

## CITY COUNCIL AGENDA

March 28, 2022 –

5:00 p.m.

City Council Special Workshop

6:00 p.m.

City Council EDA Meeting

And City Council Meeting

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

### CITY COUNCIL SPECIAL WORKSHOP

1. CALL MEETING OF THE SPECIAL WORKSHOP TO ORDER
2. Nick Anhut—Ehlers
  - 2.1. Approve Agenda
  - 2.2. 2<sup>nd</sup> Avenue Infrastructure Improvement Project
  - 2.3. 2022 Industrial Park Expansion
  - 2.4. Adjournment

### EDA

3. CALL MEETING OF THE EDA TO ORDER
  - 3.1. Pledge of Allegiance
  - 3.2. Approve Agenda
  - 3.3. Approve the minutes of February 28, 2022
  - 3.4. Adjournment

### CITY COUNCIL

4. CALL MEETING OF THE CITY COUNCIL TO ORDER
5. APPROVE AGENDA
6. 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.)

  - Beyond the Yellow Ribbon Proclamation—Mayor Lagergren
  - Introduction of WSB Planning Consultants—Jared Johnson and Kim Lindquist
7. 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.)

  - 7.1. Approve minutes of March 14, 2022
  - 7.2. Approve payment of Claims
  - 7.3. Personnel Committee recommendation-Phone
  - 7.4. Personnel Committee recommendation-new hire
  - 7.5. Lifeguard Seasonal positions
  - 7.6. Fire Department resignation
8. PUBLIC HEARING
9. OLD BUSINESS

## 10. NEW BUSINESS

- 10.1. Ordinance 344 Maximum Accessory Structure Height (first reading)
- 10.2. Ordinance 345 Repealing and Replacing Sign Code (first reading)
- 10.3. Ordinance 349 An Ordinance Amending City Code Section 200—In General (first reading)
- 10.4. Amended Resolution 2022-01—Fire Department Officer Annual Compensation
- 10.5. SHIP Grants—Community Gardens and Water
- 10.6. Water tower foundation removal RFP review—Tony Voigt, Public Services Director
- 10.7. Nuisance Abatement Grass Cutting for the 2022 season quotes
- 10.8. Approving the city cemeteries 2022 lawn maintenance quotes
- 10.9. 2022 Oak Grove property lawn maintenance quotes
- 10.10. Legion Park playground equipment quote update and approval
- 10.11. ***\*\*Closed Session pursuant to MN Statute Section 13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC. Justin Templin, appointed LMC Attorney***

## 11. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

## 12. 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.

- Old Town Update—Karen Hallquist, Economic Development Marketing Director
- Konica Minolta copier ink supplies information

## UPCOMING MEETINGS / EVENTS

**Arbor Day April 29<sup>th</sup>! Watch for tree planting event information!**

**The City of Norwood Young America is once again bringing residents a city-wide cleanup day! Saturday, April 30<sup>th</sup>, 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.***

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	Workshop/EDA/City Council Meeting	5:00 PM/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



To: Mayor Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk/Treasurer  
Date: March 28, 2022  
Re: Nick Anhut – Ehlers Presentation

---

We have asked Nick to run numbers on upcoming projects in order to start planning for the financing portion. He will be at the workshop to present the information and hopefully bring better understanding to the financing piece of the following projects:

- 2<sup>nd</sup> Avenue Infrastructure Project
- 2013a Bond Refinancing
- 2022 Industrial Park Expansion

# Memo

**To:** Angela Brumbaugh, City Clerk-Treasurer  
**From:** Nick Anhut, Municipal Advisor  
**Date:** March 25, 2022  
**Subject:** Norwood Young America – 2<sup>nd</sup> Avenue Infrastructure Project Financing

---

The City of Norwood Young America is contemplating new financing in 2022 for the 2<sup>nd</sup> Avenue Improvement Project. This memo is intended to provide preliminary debt service and tax levy estimates for the City's consideration in developing a financing plan.

## **2<sup>nd</sup> Avenue Infrastructure Improvements Project**

Bolton & Menk has provided updated estimates of \$2.57 million in total for the project consisting street reconstruction, watermain, sanitary sewer and storm sewer costs inclusive of design and oversight. The anticipated costs are allocated among these items as follows:

<b>2<sup>nd</sup> Avenue Project Costs</b>			
<u>Reconstruction</u>	<u>Watermain</u>	<u>Sanitary Sewer</u>	<u>Storm Water</u>
1,545,370.07	564,180.84	234,754.55	228,688.35

Approximately \$760,000 is expected to be repaid from assessments levied against properties benefiting from the improvements. The assessments will be subject to council approval pending a public hearing process but are expected to be approved in 2022.

## **2013A Bond Refinancing**

Anytime the City is considering a new financing, Ehlers recommends reviewing the City's existing debt portfolio for any viable refinancing or prepayment opportunities. The City has a candidate with a call (prepayment) option available. The City's 2013A Bonds were originally issued for the City Hall facility and are paid from tax levy. The 2013A Bonds have a balance outstanding of \$1,105,000 with payments scheduled through 2031 and paying rates in excess of 3.0%. This presents a savings opportunity in comparison with lower interest rates still available in the current market. Savings net of financing costs are estimated at \$31,500, or a 2.7% reduction from the scheduled payment amounts.

## **Statutory Authority**

The City's financial pledge of its full faith and credit (called "General Obligation") carries its highest credit rating and offers the ability to obtain low-cost financing with flexible terms. The debt for public improvements can also obtain tax-exempt interest rates. Cities can apply their general obligation pledge to bonds without the need for a referendum under certain conditions:

- 1. Utility Revenue Bonds.** Under Minnesota Statutes (M.S.), Chapter 444, general obligation bonds may be issued without limitation upon approval by the City Council for watermain, storm sewer and sanitary sewer improvements as long as the City pledges its utility fund revenues will provide for the debt repayment.
- 2. Improvement Bonds.** M.S., Chapter 429 allows for general obligation bonds to be issued for one or more improvement projects where at least 20% of the bonded cost(s) are

to be repaid from special assessments. The City can utilize a tax levy to repay the remaining debt service. Issuing Improvement Bonds is subject to City Council approval after it has ordered the Improvement project(s) using the provisions under Chapter 429.

**3. Refunding Bonds.** M.S., Chapter 475 allows City's to issue refunding bonds to prepay existing debt and lower debt service costs without need for any further process or public hearing authorization.

#### 2022 Tax-exempt Bond Estimates

The City can utilize all three bonding provisions together under one tax-exempt financing for the applicable portions of the 2<sup>nd</sup> Avenue project and refinancing of the 2013A Bonds. Inclusive of financing costs, the total amount is estimated to be \$3,825,000: \$1,055,000 in Utility Revenue Bonds, \$1,620,000 Improvement Bonds, and \$1,150,000 Refunding Bonds.

For the Improvement portion and Utility Revenue portion of the bonds, this estimate structures the repayment for 10-year level annual levy and utility contributions, matching the anticipated term of the assessment revenues. The Refunding portion of the bonds would be structured to match the nine-year term remaining for the 2013A Bonds reduced for level annual savings. Using recent market observations of "AA-" rated, tax-exempt bonds, the annual payment estimates assume a true interest cost of 2.25%.

The corresponding average annual debt service amounts for each contributing fund for the 2<sup>nd</sup> Avenue Project are:

#### **Average Annual Fund Debt Service Impacts**

<u>Assessment Revenues</u>	<u>Storm Sewer</u>	<u>Sanitary Sewer</u>	<u>Water</u>	<u>Debt Service Levy</u>
92,820	26,313	26,840	64,855	97,420

For discussion purposes, a preliminary timeline of events to issue Bonds for the 2<sup>nd</sup> Avenue project follows:

March 28, 2022	Council reviews finance plan
April 11, 2022	Council formally considers Set Sale Resolution for Bonds – scheduling a bond sale for May 9, 2022
Week of April 24 <sup>th</sup>	Rating call with Standard and Poor's to discuss the Bonds and updated credit analysis  Due Diligence Call to review Bond offering documents
By April 28, 2022	Bond offering documents distributed to the marketplace
May 9, 2022	2022A Bonds - bids received and presented to Council for formal award
June 2, 2022	2022A Bonds closing; funds wired to City account for provide for projects

I look forward to discussing this financing with the City further.

# Memo

**To:** Angela Brumbaugh, City Clerk-Treasurer  
**From:** Nick Anhut, Municipal Advisor  
**Date:** March 25, 2022  
**Subject:** Norwood Young America – 2022 Project Financing Options

---

The City of Norwood Young America is contemplating land acquisition for the expansion of its Industrial Park. This memo is intended to provide background on the City's authority to issue debt for the project, as well as preliminary debt service estimates for the City's consideration in developing a financing plan.

The City initially anticipates needing \$1.2 million to acquire the property for the expansion and expects additional funding will be needed to install roads and utilities servicing the expansion. Debt financing public improvements and/or public facilities can be designated tax-exempt. Due to the potential sale and private use of the property, financing specifically for the cost of the land requires taxable interest rates. Therefore, it may prove cost effective to split up the park expansion costs among different financings in order to preserve tax-exemption for street and utility improvement portion of costs.

## Statutory Authority to Issue Debt

The City's financial pledge of its full faith and credit (called "General Obligation") carries its highest credit rating and offers the ability to obtain low-cost financing with flexible terms. The authority to issue debt for public improvements to install roads and utilities servicing an industrial park can be financed under a variety of statutory provisions. There are more limited options to finance land acquisition for purposes of private development.

Cities can apply their general obligation pledge to issue bonds specifically for land acquisition for private development without need of a referendum under two provisions:

- 1. Tax Increment Bonds.** Under Minnesota Statutes (M.S.), Chapter 469, general obligation bonds may be issued upon approval by the City Council for eligible tax increment projects as long as at least 20% of the bonds are repaid by the expected tax increments. The City will pledge to use levy to provide the remaining debt service. Land acquisition is an eligible bond expense (in addition to site preparation and infrastructure) as long as at least 90% of the land to be acquired is under contract with a private developer with recourse if the developer abandons the anticipated project.
- 2. Tax Abatement Bonds.** A separate provision within M.S., Chapter 469 allows for general obligation bonds to be issued to finance land acquisition and public improvements to assist new development. The City can issue bonds and utilize a tax levy (called an abatement levy) to repay the debt as long as the City designates an abatement area under a public hearing where its share of property taxes derived from the parcels in that area cover the annual debt service.

Cities can apply their general obligation pledge to bonds without the need for a referendum under certain conditions. Two such conditions exist for street and utility improvement projects:

**3. Utility Revenue Bonds.** Under Minnesota Statutes (M.S.), Chapter 444, general obligation bonds may be issued without limitation upon approval by the City Council for watermain, storm sewer and sanitary sewer improvements as long as the City pledges its utility fund revenues will provide for the debt repayment.

**4. Improvement Bonds.** M.S., Chapter 429 allows for general obligation bonds to be issued for one or more improvement projects where at least 20% of the bonded cost(s) are to be repaid from special assessments. The City can utilize a tax levy to repay the remaining debt service, or use transfers from other funds instead of the levy. Issuing Improvement Bonds is subject to City Council ordering the Improvements using the provisions under Chapter 429.

Tax increment is expected to play a role in incentivizing private development or providing revenues to repay the City's investment in the expansion, as it has for the existing park property. However, the statutory provisions for entering a private development contract prior to bond issuance is problematic given the City's intent to acquire the land, improve it, and hold it for future development from more than one potential business. The remainder of this memo will focus on using the Tax Abatement statute to finance the land acquisition portion of the project.

#### Tax Abatement Mechanics

Tax abatement is the ability for the City as an individual taxing entity to allocate all or a portion of its local property tax revenues from a designated geographic area (by parcel) for certain public purposes. The City can choose to contribute its share of the taxes and limit abatement in the manner it determines appropriate to finance the qualifying project. To do so, the City must hold a public hearing and designate the parcels from which the existing taxes will be allocated. The hearing requires 10-day published notice and consideration of a resolution establishing the terms and public benefit expected to result from the abatement.

The City Council must make a finding that the public benefits anticipated at least equal the costs of the proposed financing, and that the abatement is in the public interest for at least one of the following reasons (*italics identifying those applicable to expanding the industrial park*):

- Increase or preserve tax base
- Provide employment opportunities
- Provide or help acquire or construct public facilities
- Redevelop or renew blighted areas
- Provide access to services for residents
- Provide public infrastructure
- Phase in a property tax increase, in specific circumstances
- Stabilize the tax base

Despite its name, using tax abatement to finance land acquisition or public improvements is simply an allocation of property tax revenue rather than providing an exemption from paying taxes. The property included within the abatement area continues to pay its taxes in full just as all other like-property within the City. The amount is included in the City's annual levies, collected by the County and remitted to the City along with its tax settlements. The amount attributed to the abatement, however, is internally redirected to a specific bond or project fund rather than general funds. The City does not need to obtain the consent of, nor provide special notice to, the individual property owners.

Abatements are special tax levies. The amount of the abatement is added to the total general levy to be spread over the tax base for the applicable year, and it is included in the proposed levies for Truth in Taxation procedures and final certification. For bonds, the abatement levy is used to repay principal and/or interest just like the city's other debt levies. The abatement will

not show up as a separate line item on a tax notice. Further, the financed project does not need to be on, or adjacent to, the parcels whose taxes are used in the abatement as the City as a whole is to benefit from the improvement. Once the hearing is held, the City Council can choose to adopt the abatement and then issue bonds for the project.

#### Abatement Limitations

Due to its nature, the statute does impose certain limitations on abatements:

- All three taxing entities (city, county and school district) may individually approve participation in the tax abatement to pool funds for a project up to a maximum term of 15 years. If only one or two of the entities participate, the maximum term is 20 years.
- Once the period of abatement expires the City may not grant another abatement for that property for 8 years. This prohibition does not apply to new property improvements added after the initial abatement approval.
- The sum of all abatements within a City cannot exceed 10% of its Net Tax Capacity.
- A parcel may not be abated while it is located within a tax increment district.

#### 2022 Tax Abatement Bond Estimates

Debt repayment may be structured up to 20 years to match the maximum abatement term. Inclusive of financing costs, the total amount to 100% finance the land purchase is estimated to be \$1,250,000. Using recent market observations of "AA-" rated, taxable bonds, the estimated average annual debt service required for a 10, 15, and 20-year repayment term is as follows:

Average Annual Tax Abatement Bond Payment		
<u>10-Year</u>	<u>15-Year</u>	<u>20-Year</u>
\$151,210	\$109,360	\$90,205

In order to authorize the debt, the City would need to hold a public hearing to identify property within the City that currently generates at least the amount of annual city property taxes to cover the debt service. The City can authorize a lesser amount (and thereby lower tax abatement) if other funds are used to offset the bonding amount.

