



## **CITY COUNCIL AGENDA**

**June 12, 2023**

**5:00 p.m.**

**Workshop**

**6:00 p.m.**

**City Council Meeting**

**City Council Chambers**

**310 Elm Street W.**

**Norwood Young America, MN 55368**

### **WORKSHOP**

1. Central Schools Indoor Walking Track Presentation and Joint Powers Agreement Discussion—  
Superintendent Tim Schochenmaier

### **CITY COUNCIL MEETING**

2. CALL A MEETING OF THE CITY COUNCIL TO ORDER
3. APPROVE AGENDA
4. 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 and 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.)
5. 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 removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
  - 5.1. Approve minutes of May 22, 2023, City Council Meeting
  - 5.2. Approve Payment of Claims
  - 5.3. Personnel Committee Recommendation
  - 5.4. Juneteenth Federal Holiday
6. PUBLIC HEARING
7. OLD BUSINESS
8. NEW BUSINESS
  - 8.1. Merger Street Bid Tabulation and Award Recommendation—Josh Eckstein, Bolton & Menk
  - 8.2. Resolution 2023-19 A Resolution Authorizing the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the Merger Street Infrastructure Improvement Project
  - 8.3. Central Schools Indoor Track Presentation and City of Norwood Young America and Central Schools Joint Powers Agreement—Superintendent Tim Schochenmaier
  - 8.4. Proposal Review: The Harbor at Peace Village—Administrator Aukrust
  - 8.5. Generator Quotes—Paul Dhoore, Public Utilities Lead/Administrator Aukrust

## 9. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

10. **ADDITIONAL INFORMATION**—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.

 Met Council—Preliminary population and household estimates information

## 11. ADJOURNMENT

### UPCOMING MEETINGS / EVENTS

June 14, 2023	Economic Development Commission Meeting	6:00 PM
June 15, 2023	Sr. Advisory	9:00 AM
June 20, 2023	Park and Recreation Commission Meeting	5:15 PM
June 26, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM
July 5, 2023	Planning and Zoning Commission Meeting	6:00 PM (Please note the day change due to the holiday)
July 12, 2023	NYA Food Distribution	12:30 PM to 1:30 PM
July 10, 2023	City Council Meeting	6:00 PM
July 12 <sup>th</sup> , 2023	Economic Development Commission Meeting	6:00 PM
July 18, 2023	Park and Recreation Commission Meeting	5:15 PM
July 20, 2023	Sr. Advisory	9:00 AM
July 24, 2023	City Council Workshop/EDA/Meeting	5:00 PM/6:00 PM



TO: Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: June 12, 2023

RE: Workshop: Central Public Schools Presentation

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You will find the presentation from Superintendent Tim Schochenmaier of Central Public Schools. Mr. Schochenmaier will discuss the indoor walking track and the joint powers agreement between the school and the city.

For information purposes only.



CENTRAL PUBLIC SCHOOLS  
NYA City Council Presentation  
June 12, 2023





# The Plan

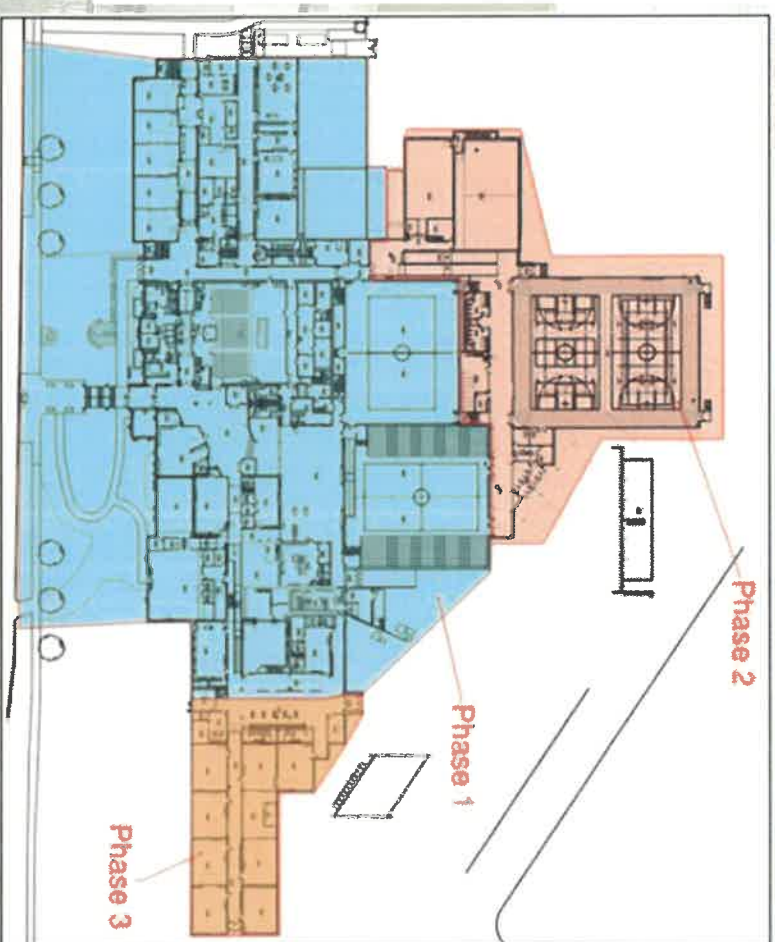
- As part of the 2021 Bonding Project, the City of NYA and Central Public Schools entered into a joint agreement to have a community indoor walking track as part of the proposal.
- Architectural drawings and plans were developed, and the City agreed to a price of \$830,000 for a 5-lane walking track and curtains to contain the courts.
  - The Bond passed at 75% approval.
- In July 2022, the first bid for the project occurred, and prices increased significantly.
- With consultation, one walking lane and some of the curtains were eliminated from the project to stay within budget.



## Next Step Construction

### MIDDLE SCHOOL/HIGH SCHOOL

- State Plan Review: In Progress
- Contracts issued: 2/14
- Submittals: 2/14 - 3/10
- Material Procurement: 2/20 – 5/19
- Phase 1 and 2 Start: 5/8
- Phase 1 Substantial Completion: 8/18/23
- Phase 2 Substantial Completion: 5/17/24
- Phase 3 Start: 6/15/24
- Phase 3 Substantial Completion: 8/16/24





## OPERATIONS ONCE COMPLETE

### HOURS

The indoor walking track will have morning and afternoon hours for NYA residents.

How patrons enter the indoor walking track is yet to be determined.  
(i.e., FOB)

### STAFF

Central Public Schools will staff “greeters” for the facility.

The purpose of these employees will be to assist residents and monitor emergencies and keep order in the facility.

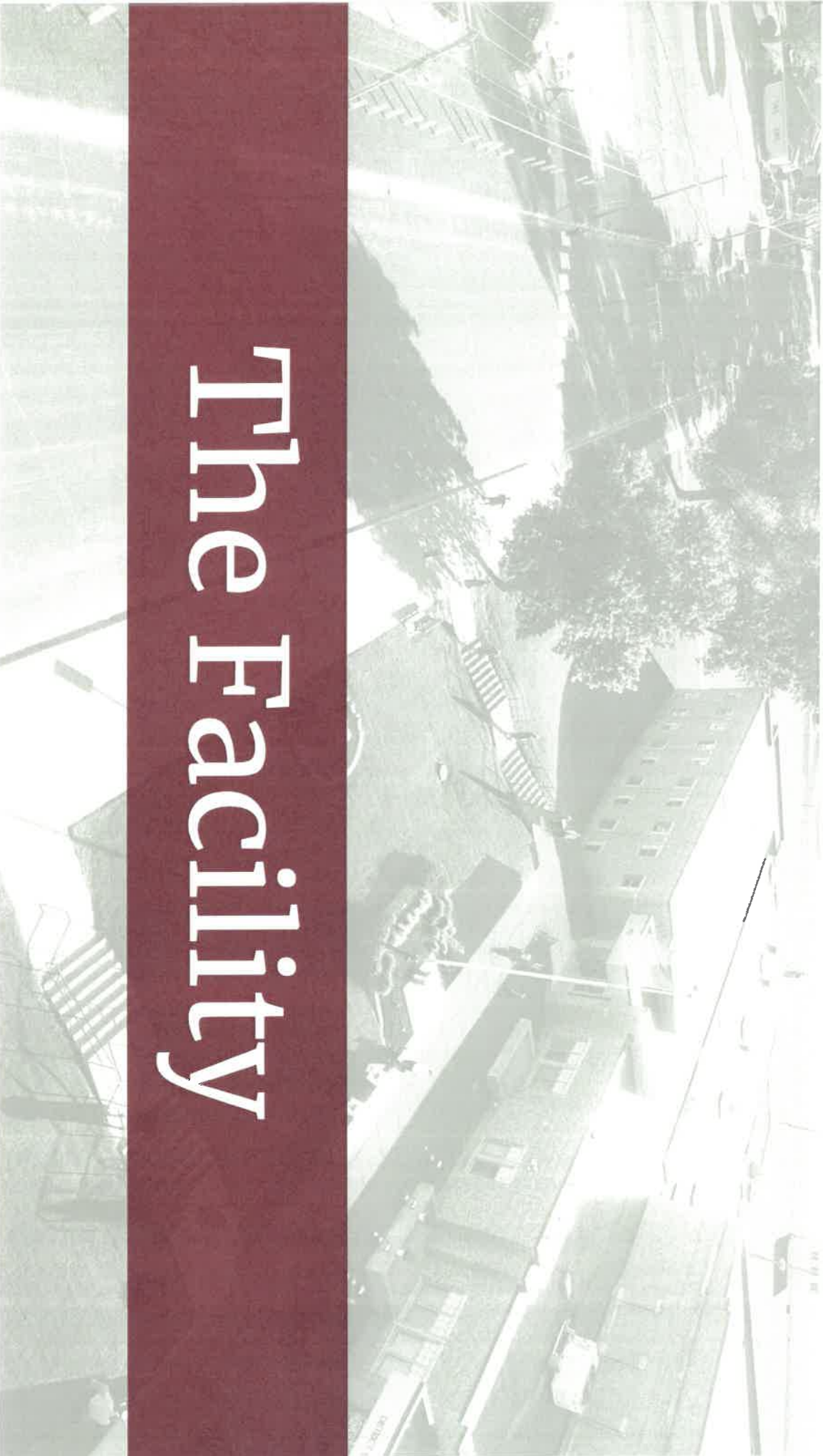
### JOINT POWERS AGREEMENT

The City of NYA and Central Public Schools will enter into a joint powers agreement to outline liabilities and costs for the indoor walking track’s useful life.

### COST

City residents of NYA proper (the taxpayers) will always have free access to the indoor walking track.

