties.

A. Locations

Enclosed is a map highlighting the areas needing to be cut and baled. The areas include:

- Prairie Dawn Park, access from Lakewood Trail
- Outlot A, Preserve Addition, access off Tacoma Ave/Carver County Road 34
- Railroad ditch, access off East Railroad St
- Industrial Park, access from Tacoma Boulevard and Tacoma Ave. Industrial Park properties are subject to change as they are advertised for sale

B. Project Schedule

The grass is to be cut 2-3 times a year and/or as needed.

C. Stipulations to Mowing

The grass will need to be cut, baled, and removed when it reaches a max height of 2-feet. The Public Services Director will make the determination if the grass needs to be cut sooner or more frequently. All areas need to be cut at the same time and same frequency.

D. Length of Contract

This contract is for the entire 2021 growing season.

III. INSURANCE

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

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

IV. QUOTE

Quotes should be provided as a whole dollar amount per round bale which average 1200lbs. If quoting for small or large square, please include weight estimates and reflect in quote.

V. RIGHT TO REJECT QUOTES

The City reserves the right to reject any and all quotes received to include Option No. 1.

VI. DISCLAIMER

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

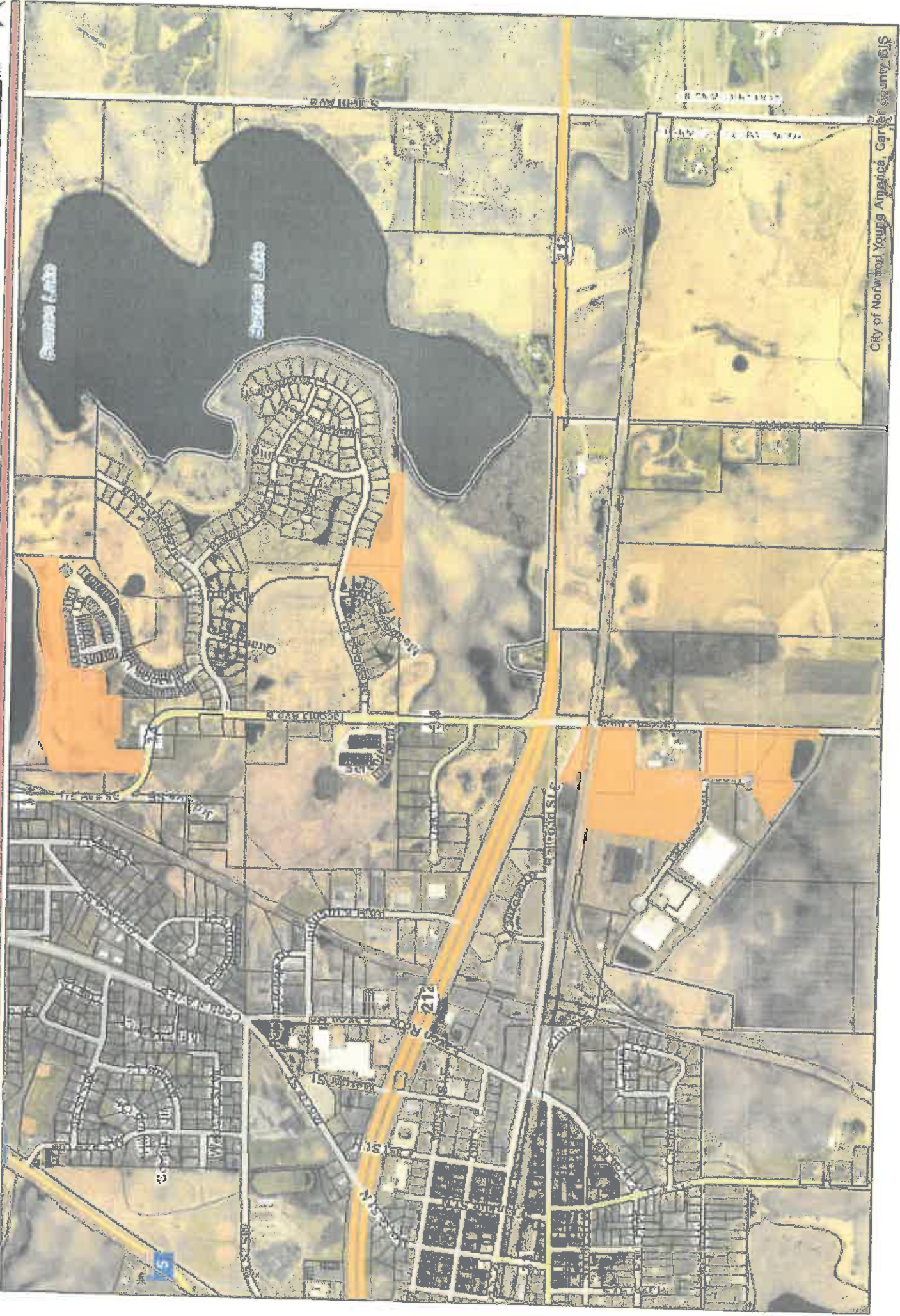


CITY OF NORWOOD YOUNG AMERICA

City Hay Baling Properties

More than a place, it's home.

Map Date: 3/24/2021



CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

Signature: _____

Date: _____

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: Ryan R Neubarth

Title: Owner

Address: 12165 Cty Rd 33 NWA MN

Phone Number: 612-280-6745

Quote: \$ \$5⁰⁰ / bale

Signature: Ryan R Neubarth

Date: 5/17/2021



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: May 24th, 2021

RE: Veterans Park Parking Area Improvements

I am proposing to hire a contractor to install a bituminous parking area at Veterans Park in accordance with the included RFQ.

At the April 12th, 2021 Council Meeting, representatives from the Legion and the VFW approached the city and asked if the Veterans Park parking area could get surfaced with blacktop. The Council made a motion to have city staff solicit quotes to pave the parking area, the motion passed unanimously.

I created and solicited from local contractors a Request for Quotes to have the area surfaced with bituminous material and included the quotes as follows.

WM Mueller & Sons	\$8,189.00
Southwest Paving Inc.	\$11,875.00
Allied Blacktop Company	\$15,029.23

