



CITY COUNCIL AGENDA
September 13, 2021 – 6:00 p.m.
City Council Meeting
City Council Chambers
310 Elm Street W.
Norwood Young America, MN 55368

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 August 23, 2021 meeting
 - 4.2 Approve payment of Claims
 - 4.3 Approve Termination of Seasonal Employees
5. Public Hearing
6. Old Business
 - 6.1 Discuss St John's Pavement Project Request
 - 6.2 Preparing Old Town Repair Plans
7. New Business
 - 7.1 Request to Purchase City Land at 845 Lakewood Trail
 - 7.2 West Carver Community Pool
 - 7.2a Season Update
 - 7.2b Lap Pool Resurface Project
 - 7.3 Approve Auditor Contract for 2021-2023
 - 7.4 Approve new hire for Temporary PT Office Assistant and PT Custodian
 - 7.5 Small Cities Development Grant Program Update
 - 7.6 Preliminary Budget and Levy Discussion
 - 7.7 Review basic PELRA requirements

Closed Session pursuant to MN Statute Section 13D.03 to Discuss Labor Negotiations Strategy

 - 7.8 Labor Negotiations Strategy

Open Session

 - 7.9 Approve designation of City Bargaining Team to conduct negotiations
8. Council Member & Mayor and Staff Reports
9. Adjournment

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council.

UPCOMING MEETINGS / EVENTS

September 15 Safety Committee – 2:00 p.m.

September 16 Senior Advisory Committee – 9:00 a.m.

September 21 Parks and Recreation Commission – 4:45 p.m.

September 21 Finance Committee – 3:00 p.m.

September 27 Personnel Committee – 5:00 p.m.

September 27 Work Session, EDA, City Council – 6:00 p.m.

September 27 Work Session, EDA, City Council – 6:00 p.m.

October 13 Economic Development Commission – 6:00 p.m.



CITY COUNCIL MINUTES

August 23, 2021– 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

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

STAFF: Angela Brumbaugh – City Clerk/Treasurer, Karen Hallquist – Economic Development/Marketing Director, Tony Voigt – Public Services Director, Cynthia Smith Strack (Consultant for City Planning)

OTHERS: Timothy Fahey (ReMax Realtor), John Behnke (ReMax Realtor), Michael Heunek (4.0 School Services), David Zabel (St. John's Lutheran Church)

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 6:03 pm with all members present.

2. Approve Agenda

Motion: CS/AK to approve the agenda as submitted. Motion passed 5-0.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment - None

4. Consent Agenda

4.1 Approve minutes of August 9, 2021 meeting

4.2 Approve payment of claims

4.3 Approve Kay Marie Diers resignation as part-time custodian and move to on-call status

Motion: CS/AK to approve consent agenda as presented. Motion passed 5-0.

5. Public Hearings - None

6. Old Business

6.1. Approve Resolution 2021-20 ending the Executive Order

Lagergren shared information on changes enacted by Executive Order 21-21 which safely sunset COVID19 public health restrictions and legislative action that allows changes in the Open Meeting Law requirement to permit virtual meetings (Statute 13D – Open Meeting Law).

Motion: CH/MM to approve Resolution 2021-20, A Resolution ending the Local Emergency of Resolution 2020-10. Motion passed 5-0.

6.2. Discussion Plan and Options for Staffing during Interim

Lagergren and Brumbaugh shared two options to consider during the interval until a new full-time City Administration is hired. Option 1 – City Clerk handles Interim Administrator responsibilities and a Part-time Office Assistant (up to 20 hours per week) is hired through December 2021. Option 2 – Hire part-time Interim Administrator (up to 20 hours per week) through November 2021.

Motion: CS/AK to name the City Clerk at the individual responsible for Interim Administrator responsibilities and hiring a Part-Time Office Assistant at 20 hours per week through December 2021. Motion passed 4-1 with Lagergren voting no.

7. New Business

7.1 Discuss St. John's Pavement Project Request

Zabel shared information on the parking repavement and stormwater improvement project at St. John's Lutheran School. He shared that 29% of the project involved city property (5904 square feet of a total 14,293 square feet repavement.) He is requesting that the city reimburse St. John's for a total of \$10,598 (\$6000 for the cost of asphalt for the 16 x 32.5 feet that is city property and \$4,598 which is 29% of the total storm drain pipe replacement cost. Zabel shared that the timeline for reimbursement is flexible since they are aware that this was not a budgeted item.

Voigt shared that the city had been contacted to reimburse for the cost of paving the city portion of the parking lot project at a total cost of \$576 which would have been the cost to the city for materials since city staff would have patched that area. The City Council requested time to review the information and continue this discussion at the September 13th Council meeting.

7.2 Discuss DNR Water Conservation

Brumbaugh shared information on the watering restrictions recommended by the DNR since Carver County is considered in Extreme Drought conditions. Voigt shared that currently watering is restricted to odd/even days between 5 PM and 10 AM. City staff is monitoring compliance as they work throughout the city. He had contacted other cities in the county and area and they are following similar guidelines at this time. Council recommended no further action be taken at this time.

7.3 Approve Stiftungsfest Committee request for use of city lot and water for the carnival

Brumbaugh shared a request from the Stiftungsfest Committee to allow parking on city property for the trucks and trailers of the carnival company during the celebration. Two options were suggested: Industrial Park Land and 123 Reform Street. Council discussed the pros and cons of each option.

Motion: CH/CS to approve allowing the Stiftungsfest Carnival to park their trucks/trailers on City Property at 123 Reform Street from August 23 through August 30, 2021 and allow usage of water from the Heritage Center. Motion passed 5-0.

7.4 Approve Resolution 2021-21 Calling for a Public Hearing Regarding Land Conveyance and Associated Business Subsidy to YMI Properties LLC

Hallquist shared the request from the EDA to call a public hearing which would allow Ehlers and Kennedy and Graven to prepare the materials for presentation before the Economic Development Authority and Norwood City Council. Concurrently, the proposed land conveyance documents would be presented to the Planning Commission.

Motion: CS/AK to authorize a posting notice and preparation of documentation for a public hearing on September 27, 2021, for the sale of land for a potential Yeager Machine expansion and the establishment of a TIF District to provide financing for that sale. Motion passed 5-0.

7.5. Approve Resolution 2021-19 Conditional Use Permit to Allow Outdoor Storage and School Bus Warehouse

Smith-Strack shared information from the Planning Commission meeting recommending approval of a resolution allowing outdoor storage. Limits to the permit include outdoor storage is limited to school buses and shall occur on impervious surface only; all stored buses must be licensed; and all signage must meet current city code.

Motion: CH/MM to approve Resolution 2021-19, a resolution approving a conditional use permit to allow outdoor storage and a school bus transportation warehouse operation at 13050 Stewart Avenue. Motion passed 5-0.

7.6 Approve Ordinance 342 Ordinance Amending Section 1200.04 of the City Code Pertaining to Definition of Adult Bookstore, Adult Video Store or Adult Store

Smith-Strack shared information from the Planning Commission meeting recommending a change to Section 1200.04 which would change the definition of Adult Bookstore, Adult Video Store, or Adult Store to: "A commercial establishment which devotes ~~10% or more of the floor area of the business~~ (not including storerooms, stock areas, bathrooms, basements, or any portion of the business not open to the public) to the barter, sale, or rental for any form of consideration ..."

Motion: CH/CS to approve Ordinance 342, An Ordinance Amending Section 1200.04 of the city code pertaining to definition of adult bookstore, adult video store, or adult store. Motion passed 5-0.

Motion: CH/MM to approve Summary for Publication. Motion passed 5-0.

7.7 Approve RFQs for Compensation Study

Brumbaugh shared a request for a Compensation Study RFQ since the most recent comparison was completed in 2010. This information has been recommended by the Personnel Committee.

Motion: CS/CH to authorize staff to send out RFQs for a Compensation Study. Motion passed 5-0.

7.8 Approve submitting a letter of support to Central Schools regarding an indoor walking track
Lagergren shared recommendations from Senior Advisory and the Parks and Recreation Commissions to consider partnering with Central Schools on the addition of an indoor 150 meter sports court surface, four lane walking track in the upcoming bond referendum proposed by Central Schools. The total cost of the track (up to \$830,000) would be covered by the City.

Motion: CS/AK to issue a letter of support to explore the opportunity to partner with Central Schools in a bond referendum that would include an indoor walking track. Motion passed 5-0.

7.9 Discuss 2020 Census Report

Lagergren shared the most recent census information that showed the following: *As of April 1, 2020, the City of Norwood Young America had 1,632 housing units, 1,551 households, and 3,863 people (of whom 43 lived in group quarter facilities). Households averaged 2.46 persons per household.*

7.10 Update on the Harbor

Lagergren shared information on a recent meeting with Ecumen that included the following: COVID preparedness changed as Ecumen now has a warehouse of PPE available upon request; COVID screening at the entrance of the building would be enhanced by an online program called care.ai (which could be funded by American Recovery Plan dollars); COVID vaccines are required for all team members unless they complete a vaccine declination form (any team members that are not vaccinated will be required to take weekly antigen tests); total occupation is at 78% which is lower than past years but is expected to rebound; the Assisted Living Licensure process has been completed which requires greater transparency in pricing. She also shared that the three year Management Contract will expire in December of 2021 with no anticipated increase in management fees for 2022.

8. Council Member and Mayor and Staff Reports

McPadden: Economic Development Commission reviewed the following: updates on new businesses; a proposed RFQs for Industrial Park Signage, Manufacturer's Day plans; mural on the north side of town is completed; Downtown Streetscape Project; video project will do a second taping in late September; historic walking tour project; and Small Cities Grant project updates.

Heher: No report

Storms: Parks and Recreation Commission reviewed the following: Old Town RFQs; completion of trail lighting; work on replastering the pool; RFQs for the lighting and boards at the Hockey Rink; RFQs on sidewalk and trail maintenance; Legion Park playground upgrades; tree replacement at Kehrer Park; Partnership with Central Schools on the indoor walking track; and tree donations for remembrance.

Krueger: Senior Advisory Commission reviewed the following: bus transportation options; the indoor walking track; and reopening the Senior Center. Stiftungsfest Committee is ready for a great weekend.

Lagergren: Senior Center will be reopening on September 15th from 10-2 at Willkommen Pavilion and then the first and third Wednesdays of the month; City Bus is now re-starting shopping trips for Peace Village, The Harbor/Haven and Oak Grove Center; kudos to the lifeguards, managers and WSI for a successful year; kudos to the Public Service Department for their hard work around the town, including Stiftungsfest; kudos to the Stiftungsfest Committee for planning a great weekend.

9. Adjournment

Motion: MM/CH to adjourn at 7:36pm. Motion passed 5-0.

Respectfully Submitted,

Angela Brumbaugh, City Clerk/Treasurer

Carol Lagergren, Mayor



CITY COUNCIL WORKSHOP MINUTES

August 23, 2021 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

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

STAFF: Angela Brumbaugh – City Clerk/Treasurer, Karen Hallquist – Economic Development/Marketing Director, Tony Voigt – Public Services Director, Cynthia Smith-Strack – Consultant for City Planning

OTHERS:

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 7:36 pm with all members present.

2. Approve Agenda

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

3. Discuss Sports Courts, Home Recreation Facilities, and Home Sports Facilities

Smith-Strack shared the most recent discussion at the Planning Commission. Currently, the Planning Commission is recommending an Administrative Permit and a change to code to include a definition and adding language to zoning in R-1, R-2, and R-3; and additional language in 1245.12 to include the following – permit required; setbacks required; and general requirements to include fencing, lighting and noise. She shared that new fences above 7 feet would require a building permit, which is a different process.

Heher shared that the goal is to put all the information in one spot. Lagergren recommended that the information be shared as a link to other parts of the code so that a change in one area would be reflected in all. She also recommended a one page handout that defines all the requirements.

Lagergren shared concerns about having a ten-foot fence on the edge of personal property. Concerns about the lack of sunlight and the look of high fences in a backyard may impact property value.

4. Discuss ERU Comparisons

Brumbaugh shared information from the Finance Committee requesting discussion on moving from the Met Council model of charging ERU's to a simplified model based on Belle Plaine's current plan. Council recommended that additional information on the costs and benefits to the city and property owners be researched.

5. Adjournment

Motion: MM/CS to adjourn at 8:00pm. Motion passed 5-0.

Respectfully Submitted,

Angela Brumbaugh, City Clerk/Treasurer

Carol Lagergren, Mayor



more than a place, it's home.

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

To Be Approved: September 13, 2021

Payroll EFT

Check #	506829 - 506830	\$	5,854.56
	506831 - 506851	\$	18,160.15
	506852 - 506853	\$	416.76

Voided Checks

Check #	32195	Reissued - different Vendor	\$	(27,074.22)
	32197	Reissued - wrong amount	\$	(2,923.66)

Prepays

Check #	32235 -	\$	27,074.22
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Claims Pending Payment

Check #	32236 - 32292	\$	127,423.10
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Wire Transfer

Cardmember e-check

Grand Total \$ 148,930.91

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 08272021xccl

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32235	08/27/21	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$6,398.90		
E 101-42200-381		Electric Utilities	\$728.72		
E 101-42500-381		Electric Utilities	\$10.69		
E 101-43100-380		Street Lighting	\$5,470.42		
E 101-43100-381		Electric Utilities	\$441.43		
E 101-45200-381		Electric Utilities	\$1,214.69		
E 101-45500-381		Electric Utilities	\$3,540.80		
E 601-49400-381		Electric Utilities	\$649.03		
E 602-49450-381		Electric Utilities	\$6,894.17		
E 101-49860-381		Electric Utilities	\$1,725.37		
		Total	\$27,074.22		
10100 CHECKING			\$27,074.22		

Fund Summary

10100 CHECKING		
101 GENERAL FUND		\$19,531.02
601 WATER FUND		\$649.03
602 SEWER FUND		\$6,894.17
		\$27,074.22

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***Check Detail Register©**

Batch: 09132021CLAIMS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32236	09/13/21	ADVANCED POWER SERVICES INC			
E 602-49450-221		Repair/Maintenance Equip	\$739.29	2993	WWTP
E 602-49450-221		Repair/Maintenance Equip	\$285.00	3057	SERENITY LIFT STATION
E 602-49450-221		Repair/Maintenance Equip	\$1,275.00	3073	WWTP GENERATOR
		Total	\$2,299.29		
32237	09/13/21	AMERICAN RED CROSS			
E 101-49860-207		Training Instructional	\$120.00	22368919	LIFEGUARDING
		Total	\$120.00		
32238	09/13/21	BOLTON & MENK, INC			
E 495-43100-303		Engineering Fees	\$17,010.50	274822	2ND AVE LIFT STATION
E 101-41500-303		Engineering Fees	\$272.00	274823	GREENWOOD MARINA
E 496-43100-303		Engineering Fees	\$10,571.00	274825	OAK LANE IMPROVEMENTS
E 101-41500-303		Engineering Fees	\$941.00	274826	MISC ENGINEERING
E 495-43100-303		Engineering Fees	\$5,756.40	274827	2ND AVE
		Total	\$34,550.90		
32239	09/13/21	CARQUEST AUTO PARTS			
E 602-49450-221		Repair/Maintenance Equip	\$31.99	235828	BACK UP ALARM
E 101-43100-221		Repair/Maintenance Equip	\$37.80	236052	RED GREASE
E 101-45200-223		Repair/Maintenance Bldg/	\$10.50	236149	ZIP TIES
E 101-43100-221		Repair/Maintenance Equip	\$9.19	236265	OIL
E 101-45200-221		Repair/Maintenance Equip	\$4.59	236265	OIL
E 601-49400-221		Repair/Maintenance Equip	\$4.59	236265	OIL
E 602-49450-221		Repair/Maintenance Equip	\$4.59	236265	OIL
E 101-43100-221		Repair/Maintenance Equip	\$28.32	236421	ANTIFREEZE
		Total	\$131.57		
32240	09/13/21	CARVER COUNTY CDA			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,011.70		BALANCE OF 2018
E 101-41940-223		Repair/Maintenance Bldg/	\$10,174.83		2019
E 101-41940-223		Repair/Maintenance Bldg/	\$14,216.70		2020
		Total	\$25,403.23		
32241	09/13/21	CARVER COUNTY RECORDER			
E 101-41320-350		Print/Publishing/Postage	\$46.00		CUP FOR 4.0 BUS
		Total	\$46.00		
32242	09/13/21	CARVERLINK - CARVER CO BROADBA			
E 101-41940-321		Telephone	\$150.85		
E 601-49400-321		Telephone	\$84.34		
E 602-49450-321		Telephone	\$44.34		
E 101-42200-321		Telephone	\$84.34		
E 101-43100-321		Telephone	\$87.04		
E 101-45200-321		Telephone	\$37.30		
E 101-49860-321		Telephone	\$22.17		
E 101-41940-321		Telephone	\$106.51		
E 101-41300-321		Telephone	\$39.28		

