



CITY COUNCIL AGENDA

March 28, 2016

6:30 PM

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

1. Call Meeting of Economic Development Authority to Order

1.1 Pledge of Allegiance

2. Approve Agenda

2.1 Approve minutes of February 22, 2016

3. New Business

4. Adjournment

* * * * *

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.)

- 4.1 Approve minutes of March 14 and 22, 2016 meetings
- 4.2 Approve payment of claims
- 4.3 Approve Consumption and Display Permits for Lano Lanes and Midtown Family Restaurant
- 4.4 Approve Lawful Gambling Premises Permit Application – American Legion Post 343
- 4.5 Approve Chamber of Commerce Street Closing Request – 7th Annual Taste of NYA

5. Old Business

6. New Business

- 6.1 Vickerman Warehouse Expansion Site Plan Review
- 6.2 Community Education Summer Recreation Program Contribution Request
- 6.2 Water & Sewer Department’s 2016 Budget Amendment

7. Council Member Reports

8. Mayor’s Report

9. Adjournment

***The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council: Letter of thank you to Fire Department**

UPCOMING MEETINGS/EVENTS

April 11 City Council – 6:30 p.m.

April 13 Economic Development Commission – 6:30 p.m.

April 14 Senior Advisory Committee – 9:00 a.m.

April 19 Parks and Rec. Commission – 5:30 p.m.; Planning Commission – 7:00 p.m.

April 25 EDA and City Council – 6:30 p.m.



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

ECONOMIC DEVELOPMENT AUTHORITY - February 22, 2016 - 6:30 PM

EDA Members Present: Tina Diedrick, Craig Heher, Dick Stolz

EDA Members Absent: Mike McPadden, Carol Lagergren

City Staff Present: Executive Director Steve Helget, City Clerk Kelly Hayes

Also Present: Mark Lagergren – Planning Commission, Kermit & Paulette Moe - MN Minn-E-Rod Club, Lance Bernard – SRF Consulting Group, Mary Kraemer, Todd Miller, Cheryl Hedtke, Lori Trocke, Cynthia Smith-Strack, Adam Glander

1. Call Meeting of Economic Development Authority to Order

Meeting was called to order by President Diedrick at 6:34pm.

1.1 Pledge of Allegiance

2. Approve Agenda

Motion: DS/CH, all in favor to approve the agenda. Motion carried.

2.1 Nomination and election of EDA officers – Resolution 1601

Motion: CH/DS, all in favor to approve Resolution 1601. Motion carried.

2.2 Approve minutes of December 28, 2015

Motion: DS/CH, all in favor to approve the minutes of December 28, 2015. Motion carried.

3. Adjournment

Motion: DS/CH, all in favor to adjourn at 6:35pm. Motion carried.

Respectfully Submitted,

Kelly Hayes
City Clerk - Treasurer

President



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

CITY COUNCIL MEETING – March 14, 2016 - 6:30 PM

Council Members Present: Carol Lagergren, Craig Heher, Dick Stolz, Mike McPadden

Council Members Absent: Tina Diedrick

City Staff Present: City Administrator Steve Helget, City Clerk Kelly Hayes

Also Present: Mark Lagergren – Planning Commission, LaVonne Kroells, Brian Corlett – Central Schools, Adam Gruenewald – NYA Times

1. Call Meeting of City Council to Order

Meeting was called to order by Carol Lagergren at 6:30 pm.

1.1 Pledge of Allegiance

2. Approve Agenda

Steve Helget requested to add 7.4 Ordinance 270 Central Public School One Hour Parking

Motion: Stolz, second Heher, approve agenda with addition of 7.4 Ordinance 270. Vote 4 – 0, all in favor. Motion carried.

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.)

LaVonne Kroells from the Willkommen Heritage and Preservation Society:

- Gave annual report.
- Finances are stable.
- Last year was 5th year.
- Currently have 60 members, looking to increase.
- In April they will have a traveling show through the Carver County Historical Society called "The Hands That Feed You".
- Thank you to the City for allowing them to use the basement at the old city hall.

4. Consent Agenda (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.)

- 4.1 Approve minutes of February 22, and March 7, 2016 meetings
- 4.2 Approve payment of claims
- 4.3 Approve lawn abatement contract
- 4.4 Approve Lawful Gambling Exempt Permit – Central Music Boosters
- 4.5 Approve Lawful Gambling Exempt Permit – Cologne Academy
- 4.6 Adopt 2016 Goals & Objectives
- 4.7 Refuse Haulers Lessor Approved Rates

Motion: Heher, second McPadden to approve all items on consent agenda. Vote 4 – 0, all in favor. Motion carried.

5. Public Hearing

- 5.1 The Central Public Schools One Hour Parking Request

Brian Corlett, Superintendent of Central Schools, requested to have signage changed in front of the high school to one hour parking. Currently there is not a place that parents can drop off and pick up students.

Motion: Stolz, second McPadden to close the Public Hearing. Vote 4 – 0, all in favor. Motion carried.

6. Old Business – none.

7. New Business

7.1 Advertising and Publishing Costs

- Hayes reported on ways that she has reduced monthly costs: CenturyLink, Jaguar Comm, Verizon.
- Publication costs have increased from \$6200 in 2011 to \$9800 in 2015.
- League of MN Cities provided publication statutes – minutes are not required to be published but must be made available if a resident requests them.
- By not publishing the minutes, there would be a savings of nearly \$2,000/year.

Motion: Heher, second Stolz to not publish the minutes after meetings, to continue to post the meeting minutes on the city website and to make the minutes available to residents that request a copy. Vote 4 – 0, all in favor. Motion carried.

7.2 Resolution 2016-03, Supporting Principles for Reform of the Metropolitan Council

Helget provided information from the March 7, 2016 workshop regarding the Metropolitan Council. At this workshop, County Commissioner Jim Ische and County Administrator David Hemze presented on a coalition of local governments request for support of their own efforts towards reforming the Metropolitan Council. The objectives:

- To articulate a vision of responsive and effective metropolitan governance
- To align local government interests behind a reform effort through the formation of a broad coalition of metropolitan cities and counties sharing a common position
- To be prepared for any efforts, legislative or otherwise, to reform the governance structure and functioning of the Metropolitan Council.

Motion: McPadden, second Heher to approve the Resolution 2016-03, supporting the principles for reform of the Metropolitan Council. Vote 4 – 0, all in favor. Motion carried.

7.3 Special Meeting – Joint meeting Planning Commission, EDC, & Chamber of Commerce

The purpose of this meeting will be to share 2016 economic development goals and objectives and to discuss collaboration efforts.

Motion: Heher, second Stolz to schedule a special City Council meeting for March 22, 2016 at 6:30pm. Vote 4 – 0 all in favor. Motion carried.

7.4 Ordinance 270 amending Chapter 7, section 720.05(f) of the City Code

To improve safety on Morse Street and allow for student drop off and pick up, Central Superintendent Brian Corlett requested a Public Hearing for the change of signage in front of Central School on Morse Street to one hour parking. There was discussion regarding what the signs should read.

Motion: McPadden, second Stolz to adopt Ordinance 270, an Ordinance amending Chapter 7, Section 720.05(f) of the City Code relating to Other Restricted Parking as it is presented. Vote 2 – 2, McPadden/Stolz for, Lagergren/Heher against. Motion denied.

Motion: Heher, second Lagergren to adopt Ordinance 270, an Ordinance amending Chapter 7, Section 720.05(f) of the City Code relating to Other Restricted Parking where (f) shall say there will be one hour parking between the signs from 7am to 4pm during school hours on Morse Street in front of Central High School. Vote 4 – 0 all in favor. Motion carried.

Motion: Heher, second Stolz to approve the summary of Ordinance 270 and its publication. Vote 4 – 0 all in favor. Motion carried.

8. Council Member's Reports

McPadden – EDC Meeting discussed Market Survey which will be shared on March 22 meeting.

Stolz – Senior Advisory discussed Haven Open House on April 24.

Heher – Planning Commission discussed Solar Energy ordinance.

Lagergren – Smartlink Mobility Management Advisory Board created goals.

9. Mayor's Report – none.

10. Adjournment

Motion: McPadden, second Stolz to adjourn at 7:16pm. Vote 4 – 0. Motion carried.

UPCOMING EVENTS

March 15	Parks and Rec. Commission – 5:30 p.m.; Planning Commission – 7:00 p.m.
March 28	EDA and City Council – 6:30 p.m.
April 11	City Council – 6:30 p.m.
April 13	Economic Development Commission – 6:30 p.m.
April 14	Senior Advisory Committee – 9:00 a.m.

Respectfully Submitted,

Kelly Hayes
City Clerk - Treasurer

Mayor

Norwood Young America
City Council Special Meeting Minutes
March 22, 2016

Council Present: Tina Diedrick, Craig Heher, Mike McPadden, and Dick Stolz.

Council Absent: Carol Lagergren.

City Staff Present: Steve Helget, City Administrator, and Joanne Foust, Economic Development Coordinator.

Others Present: Kyle Strickfaden, Doane Baber, JR Hoernemann, Charles Storms, Bill Grundahl, Kaarin Foede, Jen Storms, Chris Lund, Timothy Fahey, and Perry Forst.

Mayor Tina Diedrick called the meeting to order at 6:30 p.m.

Approve Agenda

Mayor Diedrick stated the purpose of the meeting was for the City Council, EDC, Planning Commission, and Chamber of Commerce to share their respective 2016 Goals & Objectives and to have a discussion on possible ways to assist each other on over-lapping goals.

Introductions, Presentations, Proclamations, Awards, and Public Comment: None

Consent Agenda None

Old Business None

New Business

2015 Accomplishments and 2016 Goals/Projects

SH provided a report on the City Council's 2016 goals highlighting the City's Financial Plan and its efforts with Jaguar Communications to provide Cable TV and internet services through fiber in the community.

CH provided a report on the Planning Commission's 2016 goals which includes a review of sign regulations, consideration of accessory dwelling units, preparing for the required 2018 comprehensive plan update, reviewing Chapter 11 of the City Code, and zoning map review.

KS provided a report on the EDC's 2016 goals which includes marketing activities, business retention and expansion efforts, industrial development initiatives, and exploring commercial development/redevelopment possibilities.

CL provided a report on the Chamber of Commerce's 2016 goals which includes efforts to increase membership, promoting local business activities, increasing communication to membership, and creating opportunities to promote Chamber sponsored events such as through social media.

Some discussion was held on the number of vacant commercial buildings. TF stated there has been more potential buyer activity lately. KS expressed the need to define our identity to market desirable businesses and making NYA a destination place. DB provided information about the commercial study the EDC recently completed and the potential to utilize that data to advertise where a business potential exists in NYA. Discussion was also held on who to call when potential businesses contact the City and/or its representatives. DB suggested a resource or contact list be created and provided to all appropriate parties so if they're approached they can readily provide that information.

JS stated the Chamber has been discussing establishing new resident packets, placing "stand-ups" in local restaurants, banks, etc. with information about NYA.

CL suggested we need to ask businesses about what businesses they believe would complement them. Need to ask when we're out visiting them. Some discussion was held on "occasional stores."

Council Member Reports None

Mayor's Report None

Adjournment

Mayor Diedrick adjourned the meeting at 7:59 p.m.

