



CITY COUNCIL AGENDA

March 14, 2022 –

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

- 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 28, 2022
- 4.2. Approve payment of Claims
- 4.3. Seasonal PW posting
- 4.4. Resignation of Greg Kummer-EDC and Bill Hart-Sr. Advisory
- 4.5. Approve Renewal of Consumption and Display permit

5. PUBLIC HEARING

6. OLD BUSINESS

7. NEW BUSINESS

- 7.1. Ordinance 347 Amend Section 255—Personnel Committee (Second reading/Publish)
- 7.2. Ordinance 348 Rescind Section 256—Finance Committee (Second reading/Publish)
- 7.3. Workshop meeting time change discussion
- 7.4. 4th Quarter Report—Angela Brumbaugh, City Clerk/Treasurer
- 7.5. Bolton & Menk—Abstract of Bids: Second Avenue Infrastructure Improvements Project
- 7.6. Resolution 2022-07— Resolution Authorizing the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the Second Avenue Infrastructure Improvement Project
- 7.7. Resolution 2022-08 – Reestablishing a Polling Place location for the 2022 elections – Angela Brumbaugh, City Clerk/Treasurer
- 7.8. Water tower foundation removal RFP review—Tony Voigt, Public Service Director
- 7.9. **Closed Session pursuant to MN Statute Section 13D.03 to Discuss Labor Negotiations Strategy**

Labor Negotiations Strategy
Open Session
7.10. Union Contract Agreement—Council Action

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

Norwood Young America...let's cleanup the city!

The City of Norwood Young America is once again bringing residents a city-wide cleanup day! Saturday, April 30th, from 8:00 a.m. to Noon in the Central School parking lot.

Citizens State Bank has partnered with the City of Norwood Young America to provide document shredding from 9 AM – Noon.

****You must be a resident of the City of Norwood Young America. There will be a verification of residency upon entry—you may use a valid Id or current NYA utility bill.***

March 15, 2022	Park & Rec Commission	4:45 PM
March 17, 2022	Sr. Advisory	9:00 AM
March 28, 2022	Workshop/EDA/City Council Meeting	5:00 PM Workshop/6:00 PM Meeting
April 5, 2022	Planning Commission	6:00 PM
April 11, 2022	City Council Meeting	6:00 PM
April 13, 2022	Economic Development Commission	5:00 PM
April 13, 2022	Joint Commission Meeting	6:00 PM
April 19, 2022	Park & Rec Commission	4:45 PM
April 21, 2022	Senior Advisory	9:00 AM
April 25, 2022	EDA/City Council Meeting/Workshop	6:00 PM
April 28, 2022	Small Business Week Event: Morning Mocha	8:00 AM – 9:00 AM/City Hall
April 30, 2022	City-wide Cleanup Day	8:00 AM-Noon/Central School parking lot



CITY COUNCIL MINUTES
February 28, 2022 – 6:00 PM
City Council Chambers
310 Elm Street West
Norwood Young America MN 55368

Attendance:

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

ABSENT: Carol Lagergren

STAFF: Karen Hallquist (Economic Development/Marketing Director), Andrea Aukrust (City Administrator), Tony Voigt (Public Service Director), and Angela Brumbaugh (City Clerk/Treasurer)

OTHERS:

1. Call City Council to Order:

Acting Mayor McPadden called the City Council meeting to order at 6:01 PM. Four members present.

2. Approve Agenda

Motion: CS/AK 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 February 14, 2022 meeting

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

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 Ordinance 347 Amend Section 255-Personnel Committee (First Reading) .

- Personnel matters are not public data
- Ran through Legal and no changes were needed

Motion: CH/AK to approve the first reading of Ordinance 347 amending section 255 of the city code.

Motion passed 4-0.

7.2 Ordinance 348 Rescind Section 256-Finance Committee (First Reading)

- Finance should be looked at by the entire Council and not a Committee in order to make decisions.
- If not on the Finance committee you would miss out on information needed

Motion: CS/AK to approve the first reading of Ordinance 348 rescinding section 256 of the city code in its entirety. Motion passed 4-0.

7.3 Planning Consultant recommendation: WSB

- Met with WSB and recommending approval to hire
- WSB is the best fit at this time with the many options they offer
- They work in different communities and are willing to have office hours when needed

Motion: CS/CH approve the hiring of WSB as the planning consultant firm for Norwood Young America. Motion passed 4-0.

7.4 Building Inspector Services

- The contract hasn't been reviewed since 2014
- Most Consultants are reviewed on a yearly basis and it was felt we needed to do our due diligence

Motion: AK/CS to approve the 90-day cancellation notice to Metro West Inspection Services. Motion passed 4-0

7.5 RFP for Building Inspector services

- Discussed RFP for Building Inspector
- Requesting approval to move forward with RFP.

Motion: CS/AK to approve the RFP for Building Inspector Services. Motion passed 4-0

7.6 Pavement Rehabilitation Workshop Report

- Exploring options to how we can take care of our streets
- Discussed preservation with the most important thing is keeping moisture out of it
- Overlay is important to preserve the street
- Seal coating and crack sealing are also important
- Good idea to inspect the streets to determine the condition of each
- Need to get a study done in order to have a street plan in place.
- Council requested more information with the Engineer involved to get the plan started

Motion: No action needed.

7.7 Park and Recreation Commission Recommendation: Playground

- Parks Commission narrowed down to one set from Flagship
- State bids were received from three different companies with Flagship
- Payment would need to be done at delivery
- The delivery would be in approximately 9 weeks
- Flagship will be installing
- Parks can decide on the color without having to bring it back to City Council

Motion: CH/AK to approve purchasing playground equipment from Flagship Recreation in the amount of \$60,188.50. Motion passed 4-0.

8. Council Member and Mayor and Staff Reports

CH – None.

AK – Stiftungsfest meetings are happening. Senior Advisory Committee decided to have a bus committee and has an “out and about” for the year.

CS – Parks meeting discussed Outlot A, the installation of a dock, and a nature trail. The City needs to continue looking at the study to be ready to move forward while finishing other projects.

MM – EDC there hasn't been another meeting. There will be a free food distribution on Friday, March 4th at 2 p.m.

CL – Absent.

9. Adjournment

Motion: CH/CS to adjourn at 6:52 PM. Motion passed 4-0.

