



CITY COUNCIL AGENDA

June 26, 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. Old Town Discussion—Karen Hallquist, Community and Economic Development Director and Administrator Aukrust
2. National Pollutions Discharge Elimination System (NDPES) Presentation—Seth Peterson, P.E., Bolton & Menk

CITY COUNCIL MEETING

3. CALL A MEETING OF THE CITY COUNCIL TO ORDER
4. APPROVE AGENDA
5. 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.)
6. 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.)
 - 6.1. Approve minutes of June 12, 2023, City Council Meeting
 - 6.2 Approve Payment of Claims
 - 6.3 Knights of Columbus Gambling Permit
7. PUBLIC HEARING
8. OLD BUSINESS
 - 8.1 Old Town—Karen Hallquist and Administrator Aukrust
9. NEW BUSINESS
 - 9.1 National Pollutions Discharge Elimination System (NDPES)—Seth Peterson, P.E., Bolton & Menk
 - 9.2 2023 Overlay Test Project Bid Review—Administrator Aukrust
 - 9.3 Resolution 2023-20 A Reimbursement Resolution for the Merger Street Infrastructure Improvement Project—Angela Brumbaugh, Clerk-Finance Director
 - 9.4 Quarterly Financial Review: 1st Quarter—Angela Brumbaugh
 - 9.5 Stipend Reimbursement—Angela Brumbaugh

10. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

11. 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.

11. ADJOURNMENT

UPCOMING MEETINGS / EVENTS

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 th , 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: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator
Karen Hallquist, Community & Economic Development Director

DATE: June 26, 2023

RE: Work Session for Old Town Project

At the May 8, 2023, City Council meeting, the Council reviewed the second round of bids submitted for the Old Town Project. RAM General Contracting, Inc. had the lowest bid of \$813,244.00. The project was tabled until further research was completed on a line item, specifically \$41,160.00 for Overhead Coiling and Sectional Doors. Staff are continuing to wait for specifications from RAM.

The following is a breakdown of Old Town's financials to date:

	\$	510,000.00	Total amount reserved for Old Town
Kaeding Architecture	\$	-49,800.98	
THT Design Partnership	\$	-16,703.63	
	\$	-66,504.61	Total Expenses
		=====	
	\$	443,495.39	Balance in reserved funds for Old Town
		=====	
	\$	813,244.00	RAM General Contracting, Inc.

	\$	369,748.61	Deficit for completion of Old Town
		=====	

Representatives Brandon Stender, Young America Cardinals baseball team and John Trocke, President of Stiftungsfest, Inc., met with City staff to discuss support and fundraising efforts to help with the funding gap. The following pledges to the "New" Old Town Project have been verbally made from both organizations:

Young America Cardinals	\$	25,000.00	(3 years @ \$5,000 + \$10,000 kitchen equip)
Stiftungsfest, Inc.	\$	25,000.00	(5 years @ \$5,000)
	\$	50,000.00	Total contributions

	\$	319,748.61	Final funding needed for Old Town Project
		=====	

Both organizations have expressed support in taking on the responsibility of asking for donations on behalf of the project. The intention is to request donations from businesses, organizations, and private contributors by attending public meetings and providing information to citizens in the city newsletter. The groups agreed that it would be beneficial to have an informational tent of Old Town at Stiftungsfest this year. Information would include the easel display provided by Kaeding Architecture that shows the updated building design, along with a brochure (attached) of how someone can donate to the cause. Both groups also mentioned holding a separate fundraiser, such as a Stiftungsfest Burger or Billy Burger Drive-thru at some point after the annual Stiftungsfest celebration. There has been a clear discussion that

proceeds of the annual Stiftungsfest celebration will continue to be donated to the NYA Fire Department except for one new event (Puzzle & Guzzle) in which funds will be dedicated only to Old Town for the next five years.

Donations to the “New” Old Town

The Young America Cardinals and Stiftungsfest are proposing that donators receive recognition dependent on the monetary amount given to Old Town. The recognition can be a plaque of some sort on the new west wall of Old Town under the beer garden. The proposed categories include the following:

\$25,000—Gemeinshschaft (Community)
\$10,000— Dörflich (Village)
\$5,000— Partnerschaft (Partnership)
\$2,500 -Erbe (Heritage)
\$1,000—Feier (Celebration)
\$500 - Zusammen (Together)
All donations are welcome!

There have been ideas and discussions on what that recognition could look like:

- Individual plaques (shape of a stein)
- List of donators under each category name
- A commemorative etched stein or boot to some or all the donators
- A certificate of acknowledgment

Donations would be made payable to: The City of NYA, “New” Old Town.
Credit cards would also be accepted with a 5% service charge added.

Council Discussion Points

- Line item to do with the coiling doors.
 - Can this line item be taken out until further resolution?
- \$319,748.61 Final funding needed for Old Town Project
 - Budgeting for 2024
- Young America Cardinals and Stiftungsfest pledges and proposals for donations
 - Can donations be made with pledges for multiple years?
 - If there are recognitions on the west wall - Top 3 or 4 categories?

Supporting the “New” Old Town

Old Town is not only a public facility that is used for community events, but also iconic to Willkommen Memorial Park, Home of the Young America Cardinals, and of course, Norwood Young America's annual Stiftingsfest celebration!



The “New” Old Town project is supported by the Young America Cardinals baseball team and the Stiftingsfest Committee. Both entities are proud of the “Gemeinschaft” or “Community” that the Old Town buildings represent for their respective purposes and for the City of Norwood Young America as a whole.

The Young America Cardinals and Stiftingsfest Committee are asking organizations, businesses, citizens of Norwood Young America and surrounding areas, baseball go-ers, and visitors of Stiftingsfest to donate to the “New” Old Town project. These efforts will keep the project moving forward and maintain the pride of all those individuals who have great memories of their visit to Old Town.



Donations to “New” Old Town

Make your donation to support the “New” Old Town.

Donations will be recognized with....

Wall Plaque? Stein? Certificate?

\$25,000—Gemeinschaft (Community)

\$10,000 — Dörflich (Village)

\$5,000 — Partnerschaft (Partnership)

\$2,500 – Erbe (Heritage)

\$1,000—Feier (Celebration)

\$500 - Zusammen (Together)

All donations are welcomed!

Checks are to be mailed to:

“New” Old Town Project—City of NYA, PO Box 59,
Norwood Young America, MN 55368

All major credit cards are accepted with a 5% service charge.

Any questions? Please call:

Brandon Stender (YA Cardinals) at 612-599-6597 or
John Trocke (Stiftingsfest, Inc.) at 612-412-3018.

Danke schön



The “New” Old Town Project



The “New” Old Town



The History of Old Town

Old Town was constructed in 1990-1991 by a group of community members who wanted to beautify Willkommen Memorial Park by building a structure to resemble historic buildings from the now former Young America, MN. At the time, the YA Cardinals donated \$5,000, the Fire Department donated \$10,000, and a private donation of \$20,000 got the project started. More donations came in as construction happened. At the time of construction, no formal structural engineering services were used; however, the building committee used their trades, talents, and love for the project to complete it. Old Town has brought fame to Willkommen Memorial Park and the community of Norwood Young America.



Old Town Today

Approximately ten years ago, the NYA Parks & Recreation Commission and City Council started conversations concerning the structural integrity of the building. After countless meetings with contractors, engineers, and building officials, it was determined that Old Town is too compromised in its current conditions of drainage issues, rain damage, and walls decomposing. Old Town was determined to need a complete reconstruction.

The City of NYA and representatives from the Young America Cardinals and Stiftungsfest have worked with a local architect and structural engineer for the “New” Old Town. This new building project will keep the integrity of the present historical design while updating needed health and safety concerns. The intentions are to continue to honor the dedication of the original community member’s Old Town project.



Facts of Old Town:

- Serves as the “home field” for the Young America Cardinals from April – July annually for home baseball games and fundraising events.
- Consumed by Stiftungsfest one week in August annually for multiple concession stands and baseball games along with using the iconic image of the structure for marketing purposes. Everyone knows Old Town!
- Used by local service organizations (NYA Lions, West Carver Lions, Boy Scouts, Chamber of Commerce) for drive through and park events throughout the year.
- Used for Central JV/middle school baseball games March – May annually.



Facts of “New” Old Town Project:

- The New Old Town Project is a complete reconstruction with the hopes of expanding on the existing footings.
- The City of NYA has budgeted monies of \$510,000 over the course of the years toward the project. Approximately \$65,000 of the total has been spent on professional architectural and structural engineering services to guide the City Council on building safety and health improvements.
- A second construction bidding process deemed the project at an \$813,000 total completion cost. Pricing considers the current high construction rates. Local contractors will be used for the project.

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TO: Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: June 26, 2023

RE: Workshop: NDPES Permit Analysis Discussion—Seth Peterson, P.E., Bolton & Menk, Inc.

To address the chloride limit, Bolton & Menk recommends that the City pursue the variance process adopted by the MPCA, which will result in a 15-year compliance schedule to meet the chloride limit. The variance will have yearly requirements as part of the compliance schedule and annual submittals to the MPCA to ensure the City is working toward a solution for meeting the chloride limit. The variance schedule will allow the City the time to study and plan for eventual solutions to meet the chloride limit.

For addressing the phosphorous limit, it is recommended to complete a facility plan that evaluates the entire WWTP, including how to meet the phosphorous limit. The wastewater treatment facility operates well and meets all current limits and flow requirements. Still, the facility is aging and much of the equipment and processes have or are reaching the end of their useful life. Completing a facility plan that evaluates the entire WWTP will allow the City to meet new treatment limits and plan for future improvements.

During the regular meeting, there will be two separate recommended motions for the council to consider addressing the chloride limit and evaluating the entire WWTP, including how to meet the phosphorous limit.



Real People. Real Solutions.

7533 Sunwood Drive NW
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Bolton-Menk.com

MEMORANDUM

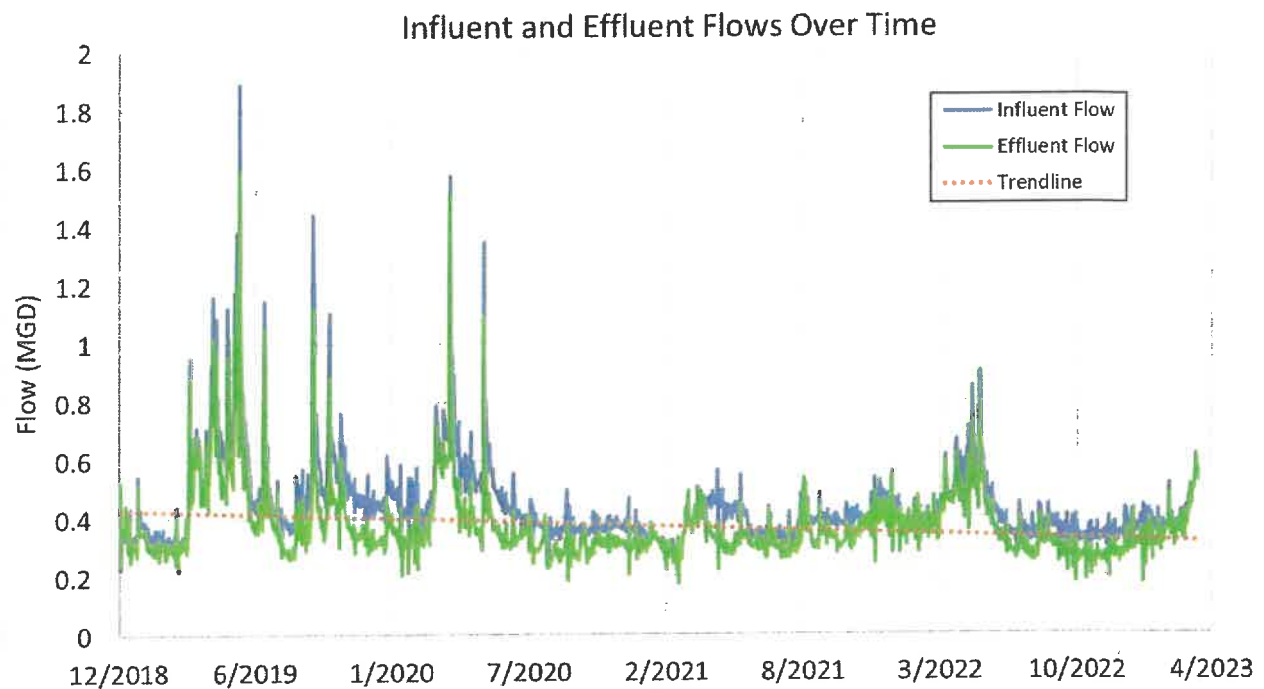
Date: June 20, 2023
To: Andrea Aukrust, City Administrator
Paul Dhoore, Public Services Utilities Lead
From: Seth Peterson, P.E., Bolton & Menk, Inc.
Subject: NDPES Permit Analysis
City of Norwood Young America, Minnesota
BMI Project No.: 0C1.130910

Introduction

Bolton & Menk, Inc. is assisting the City with evaluating the impacts of a new proposed National Pollutions Discharge Elimination System (NDPES) Permit limits for the city. The new limits are outlined in a notification letter from the Minnesota Pollution Control Agency (MPCA) and include new discharge limits for chlorides and phosphorus. These new limits are in addition to all previously enforced limits on the previous permit. This memorandum looks at historical data over the past five years from the Norwood Young America wastewater treatment plant in comparison to the limits outlined in the NDPES permit. Potential methods for long term compliance are discussed for each proposed limit.