By way of example, the current developed industrial park property not actively in a TIF District are expected to generate \$65,806 in City of Norwood Young America property taxes in 2023. By 2024, that figure is expected to be \$128,956 with the expiration of TIF Districts 3-4 and 3-5. The City Council could establish an abatement area consisting of those mature properties to fund the anticipated bond issue.

I look forward to discussing these issues with the City further.





## ECONOMIC DEVELOPMENT AUTHORITY MINUTES

February 28, 2022 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

### Attendance:

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

ABSENT: Carol Lagergren

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

OTHERS:

### 1. Call EDA Meeting of City Council to Order:

*Acting Mayor McPadden called the EDA meeting to order at 6:00 PM. Four Council Present.*

#### 1.1. Pledge of Allegiance

### 2. Approve Agenda

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

#### 2.1 Approve minutes of January 24, 2022 meeting

*Motion: CH/CS to approve the minutes as submitted. Motion passed 4-0.*

### 3. Adjournment

*Motion: CH/CS to adjourn at 6:01 PM. Motion passed 4-0.*

Respectfully submitted,

---

Mike McPadden, Acting Mayor

---

Angela Brumbaugh, City Clerk/Treasurer



TO: Mayor Lagergren and Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: March 28, 2022

RE: Proclamation for Beyond the Yellow Ribbon

---

Attached is a proposed Proclamation proclaiming the month of April as Yellow Ribbon Month and April 23, 2022 as Yellow Ribbon Day.

***Recommended Motion:***

**Motion to approve Beyond the Yellow Ribbon Proclamation.**

# **City of Norwood Young America**

## **Beyond the Yellow Ribbon Proclamation**

WHEREAS, there are residents of Norwood Young America and surrounding communities who have served in the United States Armed Forces, or are actively serving in the United States Armed Forces throughout the world, to protect our community and country; and

WHEREAS, before military deployment, and after they return home from active duty, our Servicemen and Servicewomen are actively engaged and valuable citizens of our communities; and

WHEREAS, these Servicemen and Servicewomen contribute to the health, growth, and development of our communities in civil life; and

WHEREAS, their commitment to service inspires all Americans to similarly serve their communities and country.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, County of Carver, State of Minnesota, hereby proclaims the month of April 2022 to be Yellow Ribbon Month, and April 23, 2022, to be Yellow Ribbon Day.

Adopted by the Norwood Young America City Council this 28th day of March, 2022.

---

Carol Lagergren, Mayor,  
City of Norwood Young America



## CITY COUNCIL MINUTES

March 14, 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, Carol Lagergren

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: LaVonne Kroells (Representing Heritage Center), Josh Eckstein (Bolton and Menk)

### 1. Call City Council to Order:

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

#### 1.1 Pledge of Allegiance

### 2. Approve Agenda

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

### 3. Introductions, Presentation, Proclamations, Awards and Public Comment

Lavonne Kroells gave an updated on the Heritage Center.

- 30-year All Class Reunion is coming
- Heritage Center is open again
- Planning for Stiftungsfest
- Working on a history of grocery stores in town

### 4. Consent Agenda

#### 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

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

### 5. Public Hearing

### 6. Old Business

### 7. New Business

#### 7.1 Ordinance 347 Amend Section 255-Personnel Committee (Second Reading/Publish) .

- Personnel matters are not public data
- Reviewed and approved by the City Attorney

*Motion: CS/AK to approve Ordinance 347 amending section 255 of the city code. Motion passed 5-0.*

#### 7.2 Ordinance 348 Rescind Section 256-Finance Committee (Second Reading/Publish)

- Payables will be approved at every meeting as they have in the past
- Abdo will do the Long-range plan with the entire Council
- Proposed budget will be presented to full Council

*Motion: CH/MM to approve Ordinance 348 rescinding section 256 of the city code in its entirety. Motion passed 5-0.*

### **7.3 Workshop meeting time change discussion**

- Change the meeting time to be held before the Council meeting
- Schedule workshop for 5 p.m. and Council staying at 6 p.m.
- They work in different communities and are willing to have office hours when needed
- It will be an open meeting but not video taped

*Motion: CS/AK to approve administration to draft amended City Code changing the Council Workshop meeting to 5 p.m. and bring to Council. Motion passed 5-0.*

### **7.4 4<sup>th</sup> Quarter Report**

- Reports are through 2021, excluding any end of year audit entries including transfers
- Includes adopted budget and budget amendments from Resolution 2021-51
- 2013 Bond paid off
- Transfer from General fund to the 2021 2<sup>nd</sup> Avenue/Oak Lane project

*Motion: No motion needed*

### **7.5 Bolton & Menk – Abstract of Bids: Second Avenue Infrastructure Improvements Project**

- Received six bids:
  - Wm Mueller and 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 - \$2,269,633.35
  - Northdale Construction - \$2,334,031.47
- Bids came in 28% below Engineers' estimate
- Assessment hearing would be held in the fall and assessments would start in 2023

*Motion: No motion needed*

### **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**

- Project start time would be approximately June
- Contractor will put a schedule together
- Substantial completion is the end of October

*Motion: AK/CS 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. Motion passed 5-0.*

### **7.7 Resolution 2022-08 – Reestablishing a Polling Place location for the 2022 elections**

- By Statute we must reestablish a polling place due to redistricting
- Redistricting is done every 10 years
- No changes were made to the area

*Motion: CH/MM to approve Resolution 2022-08, a Resolution reestablishing a polling place location for 2022 Elections for the City of Norwood Young America. Motion passed 5-0.*

### **7.8 Water Tower Foundation Removal RFP Review**

- Two bids were received:
  - Henning Excavating - \$7,650
  - Schneider Construction - \$19,655
- Included in Capital Outlay of 2021
- Water tower was removed in 2021

*Motion: Tabled until the next meeting to look into the funding*

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

*Motion: CL/CS to close the meeting at 6:40 p.m.*

*Motion: MM/CH to open the closed meeting at 7:36 p.m.*

**7.10 Union Contract Agreement**

- Agreement will be retro-active to January 1, 2022
- It is a two-year agreement
- Union is going to look over it again before signing
- No changes can be made until the signed contract is received from the Union

*Motion: CL/CH to approve the 2022-2023 contract between the Public Service Employees and Local No. 49 Union and the City of Norwood Young America. Motion passed 5-0.*

**8. Council Member and Mayor and Staff Reports**

Reports will be given at the next meeting

**9. Adjournment**

*Motion: CH/MM to adjourn at 7:39 PM. Motion passed 5-0.*

Respectfully submitted,

---

Carol Lagergren, Mayor

---

Angela K. Brumbaugh, City Clerk/Treasurer



**more than a place, it's home.**

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

To Be Approved: March 28, 2022

**Payroll EFT**

Check #	507142	507158	\$	19,010.65
---------	--------	--------	----	-----------

**Voided Checks**

Check #	-
---------	---

**Prepays**

Check #	#
---------	---

**Claims Pending Payment**

Check #	32902 -	32936	\$	167,216.43
---------	---------	-------	----	------------

**Cardmember e-check**

Grand Total	\$	<u>186,227.08</u>
-------------	----	-------------------

## CITY OF NORWOOD YOUNG AMERICA

03/25/22 1:54 PM

Page 1

**\*Check Detail Register©**

Batch: 032822claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>32902</b>	03/28/22	<b>212 EQUIPMENT</b>			
E 101-43100-221		Repair/Maintenance Equip	\$5.50	3331	CHAINSAW REPAIR
E 101-41940-223		Repair/Maintenance Bldg/	\$276.00	3366	SKY JACK
		Total	\$281.50		
<b>32903</b>	03/28/22	<b>ABDO LLP</b>			
E 101-41500-301		Auditing and Acct g Serv	\$16,800.00	455119	AUDIT SERVICES
		Total	\$16,800.00		
<b>32904</b>	03/28/22	<b>AIR COMPRESSORS PLUS LLC</b>			
E 601-49400-221		Repair/Maintenance Equip	\$1,514.94	220148	AIR LINE DRYER REPLACEMENT
		Total	\$1,514.94		
<b>32905</b>	03/28/22	<b>ANCOM COMMUNICATIONS, INC.</b>			
E 101-42200-323		Radio Units	\$311.90	107098	PAGER
		Total	\$311.90		
<b>32906</b>	03/28/22	<b>ARNOLDS OF GLENCOE, INC.</b>			
E 101-45200-221		Repair/Maintenance Equip	\$129.25	P37698	OIL FILTERS
		Total	\$129.25		
<b>32907</b>	03/28/22	<b>BERKLEY RISK ADMIN COMPANY</b>			
E 101-41400-151		Workers Comp: Insurance	\$3,509.13		WORK COMP
E 101-41110-151		Workers Comp: Insurance	\$259.15		WORK COMP
E 101-41940-151		Workers Comp: Insurance	\$1,812.16		WORK COMP
E 101-42200-151		Workers Comp: Insurance	\$24,984.34		WORK COMP
E 101-43100-151		Workers Comp: Insurance	\$34,139.19		WORK COMP
E 101-45200-151		Workers Comp: Insurance	\$10,790.40		WORK COMP
E 101-49860-151		Workers Comp: Insurance	\$2,380.38		WORK COMP
E 601-49400-151		Workers Comp: Insurance	\$5,513.26		WORK COMP
E 602-49450-151		Workers Comp: Insurance	\$6,733.99		WORK COMP
		Total	\$90,122.00		
<b>32908</b>	03/28/22	<b>CARVER COUNTY</b>			
E 101-43100-226		Signs	\$1,264.05	PW-5858	2021 SIGNS
		Total	\$1,264.05		
<b>32909</b>	03/28/22	<b>CARVERLINK - CARVER CO BROADBA</b>			
E 101-41940-321		Telephone	\$40.00		
E 601-49400-321		Telephone	\$40.00		
E 101-42200-321		Telephone	\$40.00		
E 101-43100-321		Telephone	\$56.00		
E 101-45200-321		Telephone	\$24.00		
E 101-41940-321		Telephone	\$40.00		
E 101-41300-321		Telephone	\$6.00		
E 101-41320-321		Telephone	\$6.00		
E 101-41400-321		Telephone	\$6.00		
E 101-46500-321		Telephone	\$2.00		
E 101-42100-321		Telephone	\$10.00		



## CITY OF NORWOOD YOUNG AMERICA

03/25/22 1:54 PM

Page 2

**\*Check Detail Register©**

Batch: 032822claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45500-321		Telephone	\$10.00		
		Total	\$280.00		
<b>32910</b>	03/28/22	<b>CENTERPOINT ENERGY</b>			
E 101-41940-383		Gas Utilities	\$471.02		
E 101-45500-383		Gas Utilities	\$234.59		
E 601-49400-383		Gas Utilities	\$668.43		
E 602-49450-383		Gas Utilities	\$70.92		
		Total	\$1,444.96		
<b>32911</b>	03/28/22	<b>CORE AND MAIN</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$226.58	Q483466	CURB STOP WRENCH
		Total	\$226.58		
<b>32912</b>	03/28/22	<b>CUSTOMIZED FIRE RESCUE TRAINING INC</b>			
E 101-42200-207		Training Instructional	\$1,500.00	2025	TRAINING
		Total	\$1,500.00		
<b>32913</b>	03/28/22	<b>GLEASON, ANN</b>			
R 601-49400-36200		Miscellaneous Revenues	\$169.56		OVERPAYMENT OF FINAL BILL
		Total	\$169.56		
<b>32914</b>	03/28/22	<b>HORIZON COMMERCIAL POOL SUPPLY</b>			
E 101-49860-207		Training Instructional	\$350.00		CPO CLASS
		Total	\$350.00		
<b>32915</b>	03/28/22	<b>INTERSTATE BATTERY SYS OF MPLS</b>			
E 602-49450-223		Repair/Maintenance Bldg/	\$65.18	60080646	
		Total	\$65.18		
<b>32916</b>	03/28/22	<b>KARELS, TODD</b>			
E 101-42200-200		Office Supplies	\$86.88		BATTERY REIMBURSEMENT
		Total	\$86.88		
<b>32917</b>	03/28/22	<b>KONICA MINOLTA</b>			
E 101-41400-437		Maintenance Contract	\$1,170.46	39508814	COPIER RENT
		Total	\$1,170.46		
<b>32918</b>	03/28/22	<b>MAC QUEEN EQUIPMENT</b>			
E 101-42200-221		Repair/Maintenance Equip	\$2,675.33	P01865	SCBA FLOW TEST
		Total	\$2,675.33		
<b>32919</b>	03/28/22	<b>MARCO TECHNOLOGIES LLC</b>			
E 101-41400-437		Maintenance Contract	\$1,711.13	INV9768827	
		Total	\$1,711.13		
<b>32920</b>	03/28/22	<b>METRO FIBERNET LLC</b>			
E 101-41940-321		Telephone	\$125.89		
E 601-49400-321		Telephone	\$50.35		
E 602-49450-321		Telephone	\$50.35		
E 101-42200-321		Telephone	\$50.35		
E 101-43100-321		Telephone	\$35.25		

## CITY OF NORWOOD YOUNG AMERICA

03/25/22 1:54 PM

Page 3

**\*Check Detail Register©**

Batch: 032822claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-321		Telephone	\$15.11		
E 101-49860-321		Telephone	\$25.18		
E 101-41940-321		Telephone	\$75.53		
E 101-41300-321		Telephone	\$43.81		
E 101-41320-321		Telephone	\$43.81		
E 101-41400-321		Telephone	\$43.81		
E 101-46500-321		Telephone	\$14.60		
E 101-42100-321		Telephone	\$73.01		
E 101-45500-321		Telephone	\$73.01		
		Total	\$720.06		
<b>32921</b>	<b>03/28/22</b>	<b>MID-AMERICAN RESEARCH CHEMICAL</b>			
E 101-43100-221		Repair/Maintenance Equip	\$273.48	0756668-IN	PENETRATING RED GREASE
		Total	\$273.48		
<b>32922</b>	<b>03/28/22</b>	<b>MID-COUNTY CO-OP OIL ASSN</b>			
E 101-42200-212		Motor Fuels	\$517.45	63949	DYED DIESEL
E 101-43100-212		Motor Fuels	\$393.11	63949	DYED DIESEL
E 101-45200-212		Motor Fuels	\$177.56	63949	DYED DIESEL
E 601-49400-212		Motor Fuels	\$177.56	63949	DYED DIESEL
E 602-49450-212		Motor Fuels	\$177.56	63949	DYED DIESEL
		Total	\$1,443.24		
<b>32923</b>	<b>03/28/22</b>	<b>MINI BIFF</b>			
E 101-45200-418		Other Rentals (Biffs)	\$135.15	A-130354	
		Total	\$135.15		
<b>32924</b>	<b>03/28/22</b>	<b>MINNESOTA VALLEY TESTING LAB, INC</b>			
E 601-49400-217		Lab Fees	\$101.00	1133927	COLIFORM
		Total	\$101.00		
<b>32925</b>	<b>03/28/22</b>	<b>MN POLLUTION CONTROL AGENCY</b>			
E 602-49450-406		LICENSES	\$1,450.00	10000093594	WWTP PERMIT FEE
E 602-49450-406		LICENSES	\$1,450.00	10000117748	WWTP PERMIT FEE
		Total	\$2,900.00		
<b>32926</b>	<b>03/28/22</b>	<b>MUNICIPAL EMERGENCY SERVICES</b>			
E 101-42200-542		FD Equipment	\$2,873.42	IN1689637	GLOVES
		Total	\$2,873.42		
<b>32927</b>	<b>03/28/22</b>	<b>STAR Group, LLC</b>			
E 101-43100-221		Repair/Maintenance Equip	\$69.01	323405	FILTERS
E 101-43100-221		Repair/Maintenance Equip	\$48.28	323408	FILTERS
		Total	\$117.29		
<b>32928</b>	<b>03/28/22</b>	<b>OEM SERVICE CO, LLC</b>			
E 101-43100-221		Repair/Maintenance Equip	\$1,260.24	034828	WIDEN TRAILER FOR SWEEPER
E 101-42200-221		Repair/Maintenance Equip	\$441.74	034872	GRASS RIG REPAIRS
		Total	\$1,701.98		
<b>32929</b>	<b>03/28/22</b>	<b>PERFORMANCE PLUS LLC</b>			