Respectfully Submitted,

Kelly Hayes
City Clerk/Treasurer

CITY OF NORWOOD YOUNG AMERICA

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

To Be Approved: March 28, 2016

Pre-Paid Claims (Check Sequence #503582-503595)	<u>\$14,519.65</u>
Claims Pending Payment (Check Sequence #25454-25490)	<u>\$72,595.02</u>
Grand Total	<u>\$87,114.67</u>

PAYROLL 3/24/16

CHECK#	EMPLOYEE	AMOUNT
503582	ARETZ, BRENT R	\$1,707.74
503583	HAYES, KELLY	\$1,294.37
503584	NIESEN, CHRISTOPHER D.	\$1,149.13
503585	LENZ, DEBRA A	\$1,203.28
503586	MENZEL, ALICIA	\$909.10
503587	SCHRUPP, JOHN O	\$1,214.58
503588	STENDER, DANIEL H	\$1,177.58
503589	WINTER, RYAN P	\$1,692.73
503590	HELGET, STEVE	\$2,039.61
503591	KLOEMPKEN, JASON A	\$990.87
503592	HOOF, DALE H	\$16.89
503593	SIMONS, MARK	\$242.16
503594	Wolff, Justin R	<u>\$881.61</u>
503595	KleinBank	\$14,519.65

CITY OF NORWOOD YOUNG AMERICA

***Check Detail Register©**

MARCH 2016

		Check Amt	Invoice	Comment
10100 CHECKING				
Paid Chk#	025454	3/28/2016	ABDO, EICK, & MEYERS	
E 101-41500-301	Auditing and Acct g Services	\$18,000.00	361523	AUDIT SERVICES
Total ABDO, EICK, & MEYERS		\$18,000.00		
Paid Chk#	025455	3/28/2016	ADC SERVICES INC	
E 602-49450-430	Miscellaneous (GENERAL)	\$50.00		ADMIN SERVICES
E 601-49400-430	Miscellaneous (GENERAL)	\$50.00		ADMIN SERVICES
Total ADC SERVICES INC		\$100.00		
Paid Chk#	025456	3/28/2016	AMRHEIN, JONI	
G 101-22102	Community Garden Escrow	\$25.00		GARDEN DEPOSIT
Total AMRHEIN, JONI		\$25.00		
Paid Chk#	025457	3/28/2016	ANCOMCOMMUNICATIONS, INC.	
E 101-42200-323	Radio Units	\$281.29	58977	
E 101-42200-323	Radio Units	\$253.75	58978	PAGER
E 101-42200-323	Radio Units	\$221.25	58979	PAGER
E 101-42200-323	Radio Units	\$192.75	58980	
Total ANCOMCOMMUNICATIONS, INC.		\$949.04		
Paid Chk#	025458	3/28/2016	BARCLAY, ELAINE	
G 101-22102	Community Garden Escrow	\$25.00		GARDEN DEPOSIT
Total BARCLAY, ELAINE		\$25.00		
Paid Chk#	025459	3/28/2016	BOLTON & MENK, INC	
G 251-22105	Escrow Account, HAVEN	\$116.00	188014	PEACE VILLA
G 101-22100	Escrow Collected	\$238.50	188020	ALL SAINTS
E 101-41500-303	Engineering Fees	\$137.50	188020	MISC ENGINEERING
G 810-22100	Escrow Collected	\$3,407.50	188021	VICKERMAN
Total BOLTON & MENK, INC		\$3,899.50		
Paid Chk#	025460	3/28/2016	CARDMEMBER SERVICE	
E 602-49450-221	Repair/Maintenance Equipment	\$149.95		
E 101-43100-221	Repair/Maintenance Equipment	\$152.75		STREETS
E 101-41400-200	Office Supplies (GENERAL)	\$19.75		
E 601-49400-221	Repair/Maintenance Equipment	\$303.87		
E 101-42200-433	Dues and Subscriptions	\$10.03		FIRE DEPT
E 101-49860-207	Training Instructional	\$533.00		POOL CLASS
E 101-45200-221	Repair/Maintenance Equipment	\$64.32		PARKS
Total CARDMEMBER SERVICE		\$1,233.67		
Paid Chk#	025461	3/28/2016	CARVER COUNTY	
E 101-41300-321	Telephone	\$70.01	1495	
E 101-41320-321	Telephone	\$92.61	1495	
E 602-49450-321	Telephone	\$50.94	1495	
E 601-49400-321	Telephone	\$50.94	1495	
E 101-42200-321	Telephone	\$30.94	1495	

CITY OF NORWOOD YOUNG AMERICA

***Check Detail Register©**

MARCH 2016

		Check Amt	Invoice	Comment
E 101-41400-321	Telephone	\$116.74	1495	
E 101-45200-321	Telephone	\$8.24	1495	
E 101-43100-321	Telephone	\$8.24	1495	
E 101-45500-321	Telephone	\$13.37	1495	
E 101-41940-321	Telephone	\$110.94	1495	
Total CARVER COUNTY		\$552.97		
Paid Chk# 025462 3/28/2016 CENTER POINT				
E 101-41940-383	Gas Utilities	\$284.50		310 ELM ST W
E 602-49450-383	Gas Utilities	\$15.85		406 2ND AVE SE
E 601-49400-383	Gas Utilities	\$333.34		104 3RD AVE SE
E 101-45500-383	Gas Utilities	\$150.15		314 ELM ST W
E 101-41940-383	Gas Utilities	\$54.15		318 ELM ST W
Total CENTER POINT		\$837.99		
Paid Chk# 025463 3/28/2016 DELTA DENTAL				
G 101-21714	Dental Insurance	\$2,068.60	6386392/6427	DENTAL INSURANCE
Total DELTA DENTAL		\$2,068.60		
Paid Chk# 025464 3/28/2016 DPC INDUSTRIES INC				
E 601-49400-216	Chemicals and Chem Products	\$144.00	827000247-16	CHLORINE
Total DPC INDUSTRIES INC		\$144.00		
Paid Chk# 025465 3/28/2016 EMERGENCY RESPONSE SOLUTIONS				
E 101-42200-221	Repair/Maintenance Equipment	\$126.73	5910	LENS
E 101-42200-221	Repair/Maintenance Equipment	\$685.00	5975	COMPRESSOR SERVICE
Total EMERGENCY RESPONSE SOLUTIONS		\$811.73		
Paid Chk# 025466 3/28/2016 G & K SERVICES				
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$165.64		
E 101-43100-417	Uniform	\$107.80		
E 101-45200-417	Uniform	\$46.20		
E 602-49450-417	Uniform	\$346.08	93783945	
E 601-49400-417	Uniform	\$346.08	93783945	
Total G & K SERVICES		\$1,011.80		
Paid Chk# 025467 3/28/2016 GRAINGER				
E 602-49450-210	Operating Supplies (GENERAL)	\$43.68	9049927925	MARKING TAPE
E 601-49400-210	Operating Supplies (GENERAL)	\$43.68	9049927925	MARKING TAPE
E 601-49400-221	Repair/Maintenance Equipment	\$421.56	9056237499	RESERVOIR MANUAL
E 601-49400-221	Repair/Maintenance Equipment	\$210.78	9056237507	RESERVOIR MANUAL
Total GRAINGER		\$719.70		
Paid Chk# 025468 3/28/2016 HAYES, KELLY				
E 101-41400-331	Travel/Meeting Expense	\$76.14		MILEAGE
E 101-41400-331	Travel/Meeting Expense	\$7.82		MEALS
Total HAYES, KELLY		\$83.96		
Paid Chk# 025469 3/28/2016 HEALTH PARTNERS				

CITY OF NORWOOD YOUNG AMERICA

***Check Detail Register©**

MARCH 2016

			Check Amt	Invoice	Comment
G 101-21706	Hospitalization/Medical Ins		\$10,334.44		
	Total HEALTH PARTNERS		\$10,334.44		
Paid Chk# 025470	3/28/2016	HELGET, STEVE			
E 101-41300-331	Travel/Meeting Expense		\$81.00		MILEAGE
	Total HELGET, STEVE		\$81.00		
Paid Chk# 025471	3/28/2016	HILGERS PLUMBING & HEATING, IN			
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$1,000.00	10588	HISTORY CENTER
E 602-49450-221	Repair/Maintenance Equipment		\$201.00	10633	SEWER PLANT
	Total HILGERS PLUMBING & HEATING, IN		\$1,201.00		
Paid Chk# 025472	3/28/2016	HYDRO ENGINEERING INC			
E 601-49400-221	Repair/Maintenance Equipment		\$12.18	74935	NIPPLE, SS PIPE
	Total HYDRO ENGINEERING INC		\$12.18		
Paid Chk# 025473	3/28/2016	JOHNSON, BRADLEY			
E 101-45200-220	Game Fund Disbursements		\$713.00		
	Total JOHNSON, BRADLEY		\$713.00		
Paid Chk# 025474	3/28/2016	KWIK TRIP INC.			
E 101-43100-212	Motor Fuels		\$19.78		
E 101-42200-212	Motor Fuels		\$35.66		
	Total KWIK TRIP INC.		\$55.44		
Paid Chk# 025475	3/28/2016	LANO EQUIPMENT			
E 101-43100-221	Repair/Maintenance Equipment		\$69.68	12525A	BOBCAT REPAIR
E 101-45200-221	Repair/Maintenance Equipment		\$18.00	94460	TINE REEL
	Total LANO EQUIPMENT		\$87.68		
Paid Chk# 025476	3/28/2016	METRO WEST INSPECTION SERVICES			
E 101-42400-312	Building Inspection Fee		\$4,754.64		
	Total METRO WEST INSPECTION SERVICES		\$4,754.64		
Paid Chk# 025477	3/28/2016	MINNESOTA VALLEY TESTING LAB			
E 601-49400-217	Lab Fees		\$89.00	799740	COLIFORM
	Total MINNESOTA VALLEY TESTING LAB		\$89.00		
Paid Chk# 025478	3/28/2016	MN DEPT OF HEALTH			
G 601-20281	MDH FEE		\$2,080.00		CONNECTION PERMIT
	Total MN DEPT OF HEALTH		\$2,080.00		
Paid Chk# 025479	3/28/2016	MN TRANSPORTATION ALLIANCE			
E 101-41300-331	Travel/Meeting Expense		\$80.00		
	Total MN TRANSPORTATION ALLIANCE		\$80.00		
Paid Chk# 025480	3/28/2016	NORTH AMERICAN SAFETY INC			
E 101-43100-210	Operating Supplies (GENERAL)		\$48.00	17027	WHITE PAINT
	Total NORTH AMERICAN SAFETY INC		\$48.00		

