



CITY COUNCIL AGENDA

April 24, 2017 – 6:00 p.m.

Work Session; followed by EDA / City Council Meetings

WORK SESSION

1. Call Meeting of City Council Work Session to Order
 2. Approve Agenda
 - 2.1 2020 Highway 212 Mill & Overlay Project/Underpass Installation
 3. Adjournment
-

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
 2. Approve Agenda
 - 2.1 Approve minutes of March 27, 2017
 3. Adjournment
-

CITY COUNCIL

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 April 10, 2017 meeting
 - 4.2 Approve payment of Claims
 - 4.3 Accept resignation of Jason Kloempken and authorize posting for full-time Public Service Technician
 - 4.4 Street Closure – Franklin Street N
5. Public Hearings
 - 5.1 Public Hearing to consider Vacation of part of Liberty Street
6. Old Business
 - 6.1 Resolution 2017-11, Approving Vacation of part of Liberty Street
7. New Business
 - 7.1 Ordinance 286 - Rezoning 120 Morse Street North
 - 7.2 Ordinance No. 287 - Amendment to allow first floor residential in the C-3, Downtown District

- 7.3 Self-Contained Breathing Apparatus (SCBA) Purchase Proposal
- 7.4 Willkommen Memorial Park Restrooms Project – Construction Proposals
- 7.5 Norwood Sports Complex Zellmann Field – Baseball Dugout Repair Options

8. Council Member & Mayor Reports

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:

UPCOMING MEETINGS / EVENTS

- April 27 Special City Council – 7:00 a.m.
- May 2 Planning Commission – 6:00 p.m.
- May 8 City Council – 6:00 p.m.
- May 10 EDC – 6:30 p.m.
- May 11 Senior Advisory Committee – 9:00 a.m.
- May 16 Parks and Rec. Commission – 5:30 p.m.
- May 22 City Council Work Session – 6:00 p.m.; EDA and City Council to follow



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 24, 2017

SUBJECT: 2020 Highway 212 Mill & Overlay Project/Underpass Installation

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Jon Solberg, MnDOT South Area Manager, will be present to review the 2020 Mill and Overlay Project for Highway 212. In addition, Kevin Jullie, SRF Consulting Group, will be present to review their feasibility study for the installation of an underpass. Lastly, I invited Kreg Schmidt, Bolton & Menk to be present to provide his input on the underpass installation.

City of Norwood Young America – Economic Development Authority Minutes

March 27, 2017 – 6:00 p.m.

ATTENDEES: Craig Heher, Carol Lagergren, Mike McPadden, Dick Stolz, Charlie Storms
CITY STAFF: City Administrator Steve Helget, City Clerk Kelly Hayes, Public Service Director Tony Voigt
OTHERS: Bill Grundahl, Mark Lagergren, Karla Hormann, Sharilyn Feltmann, Pat Shannahan, Jim Zellmann, Andy Wigfield, Julie Wigfield, Daniel Herst, Todd Miller

1. Call Meeting of Economic Development Authority to Order
Meeting was called to order by President Carol Lagergren at 6:38pm.
 - 1.1 Pledge of Allegiance

2. Approve Agenda

Motion: McPadden to approve the agenda. Second Heher. Vote 5 – 0. Motion carried.

- 2.1 Approve minutes of February 27, 2017

Motion: Heher to approve the minutes. Second Storms. Vote 5 – 0. Motion carried.

3. Adjournment

Motion: Stolz to adjourn at 6:37pm. Second McPadden. Vote 5 – 0. Motion carried.

Sincerely Submitted:

Kelly Hayes, City Clerk/Treasurer

President



City Council Minutes
April 10, 2017 – 6:00pm
City Hall Council Chambers

ATTENDEES: Craig Heher, Carol Lagergren, Mike McPadden, Dick Stolz, Charlie Storms
CITY STAFF: City Administrator Steve Helget, City Clerk Kelly Hayes
OTHERS: Jeff Hebeisen – Citizens Insurance, JR Hoernemann, Christian Pallansch

1. Call Meeting of City Council to Order
Meeting was called to order by Mayor Carol Lagergren at 6:00pm.
 - 1.1 Pledge of Allegiance

2. Approve Agenda
Change in agenda, remove #10 Closed Meeting.

Motion: Stolz to approve the agenda with the change. Second Storms. Vote 5 – 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment
Resident Christian Pallansch received a code violation letter regarding his property at 793 Tacoma Blvd. Christian explained the reasoning of the extra vehicles on the property. He requested extra time to get his property within City Code compliance. The council asked that Mr. Pallansch meet with the City Administrator to figure out a plan and timeline.

4. Consent Agenda
 - 4.1 Approve minutes of March 27, 2017 meetings
 - 4.2 Approve payment of claims
 - 4.3 Accept Sarah Molnau resignation from EDC
 - 4.4 Approve hiring of Jodi Miller, Custodian

Motion: McPadden to approve the consent agenda. Second Heher. Vote 5 – 0. Motion carried.

5. Public Hearings - none

6. Old Business - none

7. New Business

- 7.1 Beyond the Yellow Ribbon Proclamation

Crystal Dammann gave information regarding the Yellow Ribbon Program on Saturday, May 13, 2017 at 6pm, honoring Vietnam War Veterans and taking a closer look at how it affects the community as a whole. Tickets can be purchased at Citizens Bank or Kleinbank until May 9. Mayor Lagergren read the Beyond the Yellow Ribbon Proclamation.

Motion: Heher to approve the Yellow Ribbon Proclamation. Second Stolz. Vote 5 – 0. Motion carried.

- 7.2 Property and Liability Insurance Renewal

Jeff Hebeisen of Citizens Insurance gave an update of the insurance premiums and coverages for the City (property, liability, work comp).

At this time, the Council agreed to hear from resident Christian Pallansch (minutes are under #3 for Public Comment).

- 7.3 Loomis Builders request for Trunk Fees Reduction for Townhomes

Earlier this year, Loomis Homes requested a reduction in the Trunk Fees for townhomes. Administrative Assistant, Alicia Menzel, contacted Carver County communities near Norwood Young America to find out what their fees are for new construction permits (based on a \$200,000 home). Compared to neighboring communities, Norwood Young America's fees are a little higher.

Motion: McPadden to schedule a Public Hearing on May 8 to discuss lowering the Water & Sewer Trunk Fees. Second Storms. Vote 5 – 0. Motion carried.

7.4 League of MN Cities Annual Conference

Motion: Stolz authorizing two members of the City Council to attend the League of MN Cities Annual Conference. Second McPadden. Vote 5 – 0. Motion carried.

7.5 Schedule Special City Council Meeting

Personnel Committee will be interviewing for the Public Service Technician position on Wednesday, April 26. It is the recommendation of the committee to hold a special meeting to approve hiring the top candidate instead of waiting two weeks until the next City Council meeting.

Motion: Heher to hold a special meeting on Thursday, April 27, 2017 at 7:00am. Second Storms. Vote 5 – 0 Motion carried.

8. Council Member's Reports

Heher: Planning - Beginning in May, meets will be held the 1st Tuesday of each month at 6:00pm. Two Planning Commissioner positions open, if interested, contact Steve Helget at City Hall.

McPadden: EDC – has one opening for an Economic Development Commissioner.

Stolz: Attended a Community Leaders meeting regarding new roads for Minnesota. There is zero money available from the state for new road construction in the metro area for the next 20 years (this includes Highway 212).

Storms: Park & Rec will be meeting this week.

9. Mayor's Report

Personnel Committee excited to have Jodi Miller join the team as the custodian. Accepting applications and will be interviewing soon for the Public Service Technician position.

MNDot will be at the next Work Session on April 24, 2017 at 6:00pm.

~~10. Closed Meeting~~

11. Adjournment

Motion: McPadden to adjourn at 7:13pm. Second Storms. Vote 5 – 0. Motion carried.

Sincerely Submitted:

Kelly Hayes, City Clerk/Treasurer

Mayor

CITY OF NORWOOD YOUNG AMERICA

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

To Be Approved: April 24, 2017

Pre-Paid Claims	<u>\$14,190.03</u>
(Check Sequence #504185-504197)	

Claims Pending Payment	<u>\$120,716.30</u>
(Check Sequence #26754-26793)	

Grand Total	<u>\$134,906.33</u>
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PAYROLL APRIL 20, 2017

CHECK #	EMPLOYEE	GROSS
504185	ARETZ, BRENT R	\$2,080.00
504186	HAAG, HERMAN	\$201.00
504187	HAYES, KELLY	\$2,238.40
504188	HORRMANN, DUANE	\$757.58
504189	NIESEN, CHRISTOPHER	\$1,743.44
504190	SCHNEEDWIND, BRIAN	\$1,476.00
504191	LENZ, DEBRA A	\$1,887.20
504192	MENZEL, ALICIA	\$1,628.00
504193	STENDER, DANIEL H	\$2,017.13
504194	HELGET, STEVE	\$3,485.60
504195	KLOEMPKEN, JASON A	\$1,578.66
504196	VOIGT, ANTHONY	<u>\$2,236.80</u>
504197	KLEINBANK - NET	\$14,190.03
	GROSS	\$21,329.81