## CITY OF NORWOOD YOUNG AMERICA

03/25/22 1:54 PM

Page 4

**\*Check Detail Register©**

Batch: 032822claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-208		Medical-Physicals	\$343.00	122539	MEDICAL EXAM
		Total	\$343.00		
<b>32930</b>	03/28/22	<b>PRO HYDRO TESTING LLC</b>			
E 101-42200-221		Repair/Maintenance Equip	\$1,147.00	104067	TEST SCBA CYLINDERS
		Total	\$1,147.00		
<b>32931</b>	03/28/22	<b>QUILL CORPORATION</b>			
E 601-49400-200		Office Supplies	\$9.88	23992377	SPEAKERS, POST ITS, PAPER
E 602-49450-200		Office Supplies	\$9.88	23992377	SPEAKERS, POST ITS, PAPER
E 101-41400-200		Office Supplies	\$408.08	23992377	SPEAKERS, POST ITS, PAPER
		Total	\$427.84		
<b>32932</b>	03/28/22	<b>SANTANDER BANK N.A.</b>			
E 275-42200-542		FD Equipment	\$24,967.01	2756402	SCBA PAYMENT
		Total	\$24,967.01		
<b>32933</b>	03/28/22	<b>SUN LIFE ASSURANCE COMPANY</b>			
G 101-21707		Disability Insurance	\$531.36		STD/LTD
		Total	\$531.36		
<b>32934</b>	03/28/22	<b>US POSTAL SERVICE</b>			
E 601-49400-350		Print/Publishing/Postage	\$165.04		APRIL UTILITY BILL POSTAGE
E 602-49450-350		Print/Publishing/Postage	\$165.04		APRIL UTILITY BILL POSTAGE
E 603-49500-350		Print/Publishing/Postage	\$165.05		APRIL UTILITY BILL POSTAGE
		Total	\$495.13		
<b>32935</b>	03/28/22	<b>WM MUELLER &amp; SONS INC</b>			
E 101-42200-210		Operating Supplies	\$100.00	22-7	DELIVER SAND TO MILK SPILL
		Total	\$100.00		
<b>32936</b>	03/28/22	<b>XCEL ENERGY</b>			
E 101-42500-381		Electric Utilities	\$12.70		
E 101-43100-380		Street Lighting	\$5,567.17		
E 101-43100-381		Electric Utilities	\$94.66		
E 101-45200-381		Electric Utilities	\$94.39		
E 601-49400-381		Electric Utilities	\$3,066.83		
		Total	\$8,835.75		
		<b>10100 CHECKING</b>	\$167,216.43		

**Fund Summary****10100 CHECKING**

101 GENERAL FUND	\$120,208.02
275 CAPITAL	\$24,967.01
601 WATER FUND	\$11,703.43
602 SEWER FUND	\$10,172.92
603 STORM WATER UTILITY	\$165.05
	<b>\$167,216.43</b>



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Andrea Aukrust, City Administrator  
DATE: March 28, 2022  
RE: Personnel Committee recommendation

---

The Personnel Committee recommends that Council approve the purchase of a city cell phone for the City Administrator to conduct city business after hours, as needed.

- ❖ Email availability
- ❖ \$55.00 per month add-on to the city's existing plan

Consent Agenda item:

Approve the Personnel Committee's recommendation to provide a city cell phone for the City Administrator.

*Norwood Young America*



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Andrea Aukrust, City Administrator  
DATE: March 28, 2022  
RE: Personnel Committee—New hire recommendation

---

The Personnel Committee recommends that Council approve the hiring of Mr. Joel Decker. Mr. Decker comes with over ten years of experience with Hennepin County as a full-time lead worker in the areas of both the streets and parks departments. He holds a Bachelor of Science degree in Conservation Management from Upper Iowa University in Fayette, Iowa. The administration will start Mr. Decker as PS 1—Step Eight (8) on the approved union pay scale and promote him to a PS—2—Step Eight (8) upon successfully completing the pool operator certification.

- ❖ Current CDL
- ❖ Heavy equipment operator
- ❖ Concrete curb and gutter replacement
- ❖ Catch basin repairs/rebuilds
- ❖ Tree trimming and removal
- ❖ Pothole patching and crack sealing
- ❖ Snow plowing and snow removal

Consent Agenda item:

Approve the Personnel Committee's recommendation to hire Joel Decker as a PS Technician at a PS 1—Step Eight (8) and promote him to a PS 2—Step Eight (8) upon successfully completing the pool operator certification.

*Norwood Young America*



TO: Mayor Lagergren and Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: March 28, 2022

RE: Approve promoting Lucy Coffel to West Carver Community Pool (WCCP) Manager

---

After consideration, we are recommending promoting Lucy Coffel for the Pool Manager position. Lucy has been with the City for the past four (4) years and has proven, by example, her ability to be an effective leader. Lucy will be moved to Pool Manager - Grade Four (4) – Step Five (5).

- Started with the City in 2018
- On-call Manager in 2020
- Assistant Manager in 2021

***Proposed Motion:***

**Motion to approve promoting Lucy Coffel to the position of WCCP Pool Manager at Grade Four (4) – Step Five (5) for the 2022 Season.**



TO: Mayor Lagergren and Council Members

FROM: Angela Brumbaugh, City Clerk/Treasurer

DATE: March 28, 2022

RE: Accept Fire Fighter Wesley Thomas' resignation

---

Wesley Thomas has submitted his letter of resignation as a Fire fighter with the Norwood Young America Fire Department. He has served the community for the past eight years.

***Proposed Motion:***

**Motion to approve Wesley Thomas resignation as a Fire fighter, effective immediately.**



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: March 28, 2022

SUBJECT: Ordinance No. 344 – Maximum Accessory Structure Height

---

The NYA Planning Commission is recommending approval for Ordinance No. 344 – An ordinance amending Chapter 1230 and Section 1245.04 of the City Code pertaining to maximum accessory structure height. This amendment remedies inconsistencies in the code and provides flexibility in maximum accessory structure height.

If approved, the ordinance would:

1. Provide for residential and commercial accessory structures to be the lesser of 25 feet or two-thirds the height of the principal structure on the lot.
2. Provide for accessory structures in the B-1 Business Industrial and I-1 Light Industrial Districts to be two-thirds the height of the principal structure to which they are accessory.
3. Remove limits to accessory structure heights contained in Section 1245.04 of the current code.

A public hearing was held at the Planning Commission on March 1, 2022.

**Recommended Motion:**

**Motion to approve Ordinance No. 344 An Ordinance Amending Chapter 1230 and Section 1245.04 of the City Code Pertaining to Maximum Accessory Structure Height.**



**CITY OF NORWOOD YOUNG AMERICA  
ORDINANCE NO. 344**

**AN ORDINANCE AMENDING CHAPTER 1230 AND SECTION 1245.04  
OF THE CITY CODE PERTAINING TO MAXIMUM ACCESSORY  
STRUCTURE HEIGHT**

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS:**
- II. SECTION 1230.04, SUBD. 5(D) R-1 LOW DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:**
  - D. Building Height: 35 feet (principal structure)  
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)
- III. SECTION 1230.05, SUBD. 5(D) R-2 MEDIUM DENSITY SINGLE FAMILY RESIDENTIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:**
  - D. Building Height: 35 feet (principal structure)  
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)
- IV. SECTION 1230.06, SUBD. 5(D) R-3 MEDIUM DENSITY MIXED RESIDENTIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:**
  - D. Building Height: 35 feet (principal structure)  
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)
- V. SECTION 1230.07, SUBD. 5(D) R-4 MULTIPLE FAMILY RESIDENTIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:**
  - D. Building Height: 35 feet (principal structure)  
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

**VI. SECTION 1230.08, SUBD. 5(D) RC-1 RESIDENTIAL NEIGHBORHOOD COMMERCIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:**

D. Building Height: 35 feet (principal structure)  
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

**VII. SECTION 1230.09, SUBD. 6(D) C-2 GENERAL COMMERCIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:**

D. Building Height: 35 feet (principal structure)  
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

**VIII. SECTION 1230.10, SUBD. 5(D) C-3 DOWNTOWN DISTRICTS SHALL BE AMENDED AS FOLLOWS:**

D. Building Height: 35 feet (principal structure)  
The lesser of 25 feet or two-thirds of the height of the principal structure (accessory structure)

**IX. SECTION 1230.11, SUBD. 6(D) B-1 BUSINESS INDUSTRIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:**

D. Building Height: 40 feet (principal structure)  
~~25 feet~~ Two-thirds of the height of the principal structure (accessory structure)

**X. SECTION 1230.12, SUBD. 5(D) I-1 LIGHT INDUSTRIAL DISTRICT SHALL BE AMENDED AS FOLLOWS:**

D. Building Height: 40 feet (principal structure)  
~~25 feet~~ Two-thirds of the height of the principal structure (accessory structure)

**XI. SECTION 1245.04, SUBD. (M) PERTAINING TO ACCESSORY STRUCTURE HEIGHTS SHALL BE AMENDED AS FOLLOWS:**

M. *Maximum Height.* ~~Sidewall height for detached accessory structures may not exceed ten (10) feet. Total detached accessory structure height may not exceed eighteen (18) feet as measured from the ground level to the highest point of the roof. Where these standards conflict with other standards, the strictest rule~~ Standards pertaining to accessory structure height contained in individual zoning districts shall apply.

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

Adopted by the City of Norwood Young America on the 28<sup>th</sup> day of March, 2022.

Attest:

\_\_\_\_\_  
Carol Lagergren, Mayor

\_\_\_\_\_  
Angela Brumbaugh, City Clerk

Adopted:

Published:



TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: March 28, 2022

SUBJECT: Ordinance No. 345 – Repealing and Replacing Sign Code

---

The NYA Planning Commission is recommending approval for Ordinance No. 345 – An ordinance repealing and replacing Section 1260 of the City Code relating to signs. This amendment simplifies code on signs.

If approved, the ordinance proposed changes include:

1. Include updated definitions for: government sign, illuminated sign, monument sign, portable sign, and pylon sign to provide clarity.
2. Remove a requirement for illuminated signs to have an automatic shutoff.
3. Remove a requirement for registration of temporary signs such as real estate signs, election signs, banners, grand opening signage, etc. as that has not been the practice.
4. Expands the size allowances for temporary signs to better reflect what is actually occurring.
5. Adjusts language pertaining to dynamic signs, including: restricting the number of dynamic display signs to one per parcel and, in exchange, providing for a larger percentage of a sign to be a dynamic display. Currently 35% of a sign in the C-2, C-3, B-1 and I-1 districts can be a dynamic display. The 35% limitation has been the subject of several discussions with business owners and sign companies in the past. Proposed is 75% of a sign in the C-2 District and 50% of a sign in the C-3, B-1 and I-1 Districts.
6. Replaces standards which limit the amount that must elapse between screen display changes based on speeds of roadways in favor of a simplified, single standard of 20 seconds between copy changes.
7. Reformat standards pertaining to monument signs and pylon signs for clarity.
8. Increase the number of wall signs per building face from one sign to two signs while capping the total number at four signs is suggested.

A public hearing was held at the Planning Commission on March 1, 2022.

**Recommended Motion:**

**Motion to approve Ordinance No. 345 An Ordinance Repealing and Replacing Section 1260 of the City Code Relating to Signs.**

**Norwood Young America**

**CITY OF NORWOOD YOUNG AMERICA  
ORDINANCE NO. 345**

**AN ORDINANCE REPEALING AND REPLACING SECTION 1260 OF THE  
CITY CODE RELATING TO SIGNS**

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS CHAPTER 12, SECTION 1260 OF THE CITY CODE SHALL BE REPEALED AND REPLACED WITH EXHIBIT A, ATTACHED HERETO.**
- II. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.**

Adopted by the City of Norwood Young America on the 28<sup>th</sup> day of March, 2022.

Attest:

\_\_\_\_\_  
Carol Lagergren, Mayor

\_\_\_\_\_  
Angela Brumbaugh, City Clerk

Adopted:

Published:

## **EXHIBIT A ORDINANCE 22-345**

### **Section 1260 – Signs**

**1260.01 Purpose and Intent.** The purpose of the sign ordinance is to establish regulations that govern the use, approval, construction, change, replacement, location and design of signs and related informational tools within the city. The sign ordinance is not intended to and does not restrict, limit, or control the content or message of signs. The sign ordinance has a number of specific purposes:

1. To encourage the effective use of signs as a means of communication.
2. To promote health, safety, and welfare by limiting hazardous or distracting signage.
3. To ensure and improve pedestrian and traffic safety.
4. To protect, conserve, and enhance property values.
5. To enhance the attractiveness and economic wellbeing of Norwood Young America as a place to live and conduct business.
6. To encourage creative and well-designed signs that contribute in a positive way to the city's visual environment, express local character, and help develop a distinctive pedestrian image in the city.
7. To recognize that signs are a necessary form of communication and provide flexibility within the sign review and approval process to allow for unique circumstances.
8. To create a framework for a comprehensive and balanced system for sign regulation, to facilitate an easy and pleasant communication between people and their environment, and to avoid the visual clutter that is potentially harmful to traffic and pedestrian safety, property values, business opportunities, and overall community appearance.
9. To encourage and, to the maximum extent feasible, require that all signs within the city be brought into compliance with the terms of the sign ordinance.

#### **1260.02 Definitions**

**Abandoned Sign:** A sign (including any structure whose primary function is to support such Sign) a) whose display surface remains blank for a period exceeding sixty (60) days; b) which pertains to a time, building, event or purpose that passed or ceased to apply more than sixty (60) days prior to the then applicable date; or c) that has remained for more than sixty (60) days after demolition of the building that it served.