At the April 12th meeting, the representatives from the Legion and the VFW informed the council they would reimburse the city for the cost of the parking area.

I asked the contractors to submit an optional quote for adding black dirt around the finished bituminous area. The black dirt would be the cities responsibility for payment as the VFW and Legion only offered to reimburse for the blacktop area. I asked for this proposal due to limited staff time and not being able to complete the black dirt project. We would plan on having staff seed the project either way. I have included the optional quotes as follows.

Norwood Young America

WM Mueller & Sons	\$1300
Southwest Paving Inc.	\$1200
Allied Blacktop Company	\$392

The extra \$1300 would come out of the Parks—Repair/Maintenance Buildings/Grounds fund which we have budgeted \$30,000 in this line item for the 2021 season.

Suggested Motions: Motion to hire WM Mueller & Sons to pave the Veterans Park Parking Area for \$8,189.

Motion to hire WM Mueller & Sons to pave the Veterans Park Parking area and install black dirt around pavement area when complete for \$9,489



REQUEST FOR QUOTES

Norwood Young America Veterans Park Parking Area Improvements

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

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes to install a bituminous parking area at the Veterans Park.
- B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quote is **8:00 a.m., Wednesday May 19th, 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. Excavation

- City will stake the corners of the area proposed for improvement
- Grade entire area in preparation for placing bituminous material.
- Ensure a minimum of 2% cross slope over entire area to assist drainage
- Verify a 3" cut at the sidewalk area and make a smooth transition into the parking area
- Verify a 3" cut at the walking trail/parking area entrance and make a smooth transition into the driveway/parking area
- Ensure the driveway entrance is 23' wide to match existing. Wherever the driveway needs adjustment, ensure edges of driveway have a minimum of 6" class 5 material aggregate base

B. Bituminous Specifications

- Place 3" compacted bituminous over entire parking area
- 3" bituminous to consist of 1.5" non-wearing course material and 1.5" wearing course material
- A tack coat between layers and all matching vertical surfaces is required
- Bituminous material shall be a low volume wear course bit mix with B oil (SPWEA240B).
- Mill 1.5" lip on walking path/driveway entrance before final wearing course is installed to match into

C. Option #1

- Provide an optional quote to install and grade black dirt around all edges of completed bituminous improvement to existing turf.

