



CITY COUNCIL AGENDA

February 28, 2022 – 6:00 p.m.

City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
2. Approve Agenda
 - 2.1 Approve minutes of January 24, 2022, meeting
3. Adjournment

CITY COUNCIL

1. CALL MEETING OF CITY COUNCIL TO ORDER
 - 1.1. Pledge of Allegiance
2. APPROVE AGENDA
3. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. CONSENT AGENDA
(NOTE TO THE PUBLIC: All 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 February 14, 2022
 - 4.2. Approve payment of Claims
 - 4.3. Approve Elephant Joe's and Fireman's BBQ Transient Permits
 - 4.4. Approval of Betty Suttergren to Senior Advisory Commission
5. PUBLIC HEARING
6. OLD BUSINESS

7. NEW BUSINESS

- 7.1. Ordinance 347 Amend Section 255—Personnel Committee (First reading)
- 7.2. Ordinance 348 Rescind Section 256—Finance Committee (First reading)
- 7.3. Planning Consultant recommendation: WSB—Administrator Aukrust
- 7.4. Building Inspector contract cancellation notice recommendation—Administrator Aukrust
- 7.5. RFP for Building Inspector services—Administrator Aukrust
- 7.6. Pavement Rehabilitation Workshop report—Tony Voight
- 7.7. Park and Recreation Commission recommendation:
Playground equipment purchase—Tony Voigt

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.

CITY COUNCIL WORKSHOP

1. ARPA Funds/Economic Development discussion—Karen Hallquist
2. Central School walking track discussion

UPCOMING MEETINGS / EVENTS

*City-wide cleanup date TBD—Watch for an update in the NYA Newsletter!

March 1, 2022	Planning	6:00 PM
March 9, 2022	Economic Development Commission	6:00 PM
March 14, 2022	City Council Meeting	6:00 PM
March 15, 2022	Park & Rec Commission	4:45 PM
March 17, 2022	Sr. Advisory	9:00 AM
March 28, 2022	EDA/City Council Meeting/Workshop	6:00 PM



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

January 24, 2022 – 6:00 PM
City Council Chambers
310 Elm Street West
Norwood Young America MN 55368

Attendance:

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

STAFF: : Andrea Aukrust (City Administrator), Angela Brumbaugh (City Clerk/Treasurer), Tony Voigt (Public Service Director), Steve ZumBerge (Fire Chief), Karen Hallquist (Economic Development/Marketing Director, Cynthia Smith-Strack (Planning)

OTHERS: Josh Eckstein (Bolton and Menk), Mark Eklo, Mike Eggers, Jerry Barr, Bill Grundahl, Bob Smith, David Philip

1. Call EDA Meeting of City Council to Order:

Mayor Lagergren called the EDA meeting to order at 6:26 PM. All Council Present.

1.1. Pledge of Allegiance

2. Approve Agenda

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

2.1 Approve minutes of December 27, 2021 meeting

Motion: CH/MM to approve the minutes as submitted. Motion passed 5-0.

3. Adjournment

Motion: CH/MM to adjourn at 6:27 PM. Motion passed 5-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk/Treasurer



CITY COUNCIL MINUTES
February 14, 2022 – 6:00 PM
City Council Chambers
310 Elm Street West
Norwood Young America MN 55368

Attendance:

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

STAFF: Karen Hallquist (Economic Development/Marketing Director)

OTHERS: David Philp

1. Call City Council to Order:

Mayor Lagergren called the City Council meeting to order at 6:00 PM. Four members present.

2. Approve Agenda

Motion: MM/CS to approve the agenda as presented. Motion passed 4-0.

3. Introductions, Presentation, Proclamations, Awards and Public Comment - none

4. Consent Agenda

4.1 Approve minutes of January 24, 2022 meeting

4.2 Approve payment of claims

4.3 Approve 2022 Commission appointments

4.4 Debbie Bipes resignation

4.5 Ascension Knights of Columbus street closure request (Annual fish fry)

4.6 On-call seasonal snow plowing posting

4.7 Recycling Center grant position hiring recommendation

Motion: CS/AK to approve the consent agenda as submitted. Motion passed 4-0.

5. Public Hearing

6. Old Business

7. New Business

7.1 Amended Resolution 2022-06 A Resolution Approving A Concept Planned Unit Development with Concurrent Plat for the Meadows Second Addition

- Amended resolution addresses additional entitlements including surmountable curb and no requirement for sidewalks in the plat.
- Hallquist clarified that Outlot B will remain in the same spot as in the concept plan, therefore no park dedication fees are to be paid by the developer

Motion: MM/CS to approve Amended Resolution 2022-06 Approving a Concept Planned Unit Development with Concurrent Plat for the Meadows Second Addition. Motion passed 4-0.

7.2 U.S. Highway 212 expansion Letter of Support

- Lagergren explained that if legislation can add to funding for Hwy 212 that current funding can go to Hwy 5 project.
- Public meetings will start in April 2022.
- Hwy 212 meetings are held virtually each month with city, MnDOT, county, state, and federal representatives. Last meeting was about the expansion and Hwy 51/Bongards intersection.
- Final design will hopefully be done this summer.

Motion: CS/AK to approve the letter of support for the U.S. Highway 212 expansion.

8. Council Member and Mayor and Staff Reports

CH – None.

AK – Carver County Library received a \$500,000 donation from Charles Dahlke for products; August 17, 2022 is a Veterans Affairs seminar on suicide; the Waconia Patriot named The Harbor/Haven as the Best Senior Housing Facility in Carver County.

CS – None.

MM – EDC talked about the Revolving Loan Fund and the possibility of changing criteria to focus on other eligible projects; Industrial Park signage is being looked at; Small Business Week event will be the first Wednesday in May; reviewed how the Joint Commission meeting went; city staff is looking into options for utilizing the community video.

CL – Lagergren, Aukrust and Hallquist attended a TIF conference hosted by Ehlers; labor negotiations will be coming to the next council meeting.

9. Adjournment

Motion: CS/MM to adjourn at 6:17 PM. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Karen Hallquist, Economic Development/Mktg Director



more than a place, it's home.

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

To Be Approved: February 28, 2022

Payroll EFT

Check #	507106	507123	\$	20,575.70
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Voided Checks

Check #	32685 -	\$	76.00
	32778	\$	820.65

Prepays

Check #	32819 #	32821	\$	3,487.28
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Claims Pending Payment

Check #	32822 -	32841	\$	31,857.46
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Cardmember e-check

Grand Total	\$	<u>56,817.09</u>
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CITY OF NORWOOD YOUNG AMERICA

02/17/22 4:19 PM

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***Check Detail Register©**

Batch: 021722

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32819	02/17/22	LOFFLER - 131511			
E 101-41400-437		Maintenance Contract	\$731.15	-3942965	
		Total	\$731.15		
32820	02/17/22	LOFFLER COMPANIES, INC.			
E 101-41400-437		Maintenance Contract	\$89.50	-30945839	
		Total	\$89.50		
32821	02/17/22	XCEL ENERGY			
E 601-49400-381		Electric Utilities	\$2,666.63	766683394	
		Total	\$2,666.63		
		10100 CHECKING	\$3,487.28		

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$820.65
601 WATER FUND	\$2,666.63
	\$3,487.28

CITY OF NORWOOD YOUNG AMERICA

02/24/22 11:07 AM

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***Check Detail Register©**

Batch: 022822

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32822	02/28/22	NEW BEDFORD TECHNOLOGY, LLC			
E 101-45200-530		Improvements Other Than	\$6,095.84	70431	6 park benches
		Total	\$6,095.84		
32823	02/28/22	BOYER TRUCK PARTS			
E 101-43100-221		Repair/Maintenance Equip	\$353.50	008P7510	T7 steering arm repairs
		Total	\$353.50		
32824	02/28/22	BRADLEY SECURITY			
E 101-41940-223		Repair/Maintenance Bldg/	\$823.00	20759	fix emergency exit door at library
		Total	\$823.00		
32825	02/28/22	BRYAN ROCK PRODUCTS, INC.			
E 101-43100-224		Street Maint Materials	\$161.55	52021	redrock chipsfor ice in alleys
		Total	\$161.55		
32826	02/28/22	CARVER COUNTY RECORDER			
E 225-46500-453		Deferred Loan/Grant	\$66.92		Out West properties
		Total	\$66.92		
32827	02/28/22	CARVERLINK - CARVER CO BROADBA			
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	\$61.98		
E 101-41320-321		Telephone	\$61.98		
E 101-41400-321		Telephone	\$61.98		
E 101-46500-321		Telephone	\$20.65		
E 101-42100-321		Telephone	\$103.29		
E 101-45500-321		Telephone	\$103.29		
E 101-41940-321		Telephone	\$150.85	3000	
		Total	\$1,030.06		
32828	02/28/22	CORE AND MAIN			
E 601-49400-229		Water Meters	\$1,240.00	Q274870	
		Total	\$1,240.00		
32829	02/28/22	DVS			
E 101-43100-221		Repair/Maintenance Equip	\$19.25	908672	2005 Ford-P4
E 101-43100-221		Repair/Maintenance Equip	\$19.25	940062	2012 Ford-P3
E 101-43100-221		Repair/Maintenance Equip	\$19.25	943842	2006 Mack-T6
		Total	\$57.75		
32830	02/28/22	GLENCOE FLEET SUPPLY			
E 101-45200-221		Repair/Maintenance Equip	\$85.99	58770	brine tank - pump