**Address Sign:** A sign including postal identification numbers, whether written or in number form, and, optionally, the name of a building occupant.

**Awning Sign:** A Sign permanently affixed to an awning providing a shelter or cover over the approach to any building entrance or shading a window area.

**Banner:** A Temporary Sign made out of flexible paper, cloth or plastic-like material.

**Building Face:** That portion of any exterior elevation of a building or other structure extending from grade to the top of a wall and the entire width of that particular building or structure elevation.

**Canopy and Marquee:** A roof-like structure projecting over the entrance to a building.

**Commercial Speech:** speech advertising a business, profession, commodity, service, or entertainment.

**Development:** A commercial use of three or more principal structures with common characteristics, as determined by the City, or a platted residential use of twenty (20) or more lots with common characteristics, as determined by the City. Common characteristics may include shared access, similar architecture, single ownership or history or site plan review approval.

**Directional Sign:** A Sign erected on a property by the owner of such property solely for the purpose of guiding vehicular and pedestrian traffic, which does not contain any commercial speech.

**Dynamic Sign:** A Sign or portion thereof that appears to have movement or that appears to change using any method other than a person physically removing and replacing the Sign or its components. This includes a display that incorporates a technology or method allowing the sign face to change the image without having to physically or mechanically replace the sign face or its components. This also includes any rotating, revolving, moving, flashing, blinking, or animated display and any display that incorporates rotating panels, LED lights manipulated through digital input, "digital ink" or any other method or technology that allows the sign face to present a series of images or displays.

**Freestanding Sign:** A Sign which is placed in the ground, **non-movable**, and not affixed to any part of any structure.

**Government Sign:** A Sign erected and maintained pursuant to and in discharge of any governmental functions or required by law, ordinance, or other governmental regulation which is erected or maintained by a governmental unit.

**Illuminated Sign:** A Sign lighted by or exposed to artificial lighting either by lights on or in the sign or directed toward the sign.

**Marquee Sign:** A Sign that is permanently attached to a marquee.

**Monument Sign:** Any one-sided or two-sided free-standing Sign, other than a pylon sign, in which the entire bottom of the structure is in contact with or is close to the ground and is independent of any other structure.

**Mural:** A work of graphic art painted or applied to a wall of a building or other structure which contains no commercial speech.

**Non-Commercial Speech:** Dissemination of messages not classified as Commercial Speech which include, but are not limited to, messages concerning political, religious, social, ideological, public service, and informational topics.

**Nonconforming Sign:** A Sign lawfully existing prior to the adoption of this ordinance but does not conform to the newly enacted requirements of the ordinance.

**Off-Site Sign:** A sign, including the supporting sign structure, advertising a business, commodity, **entertainment**, or service which is not located or performed on the premises on which the sign is located; commonly known as a "billboard."

**Portable Sign:** A sign designed to move from one location to another, not permanently attached to a building, a structure, the ground or any other surface.

**Pylon Sign:** Any free-standing sign mounted on a column-like structure, posts or poles set firmly in or below the ground surface so that the sign face is six feet or more above grade.

**Roof Sign:** A sign erected or painted upon or above a roof or parapet of a building.

**Scoreboard:** A sign displayed at an athletic field and in conjunction with the activities occurring at the athletic field.

**Shielded Light Source:** Shall have the meaning associated with the nature of the light source, as follows: 1) For an artificial light source directing light upon a Sign, Shield Light Source shall mean a light source diffused or directed so as to eliminate glare and housed to prevent damage or danger. 2) For light source located within a Sign, Shielded Light Source shall mean a light source shielded with a translucent material of sufficient opacity to prevent the visibility of the light source. 3) For a light source designed to directly display a message (e.g. LED and neon lighting), Shielded Light Source means a light source specifically designed by its manufacturer for outdoor use.

**Sidewalk Sign:** A temporary, freestanding, Portable Sign placed at ground level, with no moving parts or flashing lights, displayed on a public or private sidewalk adjacent to and directly in front of a business.

**Sign:** Any letter, symbol, device, poster, picture, statuary, reading matter or representation in the nature of any advertisement, announcement, message, or visual communication, whether painted, pasted, printed, affixed or constructed, which is displayed outdoors for informational or communicative purposes and is visible to members of the public who are not on the premises on which it is located.

**Sign Area:** The entire area within a continuous perimeter enclosing the extreme limits of the Sign message and background. However, such perimeter shall not include any structural elements lying outside of such sign and not forming an integral part of the Sign. The area of a Sign within a continuous perimeter shall be computed by means of the smallest circle, rectangle or triangle that will encompass the extreme limits of the writing, representation, emblem or other display, together with any material or color forming an integral part of the background of the display or used to differentiate the sign from the building façade against which it is placed.

**Special Events Sign:** A Temporary Sign displayed before or during a one-time, special, or annual event or a holiday.

**Temporary Sign:** A Sign displayed concurrent with a specific event or occurrence for a limited duration, after which the Sign is to be removed, which does not necessarily meet the structural requirements for a permanent sign.

**Wall Sign:** Any Sign which is affixed to the wall of any building or structure.

**1260.03 Jurisdiction.** No sign permit shall be issued for any lot, tenant, or development after the effective date of and which is not in substantial conformity with the provisions of these regulations. Nor shall any sign, except as hereinafter specified, be erected, substantially improved, converted, enlarged, moved, or structurally altered without conforming with the provisions of these regulations. The lawful use of a sign existing at the time of the enactment of this chapter may be continued although such use may not conform to the regulations herein. For those signs permitted before the adoption of these regulations, such signs shall be classified and governed as nonconforming structures under this Chapter.

**1260.04 Permit Required.** Except as herein exempted, no person firm or corporation shall maintain, install, erect, relocate or modify any sign in the City without first obtaining a permit therefore. The fee for the permit shall be based on the chart of fees as adopted by the City Council by Ordinance from time to time, and shall be determined by the Building Inspector.

The permit shall include two sets of plans drawn to scale that show in sufficient detail the following:

- A. The proposed and its relationship to the other principal buildings on the lot and on adjacent properties.
- B. The size and height of the sign.
- C. The elevation of the centerline of the roadway upon which the sign is oriented, when applicable.



- D. Material of the sign and supporting pole.
- E. Drawing of any landscape or other b
- F. Any other information required by the Building Inspector to accurately review the application for conformance to the code. Including but not limited to a certified land survey.

**1260.05 Registration Required.** Those signs permitted within this section, not requiring a permit which must be registered with the City, shall include the following information.

- A. Name of the person or company responsible for the sign.
- B. Address of the responsible party.
- C. Number of signs and their location(s).
- D. Dates signs will be posted.
- E. Description of the sign including the size, height and copy of any text or graphics shown on the sign.

**1260.06 Variance.** A variance may be sought from this regulation in accordance with the variance procedure outline in Section 1210.04 of this Chapter.

**1260.07 Maintenance and Continuation.** All signs shall be constructed in such manner and of such material as to be safe and substantial. The exposed backs of all signs and sign structures shall be painted a neutral color. Signs determined by the Zoning Administrator to be in a state of disrepair shall be considered a nuisance pursuant to Chapter 6 of the City Code. Any Abandoned Sign or Sign that no longer advertises or identifies a business in operation, a service rendered, or a product sold shall be taken down and removed by the owner, agent or person having the beneficial use and/or control of the buildings or structure upon which the sign may be found. Any sign found to be in violation of this Section shall be enforced in the same manner as described in Chapter 6, Section 610 – General Abatement Procedures.

**1260.08 General Provisions Applicable to All Districts.**

**Subd. 1 Prohibited Signs.** The following signs are prohibited in all districts:

- A. Signs in, upon, or projecting into any public right-of-way or easement, excepting Government Signs.
- B. Signs containing statements, words, or pictures of an obscene, indecent, or immoral character, or such as would offend public morals or decency..
- C. Any type of sign painted, attached, or in any manner affixed to trees, rocks, or similar natural surfaces.
- D. Roof Signs.
- E. Signs which interfere with the ability of vehicle operators or pedestrians to see traffic signs or signals, or which impedes the vision of traffic by vehicle operators or pedestrians.
- F. Signs that contain or are an imitation of an official traffic sign or signal or include the terms "stop", "look", "caution", "danger", "warning" or similar words, phrases, symbols, or characters in such a manner as to interfere with, mislead or confuse motorists.
- G. Signs which obstruct any window, door, fire escape or opening intended to provide ingress or egress to any structure or building.
- H. Portable Signs, except for sidewalk signs expressly permitted within.
- I. Any Sign not in conformance with these regulations, other than a Non-Conforming Sign.
- J. Any other Sign not expressly permitted by the provisions of these regulations.

**Subd. 2 Illuminated Signs.** Each Illuminated Sign shall:

- 1. Have a Shielded Light Source
- 2. Not exceed a maximum light intensity of .5 foot-candles at each property line:
- 3. Not cause beams or rays of light to be directed at any portion of the road or of such intensity or brilliance as to cause glare or impair vision of a driver of any motor vehicle; and
- 4. Be equipped with (i) an automatic dimmer control.

**Subd. 3 Address Signs.** To aid emergency personnel, postal delivery, and the navigation of traffic, one address sign shall be required per residential and commercial building in all districts. No permits or registration is required.

**Subd. 4 Scoreboards.** One scoreboard up to 450 square feet per playing field, located in a public or private park, shall be permitted.

**Subd. 5. Temporary Signs.** The following regulations apply to Temporary Signs within the City. If they are not removed by the specified time limit, the signs may be taken down by the City and the cost of removal charged to the sign's owner or registrant.

- A. *Signs Containing Non-Commercial Speech.* Subject to Minnesota Statute Section 211B.045, as it may be amended from time to time, and notwithstanding the other provisions contained in this Section 1260, Signs containing Non-Commercial Speech may be posted beginning forty six (46) days before a primary election in a general election year until ten (10) days following the general election. No permit or registration is required for this type of sign.
- B. *Banners.* Banners may be displayed for one-time or special events for up to forty-five (45) days. Banners may be up to forty (40) square feet in area.
- C. *Grand Openings.* Air inflated devices, Banners exceeding forty (40) square feet in area, non-mechanical whirling devices, spotlights, or any sign resembling the same may be permitted for a period of one (1) week in conjunction with a grand opening, meaning the initial commencement of a business. Such signs are prohibited at all other times.
- D. *Special Events.* Special Event Signs may be permitted with the following conditions:
  - 1. Non-Residential property: Special Event Signs may be erected and maintained on non-residential property for a period not to exceed thirty (30) days prior to the date of the event and shall be removed within five (5) business days following the event.
  - 2. Residential property: Special Event Signs, not exceeding four (4) square feet, may be erected on residential property for a period not to exceed five (5) days and shall be removed within one (1) day following the event.
- E. *Property for Sale or Lease.* A sign may be placed upon property in and District while it is for sale or for lease. Only one (1) sign shall be permitted per street frontage with the following conditions:
  - 1. Each such Sign shall be removed within seven (7) days following the date of leasing or sale.
  - 2. The maximum Sign Area for each such Sign is as follows:
    - a. R-1, R-2, R-3, T-A Districts- eighteen (18) square feet
    - b. R-4, RC-1 Districts- thirty-two (32) square feet
    - c. Commercial and Industrial Districts- sixty-four (64) square feet
  - 3. No such Sign shall exceed ten (10) feet in height.
  - 4. Subdivision developments which have more than two sites remaining available may place one sign at each entry point. Such signs shall not be greater than sixty four (64) square feet and not to exceed eight (8) feet in height.
- F. *Construction.* One sign may be installed at a construction site in any district for the period of the construction subject to the following conditions:
  - 1. The Sign shall be removed within five (5) days of the closing listed on the registration permit or end of construction period, whichever is sooner.
  - 2. No such Sign shall exceed twenty-four (24) square feet or eight (8) feet in height.

**Subd. 6 Off-Site Signs.** Off-Site signs are not allowed in any district, except that on Off-Site sign lawfully existing prior to January 23, 2017 shall be considered a Nonconforming Sign, subject to Section 1215 of the Zoning Code.

**Subd. 7 Dynamic Signs.** Dynamic Signs may be permitted with the following conditions:

- A. Dynamic displays are permitted as follows:

1. A maximum of one dynamic display per parcel is allowed.
  2. R-1, R-2, R-3 and R-4 Districts: only on monument signs for conditionally permitted uses. Dynamic displays may occupy no more than 35 percent of the Monument Sign Area.
  3. C-2 District: on monument and pylon signs for any permitted or conditionally permitted use, occupying up to 75 percent of the Sign Area, and on permitted Off-site Signs, occupying up to 100 percent of the Sign Area.
  4. C-3 District: on monument and wall signs for any permitted or conditionally permitted uses, occupying up to 50 percent of the Sign area.
  5. B-1 and I-1 Districts: only on monument and pylon signs for any permitted or conditionally permitted use, occupying up to 50 percent of the Sign Area, and on permitted Off-Site Signs, occupying up to 100 percent of the Sign Area.
- B. Dynamic displays may not change or move more often than one time every twenty (20) seconds, except when changes are necessary to correct hour-and minute, date, or temperature information.:
- C. Time, date, or temperature information is considered one dynamic display and may not be included as a component of any other dynamic display.
- D. The images and messages displayed must be complete in themselves, without continuation in content to the next image or message or to any other sign.
- E. Every line of copy and graphics in a dynamic display must be at least seven inches in height on a road with a speed limit of 25 to 34 miles per hour, nine inches on a road with a speed limit of 35 to 44 miles per hour, 12 inches on a road with a speed limit of 45 to 54 miles per hour and 15 inches on a road with a speed limit of 55 miles per hour or more.
- F. Dynamic displays must be designed and equipped to freeze the device in one position if a malfunction occurs. The displays must also be equipped with a means to immediately discontinue the display if it malfunctions, and the sign owner must immediately stop the dynamic display when notified by the City that it is not complying with the standards of this ordinance.
- G. Dynamic displays must comply with the brightness standards contained in Section 1260.08, Subd. 2.

**Subd. 8. Interior Building Signs.** Unless specifically named in this ordinance, signs which are located on the interior of a building shall be exempt from the provisions of this ordinance.

**1260.09 District Regulations.** Signs herein designated shall be permitted in each specified District and shall conform as to size, location, and character according to the requirements herein set forth.

**Subd. 1 Residential District (R-1, R-2 and R-3) Regulations.** The following signs are permitted within the residential districts.

- A. Address Sign: One sign not to exceed two (2) square feet in area for each dwelling unit.
- B. Monument Signs: One Monument Sign per street frontage, not to exceed two (2) Monument Signs, shall be permitted for each lot and development entrance located on a collector or arterial roadway. Such sign shall not exceed forty-eight (48) square feet in area and shall not exceed twelve (12) feet in width and six (6) feet in height. No Sign shall be placed closer than five (5) feet to any public right-of-way.
- C. Directional Signs: Directional Signs for non-single-family uses are allowed up to three (3) per lot. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

**Subd. 2 Multiple Family Residential District (R-4) Regulations.** The following signs are permitted within the Multiple Family Residential District:

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.