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Batch: 09132021CLAIMS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41320-321		Telephone	\$39.28		
E 101-41400-321		Telephone	\$39.28		
E 101-46500-321		Telephone	\$13.09		
E 101-42100-321		Telephone	\$65.46		
E 101-45500-321		Telephone	\$65.46		
Total			\$878.74		
32243	09/13/21	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$39.64		
E 101-42200-383		Gas Utilities	\$11.27		
E 101-43100-383		Gas Utilities	\$120.75		
E 101-45200-383		Gas Utilities	\$90.24		
E 601-49400-383		Gas Utilities	\$49.41		
E 602-49450-383		Gas Utilities	\$588.25		
E 101-49860-383		Gas Utilities	\$144.98		
Total			\$1,044.54		
32244	09/13/21	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$1,972.01		HSA PAYMENT
Total			\$1,972.01		
32245	09/13/21	CLAREY'S SAFETY EQUIPMENT, INC			
E 101-42200-221		Repair/Maintenance Equip	\$92.84	195942	CALIBRATION
Total			\$92.84		
32246	09/13/21	CORE AND MAIN			
E 601-49400-223		Repair/Maintenance Bldg/	\$7,250.16	P451273	HYDRANT & VLAVE REPAIR ON 4TH AVE
E 601-49400-223		Repair/Maintenance Bldg/	\$831.60	P451730	WATER VALVE EXTENSION
Total			\$8,081.76		
32247	09/13/21	DELTA DENTAL			
G 101-21714		Dental Insurance	\$731.10		INSURANCE
Total			\$731.10		
32248	09/13/21	EICHNER, ROCHELLE			
E 601-49400-430		Miscellaneous	\$110.66		OVERPAYMENT OF UTILITY BILL
Total			\$110.66		
32249	09/13/21	GOPHER STATE ONE-CALL			
E 601-49400-223		Repair/Maintenance Bldg/	\$63.45		LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$57.38		
E 601-49400-223		Repair/Maintenance Bldg/	\$57.37	1060640-IN	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$63.45	1080641	
Total			\$241.65		
32250	09/13/21	HALLQUIST, KAREN			
E 101-46500-331		Travel/Meeting Expense	\$53.16		TEDI GRANT APP
Total			\$53.16		
32251	09/13/21	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical In	\$9,636.12	107296759	INSURANCE

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***Check Detail Register©**

Batch: 09132021CLAIMS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$9,636.12		
32252	09/13/21	HENNING EXCAVATING			
E 601-49400-223		Repair/Maintenance Bldg/	\$4,121.00	8102	VALVES BY FRIENDSHIP
E 601-49400-223		Repair/Maintenance Bldg/	\$2,272.00	8103	WATER SHUT OFF 1ST ST
E 601-49400-223		Repair/Maintenance Bldg/	\$1,450.00	8104	WATER SHUT OFF FRANKLIN
E 601-49400-223		Repair/Maintenance Bldg/	\$2,635.00	8105	HYDRANT FRIENDSHIP
Total			\$10,478.00		
32253	09/13/21	HILGERS PLUMBING & HEATING			
E 101-45200-223		Repair/Maintenance Bldg/	\$682.00	14510	REPLACE GAS LINES AT GAZEBO
Total			\$682.00		
32254	09/13/21	HILLYARD /HUTCHINSON			
E 101-41940-210		Operating Supplies	\$520.52	604426701	TISSUE, TOWELS, BAGS
E 101-41940-210		Operating Supplies	\$1,165.71	604442834	BAGS, TISSUE, TOWEL ROLLS, SOAP
Total			\$1,686.23		
32255	09/13/21	HOLIDAY COMPANIES			
E 601-49400-212		Motor Fuels	\$54.80		
E 602-49450-212		Motor Fuels	\$54.80		
E 601-49400-212		Motor Fuels	\$55.80		
E 602-49450-212		Motor Fuels	\$55.80		
E 101-45200-212		Motor Fuels	\$11.54		
E 101-43100-212		Motor Fuels	\$23.10		
E 601-49400-212		Motor Fuels	\$11.54		
E 602-49450-212		Motor Fuels	\$11.54		
E 601-49400-212		Motor Fuels	\$46.00		
E 602-49450-212		Motor Fuels	\$46.00		
E 101-43100-212		Motor Fuels	\$29.68		
E 101-45200-212		Motor Fuels	\$14.83		
E 601-49400-212		Motor Fuels	\$14.83		
E 602-49450-212		Motor Fuels	\$10.47		
Total			\$440.73		
32256	09/13/21	HOME SOLUTIONS			
E 602-49450-223		Repair/Maintenance Bldg/	\$3.77	A178834	CHAIN
E 101-45200-223		Repair/Maintenance Bldg/	\$44.99	A178849	BASE
E 101-41940-223		Repair/Maintenance Bldg/	\$19.34	A178867	BASE
E 101-41940-223		Repair/Maintenance Bldg/	\$101.85	A178879	PAINT
E 101-41940-223		Repair/Maintenance Bldg/	\$21.58	A179047	COVER
E 101-41940-223		Repair/Maintenance Bldg/	\$91.96	A179100	BASE, PAINT FEE
E 101-41940-223		Repair/Maintenance Bldg/	\$9.34	A179107	3X3/8 COVER
E 101-41940-223		Repair/Maintenance Bldg/	\$70.15	A179382	BRUSH, BASE
E 101-45200-223		Repair/Maintenance Bldg/	\$45.65	A179483	BIT, HARDWARE
E 101-45200-223		Repair/Maintenance Bldg/	\$180.00	A179576	RED MULCH
E 101-41940-223		Repair/Maintenance Bldg/	\$18.93	A179649	BASE
E 101-41940-223		Repair/Maintenance Bldg/	\$53.78	A179846	MAG ERASER
E 101-41940-223		Repair/Maintenance Bldg/	\$5.84	B227215	SEALANT
E 101-41940-210		Operating Supplies	\$4.31	B227224	GOO GONE

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 09132021CLAIMS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-221		Repair/Maintenance Equip	\$4.31	B227246	NIPPLE
E 101-43100-210		Operating Supplies	\$20.68	B227302	BIT
E 101-43100-226		Signs	\$7.00	B227363	MISC HARDWARE
E 101-43100-210		Operating Supplies	\$43.17	B227418	CAULK GUN, RECOVER STRAP
E 101-45200-223		Repair/Maintenance Bldg/	\$11.61	B227431	MISC HARDWARE
E 602-49450-223		Repair/Maintenance Bldg/	\$3.10	B227667	PIPE
E 101-41940-223		Repair/Maintenance Bldg/	\$48.58	B227698	BULB
E 101-43100-210		Operating Supplies	\$28.76	B227765	HORN SPRAY
E 101-43100-210		Operating Supplies	\$29.68	B228062	BOXED RAGS
E 101-43100-210		Operating Supplies	\$16.19	B228111	BLADE
E 101-41940-210		Operating Supplies	\$39.80	B228286	PAPER TOWEL
E 101-43100-223		Repair/Maintenance Bldg/	\$19.50	B228404	MISC HARDWARE
E 101-41940-223		Repair/Maintenance Bldg/	\$35.06	B228599	FLUO TUBE
E 101-43100-223		Repair/Maintenance Bldg/	\$5.39	B228604	MICRO COVER
E 101-41940-223		Repair/Maintenance Bldg/	\$23.39	B228650	TANK REPAIR KIT
E 101-45200-223		Repair/Maintenance Bldg/	\$8.59	B228662	SHELF BRACKET
Total			\$1,016.30		
32257	09/13/21	JAUS, RODNEY			
E 601-49400-406		LICENSES	\$75.00		DOT REIMBURSEMENT
E 601-49400-406		LICENSES	\$32.00		
E 601-49400-207		Training Instructional	\$15.00		
E 601-49400-207		Training Instructional	\$8.00		
E 601-49400-207		Training Instructional	\$318.60		
E 601-49400-207		Training Instructional	\$83.44		
E 601-49400-207		Training Instructional	\$16.00		
Total			\$548.04		
32258	09/13/21	KWIK TRIP INC.			
E 101-43100-212		Motor Fuels	\$483.10		
E 101-45200-212		Motor Fuels	\$142.58		
E 601-49400-212		Motor Fuels	\$14.85		
E 602-49450-212		Motor Fuels	\$11.46		
Total			\$651.99		
32259	09/13/21	LAKEVIEW CLINIC			
E 101-45200-432		Refund	\$700.00		PAVILION REIMBURSEMENT
Total			\$700.00		
32260	09/13/21	LANO EQUIPMENT OF NORWOOD, INC			
E 101-45200-221		Repair/Maintenance Equip	\$132.21	25832A	BOBCAT 3400
Total			\$132.21		
32261	09/13/21	LATZIG, ELROY			
E 614-41000-314		Contracts Payments	\$1,600.00		TAPING EVENTS
Total			\$1,600.00		
32262	09/13/21	LITTLE FALLS MACHINE INC			
E 101-43100-221		Repair/Maintenance Equip	\$841.85	361578	MOLDBOARD CYLINDER
Total			\$841.85		

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 09132021CLAIMS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
32263	09/13/21	LOFFLER COMPANIES, INC.			
E 101-41400-437		Maintenance Contract	\$89.50	29980109	COPIER RENT
		Total	\$89.50		
32264	09/13/21	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$1,584.38	INV9048723	MANAGED SERVICES
		Total	\$1,584.38		
32265	09/13/21	MARSDEN PHARMACY			
E 101-42200-210		Operating Supplies	\$305.05		EPI PENS
		Total	\$305.05		
32266	09/13/21	METRO WEST INSPECTION SERVICES			
E 101-42400-328		Rental Dwelling Inspection	\$600.75		
E 101-42400-312		Building Inspection Fee	\$1,727.29		
		Total	\$2,328.04		
32267	09/13/21	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$326.79	62276	DYED DIESEL
E 101-45200-212		Motor Fuels	\$163.39	62276	DYED DIESEL
E 601-49400-212		Motor Fuels	\$163.39	62276	DYED DIESEL
E 602-49450-212		Motor Fuels	\$163.39	62276	DYED DIESEL
		Total	\$816.96		
32268	09/13/21	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	(\$3.44)	A-125787	SPORTS COMPLEX
E 101-45200-418		Other Rentals (Biffs)	\$132.60	A-125788	FRIENDSHIP PARK
E 101-45200-418		Other Rentals (Biffs)	(\$1.99)	A-125811	PRAIRIE DAWN
E 101-45200-418		Other Rentals (Biffs)	\$244.80	A-126011	LEGION PARK
		Total	\$371.97		
32269	09/13/21	MINNESOTA RURAL WATER ASSOC			
E 602-49450-207		Training Instructional	\$255.00		DHOORE REFRESHER
		Total	\$255.00		
32270	09/13/21	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217		Lab Fees	\$37.10	1104322	PHOSPHORUS
E 602-49450-217		Lab Fees	\$37.10	1104406	PHOSPHORUS
E 602-49450-217		Lab Fees	\$37.10	1105320	PHOSPHORUS
E 601-49400-217		Lab Fees	\$97.00	1106052	COLIFORM
		Total	\$208.30		
32271	09/13/21	MINNESOTA DEPARTMENT OF HEALTH			
G 601-20281		MDH FEE	\$3,338.00		3RD QTR CONNECTION FEE
		Total	\$3,338.00		
32272	09/13/21	MN VALLEY ELECTRIC COOPERATIVE			
E 101-43100-381		Electric Utilities	\$101.35		STREET LIGHTS
E 602-49450-381		Electric Utilities	\$34.94		LIFT STATION
E 601-49400-381		Electric Utilities	\$23.81		640 TACOMA BLVD

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 09132021CLAIMS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$160.10		
32273	09/13/21	STAR Group, LLC			
E 602-49450-221		Repair/Maintenance Equip	\$15.33	311719	MUD FLAPS
E 601-49400-221		Repair/Maintenance Equip	\$15.33	311719	MUD FLAPS
E 101-49860-223		Repair/Maintenance Bldg/	\$44.94	311732	ANTIFREEZE
E 101-43100-221		Repair/Maintenance Equip	(\$25.99)	724817	CREDIT
Total			\$49.61		
32274	09/13/21	NELSON ELECTRIC MOTOR REPAIR I			
E 602-49450-223		Repair/Maintenance Bldg/	\$330.00	1724	RAILROAD LIFT
E 602-49450-223		Repair/Maintenance Bldg/	\$1,935.00	1739	2ND STREET LIFT
Total			\$2,265.00		
32275	09/13/21	NESCO LLC			
E 101-43100-221		Repair/Maintenance Equip	\$154.40	C006269	WARNING LIGHT
Total			\$154.40		
32276	09/13/21	NORTH CENTRAL INTERNATIONAL			
E 602-49450-221		Repair/Maintenance Equip	\$1,272.83	29339	1901 ENGINE DIAGNOSIS
Total			\$1,272.83		
32277	09/13/21	NORWOOD YOUNG AMERICA TIMES			
E 101-41320-350		Print/Publishing/Postage	\$34.02	851881	DEFINITION CHANGE OF ADULT BOOKSTORE
Total			\$34.02		
32278	09/13/21	SCHILTZ, RANAE			
R 601-49400-36200		Miscellaneous Revenues	\$9.12		OVERPAYMENT OF FINAL BILL
Total			\$9.12		
32279	09/13/21	QUILL CORPORATION			
E 101-41400-200		Office Supplies	\$496.92	17815552	PAPER, LETTER OPENER, PENCILS, BINDERS, BINDER CLIPS
E 101-41400-200		Office Supplies	\$28.88	18657559	HANGING FOLDERS
E 101-41400-200		Office Supplies	\$245.00	18671051	PAPER, TAPE, STAPLER
E 101-41400-200		Office Supplies	\$358.94	18941966	LAMINATING SHEETS
Total			\$1,129.74		
32280	09/13/21	RADTKE, JORDAN			
R 601-49400-36200		Miscellaneous Revenues	\$322.86		OVERPAYMENT OF FINAL UTILITY BILL
Total			\$322.86		
32281	09/13/21	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304		Legal Fees	\$344.00	13416	ATTORNEY
Total			\$344.00		
32282	09/13/21	R.E. SMITH OIL & TIRE CO., INC			
E 101-49800-212		Motor Fuels	\$100.05	155472	
E 601-49400-212		Motor Fuels	\$37.50	155775	
E 602-49450-212		Motor Fuels	\$37.50	155775	
E 101-49800-212		Motor Fuels	\$90.05	155776	
E 101-49800-212		Motor Fuels	\$64.14	155838	

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 09132021CLAIMS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-49800-212		Motor Fuels	\$90.00	155887	
E 101-49800-212		Motor Fuels	\$46.00	155955	
E 101-49800-212		Motor Fuels	\$65.00	155957	FLOWER BUS
		Total	\$530.24		
32283	09/13/21	STRACK CONSULTING LLC			
E 101-41320-305		Other Professional Fees	\$1,560.00	1179	PLANNING CONSULTANT
		Total	\$1,560.00		
32284	09/13/21	TOP NOTCH TURF			
E 101-41940-223		Repair/Maintenance Bldg/	\$410.00	NORDEN082	CITY HALL MOWING
		Total	\$410.00		
32285	09/13/21	TWIN CITIES & WESTERN RAILROAD			
E 101-43100-440		Lease	\$383.43	M900152-IN	ANNUAL FEE FOR CROSSING
		Total	\$383.43		
32286	09/13/21	USA BLUE BOOK			
E 601-49400-210		Operating Supplies	\$464.74	704281	CHLORINE ACCUVAC
		Total	\$464.74		
32287	09/13/21	UTILITY CONSULTANTS, INC.			
E 602-49450-217		Lab Fees	\$746.40	109829	CBOD, TSS TESTING
		Total	\$746.40		
32288	09/13/21	VERIZON WIRELESS			
E 101-42200-321		Telephone	\$175.05		FIRE DEPT IPADS
E 101-45200-321		Telephone	\$63.14		
E 101-43100-321		Telephone	\$147.33		
E 601-49400-321		Telephone	\$79.33		
E 602-49450-321		Telephone	\$172.01		
		Total	\$636.86		
32289	09/13/21	VOIGT, TONY			
E 601-49400-350		Print/Publishing/Postage	\$24.45		POSTAGE FOR WATER SAMPLES
		Total	\$24.45		
32290	09/13/21	WIGFIELD DESIGN			
E 101-41400-430		Miscellaneous	\$48.00	1499	EMPLOYEE NAME TAGS
		Total	\$48.00		
32291	09/13/21	XCEL ENERGY			
E 601-49400-381		Electric Utilities	\$2,971.94		104 3RD AVE SE
E 101-43100-381		Electric Utilities	\$165.55		300 FAXON RD
E 101-45200-381		Electric Utilities	\$29.12		710 RAILROAD ST E
E 101-43100-380		Street Lighting	\$212.06		313 CENTRAL AVE S
		Total	\$3,378.67		
32292	09/13/21	ZART, DUSTIN			
R 601-49400-36200		Miscellaneous Revenues	\$30.51		UTILITY BILL
		Total	\$30.51		

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 09132021CLAIMS

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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10100	CHECKING		\$127,423.10		
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Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$56,871.85
495 2nd AVE LIFT STATION-STR RECON	\$22,766.90
496 OAK LANE IMPR PROJECT	\$10,571.00
601 WATER FUND	\$27,253.42
602 SEWER FUND	\$8,359.93
614 CABLE TV FUND	\$1,600.00
	<u>\$127,423.10</u>



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk-Treasurer

DATE: September 13th, 2021

RE: Public Service Seasonal Staff Termination of Employment

Two of the Public Service Seasonal Employees have now completed their employment with the City for this season: Kyle Petersen and Logan Smith. This is Kyle's second year working for the City and he ended up working 417 hours. Logan has worked for the City for the last three years and worked 310 hours this year.