# The Facility





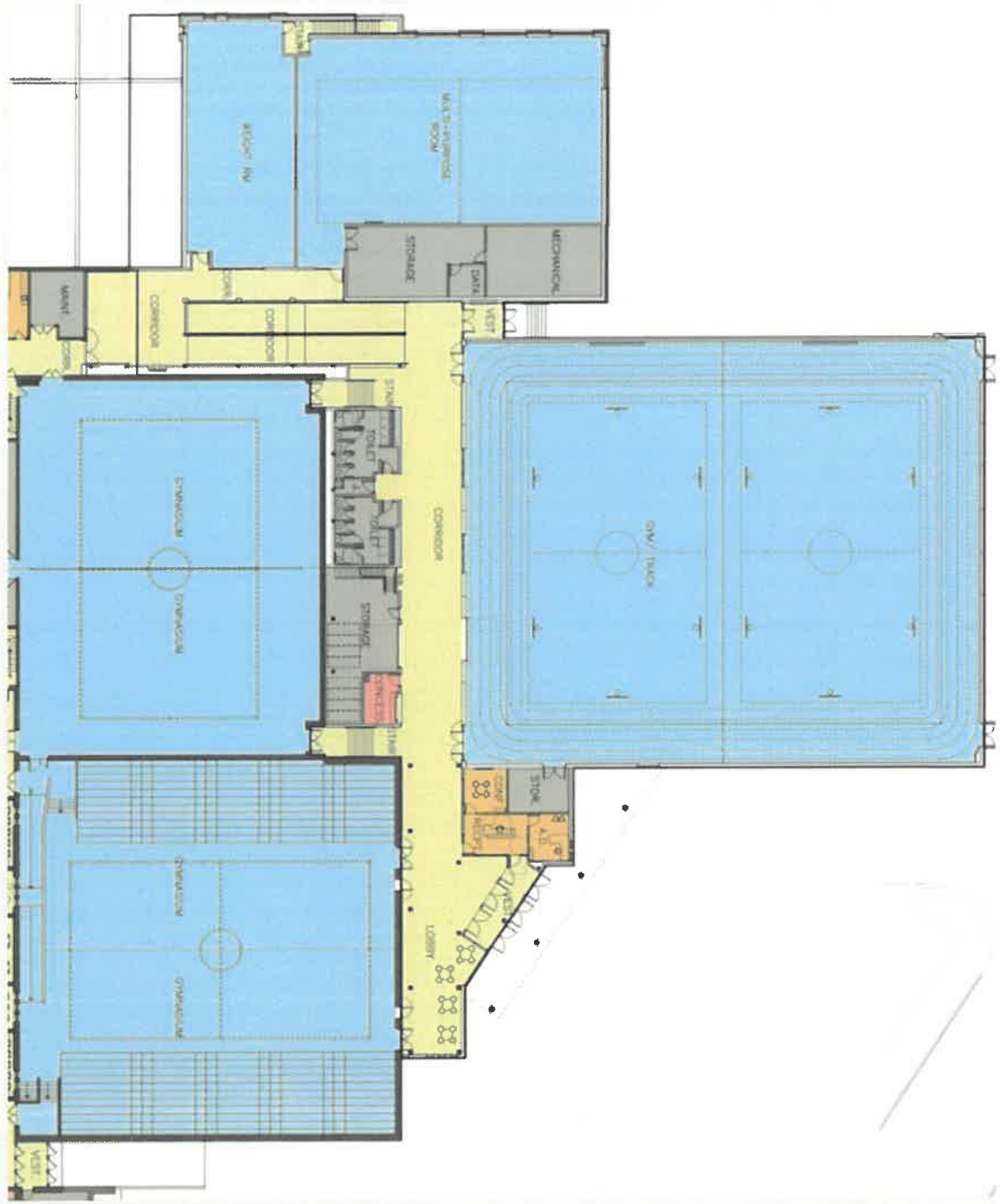


















A photograph of a classroom scene. In the foreground, a red banner with the word "Questions?" in white, sans-serif font is stretched across the frame. Behind the banner, two young students are visible. The student on the right is a girl with dark hair, wearing a pink shirt, holding a red object (possibly a pencil or stick) up in the air. The student on the left is partially visible, also wearing a pink shirt. The background shows a classroom environment with shelves, a whiteboard, and various educational materials.

# Questions?



## JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is entered into on this 12<sup>th</sup> day of June 2023 by and between the Central Public Schools ("School District"), a public school district organized and existing under the laws of the State of Minnesota, and the City of Norwood Young America ("City"), a municipal corporation organized and existing under the laws of the State of Minnesota.

## RECITALS

- A. The School District owns and operates a sports facility located at 531 Morse St., Norwood Young America, MN 55368 (the "Facility").
- B. The City desires to contribute funds to the School District for the construction of a ground level track and a court separator screen at the Facility.
- C. The School District desires to accept the City's contribution and to allow residents of the City to have free use of the Facility as described herein.
- D. The School District and the City desire to enter into this Agreement to set forth their respective rights and obligations regarding the Facility.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the School District and the City agree as follows:

## ARTICLE 1 - DEFINITIONS

1.1 "Facility" means the sports facility located at 531 Morse St., Norwood Young America, MN 55368 (Newly constructed gym space with ground level walking track).

1.2 "City" means the City of Norwood Young America.

1.3 "School District" means the Central Public Schools.

1.4 "Contribution" means the sum of \$830,000 to be contributed by the City to the School District for the construction of a ground level track and a court separator screen at the Facility.

1.5 "Residents" means individuals residing within the incorporated city limits of the City.

## ARTICLE 2 - CITY CONTRIBUTION

2.1 The City shall contribute the sum of \$830,000 to the School District for the construction of a ground level track and a court separator screen at the Facility. The contribution shall be payable as follows: (1) the City will pay the School District the sum of \$680,000, and (2) the remaining \$150,000 will be credited to the School District as a deduction in lieu of ERU fees.

2.2 The School District shall pay the City for the actual building inspection fees for the Facility in an amount not to exceed \$50,000. The City shall notify the School District of the applicable building inspection fees and request payment in writing when final fee amounts are available. The City shall be responsible for any portion of the fees that exceed \$50,000.

## ARTICLE 3 - USE OF THE FACILITY

3.1 The School District shall allow Residents of the City to use the Facility free of charge at reasonable times and hours agreed to by the parties under Section 3.3 below.

3.2 The School District may establish reasonable rules and regulations for the use of the Facility by Residents of the City.



3.3 The parties hereto agree to meet prior to the opening of the Facility to determine hours of Facility usage under this agreement, and rules and regulations that will apply to Facility usage. The parties shall meet annually thereafter to review the usage hours and Facility rules and regulations to assure they are appropriate and up to date.

#### ARTICLE 4 - MAINTENANCE AND INSURANCE

4.1 The School District shall be responsible for the maintenance of the Facility, and shall keep it maintained in good condition and usable by City residents for the purposes intended by this agreement.

4.2 The School District shall maintain liability insurance for the Facility. Insurance limits shall be at least in the amounts specified in Minnesota Statutes Chapter 466.

#### ARTICLE 5 - TERM

5.1 This Agreement shall commence on the date first above written and shall continue in effect until terminated by either party upon thirty (30) days written notice to the other party. However, if the School District terminates this Agreement prior to the 30<sup>th</sup> anniversary of the first date of operation of the Facility, it shall pay the City back a pro-rata share of the City's contribution based on an expected useful life of the Facility of 30 years. By way of example, if the School District terminates the Agreement on the 20<sup>th</sup> anniversary of operation, it would repay the district \$267,667 of the contribution ( $10/30 \times 830,000 = 267,667$ ). If the School District elects to close or otherwise make the Facility unavailable to City residents prior to the 30<sup>th</sup> anniversary of this Agreement, it shall likewise make a pro-rata refund to the City.

#### ARTICLE 6 - NOTICES

6.1 All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered by hand, sent by certified mail or sent by email to the following addresses:

If to the School District:

531 More St.

PO 247

Norwood Young America, MN 55368

If to the City:

310 Elm Street W

Po Box 59

Norwood Young America, MN 55368

#### ARTICLE 7 - GOVERNING LAW

7.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

#### ARTICLE 8 - ENTIRE AGREEMENT

8.1 This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings and agreements between the parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

CENTRAL PUBLIC SCHOOLS

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Timothy Schochenmaier, Superintendent

CITY OF NORWOOD YOUNG AMERICA

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Carol Lagergren, Mayor



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CENTRAL PUBLIC SCHOOLS

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Timothy Schochenmaier, Superintendent

CITY OF NORWOOD YOUNG AMERICA

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Carol Lagergren, Mayor



## CITY COUNCIL MINUTES

May 22, 2023 – 6:00 p.m.

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

### Attendance:

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

ABSENT:

STAFF: Andrea Aukrust (City Administrator) and Angela Brumbaugh (Clerk/Finance Director),

OTHERS: Alicia Menzel (City Staff), Steve Zumberge (NYA Fire Chief)

### 3. CALL A MEETING OF THE CITY COUNCIL TO ORDER

*Mayer Lagergren called the meeting to order at 6:01 pm with all council members present.*

- The Pledge of Allegiance - *was said at the beginning of the EDA meeting.*

### 4. APPROVE AGENDA

- Add 9.4 Used Command Vehicle Purchase

*CS/AK motion to approve the agenda with the additions of 9.4 Used Command Vehicle Purchase.*

*Motion passed 5-0.*

### 5. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT

5.1. Arbor Day Proclamation – Mayor Lagergren

- Thursday, June 1, 2023

### 6. CONSENT AGENDA

6.1. Approve minutes of the May 8, 2023, City Council Meeting

6.2. Approve Payment of Claims

6.3. Transient License Approval – Sweet Wink's Food Truck

6.4. Approve Additional Seasonal Lifeguard

6.5. Approve Hay baling quote

*CS/AK motion to approve the consent agenda. Motion passed 5-0.*

### 7. PUBLIC HEARING - *none*

### 8. OLD BUSINESS - *none*

### 9. NEW BUSINESS

9.1. Personnel Recommendation – Administrator Aukrust

- Proposed changing to summer hours
- Monday – Thursday, 7:00 a.m. – 4:30 p.m. and Friday 7:00 a.m. – 11:00 a.m.
- Salaried employees hybrid on Fridays as schedules allow
- Administration will reassess the changes in the fall and recommend to the council if the changes should remain year-round

Discussion included questions regarding what prompted the change of hours, if the public would be best served if the office was closed Friday afternoons, how/if closing early on Friday would affect



people picking up keys for rentals for the weekend, clarification on the meaning of hybrid, how would holiday pay be allocated to employees

- Early open time would benefit residents who had trouble with opening at 8am before
- Staff does call and give rentals a heads up about picking up keys
- Hybrid for salaried staff gives flexibility to work from home on Friday if no pressing matters require them to come into the office and only on Fridays
- Holiday pay will stay 8 hours per day, employees can either take 1 hour PTO or make up that 1 hour on Friday

Council would like some more time to consider this proposal and have further discussion on the questions that arose. The topic will be revisited at next month's meeting.

#### 9.2. Resolution 2023-18 Approval of the Carver County CDA Community Growth Partnership Initiative Development Grant Application

- Grant helps support projects that increase the tax base and improve the quality of life in Carver County
- The three strategies for the grant program are to support affordable housing, community development, and redevelopment
- 2-to-1 match up to \$100,000 with a submittal deadline of May 26, 2023
- This grant was applied for and utilized last year in the amount of \$100,000
- Staff would like to apply and if received, use the grant money in assisting with the Tacoma West Industrial Park Phase 2 infrastructure costs

*MM/AK motion to approve Resolution 2023-18 Approving Community Growth Partnership Initiative Development Grant Program Application. Motion passed 5-0.*

#### 9.3. West Carver Community Pool Manual – Angela Brumbaugh, Clerk/Finance Director

- Updated the year
- Added verbiage regarding social media and professionalism
- Added no swimming before or after pool hours

*CS/BA motion to approve the West Carver Community Pool Manual. Motion passed 5-0.*

#### 9.4. Used Command Vehicle Purchase – Steve Zumberge, NYA Fire Chief

- Eden Prairie selling two used vehicles, \$20,000 each
- Already include all tools needed on a command vehicle
- Asking the City to purchase the vehicle and the fire relief association will donate the funds to the city for the purchase, to simplify and expedite the purchase process

*AK/BA motion to approve the purchase of the 2015 Chevy Tahoe Command vehicle from the City of Eden Prairie and accept a cash donation in the amount of \$20,000 from the Fire Relief Association. Motion passed 5-0.*

### 10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

- Allen – tree planting ceremony for June 1, 2023, Arbor Day celebration.
- Storms – Planning meeting last Tuesday. Discussed the industrial district a lot.
- Krueger – An exhibition of rugby games has been scheduled for Saturday the 26<sup>th</sup> during Stiftungsfest from 12-3 p.m. Senior Advisory Lunch & Learn on May 24, 2023, at the Pavilion on Senior Rights. Senior Center had last gathering until August.
- McPadden – Looking into a possible façade grant program.