- B. Monument and Wall Signs: Each lot and development entrance located on a collector or arterial roadway shall be permitted one Monument Sign per street frontage, not to exceed two (2) Monument Signs. Each lot located on a local roadway shall be permitted one Monument Sign. Such Sign shall not exceed forty-eight (48) square feet in area and shall not exceed twelve (12) feet in width and six (6) feet in height. No Sign shall be placed closer than five (5) feet to any public right-of-way. In addition to any Monument Sign, one Wall Sign shall be permitted on each Building Face, not to exceed two Wall Signs per Building. The Sign Area of each such Wall Sign shall not exceed 5% of the Building Face on which it is located.
- C. Directional Signs: Directional Signs are allowed up to three (3) per lot. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

**Subd. 3 Downtown Districts (C-3) Regulations.** The following signs are permitted within the Downtown Districts.

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.
- B. Monument Signs: Where a building does not cover the full area of the property, one Monument Sign is allowed per lot. The Sign Area of any such Monument Sign shall not exceed thirty-two (32) square feet and shall not exceed ten (10) feet in width or six (6) feet in height.
- C. Wall Signs: One Wall Sign shall be permitted per Building Face, not to exceed three Wall Signs per building. For multi-tenant buildings, one Wall Sign per tenant is allowed provided that the Building Face coverage limitation set forth below is met. *(Amended by Ord 311, 10-22-18)*
  - 1. A maximum of 10% of the Building Face may be used for a Wall Sign.
  - 2. Signs shall not project above the roof level.
- D. Sidewalk Signs: Sidewalk Signs shall be permitted on the premises of a business, provided the following provisions are followed:
  - 1. Only one sidewalk sign per business is allowed.
  - 2. Signs shall be displayed during business hours only.
  - 3. Maximum allowable sign size, including the frame and support structure, shall not exceed 6-square feet. Two sides of the sign may contain graphics and/or text. The maximum depth or spread of the sign shall not exceed 2 feet.
  - 4. Quality of said signs shall be of professional craftsmanship only
  - 5. Signs shall not create any hazards or interfere with pedestrian or vehicular traffic.
  - 6. Signs shall be placed only on the business property or on sidewalks directly abutting the business property.
- E. Awning Signs: One Awning Sign is allowed per lot, provided the Sign Area does not exceed eight (8) square feet. The Sign Area of any Awning Sign shall reduce, square foot for square foot, the Sign Area of any permitted Wall Signs on the same building face. Awnings shall have a minimum clearance of eight (8) feet above a public sidewalk or right-of-way and be an integral part of the awning, not projecting above or below the vertical awning face.

**Subd. 4 RC-1, C-2, B-1 and I-1 Regulations.** The following uses are permitted within the RC-1, C-2, B-1 and I-1 Districts.

- A. Address Sign: One sign not to exceed four (4) square feet in area for each building.
- B. Monument Signs.
  - 1. One Monument Sign facing each street frontage may be permitted per lot and development entrance.
  - 2. The Sign Area of any Monument Sign facing a local or collector street shall not exceed sixty (60) square feet.
  - 3. A Monument Sign facing a local or collector street shall not exceed twelve (12) feet in width or six (6) feet in height.
  - 4. The Sign Area of any Monument Sign facing an arterial street shall not exceed eighty (80) square feet.

5. A Sign facing an arterial street shall not exceed fifteen (15) feet in width and eight (8) feet in height.
6. No Monument Sign shall be placed closer than five (5) feet to any public right-of-way line.
7. Multi-tenant buildings.
  - a. One Monument Sign per street entry is allowed.
  - b. Monument Signs facing a local or collector street shall not exceed a total Sign Area of eighty (80) square feet and any one tenant may not occupy a Sign Area greater than forty (40) square feet.
  - c. Monument Signs facing an arterial street shall not exceed a total Sign Area of one hundred (100) square feet, and any one tenant may not occupy a sign area greater than fifty (50) square feet.
- B. Wall Signs: Two Wall Signs shall be permitted per Building Face, not to exceed four Wall Signs per building. For multi-tenant buildings, one Wall Sign per tenant is allowed provided that the Building Face coverage limitation set forth below is met. *(Amended by Ord 311, 10-22-18)*
  1. A maximum of 10% of the Building Face may be used for a Wall Sign.
  2. Signs shall not project above the roof level.
- C. Pylon Signs:
  1. One Pylon Sign facing each street frontage may be permitted per lot and development entrance.
  2. The Sign Area of any Pylon Sign facing a local or collector street shall not exceed forty-eight (48) square feet.
  3. The Sign Area of a Pylon Sign facing an arterial street shall not exceed sixty (60) square feet.
  4. No Pylon Sign shall be placed closer than five (5) feet to any public right-of-way line.
  5. Multi-tenant buildings.
    - a. One Pylon Sign per lot is allowed.
    - b. The Sign Area of a Pylon Sign facing a local or collector street shall not exceed sixty (60) square feet and any one tenant may not occupy a Sign Area greater than thirty (30) square feet.
    - c. The Sign Area of a Pylon Sign facing an arterial street shall not exceed eighty (80) square feet, and any one tenant may not occupy a Sign Area greater than forty (40) square feet.
  6. The height of any Pylon Sign shall not exceed thirty-five (35) as measured from the elevation of the centerline of the roadway upon which the sign is orientated. The sign shall not be raised up by use of a natural or manmade material so as to create a base for the placement of the sign.
- D. Directional Signs: Each lot is permitted up to four (4) Directional Signs per driveway or vehicle entrance onto the property. The Sign Area of each such Sign shall not exceed four (4) square feet or four (4) feet in height.

**1260.10 Substitution Clause.** The owner of any Sign that is otherwise allowed under this Section may substitute Non-Commercial Speech for any other Commercial or Non-Commercial Speech without any additional approval or permitting, notwithstanding any provision to the contrary.

**1260.11 Severability.** If any part, clause, provision, or portion of this Section is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this Section shall not be affected thereby.



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Andrea Aukrust, City Administrator  
DATE: March 28, 2022  
RE: ORDINANCE 349 AMENDING CITY CODE SECTION 200—IN GENERAL

---

Enclosed you will find Ordinance 349 amending City Code Section 200—In General: Section 200.03 Meetings of the Council, Subd. 1 Regular Meetings.

- Changing the City Council Workshop starting time was discussed at the March 14<sup>th</sup> meeting
- Workshop starting time will be changed to 5:00 p.m.

**Recommended Motion:**

Approve Ordinance 349 amending section 200 of the city code.

\*First reading of the Ordinance March 28, 2022

\*Second reading of the Ordinance April 11, 2022

\*Publication of the Ordinance April 21, 2022

*Norwood Young America*

City of Norwood Young America, Minnesota  
Ordinance 349

AN ORDINANCE AMENDING CITY CODE SECTION 200—IN GENERAL

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 200.03 Meetings of the Council. Subd. 1 Regular Meetings. shall be amended to the following:

**200.03 Meetings of the Council.**

**Subd. 1 Regular Meetings.** The City Council shall meet on the second and fourth Monday of every month in the City Hall commencing at 6:00 p.m. On the fourth Monday, the meeting shall begin with a Work Session *at 5:00 p.m.* and the regular meeting shall immediately follow *at 6:00 p.m.* If the Work Session meeting is not held, the regular meeting shall commence at 6:00 p.m. *(Amended by Ord. 282, 10/10/2016) (Amended by Ord. 318, 02/11/2019) (Amended by Ord. 320, 8/12/19) (Amended by Ord. 349, 4/11/22)*

**Subd. 2 Special Meetings.** A special meeting may be called by the mayor or by any two councilmembers pursuant to the notice requirements of Minnesota Statutes § 471.705 at such time and place and for such purposes as stated in the notice of the meeting.

**Subd. 3 Emergency Meetings.** When the health, safety, or welfare of the city or its residents would be unduly endangered or subject to imminent harm by any delay, the Council may convene an emergency meeting without advance notice to discuss how to handle the emergency situation.

First reading passed by the City Council of the City of Norwood Young America, Minnesota, this 28 day of March 2022, and effective upon the second reading and publication.

\_\_\_\_\_  
Carol Lagergren, Mayor

Attest:

\_\_\_\_\_  
Andrea Aukrust, City Administrator

First Reading: March 28, 2022  
Second Reading: April 11, 2022  
Publication: April 21, 2022



TO: Mayor Lagergren and Council Members

FROM: Steve Zumberge, Fire Chief

DATE: March 28, 2022

RE: NYAFD officer's compensation Increase proposal

---

At previous NYA Personnel Committee meetings, there have been discussions about the increasing demands of a fast-growing community, and the affects that this growth will have on NYAFDs leadership. The Personnel Committee recommends the following actions

1. Increase the annual salary for Captains and Assistant Chiefs by \$250.00, retroactive to January 1, 2022
2. Increase the annual salary for the Secretary and Treasurer by \$500.00, retroactive to January 1, 2022
3. Increase the annual salary for the Fire Chief by \$3,100.00 retroactive to January 1, 2022, and track the hours spent performing the activities highlighted in the attached NYA Fire Chief's job description.

The \$5,850.00 needed to cover these raises would be transfer from FD budget account #101-42200-305 (Other Professional Fees) to #101-42200-105 (Fire Department Officers).

*Proposed Motion:*

**Motion to approve amending Resolution 2022-01, subdivision 3; Fire Department Officers annual compensation.**

Norwood Young America



CITY OF NORWOOD YOUNG AMERICA

**AMENDED** RESOLUTION 2022-01

Amended  
resolution changes  
highlighted

**RESOLUTION RELATING TO THE ORGANIZATION OF THE CITY OF  
NORWOOD YOUNG AMERICA**

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

**Section 1. Official Depository.**

Subsection 1. Financial Institutions.

Pursuant to Minnesota Statutes, Chapter 118, the City Council designates the following financial institutions as official depositories for

*Municipal Funds:*

- a) Citizens State Bank of Norwood Young America
- b) Old National Bank
- c) Bankers' Bancorporation
- d) U. S. Bank National Association

*Investment Brokers:*

- a) RBC Wealth Management
- b) Northland Securities
- c) Ehlers & Associates
- c) 4M Fund sponsored by LMC
- d) Edward Jones
- e) U. S. Bank National Association

Subsection 2. Financial Signatures.

Officers of the City with signatory authority on the City's financial accounts and holdings include:

- a) Angela Brumbaugh – City Clerk/Treasurer
- b) Andrea Aukrust – City Administrator
- c) Carol Lagergren – Mayor
- d) Mike McPadden – Council Member

**Section 2. Official Newspaper.**

Pursuant to Minnesota Statutes, Section 412.831, the City Council designates the following newspaper as the official newspaper of the City: *News & Times*. The Mayor and Clerk are authorized and directed to enter into agreements with the official newspaper for the publication of items required by law to be published.

**Section 3. Acting Mayor.**

Pursuant to Minnesota Statutes, Section 412.121, Council member Mike McPadden is appointed Acting Mayor and is to perform the duties of the Mayor during the Mayor's disability or absence from the city, or if there is a vacancy, until a successor has been appointed.

**Section 4. Acting City Administrator.**

The City Clerk/Treasurer is appointed Acting City Administrator during the Administrator's absence from the city.

**Section 5. Employees Identified/Appointed.**

Subdivision 1. Full-Time City Employees in Supervisory Roles

City Administrator – Andrea Aukrust  
City Clerk/Treasurer – Angela Brumbaugh  
Public Service Director – Tony Voigt

#### Subdivision 2. Volunteer Fire Fighters.

All Firefighters will receive \$11 an hour for responding to fire/emergency calls and mandatory trainings. Payment will be paid out to each firefighter quarterly.

#### Subdivision 3. Fire Department Officers.

In addition to the \$11 per hour for responding to fire/emergency calls and mandatory trainings, Fire Department Officers will receive the following wage based on the entire year of service in said position:

Fire Chief	Steve ZumBerge	\$3100	\$6,200	Captain 1	Scott Blom
		\$1600	\$1,850		
Chief 2	Kevin Reather	\$2100	\$2,350	Captain 2	Todd Karels
		\$1600	\$1,850		
Chief 3	Chris Glander	\$2100	\$2,350	Captain 3	Jesse Hackbarth
		\$1600	\$1,850		
Chief 4	Brad Droege	\$2100	\$2,350	Captain 4	Melissa Pasquarette
		\$1600	\$1,850		
Secretary	Patrick Stacken	\$1850	\$2,350	Treasurer	Jesse Molnau
		\$1475	\$1,975		

#### Subdivision 4. Norwood Young America Firefighter's Relief Association Officers.

President	Paul Lano
Vice-President	Kevin Raether
Secretary	Chris Glander
Treasurer	Jesse Molnau
Trustees	Jason Franck, Dave Orr

### Section 6. City Council Compensation.

#### Subdivision 1. Mayor Salary.

The monthly salary of the Mayor is \$350.

#### Subdivision 2. Council Member Salary.

The monthly salary of each Council member is \$250.

#### Subdivision 3. Council Pay Dates.

The salaries of the Mayor and Council members are payable in June and December.

#### Subdivision 4. Council Reimbursement.

The Mayor and each member of the Council may be reimbursed for actual and necessary expenses incurred in attending (1) meetings at which they represent the City in an official capacity; and (2) training sessions and other meetings at which attendance has been approved in advance by the Council.

### Section 7. Regular Council Meetings.

The regular meetings of the City Council of Norwood Young America are held on the second and fourth Monday of every month in the City Hall Council Chambers commencing at 6:00 p.m. On the fourth Monday the regular meeting may be followed with a work session.

### Section 8. Regular Economic Development Authority Meetings.

The regular meeting of the Norwood Young America Economic Development Authority is held on the fourth Monday of each month at 6:00pm in the City Council Chambers at City Hall.

### Section 9. City Attorney.

The firm of Rupp, Anderson, Squires, & Waldspurger, P.A. is designated as the City Attorney and provides civil legal services with Jay Squires as lead attorney.

**Section 10. Bond and Economic Development Counsel.**

The firm of Kennedy & Graven Chartered is recognized as the City's Bond and Economic Development Counsel.

**Section 11. Financial Consultant.**

The firm Ehlers & Associates, Inc. is recognized as the City's Financial Consultant.

**Section 12. Engineer.**

The firm Bolton & Menk, Inc. is recognized as the City's general City Engineer.

**Section 13. Auditor.**

The firm Abdo, Eick & Meyers LLP is the City's contracted auditor.

**Section 14. Insurance Agent.**

Citizens Insurance Services, A Nesbit Agencies Company, is the insurance agent with Jeff Hebeisen and David Flavin as principal agents.

**Section 15. Building Official.**

The firm of Metro West Inspection Services is the City's contracted provider of building official/inspector services.