Respectfully submitted,

Michael McPadden, Acting Mayor

Angela K. Brumbaugh, City Clerk/Treasurer



CITY COUNCIL WORKSHOP MINUTES

February 28, 2022 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

Attendance:

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

ABSENT: Carol Lagergren

STAFF: Karen Hallquist (Economic Development/Marketing Director), Andrea Aukrust (City Administrator), Tony Voigt (Public Service Director), and Angela Brumbaugh (City Clerk/Treasurer)

OTHERS:

Call Meeting of City Council to Order

Meeting was called to order by Acting Mayor McPadden at 6:52 pm with all four members present.

Approve Agenda

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

1. ARPA Funds/Economic Development discussion

Council and staff discussed ARPA funding and ideas including economic development.

- Fire department turn out gear has been approved for the use of funds
- We can use SHIP funds for drinking fountains but not labor. Pavilion-Pool House-Lion Shelter could all use drinking fountains.
- SHIP will also pay for Community Garden plots. Last year the city cost was approximately \$3000 for the additional plots. The plan is for the school to build another 8 plots this year. We have a waiting list for garden plots.
- Working on the SCADA system. The wastewater system is not on yet so it can't be accessed.
- When 2nd Avenue project was done SCADA was installed which means it has the best security offered right now.
- Internet at the water plant with firewall protection
- If they got through the password protected firewall they would still have to get through SCADA.
- Pool tables, safe playground equipment – Cares Park

2. Central School walking track discussion

- Met with Superintendent Tim Schochenmaier
- Central School will need the \$830,000 in the next couple of years.
- There are no grants for a project like this. Staff reached out to the State with that question.
- Schochenmaier threw out some options: waive building fees, bond for our portion, etc.
- Other options to consider: reserves and/or interfund loan.

5. Adjournment

Motion: CS/Ak to adjourn at 7:27 pm. Motion passed 4-0.

Respectfully Submitted,

Michael McPadden, Acting Mayor

Angela Brumbaugh, City Clerk/Treasurer



more than a place, it's home.

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

To Be Approved: March 14, 2022

Payroll EFT

Check #	507124	507141	\$	18,894.19
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Voided Checks

Check #	-
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Prepays

Check #	#
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Claims Pending Payment

Check #	32842 -	32901	\$	114,419.66
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Cardmember e-check

Grand Total	\$	<u>133,313.85</u>
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***Check Detail Register©**

Batch: 03142022claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32842	03/14/22	212 EQUIPMENT			
E 101-45200-221		Repair/Maintenance Equip	\$83.97	3299	CHAIN
		Total	\$83.97		
32843	03/14/22	ACCESS LIFTS, INC.			
E 101-41940-223		Repair/Maintenance Bldg/	\$445.00	M3178SA-30	FOOD SHELF LIFT REPAIR
		Total	\$445.00		
32844	03/14/22	ALL FLAGS. LLC			
E 101-43100-223		Repair/Maintenance Bldg/	\$443.45	98900	FLAGS
		Total	\$443.45		
32845	03/14/22	AMEM			
E 101-42200-433		Dues and Subscriptions	\$200.00	202243-302	ANNUAL DUES
		Total	\$200.00		
32846	03/14/22	ARNOLDS OF GLENCOE, INC.			
E 101-45200-221		Repair/Maintenance Equip	\$49.73	P37327	SLIDING LATCH
E 101-45200-221		Repair/Maintenance Equip	\$532.00	P37328	ROOF OUTER
		Total	\$581.73		
32847	03/14/22	BOLTON & MENK, INC			
E 494-43100-303		Engineering Fees	\$40,194.00	0285035	2ND AVE
E 101-41500-303		Engineering Fees	\$893.00	0285036	CENTRAL SCHOOLS
G 817-22100		Escrow Collected	\$1,208.00	0285037	BUDAHN PROPERTY
E 101-41500-303		Engineering Fees	\$236.00	0285038	LGU-WCA 2021ANNUAL REPORT
		Total	\$42,531.00		
32848	03/14/22	BRYAN ROCK PRODUCTS, INC.			
E 101-43100-224		Street Maint Materials	\$164.93	52061	3/8 SCREEN
		Total	\$164.93		
32849	03/14/22	CARDMEMBER SERVICE			
G 806-22100		Escrow Collected	\$148.00		GREENWOOD ESCROW
E 601-49400-350		Print/Publishing/Postage	\$5.10		WATER SAMPLE POSTAGE
E 101-41320-350		Print/Publishing/Postage	\$474.20		JANUARY NEWSLETTER
E 101-41400-350		Print/Publishing/Postage	\$192.82		VIMEO MEMBERSHIP
E 602-49450-207		Training Instructional	\$266.47		PCA REFRESHER COURSE
E 602-49450-207		Training Instructional	\$56.37		WASTEWATER OPERATOR PROGRAM
E 101-41110-350		Print/Publishing/Postage	\$36.00		COUNCIL EMAIL
E 601-49400-207		Training Instructional	\$125.00		MN RURAL WATER
E 602-49450-207		Training Instructional	\$125.00		MN RURAL WATER
E 101-43100-221		Repair/Maintenance Equip	\$79.95		LOADER CB
E 101-43100-221		Repair/Maintenance Equip	\$58.10		T3 BRINE TANK REPAIR
E 101-43100-223		Repair/Maintenance Bldg/	\$57.93		MAILBOX REPAIR FROM PLOWING
E 101-43100-221		Repair/Maintenance Equip	\$372.21		CAB STEPS FOR P3
E 101-43100-210		Operating Supplies	\$13.38		POSTAGE FOR WARRANTY REPAIR
E 601-49400-433		Dues and Subscriptions	\$865.94		DNR WATER USE PERMIT
E 101-43100-207		Training Instructional	\$75.00		IN PERSON WORKSHOP