Flow and Capacity

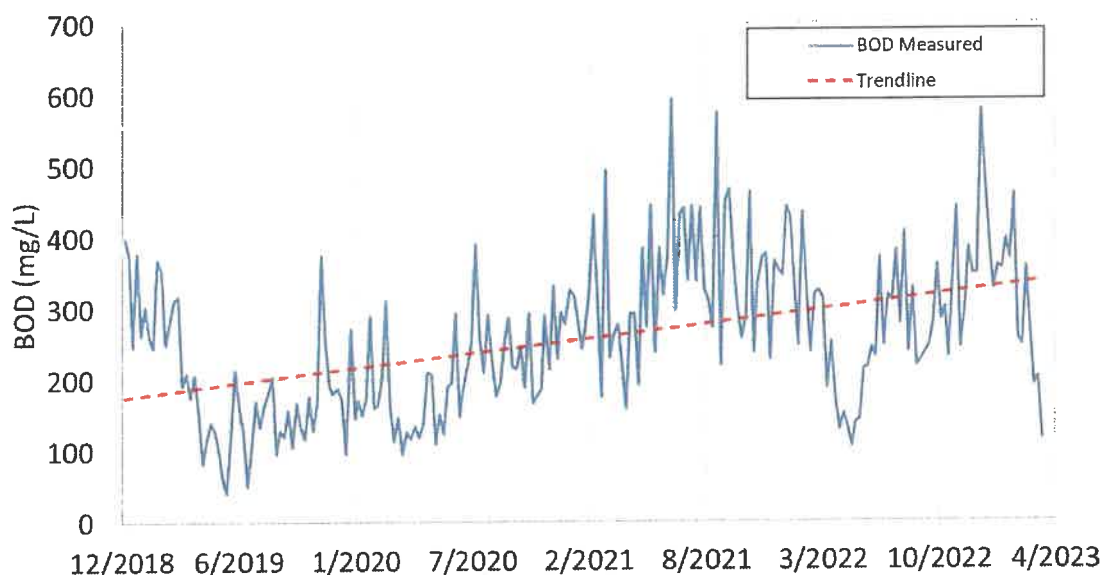
The wastewater treatment facility at Norwood Young America has a design flow of 0.908 Million Gallons per Day (MGD) for wet weather, and 0.517 MGD for dry weather. Over the previous five years the flows to the treatment facility have remained stable around 0.4 MGD, with the exception of a few high flow events in 2019 and 2020. The flow to the wastewater facility has also trended down slightly in the past five years. If the flow decreases too much it can negatively affect the treatment process however, the city is still seeing good treatment of its historically regulated parameters.



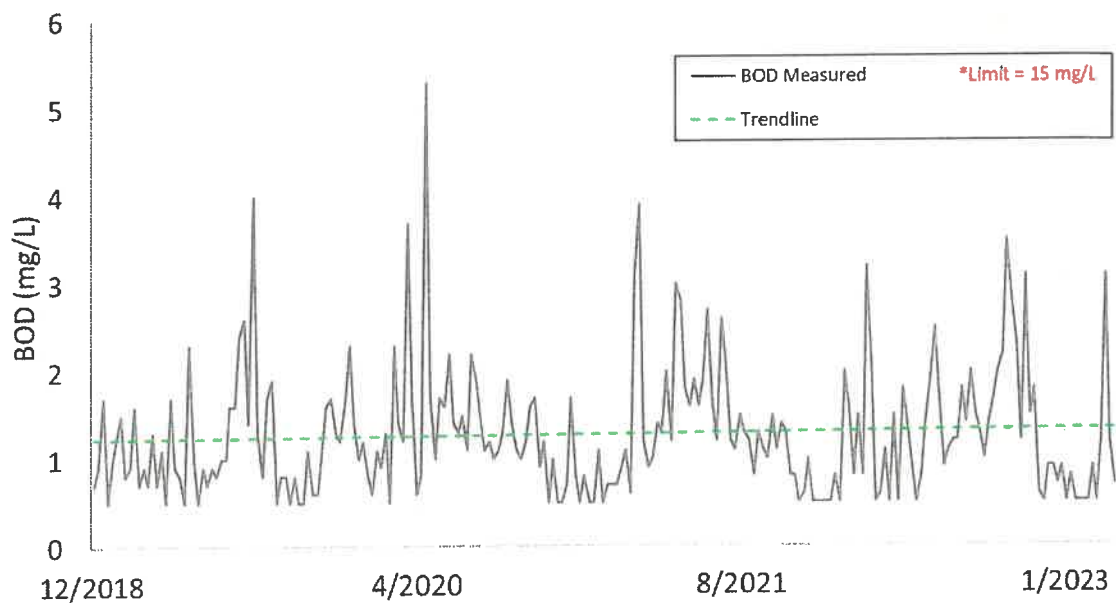
BOD

Five-day Biochemical Oxygen Demand (BOD) measures the amount of biodegradable material in the wastewater. BOD is removed by microorganisms in conjunction with aeration to provide oxygen for the microorganisms. Influent BOD to the Norwood Young America treatment facility has trended up in the last five years, however the city has maintained great treatment and stayed well below the NDPES effluent limit of 15 milligrams per liter (mg/L).

Influent BOD

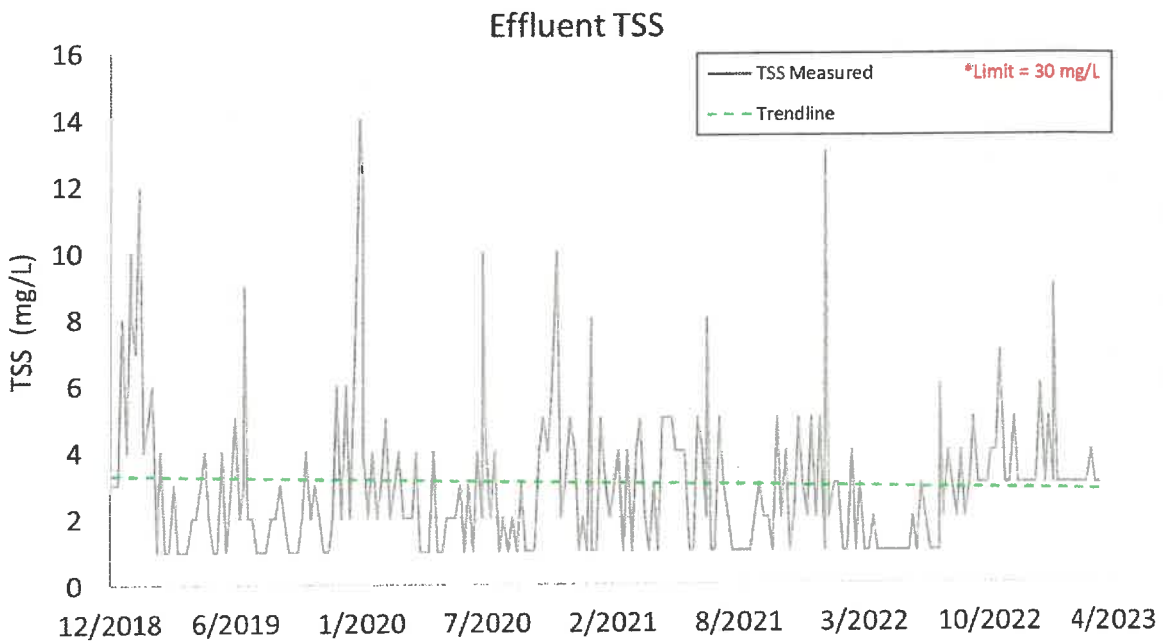
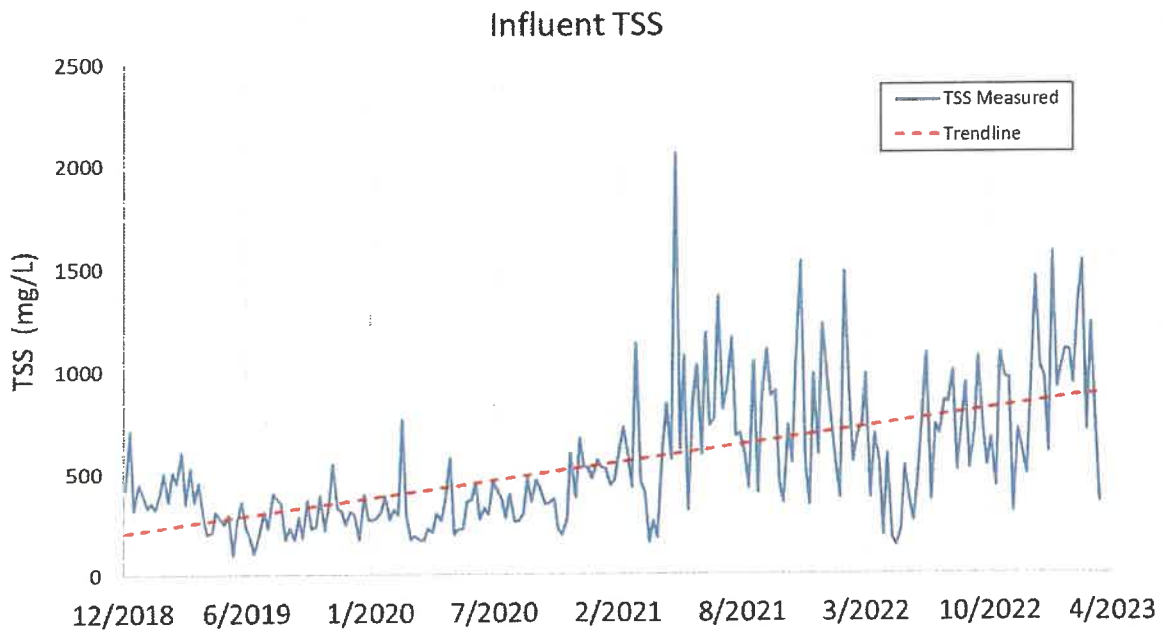


Effluent BOD



TSS

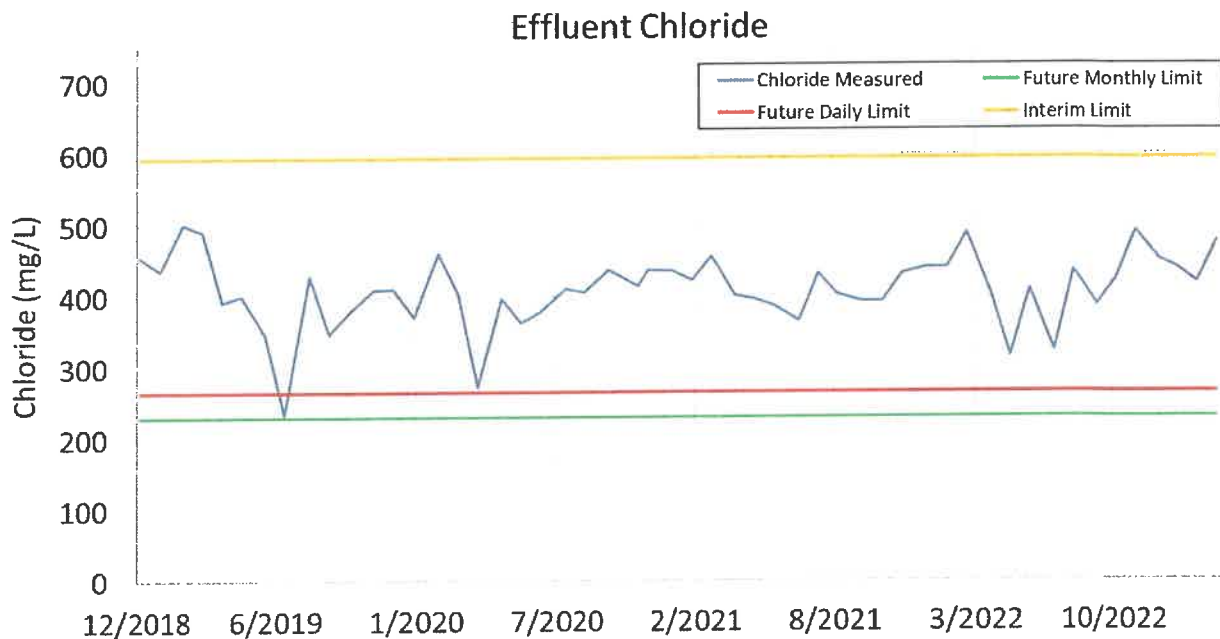
Total Suspended Solids (TSS) are small particles suspended in water that increase turbidity and make water appear cloudy. These solids can be removed physically with screens and filters, chemically with coagulants and flocculants, or biologically with microorganisms. Like BOD, Norwood Young America has also seen an increase in influent TSS but has maintained good treatment, staying well below the effluent limit of 30 mg/L.



Chlorides

Chlorides, are a newly regulated parameter that are difficult to remove from water. Since chlorides are difficult to remove, chlorides accumulate in surface waters over time. The most common source of chlorides in Minnesota is salt. Chlorides enter surface waters from road salt and from treated wastewater. Large amounts of chlorides enter the sanitary sewer from home water softeners, which rely on salt to soften water. Removing chlorides from wastewater is possible, but costly. The most economical way to remove chlorides from wastewater is to soften drinking water prior to distribution, eliminating the need for home salt softener.