- Lagergren – Food distributions, first Wednesday of the month in City Hall parking lot from 12:30-1:30 p.m. New distribution happening weekly on Thursdays, at the Pavilion 3:30-5:00 p.m.
- Aukrust – Invited Superintendent Schochenmaier to the workshop meeting next month to talk about the track.

#### 11. ADDITIONAL INFORMATION

- 11.1.1. Workshop: Central Schools Indoor Walking Track Presentation – Superintendent Schochenmaier (June 12<sup>th</sup> @5:00 p.m.)

#### 12. ADJOURNMENT

*MM/CS motion to adjourn at 6:41 p.m. Motion passed 5-0.*

Respectfully submitted,

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Carol Lagergren, Mayor

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Angela K. Brumbaugh, Clerk/Finance Director



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

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

To Be Approved: June 12, 2023

**Payroll EFT**

Check #	507952 - 507974	\$	28,330.22
Check #	507975 - 508007	\$	29,507.55

**Prepays**

Check #

**Claims Pending Payment**

Check #	34278 - 34348	\$	339,444.77
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**Voided Checks**

Check #

Grand Total (excluding voided checks)	\$	<u>397,282.54</u>
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# NORWOOD YOUNG AMERICA

06/09/23 3:45 PM

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## \*Check Detail Register©

Batch: 06122023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>10100 CHECKING</b>					
<b>34278</b>	06/12/23	<b>ALCOHOL &amp; GAMBLING ENFORCEMENT</b>			
E 101-41400-406		LICENSES	\$300.00		LAST CALL 2 AM
		Total	\$300.00		
<b>34279</b>	06/12/23	<b>ALCOHOL &amp; GAMBLING ENFORCEMENT</b>			
E 101-41400-406		LICENSES	\$300.00		POUR HOUSE 2 AM
		Total	\$300.00		
<b>34280</b>	06/12/23	<b>ANCOM COMMUNICATIONS, INC.</b>			
E 101-42200-323		Radio Units	\$297.00	115024	RADIO REPAIRS
E 101-42200-323		Radio Units	\$299.00	115025	RADIO REPAIRS
		Total	\$596.00		
<b>34281</b>	06/12/23	<b>AQUA LOGIC, INC</b>			
E 101-49860-223		Repair/Maintenance Bldg/	\$107.70	2139	AIR BLEEDER, TEE ASSEMBLY, PRESURE GAUGE
E 101-49860-223		Repair/Maintenance Bldg/	\$68.64	2158	SKIMMER NET, SIGNS
		Total	\$176.34		
<b>34282</b>	06/12/23	<b>AUKRUST, ANDREA</b>			
E 101-41300-331		Travel/Meeting Expense	\$34.06		MILEAGE
		Total	\$34.06		
<b>34283</b>	06/12/23	<b>BOLTON &amp; MENK, INC</b>			
E 492-43100-303		Engineering Fees	\$30,585.50	0311257	2023 PAVEMENT REHAB
E 492-43100-303		Engineering Fees	\$13,487.00	0313136	2023 PAVEMENT REHAB
E 494-43100-303		Engineering Fees	\$84.00	0313137	2ND AVE
E 493-46500-303		Engineering Fees	\$16,951.00	0313138	IND PARK EXPANSION
E 601-49400-303		Engineering Fees	\$1,388.00	0313139	WELLHEAD PROTECTION PLAN
E 602-49450-303		Engineering Fees	\$2,316.50	0313140	WWTF UPGRADE
E 101-41500-303		Engineering Fees	\$290.50	0313141	MISC ENGINEERING
		Total	\$65,102.50		
<b>34284</b>	06/12/23	<b>BREMER BANK</b>			
G 101-21718		HSA ACCOUNT	\$191.68		
		Total	\$191.68		
<b>34285</b>	06/12/23	<b>CARQUEST AUTO PARTS</b>			
E 101-43100-221		Repair/Maintenance Equip	\$167.03	5927-267792	HYD HOSE, END BRAID, ABRASION SLEEVE
E 101-43100-221		Repair/Maintenance Equip	\$38.12	5927-269074	FLEET CHARGE
		Total	\$205.15		
<b>34286</b>	06/12/23	<b>CARVER COUNTY</b>			
E 101-42100-311		County Police Contract	\$117,654.00	SHERI00372	2023 POLICE CONTRACT
		Total	\$117,654.00		
<b>34287</b>	06/12/23	<b>CARVERLINK - CARVER CO BROADBA</b>			
E 101-41940-321		Telephone	\$40.00		
E 601-49400-321		Telephone	\$40.00		
E 602-49450-321		Telephone	\$25.00		



# NORWOOD YOUNG AMERICA

06/09/23 3:45 PM

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## \*Check Detail Register©

Batch: 06122023

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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		
E 101-45500-321		Telephone	\$10.00		
		Total	\$305.00		
<b>34288</b>	06/12/23	<b>CASH</b>			
E 101-49860-251		Concessions	\$75.00		POOL START UP MONEY
		Total	\$75.00		
<b>34289</b>	06/12/23	<b>CENTERPOINT ENERGY</b>			
E 101-41940-383		Gas Utilities	\$402.19		
E 101-42200-383		Gas Utilities	\$122.63		
E 101-43100-383		Gas Utilities	\$1,151.97		
E 101-45200-383		Gas Utilities	\$529.43		
E 601-49400-383		Gas Utilities	\$344.54		
E 602-49450-383		Gas Utilities	\$1,671.41		
E 101-49860-383		Gas Utilities	\$31.55		
		Total	\$4,253.72		
<b>34290</b>	06/12/23	<b>CITIZENS BANK MN</b>			
G 101-21718		HSA ACCOUNT	\$375.00		
		Total	\$375.00		
<b>34291</b>	06/12/23	<b>CITIZENS STATE BANK HSA ACCTS</b>			
G 101-21718		HSA ACCOUNT	\$950.00		
		Total	\$950.00		
<b>34292</b>	06/12/23	<b>CORE &amp; MAIN LP</b>			
E 601-49400-210		Operating Supplies	\$502.87	S938040	SPEEDY SLEEVES, CURB BOX
		Total	\$502.87		
<b>34293</b>	06/12/23	<b>DANIELSON, STEVEN</b>			
R 601-49400-36200		Miscellaneous Revenues	\$85.61		OVERPAYMENT OF FINAL BILL
		Total	\$85.61		
<b>34294</b>	06/12/23	<b>BLEICHNER, DAVID</b>			
E 101-43100-437		Maintenance Contract	\$1,125.00		MAY CEMETERY
E 101-43100-437		Maintenance Contract	\$250.00		MAY OAK GROVE
		Total	\$1,375.00		
<b>34295</b>	06/12/23	<b>DELTA DENTAL</b>			
G 101-21714		Dental Insurance	\$8.00		
G 101-21714		Dental Insurance	\$892.26		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$900.26		
<b>34296</b>	06/12/23	<b>DHOORE, PAUL</b>			
E 602-49450-331		Travel/Meeting Expense	\$161.13		
Total			\$161.13		
<b>34297</b>	06/12/23	<b>DROEGE, BRAD</b>			
E 101-42200-210		Operating Supplies	\$214.13		GLOVE REIMBURSMENT
Total			\$214.13		
<b>34298</b>	06/12/23	<b>EQUIPMENT MANAGEMENT CO</b>			
E 101-42200-437		Maintenance Contract	\$796.00	62235	ANNUAL TOOL SERVICE AGREEMENT
Total			\$796.00		
<b>34299</b>	06/12/23	<b>GOPHER STATE ONE-CALL</b>			
E 601-49400-223		Repair/Maintenance Bldg/	\$70.20	3050646	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$70.20	3050646	LOCATES
Total			\$140.40		
<b>34300</b>	06/12/23	<b>GOPHER STATE SEALCOAT, INC.</b>			
E 101-43100-425		Street Maint seal coat	\$15,499.00	19671	CRACK SEAL VARIOUS STREETS
E 101-43100-425		Street Maint seal coat	\$4,113.00	19714	TRAILS & BB COURT
Total			\$19,612.00		
<b>34301</b>	06/12/23	<b>HALLQUIST, KAREN</b>			
E 101-46500-331		Travel/Meeting Expense	\$69.43		MILEAGE
Total			\$69.43		
<b>34302</b>	06/12/23	<b>HAWKINS INC</b>			
E 101-49860-216		Chemicals and Chem Pro	\$30.00	6471059	CHLORINE
E 601-49400-216		Chemicals and Chem Pro	\$20.00	6471505	CHLORINE
E 602-49450-216		Chemicals and Chem Pro	\$20.00	6471558	CHLORINE
E 101-49860-216		Chemicals and Chem Pro	\$1,028.86	6475267	POOL CHEMICALS
Total			\$1,098.86		
<b>34303</b>	06/12/23	<b>HEALTH PARTNERS</b>			
G 101-21706		Hospitalization/Medical Ins	\$12,829.96		HEALTH INSURANCE
Total			\$12,829.96		
<b>34304</b>	06/12/23	<b>HEDTKE, CHERYL</b>			
E 831-45250-470		Donation Expense	\$594.08		FLOWER REIMBURSEMENT
Total			\$594.08		
<b>34305</b>	06/12/23	<b>HOME SOLUTIONS</b>			
E 101-45200-223		Repair/Maintenance Bldg/	\$1,078.00	A215225	MULCH
E 602-49450-223		Repair/Maintenance Bldg/	\$16.18	A215318	CONC SEALANT
E 101-45200-223		Repair/Maintenance Bldg/	\$60.80	A215364	HEX NUT, LOCK WASHER
E 101-45200-223		Repair/Maintenance Bldg/	(\$0.45)	A215442	CONNECTOR
E 101-45200-223		Repair/Maintenance Bldg/	\$35.37	A215601	MISC HARDWARE
E 101-43100-221		Repair/Maintenance Equip	\$5.20	A215607	FERRULES/STOPS, MISC HARDWARE
E 101-45200-223		Repair/Maintenance Bldg/	\$35.08	A215629	FLT BAR, SPIKE NAIL