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APRIL 2017

	Check Amt	Invoice	Comment
10100 CHECKING			
Paid Chk# 026754	4/24/2017	ARNOLDS OF GLENCOE, INC.	
E 101-45200-221	Repair/Maintenance Equipment	\$394.00	
Total	ARNOLDS OF GLENCOE, INC.	\$394.00	
Paid Chk# 026755	4/24/2017	BERKLEY RISK ADMIN COMPANY	
E 101-43100-360	Insurance (GENERAL)	\$11,957.00	INSURANCE
E 601-49400-360	Insurance (GENERAL)	\$7,457.00	INSURANCE
E 101-41400-360	Insurance (GENERAL)	\$970.00	INSURANCE
E 101-45200-360	Insurance (GENERAL)	\$24,189.00	INSURANCE
E 101-41940-360	Insurance (GENERAL)	\$5,757.00	INSURANCE
E 101-42200-360	Insurance (GENERAL)	\$7,661.00	INSURANCE
E 603-49500-360	Insurance (GENERAL)	\$194.00	INSURANCE
G 251-22100	Escrow Collected	\$14,587.00	INSURANCE
E 101-45500-360	Insurance (GENERAL)	\$53.00	INSURANCE
E 602-49450-360	Insurance (GENERAL)	\$12,240.00	INSURANCE
E 101-49860-360	Insurance (GENERAL)	\$3,507.00	INSURANCE
Total	BERKLEY RISK ADMIN COMPANY	\$88,572.00	
Paid Chk# 026756	4/24/2017	BOND TRUST SERVICES CORP.	
E 517-49331-604	Bond Service Charge	\$150.00	34862 2009A BONDS
Total	BOND TRUST SERVICES CORP.	\$150.00	
Paid Chk# 026757	4/24/2017	CARDMEMBER SERVICE	
E 101-45200-210	Operating Supplies (GENERAL)	\$137.33	
E 101-43100-221	Repair/Maintenance Equipment	\$75.06	
E 101-43100-305	Other Professional Fees	\$17.24	
E 602-49450-305	Other Professional Fees	\$17.23	
E 101-45200-305	Other Professional Fees	\$17.24	
E 101-43100-210	Operating Supplies (GENERAL)	\$137.33	
E 601-49400-210	Operating Supplies (GENERAL)	\$137.33	
E 602-49450-210	Operating Supplies (GENERAL)	\$137.33	
E 101-41330-319	Sr. Advisory Committee	\$31.79	
E 101-49860-210	Operating Supplies (GENERAL)	\$39.82	
E 101-41400-200	Office Supplies (GENERAL)	\$61.92	
E 101-41400-207	Training Instructional	\$245.00	
E 101-41320-326	Newsletter Expenses	\$403.03	
E 601-49400-305	Other Professional Fees	\$17.24	
Total	CARDMEMBER SERVICE	\$1,474.89	
Paid Chk# 026758	4/24/2017	CARQUEST AUTO PARTS	
E 101-42200-221	Repair/Maintenance Equipment	\$26.06	FIRE DEPT ACCOUNT
E 101-43100-221	Repair/Maintenance Equipment	\$20.66	5927-143934 ANTI FREEZE
E 101-43100-221	Repair/Maintenance Equipment	\$4.50	5927-144002 2 COND WIRE
E 601-49400-221	Repair/Maintenance Equipment	\$29.85	5927-144083 MOTORCRAFT, LUBE
E 602-49450-221	Repair/Maintenance Equipment	\$29.84	5927-144083 MOTORCRAFT, LUBE
E 101-45200-221	Repair/Maintenance Equipment	\$10.46	5927-144147 LUBE
E 602-49450-221	Repair/Maintenance Equipment	\$98.66	5927-144258 AMP CHARGER

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		Check Amt	Invoice	Comment
E 101-43100-221	Repair/Maintenance Equipment	\$9.19	5927-144295	WIPER
E 602-49450-221	Repair/Maintenance Equipment	\$12.99	5927-144360	BELT
E 101-43100-221	Repair/Maintenance Equipment	\$134.75	5927-144416	BATTERY
E 602-49450-221	Repair/Maintenance Equipment	\$8.65	5927-145464	FLEECE TOWELS, SOAP, TIRE FOAM
E 601-49400-221	Repair/Maintenance Equipment	\$8.65	5927-145464	FLEECE TOWELS, SOAP, TIRE FOAM
Total CARQUEST AUTO PARTS		\$394.26		
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Paid Chk#	026759	4/24/2017	CARVER COUNTY	
E 101-42100-311	County Police Contract	\$1,125.01	SHERI002826	1ST QTR OVERTIME
Total CARVER COUNTY		\$1,125.01		
<hr/>				
Paid Chk#	026760	4/24/2017	CARVER COUNTY ATTORNEYS OFF	
E 101-41500-307	Prosecution Contract	\$2,810.41		
Total CARVER COUNTY ATTORNEYS OFF		\$2,810.41		
<hr/>				
Paid Chk#	026761	4/24/2017	CARVERLINK-CARVER CO BROADBAND	
E 101-41400-321	Telephone	\$144.40		
E 101-45500-321	Telephone	\$24.07		
E 101-42100-321	Telephone	\$24.07		
E 101-46500-321	Telephone	\$48.13		
E 602-49450-321	Telephone	\$76.90		
E 101-41940-321	Telephone	\$142.25		
E 101-41300-321	Telephone	\$120.34		
E 101-41940-321	Telephone	\$186.99		
E 101-43100-321	Telephone	\$34.23		
E 101-45200-321	Telephone	\$34.23		
E 101-42200-321	Telephone	\$156.90		
E 101-41320-321	Telephone	\$120.34		
E 601-49400-321	Telephone	\$76.90		
Total CARVERLINK-CARVER CO BROADBAND		\$1,189.75		
<hr/>				
Paid Chk#	026762	4/24/2017	CENTER POINT	
E 101-41940-383	Gas Utilities	\$213.66		310 ELM ST W
E 101-41940-383	Gas Utilities	\$33.54		318 ELM ST W
E 101-45500-383	Gas Utilities	\$59.33		341 ELM ST W
E 602-49450-383	Gas Utilities	\$16.31		406 2ND AVE SE
E 601-49400-383	Gas Utilities	\$178.96		104 3RD AVE SE
Total CENTER POINT		\$501.80		
<hr/>				
Paid Chk#	026763	4/24/2017	CENTRAL FIRE PROTECTION, INC	
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$235.00	36899	WATER PLANT
Total CENTRAL FIRE PROTECTION, INC		\$235.00		
<hr/>				
Paid Chk#	026764	4/24/2017	CRADICK, ASHLEE	
E 601-49400-432	Refund	\$92.58		OVERPAYMENT OF WATER BILLS
Total CRADICK, ASHLEE		\$92.58		
<hr/>				
Paid Chk#	026765	4/24/2017	DELTA DENTAL	
G 101-21714	Dental Insurance	\$827.40		

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			Check Amt	Invoice	Comment
Total DELTA DENTAL			\$827.40		
Paid Chk# 026766	4/24/2017	DPC INDUSTRIES INC			
E 602-49450-216	Chemicals and Chem Products		\$744.00	827000448-17	CHLORINE, SULFUR DIOXIDE
Total DPC INDUSTRIES INC			\$744.00		
Paid Chk# 026767	4/24/2017	HELGET, STEVE			
E 101-41320-350	Print/Publishing/Postage		\$52.65		
E 101-41300-331	Travel/Meeting Expense		\$7.64		MEAL
E 101-41300-331	Travel/Meeting Expense		\$43.87		MILEAGE
Total HELGET, STEVE			\$104.16		
Paid Chk# 026768	4/24/2017	ISD 108			
E 101-49860-350	Print/Publishing/Postage		\$200.00		SUMMER REC
E 101-45200-441	Recreation Program		\$5,000.00		SUMMER REC
Total ISD 108			\$5,200.00		
Paid Chk# 026769	4/24/2017	KWIK TRIP INC.			
E 602-49450-212	Motor Fuels		\$70.35		
E 101-43100-212	Motor Fuels		\$39.85		
Total KWIK TRIP INC.			\$110.20		
Paid Chk# 026770	4/24/2017	LANO EQUIPMENT			
E 101-43100-210	Operating Supplies (GENERAL)		\$23.70	8310	SPACER
Total LANO EQUIPMENT			\$23.70		
Paid Chk# 026771	4/24/2017	LOFFLER BUSINESS SYS LLC			
E 101-41400-437	Maintenance Contract		\$461.46		COPIES
Total LOFFLER BUSINESS SYS LLC			\$461.46		
Paid Chk# 026772	4/24/2017	MARSHALL-BOND PUMPS, INC			
E 602-49450-221	Repair/Maintenance Equipment		\$1,241.14	38283.0	DIAPHRAGM
Total MARSHALL-BOND PUMPS, INC			\$1,241.14		
Paid Chk# 026773	4/24/2017	MAYER LUMBER CO.			
E 101-43100-221	Repair/Maintenance Equipment		\$38.40		
E 101-45200-221	Repair/Maintenance Equipment		\$54.72		
Total MAYER LUMBER CO.			\$93.12		
Paid Chk# 026774	4/24/2017	METRO WEST INSPECTION SERVICES			
E 101-42400-312	Building Inspection Fee		\$1,382.63	NA1703	PERMITS
Total METRO WEST INSPECTION SERVICES			\$1,382.63		
Paid Chk# 026775	4/24/2017	MINI BIFF			
E 101-45200-418	Other Rentals (Biffs)		\$64.61	A-85556	LEGION PARK
Total MINI BIFF			\$64.61		
Paid Chk# 026776	4/24/2017	MINNESOTA VALLEY TESTING LAB			
E 601-49400-217	Lab Fees		\$93.00	858111	COLIFORM

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		Check Amt	Invoice	Comment
E 602-49450-217	Lab Fees	\$77.60	858539	NITRATE
Total	MINNESOTA VALLEY TESTING LAB	\$170.60		
Paid Chk# 026777	4/24/2017	MN DEPT OF EMPLOYMENT & EC DEV		
E 101-43100-430	Miscellaneous (GENERAL)	\$530.90		SCHRUPP
total	MN DEPT OF EMPLOYMENT & EC DEV	\$530.90		
Paid Chk# 026778	4/24/2017	MN DEPT OF LABOR & INDUSTRY		
G 101-21721	State Bldg Surcharge Fee	\$333.62		1ST QTR SURCHARGE REPORT
Total	MN DEPT OF LABOR & INDUSTRY	\$333.62		
Paid Chk# 026779	4/24/2017	MN POLLUTION CONTROL AGENCY		
E 602-49450-406	LICENSES	\$1,450.00	10000025787	WASTEWATER PERMIT
Total	MN POLLUTION CONTROL AGENCY	\$1,450.00		
Paid Chk# 026780	4/24/2017	MN STATE FIRE CHIEFS ASSOC		
E 101-42200-207	Training Instructional	\$225.00	200001502	MOLNAU SCHOOLING
Total	MN STATE FIRE CHIEFS ASSOC	\$225.00		
Paid Chk# 026781	4/24/2017	MUNICIPAL DEVELOPMENT GROUP		
E 101-46500-310	Other Professional Services	\$1,062.95	NYA04.09.17	EDC SERVICES
Total	MUNICIPAL DEVELOPMENT GROUP	\$1,062.95		
Paid Chk# 026782	4/24/2017	NORTH AMERICAN SAFETY INC		
E 602-49450-210	Operating Supplies (GENERAL)	\$78.15	26340	FROGWEAR, PIGSKIN
E 602-49450-211	Personal Protection Equipment	\$134.50	26341	WINDBREAKER
Total	NORTH AMERICAN SAFETY INC	\$212.65		
Paid Chk# 026783	4/24/2017	NYA TIMES		
E 101-43100-350	Print/Publishing/Postage	\$91.87	474392	PST
E 101-45200-350	Print/Publishing/Postage	\$39.37	474392	PST
E 101-43100-350	Print/Publishing/Postage	\$73.50	474393	PSW
E 101-45200-350	Print/Publishing/Postage	\$31.50	474393	PSW
E 101-41320-350	Print/Publishing/Postage	\$41.58	476392	DOG DAYCARE
E 101-41320-350	Print/Publishing/Postage	\$41.58	476393	C-3 AMENDMENT
E 101-41320-350	Print/Publishing/Postage	\$34.02	476394	120 MORSE ST
E 101-45200-350	Print/Publishing/Postage	\$39.38	477005	PST
E 101-43100-350	Print/Publishing/Postage	\$91.88	477005	PST
E 101-41320-350	Print/Publishing/Postage	\$30.24	478889	HT HOMES VACATION
E 101-41320-350	Print/Publishing/Postage	\$143.64	478890	HT THOMES
Total	NYA TIMES	\$658.56		
Paid Chk# 026784	4/24/2017	PRO AUTO & TRANSMISSION REPAIR		
E 101-42200-221	Repair/Maintenance Equipment	\$1,187.36	0056188	GRASS RIG
E 101-42200-221	Repair/Maintenance Equipment	\$118.50	0056200	PARADE TRUCK
E 101-42200-221	Repair/Maintenance Equipment	\$52.18	0056256	FIRE RESCUE
E 101-42200-221	Repair/Maintenance Equipment	\$179.88	0056260	FIRE TANKER
total	PRO AUTO & TRANSMISSION REPAIR	\$1,537.92		