Their last day of employment will be September 3, 2021

PERA has changed their definition of "seasonal positions". In the past a seasonal position could only work for 67 days whereas now as long as the position is clearly seasonal and not continuous, an Employee would not qualify for PERA benefits as long as it is terminated within six-months and an employee must have a minimum of 30 days break in employment before working for the City again.

"For PERA purposes, a "seasonal position" means a position where the nature of the work or its duration is related to a specific season or seasons of the year."

Robert Hoen continues to work as long as there is grass to cut. He has been with the City since 2015. He will be done by November in order to stay under the 6-month seasonal definition with PERA.

Scott Rannow works two different positions with the City. He has been a back up bus driver and also a seasonal Public Service Employee since 2020. He did have a break of 30 days before becoming a bus driver so he was still considered seasonal. In order to stay under the time frame for seasonal he will be done by November. Because of his other position, we do need to consider his yearly wage as that would be considered part-time if there isn't a break in employment.

RECOMMENDATION:

Motion to terminate the employment of Kyle Petersen and Logan Smith as of September 3, 2021.

Norwood Young America



Date: September 13, 2021

To: Members of the City Council

From: Tony Voigt, Public Service Director

Re: St. John's School - Request for Reimbursement

At the August 23rd meeting, Dave Zabel shared a letter requesting reimbursement in the amount of \$10,598 for parking area and stormwater improvements completed this summer at St. John's Lutheran School. Attached please find the letter and documents shared by Mr. Zabel.

The request included the cost of paving a 520 square foot section of the project that connects to Main Street. That portion of the project was completed with concrete as part of the total resurfacing. The projected cost of paving vs. concrete from Wm Muellers was \$4,500 for the asphalt and \$1,500 for grading and material gravel. No actual estimate document was included in the paperwork. The original discussion with the city administrator and staff approved a reimbursement of approximately \$576 - the cost to the city for materials to replace the 520 square foot section. City staff would complete the project so no additional cost for labor was required.

The request also included 29% of the cost (\$4,598) to replace a 12 inch storm drain to include pipe excavating and sand in the trench. The request was based on the belief that runoff for this storm drain came from city streets. The 29% was calculated as the distance from Main Street to the front of the school (29% of the total parking lot project).

Research by city staff found examples from several current commercial property owners who have storm drains on their property that have been replaced in recent years. Past practice has been to have property owners cover the entire cost of replacement.

Recommendation: Motion to reimburse \$_____ to St. John's School to cover the cost of _____.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: August 23, 2021

RE: St John's School, Request for reimbursement

St John's School is seeking \$4500 and \$10,598 for reimbursement of the parking area and stormwater improvements recently completed at St. John's School located at 27 1st St NW. I have included the request received from Dave Zabel (head trustee at St. John's).


Dave had contacted me earlier this spring regarding this project. Dave had asked if the city would reimburse the School for the amount of existing concrete they were looking to replace that was located in the city right of way. I informed Dave I would ask Administrator Helget for approval and get back to him. Dave shared with me he had some concerns about the storm sewer and asked if the City could camera the line? I informed Dave at that time our camera currently did not work, and I was not going to get involved inspecting a private storm sewer line. I conducted a visual inspection and confirmed the line was located entirely on said property. I informed Dave this would be a private storm sewer in which he disagreed with my determination of ownership of said line. I recommended to Dave at that time and all future interactions, to address the City Council confirming ownership of the storm sewer line in question before any work took place if they requested any reimbursement.

I sent the included email and received verbal confirmation from Administrator Helget which proposed reimbursing St John's School \$576. This would have been the cost to the city for materials to replace the approximate 33'x10'x4" section of city right of way St. John's parking area extends into. We agreed to this amount since staff would have patched this area with blacktop after the parking lot was replaced due if there was a change in elevations of the project. Administrator Helget and I agreed, this would have been a fair amount to reimburse St John's if they chose to replace said area with concrete at their cost. I informed Dave this is the amount we were looking to reimburse the School and recommended addressing the city council if a different amount was to be requested.

I have included a map that I emailed to Administrator Helget highlighting the area of blacktop/concrete that was originally proposed for reimbursement. I have included on this map the original catch basin locations prior to construction as well.

Norwood Young America



To: Tony Voigt
From: Angela Brumbaugh 
Date: August 2, 2021
Re: St. John's Lutheran Church Project

Tony, Dave Zabel was in today and discussed the church project they did. He said he had talked with you and Steve before on the project and you two had agreed the City would pay for a portion that would actually have been the City's street repair but only tar not concrete.

In the process of this project they had additional costs which he has pictures attached along with a letter to explain it. I asked him if it could wait to go before the Council until you had a chance to look it over since you were involved in the City's side. He was fine with that and also said he could come to the City Council to explain if that is needed.

I've attached all of the information he brought. Can you please get in contact with him on what our plan is?

Thank you!



ST. JOHN'S LUTHERAN Church and School

Learn • Love • Lead • Live

Attn: NYA City Administrator and City Council,

The street running east from St. John's school drains into the storm manholes on the west end of the street. The manholes are in the St. John's parking lot. During replacement of the concrete parking lot, it was found that many areas of the storm drainpipe were collapsed and half full of material. This was a single wall corrugated pipe, and it was replaced with double wall smooth inside pipe (pictures included).

A proposal was presented by Tony Voit to pay for a 16 x 32 ½ portion of the street (asphalt, material used the street) price and agreed to do so with approval by the city administrator, Steve Helget.

St. John's is proposing that the city of NYA contribute 29% of the runoff for this storm drain system reconstruction since approximately 29% of the program involved city property. Twenty nine percent of the cost of the replacement comes to a total of \$10,598.

Information on the Project- (how we came to the 29% number)

- St. John's school parking lot is 14,293 square feet. The street running east from school is 5904 sq. feet. The street is just a little more than 29% of the total square footage.
- Cost of the asphalt for 16 x 32 ½ end of street- estimate from WM Muellers was \$4,500 for the asphalt, \$1,500 for grading & material gravel. This would mean a total of \$6,000.
- Total cost for the 12-inch storm drain (300 feet), pipe replacement- \$15,855. 29% of that cost would be \$4,598. This total included pipe excavating and sand in the trench.

If you have any questions about the project or you would like to hear more about it, please contact Dave Zabel (head trustee at St. John's). His cell phone number (952-261-9528).

Church Office
101 2nd Ave SE
NYA, MN 55397
952-467-2740

School Office
27 1st NW
NYA, MN 55397
952-467-3461





WM. MUELLER & SONS, INC.
831 PARK AVENUE
P.O. BOX 247
HAMBURG, MN 55339-0247
(952)467-2720



Invoice ID: 21-193
Invoice Date: 07/20/2021

Customer ID: 4697

Job No: 2021-PRO

To:
ST JOHN'S LUTHERAN
27 1ST STREET NW
NYA, MN 55397

Job Location:

<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
PRODUCT & SUPPLIES				
HANCOCK - CATCH BASINS	1.00	LS	842.90	842.90
CORE & MAIN - PIPE	1.00	LS	3,199.41	3,199.41
RECYCLE CL5 - DELIVERED	687.00	TON	11.22	7,708.14
SCREENED FILL SAND - DELIVERED	62.00	TON	6.55	406.10
CONCRETE REMOVAL (HAULING ONLY)	299.00	CY	6.00	1,794.00
FABRIC	1,496.00	SY	.65	972.40
CATCH BASIN CASTING (STORM GRATES)	2.00	EA	150.00	300.00
SCHNEDIER EXCAVATING (STORM SEWER)	1.00	LS	8,845.00	8,845.00
EQUIPMENT & LABOR T & M				
C12 CAT 336 EXCAVATOR	13.50	HR	175.00	2,362.50
C11 KUBOTA KX MINI EXCAVATOR	16.50	HR	140.00	2,310.00
BC5 TRACK BOBCAT	19.50	HR	105.00	2,047.50
BC15 TRACK BOBCAT	13.50	HR	105.00	1,417.50
#255 SMOOTH DRUM ROLLER	2.00	HR	125.00	250.00
LABOR - CREW	55.50	HR	55.00	3,052.50
LABOR - FOREMAN	28.00	HR	90.00	2,520.00
MOB - EQUIPMENT MOVES	3.00	HR	155.00	465.00

Amount Billed \$38,492.95
Total Tax

Retainage Held

DATE DUE: 08/19/2021

Amount Due \$38,492.95



DUPLICATE
INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # P22231
Invoice Date 7/13/
Account # 10032
Sales Rep BRIAN STENSLA
Phone # 952-937-961
Branch #230 Eden Prairie, MN
Total Amount Due \$2,141.27

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

MUELLER WM & SONS INC
PO BOX 247
HAMBURG MN 55339 0247

Shipped To:
CUSTOMER PICK-UP

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered	Date Shipped	Customer PO #	Job Name	Job #	Bill of Lading	Shipped Via	Invoice #
7/12/21	7/12/21	SEE BELOW	ST. JOHN'S			WILL CALL	P222362

Product Code	Description	Quantity		Price	UM	Extended Price
		Ordered	Shipped			
	CUSTOMER PO#- ST.JOHN'S SCHOOL					
1312PDWAW20	12 GOLDFLO WTIB SOLID 20' AASHTO DUAL WALL	200	200	8.43000	FT	1,686.00
29APSS16	SLIKSTYX SPRAY-ON LUBE 16OZ	1	1	N/C	EA	
13124GF	12 GOLDFLO 45 GFE1245	2	2	63.59000	EA	127.18
13122GF	12 GOLDFLO 22-1/2 PRINSCO GFE1222	1	1	66.73000	EA	66.73
1312GFSC	12" GOLDFLO SPLIT COUPLER SC12	10	10	11.15000	EA	111.50

Freight	Delivery	Handling	Restock	Misc	Subtotal:	1,991.41
					Other:	.00
					Tax:	149.86
					Invoice Total:	\$2,141.27

Terms: NET 30
Ordered By: CORY HOERNEMAN

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted.
To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>

WM. MUELLER & SONS INC.

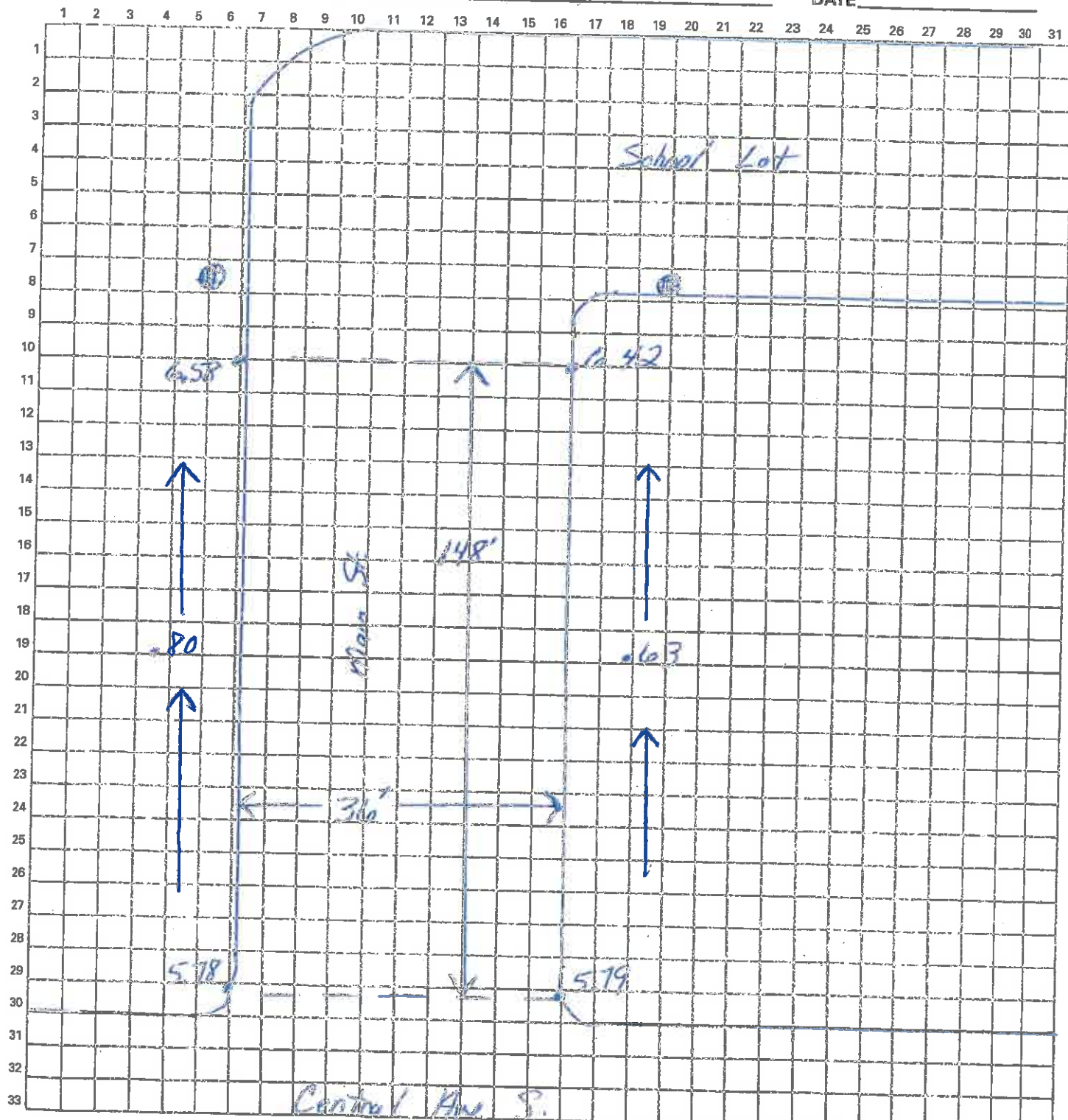
ROAD CONTRACTORS • WASHED SAND & GRAVEL • LIMESTONE PRODUCTS • REDI-MIX BLACKTOP - BLACKTOP SURFACING

