



CITY COUNCIL AGENDA

January 27, 2016

6:00 PM

*City of Norwood Young America,
310 West Elm Street, PO Box 59, NYA MN 55368
(952) 467-1800*

SPECIAL MEETING – 6:00 P.M. LARGE CONFERENCE ROOM

1. **Call Meeting of City Council to Order**
2. **Approve Agenda**
3. **Introductions, Presentations, Proclamations, Awards, and Public Comment** (Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. **Consent Agenda** (NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
5. **Old Business**
6. **New Business**
 - 6.1 Highway 212 Corridor Feasibility Study
 - 6.2 2016 Goals & Objectives
7. **Council Member Reports**
8. **Mayor's Report**
9. **Adjournment**



TO: Honorable Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: January 27, 2016

SUBJECT: Highway 212 Corridor Feasibility Study

At the SW Corridor Transportation Coalition meeting held earlier this month, Lyndon Robjent, Carver County Engineer stated the Coalition received monies from the MN Department of Transportation to assist with a U.S. Highway 212 corridor study. Upon completion of that study, Lyndon estimates they will have about \$100,000 remaining and he proposed to utilize that in Norwood Young America to conduct a study to evaluate assess, safety, and mobility along the Highway 212 corridor. At this time, we are working with the DOT and County to identify how the monies could be utilized for Highway 212 and also outside the corridor.

Further information will be provided at the meeting.



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: January 27, 2016
SUBJECT: 2016 Goals & Objectives

The purpose of this special Council meeting is to review the proposed 2016 Goals & Objectives. Department Heads will be present to review their respective Departmental goals. Upon consent of the City Council, the consolidated goals will be presented at the February 8th regular meeting for adoption.

CITY ADMINISTRATOR GOALS

Goal: 2016 – 2020 Financial Plan – Prioritize Capital Projects and Equipment Replacement

Objectives:

1. Determine priorities/timelines for Capital Improvement projects and equipment replacement, to include financing options.

Goal: Oak Lane Sanitary Sewer Projects Design/Completion

Objectives:

1. Complete sanitary sewer extension along Tacoma Avenue.
2. Design and obtain cost estimate for completing sanitary sewer extension to 490 Oak Lane.

Goal: Cross training of Banyon Software

Objectives:

1. Administrative staff will cross train on Banyon Software and create standard operating procedures.

Goal: Identify Highway 212 Pedestrian Crossings and Traffic Safety Improvements

Objectives:

1. Partner with the MN Department of Transportation and Carver County to complete a Feasibility Study to define Highway 212 safety Improvements and cost estimates.
2. Seek out grant assistance and design/plan to complete improvements with the DOT's 2020 Mill & Overlay Project.

Goal: Establish Jaguar Communications Franchise Agreement

Goal: Renew Franchise Agreement with Mediacom

Goal: Establish Minnesota Valley Electric Cooperative Franchise Agreement

Goal: Establish Public Utilities Commission.

Goal: Establish Bi-annual City News Briefs

FIRE DEPARTMENT GOALS

- Goal: Prepare for purchase of Quick Attack Pumper truck in 2017
- Goal: Explore the possibilities of scheduling "duty crews" as a payroll saving option
- Goal: Reestablish the Fire Inspection Program
- Goal: Paint the exterior of the South Fire Station
- Goal: Develop a plan to replace the concrete pad in front of the South Fire Station

PUBLIC WORKS DEPARTMENT GOALS

- Goal: Perform Street and Other Maintenance

Objectives:

1. Solicit proposals for seal coating, crack sealing, patching, and sidewalk.
2. Change-out aging traffic signs within city.
3. Willkommen Park – level out all brick sidewalk.

- Goal: Continue to work with Carver County to establish a new County Road Maintenance Agreement
- Goal: Re-visit Sidewalk and Trail Plan with Parks & Recreation Commission
- Goal: Finish Brand Lake Trail (south end of Emma Street)
- Goal: Research County Road 34 entrance to parking area for Outlot A, Preserve 3rd Addition
- Goal: Coordinate with Stiftungsfest Committee to prepare for parade

PUBLIC UTILITIES DEPARTMENT GOALS

Goal: Establish Inflow & Infiltration Program

Objectives:

1. Conduct Smoke Testing.
2. Research other communities that have established a program.
3. Determine estimated cost and timeframe for completion and develop a Plan.

Goal: WWTF Tank Maintenance

Objectives:

1. Drain all tanks (Primary Clarifiers, Aeration Basins, Final Clarifiers and Digester) removing rags and grit. Clean Trickling Filters.
2. Solicit proposal to clean Digester.