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			Check Amt	Invoice	Comment
Paid Chk# 026785	4/24/2017	QUILL CORPORATION			
E 101-41400-200	Office Supplies (GENERAL)		\$70.13	5961990	BINDERS, CARD HOLDER
	Total QUILL CORPORATION		\$70.13		
Paid Chk# 026786	4/24/2017	RAETHER, KEVIN			
E 101-42200-210	Operating Supplies (GENERAL)		\$31.97		ENGINE 21 EQUIPMENT
E 101-42200-417	Uniform		\$35.25		BADGE UNIFORM DRESS
E 101-42200-207	Training Instructional		\$56.18		MILEAGE
	Total RAETHER, KEVIN		\$123.40		
Paid Chk# 026787	4/24/2017	SOUTH CENTRAL TECH. COLLEGE			
E 101-42200-207	Training Instructional		\$390.00	88372	RAETHER, ULRICH, KELLER
	Total SOUTH CENTRAL TECH. COLLEGE		\$390.00		
Paid Chk# 026788	4/24/2017	STRACK CONSULTING LLC			
E 101-41320-305	Other Professional Fees		\$1,420.00	1052	PLANNING CONSULTANT
	Total STRACK CONSULTING LLC		\$1,420.00		
Paid Chk# 026789	4/24/2017	TURFWERKS			
E 101-45200-221	Repair/Maintenance Equipment		\$193.86		BLADES
	Total TURFWERKS		\$193.86		
Paid Chk# 026790	4/24/2017	TWIN CITIES & WESTERN RAILROAD			
E 101-43100-440	Lease		\$68.38	M012332-IN	CROSSING PERMIT
	Total TWIN CITIES & WESTERN RAILROAD		\$68.38		
Paid Chk# 026791	4/24/2017	VOIGT, TONY			
E 602-49450-221	Repair/Maintenance Equipment		\$179.98		SUMP PUMP
E 101-45200-331	Travel/Meeting Expense		\$11.48		MEAL
	Total VOIGT, TONY		\$191.46		
Paid Chk# 026792	4/24/2017	XCEL ENERGY			
E 101-45200-381	Electric Utilities		\$18.27		710 RR ST E
E 601-49400-381	Electric Utilities		\$2,393.17		140 3RD AVE SE
E 601-49400-381	Electric Utilities		\$9.19		
E 101-43100-380	Street Lighting		\$2,246.61		
E 101-45200-381	Electric Utilities		\$95.05		
E 101-42500-381	Electric Utilities		\$10.45		
	Total XCEL ENERGY		\$4,772.74		
Paid Chk# 026793	4/24/2017	XTREME ELECTRICAL			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$112.01	17-8890	WTP PHOTO EYE
	Total XTREME ELECTRICAL		\$112.01		
	10100 CHECKING		\$120,716.30		

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APRIL 2017

Check Amt Invoice Comment

Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$78,330.79
251 HARBOR AT PEACE	\$14,587.00
517 Oak Grove Debt Service	\$150.00
601 WATER FUND	\$10,840.88
602 SEWER FUND	\$16,613.63
603 STORM WATER UTILITY	\$194.00
	<hr/>
	\$120,716.30



TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: April 24, 2017

RE: Resignation of Jason Kloempken; authorization to post Public Service Technician position

On April 14, 2017, Public Service Technician Jason Kloempken submitted a letter of resignation. Jason started working for the City of Norwood Young America in September 2013. We wish Jason the best in his future endeavors.

RECOMMENDATION:

A motion to accept the resignation of Public Service Technician Jason Kloempken.

AND

A motion to post the Public Service Technician position.

Norwood Young America



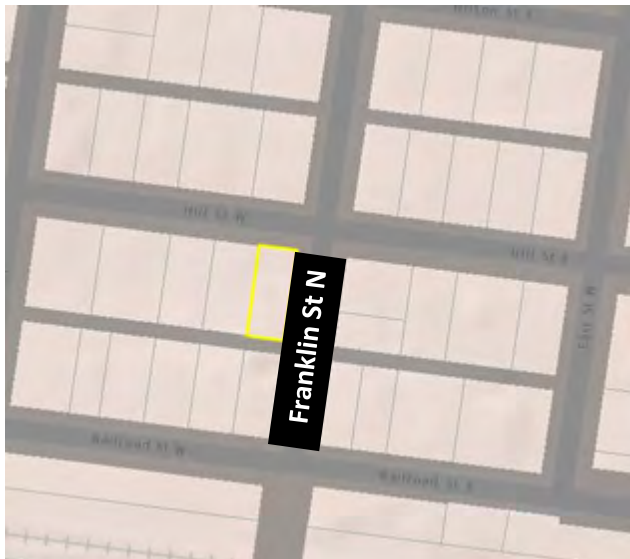
TO: Mayor Lagergren and Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: April 24, 2017

RE: Street Closing Request – Tina Diedrick

Resident Tina Diedrick at 223 Franklin Street N is requesting to close the street in front of her house for a graduation party on Friday, May 19, 2017, from noon until midnight. The street closure would be on Franklin Street North from Railroad Street West to Hill Street West (as indicated in the darkened area below). Ms. Diedrick has contacted and received approval from all of the residents on this street that would be affected by the closure.



RECOMMENDATION:

A motion to approve closing Franklin Street from Railroad St W to Hill Street W on Friday, May 19, 2017 from noon until midnight.

Norwood Young America



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

From: Cynthia Smith Strack, Consulting Planner

Date: April 24, 2017

Re: Public Hearing: Vacation of portion of Liberty Street (Wigfield, Teply, Hurst)

Applicants: Andy and Julie Wigfield (Purchaser)
Seth Teply (Property Owner)
Daniel Hurst (Property Owner)

Subject Property Address: 524 Elm Street West

Legal Description: See Attached

Property ID: 580500720

Zoning Class: R-3 Medium Density Mixed Residential

Request: Public Hearing to consider vacation of a portion of an unimproved street (Liberty Street) right of way to accommodate an existing attached garage constructed in the ROW decades previously.

BACKGROUND

On March 27th the City Council examined a petition for vacation of a portion of unimproved Liberty Street between Elm Street West and the railway in the 500 Block of Elm Street West. The Council called for a public hearing to consider the matter after petition examination.

Petitioners for partial vacation are the holder of a purchase agreement and the fee owners at 524 Elm Street West and adjacent property owners Peter and Michelle Luskey and Marilyn Franck. The request relates to a partial vacation of the eastern half of Liberty Street. The partial vacation would accommodate an attached garage which is located in the public right of way.

Public notice was posted, mailed to area property owners and private utilities, and published in the NYA Times twice. The Planning Commission considered the matter at a meeting April 18th and recommended approval. The City Engineer and City Attorney have examined the request. The City Attorney has drafted a resolution for consideration.

Please find attached the following:

1. A petition for partial street vacation
2. A survey and legal description of the proposed vacation
3. An area map of the subject property
4. Review comments – City Engineer
5. Comment letter Xcel Energy
6. Draft minutes from the PC meeting
7. Resolution as drafted by City Attorney Jay Squires

Representations by Applicant:

- The vacation of an approximate 1,054 sf of unimproved Progress Street (scalene triangle in shape) is proposed.
- A certificate of survey has been obtained and the survey has been used to demonstrate a proposed partial street vacation.
- The furthest point of projection into the unimproved right of way proposed for vacation is 17 feet (portion of eastern half of public street ROW and western boundary of subject lot).
- The garage was constructed in the public easement decades ago.
- Clear title to the subject property is not achievable but for the vacation request or removal of the attached garage.
- The encroachment results from common perception in the vicinity of the property that lots in the 500 block of Elm Street West are oriented perpendicular to Elm Street as opposed to intersecting but not perpendicular to the street. As a result encroachment of personal property improvements on non-fee owner properties are replicated throughout the vicinity.

EXAMINATION OF REQUEST

Norwood Young America is a statutory city, therefore, state statute governs vacation of easements. Although the request is for a partial street right of way easement vacation, the statutory process is the same. Planning Commission consideration is not part of the required vacation review process but was requested. The City Council is responsible for consideration of easement vacation requests.

The City Engineer has reviewed the request and notes:

1. To the best of his knowledge no public utilities are located in the subject area.
2. Private utilities could be located in the subject area that are unknown by the City at this time (please note notices mailed).
3. Property to the North is privately owned. Private development "Hidden Glen" was proposed but never materialized. City Engineer recommends access to the private property be retained. At this time West Street and Liberty Street provide access with West Street perhaps being the most viable. There is a potential water main looping may need to occupy the Liberty Street right of way. Adequate remaining width appears to be able to accommodate said looping.
4. The proposed vacation results in narrowing of the right of way. If an improved street is necessary in the future, the boulevard will be smaller if a 34' paved roadway is envisioned. Alternately a roadway of less width is possible.
5. Retaining a drainage/utility easement over the vacated portion of the street, except for where the detached garage is located, is recommended.
6. Miscellaneous adjustments to the legal description were recommended.

The City has received correspondence from Xcel Energy (attached). Xcel recommends retaining a utility easement across the vacated portion.

The Planning Commission considered the item at an April 18th meeting and recommended approval (minutes attached).

City Attorney Squires has drafted a resolution for consideration.