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-200		Office Supplies	\$125.00		NFPA
		Total	\$3,076.47		
32850	03/14/22	CARQUEST AUTO PARTS			
E 101-43100-221		Repair/Maintenance Equip	\$108.32	5927-244409	HYD HOSE/COUPLING
E 101-43100-221		Repair/Maintenance Equip	\$49.31	5927-244545	CAR WASH/ GLASS CLEANER
E 101-45200-221		Repair/Maintenance Equip	\$35.42	5927-245220	OIL CHANGE
		Total	\$193.05		
32851	03/14/22	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$887.43		
E 101-42200-383		Gas Utilities	\$355.51		
E 101-43100-383		Gas Utilities	\$2,640.15		
E 101-45200-383		Gas Utilities	\$856.81		
E 601-49400-383		Gas Utilities	\$686.04		
E 602-49450-383		Gas Utilities	\$2,419.82		
E 101-49860-383		Gas Utilities	\$19.00		
		Total	\$7,864.76		
32852	03/14/22	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$766.68		
		Total	\$766.68		
32853	03/14/22	CITIZENS BANK MN			
G 101-21718		HSA ACCOUNT	\$608.34		
		Total	\$608.34		
32854	03/14/22	CURFMAN TRUCKING & REPAIR INC			
E 101-43100-437		Maintenance Contract	\$276.25	INVC22V279	SNOW HAULING
		Total	\$276.25		
32855	03/14/22	DELTA DENTAL			
G 101-21714		Dental Insurance	\$893.10	3096	INSURANCE
		Total	\$893.10		
32856	03/14/22	DHOORE, PAUL			
E 601-49400-331		Travel/Meeting Expense	\$59.63		
E 602-49450-331		Travel/Meeting Expense	\$59.62		
		Total	\$119.25		
32857	03/14/22	DROEGE, BRAD			
E 101-42200-207		Training Instructional	\$43.29		CLASS
		Total	\$43.29		
32858	03/14/22	FDSAS			
E 101-42200-542		FD Equipment	\$3,411.00	4381	CV-F1 WITH SOFT ARMOR
E 101-42200-210		Operating Supplies	\$255.00	4400	LEATHER FRONT
		Total	\$3,666.00		
32859	03/14/22	GOPHER STATE ONE-CALL			
E 601-49400-223		Repair/Maintenance Bldg/	\$12.82	2020640	LOCATES

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-223		Repair/Maintenance Bldg/ Total	\$12.83 \$25.65	2020640	LOCATES
32860	03/14/22	GRAINGER			
E 601-49400-223		Repair/Maintenance Bldg/ Total	\$266.64 \$266.64	9232053364	FILTERS
32861	03/14/22	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical In Total	\$11,635.65 \$11,635.65		
32862	03/14/22	HOME SOLUTIONS			
E 101-41940-210		Operating Supplies	\$20.68	A185617	TOWELS, LYSOL
E 602-49450-210		Operating Supplies	\$21.58	A185625	CADDY, WET MOP
E 602-49450-210		Operating Supplies	\$8.62	A185662	MAIL TAPE
E 101-43100-223		Repair/Maintenance Bldg/	\$7.64	A185985	K&B SEALANT
E 101-41940-223		Repair/Maintenance Bldg/	\$41.36	A186007	WOOD SCREWS, BULBS
E 101-41940-223		Repair/Maintenance Bldg/	\$62.94	A186233	MISC HARDWARE, COUPLING, NAIL PLATE
E 101-41940-223		Repair/Maintenance Bldg/	\$11.69	B235420	BULBS
E 101-43100-221		Repair/Maintenance Equip	\$17.79	B235647	PUTTY KNIFE, GOO GONE, SOLVENT
E 101-42200-210		Operating Supplies	\$62.04	B235736	BATTERIES
E 101-41940-210		Operating Supplies	\$7.93	B235759	MISC HARDWARE, BOXED RAGS
E 101-41940-223		Repair/Maintenance Bldg/	\$10.79	B235829	BATTERY
E 101-41940-223		Repair/Maintenance Bldg/	\$4.12	B235831	FURNACE FILTER
E 101-45200-221		Repair/Maintenance Equip	\$2.06	B235848	COUPLING
E 101-41940-223		Repair/Maintenance Bldg/	\$47.67	B235880	SCREWS, TOILET RING
E 101-43100-223		Repair/Maintenance Bldg/	\$8.35	B235889	GASKETS
E 101-43100-223		Repair/Maintenance Bldg/	\$5.21	B235893	MAS BIT, MISC HARDWARE
E 101-43100-223		Repair/Maintenance Bldg/	\$5.30	B235896	MAS BIT, MISC HARDWARE
E 101-41940-223		Repair/Maintenance Bldg/	\$10.79	B235900	WOOD SCREWS
E 101-43100-223		Repair/Maintenance Bldg/	\$3.86	B235936	GASKET, CONNECTOR
E 101-41940-223		Repair/Maintenance Bldg/	\$14.01	B235989	MIXING CONTAINER, SCOOP
E 101-41940-223		Repair/Maintenance Bldg/	\$17.41	B236011	CONNECTOR, STAPLES, COVER
E 101-45200-221		Repair/Maintenance Equip	\$0.80	B236141	COUPLING
E 602-49450-221		Repair/Maintenance Equip	\$3.59	B236148	OIL
E 101-45200-221		Repair/Maintenance Equip	\$24.79	B236176	TEE, PLUG, HOSE BARB
E 602-49450-221		Repair/Maintenance Equip	\$10.76	B236246	SS CLAMP
E 101-43100-221		Repair/Maintenance Equip Total	\$7.17 \$438.95	B236260	MISC HARDWARE
32863	03/14/22	INTERSTATE BATTERY SYS OF MPLS			
E 602-49450-223		Repair/Maintenance Bldg/ Total	\$203.07 \$203.07	60080543	LIFT STATION
32864	03/14/22	JAUS, RODNEY			
E 602-49450-331		Travel/Meeting Expense Total	\$568.41 \$568.41		TRAINING REIMBURSEMENT
32865	03/14/22	KWIK TRIP INC.			
E 101-45200-212		Motor Fuels	\$33.76		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-43100-212		Motor Fuels	\$111.01		
E 101-43100-212		Motor Fuels	\$89.85		
E 101-43100-212		Motor Fuels	\$105.51		
E 101-43100-212		Motor Fuels	\$89.06		
E 101-45200-212		Motor Fuels	(\$0.67)		FUEL DISCOUNT
E 101-43100-212		Motor Fuels	(\$3.00)		FUEL DISCOUNT
		Total	\$425.52		
32866	03/14/22	LEES REFRIGERATION			
E 601-49400-221		Repair/Maintenance Equip	\$230.00	35383	WTP REPAIRS
		Total	\$230.00		
32867	03/14/22	LOCATORS & SUPPLIES, INC			
E 101-43100-223		Repair/Maintenance Bldg/	\$47.62	0297867-IN	CAUTION TAPE
		Total	\$47.62		
32868	03/14/22	LOFFLER - 131511			
E 101-41400-437		Maintenance Contract	\$103.80	3968626	COPY COST
		Total	\$103.80		
32869	03/14/22	LOFFLER COMPANIES, INC.			
E 101-41400-437		Maintenance Contract	\$179.00	31139628	COPIER RENT
		Total	\$179.00		
32870	03/14/22	MAYER LUMBER CO. INC.			
E 101-41940-223		Repair/Maintenance Bldg/	\$6.56	212200	SHEETROCK
		Total	\$6.56		
32871	03/14/22	METRO WEST INSPECTION SERVICES			
E 101-42400-328		Rental Dwelling Inspection	\$294.00	3190	RENTALS
E 101-42400-312		Building Inspection Fee	\$2,484.96	3190	BUILDING PERMITS
		Total	\$2,778.96		
32872	03/14/22	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$582.96	63763	DYED DIESEL
E 101-45200-212		Motor Fuels	\$291.48	63763	DYED DIESEL
E 601-49400-212		Motor Fuels	\$291.48	63763	DYED DIESEL
E 602-49450-212		Motor Fuels	\$291.48	63763	DYED DIESEL
E 101-42200-212		Motor Fuels	\$38.10	63763	DYED DIESEL
		Total	\$1,495.50		
32873	03/14/22	MINNESOTA HOUSING			
R 601-49400-36200		Miscellaneous Revenues	\$404.09		OVERPAYMENT OF UTILITY BILL
		Total	\$404.09		
32874	03/14/22	MN DEPT OF HEALTH			
G 601-20281		MDH FEE	\$3,338.00		CONNECTION FEES
		Total	\$3,338.00		
32875	03/14/22	MN DEPT OF LABOR & INDUSTRY			
E 101-41940-221		Repair/Maintenance Equip	\$100.00	ALR0132876	FOOD SHELF ELEVATOR