CITY OF NORWOOD YOUNG AMERICA

03/23/16 4:11 PM

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MARCH 2016

			Check Amt	Invoice	Comment
Paid Chk# 025481	3/28/2016	NYA TIMES			
E 101-49860-350	Print/Publishing/Postage		\$155.00		LIFE GUARDS
	Total NYA TIMES		\$155.00		
Paid Chk# 025482	3/28/2016	PRO AUTO & TRANSMISSION REPAIR			
E 602-49450-221	Repair/Maintenance Equipment		\$68.02	52250	DOT STICKER
E 601-49400-221	Repair/Maintenance Equipment		\$68.01	52250	DOT STICKER
E 601-49400-221	Repair/Maintenance Equipment		\$601.33	52258	W2 REPAIRS
E 602-49450-221	Repair/Maintenance Equipment		\$601.32	52258	W2 REPAIRS
	Total PRO AUTO & TRANSMISSION REPAIR		\$1,338.68		
Paid Chk# 025483	3/28/2016	QUILL CORPORATION			
E 101-41400-200	Office Supplies (GENERAL)		\$17.83	4036926	
E 101-41300-430	Miscellaneous (GENERAL)		\$29.16	4036926	
	Total QUILL CORPORATION		\$46.99		
Paid Chk# 025484	3/28/2016	RUPP, ANDERSON, SQUIRES, PA			
E 601-49400-304	Legal Fees		\$1,643.00		WATER TOWER CONTRACT
E 101-41500-304	Legal Fees		\$97.83		MISC ATTORNEY
E 101-41500-304	Legal Fees		\$108.50		FRANCHISE
G 810-22100	Escrow Collected		\$573.50		VICKERMAN
E 101-41500-304	Legal Fees		\$993.50		HANDBOOK
	Total RUPP, ANDERSON, SQUIRES, PA		\$3,416.33		
Paid Chk# 025485	3/28/2016	SUN LIFE ASSURANCE COMPANY			
G 101-21707	Disability Insurance		\$310.28		LONG/SHORT DISABILITY
	Total SUN LIFE ASSURANCE COMPANY		\$310.28		
Paid Chk# 025486	3/28/2016	TELEDYNE INSTRUMENTS, INC			
E 602-49450-221	Repair/Maintenance Equipment		\$163.50	S020116404	DISCHARGE TUBE
E 601-49400-221	Repair/Maintenance Equipment		\$163.50	S020116404	DISCHARGE TUBE
	Total TELEDYNE INSTRUMENTS, INC		\$327.00		
Paid Chk# 025487	3/28/2016	UNUM LIFE INSURANCE CO			
G 101-21715	Life Ins		\$109.80		
	Total UNUM LIFE INSURANCE CO		\$109.80		
Paid Chk# 025488	3/28/2016	USA BLUE BOOK			
E 602-49450-210	Operating Supplies (GENERAL)		\$70.36	904642	GLOVES
E 601-49400-210	Operating Supplies (GENERAL)		\$70.35	904642	GLOVES
	Total USA BLUE BOOK		\$140.71		
Paid Chk# 025489	3/28/2016	WIGFIELD, ANDY			
E 101-45200-220	Game Fund Disbursements		\$1,100.00		TARPS
	Total WIGFIELD, ANDY		\$1,100.00		
Paid Chk# 025490	3/28/2016	XCEL ENERGY			
E 101-49860-381	Electric Utilities		\$358.19		
E 602-49450-381	Electric Utilities		\$4,532.34		

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

MARCH 2016

Check Amt Invoice Comment

E 101-45500-381	Electric Utilities	\$755.49		
E 101-45200-381	Electric Utilities	\$452.85		
E 601-49400-381	Electric Utilities	\$734.56		
E 101-45200-381	Electric Utilities	\$26.76		VETERANS PARK
E 101-42200-381	Electric Utilities	\$207.91		
E 101-42500-381	Electric Utilities	\$12.22		
E 101-43100-380	Street Lighting	\$2,295.20		
E 101-43100-381	Electric Utilities	\$518.69		
E 601-49400-381	Electric Utilities	\$4,463.56		104 3RD AVE SE
E 101-41940-381	Electric Utilities	\$1,293.12		
Total XCEL ENERGY		\$15,650.89		
10100 CHECKING		\$72,595.02		

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$50,375.24
251 HARBOR AT PEACE	\$116.00
601 WATER FUND	\$11,829.74
602 SEWER FUND	\$6,293.04
810 Escrow - Vickerman phase 4	\$3,981.00
	\$72,595.02



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
www.cityofnya.com
952/467-1800

TO: Honorable Mayor Diedrick and Members of the City Council

CC: Steve Helget, City Administrator

FROM: Kelly, City Clerk / Treasurer

DATE: March 28, 2016

RE: Renewal of Consumption and Display Permits

Midtown Family Restaurant and Lano Lanes are submitting renewal applications for their Consumption and Display Permit. This is a separate permit from the one the City requires to be renewed on July 1.

The Minnesota Department of Public Safety, Alcohol and Gambling Enforcement Division requires the City Council to pass a motion approving the consumption and display permit.

Recommendation: **A motion approving the renewal of a Consumption and Display Permit for Lano Lanes, 305 East Wilson Street, and Mid-Town Family Restaurant, 123 East Railroad Street.**



City of Norwood Young America
310 West Elm Street, PO Box 59
Norwood Young America, MN 55368
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952/467-1800

TO: Honorable Mayor Diedrick and Members of the City Council
CC: Steve Helget, City Administrator
FROM: Kelly Hayes, City Clerk/Treasurer
DATE: March 28, 2016
RE: Lawful Gambling Premises Permit Application – American Legion Post 343

The American Legion Post 343 has submitted an application for the annual Lawful Gambling Premises Permit. This permit authorizes the organization to conduct lawful gambling at Thirsty's (dba Unkle Thirsty's). The Minnesota Gambling Control Board requires the City Council to approve the permit application before it issues the permit.

Recommendation: **A motion to approve the Lawful Gambling Premises Permit Application for the American Legion Post 343 at Thirsty's.**



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: March 28, 2016
SUBJECT: Chamber of Commerce Street Closing Request

Enclosed is a letter from Jen Storms, Chamber of Commerce Executive Director, requesting Main Street be closed during their 7th Annual Taste of NYA planned for July 19, 2016. The event will once again be held at Willkommen Park. They're requesting Main Street be closed from Central Avenue to 2nd Avenue from noon until 9:00 p.m. that day.

Suggested Motion:

Motion to approve the Chamber of Commerce's street closing request.



March 24, 2016

Norwood Young America City Council
P. O. Box 59
Norwood Young America, MN 55368

The Chamber of Commerce is sponsoring the 7th Annual Taste of NYA on Tuesday, July 19th, 2016, from 5:00 – 8:00 p.m. in the Pavilion and Willkommen Park. We would like to request that Main Street be closed to traffic from noon until approximately 9:00 p.m. on the day of the event in order to accommodate some activities.

The Chamber will be certain to notify the affected neighbors in advance and will provide some free tickets to them for the inconvenience.

Thank you for considering this request. If you have any questions, please contact me at 952-467-4003.

Sincerely,

Jen Storms
Executive Director
NYA Area Chamber of Commerce



To: Honorable Mayor Diedrick
Members of the City Council
Administrator Helget

From: Cynthia Smith Strack, Strack Consulting, LLC

Date: March 28, 2016

Re: Vickerman Warehouse Expansion Site Plan Review

Applicant: Nick Jeurissen (Greystone Construction) on behalf of Vickerman Company

Property Owner: Randy Schuster, d.b.a. PAR Real Estate LLC; Vickerman Company

Subject Property Address: 675 Tacoma Blvd

Property ID: 587510010; Lot 1, Block 1 Tacoma West Industrial Park 2nd Addition

Zoning Class: I-1 Light Industrial

Request: Site Plan Approval

Attachments: Site Plan
Site Map
Memo from City Engineer dated March 8, 2016
Excerpt from March 15th PC meeting
Draft agreement

BACKGROUND

Vickerman Company has submitted plans for a 28,812 sf (105' 8" X 272' 8") addition to an existing structure at 675 Tacoma Blvd.

Section 1210.08, Subd. 2 of the City Code requires site plan review/approval for any proposed building or expansion of existing structures, unless they are agricultural or single or two-family residential uses. Such review requires staff, Planning Commission, and City Council consideration.

ZONING REGULATIONS

District and Use:

The property is zoned I-1 Light Industrial District. The use is permitted within the subject district. Surrounding locale is a mix of industrial and public (tower) property. The subject parcel abuts and is accessed by Tacoma Boulevard.

Site Plan Review:

Lot performance, building setback, building height, and lighting standards appear to have been met.

Conditions

Parking: Agreement recommended

The plans show proof that parking is available at the site for all existing building square footage and the planned expansion. A variance is not needed as proof of parking is provided on the site plan. Due to lack of demand for parking (existing spaces more than adequate for number of employees) at this time, the Applicant is requesting the area set aside for parking remain as greenspace until some point in the future when additional parking is needed. Staff and consultants have suggested an agreement allowing the parking lot to remain greenspace until a future date or time (i.e. until a point when employees and company vehicles exceed the volume of the existing parking spaces, or until the occupancy changes e.g. from warehouse to office, etc).

Landscaping: 29 additional trees needed

Section 1255.05 of the Code establishes landscape requirements for expansions of non-residential uses. The Code requires a minimum of one (1), or one (1) tree per 1000 square feet of gross expanded building area. . The applicable section requires one tree for every 1,000 square feet of additional gross building footprint, rounded to the next whole number. The requirement translates to a total of 29 trees for the proposed project. Planted trees must be a minimum of two and one-half caliper inches for deciduous trees or six feet in height for coniferous trees. Types of tree species allowed are listed on the City's landscaping list.

The site plan does not illustrate additional trees. It is recommended site plan approval be contingent on 29 trees being added to the site.

Signage: Individual Permit Required.

Any additional signage, if contemplated, shall require a separate permit and is subject to Section 1260 (Signs) of the City Code.

Link between buildings:

The site plan illustrates a link between buildings one and two on the site will be resigned as part of the expansion. The City has previously indicated if the buildings are to be sold separately in the future the link shall be removed. Memorializing the intended requirement in an agreement may be in order.

ADDITIONAL DEPARTMENT/AGENCY COMMENTS

Public Works: The plans have been forwarded to the Public Works Director Brent Aretz for review and comment.

Public Utilities: The plans have been forwarded to the Public Utilities Department for review and comment.

Fire Department: The plans have been forwarded to the Fire Chief Steve Zumberge for review and comment. Chief Zumberge is requiring a hydrant be added to the rear of the building. Any/all comments from the Fire Chief are hereby incorporated by reference.

City Engineer: The City Engineer has reviewed plans and prepared a review letter. All comments contained in the City Engineer's March 8, 2016 memo to City Administrator Steve Helget are hereby incorporated by reference. A copy of the memo is attached for reference.

RECOMMENDATION

The Planning Commission held significant discussion on the proposed addition, with several exchanges relating to access requirements for the hydrant to be located in the rear of the building.

An excerpt from the March 15th meeting minutes (draft) is attached for reference.

After review and discussion, the Planning Commission unanimously approved a recommendation the City Council approve the site plan with the following conditions:

1. Submittal of a revised set of plans illustrating compliance with required conditions of approval.
2. Compliance with all standards required and as set forth within the memo from Consulting Planner, Cynthia Smith Strack, dated March 15, 2016.
3. Compliance with all recommendations as set forth within the memo from John Swanson, Bolton-Menk (City Engineer) dated March 8, 2016.
4. Execution of an agreement between the Applicant/Property Owner and the City regarding timing of construction/improvement of parking lot and removal of the link in the event the buildings are sold separately.
5. Installation of 29 additional trees on site.
6. The City Engineer and Fire Chief's agreement regarding fire hydrant location and road access to the hydrant.
7. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
8. Building permits shall be required prior to any building construction or improvements on the property.
9. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
10. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
11. Approval of this site plan does not approve any future expansion or associated improvements on-site.
12. Any modifications not defined as "minor" pursuant to Section 1210.08, Subd. 4, shall require separate site plan approval.

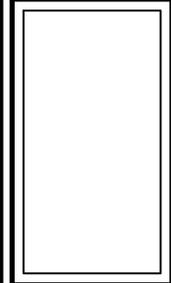
AGREEMENT: AUTHORIZATION

Attached is an agreement drafted by the City Attorney related to the proposed site plan. Consideration of the agreement is kindly requested.

ACTION

Two action items as follows:

1. Consideration of site plan approval. A sample RESOLUTION to approve/deny site plan is attached for consideration.
2. Authorization and direction to execute the attached agreement.