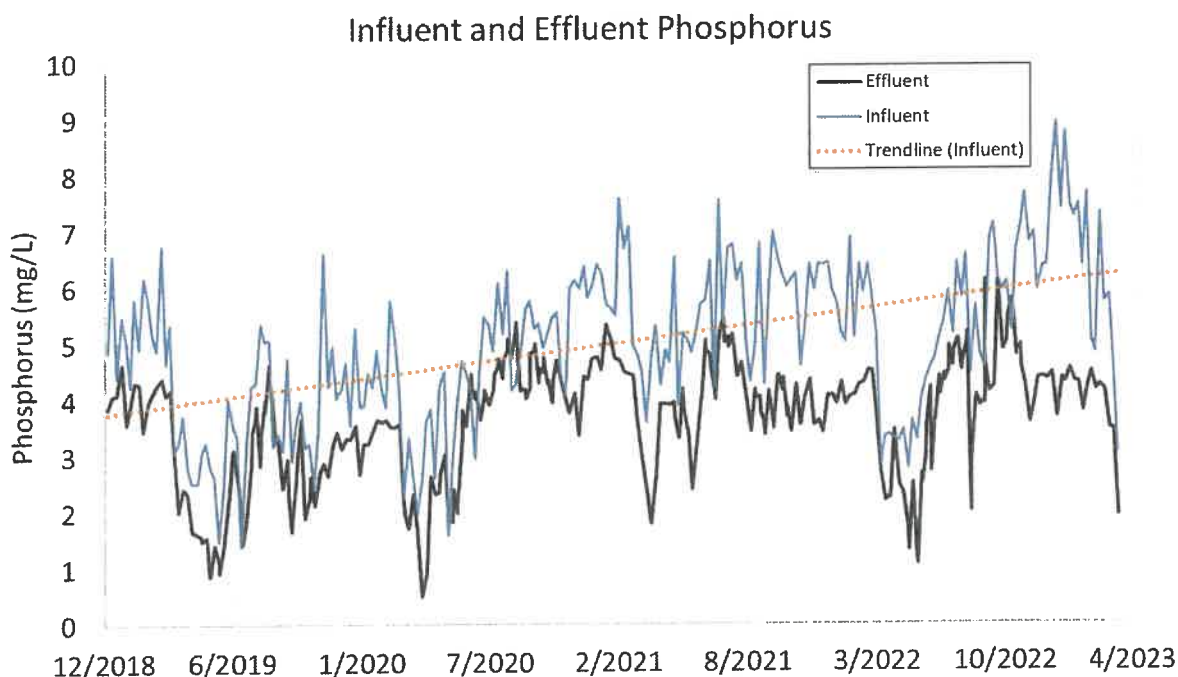
The MPCA is working with cities to reduce chloride pollution over the long term. The new permit limit for chlorides includes a daily limit of 266 mg/L and a monthly average limit of 230 mg/L, as well as an interim limit of 595 mg/L. Norwood Young America currently complies with the interim limit proposed on the NDPEs permit, with chloride discharge concentrations ranging between 230-502 mg/L. The City can do some education with users to try to reduce the amount of salt entering the system, however, the City will not be able to meet the final chloride permit limits without significant effort and planning. Therefore, the city should file a variance application with the MPCA to remain within compliance as the city works towards meeting the final limits proposed in the permit. The MPCA offers a 'streamlined' variance process that provides the City 15 years to meet the proposed permit limit. During that 15 year period the City must complete various tasks and submit yearly updates to the MPCA.

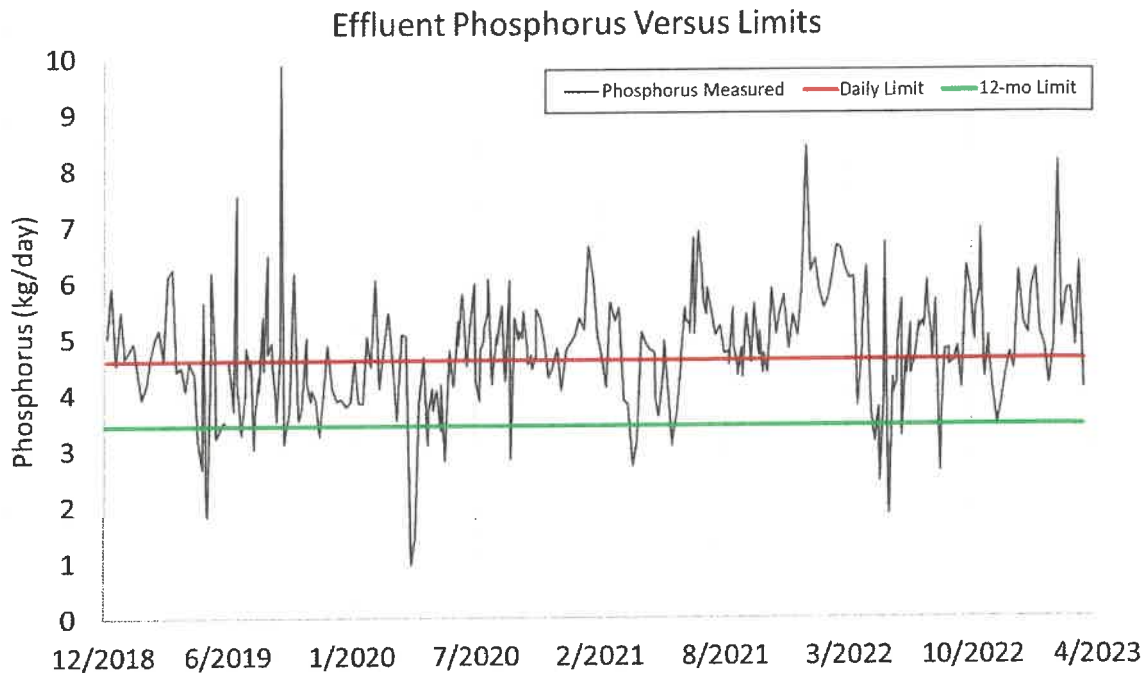


Phosphorus

Phosphorus makes its way into receiving waters from a variety of human activities. Excess phosphorus in surface waters can cause algae blooms, which turn waters green and can suffocate fish and aquatic plants. Minnesota approved eutrophication standards, which regulate phosphorus, in 2008 for lakes and approved standards for rivers in 2015. Phosphorus concentrations measured at the Norwood Young America treatment facility have trended upwards in the past five years.

Some amount of phosphorus removal happens naturally during the wastewater treatment process and Norwood Young America WWTF achieves about 30% influent phosphorus removal. In order to comply with the new proposed limits, Norwood Young America would need to greatly expand its capacity to remove phosphorus. The new phosphorus limits are mass based in kilograms per day. Mass based limits are a function of both concentration and flow and to calculate the mass of phosphorus, a concentration and flow measurement are needed.





Phosphorus is removed from wastewater by chemical or biological processes. Biological phosphorus removal works by cycling wastewater between anaerobic and aerobic zones. This process causes microorganisms in the wastewater to uptake large amounts of phosphorus. The microorganisms are then separated later in the treatment process, removing phosphorus from the water. For Norwood Young America to perform biological phosphorus removal, construction of new wastewater treatment processes is required.

Chemical removal works by precipitating the phosphorus by addition of a chemical agent, typically ferric chloride or aluminum sulfate. These chemicals cause the phosphorus to precipitate so that it can be removed by settling and filtration. Chemical removal is a lower up front cost than biological removal, but requires the city to continually purchase large amounts of chemical to comply with the phosphorus limits.

In the above graph, the daily limit is the maximum daily discharge based on the proposed permit limits. However, doing this alone would not be sufficient to meet the proposed 12-month rolling limit. The 12-month limit on the graph is maximum daily discharge to meet the 12-month rolling average. This means the green line is the highest concentration the city would be able to discharge without a violation for the proposed phosphorous.

In short, the green line is the absolute maximum for a single sample and the green line is the highest concentration for staying within long-term compliance.

As noted in the graph, the City cannot meet the proposed phosphorous limit and will need to employ new treatment methods and/or technologies to meet the proposed phosphorous limit. This will require improvements at the WWTF to be able to meet the proposed phosphorous limit.

Conclusions/Recommendations

The wastewater treatment facility is operating well and meeting all current limits and flow requirements. However, the facility is aging and much of the equipment has or is reaching the end of its useful life. The new NPDES permit includes new limits for both chlorides and phosphorus and both of these limits cannot be met currently and will require improvements at the WWTF in order to meet the proposed limits.

For the chloride limit we recommend the City pursue the variance process that the MPCA has adopted and this will result in a 15-year compliance schedule to meet the chloride limit. The variance will have yearly requirements as part of the compliance schedule and yearly submittals to the MPCA to ensure the City is working toward a solution for meeting the chloride limit. The variance schedule will allow the City the time to study and plan for eventual solutions to meet the chloride limit.

For the phosphorous limit we suggest completing a more in-depth study of the WWTF to look at the entire facility and not just how to solve the phosphorous limit. The City will need to make improvements at the WWTF to meet the phosphorous limit and it makes sense to look at the entire treatment facility and processes to determine the assorted options available to meet the proposed phosphorous limit. Phosphorous removal, whether biologically or chemically, does impact other treatment processes, such as biosolids production, and it's important to fully understand the impacts of adding phosphorous removal treatment to the WWTF. Therefore, we propose a study to evaluate the entire treatment process and how best to incorporate phosphorous removal to meet the NPDES permit requirements. The City could conduct a study that looks only at how to meet the phosphorous limit or a more comprehensive study to evaluate the entire facility as well as dealing with the phosphorous limit. It is our recommendation to conduct an evaluation of the entire facility due to the age of the facility and the impacts that phosphorous removal will have on other components at the facility.



CITY COUNCIL MINUTES

June 12, 2023 – 6:00 p.m.

City Council Chambers

310 Elm Street W.

Norwood Young America, MN 55368

Attendance:

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

ABSENT: Alan Krueger

STAFF: Andrea Aukrust (City Administrator), Karen Hallquist (Community and Economic Development Director), and Angela Brumbaugh (Clerk/Finance Director),

OTHERS: Alicia and Tim Menzel (City Staff), Timothy Schochenmaier (School Superintendent), Larry Panning, Philip Schrupp (Bolton & Menk)

2. 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 by all.*

3. APPROVE AGENDA

- Consent Agenda Item 5.3 Personnel Committee Recommendation moved to 7.1 under Old Business

CS/BA motion to approve the agenda with the following change: move 5.3 Personnel Committee Recommendation from the Consent Agenda to Old Business 7.1, making Juneteenth Federal Holiday 5.3 under the Consent Agenda. Motion passed 4-0.

4. INTRODUCTIONS, PRESENTATIONS, PROCLAMATIONS, AWARDS, AND PUBLIC COMMENT

Larry Panning, Commander of NYA Legion

- Asked for clarification on what makes the Old Town bid cost so much higher than building a residential house
 - Administrator Aukrust said along with inflation of building material costs, commercial projects run around double from residential
 - Bringing some of the outdated portions of the building up to code
- Improvements at Legion Park have been mentioned. Painting the buildings, stove for the kitchen, new tables
 - Would like more information on the improvements

5. CONSENT AGENDA

5.1. Approve minutes of the May 22, 2023, City Council Meeting

5.2. Approve Payment of Claims

5.3. ~~Personnel Committee Recommendation~~ – *moved to Old Business 7.1*

5.3. Juneteenth Federal Holiday

MM/CS motion to approve the consent agenda with the previously approved move of 5.3 Personal Committee Recommendation to 7.1 under Old Business. Motion passed 4-0.

6. PUBLIC HEARING - none

7. OLD BUSINESS

7.1. Personnel Committee Recommendation – Administrator Aukrust

- More discussion has prompted a new proposal of Monday-Thursday 7:30 a.m. – 4:30 p.m. and Friday 7:30 a.m. – 1:30 p.m.
- This allows for hourly employees to still obtain 40 hours per week and City Hall Offices to continue to be open 42 hours per week
- Effective Tuesday, June 20, 2023

CL/CS to approve adjusting City Hall Hours to Monday through Thursday, 7:30 a.m. to 4:30 p.m., and Friday, 7:30 – 1:30 p.m., starting Tuesday, June 20, 2023. Salaried employees will be hybrid on Fridays as schedules allow. Motion passed 4-0.

8. NEW BUSINESS

8.1. Merger Street Bid Tabulation and Award Recommendations – Philip Schrupp, Bolton & Menk

- Full street and utilities reconstruction on Merger Street from Highway 212 to Hill Street
- Opened bids on June 2, 2023
- Four bids received
 - Wm Mueller & Sons - \$779,464.50 (2% below engineer's estimate)
 - GMH Asphalt Corp. - \$782,850.20
 - Valley Paving Inc. - \$890,385.02
 - Meyer Contracting Inc. - \$912,830.30
- If awarded the bid, Wm Mueller & Sons would tentatively like to start the project in September 2023
- Next steps would include:
 - A pre-construction meeting with city employees, Bolton & Menk, and the contractor
 - An on-site meeting with property owners and residents to discuss any access concerns
 - Assessment hearing held in October
 - Finalize assessments in November for assessment to properties on 2024 taxes

Council questioned the September start time, and originally thought it would be a July start and have concerns about such a short, strict timeline for the time of year, concerning weather.

- Wm Mueller & Sons said September start fits their schedule best and they would still be able to complete the project before Thanksgiving with final touch-ups the following Spring, which adheres to the original timeline.

Council would like to see an updated timeline if the project will start later in September, to ensure that the timeline can be met. Is there a possibility of the next low bid if their timeline would be able to accommodate an earlier project start date?

- The bid did not include a start-by date, just a completion date. Due to statutes, we are tied to the lowest bid.

Schrupp will talk with Wm Mueller & Sons about the possibility of starting earlier than September. However, with a projected later start date, Merger Street will require some maintenance now. Administrator Aukrust will talk with city staff about doing some temporary maintenance.

CS/MM motion to award the motion to approve the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the Merger Street Infrastructure Improvement Project. Motion passed 4-0.

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
MM/BA motion to approve 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. Motion passed 4-0.