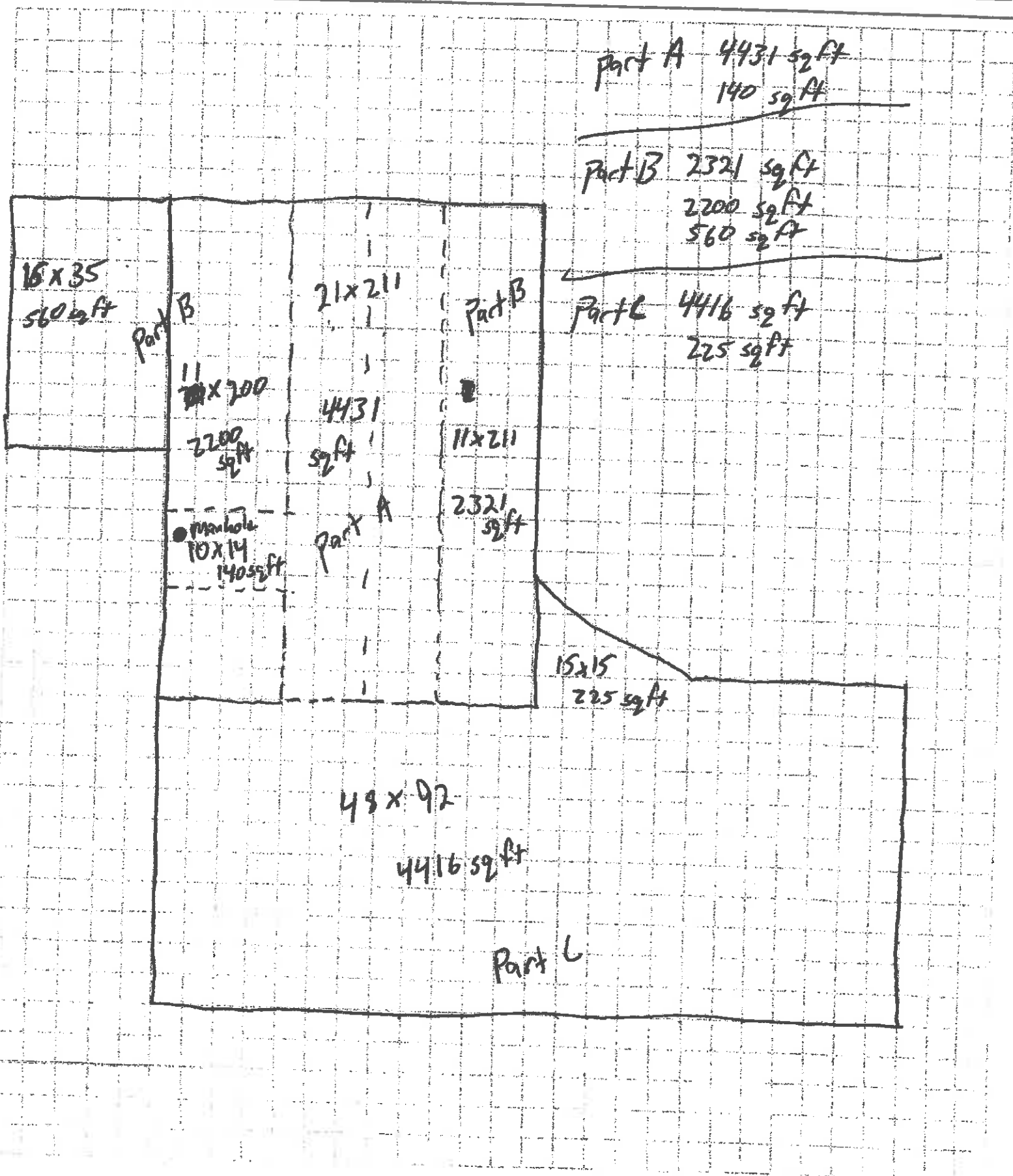
831 PARK AVE. • P.O. BOX 247
HAMBURG, MN 55339
PHONE (952) 467-2720 • FAX (952) 467-3894

EQUAL OPPORTUNITY EMPLOYER

PROJECT _____

DATE _____





Tony Voigt

From: Tony Voigt
Sent: Monday, May 3, 2021 9:42 AM
To: Steve Helget
Subject: St Johns Parking lot request
Attachments: St Johns School Parking Lot Repair.pdf

Steve, Dave Zabell with St. Johns School contacted me as he is preparing quotes to replace their concrete parking lot. They are looking to have WM Mueller and Sons to remove the old concrete, repair/rebuild their drainage line under the parking lot, and re-pour the concrete parking lot.

Their concrete parking lot extends onto Main St W about 10 ft into the city right-of-way as it shows in the included map. Dave asked me if the city would pay for this portion to be replaced since it is in the city ROW. I shared with Dave, the maintenance staff could replace this area with blacktop at no charge to the owner since they are redoing the lot and it needs to be removed/replaced to match elevation of the new lot. Dave asked if St. Johns replaces this section with concrete, would the city be willing to reimburse St. Johns any of the amount? I mentioned to Dave if the city needed to replace this section, it would be with blacktop not concrete.

It would cost the city approximately \$576 for 9 tons of blacktop to replace the blacktop area which is 33'x10'x4" thick. If St. Johns replaces the concrete parking lot, this area would need to be patched regardless. We currently replace blacktop no charge in front of residents properties that replace their driveways. Dave asked if the city would reimburse St. Johns the blacktop replacement amount if they would install concrete in this area again. I informed Dave I will check and get back to him. Thanks.

Tony Voigt
Public Service Director



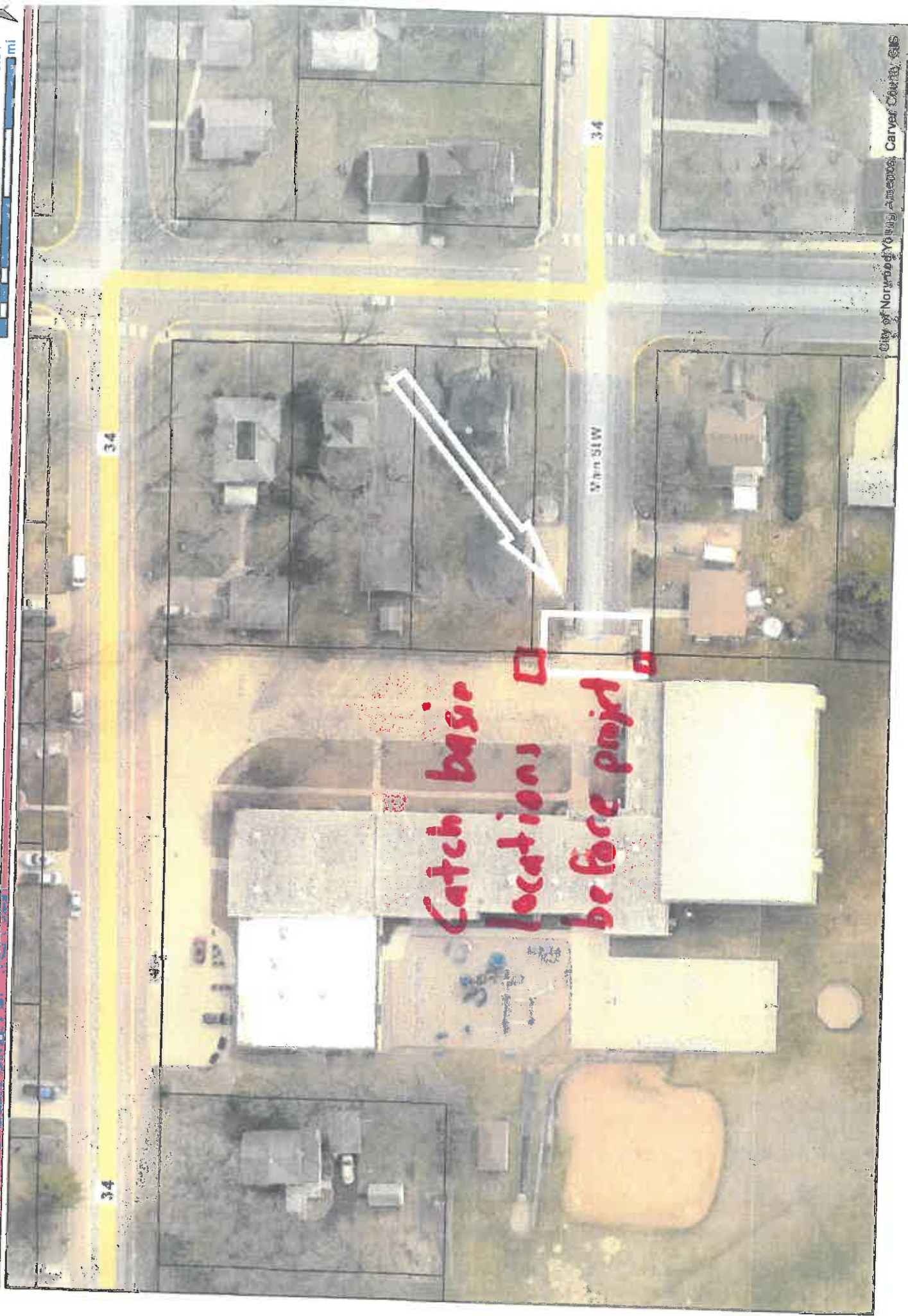
City Of Norwood Young America
310 Elm Street West - PO Box 59
Norwood Young America, MN 55368
Phone: (952)467-1830
Email: tvoigt@cityofnya.com
Website: www.cityofnya.com

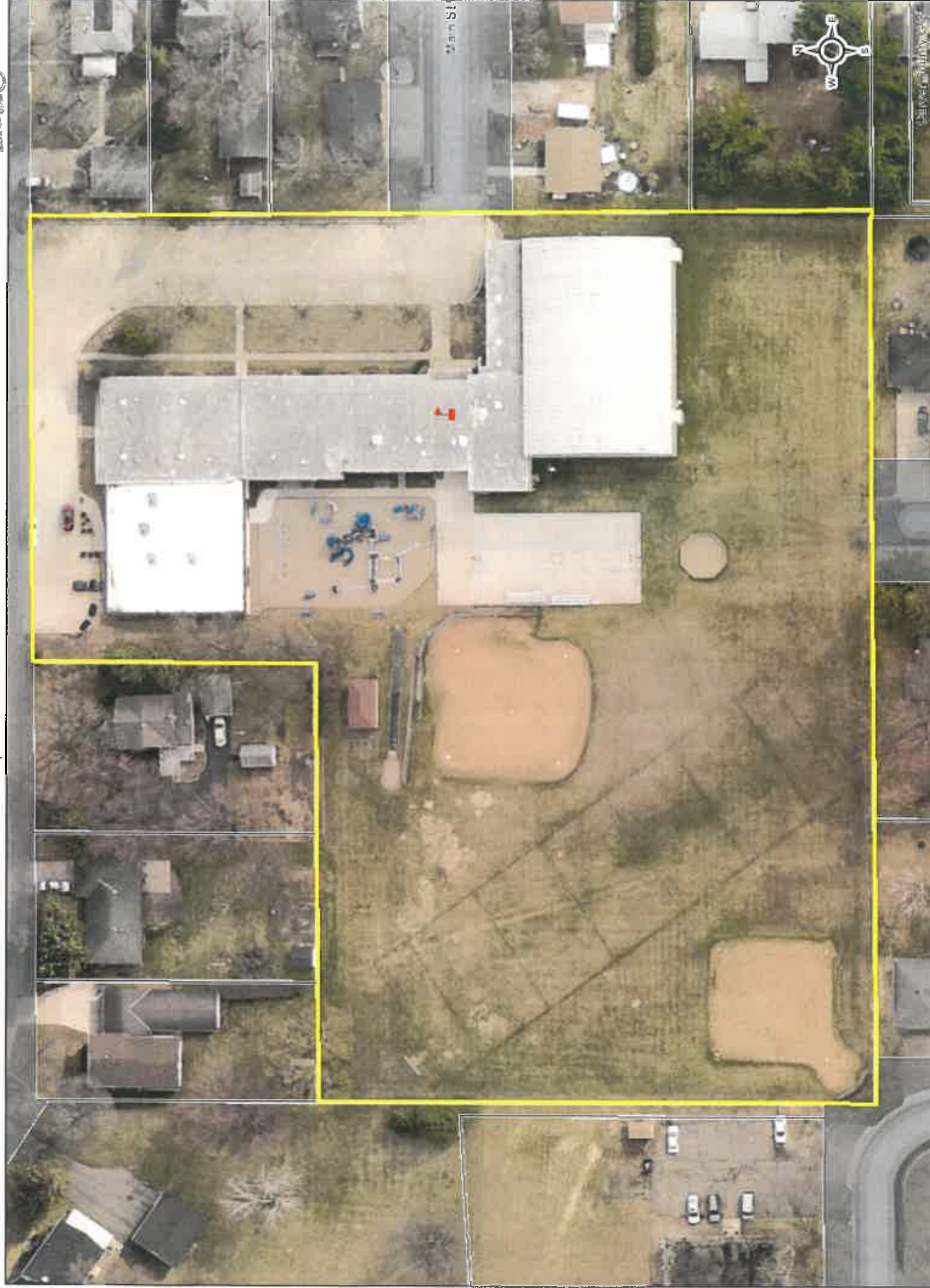


CITY OF NORWOOD YOUNG AMERICA

St Johns School Parking Lot repair

Map Date: 5/3/2021





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.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: September 13, 2021

RE: Preparing Old Town Repair Plans

Old Town located in Willkommen Park has been identified as needing extensive exterior repairs. The repairs include replacing all the exterior stucco, replacing the roof, replace all the windows and doors, properly flash all openings, replace the lower wall sections of the building with concrete, and repair all the rotted materials due to years of moisture intrusion. The goal of the project is to make the exterior envelope of the building watertight and address all the building standard deficiencies that are present.

This item has been thoroughly discussed at Parks Commission as needing repair. We solicited for quotes earlier this year in which we did not succeed in hiring a successful contractor. We were informed the bidders did not have time for the project.

I updated the RFQ and solicited to 5 contractors. The RFQ includes all the items previously stated in this memo and included a request for a total demo and rebuild versus a repair project. I received 1 quote for the potential scope of work that the RFQ was requesting, but it does not include engineering, roof repair or framing/structural repair due to moisture damage. I received messages from 3 contractors stating they did not have time to work on the project and the other remaining contractor did not offer a reason for not submitting a bid.

Suggested Action: I am looking for more direction on how to proceed with this project.

Norwood Young America



REQUEST FOR QUOTES

WILLKOMMEN MEMORIAL PARK OLD TOWN BUILDINGS

**PREPARE EXTERIOR REPAIR PLANS AND
SPECIFICATIONS FOR COMPETITIVE BIDDING
AND PROVIDE BID MANAGEMENT**

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

I. GENERAL PROVISIONS

- A. Responses submitted must provide complete information as indicated in this request.
Please submit quote by **12:00p.m., September 6th, 2021.**

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

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

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

II. Scope of Work

The City of Norwood Young America is accepting quotes to prepare exterior repair plans and specifications for the City's Old Town Buildings located in Willkommen Memorial Park, 21 Main Street E., Norwood Young America. The plans and specifications shall be prepared and used to obtain competitive bids from qualified contractors.

The successful firm shall provide bid management services as follows (A through E).

- A. Prepare Plans and Specifications Details to include the following:

1. Removal and replacement of all exterior stucco and any damaged sheathing
2. Prior to replacing stucco perform an inspection to determine full extent of structural damage
3. Repair of water damaged framing
4. Extending cement foundation wall upwards a minimum of 8" with either one row of block or a poured wall system and reconnecting the framing to the foundation
5. Removal and replacement of all windows.
6. Removal of concession windows and replace with roll up doors.
7. Removal and replacement of all existing doors with exception of overhead door on southwest side of building
8. Reroof and replace flashing on all Old Town Buildings
9. Address possible mold remediation.
10. Address structural building deficiencies including roof truss design.
11. Project construction schedule
12. City Insurance requirements

B. Document Preparation

The following shall be completed as part of the process of preparing the plans and specifications.

1. Building code analysis for code compliance and complying with current design standards
2. Building accessibility determination

C. Construction Project Estimate

1. The successful firm will provide an estimated project cost prior to going out for bids.
2. Firm is to provide a cost analysis of completing the work identified in this RFQ compared to demoing and rebuilding the same/similar structure.

D. Bid Management

1. The successful firm shall assist the City in soliciting bids from at least three (3) qualified contractors, including a pre-bid walk through/meeting with potential bidders.
2. The firm shall review and analyze the bids received and provide a recommendation to the City for awarding the project.

E. Project Schedule

1. Provide schedule for completing:
 - Plans and Specifications
 - Project Bidding
 - Construction Project
2. Project is to be scheduled as a Spring 2022 start with full completion no later than August 15th, 2022 pending City Council Approval

III. Quote

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

IV. Disclaimer

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

FIRMS'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

Signature: _____

Date: _____

- Temp brace walls
- Cut up 8"
- Install (1) row of block around foundation
 - Tie into existing masonry work/foundation
- Deliver and install new green treated plate
- Set wall back on plate and secure

- Furnish all lumber as needed
 - 2x's included
 - Green treated
- New headers for windows

Roll-Up Doors: \$8,980.00

- Remove existing 'service windows'
- Deliver and install new roll up doors
 - Made to fit openings
 - Securable

Framing and Plywood: \$75/HR + Material

- Furnish and install new
- Remove and replace rot as needed

Drywall, paint, and wallcovering:

- N/A
- By Owner

Siding (Stucco): \$67,880.00

- Remove existing stucco on building
 - Dumpsters, haul away, and disposal fees are included
 - 3 coat cement stucco system
 - Water management system at stucco areas
 - Caulking of windows and doors
 - Scaffolding and roof protection as needed
 - Excludes limestone finish

Roofing and Flashing: \$19,780.00

- Remove existing roofing system
 - Includes dumpsters, haul away, and disposal fee
- Deliver and install new roofing system
 - Ice and water
 - Synthetic felt
 - Starter strip
 - Architectural asphalt shingle (GAF, Certainteed, or Owens Corning)
 - All sealants and fasteners

Moisture Inspection: \$890.00

- Facilitate a moisture inspection at property
 - CMT (Certified Moisture Testing)

Inspections: \$TBD

- Address mold once severity is uncovered
 - Billed on a Time and Material basis
- Address structural building deficiencies
 - Engineer will have to be consulted

Supervision:

- Provide a sufficient amount of site supervision to ensure a smooth and efficient flow to your new building project.