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***Check Detail Register©**

Batch: 03142022claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$100.00		
32876	03/14/22	MN VALLEY ELECTRIC COOPERATIVE			
E 101-43100-381		Electric Utilities	\$102.12		STREET LIGHTS
E 602-49450-381		Electric Utilities	\$34.28		LIFT STATION
E 601-49400-381		Electric Utilities	\$911.54		WATER TOWER
Total			\$1,047.94		
32877	03/14/22	STAR Group, LLC			
E 101-41940-223		Repair/Maintenance Bldg/	\$15.50	321902	POWERATED BELT
Total			\$15.50		
32878	03/14/22	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$333.34		
Total			\$333.34		
32879	03/14/22	NORWOOD ELECTRIC INC			
E 101-41940-223		Repair/Maintenance Bldg/	\$327.05	17292	REPAIRED LIGHTS
Total			\$327.05		
32880	03/14/22	OEM SERVICE CO, LLC			
E 602-49450-221		Repair/Maintenance Equip	\$79.06	034743	REPAIR SKIMMER ARM
Total			\$79.06		
32881	03/14/22	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$175.67		
Total			\$175.67		
32882	03/14/22	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$298.67		
Total			\$298.67		
32883	03/14/22	PATCHIN MESSNER APPRAISALS, INC.			
E 494-43100-310		Other Professional Servic	\$7,240.00	22121A	SPECIAL BENEFIT CONSULTATION
Total			\$7,240.00		
32884	03/14/22	POWERPLAN			
E 101-43100-221		Repair/Maintenance Equip	\$65.44	P0425601	WIPER BLADE
E 101-43100-221		Repair/Maintenance Equip	\$692.28	P8404870	KNIFE, SCREW, BELT
Total			\$757.72		
32885	03/14/22	RUPP, ANDERSON, SQUIRES, PA			
G 806-22100		Escrow Collected	\$234.00		GREENWOOD
E 101-41500-304		Legal Fees	\$2,981.96		ATTY FEES
Total			\$3,215.96		
32886	03/14/22	SAM'S TIRE SERVICE			
E 101-43100-221		Repair/Maintenance Equip	\$136.90	181228	SKID TIRE REPAIRS
Total			\$136.90		
32887	03/14/22	SCHIROO ELECTRICAL REBUILDING			
E 101-43100-221		Repair/Maintenance Equip	\$275.00	98597	ALTERNATOR

CITY OF NORWOOD YOUNG AMERICA

03/10/22 2:51 PM

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***Check Detail Register©**

Batch: 03142022claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$275.00		
32888	03/14/22	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$637.51		
Total			\$637.51		
32889	03/14/22	R.E. SMITH OIL & TIRE CO., INC			
E 101-42200-212		Motor Fuels	\$154.00		FIRE DEPT FUEL
E 101-49800-212		Motor Fuels	\$272.67		
E 101-43100-212		Motor Fuels	\$218.09		
E 601-49400-212		Motor Fuels	\$40.24		
E 602-49450-212		Motor Fuels	\$40.25		
Total			\$725.25		
32890	03/14/22	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$333.34		
Total			\$333.34		
32891	03/14/22	STRACK CONSULTING LLC			
E 101-41320-305		Other Professional Fees	\$750.00	1185	PLANNING CONSULTANT
Total			\$750.00		
32892	03/14/22	SWANSON, ELOISE			
E 101-41400-331		Travel/Meeting Expense	\$25.43		MILEAGE
Total			\$25.43		
32893	03/14/22	UNITED FARMERS CO-OP			
E 101-41940-223		Repair/Maintenance Bldg/	\$161.40	31374	LP GAS AT THE GAZEBO
Total			\$161.40		
32894	03/14/22	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$234.83		
Total			\$234.83		
32895	03/14/22	USA BLUE BOOK			
E 602-49450-210		Operating Supplies	\$88.15	887161	WWTP SMAPLE BOTTLES
Total			\$88.15		
32896	03/14/22	UTILITY CONSULTANTS, INC.			
E 602-49450-217		Lab Fees	\$659.66	111715	CBOD/TSS TESTING
Total			\$659.66		
32897	03/14/22	VERIZON WIRELESS			
E 101-42200-321		Telephone	\$175.05		FIRE DEPT
E 101-45200-321		Telephone	\$62.75		
E 101-43100-321		Telephone	\$146.41		
E 601-49400-321		Telephone	\$78.84		
E 602-49450-321		Telephone	\$140.25		
Total			\$603.30		
32898	03/14/22	VIVID IMAGE, INC			
E 101-41400-437		Maintenance Contract	\$92.50	18719	