8.3. Central Schools Indoor Track Presentation and City of Norwood Young America and Central Schools Joint Powers Agreement – Superintendent Tim Schochenmaier

- Original agreement called for five lanes with enclosure curtains
- City committed \$830,000 for the track
- Inflation led to reassessment and reduction of the track by one lane and some of the enclosure
- Track is included in phase two, projected to start in mid-July
- Free indoor walking track for residents of NYA
- Hours will be finalized later, but will not include hours during the school day from 7:30 a.m. – 3:30 p.m. to secure the building for students
- Central Schools will staff “greeters” for the walking track to assist residents, monitor emergencies, and keep order in the facility
- Central would love to have 14 possibly retired people to staff as greeters
- Central Schools and the City will enter into a joint powers agreement to outline liabilities and costs for the track’s useful life, which is projected to be 30 years
 - Central Schools will be responsible for the maintenance, insurance, and staffing costs
 - The City will pay \$680,00 to the School District, and the remaining \$150,000 will be credited to the School District as a deduction in lieu of ERU fees
 - Central Schools will pay for the building inspection fees incurred up to \$50,000
- Intent is to keep the use of the track free of charge to residents for the useful life of the track
- Community walk-throughs are currently projected for August 10, 2023

CS/BA motion to approve the Joint Powers Agreement and agreed upon payment outlined in the agreement. Motion passed 5-0.

8.4. Proposal Review: The Harbor at Peace Village – Administrator Aukrust

- On March 31, 2023, Ecumen notified the city that they were ending all contracted management service agreements outside their ownership July 31, 2023
- Small working group met to establish an RFP to solicit proposals for new management services
- Two comparable proposals were submitted
 - Cornerstone Management Services
 - Minnewaska Community Health Services
- Both were sound submissions, one stood out as having a stronger focus on management and more experience managing assisted living and memory care
- The group unanimously chose Cornerstone Management Services, pending a successful agreement and contract

- Would like to have overlap with the old management company to the new company if possible for a smoother transition

CS/MM motion to approve the proposal from Cornerstone Management Services for the Harbor at Peace Village, pending an agreement and contract. Motion passed 4-0.

8.5. Generator Quotes – Paul Dhoore, Public Utilities Lead/Administrator Aukrust

- Two quotes for installing an onsite generator at the West Court lift station
 - Advanced Power Services - \$21,180
 - Ziegler Power Systems - \$67,000
- The generator would give a faster response in a power outage
- Generator would automatically kick in once it recognizes loss of power
- Would reduce the number of potential sewer backups due to power outages

CS/BA 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. Motion passed 4-0.

9. COUNCIL MEMBER / MAYOR AND STAFF REPORTS

- Allen – Tree planting ceremony for June 1, 2023, Arbor Day celebration, planted 7 blaze maples at Prairie Dawn Park. Kids got to help plant and take home saplings.
- Storms – Planning meeting Tuesday, June 6, swore in a new member, Timon Dammann. Reviewed B-1 and I-1 districts, non-residential landscape requirements, outdoor storage, and residential driveway widths.
- McPadden – EDC meets on Wednesday, Springfest went really well.
- Lagergren – Preliminary population from the Met Council shows an estimated population of just over 4,000 residents. Please remember to not block driveways during the free food distributions.
- Aukrust – Workshop at June 26th meeting will have more information on Old Town bid, and a little more of a breakdown of costs.

10. ADDITIONAL INFORMATION

Met Council – Preliminary population and household estimates information

11. ADJOURNMENT

CS/MM motion to adjourn at 6:54 p.m. Motion passed 4-0.

Respectfully submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk/Finance Director



VOUCHER LIST / CLAIMS ROSTER
and CHECK SEQUENCE

To Be Approved: June 26, 2023

Payroll EFT

Check #	508008	508030	\$	28,388.63
Check #				

Prepays

Check #	34352	\$	20,000.00
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Claims Pending Payment

Check #	34353 -	34384	\$	49,836.60
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Voided Checks

Check #	34349 -	34351	no amounts printed	\$	-
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Grand Total (excluding voided checks)	\$	98,225.23
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NORWOOD YOUNG AMERICA

06/22/23 3:37 PM

Page 1

*Check Detail Register©

Batch: EPCommand0623

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
34352	06/13/23	City of Eden Prairie			
E 275-42200-552		FD Vehicles	\$20,000.00		Command Vehicle-Approved 05/22/23 mtg
		Total	\$20,000.00		
		10100	\$20,000.00		

Fund Summary

10100 CHECKING

275 CAPITAL	\$20,000.00
	\$20,000.00

NORWOOD YOUNG AMERICA

06/22/23 3:37 PM

Page 1

*Check Detail Register©

Batch: 06262023ap

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
34353	06/26/23	101 DEVELOPMENT RESOURCES INC			
E 101-42400-312		Building Inspection Fee	\$24,719.53	574	BUILDING INSPECTIONS
E 101-42400-312		Building Inspection Fee	\$520.00	574	MASONIC LODGE
		Total	\$25,239.53		
34354	06/26/23	212 EQUIPMENT			
E 101-43100-223		Repair/Maintenance Bldg/	\$41.94	6259	CHAIN SAW FILE
		Total	\$41.94		
34355	06/26/23	AQUA LOGIC, INC			
E 101-49860-223		Repair/Maintenance Bldg/	\$215.93	2220	CABLE ASSEMBLY, TUBING
		Total	\$215.93		
34356	06/26/23	BOUNDTREE MEDICAL			
E 101-42200-210		Operating Supplies	\$645.26	84993522	BLOOD PRESSURE CUFF, SEAT BELT CUTTER, DEFIB PACKS
		Total	\$645.26		
34357	06/26/23	BRYAN ROCK PRODUCTS, INC.			
E 101-43100-224		Street Maint Materials	\$252.17	59309	BALL DIAMOND
		Total	\$252.17		
34358	06/26/23	CARDMEMBER SERVICE			
E 101-45200-223		Repair/Maintenance Bldg/	\$25.88		GALV WIRE
E 101-45200-221		Repair/Maintenance Equip	\$5.38		TIE WIRE
E 101-41320-430		Miscellaneous	\$68.95		FOLDING TABLES
E 101-46500-350		Print/Publishing/Postage	\$105.15		PAPER
E 101-46500-350		Print/Publishing/Postage	\$33.01		PRESENTATION COVERS
E 101-49860-210		Operating Supplies	\$37.58		SWIM LESSON BOOK
E 101-41320-350		Print/Publishing/Postage	\$8.13		NUISANCE LETTER
E 101-41320-350		Print/Publishing/Postage	\$447.55		MAY NEWSLETTER
E 101-41320-430		Miscellaneous	\$41.25		LUNCH & LEARN
E 101-41320-430		Miscellaneous	\$205.78		LUNCH & LEARN
E 101-49860-251		Concessions	\$290.82		CONCESSIONS
E 101-41110-433		Dues and Subscriptions	\$72.00		GOOGLE SUITES
E 101-41400-200		Office Supplies	\$32.99		WIRELESS REMOTE CLICKER
E 101-41320-350		Print/Publishing/Postage	\$8.14		MAILED POWER CORD TO PRESENTER FROM LUNCH & LEARN
E 101-41400-200		Office Supplies	\$47.98		INK RIBBON FOR TIME CLOCK
E 101-46500-350		Print/Publishing/Postage	\$9.80		GRANT PAPERS
E 101-49860-251		Concessions	\$46.80		POP
E 101-49860-210		Operating Supplies	\$19.30		WALL CLOCK
E 101-49860-210		Operating Supplies	\$26.02		THERMAL ADDING TAPE
E 101-49860-251		Concessions	\$85.22		POWERADE, WATER
E 101-49860-223		Repair/Maintenance Bldg/	\$22.98		HAZARD TAPE
E 101-49860-216		Chemicals and Chem Pro	\$39.26		CHEMICALS
E 101-49860-216		Chemicals and Chem Pro	\$35.98		TEST KIT POWDER
E 101-49860-216		Chemicals and Chem Pro	\$12.99		REAGENTS ACID
E 101-49860-216		Chemicals and Chem Pro	\$12.12		CALCIUM LIQUID
E 101-49860-216		Chemicals and Chem Pro	\$8.72		

NORWOOD YOUNG AMERICA

06/22/23 3:37 PM

Page 2

*Check Detail Register©

Batch: 06262023ap

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-49860-216		Chemicals and Chem Pro	\$10.00		
E 101-49860-216		Chemicals and Chem Pro	\$22.04		
E 101-49860-216		Chemicals and Chem Pro	\$47.03		
E 101-49860-223		Repair/Maintenance Bldg/	\$9.65		ELBOW & COUPLING
E 101-43100-210		Operating Supplies	\$41.59		SAFETY GLASSES
E 601-49400-350		Print/Publishing/Postage	\$26.45		WATER SAMPLE POSTAGE
E 601-49400-240		Small Tools and Minor Eq	\$471.66		
E 602-49450-240		Small Tools and Minor Eq	\$471.66		
E 601-49400-210		Operating Supplies	\$107.15		
E 602-49450-210		Operating Supplies	\$107.15		BRUSHLESS CORDLESS COMBO KIT TOOL SET
E 101-41400-433		Dues and Subscriptions	\$110.00		SAMS MEMBERSHIP
		Total	\$3,174.16		
34359	06/26/23	CARVER COUNTY			
E 101-41500-305		Other Professional Fees	\$100.00	SHERI00372	BACKGROUND CHECK LIQUOR
E 101-41500-305		Other Professional Fees	\$100.00	SHERI00374	BACKGROUND CHECK LIQUOR
		Total	\$200.00		
34360	06/26/23	CONCENTRA			
E 101-43100-208		Medical-Physicals	\$242.00	103745461	
		Total	\$242.00		
34361	06/26/23	DHOORE, PAUL			
E 602-49450-331		Travel/Meeting Expense	\$15.00		REIMBURSEMENT
		Total	\$15.00		
34362	06/26/23	DONE RITE POWDER COATING LLC			
E 101-45200-223		Repair/Maintenance Bldg/	\$700.00	23-228	SAND BLAST & POWDER COAT PARK BENCHES
		Total	\$700.00		
34363	06/26/23	DROEGE, BRAD			
E 101-42200-240		Small Tools and Minor Eq	\$359.86		TRAUMA BAG, OXYGEN BAG, KERLIX
		Total	\$359.86		
34364	06/26/23	EMERGENCY APPARATUS MAINTENANC			
E 101-42200-221		Repair/Maintenance Equip	\$1,872.96	127536	ENGINE 11
E 101-42200-221		Repair/Maintenance Equip	\$1,122.95	127537	E21
		Total	\$2,995.91		
34365	06/26/23	EMERGENCY AUTOMOTIVE TECHNOLOGIES			
E 101-42200-221		Repair/Maintenance Equip	\$264.50	JOR2336	U21
E 101-42200-221		Repair/Maintenance Equip	\$132.25	JOR2341	E21
		Total	\$396.75		
34366	06/26/23	HAWKINS INC			
E 101-49860-216		Chemicals and Chem Pro	\$20.00	6498873	SWIMMING POOL
E 601-49400-216		Chemicals and Chem Pro	\$20.00	6499298	WATER DEPT
E 602-49450-216		Chemicals and Chem Pro	\$20.00	6499350	WWTP
		Total	\$60.00		

NORWOOD YOUNG AMERICA

06/22/23 3:37 PM

Page 3

*Check Detail Register©

Batch: 06262023ap

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
34367	06/26/23	HILLYARD /HUTCHINSON			
E 101-41940-223		Repair/Maintenance Bldg/	\$1,224.74	605145232	CLEANER, SOAP, TOWEL ROLL, LINER
		Total	\$1,224.74		
34368	06/26/23	KINKEL, CRISTI			
E 101-41320-331		Travel/Meeting Expense	\$18.54		MILEAGE REIMBURSEMENT
		Total	\$18.54		
34369	06/26/23	LANO EQUIPMENT OF NORWOOD, INC			
E 101-43100-221		Repair/Maintenance Equip	\$49.00	86368	HYD OIL
E 101-45200-223		Repair/Maintenance Bldg/	\$125.00	86423	AUGER RENTAL
		Total	\$174.00		
34370	06/26/23	LOFFLER - 131511			
E 101-41400-437		Maintenance Contract	\$131.25	4386498	PHONE REPAIRS
		Total	\$131.25		
34371	06/26/23	METRO FIBERNET LLC			
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		
34372	06/26/23	MID-AMERICAN RESEARCH CHEMICAL			
E 101-43100-210		Operating Supplies	\$55.30	0792383-IN	BUF-OFF & HAND CLEANER
E 101-45200-210		Operating Supplies	\$108.31	0792383-IN	BUF-OFF & HAND CLEANER
		Total	\$163.61		
34373	06/26/23	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$1,000.31	67184	DYED DIESEL
E 101-45200-212		Motor Fuels	\$428.70	67184	DYED DIESEL
		Total	\$1,429.01		
34374	06/26/23	MNI BIFF - John McGreavy			
E 101-45200-418		Other Rentals (Biffs)	\$260.10	A-140517	SPORTS COMPLEX
E 101-45200-418		Other Rentals (Biffs)	\$147.90	A-140519	FRIENDSHIP PARK
E 101-45200-418		Other Rentals (Biffs)	\$147.90	A-140530	PRAIRIE DAWN PARK
		Total	\$555.90		
34375	06/26/23	MINNESOTA VALLEY TESTING LAB, INC			