**Section 16. Health Officer.**

Lakeview Clinic-West, Norwood Young America is the health officer.

**Section 17. Emergency Management Director.**

The Fire Chief is the Emergency Management Director.

**Section 18. Assessor.**

Carver County is recognized as performing the functions as City Assessor.

**Section 19. Police.**

Carver County Sheriff's Department is the City's contracted provider of law enforcement services.

**Section 20. Fee Schedule.**

The fee schedule is located in Chapter 20 of the City Code.

**Section 21. Township Fire Service Contracts.**

The charge to participating townships for fire protection in the year 2022 shall be \$150.00 per unit for the townships of Young America, Hancock, Camden, Waconia, and Benton.

**Section 22. Association of Carver County Elected Leaders (ACCEL).**

Charlie Storms is appointed to the ACCEL.

**Section 23. Local Government Workgroup.**

Carol Lagergren is appointed to the Local Government Workgroup.

**Section 24. Highway 212 Southwest Corridor Transportation Coalition.**

Carol Lagergren, is appointed to the Southwest Corridor Transportation Coalition.

**Section 25. Highway 5 Corridor Study Group.**

Carol Lagergren is appointed to the Highway 5 Corridor Study Group.

**Section 26. Stiftungsfest Board.**

Alan Krueger is appointed to the Stiftungsfest Board.

**Section 27. Personnel Committee.**

Carol Lagergren and Craig Heher, City Council representatives, are appointed to the Personnel Committee.

**Section 28. Railroad Coalition.**

Mike McPadden is appointed to the Railroad Coalition.

**Section 29. Safety Committee.**

Charlie Storms, City Council rep, is appointed to the Safety Committee.

**Section 30. Rental Housing License Appeals Board.**

Craig Heher, City Council representative, Bill Grundahl, Planning Commission Representative and Steve ZumBerge, Fire Chief, are appointed to the Rental Housing License Appeals Board.

**Section 31. Committees and Commissions.**

Citizens-at-large that are appointed to the following Commissions and Committees will receive a yearly \$200 stipend for attending at least 75% of the meetings. Representatives and/or employees for City, County, Housing, Contractors and School Districts are not eligible for the yearly stipend.

**Subdivision 1. Planning Commission.**

- Craig Heher - City Council representative.

**Subdivision 2. Economic Development Commission.**

- Carol Lagergren and Mike McPadden - City Council Representatives

**Subdivision 3. Parks & Recreation Commission.**

- Charlie Storms - City Council Representative

**Subdivision 4. Senior Advisory Commission.**

- Alan Krueger - City Council Representative

**Section 32. SmartLink Mobility Management Board.**

- Alan Krueger is appointed to the SmartLink Mobility Management Board.

**Section 33. Finance Committee.**

- Carol Lagergren and Mike McPadden, City Council representatives, are appointed to the Finance Committee.

Adopted by the City Council this ~~10th-28th~~ day of ~~January~~ March 2022.

---

Carol Lagergren, Mayor

ATTEST:

---

Angela Brumbaugh, City Clerk/Treasurer

## **CITY OF NORWOOD YOUNG AMERICA**

### **AMENDED RESOLUTION 2022-01**

## **RESOLUTION RELATING TO THE ORGANIZATION OF THE CITY OF NORWOOD YOUNG AMERICA**

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

#### **Section 1. Official Depository.**

##### **Subsection 1. Financial Institutions.**

Pursuant to Minnesota Statutes, Chapter 118, the City Council designates the following financial institutions as official depositories for

##### *Municipal Funds:*

- a) Citizens State Bank of Norwood Young America
- b) Old National Bank
- c) Bankers' Bancorporation
- d) U. S. Bank National Association

##### *Investment Brokers:*

- a) RBC Wealth Management
- b) Northland Securities
- c) Ehlers & Associates
- c) 4M Fund sponsored by LMC
- d) Edward Jones
- e) U. S. Bank National Association

##### **Subsection 2. Financial Signatures.**

Officers of the City with signatory authority on the City's financial accounts and holdings include:

- a) Angela Brumbaugh – City Clerk/Treasurer
- b) Andrea Aukrust – City Administrator
- c) Carol Lagergren – Mayor
- d) Mike McPadden – Council Member

#### **Section 2. Official Newspaper.**

Pursuant to Minnesota Statutes, Section 412.831, the City Council designates the following newspaper as the official newspaper of the City: *News & Times*. The Mayor and Clerk are authorized and directed to enter into agreements with the official newspaper for the publication of items required by law to be published.

#### **Section 3. Acting Mayor.**

Pursuant to Minnesota Statutes, Section 412.121, Council member Mike McPadden is appointed Acting Mayor and is to perform the duties of the Mayor during the Mayor's disability or absence from the city, or if there is a vacancy, until a successor has been appointed.

#### **Section 4. Acting City Administrator.**

The City Clerk/Treasurer is appointed Acting City Administrator during the Administrator's absence from the city.

#### **Section 5. Employees Identified/Appointed.**

##### **Subdivision 1. Full-Time City Employees in Supervisory Roles**

City Administrator – Andrea Aukrust  
City Clerk/Treasurer – Angela Brumbaugh  
Public Service Director – Tony Voigt

**Subdivision 2. Volunteer Fire Fighters.**

All Firefighters will receive \$11 an hour for responding to fire/emergency calls and mandatory trainings. Payment will be paid out to each firefighter quarterly.

**Subdivision 3. Fire Department Officers.**

In addition to the \$11 per hour for responding to fire/emergency calls and mandatory trainings, Fire Department Officers will receive the following wage based on the entire year of service in said position:

Fire Chief	\$6,200	Captain 1	\$1,850
Chief 2	\$2,350	Captain 2	\$1,850
Chief 3	\$2,350	Captain 3	\$1,850
Chief 4	\$2,350	Captain 4	\$1,850
Secretary	\$2,350	Treasurer	\$1,975

**Subdivision 4. Norwood Young America Firefighter's Relief Association Officers.**

President	Paul Lano
Vice-President	Kevin Raether
Secretary	Chris Glander
Treasurer	Jesse Molnau
Trustees	Jason Franck, Dave Orr

**Section 6. City Council Compensation.**

**Subdivision 1. Mayor Salary.**

The monthly salary of the Mayor is \$350.

**Subdivision 2. Council Member Salary.**

The monthly salary of each Council member is \$250.

**Subdivision 3. Council Pay Dates.**

The salaries of the Mayor and Council members are payable in June and December.

**Subdivision 4. Council Reimbursement.**

The Mayor and each member of the Council may be reimbursed for actual and necessary expenses incurred in attending (1) meetings at which they represent the City in an official capacity; and (2) training sessions and other meetings at which attendance has been approved in advance by the Council.

**Section 7. Regular Council Meetings.**

The regular meetings of the City Council of Norwood Young America are held on the second and fourth Monday of every month in the City Hall Council Chambers commencing at 6:00 p.m. On the fourth Monday the regular meeting may be followed with a work session.

**Section 8. Regular Economic Development Authority Meetings.**

The regular meeting of the Norwood Young America Economic Development Authority is held on the fourth Monday of each month at 6:00pm in the City Council Chambers at City Hall.

**Section 9. City Attorney.**

The firm of Rupp, Anderson, Squires, & Waldspurger, P.A. is designated as the City Attorney and provides civil legal services with Jay Squires as lead attorney.

**Section 10. Bond and Economic Development Counsel.**

The firm of Kennedy & Graven Chartered is recognized as the City's Bond and Economic Development Counsel.

**Section 11. Financial Consultant.**

The firm Ehlers & Associates, Inc. is recognized as the City's Financial Consultant.

**Section 12. Engineer.**

The firm Bolton & Menk, Inc. is recognized as the City's general City Engineer.

**Section 13. Auditor.**

The firm Abdo, Eick & Meyers LLP is the City's contracted auditor.

**Section 14. Insurance Agent.**

Citizens Insurance Services, A Nesbit Agencies Company, is the insurance agent with Jeff Hebeisen and David Flavin as principal agents.

**Section 15. Building Official.**

The firm of Metro West Inspection Services is the City's contracted provider of building official/inspector services.

**Section 16. Health Officer.**

Lakeview Clinic-West, Norwood Young America is the health officer.

**Section 17. Emergency Management Director.**

The Fire Chief is the Emergency Management Director.

**Section 18. Assessor.**

Carver County is recognized as performing the functions as City Assessor.

**Section 19. Police.**

Carver County Sheriff's Department is the City's contracted provider of law enforcement services.

**Section 20. Fee Schedule.**

The fee schedule is located in Chapter 20 of the City Code.

**Section 21. Township Fire Service Contracts.**

The charge to participating townships for fire protection in the year 2022 shall be \$150.00 per unit for the townships of Young America, Hancock, Camden, Waconia, and Benton.

**Section 22. Association of Carver County Elected Leaders (ACCEL).**

Charlie Storms is appointed to the ACCEL.

**Section 23. Local Government Workgroup.**

Carol Lagergren is appointed to the Local Government Workgroup.

**Section 24. Highway 212 Southwest Corridor Transportation Coalition.**

Carol Lagergren, is appointed to the Southwest Corridor Transportation Coalition.

**Section 25. Highway 5 Corridor Study Group.**

Carol Lagergren is appointed to the Highway 5 Corridor Study Group.

**Section 26. Stiftungsfest Board.**

Alan Krueger is appointed to the Stiftungsfest Board.

**Section 27. Personnel Committee.**

Carol Lagergren and Craig Heher, City Council representatives, are appointed to the Personnel Committee.

**Section 28. Railroad Coalition.**

Mike McPadden is appointed to the Railroad Coalition.

**Section 29. Safety Committee.**

Charlie Storms, City Council rep, is appointed to the Safety Committee.

**Section 30. Rental Housing License Appeals Board.**

Craig Heher, City Council representative, Bill Grundahl, Planning Commission Representative and Steve ZumBerge, Fire Chief, are appointed to the Rental Housing License Appeals Board.

**Section 31. Committees and Commissions.**

Citizens-at-large that are appointed to the following Commissions and Committees will receive a yearly \$200 stipend for attending at least 75% of the meetings. Representatives and/or employees for City, County, Housing, Contractors and School Districts are not eligible for the yearly stipend.

**Subdivision 1. Planning Commission.**

- Craig Heher - City Council representative.

**Subdivision 2. Economic Development Commission.**

- Carol Lagergren and Mike McPadden - City Council Representatives

**Subdivision 3. Parks & Recreation Commission.**

- Charlie Storms - City Council Representative

**Subdivision 4. Senior Advisory Commission.**

- Alan Krueger - City Council Representative

**Section 32. SmartLink Mobility Management Board.**

- Alan Krueger is appointed to the SmartLink Mobility Management Board.

**Section 33. Finance Committee.**

- Carol Lagergren and Mike McPadden, City Council representatives, are appointed to the Finance Committee.

Adopted by the City Council this 28th day of March 2022.

---

Carol Lagergren, Mayor

ATTEST:

---

Angela Brumbaugh, City Clerk/Treasurer





TO: Mayor Lagergren and City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: March 28, 2022

SUBJECT: Carver County Statewide Health Improvement Partnership (SHIP) Project Opportunity

---

Carver County Public Health currently has SHIP funds available for public health and safety projects.

City staff is requesting the support of the City Council in applying to the Carver County SHIP Grant Program for the following public health and safety projects within the NYA community:

- Eight (8) Community Garden plots
  - SHIP will reimburse for 100% of the supplies (approximately \$3,000)
  - Central Public School's Industrial Tech Class will construct the garden plots
  - City Public Service Staff will install the plots, add dirt and mulch from the city compost site
  - Goal is to have plots constructed and installed by May 1, 2022
- Three (3) water fountain/filling stations
  - SHIP will reimburse 100% of the water fountain/filling station units (approximately \$2,500)
  - City will be responsible for all labor costs for installation. City staff can replace one unit, a local plumber will be needed to extend service for two units. Installation costs can be paid with the public facilities maintenance budget or ARPA funds as this is a public health improvement.
  - Locations for the fountain/filling stations:
    - Pavilion
    - West Carver Community Pool house
    - NYA City Hall
  - Goal is to have water fountain/filling stations installed by June 1, 2022

**Recommended Motion:**

**Motion to approve applying for the Carver County SHIP Grant Program for eight community garden plots and three water fountain/filling stations.**

**Motion to approve up to \$5,000 for installation costs for the three water fountain/filling stations.**



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: March 28, 2022  
RE: Elevated Tank Foundation Removal Approval

---

This memo is a follow-up to the original at the March 14<sup>th</sup>, 2022, Council Meeting. Enclosed is the original information. The incorrect budget information is highlighted. This item was not included in a request for the 2021 budget amounts to be extended or allocated into 2022.

Removal of the water tower was included in the Water Fund budget for 2021. The amount not expended in 2021 for the removal of the foundation would have been added to the fund balance. The Council has the option of approving the quote from Henning Excavating, understanding it may lower the fund balance in 2022 by the amount of the fund balance increase from 2021.

**Suggested Motion:**

**Motion to hire Henning Excavating to remove the elevated tank foundation at 430 Wilson St W for \$7,650.**

*Norwood Young America*



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*



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: March 28, 2022  
RE: Nuisance Abatement Grass Cutting for the 2022 season

---

Each year the City receives nuisance complaints for grass or weeds getting too long at designated properties within the City. Due to the ongoing workload of the Public Services Staff, the Public Services Director is proposing the City hires a contractor to take care of these nuisances. The Public Services Staff already have a lot of mowing to complete which includes all the city parks and open space areas throughout the growing season. Mowing nuisance properties can be hard on the equipment due to unseen objects laying in the long grass with examples being rocks, debris, sinkholes, chains, cables, etc. Additionally, if the City receives a lot of nuisance complaints in a giving period of time it will not allow staff to maintain the city properties. This becomes a bigger concern when you have extended periods of precipitation which delay completing mowing at the current city owned and maintained properties.

The City invoices the perspective properties the amount of time it takes to bring them into compliance. If the City receives an invoice from a contractor, it saves the administration staff time to recover the cost since staff doesn't have to create an invoice and keep track of staff time for completing the mowing. It is safer for staff as well since they do not have to step foot on the property.

RFQ's were solicited to contractors who delivered the quotes as follows.

Rahn Painting and Contracting LLC	\$45 per hour
Bleichner Lawn Service;	\$75 per hour
Clean-Cut Lawn Care	\$78 per hour
Andy's Lawn & Snow;	\$85 per hour

The original RFQ's and quotes are attached as well.