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 022822

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$85.99		
32831	02/28/22	KLEIN, GLORIA			
R 601-49400-36200		Miscellaneous Revenues	\$160.43	214 S Faxon	utility refund
Total			\$160.43		
32832	02/28/22	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$154.00	9659061	
E 101-41400-437		Maintenance Contract	\$1,584.38	9668316	
Total			\$1,738.38		
32833	02/28/22	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$240.63		
E 101-45200-212		Motor Fuels	\$158.02		
E 601-49400-212		Motor Fuels	\$158.02		
E 602-49450-212		Motor Fuels	\$158.02		
E 101-42200-212		Motor Fuels	\$75.41	63699	fuel
Total			\$790.10		
32834	02/28/22	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$135.15	A-130017	
Total			\$135.15		
32835	02/28/22	NORTH AMERICAN SAFETY INC			
E 602-49450-211		Personal Protection Equip	\$92.67		
E 101-43100-211		Personal Protection Equip	\$139.00	62811	gloves and lens
Total			\$231.67		
32836	02/28/22	NORWOOD YOUNG AMERICA TIMES			
E 101-41320-350		Print/Publishing/Postage	\$385.56	877825	2nd Ave Infrastructure Impro
E 101-41320-350		Print/Publishing/Postage	\$52.92	877826	PH Structure Heights
E 101-41320-350		Print/Publishing/Postage	\$49.14	877827	PH - signs
Total			\$487.62		
32837	02/28/22	QUALITY FLOW SYSTEMS, INC			
E 601-49400-223		Repair/Maintenance Bldg/	\$1,147.50	42442	WWTP - SCADA issues and repair
Total			\$1,147.50		
32838	02/28/22	STORMS WELDING & MFG INC			
E 101-45200-221		Repair/Maintenance Equip	\$260.00	61970	cutting edge for plow
Total			\$260.00		
32839	02/28/22	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$164.71		March utility bills
E 602-49450-350		Print/Publishing/Postage	\$164.71		
E 603-49500-350		Print/Publishing/Postage	\$164.71		
Total			\$494.13		
32840	02/28/22	WM CORPORATE SERVICES, INC.			
E 101-43100-223		Repair/Maintenance Bldg/	\$169.65	0089408-280	
Total			\$169.65		

CITY OF NORWOOD YOUNG AMERICA

02/24/22 11:07 AM

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***Check Detail Register©**

Batch: 022822

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
32841	02/28/22	XCEL ENERGY			
E 101-42200-381		Electric Utilities	\$329.76		
E 101-42500-381		Electric Utilities	\$13.58		
E 101-43100-380		Street Lighting	\$6,323.34		
E 101-43100-381		Electric Utilities	\$545.53		
E 101-45200-381		Electric Utilities	\$698.72		
E 101-45500-381		Electric Utilities	\$1,256.88		
E 601-49400-381		Electric Utilities	\$611.72		
E 602-49450-381		Electric Utilities	\$4,122.30		
E 101-49860-381		Electric Utilities	\$301.78		
E 101-41940-381		Electric Utilities	\$2,124.61	767695583	
		Total	\$16,328.22		
		10100 CHECKING	\$31,857.46		

Fund Summary

<u>10100 CHECKING</u>	
101 GENERAL FUND	\$23,477.07
225 Economic Recovery	\$66.92
601 WATER FUND	\$3,566.72
602 SEWER FUND	\$4,582.04
603 STORM WATER UTILITY	\$164.71
	<u>\$31,857.46</u>



TO: Mayor Lagergren and Council Members

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: February 28, 2022

RE: Transient Merchant Application – Fireman's Barbeque & Elephant Joe's Coffee

On February 16, 2022, the City received a Transient Merchant application from Justin Spande from Hamburg, MN. The legal name of his business is Fireman's Barbeque, LLC and it is a food truck/trailer. Fireman's Barbeque, LLC makes and sells BBQ food. A copy of the business liability insurance accompanied the application.

On February 17, 2022, the City received a Transient Merchant application from Katie Klein from Cologne, MN. The legal name of her business is Elephant Joe's Coffee and it is a coffee truck/mobile food unit. Elephant Joe's Coffee prepares and sells coffee drinks, smoothies, and occasional baked goods. A copy of the business liability insurance accompanied the application.

Chapter 3 of the City Code states the following:

***Transient Merchant.** The term "transient merchant" shall mean a person who temporarily sets up business out of a vehicle, trailer, boxcar, tent, other portable shelter, or empty store front for the purpose of exposing or displaying for sale, selling, or attempting to sell, and delivering, goods, wares, products, merchandise, or other personal property, and who does not remain or intend to remain in any one location for more than one hundred twenty (120) consecutive days.*

RECOMMENDATION:

A motion to approve the Transient Merchant Application from Justin Spande, doing business as Fireman's Barbeque, LLC, and not to exceed 120 consecutive days at any one location as listed in Chapter 3, Section 310 of the City Code.

A motion to approve the Transient Merchant Application from Katie Klein, doing business as Elephant Joe's Coffee, and not to exceed 120 consecutive days at any one location as listed in Chapter 3, Section 310 of the City Code.



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Director

DATE: February 28, 2022

SUBJECT: Approve Commission Appointment

NYA resident Betty Suttergren has applied to become a Commission member of the Senior Advisory Committee. Ms. Suttergren has been an active participant and advocate for the City Bus.

Recommended Motion:

Motion to approve Betty Suttergren as a Commission member on the Senior Advisory Commission.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: February 28, 2022

RE: Ordinance 347: Amending City Code Section 255 –Personnel Committee

Enclosed you will find Ordinance 347 amending section 255 of the city code.

- Personnel matters are not public data
- Section 255 has been amended to reflect the needed changes to address personnel issues legally
- Ordinance 347 has been reviewed and approved by the City Attorney to move forward for Council consideration

Recommended Motion:

Approve Ordinance 347 amending section 255 of the city code.

***First reading of the Ordinance February 28, 2022**

Norwood Young America

**City of Norwood Young America, Minnesota
Ordinance 347**

AN ORDINANCE AMENDING CITY CODE SECTION 255—PERSONNEL COMMITTEE

WHEREAS, the City of Norwood Young America has adopted Administration Ordinances structuring Committee and Commissions; and

WHEREAS, City Administration and the City Council have found specific sections of the existing Code that necessitate restructuring to fit the City's current needs and best interests.

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, ORDAINS that City Code Section 255 shall be amended to the following:

255.01 Establishment of Commission. The Personnel Committee for the City of Norwood Young America shall hereby be amended as an internal Administrative Committee. *(Established by Ord. 315, 01-14-2019, Amended by Ord. 347, 3-14-2022)*

255.02 Composition. The Personnel Committee shall consist of two (2) City Council representatives and the City Administrator. Department Heads will be called upon as necessitated. The City Council shall annually appoint the Council representatives. *(Amended by Ord. 347, 3-14-2022)*

255.03 Organization, Meetings, Etc.

- A. The Personnel Committee shall meet as deemed necessary.
- B. Internal personnel discussions are not open to the public nor open to public data requests. All meetings will be conducted internally to discuss individual personnel issues and union labor negotiations as needed.
- C. Union labor agreements are public data after they have been voted on by the union and approved by the City Council. *(Amended by Ord. 347, 3-14-2022)*

255.04 Powers and Duties of the Committee. The duties and responsibilities of the Personnel Committee are as follows: *(Amended by Ord. 347, 3-14-2022)*

- A. Oversee and review the City's Employee Handbook, monitor employment law changes, and recommend Personnel Policy amendments to the City Council as appropriate.
- B. Annually review and provide feedback regarding the City's overall approach to compensation and benefits for staff and make recommendations to the City Council.
- C. Attend union labor negotiation meetings and make recommendations to the City Council with direction from the City Attorney.
- D. Review as needed high-level disciplinary actions of City employees, specifically those that result in suspension or termination.

Passed and adopted by the City Council of the City of Norwood Young America, Minnesota, this 14 day of March 2022, and effective upon publication.

Carol Lagergren, Mayor

Attest:

Andrea Aukrust, City Administrator

First Reading: February 28, 2022

Second Reading: March 14, 2022

Publication: March 23, 2022



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: February 28, 2022

RE: Ordinance 348: Rescinding City Code Section 256 –Finance Committee

Enclosed you will find Ordinance 348 rescinding section 256 of the city code in its entirety.

- As all Stewards of taxpayer dollars Administration is advising that the entire Council receive the distribution of financial reports as a whole
- Payables will continue to be part of each packet for Council review
- Financial reports will be given quarterly by the City Clerk/Treasurer
- Long-range planning with ABDO will be steered by the entire Council and Administration
- Proposed budget will be presented to the full Council by the City Clerk/Treasurer and City Administrator
- ABDO will continue to present the annual city audit

Recommended Motion:

Approve Ordinance 348 rescinding section 256 of the city code in its entirety.

***First reading of the Ordinance February 28, 2022**

Norwood Young America

**City of Norwood Young America, Minnesota
Ordinance 348**

AN ORDINANCE RESCINDING CITY CODE SECTION 256—FINANCE COMMITTEE

WHEREAS, the City of Norwood Young America has adopted Administration Ordinances structuring Committee and Commissions; and

WHEREAS, City Administration and the City Council have found specific sections of the existing Code that necessitate restructuring to fit the City's current needs and best interests.

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, ORDAINS that City Code Section 256 shall be rescinded in its entirety.

Passed and adopted by the City Council of the City of Norwood Young America, Minnesota, this 14 day of March 2022, and effective upon publication.