NORWOOD YOUNG AMERICA

06/22/23 3:37 PM

Page 4

*Check Detail Register©

Batch: 06262023ap

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 602-49450-217		Lab Fees	\$47.30	1202352	PHOSPHORUS
E 602-49450-217		Lab Fees	\$47.30	1202640	PHOSPHORUS
E 601-49400-217		Lab Fees	\$105.60	1202901	COLIFORM
		Total	\$200.20		
34376	06/26/23	MN VALLEY ELECTRIC COOPERATIVE			
E 603-49500-381		Electric Utilities	\$170.21		13150 TACOMA AVE
		Total	\$170.21		
34377	06/26/23	MUNICIPAL EMERGENCY SERVICES			
E 101-42200-417		Uniform	\$687.37	IN188133	FIRE HELMET
		Total	\$687.37		
34378	06/26/23	PRO AUTO & TRANSMISSION REPAIR			
E 101-42200-221		Repair/Maintenance Equip	\$877.21	107050	E21
		Total	\$877.21		
34379	06/26/23	SW CORRIDOR TRANS COALITION			
E 101-41110-433		Dues and Subscriptions	\$2,000.00		2023 DUES
		Total	\$2,000.00		
34380	06/26/23	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$194.11		JULY WATER BILL POSTAGE
E 602-49450-350		Print/Publishing/Postage	\$194.11		JULY WATER BILL POSTAGE
E 603-49500-350		Print/Publishing/Postage	\$194.11		JULY WATER BILL POSTAGE
		Total	\$582.33		
34381	06/26/23	WM CORPORATE SERVICES, INC.			
E 101-41940-223		Repair/Maintenance Bldg/	\$434.10	0103704-280	GARBAGE REMOVAL
		Total	\$434.10		
34382	06/26/23	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$280.00	287823	3/8 VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$156.00	288194	3/8 VIRGIN FINE
E 101-43100-224		Street Maint Materials	\$238.40	288350	3/8 VIRGIN FINE
		Total	\$674.40		
34383	06/26/23	WSB			
E 101-41320-305		Other Professional Fees	\$1,834.00	R-021231-00	PLANNING SERVICES
		Total	\$1,834.00		
34384	06/26/23	XCEL ENERGY			
E 101-45200-381		Electric Utilities	\$13.70		710 E RR
E 101-43100-381		Electric Utilities	\$86.88		300 FAXON RD SIGNAL
E 101-43100-380		Street Lighting	\$105.09		313 CENTRAL AVE SIGN
E 601-49400-381		Electric Utilities	\$3,181.87		104 3RD AVE SE
		Total	\$3,387.54		
		10100	\$49,836.60		

NORWOOD YOUNG AMERICA

06/22/23 3:37 PM

Page 5

*Check Detail Register©

Batch: 06262023ap

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
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Fund Summary

10100 CHECKING

101 GENERAL FUND	\$44,357.52
601 WATER FUND	\$4,159.54
602 SEWER FUND	\$955.22
603 STORM WATER UTILITY	\$364.32
	<hr/>
	\$49,836.60



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, City Clerk-Finance Director

DATE: June 26, 2023

SUBJECT: Knights of Columbus Gambling Permit

=====

The Knights of Columbus have submitted Gambling permit form LG240B. They would like to have bingo during Stiftungsfest in August. Approval is needed from the City Council before submitting to the Gambling Control Board.

Recommended Motion:

Motion to approve the Knights of Columbus Gambling Permit.

LG240B Application to Conduct Excluded Bingo**No Fee****ORGANIZATION INFORMATION**

Organization Name: Ascension Knights of Columbus Previous Gambling Permit Number: 073888

Minnesota Tax ID Number, if any: _____ Federal Employer ID Number (FEIN), if any: _____

Mailing Address: _____

City: Norwood Young America State: Mn Zip: 55368 County: Carver

Name of Chief Executive Officer (CEO): Kevin Raether

CEO Daytime Phone: _____ CEO Email: _____
(permit will be emailed to this email address unless otherwise indicated below)

Email permit to (if other than the CEO): _____

NONPROFIT STATUS

Type of Nonprofit Organization (check one):

☐ Fraternal ☒ Religious ☐ Veterans ☐ Other Nonprofit Organization

Attach a copy of at least one of the following showing proof of nonprofit status:

(DO NOT attach a sales tax exempt status or federal employer ID number, as they are not proof of nonprofit status.)

- ☒ **Current calendar year Certificate of Good Standing**
Don't have a copy? This certificate must be obtained each year from:
MN Secretary of State, Business Services Division
60 Empire Drive, Suite 100
St. Paul, MN 55103
Secretary of State website, phone numbers:
www.sos.state.mn.us
651-296-2803, or toll free 1-877-551-6767
- ☐ **Internal Revenue Service-IRS income tax exemption 501(c) letter in your organization's name**
Don't have a copy? Obtain a copy of your federal income tax exempt letter by having an organization officer contact the IRS at 877-829-5500.
- ☐ **Internal Revenue Service-Affiliate of national, statewide, or international parent nonprofit organization (charter)**
If your organization falls under a parent organization, attach copies of both of the following:
1. IRS letter showing your parent organization is a nonprofit 501(c) organization with a group ruling; and
2. the charter or letter from your parent organization recognizing your organization as a subordinate.

EXCLUDED BINGO ACTIVITYHas your organization held a bingo event in the current calendar year? ☒ Yes ☐ NoIf yes, list the dates when bingo was conducted: 02/19/2023, 3/19/2023, 4/16/2023

The proposed bingo event will be:

☒ one of four or fewer bingo events held this year. Dates: 8/26/2023, 8/27/2023

-OR-

☐ conducted on up to 12 consecutive days in connection with a:

☐ county fair Dates: _____

☐ civic celebration Dates: _____

☐ Minnesota State Fair Dates: _____

Person in charge of bingo event: Jeremy Gesinger Daytime Phone: 952-212-2369Name of premises where bingo will be conducted: Young America Ball ParkPremises street address: 21 Main Street ECity: Young America If township, township name: _____ County: Carver

LG240B Application to Conduct Excluded Bingo

11/17
Page 2 of 2

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)

CITY APPROVAL for a gambling premises located within city limits

On behalf of the city, I approve this application for excluded bingo activity at the premises located within the city's jurisdiction.

Print City Name: Norwood Young America

Signature of City Personnel:

Title: _____ Date: _____

**The city or county must sign before
submitting application to the
Gambling Control Board.**

COUNTY APPROVAL for a gambling premises located in a township

On behalf of the county, I approve this application for excluded bingo activity at the premises located within the county's jurisdiction.

Print County Name: _____

Signature of County Personnel:

Title: _____ Date: _____

TOWNSHIP (if required by the county)

On behalf of the township, I acknowledge that the organization is applying for excluded bingo activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes, Section 349.213.)

Print Township Name: _____

Signature of Township Officer: _____

Title: _____ Date: _____

CHIEF EXECUTIVE OFFICER'S SIGNATURE (required)

The information provided in this application is complete and accurate to the best of my knowledge.

Chief Executive Officer's Signature: _____

Kevin W. Raether

Date: 6/11/23

(Signature must be CEO's signature; designee may not sign)

Print Name: Kevin W. Raether

MAIL OR FAX APPLICATION & ATTACHMENTS

Mail or fax application and a copy of your proof of nonprofit status to:

Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113
Fax: 651-639-4032

An excluded bingo permit will be mailed to your organization. Your organization must keep its bingo records for 3-1/2 years.

Questions?

Call a Licensing Specialist at 651-539-1900.

Bingo hard cards and bingo number selection devices may be borrowed from another organization authorized to conduct bingo. Otherwise, bingo hard cards, bingo paper, and bingo number selection devices must be obtained from a distributor licensed by the Minnesota Gambling Control Board. To find a licensed distributor, go to www.mn.gov/gcb and click on **Distributors** under the **LIST OF LICENSEES** tab, or call 651-539-1900.

This form will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board

will be able to process the application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board

members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator
Karen Hallquist, Community & Economic Development Director

DATE: June 26, 2023

RE: Approval of Old Town Construction Bid

Attached is a copy of the Construction Bid Form submitted by RAM General Contracting, Inc. for the Old Town Project at Willkommen Memorial Park. The lowest bid, by RAM General Contracting, Inc., came in at \$813,244.00. The one line item still in question is the Div 08 Overhead Coiling Doors and Sectional Doors in the amount of \$41,160.00. Staff is hoping to have detailed information prior to the meeting to share with Council for resolution.

Demolition of Old Town would be to commence August 30, 2023.

Recommended Motion

Motion to approve RAM General Contracting, Inc.'s bid for the Old Town Project, not to exceed \$813,244.00.

Construction Bid Form

PROJECT NAME: Old Town Concessions - Willkommen Memorial Park
CONTRACTOR: RAM General Contracting, Inc.



SQUARE FEET:

1,456

PROJECT BUDGET			
	DESCRIPTION	SUB CONTRACTOR	COST
Div 00	General Conditions	RAM General Contracting, Inc.	\$59,700.00
	Insurance	RAM General Contracting, Inc.	Incl. in Gen. Cond.
	Temporary Protection	RAM General Contracting, Inc.	Incl. in Gen. Cond.
	Field Supervision	RAM General Contracting, Inc.	Incl. in Gen. Cond.
	General Labor	RAM General Contracting, Inc.	Incl. in Gen. Cond.
	Clean up	RAM General Contracting, Inc.	Incl. in Gen. Cond.
	Dumpsters & Disposal	RAM General Contracting, Inc.	Incl. in Gen. Cond.
	SAC/WAC fees / Permits	N/A	Paid by City of NYA
Div 02	Demolition	Precision Grading LLC.	\$19,800.00
Div 03	Concrete	Budget	\$27,377.00
Div 04	Masonry	Wachholz Masonry, Inc.	\$129,360.00
Div 05	Decorative/Misc Metal	N/A	\$0.00
Div 06	Rough Carpentry	RAM General Contracting, Inc.	\$230,090.00
	Wood Trusses	RAM General Contracting, Inc.	Incl. in Rough Carpentry
	Sheathing	RAM General Contracting, Inc.	Incl. in Rough Carpentry
	Finish Carpentry	RAM General Contracting, Inc.	Incl. in Rough Carpentry
	Architectural Woodwork	RAM General Contracting, Inc.	\$13,164.00
Div 07	Waterproofing	RAM General Contracting, Inc.	Incl. in Rough Carpentry
	Thermal Insulation	Kohls Foam Systems	\$27,960.00
	Asphalt Shingles	RAM General Contracting, Inc.	\$4,320.00
	Roofing (EPDM)	RAM General Contracting, Inc.	\$8,736.00
	Stucco	RAM General Contracting, Inc.	\$46,200.00
Div 08	Doors, Frames & Hardware	RAM General Contracting, Inc.	\$31,500.00
	Overhead Coiling Doors	Garage Door Store	\$41,160.00
	Sectional Doors	Garage Door Store	Incl. in Overhead Doors
	Glass & Glazing	RAM General Contracting, Inc.	Incl. in Rough Carpentry
Div 09	Drywall, Taping & Sanding	Advanced Drywall, Inc.	\$32,708.00
	Floor Coverings	Pro Maintenance, Inc.	\$8,656.00
	Interior Paint & Wallcovering	Reinhardt & Sons Painting, Inc.	\$29,400.00
Div 10	Miscellaneous Specialties	RAM General Contracting, Inc.	\$18,360.00
Div 22	Plumbing	Diversified Plumbing Inc.	\$22,328.00
Div 23	Heating Ventilating & Air Conditioning	Budget	\$14,400.00
Div 26	Electrical	Xtreme Electrical Inc.	\$23,850.00
Div 31	Earthwork	Precision Grading LLC.	\$16,500.00
Div 32	Exterior Improvements	Precision Grading LLC.	Incl. in Demolition
Div 33	Utilities	Precision Grading LLC.	Incl. in Earthwork
Subtotal			\$805,569.00
5% Bond Fee			\$7,675.00
Contractors Fee (Included in Subtotal)			N/A
Total			\$813,244.00



TO: Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: June 26, 2023

RE: NDPES Permit Analysis—Bolton & Menk

To address the chloride limit, Bolton & Menk recommends that the City pursue the variance process adopted by the MPCA, which will result in a 15-year compliance schedule to meet the chloride limit. The variance will have yearly requirements as part of the compliance schedule and annual submittals to the MPCA to ensure the City is working toward a solution for meeting the chloride limit. The variance schedule will allow the City the time to study and plan for eventual solutions to meet the chloride limit. The estimated price is \$7,500.

For addressing the phosphorous limit, it is recommended to complete a facility plan that evaluates the entire WWTP, including how to meet the phosphorous limit. The wastewater treatment facility operates well and meets all current limits and flow requirements. Still, the facility is aging and much of the equipment and processes have or are reaching the end of their useful life. Completing a facility plan that evaluates the entire WWTP will allow the City to meet new treatment limits and plan for future improvements.

There will be two separate recommended motions for the council to consider addressing the chloride limit and evaluating the entire WWTP, including how to meet the phosphorous limit.

Recommended motion:

Motion to approve the variance process that the MPCA has adopted to address the chloride limit, not to exceed \$7,500.

Recommended motion:

Motion to approve Bolton & Menk to complete a cost estimate for a facility plan that evaluates the entire WWTP.



Real People. Real Solutions.