#### **Suggested Motion;**

**Motion to approve hiring Rahn Painting and Contracting LLC to complete Nuisance Abatement Grass Cutting for the 2022 growing season at the rate of \$45 per hour.**

*Norwood Young America*



## **REQUEST FOR QUOTES**

## **NUISANCE ABATEMENT GRASS CUTTING**

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

## **I. GENERAL PROVISIONS**

- A. The City of Norwood Young America is accepting quotes for Nuisance Abatement Grass Cutting. Responses submitted must provide complete information as indicated in this request. Please submit quote by **10:00 a.m., Wednesday March 23<sup>rd</sup>, 2022.**

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

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

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

## **II. Scope of Work**

- A. The City of Norwood Young America is accepting quotes to have the grass cut at designated nuisance properties within the city limits. All properties identified as a nuisance will need the grass cut, all objects trimmed, and may require further trimming as directed by City staff. Grass will be cut to 2.75"-3.25" tall.

### **B. Project Schedule**

This will be an as needed basis.

### **C. Stipulations to Contract**

The Public Services Director will notify the awarded contractor of the address needing nuisance abatement mowing. The contractor will be required to complete the property mowing within 48 hours weather dependent.

### **D. Term of Contract**

The Nuisance Abatement Grass Cutting contract is for the entire 2022 growing season.

### **III. Insurance**

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

Commercial General Liability per occurrence for bodily injury and property damage	\$1,500,000
---	-------------

Automobile Liability	\$1,500,000
----------------------	-------------

Workers Compensation and Employers' Liability	\$1,500,000
--	-------------

### **IV. Quote**

Quotes should be provided as a whole dollar amount identified as per hour. The attached form is to be utilized for submitting quote.

### **V. Contract Payments**

The contractor shall invoice and will be paid by the City when the work is complete. The contractor can bill for multiple addresses on the same invoice as long as the time is broken down per each property address.

### **VI. Disclaimer**

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

## CONTRACTOR'S QUOTE

Company name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Quote: \$ \_\_\_\_\_ per hour

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



CONTRACTOR'S QUOTE

Company name: Rahn Painting and Contracting LLC

Contact Person: BRUCE RAHN

Title: Owner

Address: 15716 Hwy 22 Hutchinson MN 55350

Phone Number: 320 583-9582

Quote: \$ 45<sup>00</sup> per hour

Nuisance Abatement  
Grass Cutting

Signature: 

Date: 3/23/22

CONTRACTOR'S QUOTE *-Abatement*

Company name: Bleichner Lawn Service

Contact Person: Deb Bleichner

Title: Sole Proprietor

Address: 510 Elm St. W Norwood, MN 55368

Phone Number: 612-210-1386

Quote: \$ 75.00 per hour

Signature: Deb Bleichner

Date: 3-22-22

## CONTRACTOR'S QUOTE

Company name: Clean-Cut Lawn Care

Contact Person: Derek Bargmann

Title: Owner / President

Address: 3928 Games Drive  
Minnetrista, MN 55375

Phone Number: 952.212.8128

Quote: \$ 78.00 per hour

Signature: 

Date: 3/22/22

## CONTRACTOR'S QUOTE

Company name: Andy's Lawn & Snow

Contact Person: Andy Birkholz

Title: Owner

Address: 19384 Babcock Ave. Lester, Pa. 15068

Phone Number: 320 375-9806

Quote: \$ 85<sup>00</sup> per hour

Signature: AWB

Date: 3/18/2022



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: March 28, 2022

RE: Approving the City Cemeteries 2022 Lawn Maintenance Proposal

---

The Public Services staff is responsible for operating and maintaining three cemeteries in Norwood Young America. In previous years, the city has hired a mowing contractor to cut the cemeteries and allow the staff more time to complete regular operational and maintenance responsibilities.

Staff will be responsible for spraying weeds in the cemeteries. This is not part of the contracted services scope of work.

Five contractors in the area that have either worked for the city in the past or have been a positive referral received an RFQ from the city. Enclosed are copies of the RFQ and the quotes the city received below.

Bleichner Lawn Service;	\$200 per mowing event
Andy's Lawn & Snow;	\$389 per mowing event
Rahn Painting and Contracting LLC;	\$625 per mowing event
Clean-Cut Lawn Care;	\$775 per mowing event

#### **Suggested Motion;**

**Motion to approve hiring Bleichner Lawn Service to mow our city cemeteries for the 2022 growing season at a rate of \$200 per mowing event.**

*Norwood Young America*



## **REQUEST FOR QUOTES**

### **GRASS CUTTING CITY CEMETERIES**

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 cut grass at the City cemeteries weekly. Responses submitted must provide complete information as indicated in this request. Please submit quote by **10:00 a.m., Wednesday March 23<sup>rd</sup>, 2022.**

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

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

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

## **II. Scope of Work**

- A. The City of Norwood Young America is accepting quotes to have the grass cut at the city owned cemeteries on a weekly or as needed basis. All grass needs to be cut, all objects trimmed around, and gravestones blown clean weekly. Grass shall be cut to 2.75"-3.25" in length.

### **B. Project Schedule**

The grass is to be cut weekly or on an as needed basis. The weekly cutting will include coordination within 1-2 days prior to following holiday's, Veteran's Day, Memorial Day, and Independence Day.

### **C. Stipulations to Weekly Mowing**

The Public Services Director will work with the contractor to determine what date we will start the mowing season, if weeks will be skipped due to dry weather, and the final cut at the end of the season. The contractor may be required to mow within 48 hours of getting notified if the grass is found to be in unsatisfactory condition due to weather or other unforeseen circumstances.

### **D. Locations**

Forest Hill Cemetery is located at 848 W Elm St and Mau Cemetery is Located at 211 5<sup>th</sup> Ave NE. I have included maps with the cemeteries shaded in orange to identify the properties. There are 2 locations of Mau cemetery as identified on the included maps.

**E. Term of contract**

Mowing is required weekly for the entire 2022 growing season.

**III. Insurance**

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

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

**IV. Quote**

Quotes should be provided as a whole dollar amount per time of cut and to include all locations in the quoted price. The attached form is to be utilized for submitting quote.

**V. Disclaimer**

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



## CONTRACTOR'S QUOTE

Company name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Quote: \$ \_\_\_\_\_ per cut

Signature: \_\_\_\_\_

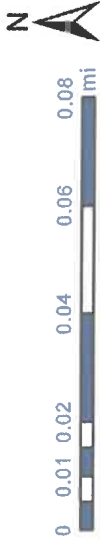
Date: \_\_\_\_\_



# CITY OF NORWOOD YOUNG AMERICA

## Mau Cemetery 211 5th Ave Se

Map Date: 3/22/2021



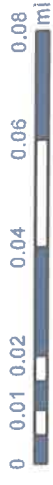
City of Norwood Young America, Garver County, SD



# CITY OF NORWOOD YOUNG AMERICA

## Forest Hills Cemetery 848 Elm St W

Map Date: 3/22/2021





CONTRACTOR'S QUOTE - Cemeteries

Company name: Bleicher Lawn Service

Contact Person: Deb Bleicher

Title: Sole Proprietor

Address: 510 Elm St. W Norwood, MN 55368

Phone Number: 612-210-1386

Quote: \$ 200.00 per cut

Signature: Deb Bleicher

Date: 3-22-22

### CONTRACTOR'S QUOTE

Company name: Andy's Lawn & Snow

Contact Person: Andy Birkholz

Title: Owner

Address: 14384 Babcock Ave Laker Park, MD

Phone Number: 301-345-9806

Quote: \$ 389<sup>00</sup> per cut

Signature: 6/4/22

Date: 3/18/2022

### CONTRACTOR'S QUOTE

Company name: Rahn Painting And Contracting LLC

Contact Person: BRuce Rahn

Title: Owner

Address: 15716 Hwy 22 Hutchinson MN 55356

Phone Number: 320-583-9582

Quote: \$ 625<sup>00</sup> per cut

GRASS Cutting  
City Cemeteries

Signature: B. Rahn

Date: 3/23/22

## CONTRACTOR'S QUOTE

Company name: Clean-Cut Lawn Care

Contact Person: Derek Bargmann

Title: Owner/President

Address: 3928 Games Drive  
Minnetonka, MN 55375

Phone Number: 952-212-8128

Quote: \$ 775.00 per cut

Signature: 

Date: 3/22/22



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: March 28, 2022

RE: 2022 Oak Grove property lawn maintenance RFQ information

---

The City of Norwood Young America is responsible for maintaining two grass sections at the Oak Grove property. Carver County hires out the maintenance of most of the grounds located directly around the building. The city has typically hired the same mowing contractor as the County in previous years to cut at Oak Grove and allow the Public Service staff more time to complete other operations and maintain tasks in the city.

RFQs were disseminated to five local contractors that have either worked for the city in the past or have been a positive referral. Copies of the RFQ and the quotes received are listed below.

Bleichner Lawn Service;	\$30 per mowing event
Andy's Lawn & Snow;	\$76 per mowing event
Clean-Cut Lawn Care	\$75 per mowing event
Rahn Painting and Contracting LLC	\$125 per mowing event
Top Notch Turf	\$451 per month

The Public Services Staff will be responsible for spraying weeds at the Oak Grove Property. This is not part of the contracted services scope of work in the RFQ.

#### **Suggested Motion;**

**Motion to approve hiring Bleichner Lawn Snow to mow the City's obligation of the Oak Grove Property for the 2022 growing season at a rate of \$30 per mowing event.**

*Norwood Young America*





## **REQUEST FOR QUOTES**

### **GRASS CUTTING OAK GROVE BUILDING**

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 cut grass at the Oak Grove building. Responses submitted must provide complete information as indicated in this request. Please submit quote by **10:00 a.m., Wednesday March 23<sup>rd</sup>, 2022.**

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

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

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

## II. Scope of Work

- A. The City of Norwood Young America is accepting quotes to have the grass cut at the Oak Grove building on a weekly or as needed basis. All grass needs to be cut and all objects trimmed around. Grass shall be cut to 2.75"-3.25" in length.

### B. Project Schedule

The grass is to be cut weekly or on an as needed basis.

### C. Stipulations to Weekly Mowing

The Public Services Director will work with the contractor to determine what date we will start the mowing season, if weeks will be skipped due to dry weather, and the final cut at the end of the season. The contractor may be required to mow within 48 hours of being notified if the grass is found to be in unsatisfactory condition due to weather or other unforeseen circumstances.

### D. Locations

The Oak Grove building is located at 310 Elm St W. The Norwood Young America City Hall is in this building as well. I have included a map designating what areas need to be mowed and are highlighted in orange.

### E. Term of contract

Mowing is required weekly for the entire 2022 growing season.

### **III. Insurance**

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

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

### **IV. Quote**

Quotes should be provided as a whole dollar amount per time per cut for the location. The attached form is to be utilized for submitting quote.

### **V. Disclaimer**

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

## CONTRACTOR'S QUOTE

Company name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Quote: \$ \_\_\_\_\_ per cut

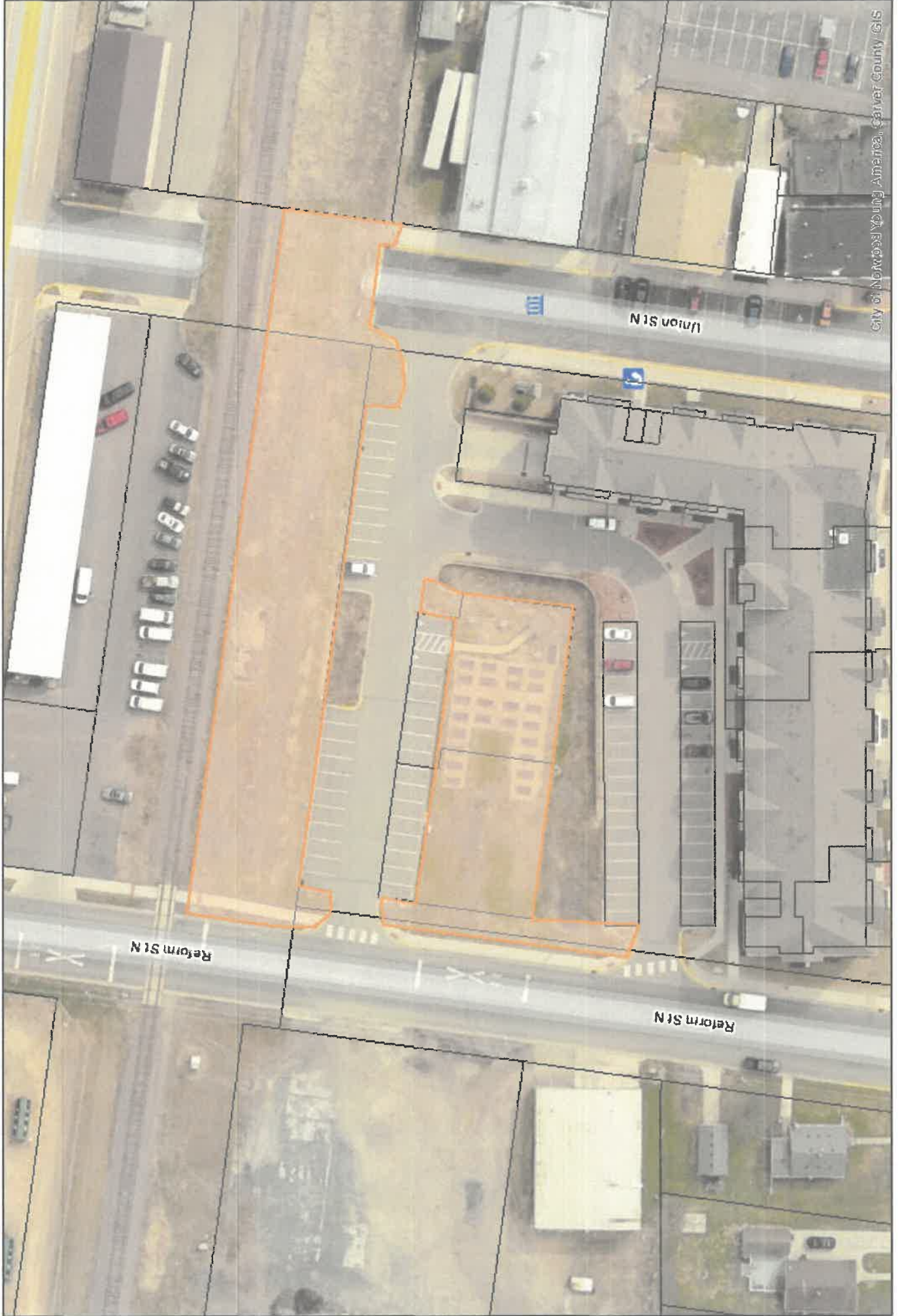
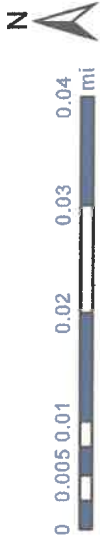
Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# CITY OF NORWOOD YOUNG AMERICA NYA GIS

Map Date: 3/17/2022



CONTRACTOR'S QUOTE - Oak Grove Lawn Cutting

Company name: Bleichner Lawn Service

Contact Person: Deb Bleichner

Title: Sole Proprietor

Address: 510 Elm St. W Norwood MN

Phone Number: 612-210-1386

Quote: \$ 30.00 per cut

Signature: Deb Bleichner

Date: 3-22-22

## CONTRACTOR'S QUOTE

Company name: Clean-Cut Lawn Care

Contact Person: Derek Bargmann

Title: Owner / President

Address: 3928 Games Drive  
Minnetrista, MN 55375

Phone Number: 952-212-8128

Quote: \$ 75.00 per cut

Signature: 

Date: 3/22/22

Contact Person: Andy B. Knott

Title: owner

Address: 19334 Babcock Ave. Lester Pa. 15084

Phone Number: 310 345-9806

Quote: \$ 76<sup>00</sup> per cut

Signature: 

Date: 3/18/2022





Professional - Dependable - Affordable

**-TAKING YOUR LAWN UP A NOTCH-**

Allen Raduenz  
13631 Harvest Rd.  
Glencoe, MN 55336

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

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

### 2022 Grounds Maintenance Service Agreement

**Property:** City of NYA Public Gardens

**Attn:** Tony Voigt

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

**Contract Period:** May 1-October 31, 2022 (6 Months)

**Contract Terms and Pricing:** Contract pricing is spread out over 6 months to allow the convenience of one fixed monthly price for easier budgeting, no surprises. Prices do not include sales tax and will be added on to the monthly invoice. Any additional requested "out of scope" work or services not listed below that are listed above will be an additional charge and Top Notch Turf will have to be contacted for pricing. Invoices will be billed on the beginning of each month. Payments will be due thirty (30) days from the invoice date or service may be suspended. Either party may terminate this contract with a thirty (30) day written notice.