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-210		Operating Supplies	\$9.89	A215639	DRILL BIT
E 101-45200-223		Repair/Maintenance Bldg/	\$36.45	A215682	MISC HARDWARE
E 101-45200-223		Repair/Maintenance Bldg/	\$15.76	A215708	MISC HARDWARE
E 101-45200-210		Operating Supplies	\$70.19	A215852	STEPLADDER
E 101-43100-210		Operating Supplies	\$29.67	A215866	CUTTIG WHL
E 101-45200-223		Repair/Maintenance Bldg/	\$10.62	A216181	MISC HARDWARE
E 101-43100-210		Operating Supplies	\$9.88	A216266	DISH SOAP
E 101-49860-223		Repair/Maintenance Bldg/	\$16.18	A216270	COVER, BRUSH/SCRAPPER
E 101-49860-223		Repair/Maintenance Bldg/	\$44.05	A216308	REG BLEACH, TANK SPRAYER
E 101-49860-223		Repair/Maintenance Bldg/	\$1.61	A216322	MISC HARDWARE
E 101-45200-223		Repair/Maintenance Bldg/	\$8.09	A216477	GALV WIRE
E 101-43100-223		Repair/Maintenance Bldg/	\$3.22	A216548	CAP
E 101-41940-223		Repair/Maintenance Bldg/	\$4.94	A216776	BULB
E 101-41940-210		Operating Supplies	\$5.92	A216788	HANDI SPRAYER
E 101-49860-223		Repair/Maintenance Bldg/	\$17.35	A216908	PVC PIPE, TRANSPLANTER, ELBOW
E 602-49450-223		Repair/Maintenance Bldg/	\$4.48	A217022	HANDY BX COVER, HANDY BOX
E 101-43100-223		Repair/Maintenance Bldg/	\$7.19	A217068	FLUOORG REEL
E 101-49860-223		Repair/Maintenance Bldg/	\$4.94	A217419	SIMPLE GREEN CLEANER
E 101-43100-221		Repair/Maintenance Equip	\$35.59	A217432	NARROW HINGE, SCREEN
E 602-49450-221		Repair/Maintenance Equip	\$23.39	A217511	THERMOSTAT
E 101-43100-221		Repair/Maintenance Equip	\$12.83	A217515	IMP BITS, HOOK & EYE, SPRING
E 101-49860-223		Repair/Maintenance Bldg/	\$13.11	A217554	MURIATIC ACID, TRAY LINER
E 101-45200-210		Operating Supplies	\$10.34	A217632	BATTERIES
E 101-45200-223		Repair/Maintenance Bldg/	\$15.55	B241224	FEM CONNECTOR, CONNECTOR
E 101-49860-223		Repair/Maintenance Bldg/	\$8.54	B241494	AP ADHESIVE
E 101-49860-223		Repair/Maintenance Bldg/	\$13.48	B241590	PVC CEMENT, PRIMER
E 101-43100-223		Repair/Maintenance Bldg/	\$16.49	B241655	PAPERTOWEL
E 101-43100-221		Repair/Maintenance Equip	\$1.13	B241750	NARROW HINGE
E 101-43100-221		Repair/Maintenance Equip	(\$7.18)	B241800	DR SPRING
Total			\$1,673.88		
<b>34306</b>	06/12/23	<b>INTERNATIONAL UNION</b>			
G 101-21712		Union Dues	\$357.00		
Total			\$357.00		
<b>34307</b>	06/12/23	<b>KAEDING ARCHITECTURE LLC</b>			
E 275-45200-302		Architects Fees	\$652.50	2426	
Total			\$652.50		
<b>34308</b>	06/12/23	<b>ASRJ ENTERPRISE LLC</b>			
E 101-46100-223		Repair/Maintenance Bldg/	\$2,990.00	327	ARBOR DAY TREES
Total			\$2,990.00		
<b>34309</b>	06/12/23	<b>KNIFE RIVER CORPORATION</b>			
E 101-43100-224		Street Maint Materials	\$536.00	1000126	322 REFORM ST
Total			\$536.00		
<b>34310</b>	06/12/23	<b>KONICA MINOLTA</b>			
E 101-41400-437		Maintenance Contract	\$635.68		COPIER RENT
Total			\$635.68		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
<b>34311</b>	06/12/23	<b>KWIK TRIP INC.</b>			
E 101-43100-212		Motor Fuels	\$661.46		FUEL
E 101-45200-212		Motor Fuels	\$283.48		FUEL
		Total	\$944.94		
<b>34312</b>	06/12/23	<b>LANO EQUIPMENT OF NORWOOD, INC</b>			
E 101-43100-221		Repair/Maintenance Equip	\$309.53	29629A	BOBCAT REPAIRS
E 101-43100-221		Repair/Maintenance Equip	\$610.50	29630A	BOBCAT
		Total	\$920.03		
<b>34313</b>	06/12/23	<b>MAC QUEEN EQUIPMENT</b>			
E 101-42200-542		FD Equipment	\$622.59	P15723	SUCTION HOSE
		Total	\$622.59		
<b>34314</b>	06/12/23	<b>MARCO TECHNOLOGIES LLC</b>			
E 101-41400-437		Maintenance Contract	\$154.00	INV11237420	CONTRACT BASE CHARGE
E 101-41400-437		Maintenance Contract	\$1,847.98	INV11238320	MANAGED IT
		Total	\$2,001.98		
<b>34315</b>	06/12/23	<b>MAYER LUMBER CO. INC.</b>			
E 101-45200-223		Repair/Maintenance Bldg/	\$62.55	229802	DOOR PULL, ACTION HINGE
E 101-45200-223		Repair/Maintenance Bldg/	(\$25.99)	229913	ACTION HINGE
		Total	\$36.56		
<b>34316</b>	06/12/23	<b>MCLEOD PUBLISHING INC</b>			
E 101-46500-350		Print/Publishing/Postage	\$202.64		SMALL BUSINESS BASICS
		Total	\$202.64		
<b>34317</b>	06/12/23	<b>MENARDS</b>			
E 101-49860-223		Repair/Maintenance Bldg/	\$236.00	81542	GARAGE FLR EPOXY
		Total	\$236.00		
<b>34318</b>	06/12/23	<b>METRO FIBERNET LLC</b>			
E 101-41940-321		Telephone	\$131.80		
E 601-49400-321		Telephone	\$52.70		
E 602-49450-321		Telephone	\$52.70		
E 101-42200-321		Telephone	\$52.70		
E 101-43100-321		Telephone	\$36.89		
E 101-45200-321		Telephone	\$15.81		
E 101-49860-321		Telephone	\$26.35		
E 101-41940-321		Telephone	\$79.06		
E 101-41300-321		Telephone	\$45.85		
E 101-41320-321		Telephone	\$45.85		
E 101-41400-321		Telephone	\$45.85		
E 101-46500-321		Telephone	\$15.28		
E 101-42100-321		Telephone	\$76.42		
E 101-45500-321		Telephone	\$76.42		
		Total	\$753.68		
<b>34319</b>	06/12/23	<b>MID-COUNTY CO-OP OIL ASSN</b>			
E 101-43100-212		Motor Fuels	\$929.02	67032	DYED DIESEL FUEL



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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-45200-212		Motor Fuels	\$398.15	67032	DYED DIESEL FUEL
E 101-45200-223		Repair/Maintenance Bldg/	\$1,601.93	7341	CORNERSTONE, STRIKE THREE
		Total	\$2,929.10		
<b>34320</b>	06/12/23	<b>MNI BIFF - John McGreavy</b>			
E 101-45200-418		Other Rentals (Biffs)	\$147.90	A-139927	LEGION PARK
		Total	\$147.90		
<b>34321</b>	06/12/23	<b>MINNESOTA VALLEY TESTING LAB, INC</b>			
E 601-49400-217		Lab Fees	\$105.60	1198191	COLIFORM
E 602-49450-217		Lab Fees	\$47.30	1199658	PHOSPHORUS
E 602-49450-217		Lab Fees	\$47.30	1200421	PHOSPHORUS
		Total	\$200.20		
<b>34322</b>	06/12/23	<b>MN DEPT OF HEALTH</b>			
G 601-20281		MDH FEE	\$3,350.00		2nd QTR 2023
		Total	\$3,350.00		
<b>34323</b>	06/12/23	<b>MN FIRE SERV CERTIFICATON BD</b>			
E 101-42200-207		Training Instructional	\$861.00	10763	FIREFIGHTER 1, HAZ MAT, FIREFIGHTER 2
		Total	\$861.00		
<b>34324</b>	06/12/23	<b>MN VALLEY ELECTRIC COOPERATIVE</b>			
E 101-43100-380		Street Lighting	\$109.89		STREET LIGHTS
E 602-49450-381		Electric Utilities	\$58.08		LIFT STATION
E 601-49400-381		Electric Utilities	\$658.53		640 TACOMA BLVD
		Total	\$826.50		
<b>34325</b>	06/12/23	<b>MUELLER, KEN</b>			
R 601-49400-36200		Miscellaneous Revenues	\$14.86		OVERPAYMENT OF FINAL BILL
		Total	\$14.86		
<b>34326</b>	06/12/23	<b>MUNICIPAL EMERGENCY SERVICES</b>			
E 101-42200-542		FD Equipment	\$1,744.46	SO1719716	AKRON NOZZLES
E 101-42200-542		FD Equipment	\$2,174.76	SO1728732	NITREX
		Total	\$3,919.22		
<b>34327</b>	06/12/23	<b>NICHOLSON, DONALD</b>			
R 601-49400-36200		Miscellaneous Revenues	\$68.04		OVERPAYMENT OF FINAL BILL
		Total	\$68.04		
<b>34328</b>	06/12/23	<b>NORTHWOODS BANK</b>			
G 101-21718		HSA ACCOUNT	\$241.68		
		Total	\$241.68		
<b>34329</b>	06/12/23	<b>NORWOOD ELECTRIC INC</b>			
E 101-49860-223		Repair/Maintenance Bldg/	\$400.00	17705	POOL LIGHT REPAIR
		Total	\$400.00		
<b>34330</b>	06/12/23	<b>NORWOOD YOUNG AMERICA TIMES</b>			
E 101-43100-350		Print/Publishing/Postage	\$583.20	948871	MERGER ST RECON BIG

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$583.20		
<b>34331</b>	06/12/23	<b>OPTUM BANK</b>			
G 101-21718		HSA ACCOUNT	\$289.34		
Total			\$289.34		
<b>34332</b>	06/12/23	<b>PINNACLE PEST CONTROL LLC</b>			
E 101-42200-223		Repair/Maintenance Bldg/	\$150.00		
E 101-43100-223		Repair/Maintenance Bldg/	\$210.00		
E 101-45200-223		Repair/Maintenance Bldg/	\$335.00		
E 601-49400-223		Repair/Maintenance Bldg/	\$180.00		
E 101-41940-223		Repair/Maintenance Bldg/	\$75.00		
Total			\$950.00		
<b>34333</b>	06/12/23	<b>PRO AUTO &amp; TRANSMISSION REPAIR</b>			
E 101-45200-221		Repair/Maintenance Equip	\$76.51	106806	TIRES
Total			\$76.51		
<b>34334</b>	06/12/23	<b>ROSENLUND, SCOTT</b>			
R 601-49400-36200		Miscellaneous Revenues	\$39.12		OVERPAYMENT OF FINAL BILL
Total			\$39.12		
<b>34335</b>	06/12/23	<b>SCHLUETER, LAYTON</b>			
E 101-45200-432		Refund	\$1,150.00		PAVILION CANCELLATION
Total			\$1,150.00		
<b>34336</b>	06/12/23	<b>SECURITY BANK &amp; TRUST</b>			
G 101-21718		HSA ACCOUNT	\$894.68		
Total			\$894.68		
<b>34337</b>	06/12/23	<b>R.E. SMITH OIL &amp; TIRE CO., INC</b>			
E 101-49800-212		Motor Fuels	\$113.60		
E 601-49400-212		Motor Fuels	\$86.73		
E 602-49450-212		Motor Fuels	\$86.74		
Total			\$287.07		
<b>34338</b>	06/12/23	<b>SOUTH POINT FINANCIAL</b>			
G 101-21718		HSA ACCOUNT	\$375.00		
Total			\$375.00		
<b>34339</b>	06/12/23	<b>STOCKMAN, MARK</b>			
R 601-49400-36200		Miscellaneous Revenues	\$118.23		OVERPAYMENT OF FINAL BILL
Total			\$118.23		
<b>34340</b>	06/12/23	<b>THE FRENCH BUCKET FLORAL</b>			
E 831-45250-470		Donation Expense	\$364.10		FERNS
Total			\$364.10		
<b>34341</b>	06/12/23	<b>TWIN CITIES &amp; WESTERN RAILROAD</b>			
E 258-43100-500		Capital Outlay	\$23,312.17	M015756-IN	TACOMA AVE CROSSING
E 258-43100-500		Capital Outlay	\$33,274.81	M015757-IN	FAXON ROAD CROSSING