North Dakota Office
 20 N. 3rd Street, Suite 225
 Bismarck, ND 58103
 Phone: 701.212.6393
 Fax: 701.212.6465

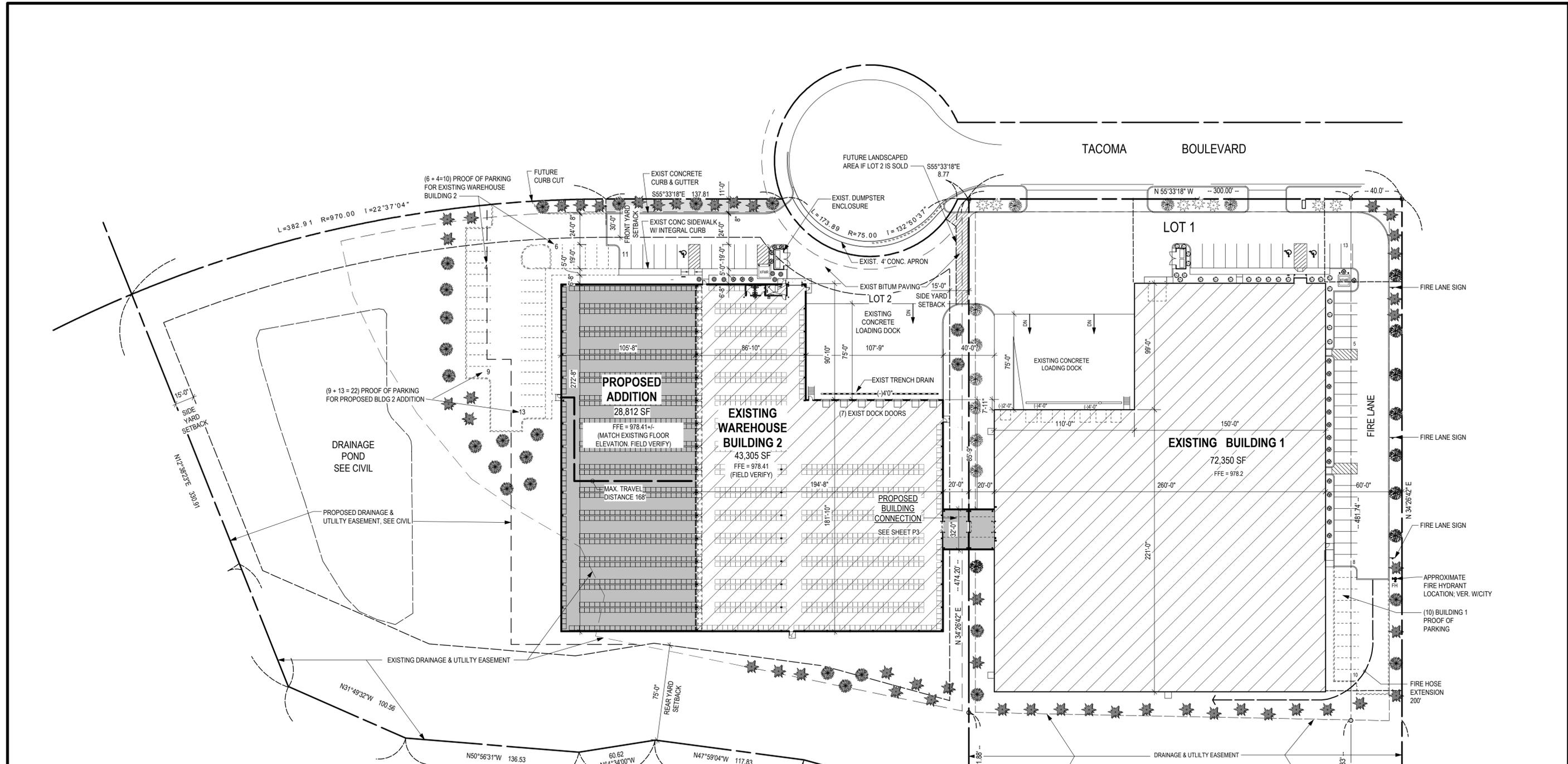
Corporate Headquarters
 500 S. Main Street, Suite 300
 Bismarck, ND 58103
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 Fax: 701.212.6465

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A WAREHOUSE 2 ADDITION FOR:
VICKERMAN COMPANY
 665 TACOMA BOULEVARD
 NORWOOD YOUNG AMERICA, MN

Revisions	
Drawn	C.A.W.
Checked	L.M.
Date	3-01-16
Job Number	1555
Sheet	P1



CODE ANALYSIS BASED ON 2015 MSBC WITH 2012 IBC, 2012 IFC

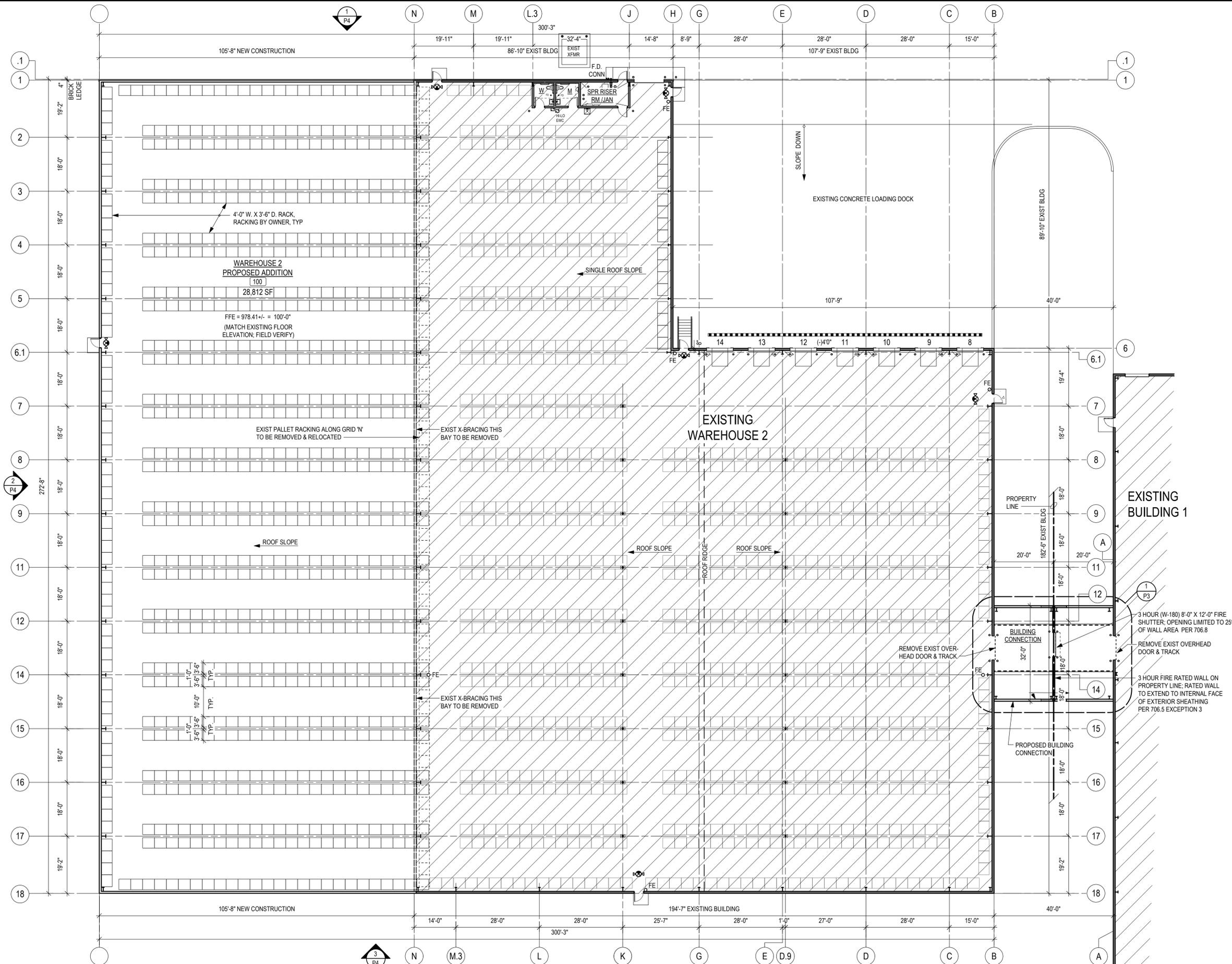
EXISTING WAREHOUSE 2 + PROPOSED WAREHOUSE ADDITION + 1/2 PROPOSED BUILDING CONNECTION	
OCCUPANCY TYPE:	S1 STORAGE, MODERATE HAZARD B OFFICE - (ACCESSORY USE, LESS THAN 10% OF AREA)
CONSTRUCTION TYPE:	IIB
SPRINKLED:	YES, WITH ESFR SYSTEM
BUILDING AREA:	EXIST BUILDING 2: 43,305 S.F. PROPOSED ADDN BLDG 2: 28,812 S.F. PROPOSED 1/2 BLDG CONN ADDN: 640 S.F. TOTAL BUILDING 2: 72,757 S.F.
ALLOWABLE AREA OF BUILDING 2	S1 = 17,500 SF I1 = [806/826 - 0.25] 28/30 = 0.67 Aa = [17,500 + (17,500 X 0.67) + (17,500 X 3)] = 81,725 SF
OCCUPANT LOAD:	EXISTING BUILDING 2 WAREHOUSE: 43,305 SF / 500 SF PER OCC. = 86.6 OCCS. PROPOSED ADDN BLDG 2 WHSE: 28,812 SF / 500 SF PER OCC. = 57.6 OCCS. PROPOSED 1/2 BLDG CONN ADDN: 640 SF / 500 SF PER OCC. = 1.3 OCCS. TOTAL BUILDING 2 AREA: 72,717 SF 145.5 OCCS.
EXITING BUILDING 2:	2 EXITS REQUIRED; 6 EXITS PROVIDED MAXIMUM TRAVEL DISTANCE ALLOWED: 250'; ACTUAL: 168'
PLUMBING FIXTURE REQUIREMENTS - BUILDING 2:	WAREHOUSE: 144.2 OCCS. / 2 = 72.1 MALE & 72.1 FEMALE OCCUPANTS WC: 72.1 OCC. / 100 = 72 = 1 WC REQUIRED MALE & FEMALE LAV: 72.1 OCC. / 100 = 72 = 1 LAV REQUIRED MALE & FEMALE 1 WC & 1 LAV PROVIDED MALE & FEMALE HIGH-LOW ENVC PROVIDED FLOOR SINK PROVIDED