7533 Sunwood Drive NW
Suite 206
Ramsey, MN 55303-5119

Ph: (763) 433-2851
Fax: (763) 427-0833
Bolton-Menk.com

MEMORANDUM

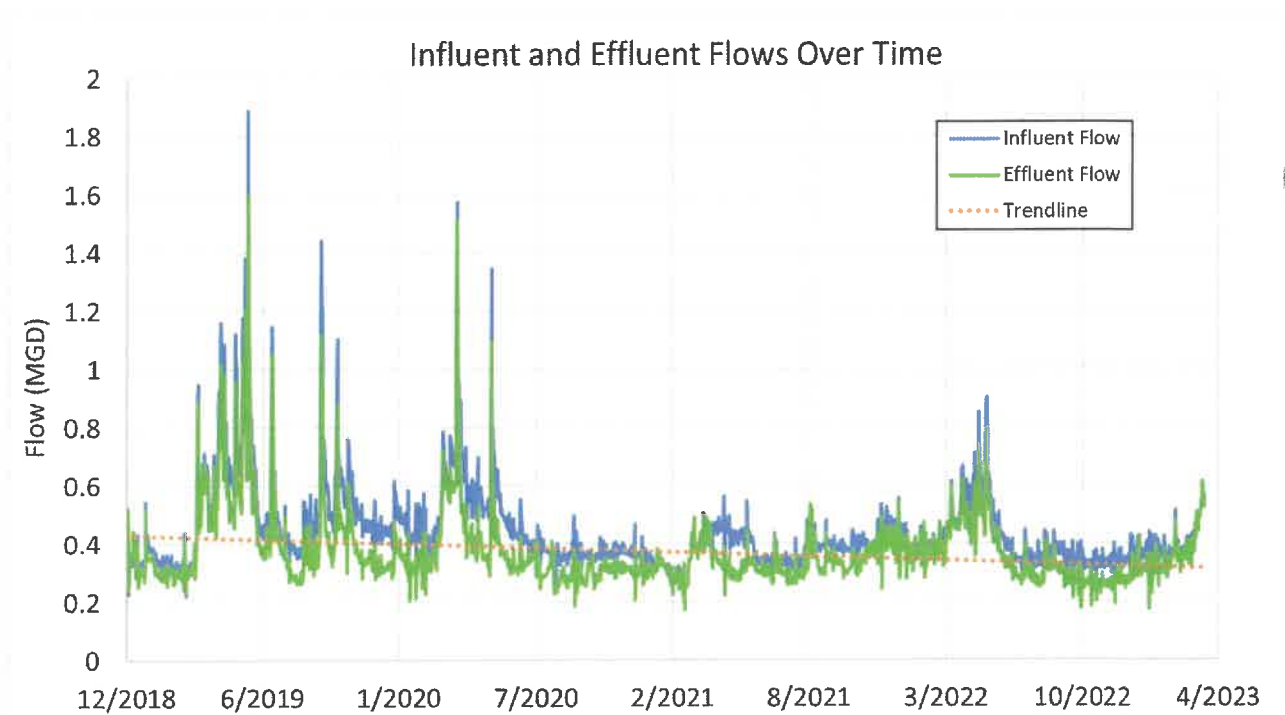
Date: June 20, 2023
To: Andrea Aukrust, City Administrator
Paul Dhoore, Public Services Utilities Lead
From: Seth Peterson, P.E., Bolton & Menk, Inc.
Subject: NDPES Permit Analysis
City of Norwood Young America, Minnesota
BMI Project No.: OC1.130910

Introduction

Bolton & Menk, Inc. is assisting the City with evaluating the impacts of a new proposed National Pollutions Discharge Elimination System (NDPES) Permit limits for the city. The new limits are outlined in a notification letter from the Minnesota Pollution Control Agency (MPCA) and include new discharge limits for chlorides and phosphorus. These new limits are in addition to all previously enforced limits on the previous permit. This memorandum looks at historical data over the past five years from the Norwood Young America wastewater treatment plant in comparison to the limits outlined in the NDPES permit. Potential methods for long term compliance are discussed for each proposed limit.

Flow and Capacity

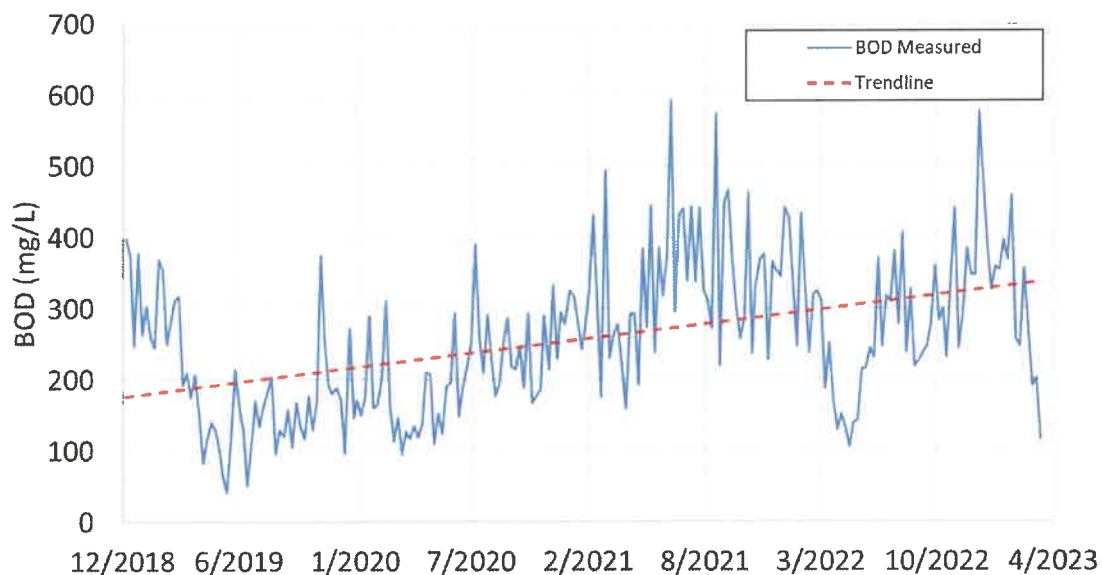
The wastewater treatment facility at Norwood Young America has a design flow of 0.908 Million Gallons per Day (MGD) for wet weather, and 0.517 MGD for dry weather. Over the previous five years the flows to the treatment facility have remained stable around 0.4 MGD, with the exception of a few high flow events in 2019 and 2020. The flow to the wastewater facility has also trended down slightly in the past five years. If the flow decreases too much it can negatively affect the treatment process however, the city is still seeing good treatment of its historically regulated parameters.



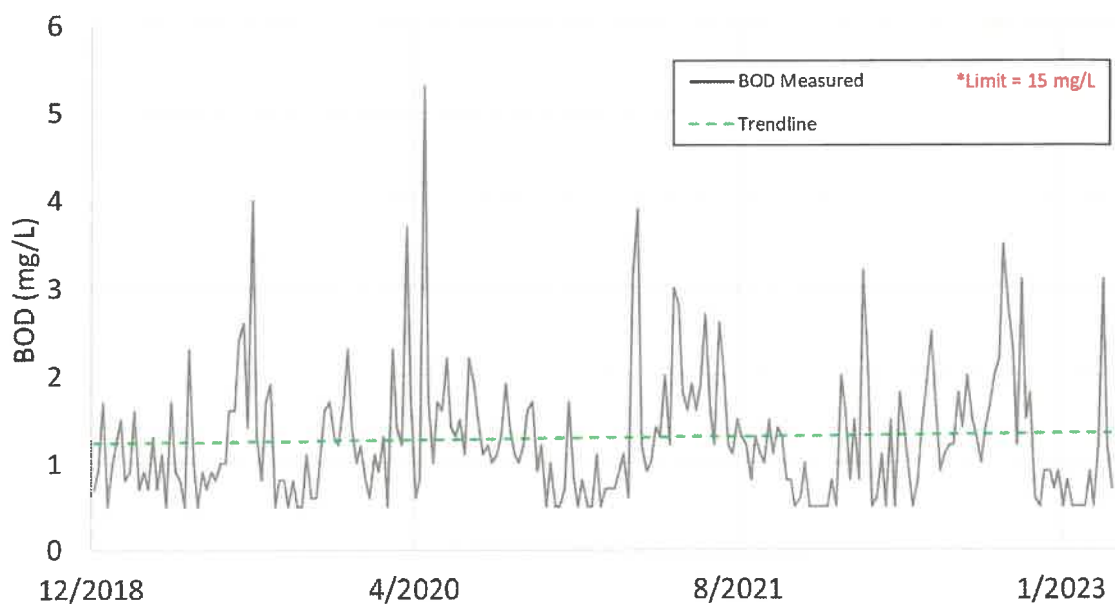
BOD

Five-day Biochemical Oxygen Demand (BOD) measures the amount of biodegradable material in the wastewater. BOD is removed by microorganisms in conjunction with aeration to provide oxygen for the microorganisms. Influent BOD to the Norwood Young America treatment facility has trended up in the last five years, however the city has maintained great treatment and stayed well below the NDPES effluent limit of 15 milligrams per liter (mg/L).

Influent BOD

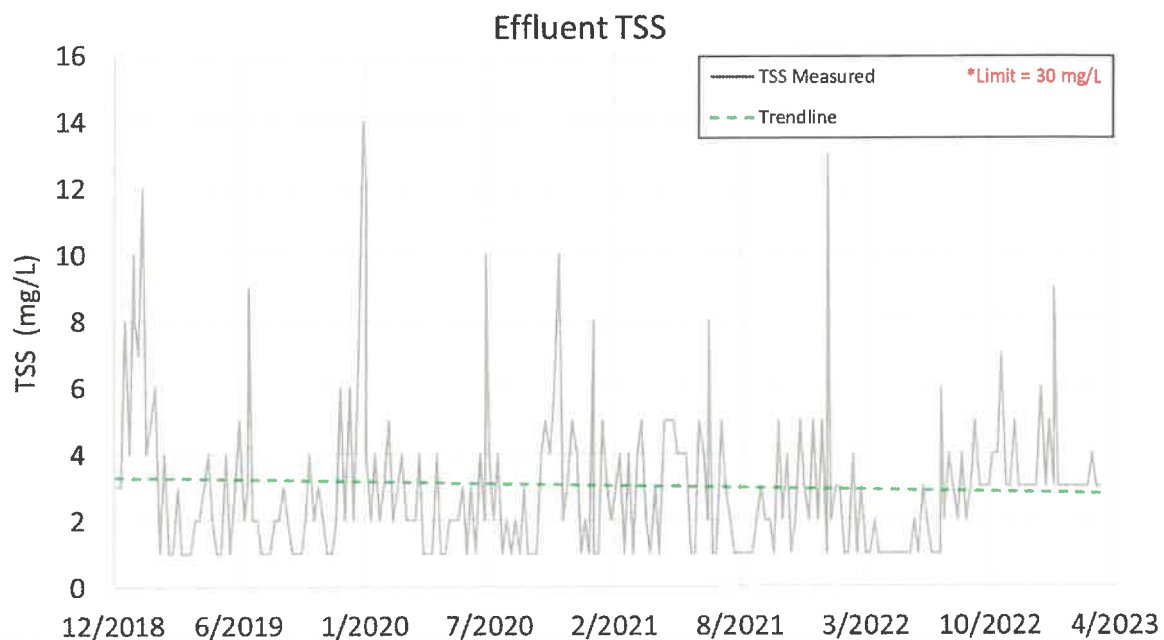
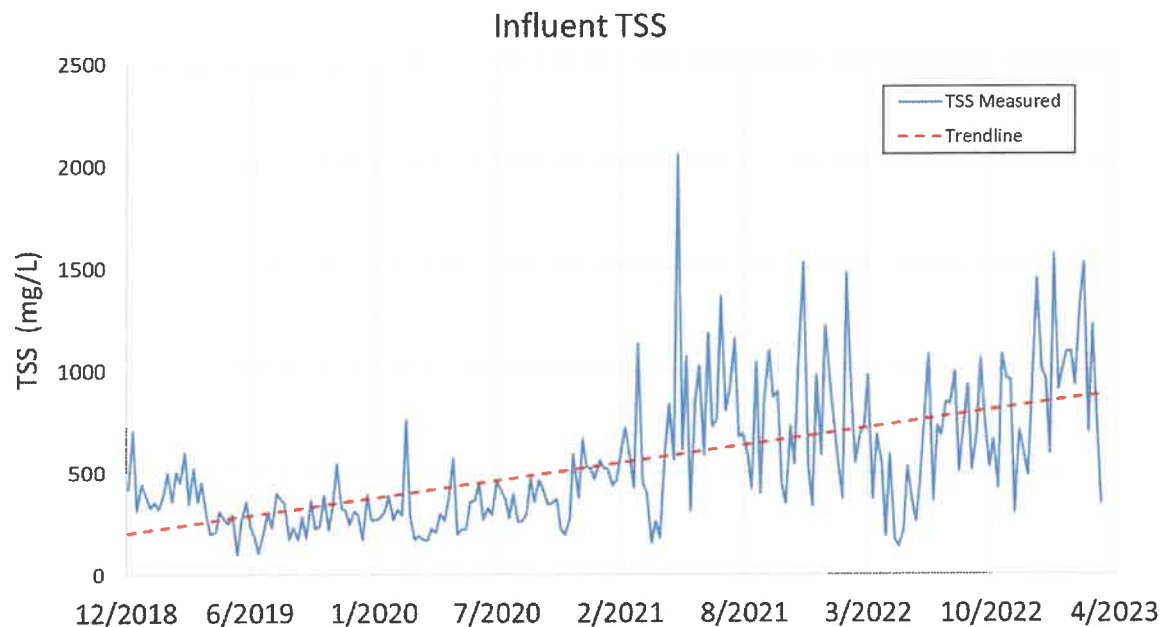


Effluent BOD



TSS

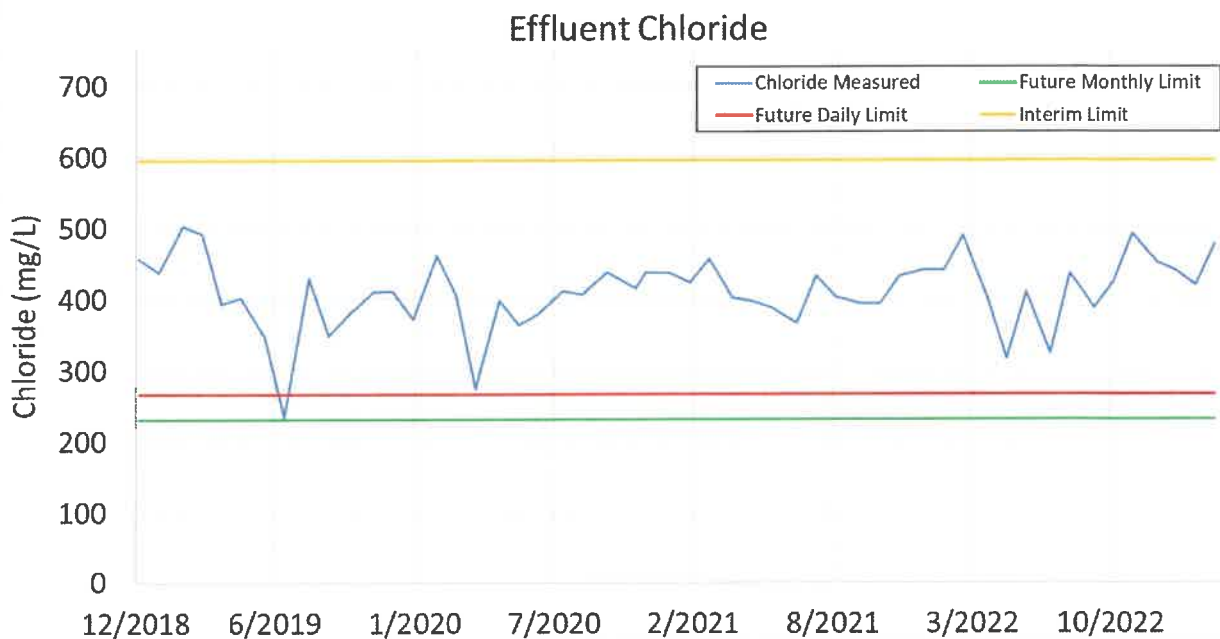
Total Suspended Solids (TSS) are small particles suspended in water that increase turbidity and make water appear cloudy. These solids can be removed physically with screens and filters, chemically with coagulants and flocculants, or biologically with microorganisms. Like BOD, Norwood Young America has also seen an increase in influent TSS but has maintained good treatment, staying well below the effluent limit of 30 mg/L.