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$56,586.98		
<b>34342</b>	06/12/23	<b>UTILITY CONSULTANTS, INC.</b>			
E 602-49450-217		Lab Fees	\$936.76	116372	CBOD/TSS TESTING
Total			\$936.76		
<b>34343</b>	06/12/23	<b>VERIZON WIRELESS</b>			
E 101-45200-321		Telephone	\$67.67		
E 101-43100-321		Telephone	\$157.89		
E 601-49400-321		Telephone	\$66.67		
E 602-49450-321		Telephone	\$66.67		
E 101-41300-321		Telephone	\$41.11		
E 101-46500-321		Telephone	\$41.11		
E 101-42200-321		Telephone	\$175.05		FD IPADS
Total			\$616.17		
<b>34344</b>	06/12/23	<b>WATER CONSERVATION SERVICE INC</b>			
E 101-49860-223		Repair/Maintenance Bldg/	\$570.33	13244	LEAK LOCATE
Total			\$570.33		
<b>34345</b>	06/12/23	<b>WEX BANK</b>			
E 601-49400-212		Motor Fuels	\$45.62		FUEL
E 602-49450-212		Motor Fuels	\$45.63		FUEL
Total			\$91.25		
<b>34346</b>	06/12/23	<b>WIGFIELD DESIGN</b>			
E 101-46500-350		Print/Publishing/Postage	\$1,610.00	1901	FLYERS & NAME TAG
E 101-41110-430		Miscellaneous	\$10.00	1901	FLYERS & NAME TAG
Total			\$1,620.00		
<b>34347</b>	06/12/23	<b>WM MUELLER &amp; SONS INC</b>			
E 101-43100-224		Street Maint Materials	\$241.60	286196	3/8 VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$205.60	286838	3/8 VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$1,096.80	286924	3/8 VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$631.20	287075	3/8 VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$153.60	287252	3/8 VIRGIN FINE
Total			\$2,328.80		
<b>34348</b>	06/12/23	<b>XCEL ENERGY</b>			
E 101-41940-381		Electric Utilities	\$2,069.29		
E 101-42200-381		Electric Utilities	\$328.90		
E 101-42500-381		Electric Utilities	\$33.41		
E 101-43100-380		Street Lighting	\$6,362.13		
E 101-43100-381		Electric Utilities	\$391.27		
E 101-45200-381		Electric Utilities	\$671.09		
E 101-45500-381		Electric Utilities	\$1,323.80		
E 601-49400-381		Electric Utilities	\$544.31		
E 602-49450-381		Electric Utilities	\$5,028.66		
E 101-49860-381		Electric Utilities	\$394.21		
Total			\$17,147.07		

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Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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10100			\$339,444.77		
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**Fund Summary**

**10100 CHECKING**

101 GENERAL FUND	\$201,679.85
258 ARPA (COVID) FUNDS	\$56,586.98
275 CAPITAL	\$652.50
492 Merger Street Project	\$44,072.50
493 Industrial Park Land (2nd Add)	\$16,951.00
494 2nd Ave PHASE II	\$84.00
601 WATER FUND	\$7,781.63
602 SEWER FUND	\$10,678.13
831 DONATIONS - NYA CIP	\$958.18
	\$339,444.77





TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: June 12, 2023

RE: Personnel Committee Recommendation

---

The Personnel Committee and administration have taken into consideration conversations held at the May 22, 2023, City Council meeting, along with staff discussions after providing a proposal on an adjustment of summer office hours at City Hall.

- Research showed that one-third (1/3) of the fifteen (15) comparable cities' city hall hours were flexible to accommodate citizens who can conduct business before their normal work hours year-round, not only during the summer months.
- Staff accommodation has been reevaluated for childcare needs.
- The change in summer hours allows flexibility with continuing the current 42 open business hours per week at City Hall.
- Facility rental keys are typically picked up the morning before the lease date. Currently, a courtesy phone call or email is sent to the renter a week before the lease date as a reminder of key pickup (along with any other documentation necessary for the rental). Flexibility is now provided if the renter needs a special accommodation for pick-up. A key lock box will also be an option if needed.

After this further research, the Personnel Committee proposes the following update for City Hall Summer Hours:

- Monday through Thursday, 7:30 am to 4:30 pm (9 hours per day), and Friday, 7:30 am to 1:30 pm (6 hours). These hours maintain the 42 hours per week that City Hall is open.
- Salaried employees will be hybrid on Fridays as schedules allow.
- The summer hours would start Tuesday, June 20, 2023 (June 19 is a Holiday) and be reevaluated at the end of August.
- Holidays will remain being paid out at eight (8) hours. Employees will be able to use PTO to compensate for the 30 minutes lost OR make up the 30 minutes during that same pay period week.

**Consent Agenda Item:**

Motion to approve adjusting City Hall Hours to Monday through Thursday, 7:30 am to 4:30 am, and Friday, 7:30 am to 1:30 pm, starting Tuesday, June 20, 2023. Salaried employees will be hybrid on Fridays as schedules allow.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: June 12, 2023

RE: Juneteenth Federal Holiday

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The League of Minnesota Cities has provided all Minnesota cities with the following information and statement:

The new Juneteenth Holiday Will Be Effective This Year. A provision included in the state and local government omnibus bill adjusts the previous effective date to make the holiday required this year.

A bill to establish Juneteenth as a state-recognized holiday, HF 48 (Rep. Ruth Richardson, DFL-Mendota Heights/Sen. Bobby Champion, DFL-Minneapolis), was passed off the Senate floor on Jan. 26 with a vote of 57-8. On Feb. 2, it was passed by the House by a vote of 126-1. The bill was signed into law by Gov. Tim Walz.

The holiday is to recognize the date on which slavery was abolished in the United States. Public business cannot be conducted on June 19 in observance of the holiday.

The new law was set to go into effect on Aug. 1, 2023; however, a provision contained in HF 1830 (Rep. Ginny Klevorn, DFL-Plymouth/Sen. Samakab Hussein, DFL-St. Paul), the state and local government omnibus bill, changes the effective date to make the new holiday effective before June 19 of this year, requiring that the day be observed.

Cities must update their existing schedules to reflect the June 19 holiday and make any necessary adjustments. City Hall and all city departments will be closed on June 19<sup>th</sup> in observance of the federal holiday.

**Consent Agenda Item:**

Motion to approve the Juneteenth federal holiday passed and signed into Law by the State of Minnesota, making it a state-recognized holiday.



TO: Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: June 12, 2023

RE: Resolution 2023-19 A Resolution Authorizing the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the Merger Street Infrastructure Improvement Project

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Enclosed you will find the Abstract of Bids, Award Recommendation Letter from Bolton & Menk, and Resolution 2023-19 for your review.

- ❖ Merger Street Infrastructure Improvements Abstract of Bids
- ❖ Bolton & Menk Memo- Award Recommendation Letter
- ❖ Resolution 2023-19 Resolution Authorizing the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the Merger Street Infrastructure Improvement Project

**Recommended Motion:**

**Motion to approve Resolution 2023-19** Authorizing the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the Merger Street Infrastructure Improvement Project.



Real People. Real Solutions.

2638 Shadow Lane  
Suite 200  
Chaska, MN 55318-1172

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

June 5, 2022

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

**RE: Merger Street Infrastructure Improvements - Award Recommendation Letter**

Honorable Mayor and City Council Members:

Bids were received for the above referenced project on June 2, 2023. Four bids were received and are tabulated below. The proposed work includes all materials and labor necessary to reconstruct Merger Street from Highway 212 to Hill Street. The low bid was submitted by Wm. Mueller & Sons, Inc. of Hamburg, MN.

CONTRACTOR	TOTAL AMOUNT BID
Wm. Mueller & Sons	\$779,464.50
GMH Asphalt Corp.	\$782,850.20
Valley Paving Inc.	\$890,385.02
Meyer Contracting Inc.	\$912,830.30

Evaluation of the bids indicates the bidding process was competitive. The low bid submitted was 2% below the engineer's estimated amount of \$796,997 and 15% below the high bid of \$912,830.30.

Wm. Mueller & Sons, Inc. has successfully completed projects of this type in the past and thereby have shown themselves to be a responsible contractor. Based on the items above, we recommend the City award a contract in the amount of **\$779,464.50** to Wm. Mueller & Sons. I am open to discuss this information with you and answer any questions you or the City Council may have.

Respectfully Submitted,  
**BOLTON & MENK, INC.**

Joshua Eckstein, P.E.

Cc: Jake Saulsbury, Bolton & Menk, Inc.  
Philip Schrupp, Bolton & Menk, Inc.



**CITY OF NORWOOD YOUNG AMERICA  
RESOLUTION 2023-19**

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

WHEREAS, the Merger Street Infrastructure Improvement Project includes the reconstruction of Merger Street from Trunk Highway 212 to Hill Street and misc. utility upgrades; and

WHEREAS, pursuant to Resolution 2023-17 adopted by the Norwood Young America City Council on April 24, 2023, the solicitation of bids was authorized for the Merger Street Infrastructure Improvement Project; and,

WHEREAS, the project was advertised, and four bids were received and publicly opened and read at 10:00 a.m. on June 2, 2023; and

**NOW THEREFORE BE IT RESOLVED**, the Norwood Young America City Council hereby authorizes the approval of the construction contract with Wm. Mueller & Sons, Inc., in the amount of \$779,464.50 for the Merger Street Infrastructure Improvement Project.

Adopted by the council this 12<sup>th</sup> day of June 2023.

Approved:

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

Attest:

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



TO: Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: June 12, 2023

RE: Central Public Schools Presentation and Joint Powers Agreement

---

You will find the presentation from Superintendent Tim Schochenmaier of Central Public Schools. Mr. Schochenmaier will discuss the indoor walking track and the joint powers agreement between the school and the city. The city has committed \$830,000 to the school for the indoor walking track. The city and school will enter into a joint powers agreement to outline liabilities and costs for the facility's useful life.

The facility will have morning and afternoon hours for NYA residents. Central Public Schools will staff "greeters" for the facility. These employees will assist residents, monitor emergencies, and keep order in the facility.

City residents of NYA proper will always have free access to the facility.

**Recommended motion:**

**Motion to approve the Joint Powers Agreement and agreed upon payment outlined in the agreement.**



## JOINT POWERS AGREEMENT

This Joint Powers Agreement ("Agreement") is entered into on this 12<sup>th</sup> day of June 2023 by and between the Central Public Schools ("School District"), a public school district organized and existing under the laws of the State of Minnesota, and the City of Norwood Young America ("City"), a municipal corporation organized and existing under the laws of the State of Minnesota.

## RECITALS

A. The School District owns and operates a sports facility located at 531 Morse St., Norwood Young America, MN 55368 (the "Facility").

B. The City desires to contribute funds to the School District for the construction of a ground level track and a court separator screen at the Facility.

C. The School District desires to accept the City's contribution and to allow residents of the City to have free use of the Facility as described herein.

D. The School District and the City desire to enter into this Agreement to set forth their respective rights and obligations regarding the Facility.

NOW, THEREFORE, in consideration of the mutual covenants and agreements contained herein, the School District and the City agree as follows:

## ARTICLE 1 - DEFINITIONS

1.1 "Facility" means the sports facility located at 531 Morse St., Norwood Young America, MN 55368 (Newly constructed gym space with ground level walking track).

1.2 "City" means the City of Norwood Young America.

1.3 "School District" means the Central Public Schools.

1.4 "Contribution" means the sum of \$830,000 to be contributed by the City to the School District for the construction of a ground level track and a court separator screen at the Facility.

1.5 "Residents" means individuals residing within the incorporated city limits of the City.

## ARTICLE 2 - CITY CONTRIBUTION

2.1 The City shall contribute the sum of \$830,000 to the School District for the construction of a ground level track and a court separator screen at the Facility. The contribution shall be payable as follows: (1) the City will pay the School District the sum of \$680,000, and (2) the remaining \$150,000 will be credited to the School District as a deduction in lieu of ERU fees.

2.2 The School District shall pay the City for the actual building inspection fees for the Facility in an amount not to exceed \$50,000. The City shall notify the School District of the applicable building inspection fees and request payment in writing when final fee amounts are available. The City shall be responsible for any portion of the fees that exceed \$50,000.