Carol Lagergren, Mayor

Attest:

Andrea Aukrust, City Administrator

**First Reading: February 28, 2022
Second Reading: March 14, 2022
Publication: March 23, 2022**



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: February 28, 2022

RE: Planning Consultant hiring recommendation—WSB

The Planning Consultant hiring committee recommends that the City Council approve the consulting firm of WSB.

- WSB best meets the needs of what the City of Norwood Young America currently needs in a planning consulting firm
- WSB has a history of providing planning and zoning work for communities of this size
- Specializing in assisting the communities with Code review that meets the needs of the community
- WSB has a clear understanding of practical issues facing smaller communities
- WSB has a large staff to meet all of our needs as different issues arise with growth
- Of the proposals submitted, WSB had the most competitive pricing for their services
- Offering in-house office hours will provide efficiency for project, business, and staff communications

Recommended Motion:

Motion to approve the hiring of WSB as the planning consulting firm for Norwood Young America.

Norwood Young America



A PROPOSAL FOR

Planning Services

FOR THE CITY OF NORWOOD YOUNG AMERICA

Andrea Aukrust, City Administrator
PO Box 59
310 Elm Street West
Norwood Young America, MN 55368



RE: Qualifications for City Planner-Norwood Young America

Dear Andrea,

Thank you for the opportunity to submit our qualifications for planning services. WSB is excited about the opportunity to work with Norwood Young America on your growth journey. Norwood Young America's historic downtown, Hwy 212's business corridor and its location in close proximity to the Twin Cities metropolitan area, make the community an attractive place for new families and growing businesses. We look forward to complementing the community's vision with WSB's values, passion, knowledge, and our deep resource pool. WSB is comprised of employees of various disciplines that can provide the community with the breadth and depth of services to support Norwood Young America's strengths and help it achieve its long-term goals.

Understanding Communities: WSB has a history of providing quality planning and zoning work for communities in and around the Twin Cities Metropolitan Area. These opportunities enable us to garner knowledge about localities and gain an understanding of the practical issues facing smaller communities. Many of our clients are similar to Norwood Young America, facing similar development pressures with a desire to provide stellar customer service with limited resources. WSB has the capacity to fit the right staff person to the project, meaning that the work is done effectively at the lowest cost.

Investing in Technology: WSB is on the leading edge with technology and data management systems. We design solutions to help communities work more efficiently. WSB has several partnerships with leading software and data management system providers, as well as developed in-house applications such as our Datalink GIS software. WSB's emphasis on technology has raised the level of customer service in all aspects of our program delivery, benefiting communities such as Norwood Young American by allowing easy and affordable access to information.

More than Planning: As a company that provides a full array of municipal services and has experience working with city staff, decision makers and the public, we can meet Norwood Young American's planning service needs. Our resources allow us to pull experts into situations which may require expertise in other related disciplines, such as economic development, parks design, or transportation planning, providing the best possible solution to issues facing your community. The team presented in the RFQ illustrates the skills readily available to assist Norwood Young America with your planning and zoning needs.

If you have any questions regarding our qualification, please contact me at 612.670.2790 or klindquist@wsbeng.com.

Sincerely,

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

Kim Lindquist

Director of Community Planning and Economic Development



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Consultant Profile

Forge ahead.

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

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

ONGOING PLANNING AND ECONOMIC DEVELOPMENT SERVICES FOR:

- Litchfield
- Ramsey
- Long Lake
- Mahtomedi
- Tonka Bay
- Wyoming
- Lent Township
- North St. Paul
- Monticello
- Denmark Township
- Elk River
- Maple Grove
- Wayzata
- Elko New Market
- Waconia Waverly

STAFFING BREAKDOWN:

- 550+ staff
- 52 Associates
- 28 Sr. Associates
- 40 Principals
- 118 Professional Engineers
- 15 Registered Processionals (8 Registered Landscape Architect's & 7 Registered Land Surveyor's)

550+

STAFF

30+

SERVICE AREAS

15

OFFICES

5

STATES

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

Description of Planning Services

Our planners have experience in developing the full spectrum of plans, policies, and ordinances for communities of all sizes. We implement these policies through day-to-day zoning administration and development review. Our team is committed to practical, implementable plans and ordinances because we are on the front lines as city planners or planning support for many of our clients.

WSB's Community Planning Group is made up of eight community planning staff and one economic developer with a wide range of experience, expertise, and passions. Our group works collaboratively alongside other service groups within the company to ensure the best value and over-the-top customer service for our clients.



Day-to-Day Planning

We provide day-to-day planning and economic development services for 9 Minnesota communities.

Day-to-day planning services vary among clients, however they generally include:

- Consultations with residents, business owners and developers
- Review of land use applications
- Building permit reviews
- Zoning administration/front counter assistance
- Code enforcement
- Ordinance auditing and amendments
- Staffing, presentation, and preparation of packets for city council, planning commission, and economic development authority meetings
- Market analysis



Long-Range Planning

Our community planners also undertake special projects for cities. These projects include:

- Small area planning
- Community engagement
- Downtown planning and redevelopment
- Housing studies
- Comprehensive planning
- Coordination with adjoining or regulating jurisdictions
- Preparation of a variety of planning, economic development, environmental and transportation grant applications
- Professional code reviews

Our team's depth of experience in a variety of planning services, along with our collaborative and cross-functional office environment, will be an asset to the City of Norwood Young America's overall land use and planning needs.

Relevant Experience

WSB's core service is municipal engineering and planning. We are proud of the projects that we have been involved with and the lasting relationships that we have developed in the communities we serve. The City of Norwood Young America will benefit from the wealth of knowledge and experience that our staff has obtained through developing broad-based projects and serving such a diverse group of cities. Highlighted below are a few communities that WSB team members have provided a variety of planning services.

City of Long Lake

CURRENT SERVICES:

- Supplement city staff in administering zoning code.
- Attend Planning Commission and City Council meetings as needed.
- Staff coordination for development meetings and conduct property inspections for code enforcement.
- Provide planning review services for land use applications, including review of applications, staff report preparation, presentation of application and recommendation at Planning Commission and City Council meetings.
- Assist with Zoning Ordinance and Comprehensive Plan updates.

City of North St. Paul

CURRENT SERVICES:

- Leads day-to-day planning work including:
 - Reviewing planning applications for completeness, Planning Commission review, and City Council approval.
 - Manage zoning permits and assist with building permit reviews for zoning compliance.
- Created the 2040 Comprehensive Plan and Zoning Code updates to implement Comprehensive Plan.
- Assist with EDA and HRA initiatives.
- Amendments to the Downtown Overlay District and Redevelopment Master Plan.

City of Mahtomedi

CURRENT SERVICES:

- Serve as the full-service staff planner for the city, and review all planning applications and zoning inquiries.
- Staff the Planning Commission and City Council and serve as an extension of their staff by attending department meetings wherever necessary.
- Provide weekly office hours to complete planning related work (development review, preparation of staff reports for all land use applications, and meetings with residents/business owners.
- Updates to the City of Mahtomedi's Comprehensive Plan Leading an extensive ordinance amendment process.

City of Litchfield

CURRENT SERVICES:

- Conducts all planning and zoning activities since 2016, currently serves as the first City Planner.
- Facilitate Planning Commission meetings, including documentation of official minutes and presentation of all agenda items.
- Serve as staff resource for Planning Commission and City Council members.
- Provide weekly office hours at City Hall to coordinate with staff and be available for meetings with residents and business owners.
- Property inspections performed when needed.
- Review and make recommendations on all new development, land use applications and zoning code amendments.
- Review building permits for zoning compliance, as well as review and issue zoning and sign permits.

Relationship to Team Members



Experience Working Together

The staff at WSB are energized and excited. Prior work experiences along with WSB projects means that people know and work well with each other. The structure of WSB emphasizes collaboration and engagement and the team selected is a core group that will provide seamless responsiveness for Norwood Young America's needs.

Principal-In-Charge

Kim Lindquist will be a point-of-contact for the city for any questions, additional service need conversations, or concerns you may have. She can be contacted by phone or email, as listed below.

Kim Lindquist, AICP

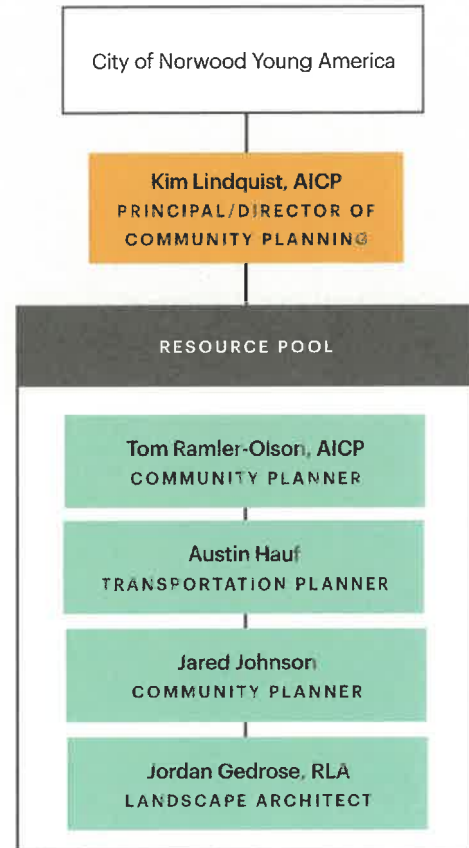
612.670.2790 | klindquist@wsbeng.com | 701 Xenia Avenue South, Suite 300 | Minneapolis, MN 55416

Primary Planner

Tom Ramler-Olson will be the primary planner for the community and will provide day to day services on an as needed basis. Tom and Kim will confer on project tasks and bring in other team members when applicable.