CITY OF NORWOOD YOUNG AMERICA

03/10/22 2:51 PM

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***Check Detail Register©**

Batch: 03142022claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-41400-437		Maintenance Contract	\$1,196.25	19173	
		Total	\$1,288.75		
32899	03/14/22	WEST METRO TRUCK REPAIR			
E 101-43100-221		Repair/Maintenance Equip	\$119.94	100767	INSPECT TRUCK FOR WOBBLE
		Total	\$119.94		
32900	03/14/22	WEX BANK			
E 601-49400-212		Motor Fuels	\$63.86		
E 602-49450-212		Motor Fuels	\$63.86		
E 101-43100-212		Motor Fuels	\$34.33		
E 101-45200-212		Motor Fuels	\$17.17		
E 601-49400-212		Motor Fuels	\$17.17		
E 602-49450-212		Motor Fuels	\$17.17		
E 601-49400-212		Motor Fuels	\$54.40		
E 602-49450-212		Motor Fuels	\$54.40		
E 601-49400-212		Motor Fuels	\$58.63		
E 602-49450-212		Motor Fuels	\$58.63		
E 601-49400-212		Motor Fuels	\$41.90		
E 602-49450-212		Motor Fuels	\$41.90		
E 101-43100-212		Motor Fuels	\$33.62		
E 101-45200-212		Motor Fuels	\$16.81		
E 601-49400-212		Motor Fuels	\$16.81		
E 602-49450-212		Motor Fuels	\$16.81		
E 601-49400-212		Motor Fuels	\$36.81		
E 602-49450-212		Motor Fuels	\$36.82		
		Total	\$681.10		
32901	03/14/22	WM MUELLER & SONS INC			
E 496-43100-500		Capital Outlay	\$10,003.50		PAYMENT NO 4 OAK LANE
		Total	\$10,003.50		
10100 CHECKING			\$114,419.66		

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$42,408.36
494 2nd Ave PHASE II	\$47,434.00
496 OAK LANE IMPR PROJECT	\$10,003.50
601 WATER FUND	\$7,604.94
602 SEWER FUND	\$5,378.86
806 Escrow - Greenwood Marina 2021	\$382.00
817 Escrow-Eklow (Budahn Property)	\$1,208.00
	\$114,419.66



TO: Personnel Committee

FROM: Tony Voigt, Public Service Director

DATE: March 14, 2022

RE: Approval to advertise for Seasonal Public Services Staff

I am requesting to advertise for summer seasonal staff to assist the Public Services Department. This staff assists the department with mowing, street repair, watering, and other various tasks as needed.

Suggested Motion: Make a motion to approve advertising for summer seasonal Public Services staff.



TO: Mayor Lagergren and NYA Council Members

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: March 14, 2022

SUBJECT: Resignation of Commission Members Greg Kummer & Bill Hart

Economic Development Commissioner Greg Kummer has resigned from his position on the Norwood Young America EDC effective February 18, 2022.

Senior Advisory Commissioner Bill Hart has resigned from his position on the Norwood Young America Senior Advisory Commission effective February 22, 2022.

Both Commissioner's have moved out of the NYA community.

Recommended Motion:

A motion approving the resignations of both Greg Kummer and Bill Hart.



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk-Treasurer

DATE: March 14, 2022

RE: Renewal of Consumption and Display Permit

Mid-town Family Restaurant has submitted the renewal application for their Consumption and Display Permit. This is a separate permit from the one the City requires to be renewed on July 1st. This permit comes from the MN Department of Public Safety-Alcohol and Gambling Enforcement Division.

As part of the requirements of the permit, the City Council is required to approve the permit.

RECOMMENDATION: *Approve the renewal of a Consumption and Display Permit for Mid-Town Family Restaurant at 123 E Railroad Street.*



Minnesota Department of Public Safety
Alcohol & Gambling Enforcement Division
445 Minnesota Street
St Paul, Minnesota 55101
651-201-7507

RENEWAL OF CONSUMPTION AND DISPLAY PERMIT
Permit Fee \$250 (Renewal Date: April 1)

Iden: 5400

License Code: CDPBL

Business Phone: 9524672721

Richter, James F.

DBA: Mid-Town Family Restaurant

123 E Railroad St/Box 706

NorwoodYoung America, MN 55368

IF NAME AND
ADDRESS SHOWN
ARE NOT CORRECT,
MAKE CHANGES
BELOW

Auto-Owners

9-01-2021 - 9-01-2022

Worker's Comp. Ins. Name Norwood/Young America Policy No. Carver County Policy Period
City/County where permit approved Mid-Town Family Restaurant
Licensee Name 123 Railroad St. E. Minnesota 55368
Address, City, State, Zip -
Business Phone Email

By signing this renewal application, applicant certifies that there has been no change in ownership, corporate officers, bylaws, membership, partners, home addresses, or telephone numbers. If changes have occurred during the past 12 months, please give details on the back of this renewal, then sign below.

Applicant's signature on this renewal confirms the following:

Failure to report any of the following will result in fines.

1. Applicant confirms that it has never had a liquor license rejected by any city/township/county in the state of Minnesota. If ever rejected, please give details on the back of this renewal, then sign below.
2. Applicant confirms that for the past five years it has not had a liquor license revoked for any liquor law violation (state or local). If a revocation has occurred, please give details on the back of this renewal, then sign below.
3. Applicant confirms that during the past five years it or its employees have not been cited for any civil or criminal liquor law violations. If violations have occurred, please give details on the back of this renewal, then sign below.
4. Applicant confirms that workers compensation insurance is in effect for the full license period.
5. Applicant confirms, no club on-sale intoxicating liquor license is held.
6. Applicant confirms business premises are separate from any other business establishment.

Additional information to be provided as is necessary

- Indicate (on back of page) changes of corporate officers, partners, home addresses or telephone numbers:
- Report (on back of page) details of liquor law violations (civil or criminal) that have occurred within the last five years. (Dates, offenses fines or other penalties, including alcohol penalties):
- Report (on back of page) any license rejections or revocations:
- City/County Comments:

James F. Richter

3-2-22

Licensee Signature

Date

(Signature certifies all application information to be correct and permit has been approved by city/county.)