## ARTICLE 3 - USE OF THE FACILITY

3.1 The School District shall allow Residents of the City to use the Facility free of charge at reasonable times and hours agreed to by the parties under Section 3.3 below.

3.2 The School District may establish reasonable rules and regulations for the use of the Facility by Residents of the City.

3.3 The parties hereto agree to meet prior to the opening of the Facility to determine hours of Facility usage under this agreement, and rules and regulations that will apply to Facility usage. The parties shall meet annually thereafter to review the usage hours and Facility rules and regulations to assure they are appropriate and up to date.

#### ARTICLE 4 - MAINTENANCE AND INSURANCE

4.1 The School District shall be responsible for the maintenance of the Facility, and shall keep it maintained in good condition and usable by City residents for the purposes intended by this agreement.

4.2 The School District shall maintain liability insurance for the Facility. Insurance limits shall be at least in the amounts specified in Minnesota Statutes Chapter 466.

#### ARTICLE 5 - TERM

5.1 This Agreement shall commence on the date first above written and shall continue in effect until terminated by either party upon thirty (30) days written notice to the other party. However, if the School District terminates this Agreement prior to the 30<sup>th</sup> anniversary of the first date of operation of the Facility, it shall pay the City back a pro-rata share of the City's contribution based on an expected useful life of the Facility of 30 years. By way of example, if the School District terminates the Agreement on the 20<sup>th</sup> anniversary of operation, it would repay the district \$267,667 of the contribution ( $10/30 \times 830,000 = 267,667$ ). If the School District elects to close or otherwise make the Facility unavailable to City residents prior to the 30<sup>th</sup> anniversary of this Agreement, it shall likewise make a pro-rata refund to the City.

#### ARTICLE 6 - NOTICES

6.1 All notices required or permitted to be given under this Agreement shall be in writing and shall be delivered by hand, sent by certified mail or sent by email to the following addresses:

If to the School District:

531 More St.

PO 247

Norwood Young America, MN 55368



If to the City:

310 Elm Street W

Po Box 59

Norwood Young America, MN 55368

#### ARTICLE 7 - GOVERNING LAW

7.1 This Agreement shall be governed by and construed in accordance with the laws of the State of Minnesota.

#### ARTICLE 8 - ENTIRE AGREEMENT

8.1 This Agreement constitutes the entire agreement between the parties and supersedes all prior negotiations, understandings and agreements between the parties relating to the subject matter of this Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first above written.

CENTRAL PUBLIC SCHOOLS

---

Timothy Schochenmaier, Superintendent

CITY OF NORWOOD YOUNG AMERICA

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Carol Lagergren, Mayor



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: June 12, 2023

RE: The Harbor at Peace Village—Management Proposals

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On March 31, 2023, Ecumen notified the city that they were ending all contracted management service agreements outside their ownership. A small working group of Peace Villa, Inc. Board members and the City of Norwood Young America members have been meeting regularly to create an RFP to solicit proposals for management services and evaluate the proposals. An aggressive timeline was assembled and executed, given the short turnaround period of 120 days to complete the process and get a new management company in place.

The excellent news is that two comparable proposals were submitted—Cornerstone Management Services and Minnewaska Community Health Services. The business models of the two proposals are slightly different; however, both were sound submissions to be considered. The two proposals have similar pricing; conversely, after a thorough analysis, one stands out as one of better value and has a stronger focus on management and more experience managing assisted living and memory care facilities. The group unanimously chose Cornerstone Management Services, pending a successful agreement and contract. Please review the enclosed proposals. The Peace Villa, Inc. Board members will also bring this recommendation to their Board.

**Recommended Motion:**

**Motion to approve the proposal from Cornerstone Management Services for The Harbor at Peace Village, pending an agreement and contract.**



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# REQUEST FOR PROPOSAL

The Harbor of Peace Village  
The Haven of Peace Village

---

City of Norwood Young America, MN

**May 11, 2023**

Cornerstone Management Services  
206 Broadway Avenue South, Suite 460  
Rochester, MN 55904



206 Broadway Ave South  
Suite 460  
Rochester, MN 55904  
507-361-3490  
cornerstonemgmt.com

May 11, 2023

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

Dear Ms. Aukrust,

On behalf of Cornerstone Management Services, LLC, this letter is to formally express our interest in management of The Harbor at Peace Village and The Haven at Peace Village and in response to the RFP.

The Cornerstone Management Services, LLC corporate office is located in Rochester, MN. You may contact Rachel Johnson, our Executive Administrator, at 507-361-3490 or by email at [rjohnson@cornerstonemgmt.com](mailto:rjohnson@cornerstonemgmt.com).

We agree to accept all requirements of this RFP unless otherwise noted.

Thank you for considering our proposal. We hope to hear from you soon.

Sincerely,

Mark Dickson  
President/CEO  
Cornerstone Management Services

### **Background:**

Cornerstone Management Services is a Minnesota limited liability company owned by two principals, Mark Dickson and Roger Carlsen. The principals of Cornerstone Management Services have been managers of senior housing for over 15 years. Cornerstone manages 42 properties in Minnesota, Iowa, Wisconsin, and Colorado.

Cornerstone Management Services' license has not been limited, restricted, suspended, or revoked.

### **Qualifications:**

Cornerstone Management Services has extensive experience in managing communities with both public and private-pay residents. We have a billing department that is well versed in all aspects of reimbursement billing and collections.

Cornerstone Management Services has a regulatory and compliance officer that provides ongoing training and governance over all regulatory/license requirements in the states we service. Our process includes performing pre- state survey audits, and routine site visits to ensure quality control.

Our clients include municipalities, private investors, and corporations. Our culture embraces these following values: honesty, integrity, responsiveness, hard work, dedication, fun, and success. Cornerstone Management Services believes in a 'resident comes first' corporate philosophy.

### **Personnel:**

Attached please find the corporate organizational chart. Cornerstone employs over 900 employees in four states.

### **References:**

Greg Johnson, Preferred Senior Living - 651-775-3690  
Roger Carlsen, Traditions of La Crescent - 507-269-9486

#### *Sample of our senior living portfolio:*

Apple Creek Place – Appleton, WI  
Arbor Garden Place – Eyota, MN  
Cedar Vale Assisted Living – Nashua, IA  
Copper Creek Senior Living – West Union, IA  
Garden View Place – Monona, IA  
Harmony Place – Harmony, MN  
Preferred Senior Living – Ellsworth, WI  
St. Charles Assisted Living – St. Charles, MN  
Sunshine Garden – Durango, CO  
Temperance Lake Ridge – Sherburn, MN  
Traditions of La Crescent – La Crescent, MN  
Whispering Oak Place – Ellendale, MN  
Whispering Willow Assisted Living and Memory Wing – Fredericksburg, IA

### **Financial Information:**

See attached letter from Matt Brouillard from Foresight Bank.

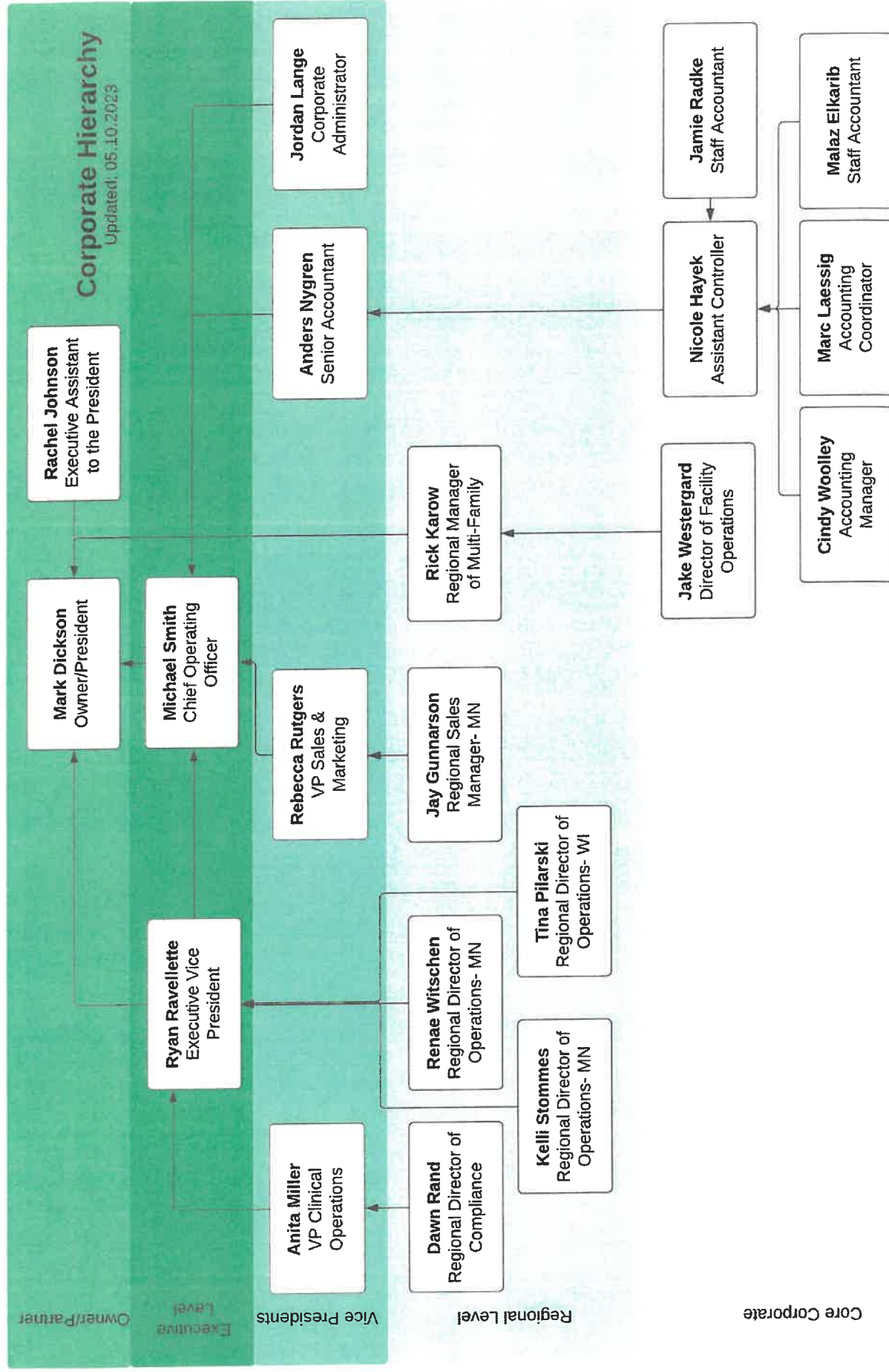
### **Insurance:**

Cornerstone Management Services utilizes Christensen Group, Inc. out of Eden Prairie, MN. Cornerstone's current policy meets the requirements of the City of Norwood Young America. City of Norwood Young America and Peace Villa, Inc. will be added to Cornerstone's policy at the time the proposal is accepted, and a management agreement has been signed.

### **Cost Proposal:**

The Management and Administrative Fee shall be five percent (5.0%) of each building's total operating revenue recorded during the applicable month; provided, however, that if such percentage is less than \$7,500 per building for any given month, then the Management and Administrative Fee for such month shall be \$7,500 per building.







DATE: 5/11/2023

FROM: Matt Brouillard, Commercial Loan Officer  
Foresight Bank

RE: Cornerstone Management Services LLC

---

To Whom it May Concern,

Cornerstone Management Services LLC is a customer of Foresight Bank with both a credit and deposit relationship. Cornerstone is a well-established company that is financially sound and has excellent ownership and management practices. Please reach out to me directly with any questions.

Sincerely,

A handwritten signature in black ink, appearing to be "MB", written over a light blue horizontal line.