D. Location

- 700 Railroad St E, North West corner of the intersection of Railroad St E and Tacoma Ave

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 **August 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

Grass seeding/restoration will be completed by the City.

VIII. Job Site Clean-up

The Contractor is responsible for returning the job site to its original condition which included removing any spoil piles and/or restoring any damage to existing turf.

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: \$ _____

Optional Quote #1: \$ _____

Signature: _____

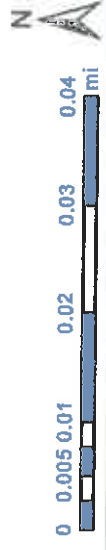
Date: _____



CITY OF NORWOOD YOUNG AMERICA

Veterans Park Parking Area Improvements

Map Date: 5/7/2021



CONTRACTOR'S QUOTE

Company name: Wm Mueller & Sons

Contact Person: Brian Droege

Title: Estimator

Address: 831 Park Ave Hamburg, MN 55339

Phone Number: W-952-467-2720 C-612-554-5738

Quote: \$ \$8,189.00

Optional Quote #1: \$ \$1,300.00

Signature: Brian Droege

Date: 5-7-2021

CONTRACTOR'S QUOTE

Company name: Southwest Paving Inc

Contact Person: Ed Post

Title: Project Manager

Address: 700 Railroad St W, Norwood Young America

Phone Number: 952-467-9002

Quote: \$ 11,875.00

Optional Quote #1: \$ 1200.00

Signature: 

Date: 5/10/21

CONTRACTOR'S QUOTE

Company name: Molnau Trucking LLC

Contact Person: Jennifer Rath

Title: Estimator

Address: 13050 Stewart Ave
Norwood Mn 55368

Phone Number: 952.467.2292

Quote: \$ 15,029.23

Optional Quote #1: \$ 392.00

Signature: Jennifer Rath

Date: 5.18.21



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: May 24, 2021
SUBJECT: Approve Resolution 2021-14, Providing for Redemption General Obligation Bonds, Series 2013B

The Finance Committee is recommending paying off the remaining balance on General Obligation Bonds, Series 2013B. The bonds became callable on 2/1/2021 and the City can now elect to pay them off at any time.

The following details are provided with reference to prepaying the 2013B Bonds:

- The remaining principal balance is \$555,000 (General - \$510,000, Sewer \$45,000)
- The final payment is scheduled for 2/1/2024
- The interest rate is 3%
- If prepay in August 2021(next interest payment), the interest savings would be about \$25,000. Higher savings if prepaid earlier.

Currently the General Fund has a cash balance of about \$1,928,000. The total 2021 General Fund operating budget is \$2,474,220 and through the month of April \$715,716 has been expended leaving a budgeted balance of \$1,758,504. If the Council elects to pay off the 2013B Bonds early the remaining balance in the General Fund would be about \$1.4 million which represents approximately 80% of the City's remaining General Fund operating budget.

Enclosed is Resolution 2021-14 for the Council's consideration.

Recommended Motion:

Motion to approve Resolution No. 2021-14, Resolution providing for the Redemption of Certain Outstanding General Obligation Bonds, Series 2013B of the City.

Norwood Young America

Extract of Minutes of Meeting of the
City Council of the City of Norwood Young America,
Carver County, Minnesota

Pursuant to due call and notice thereof, a regular meeting of the Council of the City of Norwood Young America, Minnesota, was duly held in the City Hall in the City of Norwood Young America, on Monday, May 24, 2021, commencing at 6:00 P.M.