EXISTING BUILDING 1 + 1/2 BUILDING CONNECTION	
OCCUPANCY TYPE:	S1 STORAGE, MODERATE HAZARD B OFFICE - (ACCESSORY USE, LESS THAN 10% OF AREA)
CONSTRUCTION TYPE:	IIB
SPRINKLED:	YES, WITH ESFR SYSTEM
BUILDING AREA:	EXISTING BUILDING (MAIN FLOOR): 72,350 S.F. PROPOSED 1/2 CONNECTION ADDITION: 640 S.F. TOTAL: 72,990 S.F.
ALLOWABLE AREA PER TABLE 503:	17,500 SF, 3 STORIES, 55' HIGH
AREA INCREASE:	FRONTAGE If = [100'/100 - 0.25] x 60'/30 = 1.5 * 100% HAS 20'-0" SETBACK ** 506.2.1 EXCEPTION, BUILDING MEETS ALL REQUIREMENTS FOR 507 Aa = [17,500 + (17,500 X 1.5) + (17,500 X 2)] = 17,500 + 26,250 + 35,000 = 78,750 SF
EXITING:	MAXIMUM TRAVEL DISTANCE ALLOWED: 250'-0" MAXIMUM TRAVEL DISTANCE: 232'-0"
OCCUPANT LOAD:	OFFICE: 1,923 SF / 100 SF PER OCC. = 19.23 OCCS. WAREHOUSE: 70,427 SF (EXIST. BLDG. 1 MAIN FLOOR) + 1,680 SF (EXIST. BLDG. 1 SECOND FLOOR) + 640 SF (1/2 PROPOSED BLDG. CONN ADDN) = 72,747 SF / 500 SF PER OCC. = 145.5 OCCS. TOTAL OCCUPANTS: 164.73 = 165 OCCUPANTS



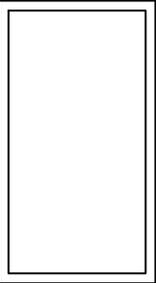
ZONED: I-1 LIGHT INDUSTRIAL

LOT COVERAGE:
 LOT AREA: 244,890 SF = 5.6 ACRES
 LOT COVERAGE IMPERVIOUS SURFACES: 66,467 SF = 27%
 LOT COVERAGE IMPERVIOUS SURFACES (INCLUDING PROPOSED): 117,300 SF = 48%



1 FLOOR PLAN
 SCALE: 1/16" = 1'-0"
 NOTE:
 F.E. = FIRE EXTINGUISHER

Linner Morschen Architects
 1000 Morgan Avenue S
 PHONE: (652) 884-6455



North Dakota Office
 20 N. 3rd Street, Suite 225
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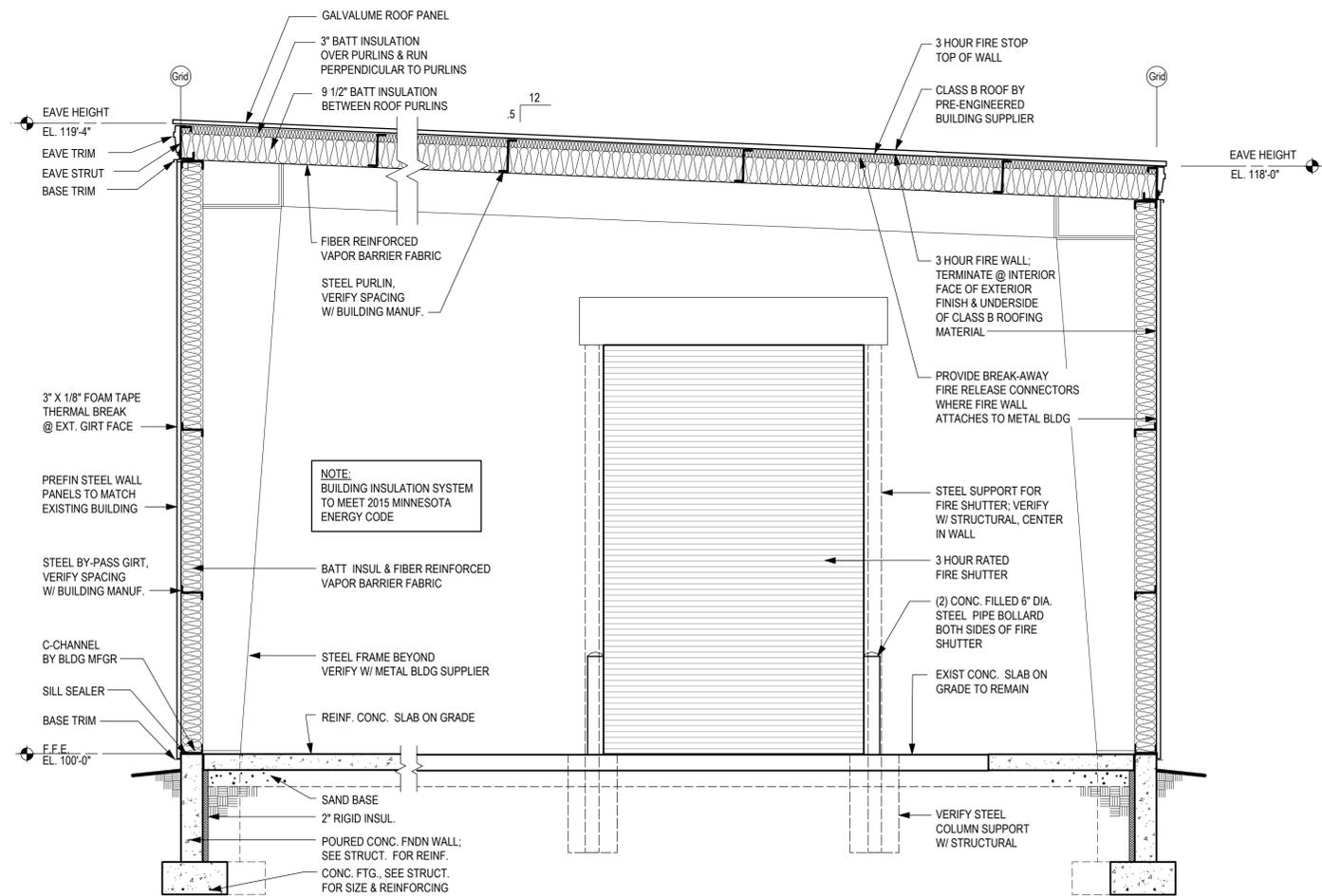
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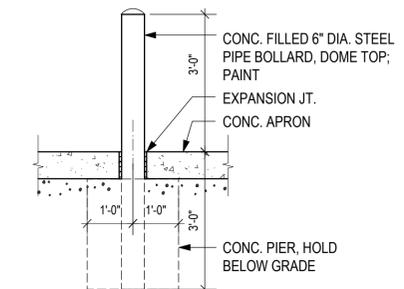
GREYSTONE CONSTRUCTION

A WAREHOUSE 2 ADDITION FOR:
VICKERMAN COMPANY
 665 TACOMA BOULEVARD
 NORWOOD YOUNG AMERICA, MN

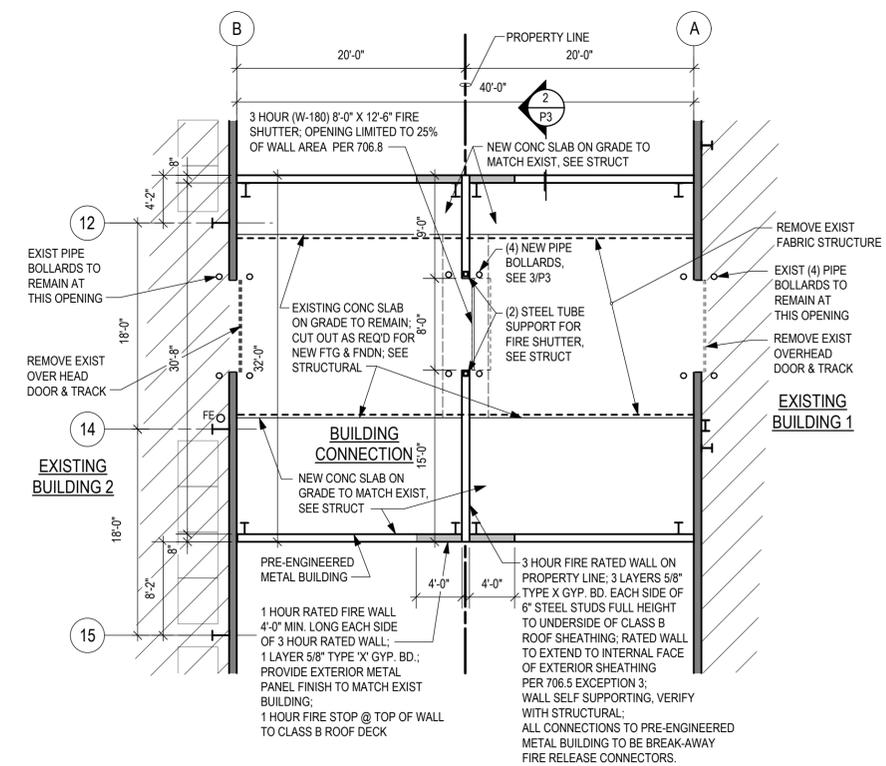
Revisions	
Drawn	C.A.W.
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Sheet	



2 SECTION THRU BUILDING CONNECTION
 Scale: 3/8" = 1'-0"

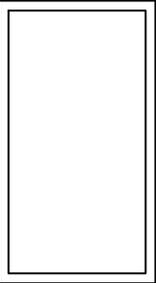


3 PIPE BOLLARD
 SCALE: 1/2" = 1'-0"



1 ENLARGED FLOOR PLAN BUILDING CONNECTION
 SCALE: 1/8" = 1'-0"

Linner Morschen Architects
 1000 Morgan Avenue S
 Minneapolis, MN 55406
 PHONE: (612) 884-6455



North Dakota Office
 20 W. 3rd Street, Suite 225
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Corporate Headquarters
 500 S. Marshall Road, Suite 300
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 Fax: 701.217.6465

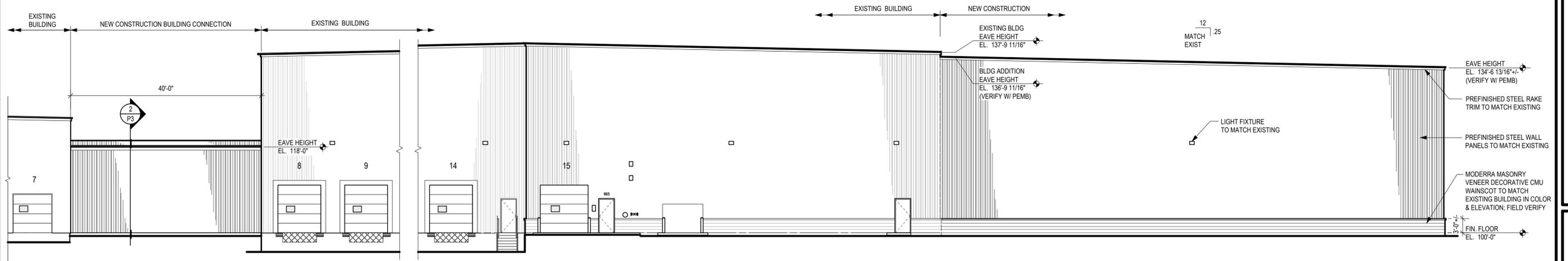
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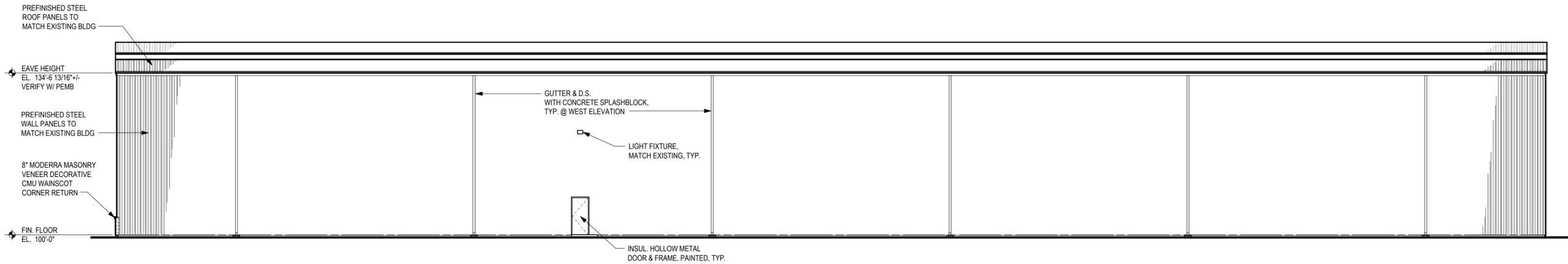
A WAREHOUSE 2 ADDITION FOR:
VICKERMAN COMPANY
 665 TACOMA BOULEVARD
 NORWOOD YOUNG AMERICA, MN