Matt Brouillard  
Commercial Loan Officer  
507-534-4023  
[MattB@Foresight.Bank](mailto:MattB@Foresight.Bank)

Foresight Bank  
138 West Broadway, Plainview, Minnesota 55964  
1921 W Frontage Rd Hwy 52 NW, Rochester, MN 55901



**PROPOSAL FOR MANAGEMENT/LEASE OF THE HARBOR  
AND THE HAVEN**

**June 3, 2023**

**PRESENTED BY:  
MINNEWASKA LUTHERAN HOME  
DOING BUSINESS AS  
MINNEWASKA COMMUNITY HEALTH SERVICES  
STARBUCK, MINNESOTA**

A handwritten signature in black ink, consisting of a large, stylized 'M' followed by a series of loops and a long horizontal stroke.

## **TABLE OF CONTENTS**

- I) Transmittal Letter**
- II) Firm Background**
- III) Qualifications**
- IV) Personnel**
- V) References**
- VI) Financial Information**
- VII) Insurance**
- VIII) Cost Proposal**



June 6, 2023

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

Ms. Aukrust,

Enclosed with this letter is Minnewaska Community Health Services (MCHS) response to the City of Norwood Young America request for proposal to manage the operations of The Harbor and The Haven. MCHS confirms our ability to accommodate this request and agrees to accept all the requirements of the RFP. **Exception:** currently MCHS only has \$1,000,000 in umbrella insurance coverage and has obtained a quote to move that to \$2,000,000.

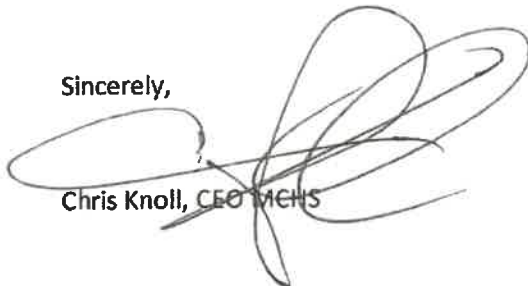
The correct legal name and address for the management firm:

Minnewaska Lutheran Home Doing Business as Minnewaska Community Health Services located at 605 Main Street (PO Box 40), Starbuck Minnesota 56381. The MCHS organization has other business entities under its umbrella that maybe the "Management Firm" but I can attest that they will be 100% owned and operated by the parent company MCHS.

Name, Title, telephone, email address, and fax number for contact person of the Management Firm:

Christopher R. Knoll, Chief Executive Officer, 320-239-7104, 320-239-7144.

Sincerely,



Chris Knoll, CEO MCHS

Minnewaska Lutheran Home  
605 Main Street  
Starbuck, MN 56381

Holly Ridge Manor  
500 Holly Ridge Drive  
Starbuck, MN 56381

Glacial Trails Memory Care  
109 E 7th Street  
Starbuck, MN 56381

Hoffman Senior Living  
601 Carolina Avenue  
Hoffman, MN 56339

Country View Senior Living  
810 8th Street  
Walnut Grove, MN 56180

[www.mchs-healthcare.org](http://www.mchs-healthcare.org)

Minnewaska Community Health Services is an equal opportunity provider. EEO/AA



## **Firm Background**

### **INTRODUCTION**

Minnewaska Community Health Services (MCHS) is responding to this request for proposal not as a large management company but as a regional health care provider focused on doing business in rural communities and assisting rural communities to develop and sustain health care systems that are managed with a focus on the local community needs and culture.

We view relationships through management contracts and/or lease arrangements, and other forms of assistance with other rural communities as partnerships. To us, a management contract/lease agreement is a partnership with MCHS providing support and assistance that will enable the local community facility to be successful in providing care and services to its community.

Key to our management and partnership philosophy is the mission and values of MCHS.

### **Mission Statement**

*"A community of services, grounded in faith, providing person centered care that encourages all people to reach their highest potential"*

### **Values**

1. We are a "home of caring hands." We strive to provide friendly, respectful and honest relationships that promote team understanding and participation.
2. We strive to provide excellence by using updated practice, offering a home-like environment, with dedication and loyalty to all that we serve.
3. We build quality relationships with those we serve by providing excellent care in a confidential, respectful, and courteous manner.
4. We promote integrity by using ethical business practices by having honest and productive relationships with service providers that enables us to fulfill our mission.
5. We strive to be charitable in our mission by giving back to the community through public education, by providing space for community functions and by participating in community events.



## **BRIEF COMPANY HISTORY AND DESCRIPTION INCLUDING SIZE AND NUMBER OF EMPLOYEES**

Minnewaska Lutheran Home DBA Minnewaska Community Health Service (MCHS) has been in business since 1958. The community of Starbuck Minnesota felt the need to have a "Home for The Aged". Prominent members of the community formed a board and filled out the necessary paperwork to gain 501(c)(3) not for profit status.

The board was able with much help from the community to raise enough money to build the original Minnewaska Lutheran Home, which was completed in 1961. Since that time the home has continued to transform to expand needed services for the community. There have been seven additions including the following: 1964,1969,1970, 1972,1988,1995 and 2004.

The Home reached its peak in the number of skilled nursing beds in 1988 with 72 beds in operations. Since that time, there have been significant changes in the senior care industry. MCHS remained at the forefront of the changes, investing in an assisted living facility and home care agency with what was then known as the West Central Hospital district.

MCHS today has again transformed the way care delivery is being delivered in rural communities. The board and management embarked on a Strategic Planning process that has sparked economic growth and care delivery model changes. In 2016 Minnewaska Lutheran Home agreed to sell excess nursing home beds that were no longer needed because of changes that were occurring in senior service delivery and downsize its skilled nursing operations. In 2015 Minnewaska Lutheran Home had 65 skilled nursing beds with 7 on skilled nursing bed layaway. At that point, MCHS did a market analysis to more precisely identify the number of skilled nursing beds that are needed and would be needed in the community. Based on that analysis, MCHS transferred 30 skilled nursing beds to an unrelated party and organized to efficiently and effectively manage a 43 bed Skilled Nursing Facility.

The change in nursing home size allowed us to convert the space vacated by the bed sale into a secured memory care assisted living unit. Glacial Trails Memory Care Assisted Living opened June 15, 2016. Currently it is the only secure memory care assisted living in Pope County with 16 units. It remains at capacity nearly all of the time.

MCHS during this change obtained a loan to refinance and grow its assisted living footprint via the United States Department of Agriculture Direct Loan Program. Through this loan, MCHS added 22 units of assisted living to Holly Ridge Manor to make it a total of 41 assisted living units. Also, MCHS built 20 new units of assisted living in the rural community of Hoffman Minnesota. This structure is owned and operated by MCHS. The 20 units will be made up of 10 memory care assisted living and 10 general assisted living

units. A large nursing home provider, Good Samaritan, had closed the nursing home in the community and demolished the building. The community had been searching for some assistance in the development of services to serve older persons in Hoffman and not having them have to move to another community in their senior years.

MCHS currently owns and operates 78 assisted living units, 26 memory care assisted living units, 41 skilled nursing beds, 21-units of Low Income Senior Independent Living. In total MCHS has approximately 175 employees.

Through the work of the board and management MCHS has grown to continue to increase its footprint in rural Minnesota. MCHS along with its subsidiaries Minnewaska Community Home Care LLC, Minnewaska Management Group LLC, and partnership with Heartland Senior Management Services LLC now provides senior services to over 10 rural communities in the form of management and lease agreements. Minnewaska Management Group also offers consulting services across the state. The services include interim managers/Executive Directors, Assisted Living survey recovery and Assisted Living survey preparedness. MCHS in total serves approximately 500 seniors across 15 rural communities. Manages approximately 500 employees that care for those seniors across that same footprint.

Minnewaska Lutheran Home is the sole member of the organization. It is a 501( c) (3) not-for-profit faith based organization. It has 100% ownership stake in all of its owned properties, Holly Ridge Manor, Hoffman Senior Living, Glacial Trails Memory Care, Country View Senior Living (Walnut Grove), and Minnewaska Lutheran Home skilled nursing facility. It also owns Minnewaska Community Home Care LLC. Which is the license holder for a leased assisted living facility and Minnewaska Management Group LLC which is the for-profit consulting and management company for the organization.

Minnewaska Lutheran Home owned and managed facilities have never had any of their licenses limited, restricted, suspended, or revoked.

## **Firm Qualifications**

Minnewaska Community Health Services currently through its ownership, partnership, and managed contracts provides oversight and assistance to approximately 10 assisted living communities totaling 260 units of Assisted Living and Memory Care.

The team of staff that assist these locations from nursing, billing, to financial work has a combined 135 years of senior care experience. Of those the retention rate of that staff has been over 10 years except for the new employees that have had to be hired due to the growth.

Our expertise is multifunctional. We have been on the development side with the financing and building of 3 new assisted livings, with a 4<sup>th</sup> currently out to bid for construction to begin this summer. This would include the ability to obtain licensure, hire

all the employees, and market efforts to move residents in. On a similar note, we have also been able to take current operating locations and on-board them to a new manager.

We also, as mentioned, can serve existing structures with all the rules and regulations that guide the assisted living business. Upon the August 2021 new rules, we spent a diligent amount of time even while the COVID – 19 pandemic was front and center educating site leaders, implementing the new rules, and preparing for survey. Our best assisted living survey and the most common outcome thus far upon 9 of our 10 buildings being surveyed under the new rules is under 10 sited deficiencies. The state average has been closer to 20 sited tags. We have been on consulting assignments with tags totaling over 40 sited deficiencies that we had the expertise to clean up and ability to pass re-survey for those organizations to get back into compliance.

The billing team of MCHS consists of 3 excellent individuals that bring multiple years of billing experience. We have a biller dedicated to Skilled Nursing billing, one dedicated to Assisted Living billing, and the leader of the group who works consulting contracts while also helping her team bill when needed. With this experience, third party billing is not an area of weakness for our offered services.

Under the new August 2021 regulation quality improvement began to be a topic of discussion in assisted living. Before that it was only a skilled nursing facility regulation. Below is an agenda used for all our owned and managed sites used to track and improve quality. Quality Management at a minimum is done quarterly. MCHS current QM agenda includes discussion of the following topics:

1. Review of last meetings minutes –
2. Complaints/Grievances/MAARC- (report of new or updates to outstanding) -
3. Ongoing Facility Audit Reports
  - a. Survey/POC Audits –
4. Current QI Projects –
5. Infection Prevention Program Review
6. Emergency Preparedness Review
7. Staffing Plan Review –
8. Review Missing Resident Plan/Policy -
9. Safety Updates
  - a. Incidents- Resident Falls, Med Errors -
  - b. Incidents- Staff
  - c. Incidents- Visitors
10. Additional Policy Changes/Reviews (list and attach) -
11. Resident Services-
12. Other Relevant Information-
  - a. Upcoming Trainings
  - b. Census-
  - c. Verification of required postings per regulatory guidelines

Discussions

## **Cost Proposal**

MCHS has included two (2) cost proposal formats based on a conversation with the City Manager about the structure of the current agreement. Cost proposal (A) assumes that the current manager "Ecumen" is the owner of the Assisted Living license and operates as a "lessee" of the Harbor and Haven real-estate. Meaning that the new lessee "MCHS" would be responsible for acquiring the license, transferring the employees to a new payroll under the MCHS organization, and be responsible for a rent and/or mortgage payment to the organization "Peace Villa Inc." to operate within the owned real-estate structure. Proposal (B) is a flat management arrangement charging out a percent of the revenue to cover services provided under a management agreement.

### **Proposal A:**

Under a leased agreement arrangement MCHS would prepare a Change of Ownership document (CHOW) to transfer the Assisted Living License. MCHS would re-hire the staff under its payroll and pay a rent or mortgage fee to the owner of the real-estate. The cost to the owner would be spelled out in a rental/lease agreement.