Tom Ramler-Olson, AICP

612.364.5320 | tomro@wsbeng.com | 701 Xenia Avenue South, Suite 300 | Minneapolis, MN 55416



KIM'S RELEVANT EXPERIENCE

- Assist in zoning ordinance updates for Brooklyn Park and Burnsville
- Functions as day to day planner for Lent Township, providing planning and zoning assistance and reviewing all applications
- Co-author for DEED redevelopment grants and LCDA grants from the Metropolitan Council
- Oversaw Comprehensive Plan Updates for the cities of Rosemount and Cottage Grove conducted internally; including public engagement
- Project manager for Downtown redevelopment within Rosemount and project manager of Downtown Redevelopment Task Force Plan
- Community Development Director for Rosemount for 17 years and Cottage Grove for 7 years

TOM'S RELEVANT EXPERIENCE

- Served as Planner for the Cities of Tonka Bay, Sunfish Lake, and Wyoming, performing all planning functions for each municipal client
- Provides current planning and zoning assistance to the City of Maple Grove
- Drafted form-based residential district and two small area plans for Maple Grove
- Planner for Comprehensive Plans for the Cities of Alexandria, Fairmont, and East Grand Forks
- Helped draft a zoning update for the City of Brooklyn Park
- Assist in creation of TOD zoning district for Burnsville



Use of Technology

Our team of programmers, designers and database analysts help you realize all the possibilities that technology allows you to imagine. Whether you manage your assets with a hosted, cloud-based solution or one on-site, managing your assets can extend the life of infrastructure and engage the community. Advances in technology are rapid, and WSB has a number of partnerships with leading software and data management system providers, as well as developed in-house applications currently used today. WSB uses these various technological resources develop intelligent graphics and data to clearly convey information to City Council and community members.

TECHNOLOGY USED FOR PLANNING AND DESIGN:

- Issue Tracker
- Social Media
- Interactive Storymaps/Websites
- WSB's GIS Datalink and Datafi
- Community Surveys
- Social PinPoint
- mySidewalk



Scan the QR code to learn more about all of WSB's innovative technology solutions.

Research Capabilities

WSB has access to a number of data sources that can be used to obtain recent demographic information for Norwood Young America including publicly available data, such as American Community Survey and Dakota County GIS. We also utilize Metropolitan Council and private databases such as ESRI Business Analyst (ESRI) and mySidewalk to support our planning efforts. ESRI has over 15,000 variables on market data including demographics, market potential, business listings, lifestyles, and consumer spending. ESRI can generate reports from the city to census block level, as well as search radii from specific sites. mySidewalk, which includes hundreds of sources data and dozens of different reporting geographies, can also import shapefiles to CSVs to customize and compile data sets.

Key Personnel Resumes

Below are resume bios for each proposed team member. Additional information for other service areas is available upon request.



OFFICE LOCATION:

701 Xenia Ave S., Suite 300,
Minneapolis, MN 55416

Kim Lindquist, AICP

PRINCIPAL/DIRECTOR OF COMMUNITY PLANNING

Kim is a planning professional with over 30 years of experience overseeing a variety of complex planning projects that would be appropriate for local communities. Kim worked in high growth communities working with developers and the public on entitlements for residential development and business attraction to the city. She was project manager for Rosemount Downtown redevelopment projects which were public/private partnerships that resulted in construction of over 250 new multi-family units and creation of 16,000 square feet of new commercial space. She was responsible for the writing and compilation of the Rosemount 2040 Comprehensive Plan, including the economic competitiveness and new sustainability sections. Kim is excited to work with new clients to help them achieve their economic development goals.



OFFICE LOCATION:

701 Xenia Ave S., Suite 300,
Minneapolis, MN 55416

Tom Ramler-Olson, ACIP

COMMUNITY PLANNER

Tom is a certified community planner with over eight years of professional experience that includes work in land use, urban design, zoning, and transportation. He has worked as both a public servant and private consultant helping communities across the country manage their growth and plan for their development. His broad experience includes award-winning work at levels of the state, metropolitan region, city, and neighborhood. With the aid of his architectural training and technical expertise, he enjoys helping communities visualize their goals and draft the policies and actions to achieve them.



Austin Hauf, AICP

TRANSPORTATION PLANNER

Austin has played a key role in numerous projects that required analysis of transportation issues across a range of modes, including walking, biking, transit, and motor vehicles. This has included documenting existing and future conditions and performing technical analyses to identify issues related to access, mobility, connectivity, and safety. He has also been heavily involved in both virtual and in-person public engagement activities for several planning efforts.



Jared Johnson

COMMUNITY PLANNER

Jared has experience working in a variety of communities both conducting long-range planning activities and working on day-to-day planning. He has been instrumental in helping various communities update their comprehensive and small area plans. He has public engagement skills that strengthen the relationship between stakeholders and the project team throughout the planning process. Jared thrives on interpreting city codes for local townships and cities to make sure residents and businesses are following proper procedures to mitigate risk. When Jared is not working on long range projects, he analyzes various land use applications to ensure projects are meeting community goals and regulations.



Jordan Gedrose, RLA

LANDSCAPE ARCHITECTURE SUPPORT

Jordan is a landscape architect that has a passion for harmoniously integrating design into the natural environment. He contributes his conceptual, graphical, and technical skills to projects including streetscapes, park and trail planning, playground design, and athletic complexes. Jordan is committed to follow the client's direction and to provide thoughtful design input to create unique outdoor spaces and experiences that meet or exceed expectations. His graphical skills allow him to communicate big ideas quickly and effectively and offer an illustration of what a project's end result may look like. Jordan's technical skills allow him to produce clear and precise construction documents that include layout, grading, detail, and landscape plans.



References

City of Maple Grove

Joe Hogeboom

Director of Community and Economic
Development

763.494.6045

jhogeboom@maplegrovern.gov

City of Wyoming

Robb Linwood

City Administrator

651.462.0575

rlindwood@wyomingmn.org

City of Mahtomedi

Scott Neilson

City Administrator

651.426.3344

sneilson@ci.mahtomedi.mn.us

City of Litchfield

Dave Cziok

City Administrator

320.693.7201 Ext 1011

dave.cziok@ci.litchfield.mn.us

Compensation & Fee Schedule

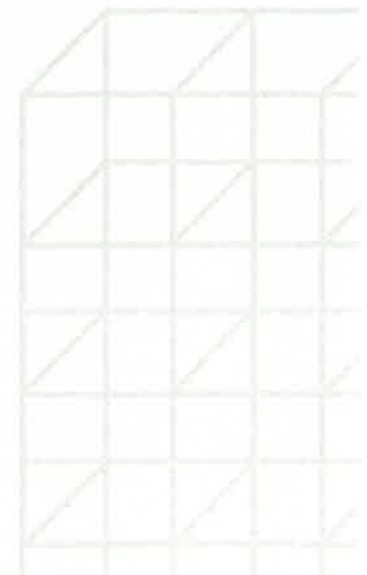


2022 WSB Rate Sheet

	Billing Rate/Hour
PRINCIPAL ASSOCIATE	\$162 - \$206
SR. PROJECT MANAGER SR. PROJECT ENGINEER	\$162 - \$206
PROJECT MANAGER	\$143 - \$159
PROJECT ENGINEER GRADUATE ENGINEER	\$97 - \$158
ENGINEERING TECHNICIAN ENGINEERING SPECIALIST	\$62 - \$154
LANDSCAPE ARCHITECT SR. LANDSCAPE ARCHITECT	\$73 - \$154
ENVIRONMENTAL SCIENTIST SR. ENVIRONMENTAL SCIENTIST	\$60 - \$151
PLANNER SR. PLANNER	\$75 - \$159
GIS SPECIALIST SR. GIS SPECIALIST	\$72 - \$159
CONSTRUCTION OBSERVER	\$98 - \$128
SURVEY	
One-Person Crew	\$159
Two-Person Crew	\$207
Three-Person Crew	\$224
OFFICE TECHNICIAN	\$56 - \$97

PROPOSED STAFF HOURLY RATES:

- Kim Lindquist: \$164
- Tom Ramler-Olson: \$100
- Austin Hauf: \$111
- Jared Johnson: \$75
- Jordan Gedrose: \$101



Costs associated with word processing, cell phones, reproduction of common correspondence, and mailing are included in the above hourly rates. Vehicle mileage is included in our billing rates [excluding geotechnical and construction materials testing (CMT) service rates]. Mileage can be charged separately, if specifically outlined by contract. | Reimbursable expenses include costs associated with plan, specification, and report reproduction; permit fees; delivery costs; etc. | Multiple rates illustrate the varying levels of experience within each category. | Rate Schedule is adjusted annually.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: February 28, 2022

RE: Building Official agreement cancellation

Enclosed for your review is the current agreement between Norwood Young America and Metro West Inspection Services. This agreement has been in place since 2014 with an auto-renew clause in the contract. As with all contracts, due diligence with periodic review of competitive bids on the open market by Council and staff is necessary, so the city is getting the best product at the best pricing for our citizens and businesses. It is the recommendation of the Administration to deliver Metro West Inspection Services their 90-day notice per the city's agreement with them.

Recommended Motion:

Motion to approve the 90-day cancellation notice to Metro West Inspection Services.

Norwood Young America

AGREEMENT FOR BUILDING OFFICIAL SERVICES

THIS AGREEMENT is made and entered into this 13th day of January, 2014, by and between the City of Norwood Young America, Minnesota ("City") and Metro West Inspection Services, Inc, a Minnesota Corporation ("Building Official").