ACTION

The Council is to hold the public hearing. Following the hearing the Council is to take action on the partial vacation request.

**ATTACHMENT A
LEGAL DESCRIPTION**

That part of Block 10 of the Village of Norwood, according to the plat thereof on file and of record in the office of the Register of Deeds in and for County of Carver, State of Minnesota, described as follows: Commencing at the Southwest corner of said Block 10; thence running Northerly along the West line of said Block 10 a distance of 125 feet; thence due East to the point of intersection with a line drawn due North and South through a point on the South line of said Block 10, which is 90 feet East of the point of beginning as measured along said South line; thence due South along said line to the South line of said Block 10; thence West along the South line of Block 10 a distance of 90 feet to the point of beginning.

Planning and Zoning Application

City of Norwood Young America
310 Elm St. W, PO Box 59
Norwood Young America, MN 55368
Phone: (952) 467-1800 Fax: (952) 467-1818

Applicant's Name Andy & Julie Wigfield		Telephone Home: Andy: 952 737 7467 Work: Julie: 952 737 7403																														
Address (Street, City, State, ZIP) 14480 County Rd 31 Hamburg, MN 55339																																
Property Owner's Name (If different from above) HT Homes LLC		Telephone Home: Seth Teply: 320-469-0085 Work: Daniel Hurst: 320-223-0037																														
Location of Project 524 Elm St. W Norwood Young America, MN 55368																																
Legal Description SECT 15 TWP 115 RANGE 026 CITY LOTS OF NORWOOD BLOCK 10 W 90' OF S 125' OLD # 60.0500800																																
Description of Request (Attach separate sheet, if necessary) We are requesting that the City vacate a designated parcel of land (attached) and deed it to the property at 524 Elm St W in order to allow the NW pin of said property to be moved 17' to the W to solve the issue of the existing garage overhanging the lot line. The garage has been on the property and maintained for 40+ years by many different owners. By moving the pin 17' W this will square off the property and bring the garage (in-full) onto said property. It is in the public interest to vacate this parcel of land and have it deeded to 524 Elm St. W because it would clear up a confusing title issue for future residents.																																
<p>Proposed Action(s): Check all that apply</p> <table border="0"> <tr> <td><input type="checkbox"/> Annexation \$300.00</td> <td><input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow</td> <td><input type="checkbox"/> Storm Water Plan \$250.00</td> </tr> <tr> <td><input type="checkbox"/> Application for Appeal \$150.00</td> <td><input type="checkbox"/> Sketch Plat \$200.00 + Escrow</td> <td><input type="checkbox"/> Rezoning \$350.00</td> </tr> <tr> <td><input type="checkbox"/> City Code Amendment \$250.00</td> <td><input type="checkbox"/> Site Plan \$300.00 + Escrow</td> <td><input checked="" type="checkbox"/> Street/Alley Vacation \$150.00</td> </tr> <tr> <td><input type="checkbox"/> Parking Reduction \$100.00</td> <td><input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow</td> <td><input type="checkbox"/> Zoning Text Amendment \$300.00</td> </tr> <tr> <td><input type="checkbox"/> CUP/IUP \$200.00 (Residential)</td> <td><input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow</td> <td><input checked="" type="checkbox"/> Recording Fee \$46.00</td> </tr> <tr> <td><input type="checkbox"/> CUP/IUP \$300.00 (Non Residential)</td> <td><input type="checkbox"/> PUD Final Plan \$300.00 + Escrow</td> <td><input checked="" type="checkbox"/> Other <u>ESCROW \$2500.00</u></td> </tr> <tr> <td><input type="checkbox"/> Variance \$150.00 (Residential)</td> <td><input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Variance \$200.00 (Non Residential)</td> <td><input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lot Split \$200.00</td> <td><input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Public Hearing Notice \$75.00</td> <td><input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow</td> <td></td> </tr> </table>			<input type="checkbox"/> Annexation \$300.00	<input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow	<input type="checkbox"/> Storm Water Plan \$250.00	<input type="checkbox"/> Application for Appeal \$150.00	<input type="checkbox"/> Sketch Plat \$200.00 + Escrow	<input type="checkbox"/> Rezoning \$350.00	<input type="checkbox"/> City Code Amendment \$250.00	<input type="checkbox"/> Site Plan \$300.00 + Escrow	<input checked="" type="checkbox"/> Street/Alley Vacation \$150.00	<input type="checkbox"/> Parking Reduction \$100.00	<input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow	<input type="checkbox"/> Zoning Text Amendment \$300.00	<input type="checkbox"/> CUP/IUP \$200.00 (Residential)	<input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow	<input checked="" type="checkbox"/> Recording Fee \$46.00	<input type="checkbox"/> CUP/IUP \$300.00 (Non Residential)	<input type="checkbox"/> PUD Final Plan \$300.00 + Escrow	<input checked="" type="checkbox"/> Other <u>ESCROW \$2500.00</u>	<input type="checkbox"/> Variance \$150.00 (Residential)	<input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow		<input type="checkbox"/> Variance \$200.00 (Non Residential)	<input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow		<input type="checkbox"/> Lot Split \$200.00	<input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow		<input checked="" type="checkbox"/> Public Hearing Notice \$75.00	<input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow	
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<p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK</p> <p>Escrow Deposit \$2,000.00</p> <p>Escrow Deposit - Site Plan Review: \$7,500 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)</p> <p>Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00</p> <p>ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.</p> <p>*APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED*</p>																																
The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of Chapter 11 and Chapter 12 of the City Code and other applicable ordinances.																																
Applicant's Signature: <i>Julie Wigfield</i>		Date: <i>3/12/17</i>																														
Fee Owner's Signature: <i>Seth Teply</i>		Date: <i>3/12/17</i>																														
For Office Use Only																																
Accepted By:	Amount	Date																														

G806-22100 ESCROW



Right-of-Way Vacation Checklist

APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED.

Applicant Check-in		City Check-in
	Two (2) 11"x17" sets of the following: <ul style="list-style-type: none">1. Names, addresses, and signatures of abutting property owners.2. Certificate of survey indicating right-of-way to be vacated and related legal description(s).3. Statement of why it would be in the public interest to vacate said right-of-way	
	Cash fee: \$150.00	
	Public hearing notice fee: \$75.00	
	Completed application form	

ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.

1. 614 Elm St. W. Norwood Young America, MN 55368
Peter J. Luskey & Michelle L. Luskey

610 Elm St. W Norwood Young America, MN 55368
Marilyn Franck

524 Elm St. W. Norwood Young America, MN 55368
HT Homes LLC (Seth Teply & Daniel Hurst)

2. ATTACHED

3. We are requesting that the City vacate a designated parcel of land on Liberty St. (attached) and deed it to the property at 524 Elm St. W in order to allow the NW pin of said property to be moved 17' to the W to solve the issue of the existing garage overhanging the lot line. The garage has been on the property and maintained for 40+ years by a few different owners. By moving the pin 17' W this will square off the lot and bring the garage (in-full) onto said property. It is in the public interest to vacate this parcel of land and have it deeded to 524 Elm St. W because it would clear up a confusing title issue for future residents.

CURRENT

Certificate of Survey

~ for ~ HT Homes, LLC

of: 524 Elm Street West
NYA, MN 55368



DESCRIPTION OF PROPERTY:

That part of Block 10 of the Village of Norwood, according to the plat thereof on file and of record in the office of the Register of Deeds in and for County of Carver, State of Minnesota, described as follows: Commencing at the Southwest corner of said Block 10; thence running Northerly along the West line of said Block 10 a distance of 125 feet; thence due East to the point of intersection with a line drawn due North and South through a point on the South line of said Block 10, which is 90 feet East of the point of beginning as measured along said South line; thence due South along said line to the South line of said Block 10; thence West along the South line of Block 10 a distance of 90 feet to the point of beginning.

LEGEND

- Found Iron Monument
- Set 1/2" X 14" Iron Pipe

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Minnesota.

Steven V. Iache 22703 02/24/17
License No. Date

PRQJ. NO.: 1460-00

PREMIER
LAND SURVEYING, LLC

1600 Arboretum Blvd., Suite 203
Victoria, MN 55386
952-443-3010

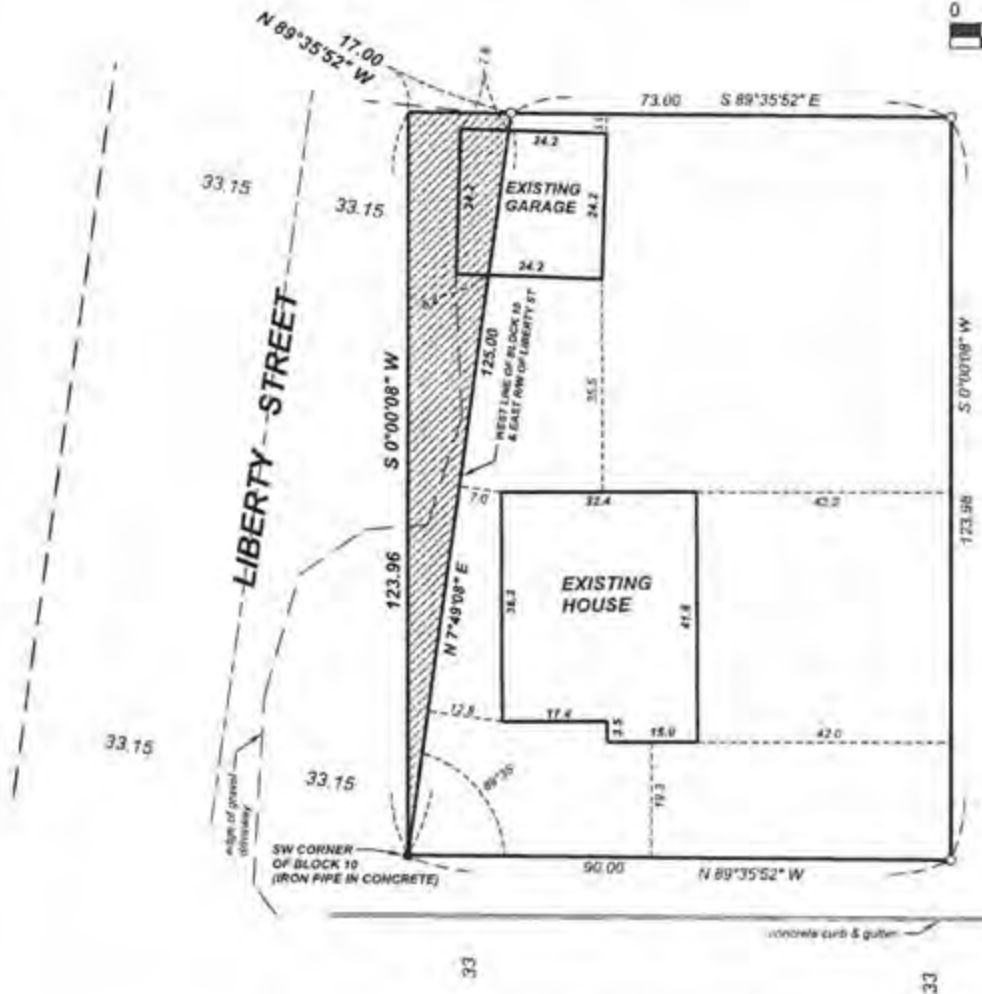
#2

PROPOSED

Sketch & Description

~ for ~ Liberty Street Vacation

at: 524 Elm Street West
NYA, MN 55368



 DENOTES PROPOSED STREET VACATION

ELM STREET WEST

PROPOSED DESCRIPTION FOR LIBERTY STREET VACATION:

That part of Liberty Street, as shown on the plat of Village of Norwood, according to the recorded plat thereof on file and of record in the office of the County Recorder, Carver County, Minnesota, described as follows:

Commencing at the Southwest corner of Block 10, in said plat, thence running Northerly along the West line of said Block 10 a distance of 125 feet; thence due West, parallel with the South line of said Block 10 a distance of 17.00 feet; thence South 123.96 feet to the point of beginning.