City Clerk/County Signature

Date

(Signature certifies that a consumptions and display permit has been approved by the city/county as stated above.)

MAKE CHECKS PAYABLE TO: DIRECTOR ALCOHOL AND GAMBLING ENFORCEMENT AND RETURN WITH APPLICATION.

Amount Received



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: March 14, 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**

***Second reading of the Ordinance March 14, 2022**

***Publication of the Ordinance March 23, 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 be hereby established. (Established by Ord. 315, 01-14-2019)~~ 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 five members: The Mayor, one (1) City Council representative, the City Administrator, the City Clerk, and the Public Services Director. The Council representative shall be appointed annually by the City Council. (Amended by Ord 324, 3-9-2020)~~ 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 on a monthly basis on the 2nd Monday of the month at 5:00pm and as needed.~~
- ~~B. The Mayor shall serve as Chairperson. (Amended by Ord 324, 3/9/2020)~~
 - 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 being 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 Commission. ~~The purpose of the Personnel Committee is to provide oversight regarding the City's Employee Handbook, employees' compensation and benefits structure, and the hiring of new employees. The duties and responsibilities of the~~

~~Personnel Committee are as follows:~~ The duties and responsibilities of the Personnel Committee are as follows:

- 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. Review performance reviews for staff.~~

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, **especially** specifically those that result in suspension or termination.

~~E. Participate in the hiring process of new employees to include, but not limited to, application review, interviewing, and recommendation to the City Council. Participate in the appointments of Fire Department officers. (Amended by Ord. 347, 3-14-2022)~~

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

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

AN ORDINANCE AMENDING CITY CODE SECTION 255—PERSONNEL COMMITTEE

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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: March 14, 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**

***Second reading of the Ordinance March 14, 2022**

***Publication of the rescinded Ordinance March 23, 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: March 14, 2022
RE: Workshop Meeting time change discussion

Council discussion about changing the monthly Council Workshop Meeting time.

- ❖ 5 PM start time
- ❖ Continue to take place the second meeting of the month
- ❖ Meetings are always open to the Public
- ❖ Minutes will be published on the city website—meetings will not be videotaped

Recommended Motion:

Motion to approve administration to draft amended City Code changing the Council Workshop Meeting to 5 PM and bring to Council.

**Administration will draft an Ordinance to amend the City Code. The first reading will be at the March 28, 2022 meeting, and the second will be at the April 11, 2022 meeting.*

Norwood Young America



To: Mayor Lagergren and City Council Members

From: Angela Brumbaugh

Date: March 14, 2022

Re: December YTD Update

Attached is information showing the YTD through December. This report is slightly different than the previous reports because I had a request to show the budget which was approved in December 2020 along with the amendments that were done with Resolution 2021-51. In the future, you may not see an amended budget resolution as it doesn't give you a true picture of how the year has gone if we go in and change the numbers to agree with the expenses.

These numbers do not have any closing entries included. There are numerous items that we do during audit time such as any expenses or revenue that we expend or receive in the beginning of 2022 but know it is a 2021 item will be included in 2021 for a true picture of the year. This also includes payroll for hours worked in 2021 but paid in 2022. This means as you are looking at these reports please remember there will be numerous changes on the final audit. Transfers have not been included in this documentation.

At the end of December the General Fund was approximately \$390,000 above expenses. The Council did approve a transfer to the Street Improvement fund in the amount of \$130,000 during budget time and included paying off the 2013 bond in the long range plan in the approximate amount of \$360,000. During the finance process of the 2nd Avenue/Oak lane Project \$355,061 was used to bring the cost of the bonding down. Our fund balance will be lowered with these transfers.

Because I had to pull the information into a different document this quarter, I have included explanations on the right side and highlighted it.

The water fund has a net income of approximately \$100,000 before audit adjustments and an increase of \$234,000 for the sewer fund. Stormwater Utilities has a net income of \$95,000. These accounts are included in your spreadsheets.

To try and make this report smaller I haven't included the funds that pertain to projects, grants, TIF etc. I did discuss this with our auditor and those funds don't have data that you can really change. It was one way to try and make your report smaller.

As always, Brad from Abdo will come to present the Audit which will give you picture for 2021. Please let me know if you have any questions. Thank you!



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: March 14, 2022

RE: Resolution 2022-07— A Resolution Authorizing the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the Second Avenue Infrastructure Improvement Project

Enclosed you will find the Abstract of Bids, Award Recommendation Letter from Bolton & Menk, and Resolution 2022-07 for your review.

- ❖ Second Avenue Infrastructure Improvements Abstract of Bids
- ❖ Bolton & Menk Memo- Award Recommendation Letter
- ❖ Resolution 2022-07 Resolution Authorizing the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the Second Avenue Infrastructure Improvement Project

Recommended Motion:

Motion to approve Resolution 2022-07 Authorizing the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the Second Avenue Infrastructure Improvement Project.

Norwood Young America

ABSTRACT OF BIDS

2nd AVENUE INFRASTRUCTURE IMPROVEMENTS
CITY OF NORWOOD YOUNG AMERICA
BMI # 0C1.124992

ITEM NO.	ENGINEER'S ESTIMATE		1 WM MUELLER & SONS		2 RYAN CONTRACTING		3 GMH ASPHALT		4 VALLEY PAVING		5 KUECHLE UNDERGROUND		6 NORTHDALE CONSTRUCTION	
	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
TOTAL BASE BID:		\$2,644,109.55		\$2,058,395.04		\$2,159,429.65		\$2,166,470.88		\$2,179,121.02		\$2,269,663.35		\$2,334,031.47



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

March 4, 2022

City of Norwood Young America
Attn: Andrea Aukrust
310 Elm St. W
Norwood Young America, MN 55368

RE: 2nd Avenue Infrastructure Improvements - Award Recommendation Letter

Honorable Mayor and City Council Members:

Bids were received for the above referenced project on March 2, 2022. Six bids were received and are tabulated below. The proposed work includes all materials and labor necessary to reconstruct 2nd Avenue from Devonshire Drive to Main Street E. The low bid was submitted by Wm. Mueller & Sons, Inc. of Hamburg, MN.