Schedule:

- Provide a sufficient amount of lead time for any preparations that would need to be done by the city. Once the moisture inspection would be completed, the framing/structural damages can be addressed and a project timeline can be established.

Exclusions: Permits costs (cost will be passed along to owner once obtained), winter conditions (heat and cover), interior work (drywall, mud, trim, paint/stain), soffit and fascia.

Total Project Budget Cost: \$137,845.00

Thank you for the opportunity to work with you on this project

Respectfully,

Conditions Accepted By:

Signature

Date

Print Name

Title/Position



Date: September 13, 2021

To: Members of the City Council

From: Carol Lagergren, Mayor

Re: Request to purchase city land at 845 Lakewood Trail

Attached is a letter from Eric Anderson and Lisa Stolberg requesting the option to purchase city land where their shed is currently located. The shed was built in 2016, but the city recognized in 2021 that the shed was on city property. In May of 2021, Mr. Anderson and Ms. Stolberg were sent a nuisance notice stating that their shed was on city property. At that time, Administrator Helget asked that they move the shed. They are asking the City Council to consider selling the property that the shed stands on to them.

Currently the shed is not on a cement base, but it does have city pipe under the northeast corner. It would require an easement on the part of the city if the shed remains at its current location. During a recent brush clearing project by City Public Works staff, access to areas around the lake was challenging with the shed in its current location.

Option #1: Require property owners to move the shed and garden onto their property.

Option #2: Sell the land the shed resides on to the property owners. This would require an easement agreement and other legal document changes that could total up to \$1000 which would be paid by the property owners.

Recommendation: Motion to recommend Option ____ with a completion date of _____.

Norwood Young America

Wednesday, September 1st, 2021

845 Lakewood Trail, NYA, MN 55397

To whom it may concern,

We purchased our property in June of 2016. The following year we placed a shed on what we believed to be our property. Prior to placing the shed, we called the city to confirm if a permit was necessary and was told it was not since it was under the required square footage. This year we received a letter in May regarding a possible nuisance violation. Upon speaking with the councilman, we learned that our shed is not on our property, and we were instructed to move it. Although we are not opposed to moving it onto our property, we propositioned to purchase that piece of land instead. We have also since learned that our current garden bed is also not on our property.

This piece of land does have a concrete basin and pipe that runs through it, emptying into the ditch pond behind our property. If the city ever needed to dig it up for repair, it would be with our full understanding that we would need to move or give permission to move our shed to complete whatever repair or installment that would be needed. We also understand that our plot would need to be resurveyed and would pay for that cost as well.

We are happy to answer any questions and thank you for your time and consideration.

Sincerely,
Lisa Stenberg
Eric Oels



more than a place, it's home.

CITY OF NORWOOD YOUNG AM 845 Lakewood Trail

Map Date: 6/2/2021





City of Norwood Young America Administrative Permit

Site Address 845 Lakewood Trl, NYA PID _____

Owner Name Eric Anderson & Lisa Stolberg Phone 952-239-7947 & 651-235-4901

Owner Address (if different than site address) _____

Email lisa.stolberg@yahoo.com Zoning Classification _____

Application Request

Utility Shed * (200 sq ft max)	Shed dimensions (length, width & height): <u>12 x 10 x 8</u>	Setback from REAR property line: Setback from SIDE property line: (minimum 5 ft)
Fence * (under 7 ft)	Material type:	Height: Location:
Boundary Line Adjustment *	Describe the request and attach all necessary paperwork:	

Description of Request Placed shed on what we thought ^{*Attach site drawing}
was our property. See attached request.
Placement is up for Review.

Signature of this application by the legal property owner is required and authorizes the City's Zoning Administrator or designee and the City's Building Official or designee to enter upon the property to perform needed inspections. Entry may be without prior notice. I hereby acknowledge that I have read this application and state that all information is true and correct to the best of my knowledge. I further agree that all work performed will be in accordance with approved plans, specifications and conditions, and to abide by all of the ordinances of the City of NYA regarding actions taken pursuant to this permit. I agree that all fees and expenses incurred by the City for the processing of this application, including costs for professional services, are the responsibility of the applicant and property owner to be paid immediately, and if not paid, will be assessed to the owner(s) of the subject property.

[Signature]
Applicant Signature

8/31/21
Date

OFFICE USE ONLY

- ☐ Site Survey/Plan
- ☐ Property pins have been located
- ☐ All other information

Date Received _____

Accepted by _____

Subject to existing regulations and the following conditions _____

Zoning Administrator Approval

Date



To: Mayor Lagergren and Council Members
From: Angela Brumbaugh and Karen Hallquist
Date: September 13, 2021
Re: Pool Update

As you know, the pool is closed for the season. Although, we have been giving you updates we wanted to let you know how the full season ended. With it being such a hot and dry summer, we did see a lot of use of the pool. We ended up with revenue at \$33,455 which is \$7,755 more than budgeted. To give a better idea on the year, when we compared it to 2019, we exceeded 2019 by \$8,722.

The majority of our concessions were purchased locally. We wanted to support local businesses as much as we possibly could. We ended up having a 265% mark up on our concessions.

There were some concerns about the gas and electricity being a lot more expensive because we had to get the pool ready earlier than normal due to getting our lifeguards certified. It ended up costing the City approximately \$400 more for gas and electricity due to the earlier start.

Our manager was certified to do Lifeguard training and agreed to take care of the certifications for us. She was able to recertify two lifeguards, five Water Safety Instructors (WSI), and six new Lifeguards.

The rest of the expenses are currently at 82% of the budget. Some repairs did need to take place this year such as the pool pump and the tower platform. The entire pool budget is \$67,000 and \$54,828 has been expended to date. This includes lifeguard wages, supplies, chemicals, maintenance, and utilities.

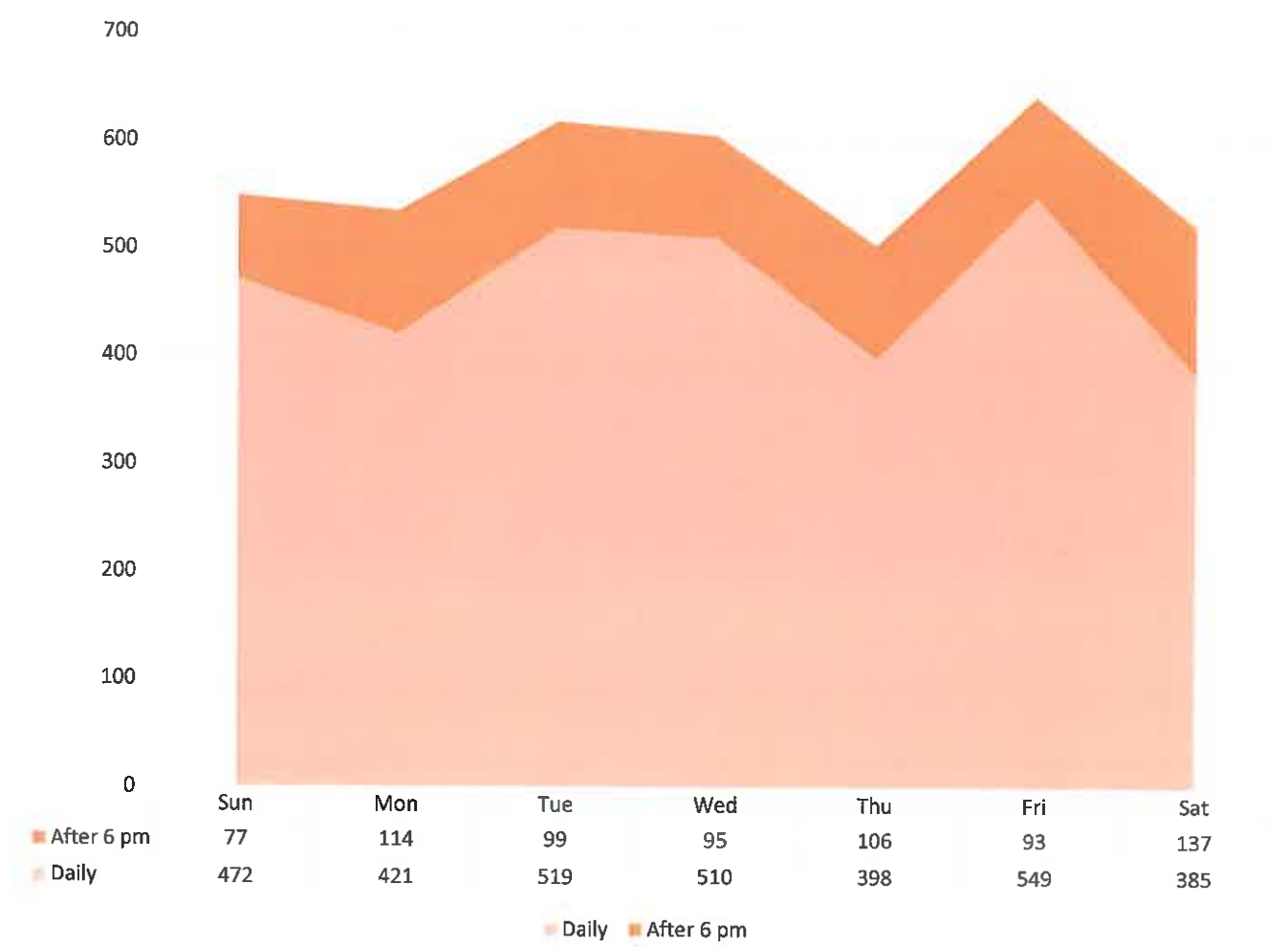
A few Lifeguards were willing to come and clean the pool after the last day. They separated out items that were broken and cracked, cleaned up all of the other furniture and stored it away. The Pool house was also cleaned with miscellaneous items coming back to City Hall, so it wasn't left there until next season. We were able to have an "end of the year" meeting with one of the managers to find out ideas and changes she felt that would be good in the future.

Four different set of lessons were offered along with private. The Guards were busy the entire time with those. A lot of good comments were received on the job the Guards did teaching kids. As far as passes, 63 ten punch passes were sold, 74 family passes, and 16 single passes. The guards kept track of how many people were at the pool and a couple times actually had to make people wait because we would have been exceeding our capacity limit. The Guards tried to get everyone to sign is they came but it wasn't always easy for them. Some parents were not receptive to having to sign in. It was meant to be a safety precaution and explained to people when questioned. As people came in they kept a tally, that tally showed we had approximately 4,000 people this season. We had approximately 10 days that we either had to close early or be closed all together. A couple times we didn't have enough Guards available to keep it safe, we had pool issues, and weather including the air quality.

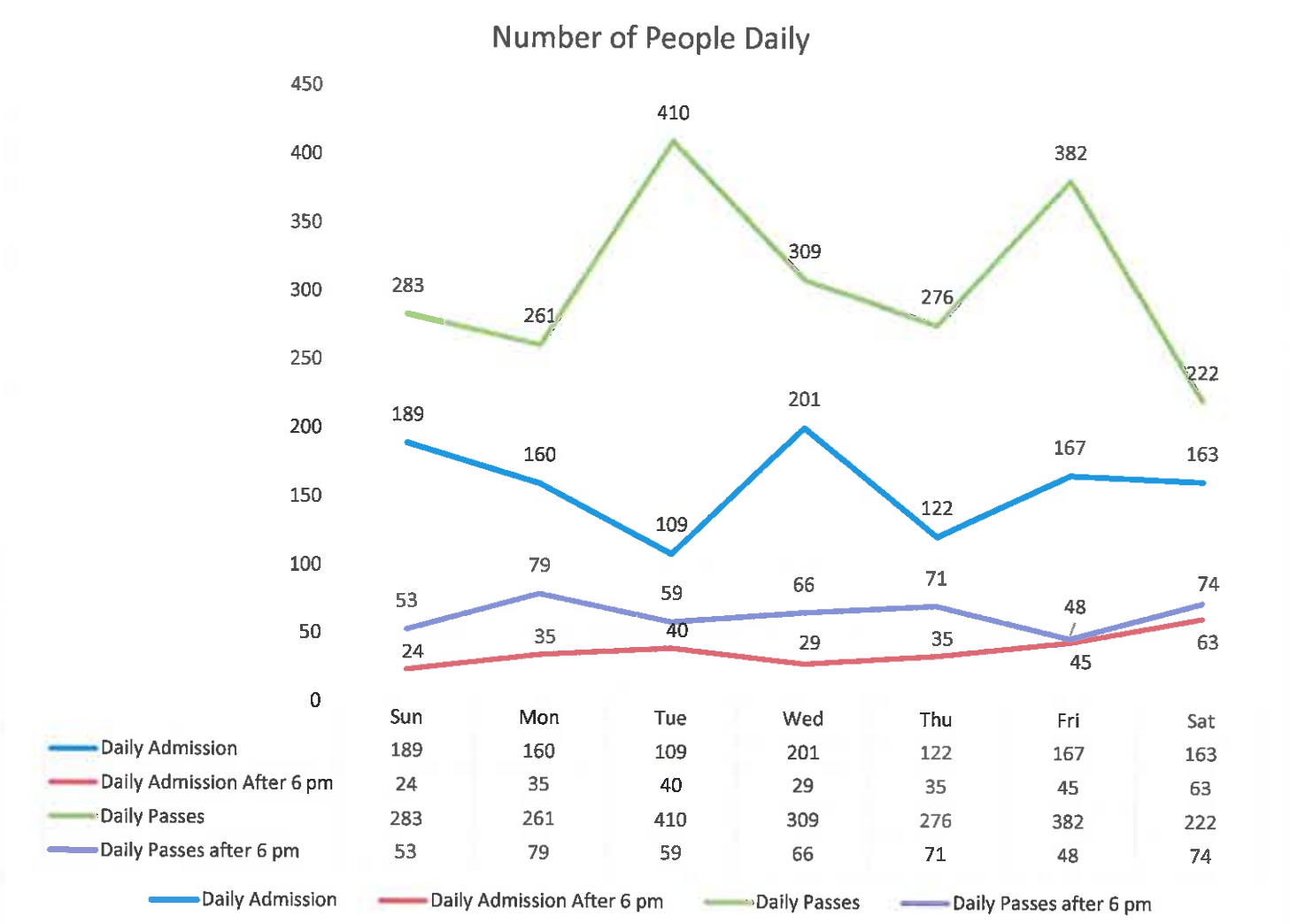
Part of the conversation we had throughout the season is if it was very busy in the evenings or on weekends. Starting in July they tried to keep track of how many people would come in after 6 p.m. so we have data for the future. They also kept track of daily admission and daily passes. We saw the most people attend the pool on Fridays but Tuesdays and Wednesdays were close behind. Thursday was the lowest number with Saturday next:

Total Admissions By Day of the Week	
Sunday	549
Monday	535
Tuesday	618
Wednesday	605
Thursday	504
Friday	642
Saturday	522

Grand Total for Each Day of the Week



This graph breaks down each day of the week total along with daily admission, after 6 p.m., and daily passes, and after 6 p.m. daily passes:



After having a conversation with Tony, he informed us he is hoping to have some electrical work done yet this year. We are in need of some new furniture and wanted to get an idea of the expenses that are not accounted for yet. We decided even if he has some electrical work done, we would like to spend approximately \$1,000 on some new furnishings which would leave him with \$11,000 for repairs & maintenance. Attached to this memo are prices for Lifeguard chairs. Both chairs are shorter ones with maintenance free material:

- Grainger - \$893.89 (Grainger does have shipping fees)
- Poly-lumber-furniture.com \$649.00 (states there is free shipping)

These chairs do come with a spot for the umbrella and after talking with the Guards they did inform us they use the umbrellas frequently. We found two different umbrella quotes:

- Poly-lumber-furniture.com \$224.00 (states there is free shipping)
- Poolweb.com \$ 87.44 (states there is free shipping)

We feel it was a very good season. We appreciate all the Guards, Public Service Employees, Residents and their Families who played a huge role in making it a good year. If there are any questions, please let us know and we will get you answers. Thank you!

Recommendation:

Motion to approve the purchase of a Lifeguard chair in the amount of \$649 and umbrella in the amount of \$87.44

Product Categories / Furniture, Hospitality and Food Service / Sports and Recreational Equipment / Pool Access Equipment / Lifeguard Chairs and Accessories / Lifeguard Chair, 30" Seat Height, HDPE

S.R. SMITH

Lifeguard Chair, 30" Seat Height, HDPE

Item #415L85 Mfr. Model #SLGC-30
UNSPSC #56101504 Catalog Page #N/A



Country of Origin USA. Country of Origin is subject to change.