The following members were present:

and the following were absent:

* * *

* * *

* * *

Member _____ introduced the following resolution and moved its adoption the reading of which was dispensed with by unanimous consent:

RESOLUTION NO. 2021-14

RESOLUTION PROVIDING FOR THE REDEMPTION OF CERTAIN OUTSTANDING
GENERAL OBLIGATION BONDS, SERIES 2013B OF THE CITY

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

1. The City has issued its General Obligation Bonds, Series 2013B dated September 12, 2013 (the "2013B Bonds"). The 2013B Bonds maturing on February 1 in the years 2022 through and including 2024 in the principal amount of \$555,000 (the "2013B Callable Bonds"), are subject to redemption and prepayment on any date at a price of par plus accrued interest.

2. It is determined that it is in the sound financial management of the City that the 2013B Callable Bonds be prepaid and redeemed on June 28, 2021, or such later date for which proper notice of call may be given, and such bonds are hereby called for redemption on such date.

3. The City Administrator is authorized and directed to request that Bond Trust Services Corporation, the paying agent and bond registrar (the "Registrar") mail the Notice of the

Call for Redemption in substantially the form attached hereto as **EXHIBITS A** to the registered owners of the 2013B Callable Bonds to be redeemed at the addresses shown on the registration books kept by the Registrar.

The motion for the adoption of the foregoing resolution was duly seconded by Member _____, and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against:

whereupon said resolution was declared duly passed and adopted.

STATE OF MINNESOTA)
)
COUNTY OF CARVER) SS.
)
CITY OF NORWOOD YOUNG AMERICA)

I, the undersigned, being the duly qualified and acting City Clerk of the City of Norwood Young America, Minnesota, do hereby certify that I have carefully compared the attached and foregoing extract of minutes of a regular meeting of the City Council held on Monday, May 24, 2021, with the original thereof on file in my office and the same is a full, true and complete transcript therefrom insofar as the same relates to the prepayment and redemption of the City's General Obligation Bonds, Series 2013B.

WITNESS My hand as City Clerk this _____ day of _____, 2021.

City Clerk
Norwood Young America, Minnesota

EXHIBIT A

NOTICE OF CALL FOR REDEMPTION

GENERAL OBLIGATION BONDS, SERIES 2013B
CITY OF NORWOOD YOUNG AMERICA
CARVER COUNTY, MINNESOTA

NOTICE IS HEREBY GIVEN that, by order of the City Council of the City of Norwood Young America, Carver County, Minnesota, there have been called for redemption and prepayment on

June 28, 2021

all outstanding bonds of the City designated as General Obligation Bonds, Series 2013B dated September 12, 2013, having stated maturity dates of February 1 in the years 2022 through and including 2024, totaling \$555,000 in principal amount, and with the following CUSIP numbers:

<u>Year of Maturity</u>	<u>Amount</u>	<u>CUSIP</u>
2022	\$180,000	669738 KP0
2023	185,000	669738 KQ8
2024	190,000	669738 KR6

The bonds are being called at a price of par plus accrued interest to June 28, 2021, on which date all interest on said bonds will cease to accrue. Holders of the bonds hereby called for redemption are requested to present their bonds for payment at the main office of Bond Trust Services Corporation, in Roseville, Minnesota, on or before June 28, 2021.

Important Notice: In compliance with the Jobs and Growth Tax Relief Reconciliation Act of 2003, federal backup withholding tax will be withheld at the applicable backup withholding rate in effect at the time the payment by the redeeming institutions if they are not provided with your social security number or federal employer identification number, properly certified. This requirement is fulfilled by submitting a W-9 Form, which may be obtained at a bank or other financial institution.

Dated: May 25, 2021.

BY ORDER OF THE CITY COUNCIL



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

From: Cynthia Smith Strack, Consulting Planner

Date: May 24, 2021

Re: Extended Stay Hotels

BACKGROUND

The Planning Commission is investigating amending the definition of hotel/motel as directed by the City Council. Direction pertaining to extended stay hotels is requested.