Revisions	
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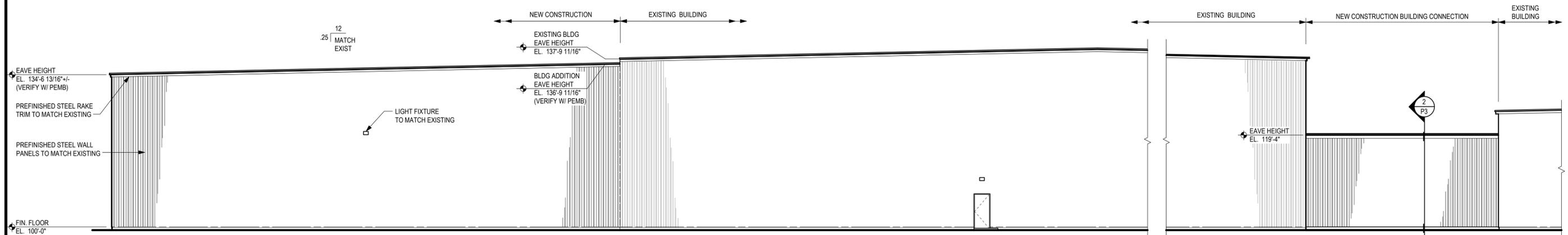
P3



1 NORTH ELEVATION
SCALE : 3/32" = 1'-0"



2 WEST ELEVATION
SCALE : 3/32" = 1'-0"



3 SOUTH ELEVATION
SCALE : 3/32" = 1'-0"

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201 N. 3rd Street, Suite 225
Bismarck, ND 58103
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Fax: (701) 217-6605

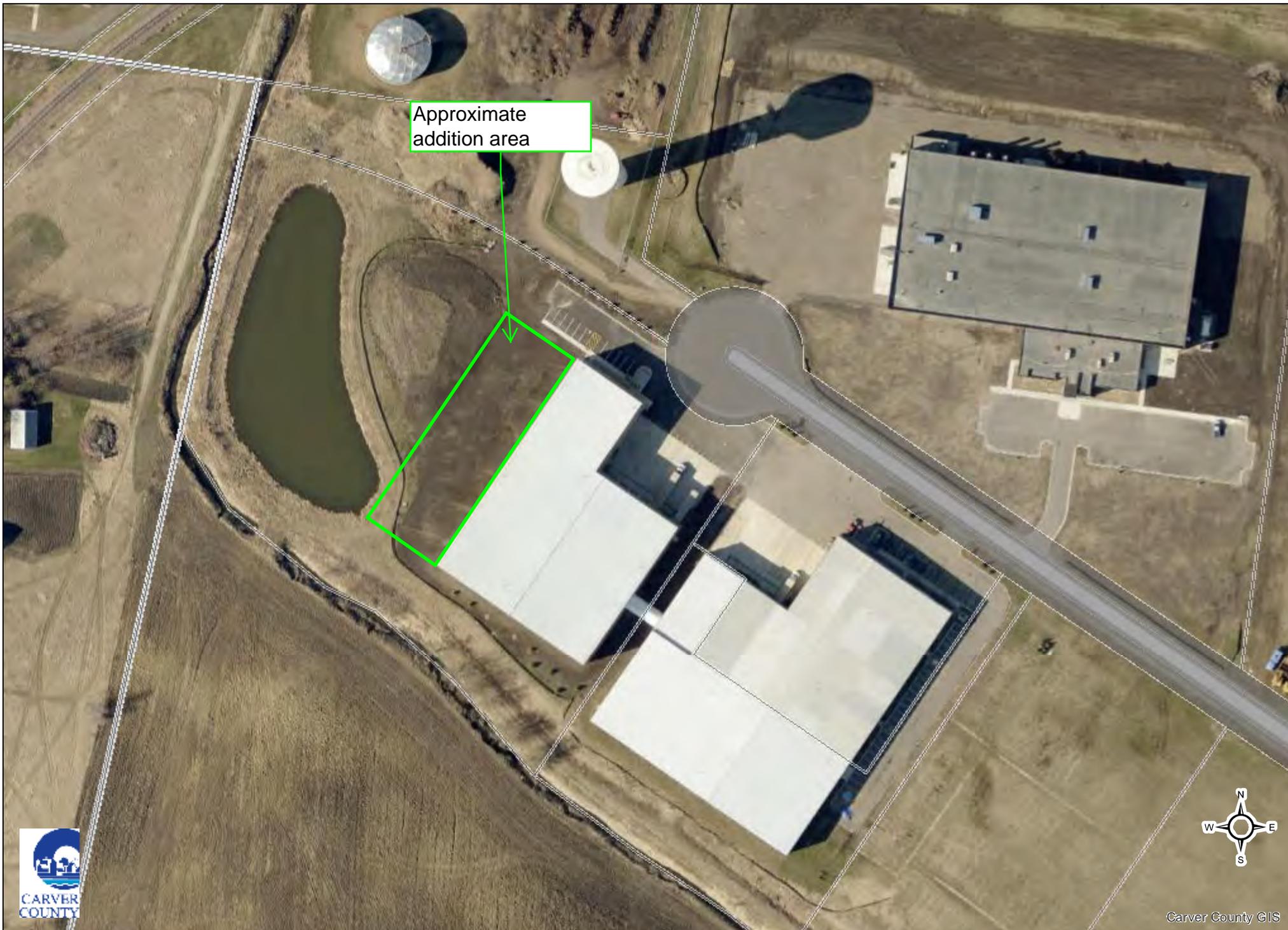
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GREYSTONE CONSTRUCTION

1A WAREHOUSE 2 ADDITION FOR:
VICKERMAN COMPANY
6665 TACOMA BOULEVARD
NORWOOD YOUNG AMERICA, MN

Revisions
Drawn C.A.W.
Checked L.M.
Date 3-01-16
Job Number 1555
Sheet



Approximate
addition area



Carver County GIS

This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible for any inaccuracies contained herein.

Map Date: 3/6/2016



BOLTON & MENK, INC.

Consulting Engineers & Surveyors

2638 Shadow Lane, Suite 200 • Chaska, MN 55318-1172

Phone (952) 448-8838 • Fax (952) 448-8805

www.bolton-menk.com

3/8/16

City of Norwood Young America
Attn: Steve Helget
310 W. Elm St.
P.O. Box 59
Norwood Young America, MN 55368

RE: Vickerman Company Warehouse Expansion
Preliminary Plan Review
Project No.: C12111314

Dear Mr. Helget:

Pursuant to your request, we have completed an engineering review for the proposed building addition at Vickerman Company located in the Tacoma West Industrial Park. Our review is based on plans prepared by Sunde Engineering, PLLC bearing the general title "Vickerman Company", including sheets C1 through C4, dated 2/26/16.

The comments from our previous review letter dated 2/10/16 have been addressed with the exception of the following. We offer the following unaddressed and additional comments and recommendations for your consideration:

General:

- 1) Our review assumes that storm sewer, ponding, and water facilities will be owned and operated by the City. Should this assumption be incorrect, additional review comments may be appropriate.
- 2) Copies of all permits and approvals shall be submitted for the project files, prior to commencing construction.
- 3) It appears there is an error in the datum used for the plans relative to the datum used for the industrial park project. It appears there are elevations shown on the plans that differ from the industrial park datum by approximately 0.2' to 0.5'. The datum used and elevations shown on the plan should be verified that they are in compliance with that of the original industrial park for project records consistency.
- 4) Revised plans and information shall be submitted for review, and the project records as noted herein.

H:\NOYA\C12111314\Comes\C_To Others\Plan Review Letter 3-8-16.docx

DESIGNING FOR A BETTER TOMORROW
Bolton & Menk is an equal opportunity employer



Ponding:

- 1) It appears the proposed pond volume is equal to or greater than the existing pond volume. As such, it is anticipated the HWL of the pond will not change significantly. The proposed pond appears to be acceptable from an engineering perspective.
- 2) Temporary sediment protection shall be provided at the pond outlet structure at both the inlet pipe and the overflow casting. Sediment protection may include but is not limited to perforated riser pipe with filter rock, etc. The temporary sediment protection shall be removed after pond grading and pond slope restoration is completed per CCWMO requirements. In addition, details for the temporary sedimentation BMPs shall be included in the plans, and the construction sequencing for such shall be included in the plans and SWPPP.
- 3) It appears the proposed drain tile in the infiltration basin needs to be extended into the northern basin area. In addition, the need for drain tile cleanouts should be evaluated per CCWMO requirements, and the appropriate notations and details for such should be included on the plans.

Storm Sewer:

- 1) The catch basin detail shown on the plan is not relative to the proposed storm sewer improvements. Appropriate storm sewer structure details, in compliance with City standards shall be shown on the plan. City standard details are available from our office upon request.
- 2) Note #10 on Sheet C2 appears to be not relative to the proposed improvements. It is recommended the note be deleted or revised.

SWPPP:

- 1) The Contact Information table should be completed prior to commencing construction.
- 2) The Area Tabulation and Quantity tables should be completed.
- 3) Concrete washout locations should be shown on the plans or submitted prior to construction for review.
- 4) Erosion Control Blanket and Turf Reinforcement Mat details should be shown on the plans.



Hydrant Lead Installation:

The plans propose the addition of a hydrant lead and new hydrant along the east side of the existing building, as noted in our letter dated 2/10/16. We have reviewed the proposed hydrant lead, and discussed the matter with City staff and the Fire Chief. The attached sketch (Figure No. 1) illustrates the location of the hydrant leads discussed herein. We offer the following findings, comments and recommendations regarding the subject hydrant and lead:

- 1) It is our understanding that the reason for the hydrant lead extension to the south side of the buildings is because the 2 existing buildings will be connected together, so access between buildings will be lost.
- 2) It is our understanding the Fire Department wants a hydrant located on the south side of the building that they have access to with pumper trucks and hoses to be able to fight a fire from the south side of the building.
- 3) It is our understanding the Fire Chief has indicated that the location of the hydrant is irrelevant to fire protection needs, whether it be on the east side of the existing building or on the west side of the proposed building.
- 4) The proposed hydrant location along the east side of the existing building requires the following:
 - a. Excavation of Tacoma Blvd.
 - b. Tacoma Blvd is a truck route that consists of 5.5" of bituminous and 14" of aggregate base.
 - c. The location of the proposed hydrant lead will significantly impact, and essentially eliminate access to both the Vickerman property and Waconia Manufacturing property during construction of the hydrant lead. Which in turn may require utility work at night and hours when both businesses are closed.
 - d. Existing utilities in the proposed location are relatively deep, thus increasing excavation efforts, and the potential for long term settlements, which in turn result in future City long term maintenance costs.
 - e. The proposed location is west of the existing D/U easement along the east property line. In addition, this location will require removal and restoration of part of the exiting east side parking lot. Considering this, the proposed alignment should be moved east onto the undeveloped lot, and would require platting additional D/U easement on the undeveloped lot.
 - f. All of the above significantly increases the cost of the proposed hydrant and lead.