The operator "MCHS" would be responsible for the payroll cost, cost to operate as an Assisted Living provider (below services), mortgage/rent, and utilities. If MCHS is chosen it would look to better define what items to be included in a rental/mortgage payment, such as capital improvement funds, IT infrastructure, and other minor building improvements. Or for a better understanding if the current agreement is in the form of a Triple Net Lease.

In this scenario MCHS would be responsible for expenses and revenues and would then receive all net operating income or (loss) of the operation of the Assisted Living License within the real-estate structure.

### **Proposal B:**

MCHS proposes a first-year flat fee of \$198,000, billable in 1/12 payments of \$16,500. Starting in year 2 of the contract that fee would increase by 7.5% to \$212,850 billable in 1/12 payments of \$17,737. That fee would remain fixed for the third year of the agreement.

Services included under that pricing structure are as follows but not limited. Working with us as a partner we are open to negotiating services on an as needed basis, this is a list of the most common services we are currently providing to our other managed partners in a similar pricing model. MCHS confirms that the scope of work in the RFP can be met by the organization although some of those services are not defined on the cost proposal.

- Monthly financial statement prep and production
- Bi-weekly Accounts Payable bill entry and payment (more frequent if needed)
- Financial Audit preparation work
- Monthly and as needed Billing services
- Human Resources Management on needed basis:
  - Human Resource planning and policy development
  - Employee law regulation
  - Benefit assistance
  - Recruitment assistance
  - OSHA Compliance
  - Hiring
  - Job performance management
  - Payroll processing (if needed)
  - Employee onboarding
  - Staff training
  - Other services as agreed upon
- Planning, public relations, marketing
- Provide direction to the owner on operations
  - Preventive maintenance
  - Group purchasing
  - Board development
  - Administration
  - Leadership
  - Other services as agreed upon
- Internal audits as needed
- AL Nurse consulting work as needed
- AL Survey preparedness as needed
- IT support
- Risk Management



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Paul Dhoore, Public Services Lead Operator  
DATE: June 12, 2023  
RE: West Court on-site generator

---

Attached are two quotes for installing an onsite generator at the West Court lift station. The first quote is from Advanced Power Services for \$21,180.00. The second quote is from Ziegler Power Systems for \$67,000.00.

- Faster response to a power outage
- Better handle emergencies
- Generator would automatically kick in once it recognizes the loss of power
- Would reduce the number of potential sewer backups due to power outages

**Recommendation:**

Motion to approve the quote from Advanced Power Services for \$21,180.00 for the generator installation, transfer switch, concrete pad, natural gas run to the generator, and start-up training.

*Norwood Young America*





Sales Engineer: Lucas Braun  
[lbrown@advancedpowerservice.com](mailto:lbrown@advancedpowerservice.com)



Bill To:

Company Name: City of NYA  
 First Name: Paul  
 Last Name:  
 Address  
 City: NYA  
 State: MN  
 Zip:  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Ship To:

Company Name: City of NYA West Court LS  
 First Name:  
 Last Name:  
 Address  
 City: NYA  
 State: MN  
 Zip:  
 \_\_\_\_\_

Part Number	Model Number/Description	Phase	Price	Price Total
30KW Cummins Quiet Connect Natural Gas	30KW NG Generator Qty1 100A	120/240V		\$19,200.00
Coolant Heater	Coolant Heater 120V, 1500W			
12V Battery/ 12V 6A Charger	Battery, Group 34-Cold Start			
Asco Transfer Switch (Qty 1)	300 Series 100A, 3 Pole, Nema 3R			
Customer Training				
Start Up and Testing				

ADDITIONS

Start up Included  
 Freight Included  
 Electrical Installation Included  
 Customer Training Included  
 Tax Not Included  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Sub Total \$19,200.00

Project & Equipment Total \$19,200.00

\_\_\_\_\_ \$0.00  
 \_\_\_\_\_ \$0.00  
 \_\_\_\_\_ \$0.00  
 \_\_\_\_\_ \$0.00  
 \_\_\_\_\_ \$0.00  
 \_\_\_\_\_ \$0.00

TOTAL \$19,200.00

This quote was prepared by:  
 Lucas Braun

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**From:** Tyler C. Hanson <Tyler.Hanson@zieglercat.com>  
**Sent:** Tuesday, January 24, 2023 3:12 PM  
**To:** NYAWWTP  
**Subject:** budget for lift station generator install

**CAUTION:** This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Paul,

Thanks for the call. Unfortunately we aren't able to fully quote the project at this time but hope to be able to in the next few month. I included a budget number below and would hope that it would come in less but won't know until I can quote the new product line and have a site visit with electrical and mechanical contractor.

Turnkey Budget: \$67,000

Includes:

- 30kW natural gas generator 120/240 single phase
- sound attenuated outdoor enclosure
- 1 fully rated circuit breaker
- Jacket water heater, alternator strip heater, PMG excitation
- 1 150A ATS, open transition, Nema 1 indoor enclosure
- Electrical and mechanical installation
- Craning/rigging for placement of generator
- Concrete pad
- Delivery to jobsite
- Start-up/commissioning of generator and ATS

Additionally, we are a Sourcwell provider. This mean that equipment is pre-bid and satisfies governmental bid requirements so that you don't need to go through the bid process and can pick the equipment/supplier that you prefer.

Let me know if you have questions on any of this. Thanks again for the opportunity!

Thanks,

**Tyler Hanson**

Sales Engineer | Ziegler Power Systems  
8050 County Road 101 East | Shakopee, MN 55379

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May 25, 2023

Andrea Aukrust, City Administrator  
City of Norwood Young America  
PO Box 59  
Norwood Young America, MN 55368

Dear Ms. Aukrust:

The Metropolitan Council has prepared preliminary population and household estimates for your community as of April 1, 2022. This is an annual process governed by *Minnesota Statutes 473.24*.

**As of April 1, 2022, the City of Norwood Young America had 1,717 housing units, 1,629 households, and 4,008 people (of whom 52 lived in group quarters facilities). Household size averaged 2.428 persons per household.**

**How was this estimate calculated?**

We estimate households and population with a housing stock-based method, which involves three questions:

1. *How many housing units did each community have?*
2. *How many households occupied these housing units?*
3. *How many people lived in these occupied housing units?*

This letter includes an overview of our estimation method along with a report showing the data inputs and calculations used to develop the preliminary estimates for your community. For more information, visit <https://www.metrocouncil.org/populationestimates>, or contact me at 651-602-1513.

**How can local governments provide feedback on this estimate?**

We welcome discussion of the preliminary estimates and invite you to review and comment on them. Please send any comments or questions to [Matt.Schroeder@metc.state.mn.us](mailto:Matt.Schroeder@metc.state.mn.us) (preferred) or to Matt Schroeder, Community Development Research, 390 Robert St N, Saint Paul, MN 55101. *Under Minnesota Statutes 473.24, we must receive your comments or specific objections, in writing, by June 24, 2023.*

**What happens after local governments provide feedback?**

The Council will certify final estimates by July 15, 2023 for state government use in allocating certain funds.

**New 2020 Census data**

On a related note, the Census Bureau recently released new data from the 2020 Census, with more detailed information on age, homeownership rates, and household type – all including breakdowns by race. Please visit <https://www.metrocouncil.org/census2020> for more information.

Sincerely,



Matt Schroeder  
Principal Researcher

# Norwood Young America city, Carver County

## 2022 Annual Population Estimate

Published May 25, 2023 (preliminary; distributed for local government review)



	Housing units	Occupancy rate	Households	Persons per household	Population in households	Population in group quarters	Total population
<b>2022 Estimate</b>	<b>1,717</b>	<b>94.87%</b>	<b>1,629</b>	<b>2.4285</b>	<b>3,956</b>	<b>52</b>	<b>4,008</b>
<b>2020 Census</b>	<b>1,632</b>	<b>95.04%</b>	<b>1,551</b>	<b>2.4629</b>	<b>3,820</b>	<b>43</b>	<b>3,863</b>

The Metropolitan Council estimates population using the housing unit method, which answers three main questions for each jurisdiction as of April 1, 2022.

### First, how many housing units did the community have?

- We start with housing units measured by the 2020 Census. We broke down the total number of housing units in the 2020 Census into different housing types using county parcel data and other data sources.
- We then add units built between April 1, 2020 and April 1, 2022, based on permits reported to us by communities. Permit data is [available on our website](#).
  - We assume that 90% of single-family detached units and 85% of townhome/duplex/triplex/quadplex units permitted in 2021 were completed and occupiable by April 1, 2022.
  - Multifamily units permitted in and after 2020 are assumed to be completed if they received a certificate of occupancy by April 1, 2022. Multifamily units permitted before 2020 that were not open at the time of the 2020 Census are also included.
  - Manufactured home data comes from our annual surveys of manufactured home park operators and local governments.
  - Data on other housing (boats, RVs, etc. used as housing) comes from the [most recent American Community Survey data](#); this housing is included in the estimates only if occupied.
- We also examine other housing stock changes reported by jurisdictions. These include demolitions, building conversions (units added or lost), boundary changes (units annexed in or out), and other changes.

	Housing stock April 1, 2020	Permitted and built since 2020	Other changes since 2020	Housing stock April 1, 2022
<i>Single-family detached</i>	1,230	24	0	1,254
<i>Townhome (Single-family attached)</i>	12	11	0	23
<i>Duplex/triplex/quadplex</i>	15	0	0	15
<i>Multifamily (5 or more units)</i>	359	0	50	409
<i>Accessory dwelling units (ADUs)</i>	0	0	0	0
<i>Manufactured homes</i>	16			16
<i>Other units</i>	0			0
<b>Total</b>	<b>1,632</b>			<b>1,717</b>

## Second, how many of these housing units were occupied by households?

- Each housing type has an estimated occupancy rate. These data come from the most recent American Community Survey estimates for **housing units** and **households**, **decennial census data** from the U.S. Census Bureau, and the **U.S. Postal Service**. To estimate multifamily occupancy rates, we also use **CoStar**, a proprietary data source covering the apartment market.
- Multiplying the number of housing units of each type by the occupancy rate yields the number of households (occupied housing units).

## Third, how many people lived in these occupied housing units?

- Each housing type has an estimated average household size. These data come from the most recent American Community Survey estimates of **households** and **population in households** as well as decennial census data from the U.S. Census Bureau.
- Multiplying the number of households in each housing type by the average household size yields the population in households.

	Housing stock April 1, 2022	Occupancy rate	Households (Occupied housing units)	Persons per household	Population in households
<i>Single-family detached</i>	1,254	94.88%	1,190	2.7943	3,325
<i>Townhome (Single-family attached)</i>	23	94.59%	22	2.7943	61
<i>Duplex/triplex/quadplex</i>	15	93.26%	14	2.2681	32
<i>Multifamily (5 or more units)</i>	409	94.96%	388	1.3019	505
<i>Accessory dwelling units (ADUs)</i>	0	99.70%	0	1.5521	0
<i>Manufactured homes</i>	16	96.11%	15	2.2092	33
<i>Other units</i>	0	100.00%	0	1.6346	0
<b>Total</b>	<b>1,717</b>	<b>94.87%</b>	<b>1,629</b>	<b>2.4285</b>	<b>3,956</b>

To obtain the total population, we also add the number of residents in group quarters facilities.

These are residences that are not part of the standard housing market, such as college dormitories, nursing homes, prisons and jails, and group homes. Data come from the Metropolitan Council's annual survey. A list of facilities in each community can be found at <https://www.metrocouncil.org/populationestimates>.

Population in households	Population in group quarters	Total population April 1, 2022
3,956	52	4,008

Due to rounding, not all estimates can be reproduced exactly from the above inputs.

For more information, see our methodology document, available from <https://www.metrocouncil.org/populationestimates>.