Chlorides

Chlorides, are a newly regulated parameter that are difficult to remove from water. Since chlorides are difficult to remove, chlorides accumulate in surface waters over time. The most common source of chlorides in Minnesota is salt. Chlorides enter surface waters from road salt and from treated wastewater. Large amounts of chlorides enter the sanitary sewer from home water softeners, which rely on salt to soften water. Removing chlorides from wastewater is possible, but costly. The most economical way to remove chlorides from wastewater is to soften drinking water prior to distribution, eliminating the need for home salt softener.

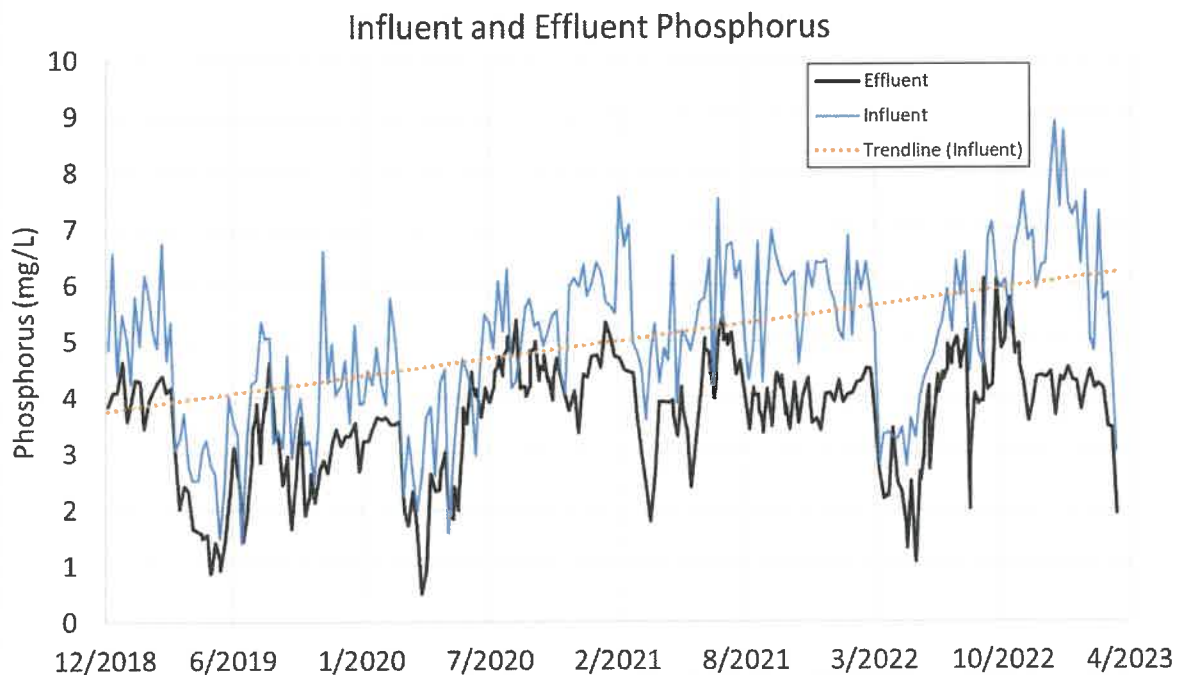
The MPCA is working with cities to reduce chloride pollution over the long term. The new permit limit for chlorides includes a daily limit of 266 mg/L and a monthly average limit of 230 mg/L, as well as an interim limit of 595 mg/L. Norwood Young America currently complies with the interim limit proposed on the NDPEs permit, with chloride discharge concentrations ranging between 230-502 mg/L. The City can do some education with users to try to reduce the amount of salt entering the system, however, the City will not be able to meet the final chloride permit limits without significant effort and planning. Therefore, the city should file a variance application with the MPCA to remain within compliance as the city works towards meeting the final limits proposed in the permit. The MPCA offers a 'streamlined' variance process that provides the City 15 years to meet the proposed permit limit. During that 15 year period the City must complete various tasks and submit yearly updates to the MPCA.

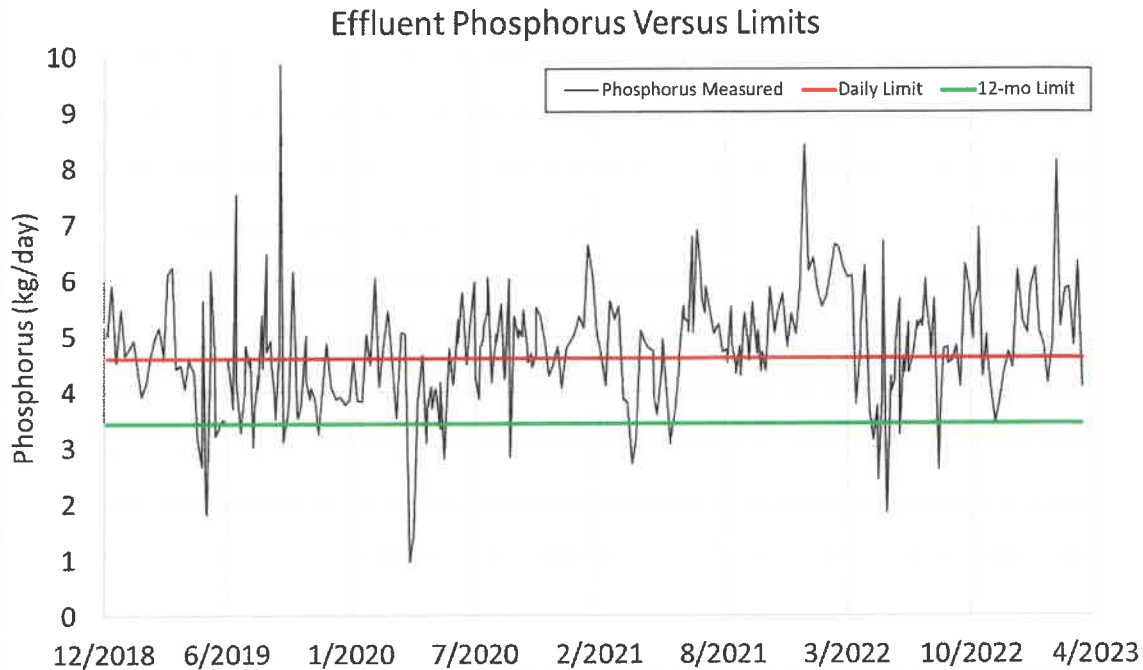


Phosphorus

Phosphorus makes its way into receiving waters from a variety of human activities. Excess phosphorus in surface waters can cause algae blooms, which turn waters green and can suffocate fish and aquatic plants. Minnesota approved eutrophication standards, which regulate phosphorus, in 2008 for lakes and approved standards for rivers in 2015. Phosphorus concentrations measured at the Norwood Young America treatment facility have trended upwards in the past five years.

Some amount of phosphorus removal happens naturally during the wastewater treatment process and Norwood Young America WWTF achieves about 30% influent phosphorus removal. In order to comply with the new proposed limits, Norwood Young America would need to greatly expand its capacity to remove phosphorus. The new phosphorus limits are mass based in kilograms per day. Mass based limits are a function of both concentration and flow and to calculate the mass of phosphorus, a concentration and flow measurement are needed.





Phosphorus is removed from wastewater by chemical or biological processes. Biological phosphorus removal works by cycling wastewater between anaerobic and aerobic zones. This process causes microorganisms in the wastewater to uptake large amounts of phosphorus. The microorganisms are then separated later in the treatment process, removing phosphorus from the water. For Norwood Young America to perform biological phosphorus removal, construction of new wastewater treatment processes is required.

Chemical removal works by precipitating the phosphorus by addition of a chemical agent, typically ferric chloride or aluminum sulfate. These chemicals cause the phosphorus to precipitate so that it can be removed by settling and filtration. Chemical removal is a lower up front cost than biological removal, but requires the city to continually purchase large amounts of chemical to comply with the phosphorus limits.

In the above graph, the daily limit is the maximum daily discharge based on the proposed permit limits. However, doing this alone would not be sufficient to meet the proposed 12-month rolling limit. The 12-month limit on the graph is maximum daily discharge to meet the 12-month rolling average. This means the green line is the highest concentration the city would be able to discharge without a violation for the proposed phosphorous.

In short, the green line is the absolute maximum for a single sample and the green line is the highest concentration for staying within long-term compliance.

As noted in the graph, the City cannot meet the proposed phosphorous limit and will need to employ new treatment methods and/or technologies to meet the proposed phosphorous limit. This will require improvements at the WWTF to be able to meet the proposed phosphorous limit.

Conclusions/Recommendations

The wastewater treatment facility is operating well and meeting all current limits and flow requirements. However, the facility is aging and much of the equipment has or is reaching the end of its useful life. The new NPDES permit includes new limits for both chlorides and phosphorus and both of these limits cannot be met currently and will require improvements at the WWTF in order to meet the proposed limits.

For the chloride limit we recommend the City pursue the variance process that the MPCA has adopted and this will result in a 15-year compliance schedule to meet the chloride limit. The variance will have yearly requirements as part of the compliance schedule and yearly submittals to the MPCA to ensure the City is working toward a solution for meeting the chloride limit. The variance schedule will allow the City the time to study and plan for eventual solutions to meet the chloride limit.

For the phosphorous limit we suggest completing a more in-depth study of the WWTF to look at the entire facility and not just how to solve the phosphorous limit. The City will need to make improvements at the WWTF to meet the phosphorous limit and it makes sense to look at the entire treatment facility and processes to determine the assorted options available to meet the proposed phosphorous limit. Phosphorous removal, whether biologically or chemically, does impact other treatment processes, such as biosolids production, and it's important to fully understand the impacts of adding phosphorous removal treatment to the WWTF. Therefore, we propose a study to evaluate the entire treatment process and how best to incorporate phosphorous removal to meet the NPDES permit requirements. The City could conduct a study that looks only at how to meet the phosphorous limit or a more comprehensive study to evaluate the entire facility as well as dealing with the phosphorous limit. It is our recommendation to conduct an evaluation of the entire facility due to the age of the facility and the impacts that phosphorous removal will have on other components at the facility.



TO: Honorable Mayor Lagergren and City Council Members

FROM: Andrea Aukrust, City Administrator

DATE: June 26, 2023

RE: 2023 Oak Drive 1" Overlay Test Project

Enclosed are the bids for the 1" Overlay Test Project on Oak Drive. Six pavement companies were sent an RFP, and one bid was received. Wm. Mueller and Sons, Inc. submitted a bid for a total of \$37,863.00 for the 1.0" Overlay and a bid of \$40.10 a square yard for small mill patch areas per the scope of the work in section A of the RFP. Patch areas will be marked by city staff before the commencement of the project.

WM. Muller	\$37,863.00
Northwest Asphalt & Maintenance	No bid received
Northwest-Total Site	No bid received
Minnesota Roadways Co.	No bid received
Astech Corp.	No bid received
MR Paving	No bid received

Recommended Motion:

Motion to approve the bid submitted by Wm. Mueller and Sons, Inc. for a total of \$37,863.00 for the 1.0" Overlay and a bid of \$40.10 a square yard for small mill patch areas per the scope of the work in section A of the RFP.

Norwood Young America



REQUEST FOR QUOTES

2023 Norwood Young America Oak Drive 1" Overlay Test Project

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

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes for a 1" inch Overlay Test Project in the designated area outlined under "Scope of Work—D." and on the attached map.
- B. Quotes submitted must provide complete information as indicated in this request. The deadline for submitting quotes is **Noon on June 22, 2023**. Quotes may be submitted in person, by mail, or by email if they are received by the deadline.