Containing 1054 s.f.

LEGEND

- Found Iron Monument
- Set 1/2" X 14" Iron Pipe

I hereby certify that this survey was prepared by me or under my direct supervision and that I am a duly licensed Professional Land Surveyor under the laws of the State of Minnesota.

Steven V. Ische 22703 03/10/17
License No. Date

PROJ. NO.: 1450-00

PREMIER
LAND SURVEYING, LLC

1600 Arboretum Blvd., Suite 203
Victoria, MN 55386
952-443-3010

**PETITION FOR VACATION OF A PORTION OF LIBERTY STREET IN
THE CITY OF NORWOOD YOUNG AMERICA,
COUNTY OF CARVER, MINNESOTA**


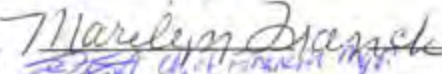
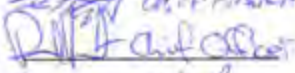

TO: The City Council of Norwood Young America, Minnesota

The undersigned, a majority of the property owners as set forth opposite their respective names, abutting on Liberty Street, respectfully petition the City Council to vacation the aforesaid portion of Liberty Street.

The portion of Liberty Street proposed for vacation is legally described as:

Commencing at the Southwest corner of Block 10, in said plat; thence running Northerly along the West line of said Block 10 a distance of 125 feet; thence due West, parallel with the South line of said Block 10 a distance of 17.00 feet; thence South 123.96 feet to the point of beginning.

Containing 1054 s.f.

Print Name	Signature	Address or Description of Property
Peter J & Michelle L. Luskey		614 Elm St. W
Marilyn Franck		610 Elm St. W.
HT Homes LLC		524 Elm St. W. (current owners)
Andy & Julie Wigfield		524 Elm St. W. (future owners)

Received on the 4 day of March, 2017



(Signature of City Clerk)



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: 3/7/2017



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

MEMORANDUM

Date: 4/10/17
To: Cynthia Smith Strack
From: John Swanson
Subject: Liberty Street Partial Vacation – 524 Elm Street
City of Norwood Young America, MN

Ms. Smith Strack:

We have looked at the information provided for the above referenced partial street vacation from an engineering perspective. We offer the following comments for your consideration:

- 1) To the best of our knowledge, no public utilities are located within the subject area of Liberty Street.
- 2) There is a potential that private utilities could be present in the subject area that are unknown by us or the City at this time.
- 3) The property to the north is privately owned. A proposed development on this property was presented to the City in 2007, known as “Hidden Glen”. That development proposal never materialized. We offer the following considerations:
 - a. A viable access to the “Hidden Glen” property should be maintained. West Street and Liberty Street provide that access. That being said, one access is likely acceptable for the property due to the minimal number of units the property can accommodate. West Street appears to be the most viable location for singular access to this property, based on existing utilities and topography. In addition, the previous development plans submitted to the City indicated West Street as the proposed primary access.
 - b. Sewer sanitary service to this property is intended to go north to Railroad Street.
 - c. Storm sewer discharge is to the north and east.
 - d. There is a potential that watermain looping along Liberty Street may be required. The proposed vacation area appears to maintain adequate Right of Way space for future watermain installation should it become necessary.

- 4) The proposed vacation area results in a narrowing of the existing Right of Way to approximately 49 feet, at the north end of the lot. In the event that it became necessary to construct a standard 34 foot wide street on Liberty Street, the boulevard area would be approximately 7.5 feet on each side, which is potentially closer than ideal to existing structures. Alternative street widths can be evaluated should it become necessary. From an engineering perspective, the resulting 49 foot Right of Way width appears to be acceptable in this instance.
- 5) In general, from an engineering perspective, it is preferred to maintain a drainage and utility easement encumbering any vacated Right of Way in the event that existing unknown public or private utilities exist in the vacated area, or it becomes necessary to extend public improvements within the vacated area.

Considering the size, configuration and location of the proposed vacation, it appears maintaining an easement encumbering the entire vacated area is not necessary, from an engineering perspective.

It may be prudent to consider maintaining a 5 foot wide drainage and utility easement along the newly created east Right of Way line (west lot line), from the north line of Elm Street to the north line of the subject lot.

Considering the above it appears the proposed partial vacation is acceptable from an engineering perspective.



414 Nicollet Mall – MP8
Minneapolis, MN 55401
sean.w.lawler@xcelenergy.com

April 12, 2017

City of Norwood Young America
310 Elm St. W., PO Box 59
Norwood Young America, MN 55368

Re: Vacation of a Portion of a Public Right-Of-Way Easement - Liberty Street

To Whom It May Concern,

I am writing in response to the referenced Notice of Public Hearing on behalf of Xcel Energy. Xcel Energy maintains electric facilities in that portion of Liberty Street to be vacated and therefore requests an easement be retained over and across the vacation area described as follows:

That part of Liberty Street, as shown on the plat of Village of Norwood, according to the recorded plat thereof on file and of record in the office of the County Recorder, Carver County, Minnesota, described as follows: Commencing at the Southwest corner of Block 10, in said plat; thence running Northerly along the West line of Said Block 10 a distance of 125 feet; thence due west, parallel with the South line of said Block 10, a distance of 17.00 feet; thence South 123.96 feet to the point of beginning.

Once completed, please provided a copy of the recorded resolution. Please feel free to contact me with any questions or concerns.

Sincerely,

Sean Lawler
Xcel Energy
Siting & Land Rights
612.330.1956
sean.w.lawler@xcelenergy.com

Commission wanted to remove any reference to disorderly conduct, then that suggestion should be made. Strack noted she would not recommend going to public hearing if changes are pending.

Kemp suggested allowing a rental property owner to propose their own management plan or use the sample created by the City.

The Commission reached consensus to continue discussion at the next meeting.

7. Old Business.

A. Partial Vacation of Liberty Street: 524 Elm Street West.

Heher introduced the agenda item.

Strack stated the City Council has requested input from the Planning Commission regarding vacation of a 1,054 sf portion of unimproved Liberty Street in the 500 Block of West Elm Street. A similar issue was heard in 2015 in the same block. If approved the vacation would allow an existing detached garage to remain in its present location. The City Council will be holding a public hearing on the request on April 24th.

Petitioners for partial vacation are the holder of a purchase agreement and the fee owners at 524 Elm Street West and adjacent property owners Peter and Michelle Luskey and Marilyn Franck. The request relates to a partial vacation of the eastern half of Liberty Street. The partial vacation would accommodate an attached garage which is located in the public right of way.

Strack stated the Applicant's represented:

- The vacation of an approximate 1,054 sf of unimproved Liberty Street (scalene triangle in shape) is proposed.
- A certificate of survey has been obtained and the survey has been used to demonstrate a proposed partial street vacation.
- The furthest point of projection into the unimproved right of way proposed for vacation is 17 feet (portion of eastern half of public street ROW and western boundary of subject lot).
- The garage was constructed in the public easement decades ago.
- Clear title to the subject property is not achievable but for the vacation request or removal of the attached garage.
- The encroachment results from common perception in the vicinity of the property that lots in the 500 block of Elm Street West are oriented perpendicular to Elm Street as opposed to intersecting but not perpendicular to the street. As a result encroachment of personal property improvements on non-fee owner properties are replicated throughout the vicinity.

Strack noted Norwood Young America is a statutory city, therefore, state statute governs vacation of easements. Although the request is for a partial street right of way easement vacation, the statutory process is the same. The City Council is responsible for consideration of easement vacation requests.

The City Engineer has reviewed the request and notes:

1. To the best of his knowledge no public utilities are located in the subject area.
2. Private utilities could be located in the subject area that are unknown by the City at this time (please note notices mailed).
3. Property to the North is privately owned. Private development "Hidden Glen" was proposed but never materialized. City Engineer recommends access to the private property be retained. At this time West Street and Liberty Street provide access with West Street perhaps being the most viable. There is a potential water main looping may need to occupy the Liberty Street right of way. Adequate remaining width appears to be able to accommodate said looping.
4. The proposed vacation results in narrowing of the right of way. If an improved street is necessary in the future, the boulevard will be smaller if a 34' paved roadway is envisioned. Alternately a roadway of less width is possible.
5. Retaining a drainage/utility easement (5') along the newly created lot line is recommended.

The City has received correspondence from Xcel Energy. Xcel recommends retaining a utility easement across the vacated portion.

Strack stated City Attorney Jay Squires will be drafting an easement and resolution for consideration by the City Council on April 24th. If approved, presumably a quit claim deed would be drafted to convey property to the Applicant.

Discussion regarding extent of Liberty Street proposed for vacation and access to the "Hidden Glen" property occurred.

Motion – Hoernemann, Second Kemp, to recommend the Council approve the proposed partial vacation of Liberty Street. Motion carried 4-0.

Strack noted agenda item 5.B. had been inadvertently skipped. Heher introduced the agenda item relating to appointment of a liaison from the Planning Commission to the EDC. Commissioners agreed to delay appointment of a liaison until additional members were appointed to the PC.

B. Pylon Signs in the RC-1 District.

Heher introduced the agenda item.