The current definition included in the code is: **"A building in which there are more than ten (10) sleeping rooms usually occupied singly and temporarily by individuals who are lodged with or without meals and where no provision is made for cooking in any individual room"**.

The Commission understands the Council is interested in reducing or eliminating the number of rooms included in the definition and suggested discussion pertaining to prohibition on cooking facilities.

The prohibition on cooking facilities makes creating extended stay hotels difficult.

Traditional hotels/motels are typically used as temporary lodging for short periods of time by transient guests. Extended stay hotels can be used by visiting workers but sometimes function as semi-permanent dwelling alternatives to apartments.

The Planning Commission is seeking input from the Council to confirm opening the door to extended stay hotels by removing the cooking facility prohibition is acceptable. If so, discussion of whether or not the Council envisions any additional standards for extended stay hotels is requested.

Attached please find the draft May 4th Planning Commission minutes with discussion pertaining to this item highlighted.

ACTION

This item is for work session discussion.

B. Planning Commission Work List.

Chairperson Heher announced the agenda topic.

Strack noted several work list items have been completed and a few more were added by the City Council.

Strack noted the Council requested the Commission consider an update to the definition of hotel/motel included in the City Code. Strack referenced a memo from Economic Development Director Karen Hallquist which was included in the packet. The memo included definitions for hotels/motels from other area communities.

The current definition included in the code is: "A building in which there are more than ten (10) sleeping rooms usually occupied singly and temporarily by individuals who are lodged with or without meals and where not provision is made for cooking in any individual room".

The Council was interested in reducing or eliminating the number of rooms included in the definition and suggested discussion pertaining to prohibition on cooking facilities.

Smith talked about extended stay hotels and suggested the prohibition on cooking facilities makes creating extended stay hotels difficult.

Grundahl inquired as to what constitutes a cooking facility. Strack noted language providing for extended stay hotels, if specifically included in codes often defines a cooking facility as something other than a hot plate. Additional standards often involve access to recreational areas, front desk management, additional parking, and access by emergency services if no front desk is staffed. Strack explained traditional hotels/motels are typically used as temporary lodging for short periods of time by transient guests. Extended stay hotels can be used by visiting workers but sometimes as semi-permanent dwelling alternatives to apartments meaning school bus service and the like is required.

Smith explained the type of extended stay facilities he was familiar with and had built. He described them as units often used by visiting professionals which varied in number of units per development due to demand for such units.

Eggers and Hallquist supported expanding the definition to allow extended stay hotels/motels by removing the prohibition on cooking facilities.

Strack inquired as to whether the Commission simply wanted to update the definition or to look more closely at allowances for extended stay hotels. She noted both require a lodging license from the state but the state doesn't distinguish between a hotel/motel and an extended stay hotel/motel.

The Commission requested the Council provide input.



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

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

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

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

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

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

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

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

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

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

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

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

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

From: Cynthia Smith Strack, Consulting Planner

Date: May 24, 2021

Re: "Sports Courts" or Home Sports Facilities.

BACKGROUND

Bob Smith, 470 Emma Street, addressed the Planning Commission during a non-action "Public Comment" period.

Smith recused himself as Planning Commissioner and spoke as a resident.

Smith opined that a new residential use is being proposed in the City which he referred to as a sports court. The use was described as a concrete slab with a coating applied to essentially create a basketball court, tennis court, volleyball court, and similar sports courts or areas.

The City currently does not have regulations for such uses in residential districts on private residential lots. Smith opined this is an intense use, especially in single-family residential neighborhoods as it could draw additional traffic, involve overhead lights, noise from partaking in sports, be heavily used, and negatively impact adjacent properties. He noted the zoning code addresses fences and other items like impervious surface but does not address sport courts.

Smith requested discussion by the Planning Commission and City Council pertaining to the use of sport courts in low density single-family neighborhoods. Smith suggested control of such uses through permitting and review, perhaps under conditional use. The request included discussing intensity, lighting, size, and similar features which could be offensive to neighboring properties.