Technical Specs

Item	Lifeguard Chair	Hardware Material	Stainless Steel
Item Primary Material	High-Density Polyethylene (HDPE)	Features	Easy to Assemble, Low Maintenance, Outdoor Furniture Style, Slip Resistance Surface, UPS Shippable
Overall Height	31 in	Includes	Anchor Brackets
Overall Width	31 in		
Overall Depth	47 13/32 in		
Seat Height	30 in		
For Use With	Pools		


Web Price
\$893.89 / each

Qty1

Add to Cart

☒ Shipping

☐ Pickup

 Ships from supplier. Expected to arrive by end of Oct, 2021.

Ship to 55368 | [Change](#)

Shipping Weight 67 lbs
[Ship Availability Terms](#)

[Add to List](#)



Accountant

4

Menu

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Ships FREE!

Poly Lumber Furniture » Chairs » Lifeguard Chairs » Tailwind LG505 - Officials/Lifeguard Chair with Front Step

Exclusive READY TO SHIP Items! Click Here.

Order Now, Delay Free Shipping. Call for details.

Tailwind LG505 - Officials/Lifeguard Chair with Front Step



Product code: **LG505**

Product Currently Not Available.

Was: ~~\$876.15~~ - You Save: **\$227 (26%)**

Special Price: \$649.00 & FREE Shipping

Seen This Item for Less?

The Tailwind LG505 Lifeguard Chair is one of the top picks by the YMCA, US Military Bases and Waterparks all over the country.

Need Trade or Hospitality Pricing? Click Here.



Width: 29 in - Depth: 33 in - Height: 51 in - Weight: 78 lbs

- Ships Internationally (call for quote)
- Front Step for easy entry/exit
- No straps to replace
- Eight different models ranging from 30 in - 64 in seat heights
- Durability & Comfort at affordable prices
- Seen in Extreme Makeover: Home Edition, High School Musical 2, Disney Theme Parks
- Ideal for home use too!
- Not just for lifeguards!
- **Authorized Tailwind Dealer**
- Made in the USA

Description
Specifications
Reviews
Q & A
Warranty
Tags
Description
Details

The Tailwind LG505 Lifeguard Chair is one of the top picks by the YMCA, US Military Bases and Waterparks all over the country. The LG505 Lifeguard Chair features a front step, a cup and umbrella holder (1 5/8 in. diameter opening). This lifeguard chair offers comfortable seating with its deep contours and curved backs! Minimum assembly is required. The LG505 Lifeguard Chair is constructed from 100% recycled plastic lumber that will not rot, warp or corrode. Poly lumber is weather resistant, the color runs all the way through the recycled plastic lumber. The LG505 Lifeguard Chair is ideal for use at local pools, community centers, tennis courts and even your home pool. Built to last with heavy abuse in mind you can rest at ease knowing you helped to minimize your carbon footprint and are making a decision that 50,000 public facilities have made and couldn't be happier. Due to the weather resistance of the HDPE plastic used to construct the LG500 Lifeguard Chair you can count on never having to sand, paint or refinish the lifeguard Chair to keep it looking new - year after year! Approved by the World Waterpark Association.

Specifications

Additional Information

SKU	LG505
Brand	Recycled Poly Furniture
Weight	78.0000
Dimensions	33 in L x 29 in W x 51 in H
Overall Width	29 in
Overall Depth	33 in
Overall Height	51 in
Seat Height	30 in
Seat Size	20 in x 18 in
Umbrella Hole	No
Some Assembly Required	No
Product Type	Lifeguard Chairs
Furniture Height	Standard
Country of Manufacture	United States
Quickships	No

Reviews

This product currently has no reviews. Add yours now.

Q & A

Warranty

Write Your Own Review

You're reviewing: [Tailwind LG505 - Officials/Lifeguard Chair with Front Step](#)

How do you rate this product?

Quality	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Value	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Price	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Let us know your thoughts *

Summary of Your Review *

What's your nickname? *



4

Menu

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Items! **Click Here.**

Order Now, Delay Free Shipping. Call for
details.

LifeGuard Umbrella

LifeGuard Aluminum Pop-Up Umbrella



Product code: **UZ600-800**

Was: ~~\$345.00~~ - You Save: **\$121 (35%)**

Special Price: \$224.00 & FREE
Shipping

[Seen This Item for Less?](#)

The **LifeGuard Aluminum Pop-Up Umbrella** features a 1mm thick center pole that supports either a 6 foot or 7.5 foot pop-up canopy.

Select Style *

* Required Fields

-- Please Select --

Logo *

-- Please Select --

Qty: 1

Add to Cart



[Need Trade or Hospitality Pricing? Click Here.](#)



Width: 6' or 7.5' - Depth: 6' or 7.5' - Height: 92 in
- Head Clearance: 68 in - Weight: 6 lbs

- Outdura Fabric Canopy
- UV stabilized for fade resistance
- Available with or without tilt

- LifeGuard Logo in White or Solid umbrella
- 1 1/2" diameter pole
- Pop-up lift
- Conventional round shape
- 5 mm steel ribs
- 68 in head clearance
- Ideal for home use too!
- Minimal assembly required
- Made in the USA

Description

Specifications

Reviews

Q & A

Warranty

Tags

Description

Details

The **LifeGuard Aluminum Pop-Up Umbrella** features a 1mm thick center pole that supports either a 6 foot or 7.5 foot pop-up canopy. The Lifeguard Aluminum Pop-Up Umbrella has 8 panels with 8 aluminum ribs supported by a 1 1/2" in diameter center pole with pop-up lift. This Lifeguard Umbrella is available with or without the white lifeguard logo (positioned on 3 panels) and with or without a tilt. The LifeGuard Aluminum Pop-Up Umbrella is built to withstand all weather conditions at your aquatic facility, home or country club. This lifeguard umbrella features steel ribs and a flat bottom pole. The canopy of this lifeguard umbrella is covered with Outdura fabric which features UV stabilizers that locks in the color so that it cannot be faded by the sun or even bleached out with chlorine bleach. Because of the UV stabilizers it keeps the sun from 'dry rotting' the fabric.

Specifications

Additional Information

SKU	UZ600-800
Brand	East Coast Umbrella
Weight	6.0000
Dimensions	Complete Details Below
Overall Width	6' or 7.5'
Overall Depth	6' or 7.5'
Overall Height	92 in - Head Clearance: 68 in
Seat Height	n/a



Shop Departments ▾

[Poolweb](#) → [Pool Deck](#) → [Umbrellas](#) → sku: AQU12-004



By Poolweb.com | Poolweb #AQU12-004

 **Ships after Sep 13, 2021**

\$87.44

— 1 +

 **Add to Cart**

Shipping Options ([more information](#))

- Standard Shipping, **Free**
- 2 Day Shipping, \$26.57
- 1 Day Shipping, \$45.84

Shopper Protection

- This item is backed by a 30 day [Return Policy](#)
- This item is protected under the [Poolweb Guarantee](#)

Product Overview

Description

This USA Pre-Printed Lifeguard Umbrella is made of durable weather-resistant nylon with a vinyl laminate covering it to protect it against the elements. When opened, the diameter of the umbrella spans 6-1/2 feet.

Comes with a 7 foot aluminum pole that has push button tilting device to allow the user to position the umbrella in a manner to protect the user from the sun.

Features

- Total Height: 7 Feet, 6 Inches (90 Inches).



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: September 13, 2021
RE: West Carver Community Pool Lap Pool Resurface Project

The plaster and water line tile in the existing lap pool is currently in poor condition. The plaster surface is wearing down and exposing a quartz aggregate rock within the plaster creating an extremely rough surface. The city has received several complaints regarding the surface of the pool including cut and scraped toes. In regards to the water line tile, staff identified and repaired numerous failures in the last few years. Some of the failures are due to age and grout deterioration, the other failures are caused by cracks in the bond beam. One of the areas in question is the area just to the right of the main entrance stairs to the pool which is addressed in the RFQ. I also proposed replacing the main drain covers in the bottom of the pool to comply with current safety standards.

I created an RFQ and solicited to 3 contractors. The RFQ includes replacing the water line tile and replacing the plaster with a product that does not contain quartz. The proposed replacement plaster should wear more evenly not creating a rough/sharp surface in the future. I received the prices as follows.

• Go Get Fred	\$70,302.50
• Northern Pool Restoration	\$109,704.00
• Horizon Commercial Pool Supply	\$122,460.00

We have \$85,000 budgeted in the 2021 Capital Project/Equipment Plan for this project. The awarded contractor may start some of the demo and prep work this fall, and all contractors felt confident they would have the pool ready to open by the May 15th, 2022 deadline as identified in the RFQ.

I researched the option of adding a splash pad with zero depth entry to the existing pool. I was quoted by an aquatic engineer an approximate cost of \$500,000 plus dependent upon features and layout. This cost was much higher than was estimated in 2019. The Splash Pad was brought up in the City's Strategic Planning Session. I would recommend resurfacing the pool before the 2022 season if the decision to invest in a splash pad is not in the immediate future.

Suggested Motions: Motion to hire Go Get Fred to resurface the lap pool in the amount of \$70,302.50

Norwood Young America



REQUEST FOR QUOTES

Norwood Young America West Carver Community Pool Lap Pool Resurface 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 to resurface the outdoor lap pool and replace the water line tile.

B. Quotes submitted must provide complete information as indicated in this request.

Deadline for submitting quote is **8:00 a.m., Thursday September 9th, 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. Resurface the entire outdoor lap pool

- Saw cut and chip under water line tile and around all inlets
- Remove any soft or loose plaster by sounding entire pool
- Thoroughly clean pool in and prep for bond coating
- Apply a bonded base coat.
- Install new Blue safety centerline tile as well as bullnose step tiles
- Install a smooth troweled Blue Pearl Bright plaster finish that matches existing wading pool onsite
- Replace both main drain cover housings with new covers to match wading pool drain covers onsite

B. Replace Waterline Tile

- Chip off all old tile
- Clean, prep and repair bond beam in preparation of new tile
- Install new blue water line tile to match existing wading pool tile on site

C. Additional Repairs

- Include a quote for any bond beam repair as identified during the project. The amount is requested as a separate per foot price quote below.
- Any additional repairs identified during project must be preapproved. Special attention to be placed on the area to the right of the main entrance stairs

D. Location

- The pool is located at Legion Park which is 322 Reform St S Norwood Young America, 55368

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 **May 15th, 2022**.

V. Contractor Warranty

Contractor shall warrant their workmanship.

VI. City Responsibilities

- a. City will be responsible for disposal of all removed materials
- b. City will be responsible for draining and filling the pool in coordination with the project.

VII. Job Site Clean-up

The Contractor is responsible for cleaning up after themselves. The contractor is to pile all tile, removed plaster and concrete in area designated by the city.

VIII. Quote

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

IX. Right to Reject Quotes

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

X. Disclaimer

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

Company name: Go Get FRED, LLC

Contact Person: Shane Lange

Title: President

Address: 14950 Martin DR, Eden Prairie, MN 55344

Phone Number: 612-282-2410

Quote: \$ 70,302.50

Bond Beam repair, per foot quote: \$

Signature: 

Date: 09/10/2021

CLOSE

2021 Lap Pool Resurface Project RFQ.docx

DocuSign Envelope ID: 39FB91B9-A33D-40BB-B9AC-43353D300537

Company name: Northern Pool Restoration

Contact Person: Randy Davis

Title: Chief of Operations/Sales Manager

Address: 1491 92nd Lane NE Blaine, MN 55449

Phone Number: 763-762-8198 office 612-242-7991 cell

Quote: \$ 109,704.00 If full chip out is needed- Add+34,828.00 to bid.

Bond Beam repair, per foot quote: \$ 86.00

Signature:  DocuSigned by:
Randy Davis
7807CC8B520477

Date: 9/10/2021 | 7:36 AM PDT



CONTRACTOR'S QUOTE

Company Name: Horizon Commercial Pool Supply

Contact Person: Jordan Pinney

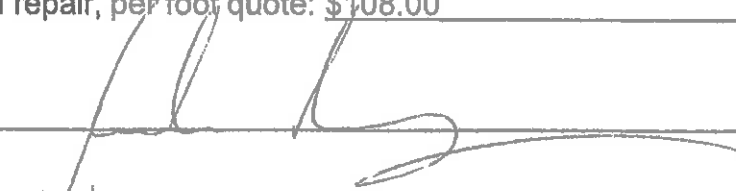
Title: Project Manager

Address: 4444 Round Lake Road West, Arden Hills, MN 55112

Phone Number: 651.917.3075

Quote: \$ 122,460.00

Bond Beam repair, per foot quote: \$108.00

Signature: 

Date: 9/9/21



14950 Martin Dr., Eden Prairie, MN 55344
Phone: 952-513-7376
130 S Canal St., Chicago, IL 60606
Phone: 773-485-3806



Client: Norwood Young America - Pool
Site Address: 322 Reform St S
Contact: Tony Voigt
Phone: 320-761-5008
Email: tvoigt@cityofnva.com
Date: September 7th, 2021

Project Description		
Waterline Tile	\$	12,720.00
- Remove existing waterline tile		
- Clean bond beam		
- Set Tile and Grout		
- 2x2 Unglazed Cobalt Blue		
Corner Repair by stairs	\$	1,200.00
- Remove existing coping		
- Remove concrete that is cracked and pushing out		
- Set Dowels into bond beam		
- Set expansion foam in-between deck and coping		
- Install Stagnmire forms w/ tile stripe		
- Pour concrete and broom finish		
- Cut control joints next day		
- Install caulking on expansion		
Replace returns in pool	\$	3,200.00
- Chip around and back into the wall to cut off existing returns		
- Glue on new StaRite returns		
- Waterplug around new returns to seal up pool		
Plaster Finish	\$	52,582.50
- Chip 12" below waterline tile and around fittings		
- Clean, Acid Wash and BondKote		
- Protect concrete by 6' plaster around perimeter of pool		
- Plastic and tape to protect tile		
- Install Bench Edge Tile		
- Plaster pool With Specified Product SGM PearlBrite (Pearl Brite Blue)		
- FRED to install all returns, maindrains and railings after plaster is complete.		
Install New Hayward 12 x 12 Maindrain Covers and mounting Rings	\$	600.00
We will provide all labor and materials specified to complete the project:	\$	70,302.50

50% Deposit is needed to add property to schedule: \$ 35,151.25
Final payment is due within 30 Days of Completion

Go Get FRED: _____

Accepted by: _____

Print Name: _____

Start up Procedures

- **INITIAL FILL and BALANCING, & OPTIMUM POOL and SPA WATER CHEMISTRY CONDITIONS:** In accordance with the National Plasterers Council, Inc. ("NPC") standards, it is recommended that the following pool and spa water chemistry conditions be maintained on an ongoing basis for the longevity of Ultra Pearl Brite marble interior pool and spa finish.
- These values are important to prevent corrosion, deterioration, discoloration, scaling or other problems. For more information refer to your local agency having jurisdiction or NPC.
- Follow recommended fill and balancing procedures to ensure a successful start-up.
- Fill pool completely and without interruption with clean, potable water. The use of a filter during fill is strongly recommended. The initial fill water is the most important water that the pool will receive and must be tested, recorded and adjusted according to the following parameters by an experienced pool professional.
- For the first thirty days (30) the pH and alkalinity must be monitored and adjusted (if applicable) every three (3) to five (5) days.
- All other chemicals monitored and adjusted (if applicable) every seven (7) to ten (10) days. The pool water must be tested regularly and documented monthly by a reputable company using a computerized system.
- Monitoring the pool water regularly will not only affect the new finish but will keep the Ultra Pearl Brite finish looking new. Improper water chemistry will void the 5-year limited residential warranty.
- It is recommended that a quality sequestering agent be used in the initial start-up in accordance with the manufacturer's instructions and then a recommended maintenance dosage per the sequestering agent's manufacturer instructions.
- **FIRST DAY:** Add sequestering agent upon initial fill per manufacturer's instructions. Adjust pH to 7.2 - 7.6 and total alkalinity to 80 -120 PPM.

SECOND DAY: Record pH, total alkalinity, calcium hardness and temperature levels. Adjust pH to 7.4 - 7.6 and total alkalinity to 80-120 PPM. Dissolve all chemicals completely in water before adding to pool, and allow sufficient time for each chemical to be fully dispersed before adding other chemicals.