Strack noted the City has received an inquiry regarding maximum sign area for pylon signs in the RC-1 District adjacent to Railroad Street. The request involves adding on to an

RESOLUTION NO. 2017-11

**A RESOLUTION VACATING A PORTION OF LIBERTY STREET
THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA,
MINNESOTA DOES HERERBY RESOLVE AS FOLLOWS:**

WHEREAS, the City was presented with a petition to vacate a portion of Liberty Street as described in Exhibit A.

WHEREAS, a public hearing to consider the vacation of such road was held on the 24th day of April, 2017, before the City Council in the City Hall at 6:00 p.m. after due published and posted notice had been given, as well as personal mailed notice to all affected property owners by the City Clerk on the 3rd day of April, 2017 and all interested and affected persons were given an opportunity to voice their concerns and be heard; and

WHEREAS, any person, corporation or public body owner or controlling easements contained upon the property vacated, reserves the right to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace or otherwise attend thereto; and

WHEREAS, the council in its discretion has determined that the vacation will benefit the public interest because the road has not been used as a public road for many years, and vacation of the road will conform property lines to existing uses in the area; and

WHEREAS, four-fifths of all members of the City Council concur in this resolution;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF HANOVER, COUNTY OF WRIGHT MINNESOTA, that the portion of Liberty Street described in Exhibit A is hereby vacated, subject to the City's retention of a drainage and utility purposes easement as described in Exhibit B.

Adopted by the Council this 24th day of April 2017.

Mayor

Attested by:

Clerk



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

From: Cynthia Smith Strack, Consulting Planner

Date: April 24, 2017

Re: Ordinance Rezoning 120 Morse Street North C-3 to R-3

Applicant: Suman Thotakura – Property Owner

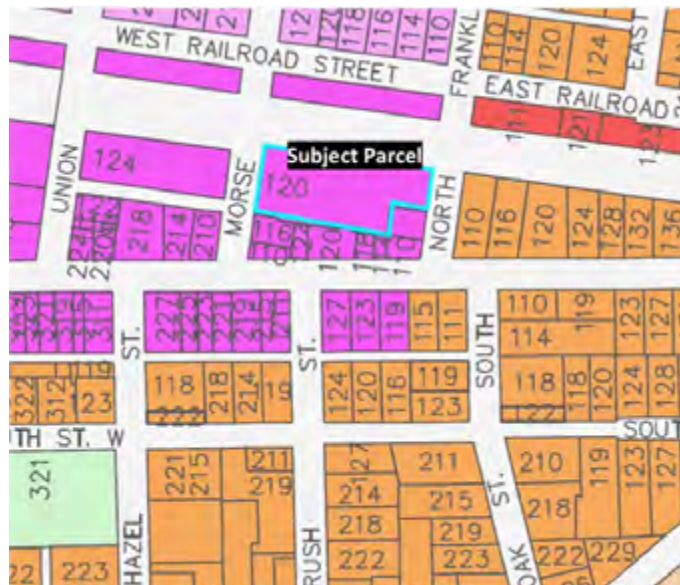
Subject Property Address: 120 Morse Street North

Legal Description: AS SURVEYED P/O FORMER RR R-O-W SITUATED IN NW1/4 DESC AS: BEG AT NW CORN BLK 6 CITY OF NORWOOD, TH N ALONG E LINE MORSE ST 149.85' TH S89°E 354.53' TO WLY LINE FRANKLIN ST TH S ON W LINE FRANKLIN ST 149.87' TO NE CORN BLK 6 TH N89°W ON N LINE BLK 6 355.8 OF TRACT DESC AS: P/O FORMER RR R-O-W IN NW1/4 SECT 14: BEG AT NW CORN OF BLK 6 CITY OF NORWOOD TH N ALONG E LINE OF MORSE ST 149.85' TH S89°E 354.53' TO WLY LINE OF FRANKLIN ST TH S ON W LINE OF FRANKLIN ST 149.87' TO NE CORN OF BLK 6 TH N89°W ON N LINE

Property ID: 580145250

Zoning Class: C-3 Downtown District

Request: Consider **Ordinance** Rezoning to R-3 Medium Density Mixed Residential District



BACKGROUND

The residential structure at 120 Morse Street North is currently non-homestead and renter occupied. Rental housing as a principal use of the entire dwelling is not an allowed use in the C-3 Downtown District (current zoning).

Lisa Mosley (Broker) and Suman Thotakura (Property Owner) have applied for rezoning of the subject parcel to R-3, Medium Density Mixed Residential District.

Rezoning was an option suggested by City Administrator Helget in a compliance letter after he became the property was being rented. After receiving the correspondence and having discussions with staff, Ms. Mosley applied for rezoning on behalf of her client, Mr. Thotakura. Both have signed the attached application.

PC RECOMMENDATION

The Applicant has petitioned for rezoning as R-3 Residential. R-3 zoning abuts the subject parcel to the east and south; therefore, the rezoning will not constitute "spot zoning". The code does not specify review criteria or required standards for approving a rezoning request. The Code does require specific adoption criteria – i.e. a two-thirds super majority vote by the City Council.

The Code standard is as follows:

Subd. 1 Adoption. This chapter may be amended, changed or altered only by a favorable (two-thirds) majority vote of all members of the City Council, and only after a public hearing has been duly advertised and held by the Planning Commission.

DISCUSSION: This Section applies to rezoning and text amendments to the land use code. The applicable standard doesn't include minimum review criteria. The Applicant is requesting the property be rezoned to R-3 Residential to reflect the fact the structure is a dwelling (as opposed to a commercial structure) and to reflect the current and recent use of the structure.

The Planning Commission held a public hearing on the matter on April 18th following hearing notice publication, posting, and distribution to property owners within 350 feet of the subject parcel.

Following the hearing and discussion the Planning Commission recommended the City Council approve the rezoning request. Please find draft meeting minutes attached for consideration.

ACTION:

The City Council is to consider the rezoning request and approve or deny the attached Ordinance.

ATTACHMENTS:

Memo
Draft Rezoning Ordinance
Application
Map
Draft PC Minutes

Planning and Zoning Application

City of Norwood Young America
310 Elm St. W, PO Box 59
Norwood Young America, MN 55368
Phone: (952) 467-1800 Fax: (952) 467-1818

Applicant's Name <i>Lisa McMahon-Mosley</i>		Telephone Home: _____ Work/Cell: <i>952-240-9948</i>				
Address (Street, City, State, ZIP) <i>225 Sibley Cir Carver MN 55315 / 9910 Drew St S #209 Bloomington MN 55431</i>						
Property Owner's Name (If different from above) <i>Suman Thotakura</i>		Telephone Home: _____ Work/Cell: <i>612-309-4872</i>				
Location of Project <i>120 Morse St #A</i>						
Legal Description <i>Section 14 Township 11S Range 026</i>						
Description of Request (Attach separate sheet, if necessary) <i>See attach sheet</i>						
<p style="text-align: center;">Proposed Action(s): Check all that apply</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> City Code Amendment \$250.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> CUP/IUP \$200.00 (Residential) <input type="checkbox"/> CUP/IUP \$300.00 (Non Residential) <input type="checkbox"/> Variance \$200.00 (Residential) <input type="checkbox"/> Variance \$300.00 (Non Residential) <input type="checkbox"/> Lot Split \$200.00 <input checked="" type="checkbox"/> Public Hearing Notice \$75.00 </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> PUD Gen. Concept Plan \$400.00 + Escrow <input type="checkbox"/> Prelim Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Rezoning \$350.00 <input type="checkbox"/> Street/Alley Vacation \$150.00 <input checked="" type="checkbox"/> Zoning Text Amendment \$300.00 <input type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Boundary Line Adjustment \$100.00 <input type="checkbox"/> Other _____ </td> </tr> </table>				<input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> City Code Amendment \$250.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> CUP/IUP \$200.00 (Residential) <input type="checkbox"/> CUP/IUP \$300.00 (Non Residential) <input type="checkbox"/> Variance \$200.00 (Residential) <input type="checkbox"/> Variance \$300.00 (Non Residential) <input type="checkbox"/> Lot Split \$200.00 <input checked="" type="checkbox"/> Public Hearing Notice \$75.00	<input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> PUD Gen. Concept Plan \$400.00 + Escrow <input type="checkbox"/> Prelim Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow	<input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Rezoning \$350.00 <input type="checkbox"/> Street/Alley Vacation \$150.00 <input checked="" type="checkbox"/> Zoning Text Amendment \$300.00 <input type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Boundary Line Adjustment \$100.00 <input type="checkbox"/> Other _____
<input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> City Code Amendment \$250.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> CUP/IUP \$200.00 (Residential) <input type="checkbox"/> CUP/IUP \$300.00 (Non Residential) <input type="checkbox"/> Variance \$200.00 (Residential) <input type="checkbox"/> Variance \$300.00 (Non Residential) <input type="checkbox"/> Lot Split \$200.00 <input checked="" type="checkbox"/> Public Hearing Notice \$75.00	<input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> PUD Gen. Concept Plan \$400.00 + Escrow <input type="checkbox"/> Prelim Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow	<input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Rezoning \$350.00 <input type="checkbox"/> Street/Alley Vacation \$150.00 <input checked="" type="checkbox"/> Zoning Text Amendment \$300.00 <input type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Boundary Line Adjustment \$100.00 <input type="checkbox"/> Other _____				
<p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK</p> <p>Escrow Deposit \$2,000.00</p> <p>Escrow Deposit - Site Plan Review: \$15,000 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)</p> <p>Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00</p>						
<p>ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.</p> <p style="text-align: center;">*APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED*</p>						
<p>The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of Chapter 11 and Chapter 12 of the City Code and other applicable ordinances.</p>						
Applicant's Signature: <i>[Signature]</i>		Date <i>3.22.17</i>				
Fee Owner's Signature: <i>Lisa McMahon-Mosley</i> <i>Property manager</i>		Date <i>3.22.17</i>				
For Office Use Only						
Accepted By:	Amount	Date				

Planning and Zoning Application

03-22-17

RE: Description of Request

120 Morse Street #A NYA, MN 55368

Request to rezone property
to residential.
R-3, Medium Density Mixed Residential

The contact is:

Lisa Mc Mahan-Mosley

225 Sibley Circle Carver, MN 55315

952-240-9948

Lisamosley2002@yahoo.com

The owner of record is:

Suman Thotakura

9910 Drew Street S. #209 Bloomington, MN 55431-2781

6112-309-4872

suman999@gmail.com

February 28, 2017

Suman Thotakura
9910 Drew Street S., Apt. 209
Bloomington, MN 55431-2781

Re: 120 Morse Street N. – Rental Housing License

Dear Mr. Thotakura:

In respect to your property located at 120 Morse Street N., Norwood Young America, as you may be aware the property is zoned C-3, Downtown District. According to City Code dwelling units are only permitted above the street level in nonresidential structures in the C-3 District. It has been brought to my attention that the street level area in your building is being utilized as a rental dwelling. The City has issued a Rental License for the residential unit located on the second floor but for no other unit. According to Chapter 3, Section 350 of the City Code all rental dwelling units must be licensed by the City.