The Planning Commission is seeking direction from the City Council as to whether or not home sports facilities should be regulated.

ACTION

This item is for work session discussion.



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

From: Cynthia Smith Strack, Consulting Planner

Date: May 24, 2021

Re: Amendment to RC-1 Residence Neighborhood Commercial District to Provide for Auto Sales, Etc.

BACKGROUND

The Planning Commission while investigating rezoning of the south side of Railroad Street discussed amending the RC-1 District to provide for auto sales, UTV/ATV sales and the like. The discussion envisioned allowing such uses as conditional uses.

Since the City Council did not specifically discuss amending the district language to allow such uses, discussion at work session is requested.

Please find a copy of a very draft text amendment which would provide for: Auto dealerships, used auto sales, sales of utility terrain (task) vehicles, sales of all-terrain vehicles, sales of snowmobiles, sales of personal watercraft, and sales of boats as conditional uses in the RC-1 district.

The following conditions could potentially address incompatibility between residences and the commercial uses. They are provided as a point of discussion and not to be considered as fact:

1. The volume of vehicles for sale shall be determined by the available sales area minus areas required off-street parking required under Section 1250 (Off-Street Parking) of the Code as may be amended.
2. A valid dealership license, if required, is maintained.
3. Office space devoted to perform transactions in conjunction with the business is provided on site.
4. Service and repair, if provided, occupy less than fifty (50) percent of combined area square footage used for sales, office, and display.
5. Service and repair, if provided, shall be conducted indoors.
6. Repair shall not include painting or body work.

ACTION

This item is for work session discussion.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. [REDACTED]**

**AN ORDINANCE AMENDING SECTION 1230.08 OF THE CITY CODE
RELATING TO CONDITIONAL USES IN THE RESIDENTIAL
NEIGHBORHOOD COMMERCIAL DISTRICT**

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS CHAPTER 12 OF THE CITY CODE SHALL AMENDED BY ADDING THE FOLLOWING TO SUBD. 1230.08, SUBD. 4, CONDITIONAL USES IN THE RC-1 RESIDENTIAL NEIGHBORHOOD COMMERCIAL DISTRICT:**

Principal Uses

- I. Auto dealerships, used auto sales, sales of utility terrain (task) vehicles, sales of all-terrain vehicles, sales of snowmobiles, sales of personal watercraft, and sales of boats, provided:
 - i. The volume of vehicles for sale shall be determined by the available sales area minus areas required off-street parking required under Section 1250 (Off-Street Parking) of the Code as may be amended.
 - ii. A valid dealership license, if required, is maintained.
 - iii. Office space devoted to perform transactions in conjunction with the business is provided on site.
 - iv. Service and repair, if provided, occupy less than fifty (50) percent of combined area square footage used for sales, office, and display.
 - v. Service and repair, if provided, shall be conducted indoors.
 - vi. Repair shall not include painting or body work.

- II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Norwood Young America on the ____ day of ____, 2021.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: May 24, 2021

SUBJECT: Financing 2021 Oak Lane and 2nd Avenue Improvement Projects

Bolton & Menk's original estimate for the Oak Lane and 2nd Avenue Improvement projects was about \$2.68 million. Based on the bids received for both projects, the construction and engineering costs is projected to be about \$275,000 - \$300,000 less than the engineer's original estimate.

The Finance Committee is proposing to spend down the project cost prior to bonding utilizing the following resources:

➤ 2013 Infrastructure Fund	\$52,000
➤ Street Improvements Project Fund	\$312,000
➤ 2020 General Fund net increase	<u>\$355,000</u>
	\$719,000

I will distribute an amortization schedule for a \$1.75 million bond at the Council meeting.

Under their original project estimates, Bolton & Menk projected the special assessments for both projects to be about \$460,000. It will now be something less due to the lower construction bids. The appraisals have not been completed yet.

According to Bolton & Menk, both projects are projected to commence in July. The City will receive the first contractor pay request in late July or August. At this time, projected is to close on the bonds sale in late July or early August depending on the construction schedule.

Norwood Young America