- **DO NOT ADD CHLORINE OR CALCIUM CHLORIDE.** Brush entire surface twice daily for the first three (3) days.
- **THIRD DAY:** Repeat steps from Second Day. Adjust chemistry to the following levels: Free Chlorine: 1.0 - 3.0 PPM pH: 7.4 -7.6 Total Alkalinity: 80 -120 PPM Calcium Hardness: 200 - 400 PPM Stabilizer: 30 - 60 PPM Adjust pump timer to normal operating hours. Do not install automatic pool cleaners for 28 days.
- Do not vacuum the pool with a wheeled vacuum for 14 days. Brush the pool walls and floor daily for the first two (2) weeks.
- **DAILY WATER CHEMISTRY AFTER 28 DAYS** Maintain the water chemistry using the Langelier Saturation Index (LSI) maintained between 0.0 and +0.3. Description / Pool & Spa Water Levels Free Chlorine -- Above 4.0 ppm may cause corrosion 1 to 3PPM Total Chlorine 1 to 3PPM pH 7.4 to 7.6 Alkalinity 80 to 120 PPM Calcium Hardness 200 to 400 PPM Cyanuric Acid 50 to 80 PPM TDS 300 to 1800 PPM (Non-Salt Pools) Salt Level 2500 to 3500 PPM (Salt Chlorination ONLY)

Warranty

SGM Inc. warrants this product will perform in accordance with its intended use for a period of one year from the date of manufacture. Any claim for defective product must be submitted in writing to SGM Inc. and samples of defect must be provided. SGM Inc.'s sole obligation will be to replace any product determined to be defective by SGM Inc. EXCEPT AS PROVIDED HEREIN, SGM INC. MAKES NO OTHER REPRESENTATION OR WARRANTY OF ANY KIND, INCLUDING ANY WARRANTY OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE. IN NO EVENT SHALL SGM INC. BE LIABLE FOR DAMAGES OF ANY KIND OR NATURE, WHETHER ARISING BY CONTRACT, TORT OR OTHERWISE. SGM INC.'S SOLE OBLIGATION WILL BE TO REPLACE ANY PRODUCT DETERMINED BY SGM INC. TO BE DEFECTIVE. Customers may acquire an extended 5-year residential warranty. Refer to SGM warranty

This notice is a requirement pursuant to **Minnesota Statutes 514.001 (subd. 1)** and is not a lien.

YOU ARE HEREBY NOTIFIED THAT:

A. ANY PERSON OR COMPANY SUPPLYING LABOR OR MATERIAL FOR THIS IMPROVEMENT TO YOUR PROPERTY MAY FILE A LIEN YOUR PROPERTY IF THAT PERSON OR COMPANY IS NOT PAID FOR THE CONTRIBUTION.

B. UNDER MINNESOTA LAW, YOU HAVE THE RIGHT TO PAY PERSONS WHO SUPPLIED LABOR OR MATERIALS FOR THIS IMPROVEMENT DIRECTLY AND DEDUCT THIS AMOUNT FROM OUR CONTRACT PRICE OR WITHHOLD THE AMOUNT DUE TO THEM FROM US UNTIL 120 DAYS AFTER COMPLETION OF THE IMPROVEMENT UNLESS WE GIVE YOU ALIEN WAIVER SIGNED BY PESONTS WHO SUPPLIED ANY LABOR OR MATERIAL FOR THE IMPROVEMENT AND

Client Signature: _____

Client Name: _____



Northern Pool Restoration

Northern Pool Restoration
1491 92nd Ln NE
Blaine, MN 55449
www.northernpoolrestoration.com
info@northernpool.net
763-762-8198

COMMERCIAL REMODEL

Buyer Norwood Young America City Pool	Phone 320-761-5008	Date 09/08/2021
Property Address Norwood Young America Pool 322 Reform St. S Norwood Young America MN 55368	Cell Phone	
	Contractor's Representative Randy Davis	
Project Number 21127	Representative's Contact # 612-242-7991	
Email troigp@cityofnya.com		

Bid Items

1	Pool Plaster	88,070.00
2	Waterline Tile	21,634.00

Grand Total: \$109,704.00

PRICE AND PAYMENT TERMS

1) Northern Pool Restoration shall furnish labor and materials for the Work in accordance with the terms and conditions of this Agreement for the sum of \$ 109704.00 (the "Price"). Buyer shall pay Fifty Percent (50%) as a down payment at the time this Agreement is signed; the balance due within 30 days of completion.

2) Except as included in the specifications, Price does not include repair of cement under the coping, waterline, tile, or existing plaster finish whether damage is pre-existing or caused by our work.

3) **Mechanic's Lien Rights:** Minnesota law requires us to provide you with the following notice:

Any person or company supplying labor or materials for this improvement to your property may file a lien against your Property if that person or company is not paid for the contributions.

Under Minnesota law, you have the right to pay persons who supplied labor or materials for the improvement directly and deduct this amount from our Agreement price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or materials for the improvement and who gave you timely notice.

ACCEPTANCE OF AGREEMENT

By signing below, you accept the scope of work; specifications; terms and conditions, including additional terms on page 2, project description on page 3, and prices stated in this Agreement. Northern Pool Restoration is authorized to begin work on the earliest available date.

Date

Buyer

Contractor's Representative

Buyer



Northern Pool Restoration
1491 92nd Ln NE
Blaine, MN 55449
www.northernpoolrestoration.com
info@northernpool.net
763-762-8198

Description of Project

Re-surface Outdoor Pool as Follows: 4,746ft²

1. Saw cut and chip down several inches below existing waterline tile and around inlets.
2. Remove existing step trim, belly band, and transition tile.
3. Clean pool thoroughly to prep for bond coating.
4. Repair outside corner of shell in pool next to deep end.
5. Install a bonded plaster base coat and let cure.
6. Install new 2x2 bullnose step trim tile. (Owner to choose from our samples)
7. Install new belly band and transition tile. (As per existing)
8. Install a smooth troweled "Blue" Pearl Bright plaster finish.

New Waterline Tile 278lf:

1. Chip off old waterline tile.
2. Repair and form new 6" tile base line around perimeter of pool.
3. Install new 6" waterline tile. (Owners to choose from our samples)

Notes:

1) Bid is based on description above and based on pool being sound and not needing additional preparation such as jack hammering to remove excessive hollow plaster or sandblasting. (Chipping around the waterline tile, all inlets, drains, and up to 10 square feet of additional patching is included in this bid.) If additional preparation is needed there will be extra costs. We will not proceed with work involving extra costs without written approval from owner. 2) Bid does not include any plumbing work, crack repair, or bond beam repair on the pool shell. Bond beam repair will be billed at \$86 per Lf. 3) Northern Pool is responsible for clean-up inside of work area only. We are not responsible for clean-up of dust that may float outside of our immediate work area, this includes plants, rocks, walls, ceilings, and windows. 4) Owner to be responsible for draining the pool, filling the pool with water, all start-up procedures, and balancing the water chemistry.

If full chip out is needed- Add+34,828.00 to bid.

Additional Terms and Conditions

1. **Contingency:** This Agreement is subject to the approval of Northern Pool Restoration LLC ("Northern Pool Restoration") management and may be declined by Northern Pool Restoration any time prior to the start of construction.
2. **Construction Documents:** This Agreement merges all agreements between the Parties; any representations not written into this Agreement are not included. The Work consists of the tasks, materials, and services contained in the Construction Documents which consist of this Agreement, addenda, Change Orders, applicable drawings, plans, and specifications.
3. **Changes:** Any modification to the Work requires a written Change Order signed by Northern Pool Restoration and at least one Buyer. Change Orders may result in extra charges which are the responsibility of the Buyer. Buyer shall sign a Change Order for any additional work required by a government inspector.
4. **Buyer's Obligations:** Buyer shall grant Northern Pool Restoration clear access, free of ice and snow, to work areas during normal working hours for workers, parked vehicles, delivery and storage of materials, equipment, and rubbish, and holds Northern Pool Restoration harmless from damage or injury that may result. Buyer will be charged additional fees for using dumpsters without prior approval. Northern Pool Restoration takes reasonable effort to remove construction debris; Buyer holds Northern Pool Restoration harmless from any damage or injury caused by any remaining debris including construction dust. Buyer agrees to provide electric, water, and other utilities at no cost to Northern Pool Restoration. Buyer is responsible for identification of all underground utilities before Work begins and holds Northern Pool Restoration harmless from any damage or injury resulting from Buyer's failure to do so. Northern Pool Restoration shall not be expected to keep gates and doors closed or locked; Buyer holds Northern Pool Restoration harmless from all claims arising therefrom. Excess construction material remains the property of Northern Pool Restoration. Northern Pool Restoration is not responsible for any damage to property in or near the work area and Buyer holds Northern Pool Restoration harmless from any such damage. Buyer is responsible for filling the pool including all start-up procedures and proper water chemistry.
5. **Buyer's Work:** Buyer shall not direct the working forces, hire subcontractors, or provide materials or labor for the Work without the written authorization of Northern Pool Restoration. Buyer agrees to perform any work authorized by Northern Pool Restoration in a workmanlike manner, in conformity with local codes and regulations, without hindering or delaying Northern Pool Restoration from its work. Northern Pool Restoration provides no warranty for Buyer's work or materials.
6. **Pre-existing conditions:** This Agreement is based solely on Buyer's representations and Northern Pool Restoration's observations at the time of entering into this Agreement. Buyer assumes complete liability and responsibility for existing or concealed conditions, including soils issues, pre-existing building code, zoning, or other violations; or inadequate physical, mechanical, or electrical conditions currently existing on the Property. Northern Pool Restoration may suspend the Work until Northern Pool Restoration and Buyer reach agreement on any additional cost and time delay. Existing out of square and plumb conditions may require similar conditions in the new work. Buyer grants Northern Pool Restoration the right to make variations, substitutions, or changes as to color, brand, grade, and actual dimensions required by governmental regulations or otherwise that do not adversely and materially affect design and quality. Demolition and removal of concrete, plaster, tile, and other materials may cause additional damage. Except when caused by Northern Pool Restoration's own negligence, Buyer assumes complete liability and responsibility for all such conditions. Northern Pool Restoration may stop work until the condition is corrected. When repairing such damage, Northern Pool Restoration will take reasonable care using locally-sourced like-kind and quality materials but does not guaranty that it will match the damaged or surrounding materials; Buyer holds it harmless from any damage resulting from mismatched materials.
7. **Hazardous materials:** All hazardous conditions including asbestos, mold, lead, or other hazardous or harmful materials that may exist at or within the Property are assumed and agreed by the Parties to have pre-existed Northern Pool Restoration's work. Buyer assumes complete liability and responsibility for all such conditions. Northern Pool Restoration may stop work until the condition is corrected. Buyer holds Northern Pool Restoration harmless from all mold, fungus, or biological material damages.
8. **Exclusions:** Performance under this Agreement is contingent upon strikes, accidents, weather, or other delays beyond Northern Pool Restoration's control. The price of this Agreement does not include material or labor price increases because of unforeseen problems arising after work has begun, market supply shortages, or unusual spikes in market demand. This Agreement price does not include any governmental permit, service, or access charge.
9. **Advertising:** Buyer authorizes Northern Pool Restoration to place its yard sign on Buyer's property for identification purposes for workers and material suppliers and for advertising and promotion. Buyer grants Northern Pool Restoration unlimited license to record images of the Work in any form and to reproduce those images for advertising and promotional use.
10. **Insurance:** Northern Pool Restoration maintains current insurance policies covering its general liability and workers' compensation obligations. Prior to construction, Buyer shall have in place property insurance covering the finished value of the Work. Buyer waives subrogation and shall obtain from each of its insurers a waiver of subrogation in favor of Northern Pool Restoration with respect to losses arising out of or in connection with the Work.
11. **Cancellation:** Before work begins, the fee to cancel this agreement without legal right to do so, as liquidated damages and not as a penalty, is 25% of the Agreement price plus the actual costs Northern Pool Restoration incurred. After work begins, Buyer is responsible for the entire Agreement price.
12. **Late Fee and Collection Costs:** A late fee of \$25 shall be charged for any payment received more than 10 days past its due date. Limited to the percent allowable by law, a 1-6% monthly collection fee will be added to any outstanding balance not paid within thirty (30) days of when due. Buyer agrees to pay Northern Pool Restoration's reasonable costs of enforcing any provision of this Agreement without requiring a court action, including attorney's fees, costs, and disbursements. No part of the final payment shall be conditioned on completion of a governmental inspection.
13. **Warranty:** Northern Pool Restoration warrants that the Work shall be in accordance with the Contract Documents and free from material structural defects and shall return and repair any Work not in accordance with the Contract Documents for a period of one (1) year from the date of Substantial Completion of the Work (the "Warranty Period"). All product warranties, if any, are deemed assigned from Northern Pool Restoration to Buyer.
 - a. **Cure of Defect.** If a defect is discovered within the Warranty Period, Buyer must notify Northern Pool Restoration in writing within thirty (30) days following the discovery of that defect (the "Warranty Defect Notice") and must provide Northern Pool Restoration an opportunity to inspect and either cure the defect in a manner customary in the industry or to pay to Buyer the cost of repair or replacement of the defect. In its sole discretion, as estimated by Northern Pool Restoration. This Warranty Defect Notice shall serve as the written notice of claim described in the following paragraph. In no event shall Northern Pool Restoration's liability exceed the fair and reasonable cost of repair or replacement of the warranted defect. Northern Pool Restoration shall not be liable for any cost or expense incurred by Buyer in remedying any warranted defects unless Northern Pool Restoration has been notified in writing and has been afforded the opportunity to cure the claimed defect or to pay the sums specified herein. Nothing contained in this section shall be construed to establish a period of limitation with respect to Northern Pool Restoration's other obligations under the Contract Documents.
 - b. **THE EXPRESS WARRANTIES CONTAINED HEREIN ARE IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING ANY WARRANTIES OF MERCHANTABILITY, HABITABILITY, OR FITNESS FOR A PARTICULAR USE OR PURPOSE. THIS WARRANTY EXCLUDES CONSEQUENTIAL AND INCIDENTAL DAMAGES AND LIMITS THE DURATION OF IMPLIED WARRANTIES TO THE FULLEST EXTENT PERMISSIBLE UNDER STATE AND FEDERAL LAW. NORTHERN POOL RESTORATION HEREBY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, CONTRACT CLAIMS, NEGLIGENCE CLAIMS, AND ALL OTHER CLAIMS FOR WHICH BUYER HAS NOT PROVIDED NORTHERN POOL RESTORATION WITH WRITTEN NOTICE WITHIN THIRTY (30) DAYS FROM THE DATE OF DISCOVERY OF THE PROBLEM AND WHICH HAS NOT BEEN FULLY RESOLVED WITHIN SIX (6) MONTHS FROM THE DATE BUYER NOTIFIED NORTHERN POOL RESTORATION OF THE CLAIM.**
 - c. **Warranty Exclusions:** The Northern Pool Restoration warranty does not cover staining for any reason of the plaster finish including staining caused by ionizers or chlorine generators, structural cracks that surface through the new finish, damage resulting from a high water table, shrinkage checks or concrete cracks, mottling, or caustic action at the surface of the pool.
14. **Waiver of Jury:** Each of the Parties irrevocably waives all right to trial by jury in any action, proceeding, or counterclaim arising out of or relating to this Agreement. Each of the Parties acknowledges that it has been induced to enter into this Agreement by this mutual waiver.



4444 ROUND LAKE RD W, ARDEN HILLS, MN 55112

WWW.HORIZONPOOLSUPPLY.COM

1-800-969-0454

LOCAL 651-917-3075

FAX 651-917-3087



Customer Proposal / Quotation

Quoted to:

West Carver Community Pool
322 Reform St S
Norwood Young America, MN 55368

Contact 1: Tony Voigt
Contact 2:
Phone: (952) 467-1800

Date: 9/9/2021
Good Through: 10/31/2021

Fax:**Quote #:** 20210909 NOR04**Description:**

NOR04

Quoted by: Jordan Pinney

Pool: 62' x 78' L-Shape; 3.5-10 ft depth; 4,746 Sq. Ft.

Resurface Outdoor Swimming Pool as follows:

- Saw cut and chip under water line tile and all fittings. Chip out any hollow spots in plaster (up to 10 sq. ft.)
- Sandblast or chip surface to remove paint and any loose or soft plaster. Clean pool to prepare for bond coating.
- Repair outside corner of pool shell near step entry.
- Install a bonded base coat. Install necessary safety centerline and step border tiles (unglazed black or Blue).
- Install a premium, smooth troweled quartz pool plaster w/ blue exposed aggregate (or equivalent) finish (additional colors available upon request for additional charge).

**Replace Water Line Tile as follows: 278 Linear Ft**

- Chip off existing water line tile and dispose of. Clean, prep and repair bond beam for new tile.
- Install new "stock" blue water line tile. Grout clean and cure. *Additional tile colors and styles available for additional charge*

**Alternate:**

- Complete chip out of existing pool plaster if found to be required **(Additional \$37,085.00)**
- Additional Bond Beam Repair will be billed at \$108.00 per LN FT.