WITNESSETH:

WHEREAS, the City is desirous of contracting with the Building Official for the performance of various services within the City of Norwood Young America to include:

1. Building Inspections
2. Fire Inspections (See Section A)
3. Rental Inspections (See Section B)

WHEREAS, the Building Official is agreeable to rendering services on the terms and conditions hereinafter set forth.

NOW, THEREFORE, the parties hereto agree to general terms as follows and to the specific terms as set forth in the indicated appendices:

1. Terms of Agreement.

This Agreement shall commence on the date upon which it is approved and executed by both parties and remain in force and effect for a period of one (1) year or until canceled by either party upon a ninety (90) days advance written notice. The last day of the contract is the last day the Building Official shall perform services.

2. Scope of Contract.

The Building Official agrees to provide building inspection service for the City in accordance with the State Building Code and any applicable City ordinances or Minnesota Statutes. The Building Official agrees to make all necessary building inspections.

3. Normal Business Hours.

Normal business hours are defined as: 8:00 am to 4:30 pm, Monday through Friday, except on holidays recognized by the City.

4. Files and Records.

All completed files and all official copies of correspondence, inspection reports, plans and other matters connected with the file shall be maintained at the City offices. The data created, collected, received, stored, used, maintained, or

disseminated by the Building Official in performing those functions is subject to the requirements of this chapter. The Building Official shall comply with those requirements as to such data as if it were a government entity subject to the MN Government Data Practices Act, MN Statutes Ch. 13. All such files the Building Official may desire for its own records shall be maintained outside the City offices.

5. Independent Contractor.

It is acknowledged by and between the parties hereto that the Building Official is an independent contractor contracting with the City to perform the services as provided in this agreement.

- A. Certification and Continuing Education- The Building Official represents that he is certified by the State of Minnesota as a Building Official. In addition, the Building Official shall be responsible for maintenance of required or appropriate certification and continuing education as the Building Official under the laws of the State of Minnesota and shall be responsible for supplying any and all technical manuals
- B. Non-Employee Status- Personnel assigned to perform the Services to be provided by the Building Official pursuant to this Agreement shall be officers, employees, or sub-contractors of the Building Official. The Building Official assumes full responsibility for the actions of such personnel while performing services pursuant to this Agreement, and shall be solely responsible for their supervision, daily direction and control, provision of employment benefits and payment of salary (workers' compensation insurance, salary, retirement contributions, withholding tax, health insurance, and unemployment insurance). The City shall not be responsible to furnish any benefits to such personnel.
- C. Administrative Responsibility- Daily administration of the Building Official services rendered to the City shall be under the sole direction of the Building Official. The Building Official shall submit to the City a regular of report of services rendered and charges due, as well as periodic suggestions regarding other matters relating to the inspection services.
- D. Communications, Equipment and Supplies- The Building Official shall provide, at its sole expense, all necessary equipment, vehicles and supplies to carry out its obligations under this Agreement.
- E. Insurance- The Building Official, in carrying out its obligation under this Agreement, certifies that it holds at least the following insurance:
 - i. Auto Insurance- A Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of \$100,000 per claim, \$300,000 per occurrence coverage for personal

injury and \$25,000 per claim, \$50,000 per occurrence for property damage insurance.

- ii. Professional Liability Insurance- Professional Liability Errors and Omissions Insurance in an amount of at least \$500,000 covering all personnel employed by the Building Official in capacity of acting as an agent of the City.
- iii. General Liability Insurance- General Liability Insurance in an amount of at least \$500,000 covering all personnel employed by the Building Official in capacity of acting as an agent of the City.

6. Payment for Services

- A. Cost to City for Services - The City shall pay to the Building Official for services under this Agreement the following:
 - i. The Building Official shall be paid thirty percent (32%) of the permit fee, based off of the fee schedule set forth in the Uniform Building Code (Year: 1997 + 10%).
 - ii. The Building Official shall be paid thirty percent (32%) of the plan check fees, which are calculated at sixty-five percent (65%) of the permit fee.
 - iii. The Building Official shall be paid thirty percent (32%) of all accessory and general permit fees. Accessory permits are plumbing, mechanical, fire suppression or alarm systems, commercial re-roof, re-side, re-window. General permits are residential re-roof, re-side and re-window where no structural changes are made, fences under six feet (6'), and accessory structures less than 120 sq. ft.
 - iv. The City shall retain the difference of all fees referenced in Items i.-iii. above.
- B. Additional work under this Agreement- The Building Official shall, at the request of the City, perform additional work not involving building permits/building inspections, on such matters as attendance at City Council meetings and preconstruction meetings, evaluation of dilapidated buildings, hazardous excavations, etc., and the preparation of reports for enforcement thereof, without additional compensation.
- C. Reimbursement for Expenses- The Building Official agrees that it will seek no reimbursement for out-of-pocket expenses incurred in the performance of this Agreement.
- D. Payment for Additional Work- As compensation for additional work as set forth in this Agreement, the Building Official shall be paid an amount as agreed upon by both parties at the time the additional work is to be completed. The Building Official shall not proceed with any work that may require additional fees without the consent of the City.

E. Billing- The respective fees shall be paid by the City directly to the Building Official. The Building Official's share thereof, pursuant to this Agreement, shall be payable to the Building Official after the projects are 100% complete.

7. Assignment.

The Building Official shall not assign this agreement without the prior written consent of the City.

8. Hold Harmless and Indemnification.

The Building Official shall hold harmless and indemnify the City from any and all claims of any nature brought by others injured or damaged by the actions of the Building Official, its officers, employees, or agents.

9. Entire Agreement.

This Agreement, and its designated sections, contains the entire agreement between the parties and supersedes any and all agreement, written or oral, express or implied, pertaining to its subject matter. It may be changed only by written instrument signed by both parties and approval of the City of Norwood Young America City Council.

10. Choice of Law.

This agreement shall be governed and construed in accordance with the State of Minnesota Law.

IN WITNESS THEREOF, the Building Official and the City have executed this Agreement and agree to the terms and obligations contained herein this 13th day of January, 2014.

CITY OF NORWOOD YOUNG AMERICA

By: Tina Diedrick
Tina Diedrick

Its: Mayor

By: Steven Helget
Steven Helget

Its: City Administrator

METRO WEST INSPECTION SERVICES, INC.

By: _____

Its: _____

By: _____

Its: _____

Section A
AGREEMENT AND CONTRACT FOR FIRE INSPECTION SERVICES

1. Level of Inspection Services ("Services").

The Building Official will provide fire inspection services for the City on the following terms and conditions:

- A. Render required enforcement and administration of the City's currently adopted Fire Ordinance including the State Fire Code and represent the City as its Fire Inspector.
- B. Provide such other services as may be agreed to by the parties.

2. Adoption of Fire Codes.

The Minnesota State Fire Code, established pursuant to Minnesota Statute 299F.011 has been adopted by reference as the Fire Code for the City. All regulations adopted by the City as set forth in Paragraphs 1 and 2 of this Section shall be referred to hereinafter as "Fire Code" and shall be enforced by the Fire Inspector.

3. Administrative Procedures.

This paragraph is set forth to clarify the responsibilities of the City and Building Official and to establish procedures for performing Fire Inspection services.

A. Responsibility of the City/Fire Chief

- i. Administer all licensing as required by the City (fireworks, explosives, etc.)
- ii. Issue all permits and collect local permit fees, state or regional charges.
- iii. Complete all periodic reports and government surveys.
- iv. Prosecute all violations, as it is deemed necessary and appropriate.
- v. Provide the Fire Inspector with access to the City offices during regular business hours, including access to equipment for the Fire Code inspection purposes.

B. Responsibility of the Building Official

- i. Perform on-site inspections required for Fire Code enforcement, of businesses within the City at the direction of the Fire Chief.
- ii. Provide inspection reports and other information for the permanent records kept by the City.
- iii. Assist in all Fire Code prosecutions.

- iv. Provide general Fire Code information to the citizens as required by the City.
- v. Inspect hazardous buildings as requested by the City.
- vi. Recommend updates of Fire Code ordinances.
- vii. Review and recommend Fire Inspection Fee Schedules.
- viii. Serve as authority to administer and enforce the Fire Code.
- ix. Provide the City with timely reports as reasonably requested by the City, which include, but are not limited to; a monthly summary of the inspections performed.
- x. Attend City Council meetings, as requested, to discuss building project or issues related to the Fire Inspections Program.

4. Cost to Municipality for Services.

The municipality shall pay the Building Official for services under this Section A, at a rate of \$60.00/hour.

Section B
AGREEMENT AND CONTRACT FOR RESIDENTIAL RENTAL HOUSING
INSPECTION SERVICES

1. Level of Inspection Services ("Services").

The Building Official will provide Residential Rental Housing Inspection services for the City on the following terms and conditions:

- A. Render required enforcement and administration of the City's currently adopted Rental Housing Ordinance and represent the City as its Rental Inspector.
- B. Provide such other services as may be agreed to by the parties.

2. Administrative Procedures.

This paragraph is set forth to clarify the responsibilities of the City and Building Official and to establish procedures for performing Residential Rental Housing Inspection services.

A. Responsibility of the City:

- i. Administer and issue all Residential Rental Housing licensing as required by the City
- ii. Complete all periodic reports and government surveys.
- iii. Prosecute all violations, as it is deemed necessary and appropriate.
- iv. Provide the Rental Inspector with access to the City offices during regular business hours, including access to office equipment for the Rental Housing inspection purposes.
- v. Provide Residential Rental Housing Ordinance information to citizens.