- 5) It is recommended the hydrant and lead be installed on the west side of the building expansion with the proposed building addition project, as follows:
 - a. It is recommended the proposed hydrant lead be installed approximately 40 feet west of the westerly building expansion wall, parallel to the building line, and extended from the existing watermain, south to 10 feet north of the proposed storm sewer.
 - b. The fire protection provided to the Vickerman site is the same in either location.
 - c. This location does not require excavation and restoration of Tacoma Blvd, which in turn saves considerable cost, and eliminates concerns of potential long term settlement and maintenance costs in the future for the City. In addition, this location eliminates the access issues associated with the Vickerman and Waconia Manufacturing properties during construction, and associated costs.
 - d. Most of the existing surface in the lead area will be disturbed already due to the proposed building improvements, so there are no additional restoration costs.
 - e. This location allows easier access to the hydrant and more separation from the building than the east side, in the event of a fire.
 - f. The currently proposed D/U easement should be revised to be located 10' east, and parallel to the hydrant lead. Doing so will encumber the lead within the easement, and may also be adequate for sludge disposal access.
- 6) The plans shall be revised to include a profile of the hydrant lead to define connection to the existing watermain, crossing over the existing forcemain, and crossing under the existing storm sewer, etc.
- 7) Acceptable pipe materials include DIP CL 52 and C900 PVC DR 25. All fittings shall be DIP epoxy coated in accordance with City Standards. Fitting bolts shall be Cor Blu T-Bolts, or equal.
- 8) Hydrant and gate valves shall be in accordance with city standards. Details shall be shown on the plan. All exposed bolts shall be 304 stainless steel. City Standard details are available from our office.
- 9) It is recommended the hydrant and lead be installed as part of the building expansion project to maintain all warranties under a single contract, and efficiency of scheduling, etc.
- 10) Future fire protection needs for any proposed development of the lot to the east can be dealt with at the time the lot is developed.
- 11) The Fire Chief should review the revised plans.



- 12) Our understanding is there may have been some discussions in the past regarding the hydrant lead construction and potential cost sharing scenarios. We were not party to any of those discussions. As such we are unable to provide any comment on it.

Sludge Disposal Access:

It is our understanding that the City has been crossing the subject property as part of the annual sludge disposal process as discussed in our memo dated 2/16/16. In summary we recommend the following:

- 1) Acquire D/U easements and / or an access agreement in order to continue current sludge disposal activities, on an annual basis. As noted above the recommended hydrant lead and associated D/U easement revision is likely adequate to allow sludge disposal access.
- 2) Public Utilities should review the revised plans and easement with regard to sludge disposal accessibility requirements.
- 3) Installation of a buried pipe for sludge disposal purposes is not recommended as discussed in our memo noted above, as follows:
 - a. Disposal site was included in a previous preliminary plat / concept plan, and is likely to be developed in the relatively near future.
 - b. Disposal site acceptability changes frequently due to several reasons, including but not limited to, the property owner no longer wants the sludge, change of land use, soil testing indicates the area is at current limits for nutrient loading, etc.

Drainage and Utility (D/U) Easement:

- 1) The proposed improvements will require the vacation of all or part of the existing D/U easement, and the filing of a new D/U around the pond, infiltration basin, recommended hydrant lead, 18" storm sewer along the south side of the building, and sludge disposal access, as noted herein and in our previous letters.
- 2) Revised easement descriptions, plats, site plans, etc. shall be filed and recorded and submitted for the project records.



This concludes our review of the submitted plans. The proposed project appears to be generally acceptable from an engineering perspective, contingent upon resolution of the comments addressed herein.

We are available to discuss this matter at your convenience.

Sincerely,
BOLTON & MENK, INC.

A handwritten signature in black ink, appearing to read 'John K. Swanson', with a long horizontal flourish extending to the right.

John K. Swanson

Cc: Kreg Schmidt
Jake Saulsbury
Cynthia Smith- Strack



**NORWOOD
YOUNG AMERICA**



**Tacoma West
Industrial Park**
Figure 1.0



6. Old Business

A. Vickerman Companies Warehouse Expansion Site Plan Review.

Chairperson Heher introduced the expansion site plan review agenda item.

Strack noted Vickerman Company has submitted plans for a 28,812 sf (105' 8" X 272' 8") addition to an existing structure at 675 Tacoma Boulevard. The use is consistent with the Comprehensive Plan and a permitted use in the I-1 Light Industrial District. The proposed expansion was consistent with lot performance, building setback, building height, and lighting standards.

Proof of parking has been provided, however, the Applicant is requesting the City enter into an agreement to defer parking until a future event such as a change in use or an addition to staff.

The City Building Official was requiring a 'link' between buildings one and two be brought up to building code as part of the proposed expansion. Removal of the link in the event of a sale of building one or two was also suggested for inclusion in the agreement alluded to earlier.

Landscaping standards meant an additional 29 trees were to be added to the lot. Additional signage would require a separate sign permit.

Simmons from the City Engineer's Office reviewed a staff memo included in the packet. He noted the Fire Chief was requiring a second fire hydrant to accommodate hose lengths. The City Engineer recommended the hydrant be placed on the southwest side of the building for maximum usability and efficiency. In addition an easement to accommodate sludge removal across the property.

Storms inquired as to how the hydrant on the southwest side of the building and the non-improved parking lot would function in winter/spring. Simmons stated that would be the responsibility of the property owner. The property owner had to make sure the hydrant was accessible at all times.

Kemp inquired as to whether or not public access to the compost site would be curtailed with access to the hydrant. Simmons noted if the hydrant was located on the east side of the property there would be an issue during construction, but not on the southwest side.

Jeurissen commented on the hydrant noting the property owner had partially paid for hydrant installation with the construction of building two. He noted at that time the presumption was the hydrant would be located on the east side.

Kemp opined placement of the hydrant on the southwest side appeared to be more cost effective when factoring in closing of Tacoma if the hydrant was placed to the east.

Heher inquired as to whether reconfiguration of the drainage pond meant it would hold more water.

Simmons agreed it would function as well as it had in the past, if not better.

Lagergren inquired as to whether the pond would be public or private property.

Simmons noted a public easement would be required over the pond. The Applicant would remain the fee owner of the property but the City would have an easement.

Storms inquired as to if the hydrant would be accessed from the existing street. Simmons stated trucks would need to access the hydrant from Tacoma. He stated the Fire Chief was requiring a second hydrant to be able to service the back of the building, presumably to accommodate hose length limits.

Lagergren clarified the Fire Chief wanted the second fire hydrant on the southwest side of the building. Simmons clarified the Fire Chief wanted the second fire hydrant on the rear of the building and the City Engineer was suggesting the location on the southwest side of the building.

Storms inquired as to how the hydrant could be accessed if the parking lot was not constructed.

Heher asked Jeurissen how the exterior material will relate to what is existing. Jeurissen noted it would be the same. The roof line would be the same except for a bit more fall to accommodate rainwater shed. Heher inquired as to height of the building. Jeurissen noted height would be equal.

Storms noted he was concerned with a fire truck being able to access the hydrant in the event the parking lot was not constructed. He suggested adding a gravel access road which could be clearing of snow in the winter and able to withstand frost going in/out.

Storms clarified there was one door to the rear of the structure included in the addition. Jeurissen confirmed.

Storms asked Simmons what access to hydrant could/should look like. Simmons noted a gravel drive would be sufficient, as could pavers or some sort of chipped surface – anything that could be plowed during snow season.

Kemp inquired as to whether or not elevation issues addressed in the City Engineer's memo were taken care of at this time. Simmons noted those would likely be addressed in the revised plan set.

Heher inquired as to whether or not other members had questions. Lagergren stated that in looking through the plans he concurred with Storms that the southwest fire hydrant should be accessible.

Jeurissen inquired as to whether the southwest fire hydrant would be as cost effective as the southeast location. Kemp stated southwest could be less expensive when the cost of closing Tacoma was factored into the equation.

Storms inquired of Jeurissen as to whether or not regrading of the pond could easily grade an access road to the hydrant. Jeurissen noted soil correction was likely going to be needed with the building expansion because it was an issue with the second building. Significant quantities of soil needed to be removed/replaced.

Storms noted he didn't like the additional costs associated with building an access road to the fire hydrant but he felt the benefit outweighed the cost.

Hoernemann opined the access road probably won't require a great deal of gravel.

Storms noted if it was graded in the winter frost would be an issue so it may have to be a bit higher quality.

Lagergren inquired as to where the existing hydrant was located. Jeurissen noted it was in front of the building on the north side. He inquired as to whether or not the location of the second hydrant remained in flux.

Lagergren inquired of Strack whether the site plan could be approved without identifying the exact location of the fire hydrant. Strack noted that would be possible provided review/approval of City Engineer was given.

Storms inquired as to whether the hydrant could be located to the west versus the southwest. Simmons noted the Fire Chief requested a second hydrant to the rear of the building.

Heher inquired as to potential approval conditions for the site plan resolution. Strack reviewed proposed conditions.

Heher inquired as to whether or not Administrator Helget had anything to add. Helget summarized the language in the proposed agreement.

Lagergren suggested location of the fire hydrant be added as another condition.

Heher suggested the following be added as condition #12: "Based on City Engineer and Fire Chief agreement regarding fire hydrant location and road access to the hydrant."

Motion – Lagergren, second Grundahl to approve the site plan with the conditions contained in the resolution plus the additional condition suggested by Heher. Motion carried 6-0.

AGREEMENT

This Agreement is dated the ____ day of _____, 2016, by and between the City of Norwood Young America ("City) Pete Vickerman and Randy Schuster, d.b.a. Vickerman Company/PAR Real Estate LLC. ("Vickerman").

WITNESSETH:

WHEREAS, Randy Schuster, d.b.a. PAR Real Estate LLC and Vickerman Company is the fee owner of real property legally described as Lot 1, Block 2 Tacoma West Industrial Park, parcel number 587510010;

WHEREAS, Vickerman desires to construct a 28,812 square foot addition to "building two" of its existing warehouse complex (the "Project") on the Property at 675 Tacoma Boulevard;

WHEREAS, Vickerman previously constructed a link between its warehouse building located on the Property and another building owned by it located to the east of the Property on a separate lot of record; and

WHEREAS, Vickerman has sought final site plan approval from the City for the Project.

NOW, THEREFORE, IT IS HEREBY AND HEREIN MUTUALLY AGREED as follows:

1. The City hereby approves the final site plan for the Project (the "Site Plan") attached as Exhibit A as approved under City Council Resolution 2016-04 and final review and approval by the City Engineer.
2. Vickerman hereby grants to City an access easement, as described on Exhibit B, allowing City to utilize the easement area to pump sludge from the City's wastewater treatment facility, which is located north of the Property to land located south of the Property.
3. Vickerman hereby grants to the City an easement for drainage and utility purposes, as described on Exhibit B. Said easement is necessitated due to construction/reconfiguration of a storm sewer pond, on the Property necessitated by the Project.