At this time your options are: 1) cease utilizing the area on the street level as a rental dwelling unit; 2) seek to have your property rezoned to R-3, Medium Density Mixed Residential which allows for two-family dwellings; or 3) seek to have the City's Zoning Code amended to allow for dwelling units on the street level in the C-3, Downtown District. Options 2 and 3 will require submittal of a Planning and Zoning Application with the appropriate fees to commence the process. I'm enclosing an application for your convenience.

As stated above utilizing the street level as a rental dwelling is not permissible under City Code. **You have 90 days from the date of this letter to bring your property into compliance with City Code.**

Please feel free to contact me with any questions or to discuss further.

Thank you for cooperation in this matter.

Respectfully yours,


Steven Helget
City Administrator

Carver County Parcel Information		
Parcel ID	Status	Last Update
58.0145250	Active	1/23/2017 3:23:38 PM
Current Owner: THOTAKURA SUMAN 9910 DREW AVE S APT 209 BLOOMINGTON, MN 55431-2781		Property Address: 120 MORSE ST N NYA MN 55368
TAG 6001 NYA(NORWOOD)/CCWMO/108		Lender:
Legal Description		
Section 14 Township 115 Range 026		

REVENUE TREASURER

Online payments can be made from this site and will only be applied to current year taxes. Please note that a convenience fee does apply.

- E-check fee is \$1.20 per transaction.
- Credit card fee is 2.35% of the tax amount paid. Minimum fee \$1.20.

NOTE: Convenience fees are charged and collected by our payment vendor Link2Gov.

Sign up for tax payment reminders.

Online Payment Instructions

Billing Authority			
	Gross Tax	Credit	Net Tax
CARVER COUNTY	\$344.86	\$0.00	\$344.86
CARVER COUNTY CDA	\$15.06	\$0.00	\$15.06
CITY OF NORWOOD YOUNG AMERICA	\$603.85	\$0.00	\$603.85
CO RAIL AUTHORITY	\$0.97	\$0.00	\$0.97
METRO COUNCIL	\$8.09	\$0.00	\$8.09
METRO MOSQUITO CONTROL	\$4.23	\$0.00	\$4.23
NYA EDA	\$12.95	\$0.00	\$12.95
SD 0108 Central Schools	\$247.92	\$0.00	\$247.92
WS 067 CARVER CO WMO	\$8.07	\$0.00	\$8.07
Total Tax	\$1,246.00	\$0.00	\$1,246.00

Tax Installment							
Period	Bill Number	Due Date	Tax Year	Tax	Penalty/Fee	Interest	Total Due
INST 1	766450	5/16/2016	2016	\$24.92	\$2.49	\$0.23	\$27.64
INST 2	766450	10/17/2016	2016	\$623.00	\$87.22	\$5.92	\$716.14
Total Due:				\$647.92	\$89.71	\$6.15	\$743.78

Tax Payment					
Tax Year	Bill Number	Receipt Number	Amount Paid	Last Paid	Paid By
2016	766450	B16.16677	\$623.00	5/23/2016	Suman Thotakura

Property Value Information	
	GIS Parcel Map
	2016 Tax Statement
	2015 Tax Statement
	2014 Tax Statement

OTHER PAYMENT OPTIONS

If you are having problems with the online payment features, click on the link below for other payment options:

- Mall
- In person
- 24-hour drop box
- Chanhasen drop box

All payments made after the due date are considered late and penalty will be applied.

IMPORTANT INFORMATION

Pay 2016 Property Tax Statements for Real Estate and Manufactured Homes were mailed on March 22nd. Printable copies of the tax statements are now available.

PLEASE NOTE:

- Delinquent tax payments cannot be made online. Online payments will only be applied to current year tax bills.
- If your property taxes are late or delinquent, the search results displayed may not reflect the correct amount owing. Please contact our office for the current amount due.
- Manufactured Home delinquent taxes as listed may not be current owner's responsibility. Call Taxpayer Services Department for more information.

City Hall (952) 467-1800
City Hall Fax (952) 467-1818
Inspections (763) 479-1720
Inspections Fax (763) 479-3090

CITY OF NORWOOD YOUNG AMERICA
BUILDING PERMIT

Permit No. 2016172
Date 9-29-16

CONTRACTOR'S LICENSE NO. <u>PM062306</u> <u>Kerry Sherk</u>		1. DATE <u>9/28/16</u>
2. SITE ADDRESS <u>120 MORSE ST NYK</u>		
3. LEGAL DESCRIPTION PROPERTY I.D. NO. SECTION _____ LOT _____ BLOCK _____ ADDITION _____ PLAT NUMBER _____ PARCEL NUMBER _____		
4. OWNER (Name) <u>Suman</u> (Address) <u>Totum Blue Lotus LLC</u> (Tel. No.) _____		
5. ARCHITECT (Name) _____ (Address) _____ (Tel. No.) _____		
6. BUILDER (Name) <u>James Rainerson @ Liberty Plumbing</u> (Address) _____ (Tel. No.) _____		
7. TYPE OF WORK Fireplace <input type="checkbox"/> Irrigation <input type="checkbox"/> Heating <input type="checkbox"/> Plumbing <input type="checkbox"/> Reroofing <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Addition <input type="checkbox"/> Finish Basement <input type="checkbox"/> Residing <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Garage <input type="checkbox"/> Misc Mech <input type="checkbox"/> Misc _____		
8. SIZE OF STRUCTURE (Height) (Width) (Depth)	9. NO. OF STORIES	10. ESTIMATED VALUE <u>\$1500.00</u>
11. COMPLETION DATE	12. PROPERTY DIMENSION Width _____ Depth _____	13. NO. OF FAMILIES (if applicable)
14. PROPOSED ELEVATION IN RELATION TO CURB OR WATERWAY _____ ELEV. _____	15. PROPERTY AREA OR ACRES Sq. Ft. _____	16. CULVERT SIZE Yes _____ No _____
17. FRONT YARD set back from road property Ft. _____	18. REAR YARD set back Ft. _____	19. SIDE YARDS set back Right Sid _____ Left Sid _____
20. FLOOR AREA APPORTIONMENT USE AREA _____ _____ _____ AGGREGATE FLOOR AREA _____ SPECIAL CONDITIONS <u>It is my responsibility to locate and establish the elevations if needed</u> <u>of all site improvements. Required adjustments at my expense.</u>		

FEES	
PERMIT FEE	<u>59.45</u>
PLAN CHECK FEE	_____
SURCHARGE FEE	<u>1.00</u>
PENALTY FEE	<u>59.45</u>
SITE FEE	_____
FIREPLACE FEE	_____
PLUMBING FEE	_____
MECHANICAL FEE	_____
SAC CHARGE	_____
WAC CHARGE	_____
SEWER HOOKUP FEE	_____
WATER HOOKUP FEE	_____
WATER METER	_____
SEWER TRUNK	_____
WATER TRUNK	_____
INFRASTRUCTURE DEPOSIT	_____
PARK DEDICATION	_____
OTHER	_____
TOTAL FEE	<u>119.90</u>

CODE ANALYSIS	
TYPE OF CONST	_____
USE OF BLDG	_____
OCCUPANCY GROUP	_____
OCCUPANCY LOAD	_____

ZONING DISTRICT _____

VARIANCE GRANTED, DATE _____

OFF STREET PARKING	
SPACES REQ	_____
SPACES ON PLAN	_____
MATERIAL FILED W/APPLICATION	
SOILS REPORT	<input type="checkbox"/> Borings <input type="checkbox"/> Percolation <input type="checkbox"/> Compaction Tests
PLANS AND SPECS	<input type="checkbox"/> Sets _____
SURVEY	<input type="checkbox"/> Copies _____
ENERGY CALCULATIONS	<input type="checkbox"/>
PILE LOGS	<input type="checkbox"/>

FIRE SPRINKLERS REQUIRED
☐ YES ☐ NO

SPECIAL APPROVALS
ZONINGS _____
FIRE DEPT _____
HEALTH DEPT _____
PUBLIC WORKS _____
COUNTY _____
OTHER _____

INSTALL 2 WATER Heaters

ACKNOWLEDGMENT AND SIGNATURE:

The undersigned hereby agrees that, in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all the ordinances of said City of Norwood Young America applicable thereto.

pd. \$119.90 credit card
amenzel 9-29-16

Kerry Sherk
SIGNATURE OF APPLICANT

APPROVED BY BUILDING INSPECTOR

White - City's Copy

Yellow - Inspector's Copy

Pink - Applicant's Copy

Gold - Assessors's Copy

City Hall (952) 467-1800
City Hall Fax (952) 467-1818
Inspections (763) 479-1720
Inspections Fax (763) 479-3090

CITY OF NORWOOD YOUNG AMERICA
BUILDING PERMIT

Permit No. 2016175
Date 10-3-16

CONTRACTOR'S LICENSE NO. <u>3-D Heating Co. MB004162</u>		1. DATE <u>Oct 3-2016</u>
2. SITE ADDRESS <u>120 MORSE STREET</u>		
3. LEGAL DESCRIPTION (PROPERTY) D. NO. SECTION _____ LOT _____ BLOCK _____ ADDITION _____ PLAT NUMBER _____ PARCEL NUMBER _____		
4. OWNER (Name) (Address) (Tel. No.) <u>SUMAN THOTAKURA</u> <u>612-366-9799</u>		
5. ARCHITECT (Name) (Address) (Tel. No.)		
6. BUILDER (Name) (Address) (Tel. No.)		
7. TYPE OF WORK Fireplace <input type="checkbox"/> Irrigation <input type="checkbox"/> Heating <input type="checkbox"/> Plumbing <input type="checkbox"/> Reroofing <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Addition <input type="checkbox"/> Finish Basement <input type="checkbox"/> Residing <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Garage <input type="checkbox"/> Misc. Mech. <input type="checkbox"/> Misc. <input type="checkbox"/>		
8. SIZE OF STRUCTURE (Height) (Width) (Depth)	9. NO. OF STORIES	10. ESTIMATED VALUE <u>\$ 300.00</u>
11. COMPLETION DATE	12. PROPERTY DIMENSION Width Depth	13. NO. OF FAMILIES (if applicable)
14. PROPOSED ELEVATION IN RELATION TO CURB OR WATERWAY. _____ ELEV.	15. PROPERTY AREA OR ACRES Sq. Ft.	16. CULVERT SIZE Yes No
17. FRONT YARD set back from road property Ft.	18. REAR YARD set back Ft.	19. SIDE YARDS set back Right Sid. Left Sid.
20. FLOOR AREA APPORTIONMENT USE AREA <u>Repair gas pipe</u> Sq. Ft. Sq. Ft. Sq. Ft. AGGREGATE FLOOR AREA Sq. Ft.		
SPECIAL CONDITIONS It is my responsibility to locate and establish the elevations if needed of all site improvements. Required adjustments at my expense.		