B. Responsibility of the Building Official:

- i. Perform on-site inspections required for Rental Housing Ordinance enforcement.
- ii. Investigate rental complaints as requested by the City.
- iii. Provide inspection reports and other information for the permanent records kept by the City.
- iv. Assist in all Rental Housing Ordinance prosecutions.
- v. Provide the City with timely reports as reasonably requested by the City, which include, but are not limited to; a monthly summary of the inspections performed.

- vi. Attend Appeal Board and City Council meetings, as requested, to discuss issues related to the Residential Rental Housing Inspections Program.
- vi. Assist the City on Rental Housing Ordinance related issues.

4. Cost to Municipality for Services.

The Building Official shall be paid fifty percent (50%) of the rental licensing fee, per the City of Norwood Young America Fee Schedule.

5. Regularity of Inspections.

With the exception of the investigation of rental complaints, which may occur at any time throughout the calendar year, scheduled Residential Rental Housing Inspections shall be performed to coincide with the normal Rental Housing Licensing cycle of the City. The licensing cycle is every three calendar years and subject to change at the discretion of the City Council.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: February 28, 2022

RE: Building Inspector services RFP

Enclosed for your review and consideration is an RFP for Building Inspector services. A periodic review of competitive bids on the open market by the Council and staff is beneficial information for the city to understand where pricing is currently at in the region. The administration is recommending that Council approve the RFP process to move forward.

Recommended Motion:

Motion to approve the RFP for Building Inspector Services.

Norwood Young America



General Liability Insurance in the amount of at least \$1,000,000 single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as an Agent of the municipality.

CITY OF NORWOOD YOUNG AMERICA
REQUEST FOR PROPOSALS

BUILDING INSPECTOR AND RELATED SERVICES

City of Norwood Young America
Carver County
State of Minnesota

Contact: City of Norwood Young America
Andrea Aukrust, City Administrator
310 Elm Street W.
P.O. Box 59
Norwood Young America, MN 55368
952-467-1800
cityadmin@cityofnya.com

I. SUMMARY

The City of Norwood Young America, Minnesota (the “**City**”) is requesting proposals to provide building inspection and related services (the “**Consultant**”) to the City. **Proposals must be received by the City no later than 3:00 p.m. on Friday, April 22, 2022. Please e-mail proposals to: cityadmin@cityofnYA.com**

II. GENERAL INFORMATION

The City of Norwood Young America is located in Carver County. The population is approximately 3800. The City currently has a mix of residential, commercial, and industrial properties and therefore the candidate must be experienced in both residential, commercial, and industrial inspection procedures.

The City of Norwood Young America is a Statutory City, consisting of a five-member council. The City Council meets the second and fourth Monday of each month at 6:00 pm.

The initial term of the proposed contract shall be for a period of three (3) year(s) commencing on or around June 1, 2022. The City shall terminate if the consultant does not perform services in a satisfactory manner, loses its license to perform any of the services, becomes insolvent and other similar reasons. The City reserves the right to extend the length of the contract.

III. CONTENT OF PROPOSAL

The purpose of this section is to identify the information to be submitted:

A. Title Page:

Show the proposal subject, the name of the proposer's firm, address, telephone number, name of the contact person, and the date.

B. Table of Contents:

Include a clear identification of the material by section and by page number.

C. Identification and Qualifications of Assigned Personnel:

The ideal firm or individual should have extensive experience in municipal building inspections and include the following:

1. The name of the person who will be responsible for the management and administration of building inspection services with the City together with a resume describing that person's experience and qualifications.
2. The names and resumes of the inspector(s) who will be assigned to providing building inspection services to the City.
3. Background information concerning the firm or firms, including the number of years in business under this name and the number and breakdown of personnel in the proposing office.

D. Proposer's Detailed Approach to the Scope of Services:

The proposal shall address in detailed fashion the approach of the firm or combination of firms to the Scope of Work.

E. Basis for Compensation:

The proposer should outline the basis for compensation including identification of all rates and reimbursable expenses.

The proposer should provide the percentage of building permit fees and plan review fees that would be retained by the firm or individual and that would be retained by the City.

F. List of References and Potential Conflicts:

1. A list of all public clients for the past 5 years shall be provided and a municipal representative from each location that the City may contact for references.
2. Potential conflicts of interest must be disclosed.

G. Cost of Services and Billing Methods:

The proposal must provide a comprehensive fee schedule, identifying specific rates for services rendered and any penalty fees. The applicant shall also describe the billing method and timetable to be employed in the collection of building permits fees.

IV. SCOPE OF SERVICES

The City of Norwood Young America is searching for a firm that will provide building inspection services. The general work elements are listed below.

A. General:

- Reviews permits, plans and materials to ensure they are consistent with codes and approved plans.
- Except when, and if, the workload demands otherwise, all inspections shall be conducted with the normal business hours of 8:00a.m. to 4:30p.m. Monday through Friday.
- A monthly report shall be provided to the City Council. The report shall disclose the permit number and description and amount owed the inspection company.
- Investigates complaints to determine whether code violations exist.
- Issues correction orders when violations persist.
- Establishes valuations of the construction costs and determines permit fees.
- Interprets and explains city ordinances and state codes to homeowners, architects, engineers, contractors, and developers.
- Verifies contractor licensing.

- Provides information responding to people's questions about codes and city procedures.
- Communicates observed violations of other city codes to the appropriate person.
- Reviews and recommends amendments to ordinances and codes.
- Creates and maintains logs and records.
- Written materials should be provided to the City that outline application requirements and coded information for various types of permits (i.e., new home, deck, finish basement, etc.) These materials shall be clear, concise, and kept up to date.
- Maintains state certification and keeps current with changes and innovation in construction techniques and materials. Attends job related training to keep current on laws, codes, and regulation changes related to building inspections.
- Shall carry not less than the following insurance and shall provide verification to the City upon request:
 - a. Auto Insurance: A Certificate of Insurance for owned, hired, and non-owned auto usage coverage for liability in the amounts of \$100,000 per claim, \$300,000 per occurrence coverage for personal injury and \$25,000 per claim, and \$50,000 per occurrence for property damage insurance.
 - b. General Liability Insurance: General Liability Insurance in the amount of at least \$1,000,000 single limit coverage, covering all personnel employed by the Building Official in the capacity of acting as an Agent of the municipality.
 - c. Workers Compensation, Disability and any other insurance coverage shall be the responsibility of the Building Official.

B. Participates in City meetings, including:

- Internal and external meetings involving building code and inspection questions and issues.
- City Council and other City meetings, as needed.

C. Response to Constituent Requests and Issues as Directed by Staff:

- Performs field inspections.
- Addresses constituent concerns personally and in writing.
- Makes public presentations as needed.
- Provides recommendations to staff and City Council.

V. SELECTION

The City of Norwood Young America reserves the right to reject any or all proposals and is not bound to accept the lowest cost proposal if that proposal is contrary to the best interests of the City.

Selection of the firms shall be based upon, but not limited, to the following criteria:

1. The firm's approach to and understanding of the Scope of Services.
2. The firm's experience with similar contracts and clients.
3. The experience and qualifications of the proposed staff in providing similar services.

4. The firm's demonstrated ability to deliver work on time and within budget.
5. The extent of involvement by key personnel.
6. The extent to which previous clients have found the firm's services acceptable.
7. The firm's most significant qualifications for this project.
8. Previous City experience with the proposing firm, if any.

VI. TERMS AND CONDITIONS

- A.** The City of Norwood Young America reserves the right to cancel or amend the request for proposals at any time. The City of Norwood Young America reserves the right to determine the successful respondent. The City of Norwood Young America reserves the right to reject any or all proposals.
- B.** The City of Norwood Young America will not be liable for any costs incurred by the firm responding to this request.
- C.** For the purposes of this agreement, the consultant shall be deemed to be an independent contractor, and not an employee of the organization. Any and all agents, servants, or employees of the firm or other persons, while engaged in the performance of any work or services required to be performed by the City of Norwood Young America under this agreement, shall not be considered employees of the City of Norwood Young America and any and all actions which arise as a consequence of any act or omission on the part of the firm, its agents, servants, employees or other persons shall in no way be the obligation or responsibility of the City of Norwood Young America. The consultant, its agents, servants, or employees shall be entitled to none of the rights, privileges, or benefits of organization employees except as otherwise may be stated herein.
- D.** No official or employee of the City of Norwood Young America who exercises any responsibilities in the review, approval or carrying out of the proposal shall participate in any decision which affects his or her direct or indirect personal or financial interest.

Applicant Assurances

The applicant hereby assures and certifies:

1. That the individual signing the assurance form on behalf of the individual, partnership, company, or corporation named in the proposal possesses the legal authority to execute a contract for the proposed work.
2. That the firm(s) agree(s) to comply with all applicable federal, state, and local compliance requirements.
3. That the firm(s) is/are insured to do business and perform the services proposed (Attach Documentation).

OFFICIAL ADDRESS

(Name of Firm)

(Authorized Signature)

(Street Address)

(Title)

(PO Box)

(Date)

(City, State, Zip)



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: February 28, 2022

RE: Pavement Rehabilitation Workshop report

I recently attended a Pavement Rehabilitation Products, Processes, and Strategies workshop sponsored by the University of Minnesota Center for Transportation Studies (CTAP).

The workshop discussed the importance of asphalt preservation to deter the need for rehabilitation which included Crack Treatments, Surface Treatments, Pothole Patching and Repair, as well as Bituminous Overlays. The City has invested in all of the above treatments to extend the life of the existing roads. The workshop discussed the difference between structural and non-structural overlays. The difference being the thickness of which they are applied.