Goal: Flush Fire Hydrants and Jetting Sanitary Sewer Mains

Objectives:

1. Conduct training of Vac Truck and Jetter with Public Works Department staff.

Goal: Install Fiber Optic to Lift Stations

Objectives:

1. Determine cost and coordinate with Jaguar Communications for installation.

Goal: Continue update of Utility Maps utilizing Carver County GIS

Goal: Assist with establishment of Public Utilities Commission

PARKS AND RECREATION COMMISSION GOALS

Goal: Preserve 3rd Addition, Outlot A – develop a park/preserve plan

Goal: Research and develop plan for Pavilion and Old Town Buildings improvements and installation of new bathrooms at Willkommen Park

Goal: Review/evaluate community parks and recreation facilities needs

Objectives:

1. Tour parks and evaluate need for certain parks and evaluate condition of existing playground equipment and needs for additional equipment.
2. Establish long-range improvement plan for parks and recreational facilities
3. Research repaving Serenity Trail
4. Review/update current Trails and Sidewalks Plan
5. Research South Park improvements (upgrade/replace Hockey Rink warming house, rink boards, and lighting)

Goal: Research and establish plan for Young America Corporation \$5,000 donation

Goal: Sports Complex – prepare for 2017 Men's State Amateur Baseball Tournament.

Goal: Dog Park – continue to consider establishing a park.

PLANNING COMMISSION GOALS

Goal: Zoning Code Updates/Amendments

Objectives:

1. Consider amending Sign Regulations section that pertains to volume of directional signage and number of wall signs per building face.
2. Consider allowing accessory dwelling units as allowed uses in certain residential districts as a means of addressing community of a lifetime and active aging issues

Goal: Review/familiarize process of updating the Comprehensive Plan

Goal: Prepare for/outline structure of Metropolitan Council 2040 Plan to incorporate into Comprehensive Plan

Goal: Review Chapter 11 of the City Code (Subdivision Regulations)

Goal: Review adult uses section of Zoning Code

ECONOMIC DEVELOPMENT COMMISSION GOALS

Goal: Marketing

- Identity: Establish an identity to market the community around
- Logo/Slogan: Update the City/EDC Logo and Slogan/tag line
- Website: update available sites and other relevant info. Include photos
- Billboards: review cost and content to determine required updates
- Marketing Sub-committee: Establish a subcommittee of the EDC to prepare recommendations
- Contact commercial/industrial land and building owners to verify status of available sites.
- List available sites on DEED's Location One, MnCAR's listings and the EDC website
- Conduct ground breakings and ribbon cuttings, as applicable, for new businesses and/or expansions.
- Target market to businesses identified in the Commercial Market Study as feasible in the community

- Begin planning for the 20 year anniversary of the NYA merger, to be celebrated in 2017.
- Produce videos to promote residential and business growth
- Work with the newspaper to develop Business Spotlights or newspaper articles highlighting local business successes or unique facts
- Develop a quarterly EDC Newsletter to be sent to businesses including the EDC meeting schedule, information on financing, Open to Business, Annual Report, etc.,
- Utilize Social Media including Facebook, Twitter, etc.

Goal: Business Retention and Expansion

- Continue tours of and/or meetings with existing businesses
- Promote the EDC loan program and business resources available through Carver Co. Open for Business
- Support the Chamber of Commerce and its events such as Small Business Saturday, Shop Local Campaign, etc.

Goal: Industrial Development

- Participate in the MnCAR Expo in October to promote the City and Tacoma West Industrial Park.
- Respond to MnCAR industrial prospects/realtors and market the Tacoma West Industrial Park lots
- Continue relationships with Carver County CDA, MCCD, Positively Minnesota (DEED), Southwest Initiative Foundation, etc.
- Host a "Manufacturers Week" event in October.
- Remain in contact with local industries and assist with expansions, as applicable.

Goal: Commercial Redevelopment

- Investigate a "No Interest Loan" program to assist with façade improvements to Downtown buildings.
- Review permitted and conditional uses in the commercial districts and provide input to the Planning Commission regarding any recommended modifications.
- Promote the available commercial spaces for lease and/or sale

Goal : General

- Explore relevant economic development grant opportunities such as DEED's Small Cities Development Program, DEED's – Minnesota Investment Fund (requires business prospect co-applicant) and DEED's – Customized Training Program
- Coordinate and facilitate at least one joint meeting between the NYA City Council, EDC, Planning Commission and the NYA Chamber of Commerce.

SAFETY COMMITTEE GOALS

Goal: Establish Emergency Response Plan for City Council, Departments, and staff

Goal: Convert Material Data Sheets

Goal: Establish accident follow-up team

Goal: Complete safety audit of buildings and facilities

Goal: Implement annual hearing test for employees

Goal: Complete review of AWAIR Program