City of Norwood Young America
Attention: Andrea Aukrust, City Administrator
P.O. Box 59
310 Elm St. W.
Norwood Young America, MN 55368
cityadmin@cityofnya.com

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

Andrea Aukrust
City Administrator
(952) 467-1805
cityadmin@cityofnya.com

II. Scope of Work

A. Project Particulars

- Remove 1.5" of existing pavement with detail mill or saw cut
- Tack Coat (MnDOT SPEC. 2357) and Patch with new 1.5" Plant mixed wearing course SPEC. 2360 (SPWEA240B) (Patching)
- Protect existing curb & gutter
- Taper to the top of the curb at the curb flag

B. Specifications

- 1" plant mixed bituminous wearing course SPEC. 2360 (SPWED230B)
- Tack Coat (MnDOT SPEC. 2357)

C. Traffic Control

- Contractor is responsible for posting no parking signs a minimum of 24 hours before application and ensuring parking restrictions are followed prior to application.
- Contractor is responsible for providing adequate signage, barricades, and personnel to control vehicular and pedestrian traffic during application.

D. Locations

- The included maps highlight the proposed locations below. Quantities are to be verified and submitted by the contractor.
 - Oak Drive:
1,301 ft x 32 ft = 41,632 sq. ft. = 4,626 sq. yd.
Total of Oak Drive: 4,626 sq. yd.

III. Insurance

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

Commercial General Liability per occurrence for bodily injury and property damage	\$1,000,000
Aggregate	\$2,000,000
Automobile Liability	\$1,000,000
Workers' Compensation and Employers' Liability	\$500,000

IV. Project Completion

The scope of work is to be completed by **August 31, 2023**.

V. Contractor Warranty

Contractor shall warrant their workmanship.

VI. City Responsibilities

City will notify property owners of project commencement when we are notified by the contractor two days before work.

VII. Quote

Quotes shall be provided as a whole dollar amount for the entire scope of work on the attached form. Quotes should also include the price per square yard.

VIII. Right to Reject Quotes

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

IX. Disclaimer

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

CONTRACTOR'S QUOTE

Company name: Wm. Mueller and Sons, Inc.

Contact Person: Cory Hoernemann

Title: PROJECT MANAGER

Address: 831 PARK AVE P.O. Box 247 HAMBURG, MN 55339

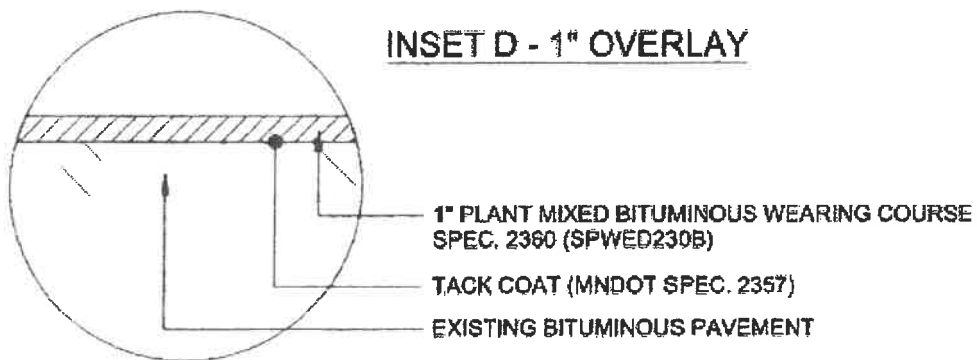
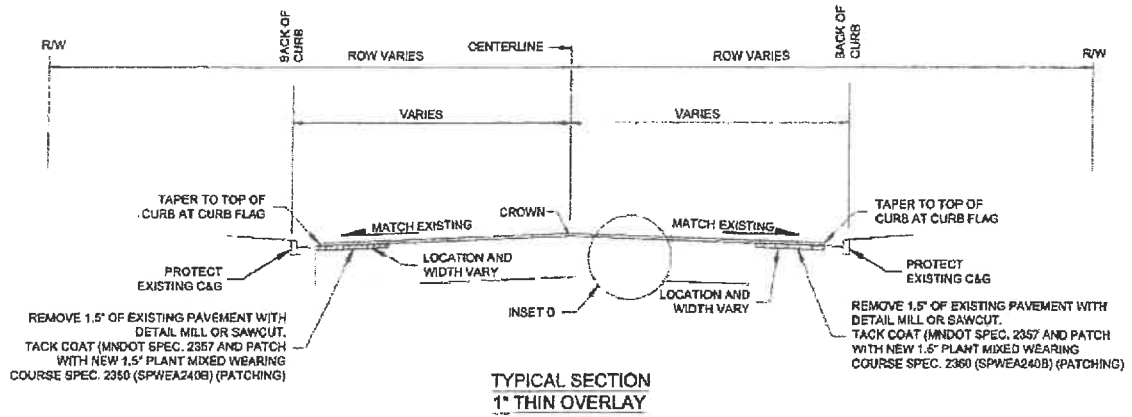
Phone Number: OFFICE 952-467-2720 / CELL 612-581-1712

Quote: \$ 37,863.00 TOTAL FOR 1.0" OVERLAY

Quote per square yard: \$ 40¹⁰ FOR SMALL MILL PATCH AREAS PER
SCOPE OF WORK SECT. A

Signature: 

Date: 6/22/2023

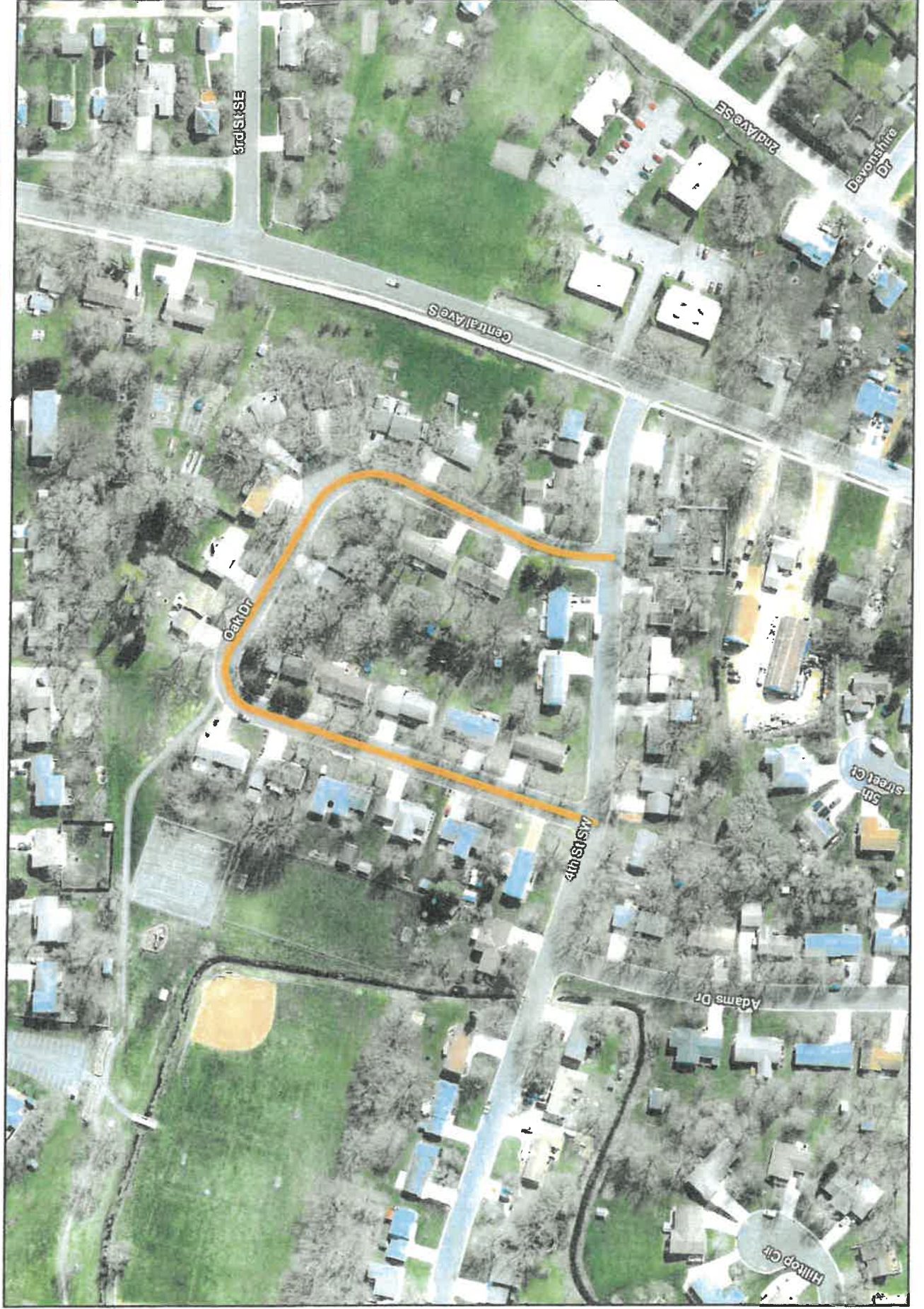




CITY OF NORWOOD YOUNG AMERICA 2023 1" Overlay Test Project-Oak Drive

Map Date: 3/5/2023

2023 Road Maintenance





TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: June 26, 2023

RE: Resolution 2023-20 Reimbursement of proceeds for Merger Street Infrastructure Improvement Project

The intent for the Merger Street project has been that the city would not bond for this project. If the council approves this resolution it gives us the option to include any amount of the project in a future bond if we need to replace some of the funds.

- Projected costs from Bolton and Menk at the 03/27/2023 council meeting - \$999,928
- Current project costs (based on the numbers from the 06/12/2023 meeting - \$958,741 (4% decrease)
- The Street Capital Fund approximate balance (based on today's date) - \$190,000
- 2023 Levy for Street Project Fund - \$426,000

After discussing it with Nick, he agrees the best route to take is have the reimbursement resolution in place with an interfund loan to pay ourselves back with future proceeds, including the levy.

Recommended Motion

Motion to approve Resolution 2023-20 Declaring the Official Intent to Reimburse Certain Expenditures from the Proceeds of Bonds to be Issued by the city for the Merger Street Infrastructure Improvement Project.

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2023-20**

**DECLARING THE OFFICIAL INTENT TO REIMBURSE
CERTAIN EXPENDITURES FROM THE PROCEEDS
OF BONDS TO BE ISSUED BY THE CITY FOR THE MERGER STREET
INFRASTRUCTURE IMPROVEMENT PROJECT**

WHEREAS, the Internal Revenue Service has issued Treas. Reg. § 1.150-2 (the "Reimbursement Regulations") providing that proceeds of tax-exempt bonds used to reimburse prior expenditures will not be deemed spent unless certain requirements are met; and

WHEREAS, the City expects to incur certain expenditures that may be financed temporarily from sources other than bonds, and reimbursed from the proceeds of a tax-exempt bond;

WHEREAS, the City has determined to make this declaration of official intent ("Declaration") to reimburse certain costs from proceeds of bonds in accordance with the Reimbursement Regulations.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF NORWOOD YOUNG AMERICA, MINNESOTA AS FOLLOWS:

1. The City proposes to undertake the following project in the City in 2023 (the "Project"): Merger Street Infrastructure Improvement Project

2. The City reasonably expects to reimburse the expenditures made for certain costs of the Project from the proceeds of bonds in an estimated maximum principal amount of \$958,741. All reimbursed expenditures will be capital expenditures, costs of issuance of the bonds, or other expenditures eligible for reimbursement under Section 1.150-2(d)(3) of the Reimbursement Regulations.

3. This Declaration has been made not later than 60 days after payment of any original expenditure to be subject to a reimbursement allocation with respect to the proceeds of bonds, except for the following expenditures: (a) costs of issuance of bonds; (b) costs in an amount not in excess of \$100,000 or 5 percent of the proceeds of an issue; or (c) "preliminary expenditures" up to an amount not in excess of 20 percent of the aggregate issue price of the issue or issues that finance or are reasonably expected by the City to finance the project for which the preliminary expenditures were incurred. The term "preliminary expenditures" includes architectural, engineering, surveying, bond issuance, and similar costs that are incurred prior to commencement of acquisition, construction or rehabilitation of a project, other than land acquisition, site preparation, and similar costs incident to commencement of construction.

4. This Declaration is an expression of the reasonable expectations of the City based on the facts and circumstances known to the City as of the date hereof. The anticipated original expenditures for the Project and the principal amount of the bonds described in paragraph 2 are consistent with the City's budgetary and financial circumstances. No sources other than proceeds of bonds to be issued by the City are, or are reasonably expected to be, reserved, allocated on a long-term basis, or otherwise set aside pursuant to the City's budget or financial policies to pay such Project expenditures.

5. This Declaration is intended to constitute a declaration of official intent for purposes of the Reimbursement Regulations.

Approved by the City Council of Norwood Young America this 26th day of June, 2023.

NORWOOD YOUNG AMERICA, MINNESOTA

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk



TO: Honorable Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk/Finance Director

DATE: June 26, 2023

RE: Travel and Meal Allowance – Employee Handbook

The Employee Handbook has a section for Travel and Meal Allowance when employees are required to travel outside of the area. The amount of reimbursement for meals has been the same since 2016:

- Breakfast - \$8
- Lunch - \$12
- Supper - \$15

Like the mileage reimbursement rate, the IRS lists standard meal rates based on each state/zip code. For Minnesota, the following rates are used:

- Breakfast - \$13
- Lunch - \$15
- Dinner - \$26

(Based on U.S. General Services Administration – www.gsa.gov/travel)

- Consistently using the IRS rates for reimbursement keeps the city in check with inflation
- The city needs its employees to stay up on their training and licensing, and travel is part of attending such training
- Attendance should not burden the employee with mandatory training, licensing, and continuing education expenses

Recommended Motion

Motion to approve updating the Personnel Handbook's Travel and Meal Allowance rates to follow the IRS meal reimbursement rates..