The workshop focused on road surface assessment and how to identify the proper use of the following rehabilitation methods of Cold In-Place Recycling (CIR), Full Depth Reclamation (FDR) and Stabilized Full Depth Reclamation (SFDR), Bituminous Overlay, and Total Reconstruction. CIR, FRD, and SFDR all require a road surface that does not contain a lot of subgrade or base material deficiencies.

Most of the current streets in town needing immediate repair all suffer from poor subgrade and/or the absence of a good base material. It is apparent every time we have a water main break or dig up the road to repair manholes, frost boils, or other extensive street repair. The 2nd Ave project was a good example of this as well. When the contractor reclaimed the road at the start of the project, it did not produce any good material due to the lack of base material underneath the blacktop.

I will continue to perform routine maintenance of the city streets which include sealcoating, crack sealing, and pothole patching and repair as we have in recent years.

I would recommend focusing on ways to fund the existing reconstruct list to rebuild the streets that are not eligible for other rehabilitations methods and allocate money towards overlay projects on the streets that are still good candidates.

Suggested Motion: This item is for discussion purposes only.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: February 28, 2022

RE: Approve purchasing playground equipment for Legion Park

The Parks Commission had identified the need to replace the playground equipment at Legion Park. The equipment needs replacement due to the deck coatings delaminating and the plastic is starting to crack due to UV degradation. The Commission looked at the cost to replace the individual parts or replace the entire set. Due to the set being over 20 years old, it was determined of need for replacement since it was past its useable life. The equipment was added to the Capital Replacement Schedule to be replaced in 2022. The City has budgeted \$35,000 for this replacement.

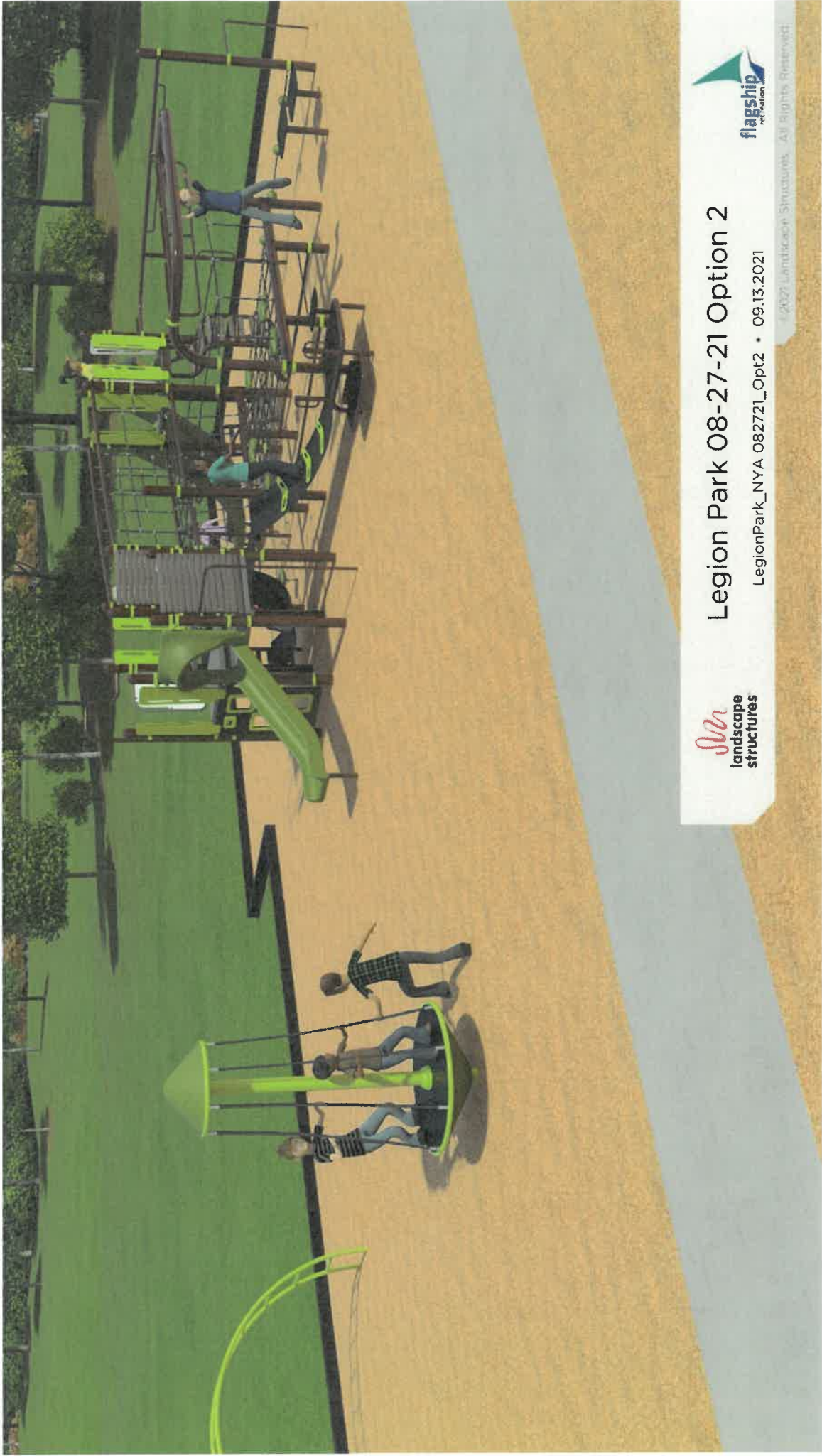
The Parks Commission met with Vendors and recommended replacing the equipment with a set from Flagship Recreation. The total amount for the proposed equipment is \$60,188.50. The Commission is hoping to receive donations from local Civic Organizations to supplement the rest of the purchase cost. The City has added the request in the City newsletter and also created a brochure that the commission plans to present at the Civic Organization's regularly scheduled meetings.

At the February Parks meeting, the Commission unanimously approved making a recommendation to purchase the equipment. The intent is to order the equipment soon, hoping to install later this spring or early summer.

I have included the proposal from Flagship Recreation for \$58,825.93 which did not include the 2022 cost increase of \$1363.50 for the equipment.

Suggested Motion: Motion to approve purchasing playground equipment from Flagship Recreation in the amount of \$60,188.50