NOTES: • Please read & initial attached Proposal Notes.

- Additional charges may be incurred if bond beam is found to have damage from rotting or deterioration.
- Depth tiles/markings, drain covers, and other fittings are excluded unless otherwise specified.

Pricing:

Quantity	Item Number	Description	Unit Price	Total Price
1		Resurface outdoor swimming pool as specified.	\$97,195.00	\$97,165.00
1		Replace water line tile as specified.	\$25,295.00	\$25,295.00

ACCEPTANCE OF PROPOSAL – I am authorized to sign on behalf of the owner and I have read the attached **Terms & Conditions** and Proposal Notes and the above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment(s) will be made as specified.

Quote Accepted By: _____**Date:** _____**Authorized Signature:** _____**Total:****\$122,460.00**

- Products and equipment used to complete job are subject to applicable state & city sales taxes.
- **Quotes exceeding \$2,000 will require a payment of 50% upon quote acceptance and the remainder is due Net 10 Days.**
- Please read all attached Terms & Conditions, Proposal Notes, and product information. This quote, once signed, is a contract between Horizon Commercial Pool Supply & the property owner.



TERMS AND CONDITIONS

MECHANIC'S LIEN NOTICES (Minnesota & Wisconsin)

MINNESOTA: Pursuant to MINN. STAT. § 514.011 (a) Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions. (b) Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price, or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice.

WISCONSIN: As required by the Wisconsin construction lien law, claimant hereby notifies owner that persons or companies performing, furnishing, or procuring labor, services, materials, plans, or specifications for the construction on owner's land may have lien rights on owner's land and buildings if not paid. Those entitled to lien rights, in addition to the undersigned claimant, are those who contract directly with the owner or those who give the owner notice within 60 days after they first perform, furnish, or procure labor, services, materials, plans or specifications for the construction. Accordingly, owner probably will receive notices from those who perform, furnish, or procure labor, services, materials, plans, or specifications for the construction, and should give a copy of each notice received to the mortgage lender, if any. Claimant agrees to cooperate with the owner and the owner's lender, if any, to see that all potential lien claimants are duly paid.

PAYMENT: On contracts exceeding two-thousand dollars (\$2,000.00), unless otherwise agreed, in writing on the first page of this Contract, payment shall be made in two equal installments. The first installment shall be due as a deposit and paid at the time this contract is signed by the Customer. The second installment is due and payable upon completion of the Project. If, for any reason, any amount less than 50% of the Contract is paid in the first installment, the entire remaining balance shall be paid in the second installment even though such payment renders the installment unequal. All payments on account must be made within **10 days from the invoice date**, unless otherwise agreed to by Horizon Commercial Pool Supply and Customer in writing. Customer agrees that receipt of any invoice setting forth the amount owed to Horizon Commercial Pool Supply represents an account stated unless, within ten days (10) days of receipt of the invoice, Customer objects to the invoice in writing and said written objection is delivered to Horizon Commercial Pool Supply.

INTEREST AND ATTORNEYS' FEES: Horizon Commercial Pool Supply will charge, and Customer agrees to pay, a service charge of 1.5% per month (18.0% per annum) or the maximum rate allowed by law. The service charge will be assessed on the past due portion of the account. Customer agrees to pay on demand all costs and expenses including reasonable attorneys' fees incurred by Horizon Commercial Pool Supply in connection with this Contract, and any other document or agreement related thereto, including all costs, expenses and attorneys' fees incurred by Horizon Commercial Pool Supply in enforcing these Terms and Conditions.

SCHEDULING AND ESTIMATES: All time estimates, schedules, start dates, completion dates, etc., are subject to change at Horizon Commercial Pool Supply's sole discretion and Horizon shall not be liable for any changes thereof. Customer acknowledges that time estimates, schedules, start and completion dates can and will change due to weather, unforeseen changes to jobs, workforce variations, material availability, unforeseen delays due to other contractor's work, equipment breaking down and holidays, etc. Any quotes, estimates or representations as to pricing are subject to change at Horizon Commercial Pool Supply's sole discretion as well.

LIMITED WARRANTY ON WORKMANSHIP: Horizon Commercial Pool Supply provides a limited one year warranty on its workmanship. This Limited Warranty on Workmanship ("Warranty") covers labor provided by Horizon staff only. Any product or equipment warranties are limited to and provided by their respective manufacturer or supplier. This Warranty does not cover problems arising from normal wear and tear, chemical action, stains from pool water or pool water minerals, neglect, abuse, or acts of God. Failure to pay the full Contract price relieves Horizon Commercial Pool Supply of all of its responsibilities under this Warranty and shall render this Warranty void. Warranty claims can be made by contacting Horizon Commercial Pool Supply at (651) 917-3075 within 12 months of completion. Horizon Commercial Pool Supply shall not be responsible or held liable for damages resulting from causes beyond its control caused by fire, flood, accidents, delay in transit, labor difficulty, inability of our normal sources of supply, acts of god, any law, act or regulation of any governmental body. Customer acknowledges and agrees that Horizon Commercial Pool Supply's liability for any reason, including, without limitation, negligence, or strict liability, shall not include special, consequential or incidental damages.

Horizon Commercial Pool Supply, a division of Horizon Chemical Co., Inc.
4444 Round Lake Rd W, Arden Hills, MN 55112
651.917.3075 phone, 651.917.3087 fax
www.horizonpoolsupply.com



Proposal Notes

GENERAL NOTES:

1. Our region of the country has a relatively high water table. Owner to take full responsibility if in the unlikely event the pool should float up or pop out of the ground. Our quote does not include the cost of lowering the water table around pool if this becomes necessary.
2. Our work may create some dust. Owner to be responsible for any dust clean up if necessary.
3. Owner is responsible for filling the pool with water unless otherwise specified in the proposal.
4. Price does not include the repair of deteriorated cement under the coping, water line tile or under the existing plaster finish. If in the unlikely event there is deterioration, we can determine this during our work. We will not proceed with work involving extra costs without written approval of the owner.
5. Access to the pool area for our employees, supplies, and equipment must be provided by the owner.
6. Lodging for jobs outside of the St. Paul/Minneapolis Metro area is not included unless otherwise specified. Owner can provide suitable lodging for the duration of the project. If suitable lodging cannot be provided, expenses will be added to the final invoice.
7. Unless otherwise specified, modifications to gas, electrical, or venting are not included.
8. Unless otherwise specified, no permits, fees, or engineer drawings are included. If required all fees will be added to the final invoice.

COPING & TILE

1. Owner to take necessary measures and full responsibility to prevent staining of new coping and tile due to water borne minerals and chemistry.
2. If waterline tile is not being replaced under this contract, and if any tile should be damaged due to our work, we will repair damaged tile with the closest matching locally available tile. In some cases, the tile may not be a close match.
3. Owner is responsible for any repairs to the deck surrounding the pool whether these repairs are needed as a result of preexisting conditions or as a result of our work.
4. If this quote is for replacing waterline tile, depth markings will be installed according to state code.
5. The coping/deck expansion joint must be sealed with a flexible caulking at all times to prevent water intrusion. Lack of caulking joint maintenance will void all guarantees on coping and water line tile.
6. Grout sealer is not necessary, but can add to the life of the grout. Grout seal is not included in this quote unless otherwise specified.

PLASTER SURFACE

1. It is the owner's responsibility to read and understand the enclosed "New Plaster Surface Notice & Directions." The quality and life of the plaster surface can depend on the care detailed in the Notice and Directions. Failure to follow the directions can result in termination of all Warranties and Guarantees associated with the new plaster surface.
2. Plaster Cures Under-Water: Newly plastered pool MUST start filling no later than the following morning after the plastering is completed, unless otherwise instructed by the plastering crew. Failure to start filling by the instructed time will cause damage to the new plaster and voids all warranties and guarantees.
3. Owner to take necessary measures and full responsibility to prevent staining of new plaster finish with water borne minerals, or other contaminants. Bromine sanitizers and salt are NOT recommended during initial 30-day curing period due to risk of spot etching.
4. Any structural cracks in the existing shell may surface through the new finish; however, this likely not affect its integrity.
5. There is no warranty against shrinkage checks, mottling (lighter and darker areas and streaks in the surface) and the caustic action at the surface of the plaster as explained in the Notice & Directions.
6. All plastered pools have shrinkage checks and mottling associated with them to varying degrees. This is considered normal and not covered by warranty.
7. If waterline tile is not being replaced under this contract, and if any tile should be damaged due to our work, we will repair damaged tile with the closest matching locally available tile. In some cases, the tile may not be a close match.
8. **GUARANTEE** – Resurfacing comes with a Limited 1-Year Manufacturers' warranty for commercial applications. Manufacturers' guarantee provides for material only. Labor covered for 1-Year by Horizon's "Limited Warranty on Workmanship." Guarantee does NOT cover damage from water balance, staining, cleaning or improper maintenance.



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk-Treasurer

DATE: September 13th, 2021

RE: Contract for Audit, TIF, and Long Term Plan Services for 2021-23

Abdo Eick & Meyers (AEM) have submitted a new three-year contract for 2021-2023. Our auditing firm handles our audit, OSA (Office of State Auditor) reporting, Tax Increment Financing Reporting, and Financial Management Plan update. I'm sure they have been reporting to the Office of the State Auditor in the past but now are breaking out the amount it costs for that portion of their service.

By continuing with the same auditing firm, they have the history with the City, there is a lot less "leg work" for staff, and also AEM offers a variety of services which means everything gets integrated smoothly. Not all auditing firms offer financial services or offer Seminars.

The contract is attached along with a letter from an independent firm reporting on AEM's quality control.

The total increase each year, based on the current number of TIF Districts ends up being less than 2.5%. Below shows you the last contract amounts along with the new three-year contract showing the actual total it costs the City for all of the services and the percentage of increase:

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Year	OPEB	Audit	OSA Report	Total OPEB, Audit, OSA Report	Increase from previous year	TIF/ district	Currently we have 5 TIF Districts	Increase from previous year	Financial Plan Update	Increase from previous year
2018	\$1,000	\$28,800		\$29,800		\$550	\$2,750		\$3,500	
2019	\$-	\$29,600		\$29,600	-0.67%	\$565	\$2,825	2.73%	\$3,750	7.14%
2020	\$-	\$30,500		\$30,500	3.04%	\$580	\$2,900	2.65%	\$4,000	6.67%

2021		\$30,400	\$825	\$31,225	2.38%	\$580	\$2,900	0.00%	\$4,200	5.00%
2022		\$31,000	\$850	\$31,850	2.00%	\$600	\$3,000	3.45%	\$4,400	4.76%
2023		\$31,600	\$875	\$32,475	1.96%	\$620	\$3,100	3.33%	\$4,600	4.55%

Total Increase

2020 Total	\$37,400	
2021 Total	\$38,325	2.47%
2022 Total	\$39,250	2.41%
2023 Total	\$40,175	2.36%

RECOMMENDATION:

Motion to enter into a three contract with AEM for Auditing, TIF Reporting, and Financial Planning services for 2021 – 2023.

July 12, 2021

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

The following sets forth the engagement of our services for the certified audit of the City of Norwood Young America, Minnesota (the City).

We will audit the financial statements of the City for the years ending December 31, 2021, 2022 and 2023 in accordance with auditing standards generally accepted in the United States of America. Our audit will include tests of the accounting records and other procedures we consider necessary to enable us to express an opinion that the financial statements are fairly presented, in all material respects, in conformity with the financial reporting provisions of the Minnesota Office of the State Auditor.

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. Because of the concept of reasonable assurance and because we will not perform a detailed examination of all transactions, there is a risk that a material misstatement may exist and not be detected by us. In addition, an audit is not designed to detect errors, fraud, or other illegal acts that are immaterial to the financial statements. However, we will inform you of any material errors and any fraud that comes to our attention. We will also inform you of any other illegal acts that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to matters that might arise during any later periods of which we are not engaged as auditors.

We will perform the auditing services discussed above as well as the other services listed below for the calendar years 2021, 2022 and 2023.

Year	City Audit	OSA Reporting Form	TIF Reporting Forms	Financial Management Plan Update
December 31, 2021	\$ 30,400	\$ 825	\$ 580/District	\$ 4,200
December 31, 2022	31,000	850	600/District	4,400
December 31, 2023	31,600	875	620/District	4,600

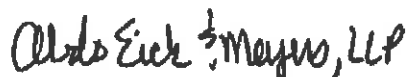
The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

- Our fee does not include additional audit services related to requirements of a single audit if one would be required. Nor does it include fees for additional time require for implementation of additional governmental accounting standards. Those fees would be discussed and agreed to prior to performing the services.
- Our fee related to the audit, includes the city audit, the required management communication letter, the Auditors Report on Minnesota Legal Compliance, the auditor presentation to the Council, and general consulting related to the audit.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2020 peer review letter accompanies this letter.

We appreciate the opportunity to continue service with the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign and return a copy to our office. If you have any questions, please contact Brad Falteysek at 952-715-3004.

Very truly yours,



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

Brad Falteysek, CPA
Governmental Services Partner

RESPONSE:

This letter correctly sets forth the understanding of the City of Norwood Young America, Minnesota.

Signature: _____
Mayor

Date: _____

Signature _____
City Administrator

Date: _____



REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

November 10, 2020

To the Partners of
Abdo, Eick and Meyers, LLP
and the Peer Review Committee of the Nevada Society
of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP (the firm) in effect for the year ended May 31, 2020. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at www.aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act; audits of employee benefit plans, and an audit performed under FDICIA.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Abdo, Eick and Meyers, LLP in effect for the year ended May 31, 2020, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Abdo, Eick and Meyers, LLP has received a peer review rating of *pass*.

A handwritten signature in black ink that reads "Brady Martz". The signature is written in a cursive, flowing style.

Brady Martz and Associates, P.C.



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk-Treasurer

DATE: September 13th, 2021

RE: Hiring Part-time Custodian and Temporary Part-time Office Assistant

We are planning on discussing the part-time Custodian position and the temporary part-time office assistant at the Personnel Committee meeting on Monday. Hopefully after that we will have more information for the Council in order to discuss this further. Thank you!

RECOMMENDATION:



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: September 13, 2021

SUBJECT: Small Cities Development Program Grant Update

Staff continues to work on Small Cities Development Program Grant projects with both Michelle Vojacek and Elise Durbin with Carver Co CDA. To date, three projects have been completed – Waconia Dodge (2 parcels – both roofing projects) and The Pour House (ADA compliant bathrooms, new prep kitchen, additional seating).

There are four properties that are currently on hold. Some projects may need to be bid a second time due to construction pricing or only one bid submittal – there needs to be a minimum of two. MN DEED is fully expecting many grantees, such as the City of NYA, to seek an extension because of COVID and the current construction climate. Carver Co CDA has confirmed that MN DEED will not look at program extensions for September 2022 deadlines prior to June 2022. Carver County CDA will work with staff starting in late spring 2022 to prepare the necessary paperwork for that extension if needed.

As of September 10, 2021, there are two properties that have submitted the initial applications and failed to follow through with providing the necessary information for setting up inspections, tenant financial information, mortgage documents, etc. Vojacek confirmed that the normal protocol for failure of program commitments for CDA administered programs are a 30-day notice via regular mail and followed up with an email.

The NYA Economic Development Commission discussed the situation and agreed that the Carver County CDA representatives have done their due diligence with attempting to call and email multiple times within the last six months. Due to the deadline of program, regardless of an extension, and the potential for other properties to apply, the NYA EDC has recommended a certified letter be sent to both property owners with the clear understanding that failure to comply with the necessary paperwork within 30 days will permanently close their file.

Recommendation:

Motion to approve sending a certified letter to the two non-compliant applicants with the explanation that they have 30 days to provide the necessary documents to the Carver County CDA for the Small Cities Development Program Grant in order to proceed with the benefit program or their file will be permanently closed.

Norwood Young America



Date: September 13, 2021

To: Members of the City Council

From: Carol Lagergren, Mayor

Re: Collective Bargaining

John Edison from Rupp, Anderson, Squires and Waldspurger will be with us to share an overview regarding basic PELRA requirements related to labor negotiations. A short handout on the highlights will be provided.

We will then go into closed session pursuant to Minnesota Statutes section 13D.03 to discuss labor negotiations strategy. This is an allowable use under the Open Meeting Law.

Finally, we will return to open session to take official actions designating a City Bargaining Team to conduct negotiations with our new bargaining unit. John Edison, as our legal representative, can be the lead negotiator for the city through this first negotiations. Our current contract with our city attorney would include negotiations as a service at the current rate of \$180 per hour.

Recommendation: Motion to appoint _____ to the City Bargaining Team.

Norwood Young America