CONTRACTOR	TOTAL AMOUNT BID
Wm. Mueller & Sons	\$2,058,395.04
Ryan Contracting	\$2,159,429.65
GMH Asphalt	\$2,166,470.88
Valley Paving	\$2,179,121.02
Kuechle Underground	\$2,269,663.35
Northdale Construction	\$2,334,031.47

Evaluation of the bids indicates the bidding process was competitive. The low bid submitted was 28% below the engineer's estimated amount of \$2,644,110 and 13% below the high bid of \$2,334,031.47.

Wm. Mueller & Sons, Inc. has successfully completed projects of this type in the past and thereby have shown themselves to be a responsible contractor. Based on the items above, we recommend the City award a contract in the amount of **\$2,058,395.04** to Wm. Mueller & Sons. I am open to discuss this information with you and answer any questions you or the City Council may have.

Respectfully Submitted,
BOLTON & MENK, INC.

Joshua Eckstein, P.E.

Cc: Jake Saulsbury, Bolton & Menk, Inc.

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2022-07**

**A Resolution Authorizing the Award of a Contract to
WM. Mueller & Sons, Inc. for the Construction
of the Second Avenue Infrastructure Improvement Project**

WHEREAS, the Second Avenue Infrastructure Improvement Project includes the reconstruction of Second Avenue from Devonshire Drive to Main Street E, and misc. utility upgrades; and

WHEREAS, pursuant to Resolution 2022-04 adopted by the Norwood Young America City Council on January 24, 2022, the solicitation of bids was authorized for the Second Avenue Infrastructure Improvement Project; and,

WHEREAS, the project was advertised and six bids were received and publicly opened and read at 10:00 a.m. on March 2, 2022; and

NOW THEREFORE BE IT RESOLVED, the Norwood Young America City Council hereby authorizes the approval of the construction contract with Wm. Mueller & Sons, Inc. in the amount of \$2,058,395.04 for the Second Avenue Infrastructure Improvement Project.

Adopted by the council this 14th day of March 2022.

Approved:

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk-Treasurer



TO: Honorable Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, City Clerk/Treasurer
DATE: March 14, 2022
RE: Resolution 2022-08

Per the U.S. Constitution, every ten years the State goes through the process of redistricting. The purpose of this is to ensure people are equally represented. Per information we received from the County:

- ❖ Congressional Reapportionment is the process of dividing up 435 U.S. Congressional (House of Representatives) seats amount all 50 states.
- ❖ Each Representative represents approximately 700,000 people.
- ❖ Minnesota was able to keep the eighth seat by 26 people.

The city's responsibility is to reestablish our polling place by March 29, 2022. Although nothing changes for Norwood Young America in the redistricting process, we still must pass a resolution reestablishing a polling place.

Attached is Resolution number 2022-08.

Recommended Motion:

Approve Resolution 2022-08, A Resolution Reestablishing a Polling Place Location for 2022 Elections for the City of Norwood Young America

RESOLUTION NO. 2022-08

A Resolution Reestablishing a Polling Place Location for 2022 Elections for the City of Norwood Young America

WHEREAS, the legislature of the State of Minnesota has been redistricted; and

WHEREAS, Minnesota Statute section 204B.14, subd. 3 (d) requires that precinct boundaries must be reestablished within 60 days of when the legislature has been redistricted or at least 19 weeks before the state primary election, whichever comes first;

NOW THEREFORE BE IT RESOLVED that the City Council of the City of Norwood Young America, County of Carver, State of Minnesota hereby reestablishes the boundaries of the voting precincts as the entire City of Norwood Young America, with the polling place located at:

NORWOOD YOUNG AMERICA CITY HALL
310 ELM STREET WEST
NORWOOD YOUNG AMERICA, MN 55368

Adopted by the City Council of Norwood Young America this 14th day of March, 2022.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: March 14, 2022

RE: Elevated Tank Foundation Removal

The Elevated Tank at 430 Wilson St was removed on October 28, 2021, by Iseler Demolition. They removed the entire above ground structure except the foundation.

I propose removing the top 12" of the old leg foundations, filling in the old valve vault at the base of the tower and capping the water main to prevent any future leaks in that area. Since the tower was over 100' tall, the foundations go deep into the ground and would be very costly to remove entirely. There is still an active valve and t connection that previously connected the elevated tank to the City's water system. I would like to remove this as well to minimize future water main leaks or infrastructure damage in this area.

Once the project is complete, I will have staff finish the final grade and seed the area with grass. This will make the property more aesthetically appealing and easier to maintain.

There currently is an electric service at the base of the tower. We will not be able to vacate the service since it feeds power to the community entrance sign. The project can be completed with the electrical service in its current location and could be relocated at a later date.

I created an RFQ and solicited to 2 contractors to remove the elevated tank's foundation. I have included the RFQ and the 2 quotes below that I received from quality contractors.

- | | |
|--------------------------|----------|
| • Henning Excavating | \$7,650 |
| • Schneider Construction | \$19,655 |

The city had budgeted \$40,000 in Capital Outlay in the Water Fund for 2021. The tower demolition in 2021 cost the City \$21,000. We should have \$19,000 left in this budget to complete this work.

Suggested motion: Motion to hire Henning Excavating to remove the Elevated Tank foundation located at 430 Wilson St W for the amount of \$7,650.

Norwood Young America

CONTRACTOR'S QUOTE

Company name: Hemming Excavating

Contact Person: Dennis Hemming

Title: Owner

Address: 17510 625rd Street New Germany

Phone Number: 612-719-0736

Quote: \$ \$7,650.⁰⁰

Signature: Dennis Hemming

Date: March 9-2022

CONTRACTOR'S QUOTE

Company name: Schneider Excavating and Grading Inc.

Contact Person: Ross Schneider

Title: President

Address: 405 South Central Ave NYA, MN 55397

Phone Number: 952 - 292 - 3788

Quote: \$ 19,655⁰⁰

Signature: 

Date: 3/9/2022



REQUEST FOR QUOTES

Norwood Young America Elevated Tank Foundation Removal

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 remove the Elevated Water Tank located at 430 Wilson St West Norwood Young America, MN 55368.

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

Deadline for submitting quote is **9:00 a.m., Thursday March 10, 2022.**

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

I. Insurance

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

Commercial General Liability per occurrence for bodily injury and property damage	\$1,000,000
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Aggregate	\$2,000,000
Automobile Liability	\$1,000,000

Workers Compensation and Employers' Liability	\$500,000
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II. Contractor Warranty

Contractor shall warrant their workmanship.