4. Vickerman hereby grants City right to install a fire hydrant lead and new hydrant approximately 40 feet west of the westerly building expansion wall, parallel to the building line (see Figure 1). Vickerman hereby grants an easement for drainage and utility purposes as described in Exhibit B for the hydrant lead and hydrant.
5. Vickerman hereby grants City right to install a 20 foot wide roadway over the fire hydrant lead as described in Exhibit B to be utilized as access to the fire hydrant, storm sewer pond, and to pump sludge from the City's wastewater treatment facility. In the event Vickerman installs future paved parking lot a curb cut will be made on south end of lot to allow City emergency and maintenance vehicles access to road.
6. Vickerman hereby agrees to the site plan conditions of approval as included in Resolution No. 2016-04 attached as Exhibit C.
7. Vickerman shall remove the existing link between the existing warehouse building on Lot 1, Block 2 Tacoma West Industrial Park and the building to the east at Lot 2, Block 1 Tacoma West Industrial Park 2nd Addition and replace it with a new link constructed in accordance with plans approved by the City and its Building Official.
8. If either Lot 1, Block 2 Tacoma West Industrial Park, or Lot 2, Block 1 Tacoma West Industrial Park 2nd Addition are sold by Vickerman, the link connecting the two buildings located on these two lots shall be removed and the area filled with grass seed or sod.
9. Vickerman has demonstrated proof of parking for the Project on the submitted site plan. Vickerman requests the area required for parking remain as greenspace until some point in the future when additional parking is needed. Vickerman warrants the proof of parking area will be reserved in perpetuity for parking/drive aisle purposes. The City hereby agrees to allow the area proposed for parking in the site plan may remain greenspace until one of the following events occurs:
 - a. The number of employees on the largest shift combined with company vehicles stored outdoors exceeds the volume of existing, improved parking spaces, or
 - b. Use of the property or occupancy under the building code changes, or
 - c. The property is sold.
10. Vickerman grants the City and its consultants, agents, successors and assigns the right of entry to perform all work and inspections deemed necessary by the City in conjunction with this Agreement and the approved Project.
11. Vickerman shall obtain all other permits required by various governmental agencies for the Project.
12. This Agreement shall be recorded, shall run with the Property, and shall bind any future owners of the Property.

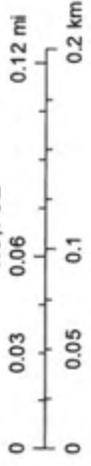
Vickerman Company - Figure 1



March 23, 2016

□ Parcels

1:3,762



City of Norwood Young America
Calver County GIS

RESOLUTION 2016-04

A RESOLUTION APPROVING A 28,812 SQUARE FOOT ADDITION TO AN EXISTING WAREHOUSE AT 675 TACOMA BOULEVARD (VICKERMAN COMPANY)

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

WHEREAS, a Randy Schuster, d.b.a. PAR Real Estate LLC and Vickerman Company (the Property Owner) has applied for approval of a 28,812 square foot addition to an existing warehouse; and,

WHEREAS, the property is legally described as Lot 1, Block 2 Tacoma West Industrial Park; and the property number is 587510010; and,

WHEREAS, site plan review is required under §1210.08, Subd. 2 of the City Code required site plan review and approval for any proposed building or expansion of existing structures, unless they are agricultural or single or two-family residential uses; and,

WHEREAS, the Applicant makes the following representations which the City accepts as a good faith representation of the proposed operation:

1. The principal use of the property is warehousing and the principal use will remain warehousing.
2. The proposed expansion is as illustrated in official drawings submitted to the City in conjunction with the request for approval and as revised as required by the City.
3. Proof of parking for the proposed building addition is as identified in the site plan documents. The Property Owner requests an agreement be entered into with the City that defers improvement of the proof of parking area until a future time and will the interim remain as greenspace in perpetuity with exception of the probable placement of a fire access aisle in the greenspace.
4. A link between a structure located on Lot 2, Block 1 Tacoma West Industrial Park 2nd Addition and a structure located on Lot 1, Block 2 Tacoma West Industrial Park shall be removed and replaced with a permanent structure approved by the Building Official.
5. The link shall be removed, even if improved to a permanent structure, in the event either lot is sold independent of the other.

WHEREAS, the City of Norwood Young America Planning Commission on March 15, 2016 reviewed plans for the proposed building expansion and made the following findings:

1. The proposed use is consistent with the planned use of the property under the 2008 Comprehensive Plan.
2. The proposed use is permitted within the I-1 Light Industrial District.

WHEREAS, the Planning Commission, after review and discussion, recommended the City Council approve the site plan based on several conditions; and,

WHEREAS, at a regularly meeting on March 28, 2016, the City Council considered the application materials on file with the City and the recommendation of the Planning Commission.

THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby makes and adopts the following findings of fact:

1. The proposed use is consistent with the planned use of the property under the 2008 Comprehensive Plan.
2. The proposed use is permitted within the I-1 Light Industrial District.

THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves a site plan for a 28,812 square foot addition to a structure at 675 Tacoma Boulevard, subject to the following conditions:

1. Submittal and administrative approval of a revised set of plans illustrating compliance with required conditions of approval.
2. Compliance with all standards required and as set forth within the memo from Consulting Planner, Cynthia Smith Strack, dated March 28, 2016.
3. Compliance with all recommendations as set forth within the memo from John Swanson, Bolton-Menk (City Engineer) dated March 23, 2016.
4. Execution of an agreement between the Applicant/Property Owner and the City regarding timing of construction/improvement of parking lot and removal of the link in the event the buildings are sold separately.
5. Installation of 29 additional trees on site.
6. The City Engineer and Fire Chief's agreement regarding fire hydrant location and road access to the hydrant.
7. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
8. Building permits shall be required prior to any building construction or improvements on the property.

9. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
10. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
11. Approval of this site plan does not approve any future expansion or associated improvements on-site.
12. Any modifications not defined as "minor" pursuant to Section 1210.08, Subd. 4, shall require separate site plan approval.

Adopted by the City Council this 28th day of March, 2016.

Tina Diedrick, Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: March 28, 2016
SUBJECT: Community Education Summer Programs Contribution Request

Enclosed is a letter from Julie Kuenzel, Director of Community Education, requesting a contribution to the Summer Recreation and Summer Enhanced Programs in the amounts of \$2,000 and \$3,000 respectively. The City has supported these programs in the past and has budgeted \$5,000 in 2016. In addition, requested is \$600 for defraying the costs associated with assisting with swimming pool programs. Again, this amount has been budgeted for this year.

Ms. Kuenzel will be present at the meeting to provide a report on 2015 activities/events and 2016 planned events.

City of NYA
NYA, MN 55397

Dear Mayor and City Council Members,

We are again planning the Summer Recreation Program for our cities. As in the past, we are asking for a contribution to help defray the costs. We are requesting \$2,000. We feel in these tight times we need to be able to offer more programs for the same amount of money, therefore we will not be asking for any increases in funding. \$2,000 is the same amount you donated towards the park program the last several summers. The "Preschool in the Park" programs we added a few years ago have been very successful so we will be doing two preschool age park programs, two school age park programs, and also one special children's event in the park.

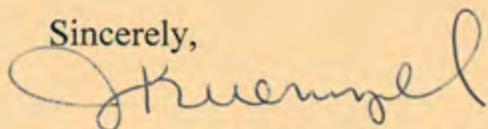
Your contributions help pay for salaries and supplies for the summer recreation and park programs held in Norwood Young America. We like to offer these activities free or as inexpensively as possible so that all children have a chance to participate and enjoy the summer.

The local park program is held Monday – Thursday at both city parks for school age youth and for preschoolers 2 hours a day both parks. Last summer we served over 129 children from NYA who were signed up for the park programs. I hope you agree with us as to the importance of offering these activities to our youth. Our goal is not only to enrich our children's lives, but also to give many kids constructive things to do, which may, in turn, prevent boredom and sometimes trouble.

If for some reason, you've decided not to participate in this summer's program, I need to hear from you ASAP. If you have questions or concerns, please call me at 952-467-7391. If this request is granted please send payment to: Com. Ed., PO Box 367, NYA, MN 55368 by March 15th.

On behalf of the Community Education Advisory Council, I want to sincerely thank you for your consideration in funding this excellent program for your youth.

Sincerely,



Julie Kuenzel, Director of Community Education

City of NYA
NYA, MN 55397

Dear Mayor and City Council Members,

We are again planning the Summer Enhanced program for Middle and High School Youth in Norwood Young America. A few years ago the city contributed \$6,000 towards this program. Because of tight financial times last couple of years, we have only requested \$3,000 and we feel we have been able to continue to provide quality opportunities to these youth. We are hoping that the city will be able to provide a \$3,000 - \$3500 towards this program again this summer. For your dollars, middle school and high school youth will be able to participate in a large number of recreational and enrichment activities and also trips set up to various locations. I have currently hired a recreation coordinator and we are looking at adding a few things like Frisbee Golf, Open VB nights, and Open Basketball opportunities, Touch Football, Paddle Board, log rolling and other activities out at Baylor Park, as well as several trips.

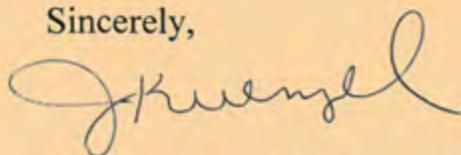
Your contributions help pay for salaries and supplies for the programs held in Norwood Young America. We like to offer these activities free or as inexpensively as possible so that all youth have a chance to participate and enjoy the summer.

We are estimating that 15 - 20 different activities will be offered this summer to middle and high school age youth. We will also be providing the Music in the Park series this summer. There will be some type of entertainment provided in the parks every Thursday throughout the summer, **your funds also help us pay for these groups** along with an arts grant I hope to receive.

Our goal is not only to enrich our children's lives, but also to give many kids constructive things to do, which may, in turn, prevent boredom and sometimes trouble.

On behalf of the Community Education Advisory Council, I want to sincerely thank you for your consideration in funding this excellent program for your youth.

Sincerely,



Julie Kuenzel, Director of Community Education
PO Box 367
NYA, MN 55368

City Administrator
City of Norwood Young America
NYA, MN 55397

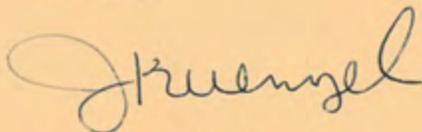
Dear City Administrator,

It's that time of the year, to start planning for summer. We will be running things with the pool program the same way as in the past, with the addition of taking registrations all summer long and also selling pool passes. For the last 16 years District #108 Community Education has requested \$600 to handle the pre-registration for summer swimming lessons. I feel that we can handle this process again this year for the same amount.

If there are going to be some changes or if you have any questions about the fee, please let me know by calling me at 952-467-7391 or emailing me at jkuenzel@central.k12.mn.us.

If this requested is granted please send check to: Community Education, PO Box 367, NYA, MN 55368 by March 15th

Sincerely,

A handwritten signature in cursive script, appearing to read "J. Kuenzel".

Julie Kuenzel, Director
#108 Community Education
PO Box 367
NYA, MN 55368



TO: Honorable Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: March 28, 2016
SUBJECT: Water & Sewer Department's 2016 Budget Amendment

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Proposed is to consider amending the 2016 Water and Sewer Department budgets. Both Departments have budgeted expenses for instructional/training (\$1,000) and travel and other meeting expenses (\$800). There is a total of \$1,800 budgeted between the two Departments for these two items. Proposed is to increase the total instructional/training budget to \$3,000 and to leave the travel budget at \$800. The increases in the instructional/training budget would be divided evenly between the two Departments.

This proposal is due in part to a new employee and the instructional classes he'll need to take for his water and wastewater licenses. In addition, the Public Utilities Director requests attendance to leadership and biosolids conferences.

Suggested Motion:

Motion to amend the 2016 Water and Sewer Department Budgets as proposed.