Norwood Young America

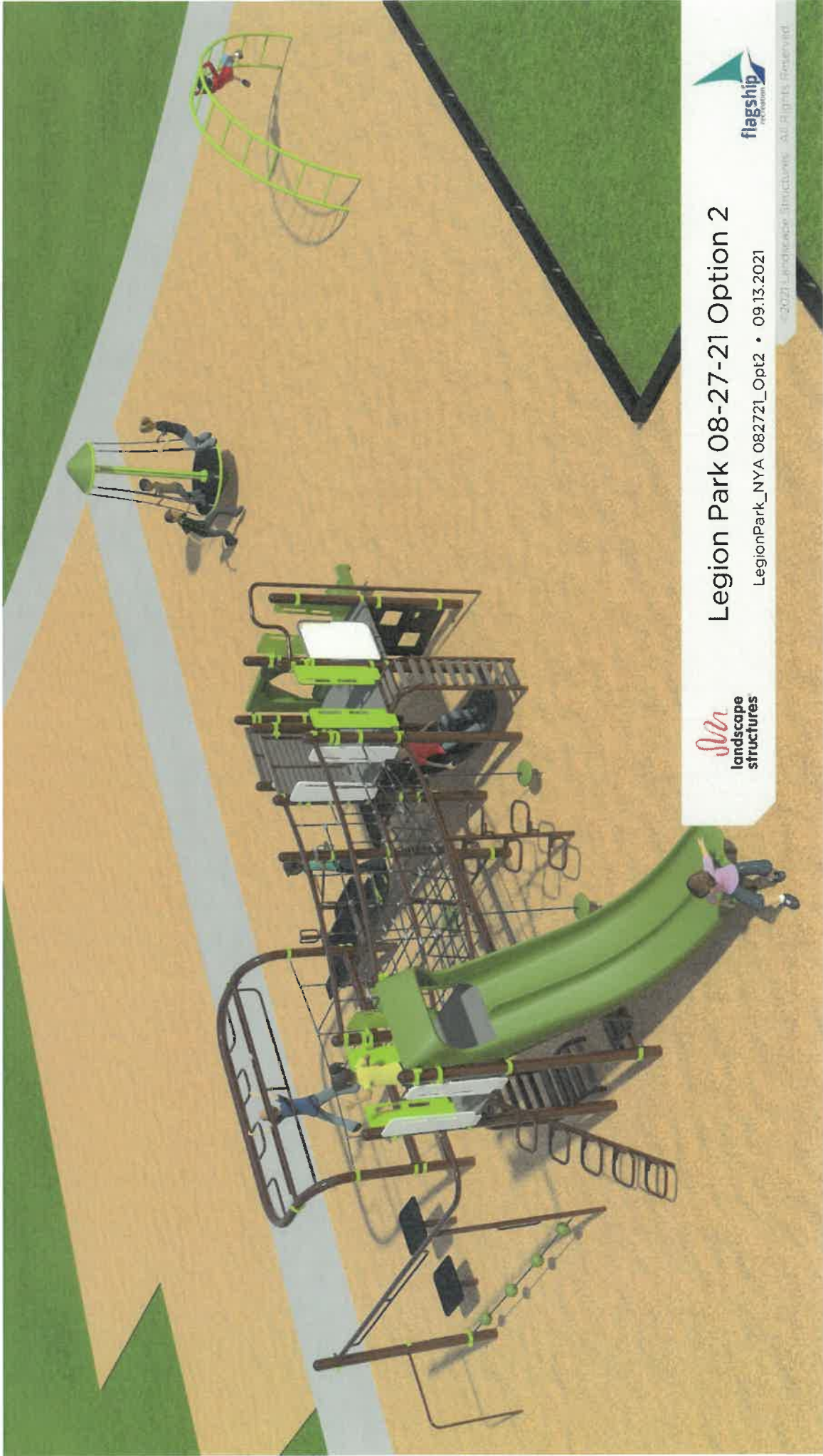


Legion Park 08-27-21 Option 2

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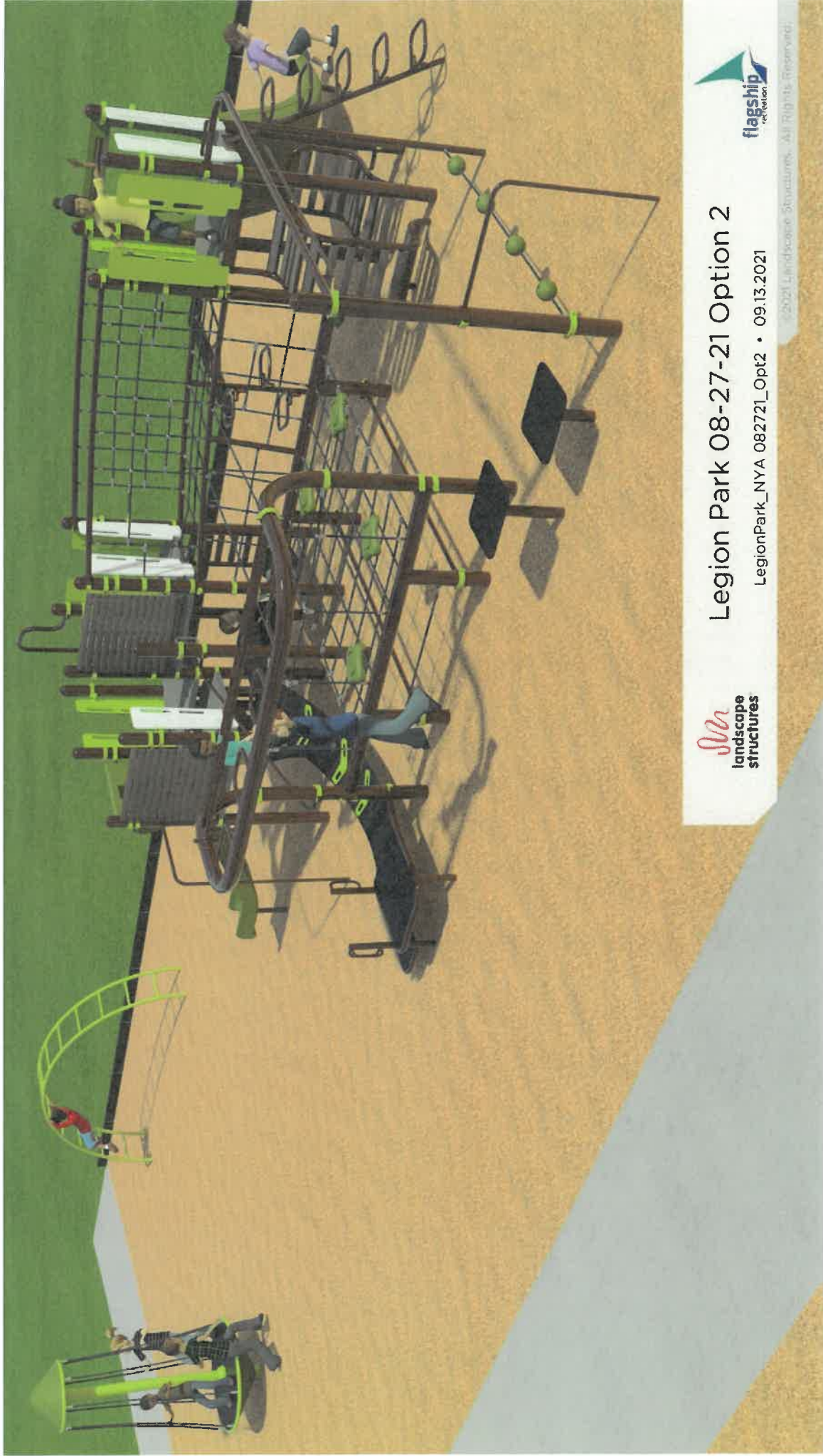


Legion Park 08-27-21 Option 2

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City of Norwood Young America
310 Elm St W P.O. Box 59
Norwood Young America, MN 55368
Tony Voigt - Public Service Director

9/10/2021

PRELIMINARY BUDGET

	Preliminary Budget	Possible Additions	Possible Reductions	QTY	Notes
Play Equipment & Installation					
Design - LegionPark_NYA 082721_Opt2	45,871.00		-6,300.00		List Price of Equipment * Possible deduct if only Venti equipment is installed
State Contract Discount	(2,752.26)			6%	State Contract #119795
Sales Tax - If applicable	0.00				
Equipment Installation (Man Hours & Concrete for Footings)	14,282.19				Full professional installation by Landscape Structures Certified Installers
Delivery of Play equipment	400.00				estimated / final quote will be provided
Per Diem	0.00				estimated / final quote will be provided
Mobilization	500.00				
Dumpster(s) - 30 Yard	525.00				Disposal of packaging material
Site work					
Demo, Excavation & Disposal (existing container)	0.00				By Owner
Border Options					
Concrete Border Straight (LF)	0.00			0	Standard 6" W x 12" D w/ rebar
Plastic Timbers & Ramp	0.00	1,605.93			* Possible add for new, plastic curbing
Subgrade Preparation					
Drainage Aggregate - Pea Rock (Tons)	0.00			0	Pea Rock - 3" depth - Recommended with EWF installations
Compacted Aggregate Base (Recycled Concrete or Class V) (Tons)	0.00			0	Class V aggregate or recycled concrete (w/fines), delivery and installation . 4" - 6" compacted depth.
Drain Tile (LF)	0.00			0	Required for PIP & Synthetic Turf installations Perforated Corrugated Drain Tile with Sock
Surfacing Engineered Wood Fiber (EWF)					
EWF - Playground Safety Surfacing (CY)	0.00			0	By Owner IPEMA Certified Playground Surfacing - Meets the standards of ASTM, ADA & CPSC
GeoTextile Fabric (Sq. Ft.)	0.00			0	Price includes installation
Site Restoration (Sq.Ft.)	0.00			0	Top soil, seed and blanket
Payment & Performance Bonds (IF REQUIRED)	0.00				Payment & Performance Bonds. Per State Contract required on projects \$175,000+
Budget Total	58,825.93	Total Additions 1,605.93	Total Reductions -6,300.00		Total w/ Additions & Reductions 54,131.86



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: February 28, 2022

SUBJECT: Work Session - ARPA Funds Discussion

"The American Rescue Plan (ARP) was passed by Congress and signed into law by President Biden on March 11, 2021. The ARP is intended to provide immediate relief to families and workers affected by the COVID-19 pandemic with direct relief payments, expanded tax credits, homeowner and renter assistance, and support for state, local, and tribal governments across the country. An estimated \$8.5 billion will be allocated to the State of Minnesota in various programs" www.mn.gov.

According to How can local governments use ARP funds?

- Responding to the public health emergency
- Serving the hardest hit and addressing inequities
- Addressing negative economic impacts
- Improving access to water and broadband infrastructure

City of Norwood Young America ARPA Funds:	
2021 Payment	\$205,942.38
2022 Payment (summer)	<u>\$205,942.38</u>
Total ARPA	\$411,884.76

NYA ARPA Pay Outs:	
NYA FD Turnout Gear	<u>\$ 79,488.00</u>

NYA Remaining ARPA	\$332,396.76
	=====

All ARPA funds must be distributed by 2026. The following needs have been identified by staff for uses of the funds:

- **Public Health Emergency**
 - Install permanent antibacterial dispensers in pavilion, city hall, pool house
 - Install touchless faucets and automatic flush in pavilion, city hall, pool house
 - Replace drinking fountains and adding water-filling stations (researching SHIP Funds) in pavilion and pool house
 - Purchase additional laptops/tech equip for staff to be able to work remotely
 - Invest in upgraded AV equipment at city hall for ability to hold meetings remotely and increase "Live" capabilities

- **Serving the hardest hit/inequities**
 - Install additional community garden plots to offer another solution for food insecurities (researching SHIP Funds)
 - Create additional business incentive/support for grocery business
 - Offer grants (matching) for business properties for deferred maintenance on exterior improvements
- **Addressing negative economic impacts**
 - Invest in additional staffing to address worker shortage.
 - Overtime pay
 - Additional hires/interns
 - Funding for special licensing (CDL)
- **Improving access to water/broadband infrastructure**
 - Invest in new industrial park land/infrastructure

Discussion Only



ALL ARE WELCOME
TODOS SON BIENVENIDOS

FREE FOOD
DISTRIBUTION

distribución de alimentos gratis

Norwood Young America
City Hall Parking Lot
310 Elm Street W.

NEW TIME

Friday, March 4
2-3:30pm

drive-thru, while supplies last
mientras haya provisiones

Want to volunteer? Find details at
<https://www.signupgenius.com/go/60b0c4aafab28a6f94-carver1>

Sponsored by City of NYA, CAP Agency and Carver County