III. Project Completion

The scope of work is to be completed by **July 31st, 2022**

IV. Scope of Work

A. Remove the elevated water storage tank foundations

- Contractor is responsible to remove the top of the existing elevated tower foundations and to extend 12" below existing grade.
- There are 5 tower leg foundations and 1 center column foundation
- All material is to be removed and discarded at the contractor's expense.

B. Cap existing water main

- Contractor is responsible to cap, secure and vacate existing 12" water main.
- This would include removing the existing 12" tower isolation valve and capping at the T of the existing water main located approximately 8' East of the vault

C. Remove existing tower overflow/storm water structure

- Remove existing drain structure and approximately 70 ft of 12" storm pipe.
- The structure is approximately 4 ft deep and drains to daylight.
- Contractor is responsible for disposal of removed pipe and backfill area to existing grade

D. Vacate existing valve vault

- Contractor is responsible to remove existing valve vault cover and dispose of.
- Remove the tops of existing walls and to extend 12" below grade
- Create multiple drain holes in the floor of the valve vault to assist drainage
- Fill entire vacated 15 ft long x 9 ft wide x 10 ft deep vault with sand within 12" of existing grade

V. Project Location

430 Wilson St W, the Old South NYA/Norwood Water Tower

VI. City Responsibilities

- a. The city will be responsible to disconnect power to the existing vault.
- b. The city will be responsible for final grade restoration and seeding.

VII. Job Site Clean-up

The Contractor is responsible for cleaning up after themselves.

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.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

Signature: _____

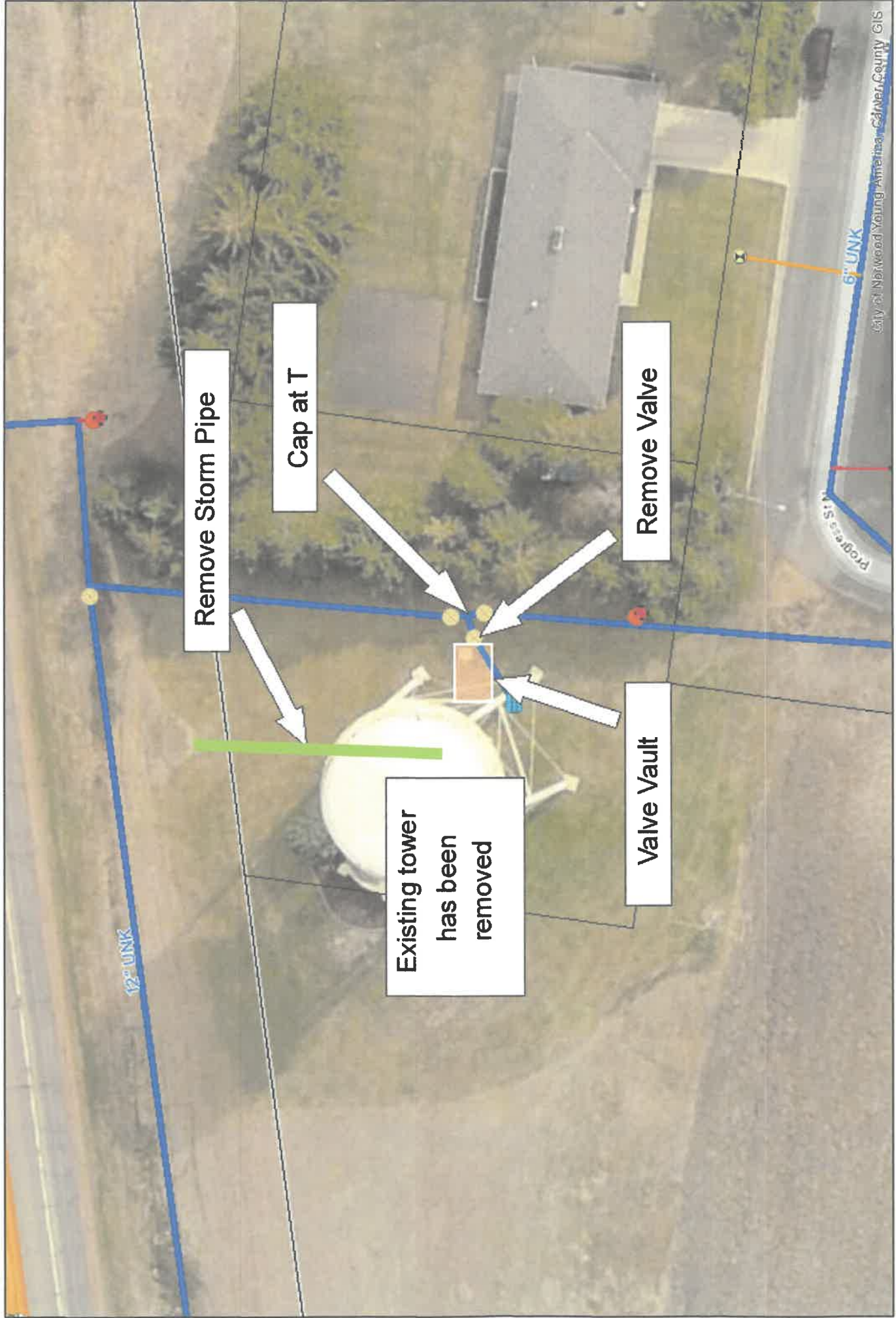
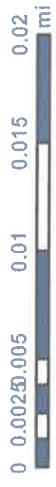
Date: _____



CITY OF NORWOOD YOUNG AMERICA

Tower Foundation Removal

Map Date: 3/3/2022





TO: Honorable Mayor Lagergren and City Council Members
FROM: Andrea Aukrust, City Administrator
DATE: March 14, 2022
RE: Union Contract Agreement

John Edison, Counsel representing the City of Norwood Young America, will discuss the Union Contract Agreement with the full Council in a Closed Session.

- ❖ Two-year agreement
- ❖ The Collective Bargaining Unit voted unanimously to approve the agreement
- ❖ The agreement will be retroactive to January 1, 2022
- ❖ Council Action will need to be taken on the agreement

Recommended Motion:

Motion to approve the Union Contract Agreement as presented retroactively to January 1, 2022.

Norwood Young America