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

**Please Circle Yes/No for desired services:**

**Yes/No - Weekly Mowing - \$451.00 per month for 6 months**

**TOTAL PER MONTH \$ \_\_\_\_\_**

### **Lawn Maintenance Service Description**

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

### CONTRACTOR'S QUOTE

Company name: Rahn Painting And Contracting LLC

Contact Person: Bruce Rahn

Title: Owner

Address: 15716 Hwy 22 Hutchinson MN 55350

Phone Number: 320-583-9582

Quote: \$ 125 per cut

GLASS Cutting  
Oak Grove Building

Signature: 

Date: 3/23/22



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: March 28, 2022

RE: Approve purchasing playground equipment for Legion Park

---

At the February 28<sup>th</sup> Council Meeting, Council approved the purchase of Legion Park Playground Equipment for \$58,825.93 plus an additional \$1363.50, reflecting a 2022 price increase. The order was tentatively waiting for color approval from the Parks Commission. At the March 15<sup>th</sup> Parks Commission Meeting, the Commission approved the final color choice of AO. An updated quote was requested from the Sales Representative to reflect the purchase price with the 2022 increase and the approved color choice.

An updated quote was received later that week. It was higher than initially proposed. The associate stated the price increase was vis-à-vis a second 2022 price increase regarding the manufacturer's rising raw aluminum and steel price. They reviewed our original proposal and adjusted Flagship's install cost to reduce the amount of increase the city will see in this proposal.

Enclosed is the original quote as well as the adjusted quote. You will see an additional total of \$828.16 on the updated proposal. Flagship discounted its install cost by over \$3,800 to help offset the price increase.

Suggested Motion: Motion to approve purchasing playground equipment from Flagship Recreation for \$61,016.66.

*Norwood Young America*

---



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

3/16/2022

**PRELIMINARY BUDGET**

	Preliminary Budget	Possible Additions	Possible Reductions	QTY	Notes
<b>Play Equipment &amp; Installation</b>					
Design - LegionPark_NYA 082721_Opt2	52,278.00				List Price of Equipment *Possible deduct if only Venti equipment is installed
State Contract Discount	(3,136.68)			6%	State Contract #119795
Sales Tax - if applicable	0.00				
<b>Equipment Installation (Man Hours &amp; Concrete for Footings)</b>	10,450.34				Full professional installation by Landscape Structures Certified Installers
Delivery of Play equipment Per Diem	400.00 0.00				estimated / final quote will be provided estimated / final quote will be provided
<b>Mobilization</b>	500.00				
Dumpster(s) - 30 Yard	525.00				Disposal of packaging material
Site work					
Demo, Excavation & Disposal (existing container)	0.00				By Owner
<b>Border Options</b>					
Concrete Border Straight (LF)	0.00			0	Standard 6" W x 12" D w/ rebar
Plastic Timbers & Ramp	0.00	0.00			*Possible add for new, plastic curbing
<b>Subgrade Preparation</b>					
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
<b>Surfacing Engineered Wood Fiber (EWF)</b>					
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+
<b>Budget Total</b>	<b>61,016.66</b>	<b>Total Additions</b> 0.00	<b>Total Reductions</b> 0.00		<b>Total w/ Additions &amp; Reductions</b> 61,016.66



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
<b>Play Equipment &amp; Installation</b>					
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				
<b>Equipment Installation (Man Hours &amp; Concrete for Footings)</b>	14,282.19				Full professional installation by Landscape Structures Certified Installers
<b>Delivery of Play equipment Per Diem</b>	400.00				estimated / final quote will be provided
<b>Mobilization</b>	500.00				estimated / final quote will be provided
<b>Dumpster(s) - 30 Yard</b>	525.00				Disposal of packaging material
<b>Site work</b>					
Demo, Excavation & Disposal (existing container)	0.00				By Owner
<b>Border Options</b>					
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
<b>Subgrade Preparation</b>					
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
<b>Surfacing Engineered Wood Fiber (EWF)</b>					
EWF - Playground Safety Surfacing (CY)	0.00			0	Perforated Corrugated Drain Tile with Sock
GeoTextile Fabric (Sq. Ft.)	0.00				By Owner
Site Restoration (Sq.Ft.)	0.00			0	IPEMA Certified Playground Surfacing - Meets the standards of ASTM, ADA & CPSC
<b>Payment &amp; Performance Bonds (IF REQUIRED)</b>	0.00				Price includes installation
					Top soil, seed and blanket
	0.00				Payment & Performance Bonds. Per State Contract required on projects \$175,000+
<b>Budget Total</b>	58,825.93	Total Additions 1,605.93	Total Reductions -6,300.00		Total w/ Additions & Reductions 54,131.86

2022 Price Increase 1363.50  
\$ 60,189.43



**Please Make PO's & Contracts Out To:**

**Landscape Structures**  
601 7th St. S  
Delano, MN 55328

**Please Remit Payment To:**

Landscape Structures, Inc.  
SDS 12-0395 PO Box 86  
Minneapolis, MN 55486-0395

[illegible]

Page 1 of 2

### Terms & Conditions

**Contract:** Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supercedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

**Quantity:** The quantity of merchandise and/or material to be delivered and/or installed shall not vary from the amount specified unless a different amount is first agreed to via Change Order. Changes are subject to price adjustment.

**Pricing:** Pricing is F.O.B factory. Current year pricing is honored on contracts completed prior to December 3, 2021. Contracts completed after this date are subject to price change.

**Responsibility:** Landscape Structures shall be responsible for any loss or damage to merchandise until delivered to Buyer at F.O.B destination point. Buyer is responsible for loss or damage thereafter.

**Inspection:** Merchandise shall be subject to Buyer's inspection within a reasonable time after the arrival at the ultimate destination. Upon inspection, it is the Buyer's responsibility to notify Flagship Recreation if merchandise does not meet requirements of the order.

### Project Scope (This Section For Quotes Including Installation)

#### **Inclusions:**

- One Mobilization
- Public Utility Locates
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

#### **Exclusions (Unless Specifically Quoted):**

- Accepting & Unloading of Order Prior to Installation
- Storage or Security of Equipment
- Private Utility Locates (Irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Please note, quotes including installation are based on site access and site conditions that have been conveyed to Landscape Structures by the owner/owner's representative and based on ideal conditions required to complete the project as quoted. Unless addressed prior to the installation quote being issued or specifically documented herein, any issues encountered that impede the progress or completion of the project as quoted will result in additional charges.

### Acceptance of Quotation:

<b>Accepted By (Print)</b>	Tony Voigt - Public Service Direct	<b>PO#:</b>	
<b>Signature:</b>		<b>Email:</b>	tvoigt@cityofnyc.com
<b>Title:</b>		<b>Phone:</b>	
<b>Date:</b>		<b>Purchase Amount:</b>	\$49,541.32



## State Contract Pricing



### PROJECT INFORMATION

Project name	<b>Legion Park</b>
Address	<b>314 Reform St S</b>
City, State ZIP	<b>Norwood Young America, MN 55368</b>
Contract Year	<b>2022</b>

### EQUIPMENT INFORMATION & PRICING

<u>Qty</u>	<u>Item No.</u>	<u>Description</u>	<u>Price</u>	<u>Ext Price</u>
1	210739A	Venti Alum Posts DB	\$45,389	\$45,389.00
1	100038B	Rainbow Climber 6' DB Only	\$1,374	\$1,374.00
1	205800A	TopsyTurny Spinner 42"Bury DB Only	\$5,515	\$5,515.00
1	182503C	Welcome Sign (LSI Provided) Ages 5-12 years Direct Bury	\$0	\$0.00

**Total Equipment Cost at State Contract Pricing**

**\$52,278.00**





**Please Make PO's & Contracts Out To:**

**Flagship Recreation**  
11123 Upper 33rd St. N  
Lake Elmo, MN 55042

**Please Remit Payment To:**

**Flagship Recreation**  
11123 Upper 33rd St. N  
Lake Elmo, MN 55042

[illegible]

## Terms & Conditions

**Contract:** Seller's Copy of signed quote represents the contract between Seller and Buyer. This form supersedes all previous communications and negotiations and constitutes the entire agreement between the parties. Any changes to this contract are not binding unless jointly agreed in writing via Change Order.

**Quantity:** The quantity of merchandise and/or material to be delivered and/or installed shall not vary from the amount specified unless a different amount is first agreed to via Change Order. Changes are subject to price adjustment.

**Pricing:** Pricing is F.O.B factory. Current year pricing is honored on contracts completed prior to December 3, 2021. Contracts completed after this date are subject to price change.

**Responsibility:** Flagship Recreation shall be responsible for any loss or damage to merchandise until delivered to Buyer at F.O.B destination point. Buyer is responsible for loss or damage thereafter.

**Inspection:** Merchandise shall be subject to Buyer's inspection within a reasonable time after the arrival at the ultimate destination. Upon inspection, it is the Buyer's responsibility to notify Flagship Recreation if merchandise does not meet requirements of the order.

**Project Scope** (This Section For Quotes Including Installation)

**Inclusions:**

- One Mobilization
- Public Utility Locates
- Unpacking of Play Equipment
- Assembly of Play Equipment
- Placing, Digging or Surface Mounting Equipment (as specified)
- Concrete for Play Equipment Footings
- Standard Insurance Offer (Detail Provided Upon Request)
- Standard Warranty Offer (Detail Provided Upon Request)
- Standard Wage Rates

**Exclusions (Unless Specifically Quoted):**

- Accepting & Unloading of Order Prior to Installation
- Storage or Security of Equipment
- Private Utility Locates (irrigation, low voltage, lighting, etc.)
- Additional Labor Due to Site Access. Require 8' Wide Clearance from Staging Area to Play Space.
- Additional Labor and/or Related Costs Due to Subsurface Conditions (Rock, Hardpan, Heavy Clay, Ground Water, etc.)
- Additional Labor and/or Related Costs Due to Working in Unstable Soils (Sand, Pea Rock, Mud, Poor Site Drainage, etc.)
- Offsite Removal of Spoils From Footing Holes or Other Excavation. Can be stockpiled for owner removal or left in play space
- Disposal of Packing Material. Can be Stockpiled for Owner Removal or Deposited in Owners Onsite Dumpster
- Removal of Existing Play Equipment, Border or Safety Surfacing Material
- Site Work of Any Kind. Exclusions include, site grading (owner to provide max slope of 1%), site restoration, drainage, etc.
- Border for Play Space
- Bonding of Any Type
- Permits of Any Kind

Please note, quotes including installation are based on site access and site conditions that have been conveyed to Flagship Recreation by the owner/owner's representative and based on ideal conditions required to complete the project as quoted. Unless addressed prior to the installation quote being issued or specifically documented herein, any issues encountered that impede the progress or completion of the project as quoted will result in additional charges.

**Acceptance of Quotation:**

<b>Accepted By (Print)</b>	Tony Voigt - Public Service Director	<b>PO#:</b>	
<b>Signature:</b>		<b>Email:</b>	tvoigt@cityofnyc.com
<b>Title:</b>		<b>Phone:</b>	
<b>Date:</b>		<b>Purchase Amount:</b>	\$11,475.34

## EQUIPMENT COLOR SIGN OFF

### Legion Park



Please sign below if you approve of the colors represented in the photo above.

### Color Palette

"AO"

Customer Signature: \_\_\_\_\_ Date: \_\_\_\_\_



TO: NYA City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: March 28, 2022

SUBJECT: Old Town Update

---

Over the last two weeks, Council Member Storms, Administrator Aukrust, and Economic Development Marketing Director Hallquist met with Gail Schuette of GDS Design & Build, Fire Chief Steve Zumberge, and Building Inspector Dave Nelson of Metro West Inspection Services. After reviewing the building, the overall consensus was to further the research for the reconstruction of Old Town. All parties agreed that a renovation of the buildings would not be cost-effective. Primary concerns that were brought up at each meeting:

- Major ADA compliance conformity would come into play for all three entrances to the buildings
- An elevator lift would need to be installed for second-floor accessibility.
- Fire suppression would need to be installed because of occupancy
- There is no way to indicate the level of mold/water damage until wall studs are exposed, which means budgeting is nearly impossible

One major positive that came out of these meetings was that the foundation/footings of the structure are sound. There are no significant cracks or shifting of the building, which means that the reconstruction can occur where the existing building currently sits. Two architects were contacted for feedback and guidance on how to move the project forward.

The city will be going out for an RFQ. The original architectural drawings of Old Town will be used, and anyone submitting a bid will be updating the existing drawings and bringing them up to the current building code, and recommending interior changes to adapt the facility and meet the needs of the community:

- Open floor concept between the main building and popcorn stand
- New staircase with access to crow's nest.
- Handicap accessibility from the east side of the building
- Other interior requests from groups who utilize the building will be discussed as the project continues

An RFQ will be posted on the LMC marketplace so all interested architectural firms can bid on the project. The Administration will bring the RFQ to Council for approval this Spring to keep the project moving forward.

No action needs to be taken. This is an update for informational purposes only.



To: Mayor Lagergren and Council Members  
From: Angela Brumbaugh, City Clerk/Treasurer  
Date: September 13, 2021  
Re: Konica Copier Ink Supplies

---

Konica Minolta Business Solutions has informed us there is a shortage of ink and supplies. Our representative has been working with us, but all supplies have to be shipped from the distribution centers and they are limiting quantities.

We are working through this as best we can but due to these issues some adjustments may be necessary.