FEES PERMIT FEE <u>25.85</u> PLAN CHECK FEE _____ SURCHARGE FEE <u>.50</u> PENALTY FEE _____ SITE FEE _____ FIREPLACE FEE _____ PLUMBING FEE _____ MECHANICAL FEE _____ SAC CHARGE _____ WAC CHARGE _____ SEWER HOOKUP FEE _____ WATER HOOKUP FEE _____ WATER METER _____ SEWER TRUNK _____ WATER TRUNK _____ INFRASTRUCTURE DEPOSIT _____ PARK DEDICATION _____ OTHER _____ TOTAL FEE <u>26.35</u>	
CODE ANALYSIS TYPE OF CONST. <u>GAS LINE</u> USE OF BLDG. <u>HOME</u> OCCUPANCY GROUP _____ OCCUPANCY LOAD _____	
ZONING DISTRICT _____	
VARIANCE GRANTED, DATE _____	
OFF STREET PARKING SPACES REQ. _____ SPACES ON PLAN _____ MATERIAL FILED W/APPLICATION SOILS REPORT <input type="checkbox"/> Borings <input type="checkbox"/> <input type="checkbox"/> Percolation <input type="checkbox"/> <input type="checkbox"/> Compaction Tests PLANS AND SPECS <input type="checkbox"/> Sets _____ SURVEY <input type="checkbox"/> Copies _____ ENERGY CALCULATIONS <input type="checkbox"/> PILING LOGS <input type="checkbox"/>	
FIRE SPRINKLERS REQUIRED <input type="checkbox"/> YES <input type="checkbox"/> NO	
SPECIAL APPROVALS ZONINGS _____ FIRE DEPT _____ HEALTH DEPT _____ PUBLIC WORKS _____ COUNTY _____ OTHER _____	

pd. # 26.35 ch# 9777
amenul 10-3-16

ACKNOWLEDGMENT AND SIGNATURE:

The undersigned hereby agrees that, in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all the ordinances of said City of Norwood Young America applicable thereto.


SIGNATURE OF APPLICANT

APPROVED BY BUILDING INSPECTOR

White - City's Copy

Yellow - Inspector's Copy

Pink - Applicant's Copy

Gold - Assessors's Copy

City Hall (952) 467-1800
City Hall Fax (952) 467-1818
Inspections (763) 479-1720
Inspections Fax (763) 479-3090

CITY OF NORWOOD YOUNG AMERICA
BUILDING PERMIT

Permit No. 2016047
Date 4-19-16

CONTRACTOR'S LICENSE NO. <u>OWNERS</u>		DATE <u>4/17/16</u>
2. SITE ADDRESS <u>120 MORSE ST YOUNG AMERICA</u>		
3. LEGAL DESCRIPTION PROPERTY I.D. NO. <u>AM-837</u>		
SECTION _____	LOT _____	BLOCK _____
ADDITION _____	PLAT NUMBER _____	PARCEL NUMBER _____
4. OWNER (Name) (Address) (Tel. No.) <u>ARCHITECTURAL DRAFTING SERVICES</u> <u>612-3094872</u>		
5. ARCHITECT (Name) (Address) (Tel. No.) <u>REMODELLING</u> <u>612-3669799</u>		
6. OWNER (Name) (Address) (Tel. No.) <u>OWNERS: SRI KRISHNATHAN / JULIAN JAYASURIA</u>		
7. TYPE OF WORK Fireplace <input type="checkbox"/> Irrigation <input type="checkbox"/> Heating <input type="checkbox"/> Plumbing <input type="checkbox"/> Reroofing <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Addition <input type="checkbox"/> Finish Basement <input type="checkbox"/> Residing <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Garage <input type="checkbox"/> Misc Mech <input type="checkbox"/> Misc <u>Remodel Duplex</u>		
8. SIZE OF STRUCTURE (Height) (Width) (Depth)	9. NO. OF STORIES	10. ESTIMATED VALUE <u>35,000.00</u>
11. COMPLETION DATE	12. PROPERTY DIMENSION Width Depth	13. NO. OF FAMILIES (if applicable)
14. PROPOSED ELEVATION IN RELATION TO CURB OR WATERWAY. _____ ELEV	15. PROPERTY AREA OR ACRES Sq. Ft.	16. CULVERT SIZE Yes No
17. FRONT YARD set back from road property Ft.	18. REAR YARD set back Ft.	19. SIDE YARDS set back Right Sq. Left Sq.
20. FLOOR AREA APPORTIONMENT USE AREA <u>Permit is for bldg only - plumber, HVAC, & Electrical</u> <u>contractor will pull these</u> <u>permits.</u> AGGREGATE FLOOR AREA _____ Sq. Ft.		
SPECIAL CONDITIONS It is my responsibility to locate and establish the elevations if needed of all site improvements. Required adjustments at my expense.		

FEES	
PERMIT FEE	<u>541.55</u>
PLAN CHECK FEE	<u>352.01</u>
SURCHARGE FEE	<u>17.50</u>
REALTY FEE	_____
SITE FEE	_____
FIREPLACE FEE	ISC _____
PLUMBING FEE	ISC _____
MECHANICAL FEE	ISC _____
SAC CHARGE	_____
WAC CHARGE	_____
SEWER HOOKUP FEE	_____
WATER HOOKUP FEE	_____
WATER METER	_____
SEWER TRUNK	_____
WATER TRUNK	_____
INFRASTRUCTURE DEPOSIT	_____
PARK DEDICATION	_____
OTHER	_____
TOTAL FEE	<u>911.06</u>

CODE ANALYSIS
TYPE OF CONST _____
USE OF BLDG _____
OCCUPANCY GROUP _____
OCCUPANCY LOAD _____

ZONING DISTRICT

VARIANCE GRANTED, DATE

OFF STREET PARKING	
SPACES REQ _____	
SPACES ON PLAN _____	
MATERIAL FILED W/APPLICATION	
SOILS REPORT <input type="checkbox"/> Borings	<input type="checkbox"/> Percolation
<input type="checkbox"/> Compaction Tests	
PLANS AND SPECS <input type="checkbox"/> Sets _____	Copies _____
SURVEY <input type="checkbox"/>	_____
ENERGY CALCULATIONS <input type="checkbox"/>	_____
FILING LOGS <input type="checkbox"/>	_____

FIRE SPRINKLERS REQUIRED
<input type="checkbox"/> YES <input type="checkbox"/> NO

SPECIAL APPROVALS
ZONINGS <u>Amenzel</u> <u>4/7/16</u>
FIRE DEPT _____
HEALTH DEPT _____
PUBLIC WORKS _____
COUNTY _____
OTHER _____

pd. 911.06 Ch# 1283
4-19-16 Amenzel

ACKNOWLEDGMENT AND SIGNATURE:

The undersigned hereby agrees that, in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all the ordinances of said City of Norwood Young America applicable thereto.

[Signature]
SIGNATURE OF APPLICANT
White - City's Copy Yellow - Inspector's Copy

[Signature]
APPROVED BY BUILDING INSPECTOR
Pink - Applicant's Copy Gold - Assessor's Copy

City Hall (952) 467-1800
City Hall Fax (952) 467-1818
Inspections (763) 479-1720
Inspections Fax (763) 479-3090

CITY OF NORWOOD YOUNG AMERICA
BUILDING PERMIT

Permit No. 2016065
Date 5-9-16

CONTRACTOR'S LICENSE NO. LIBERTY PLUMBING LLC #PM623006		T. DATE 4/29	
3. SITE ADDRESS 120 MORSE ST N.Y.A.			
3. LEGAL DESCRIPTION PROPERTY I.D. NO. SECTION _____ LOT _____ BLOCK _____ ADDITION _____ PLAT NUMBER _____ PARCEL NUMBER _____			
4. OWNER (Name) Julian		(Address) (Tel. No.) 612-366-9799	
5. ARCHITECT (Name)		(Address) (Tel. No.)	
6. BUILDER (Name)		(Address) (Tel. No.)	
7. TYPE OF WORK Fireplace <input type="checkbox"/> Irrigation <input type="checkbox"/> Heating <input checked="" type="checkbox"/> Plumbing <input checked="" type="checkbox"/> Reroofing <input type="checkbox"/> New Construction <input type="checkbox"/> Alterations <input type="checkbox"/> Addition <input type="checkbox"/> Finish Basement <input type="checkbox"/> Residing <input type="checkbox"/> Deck <input type="checkbox"/> Porch <input type="checkbox"/> Garage <input type="checkbox"/> Misc Mech. <input type="checkbox"/> Misc _____			
8. SIZE OF STRUCTURE (Height) (Width) (Depth)		9. NO. OF STORIES	
11. COMPLETION DATE		12. PROPERTY DIMENSION Width Depth	
14. PROPOSED ELEVATION IN RELATION TO CURB OR WATERWAY _____ ELEV.		15. PROPERTY AREA OR ACRES Sq. Ft.	
17. FRONT YARD set back from road property Ft.		18. REAR YARD set back Ft.	
20. FLOOR AREA APPORTIONMENT USE		AREA	
_____ Sq. Ft.		_____ Sq. Ft.	
_____ Sq. Ft.		_____ Sq. Ft.	
AGGREGATE FLOOR AREA		_____ Sq. Ft.	
SPECIAL CONDITIONS It is my responsibility to locate and establish the elevations if needed of all site improvements. Required adjustments at my expense.			

FEES	
PERMIT FEE	184.95
PLAN CHECK FEE	119.43
SURCHARGE FEE	4.50
PENALTY FEE	_____
SITE FEE	_____
FIREPLACE FEE	_____
PLUMBING FEE	_____
MECHANICAL FEE	_____
SAC CHARGE	_____
WAC CHARGE	_____
SEWER HOOKUP FEE	_____
WATER HOOKUP FEE	_____
WATER METER	_____
SEWER TRUNK	_____
WATER TRUNK	_____
INFRASTRUCTURE DEPOSIT	_____
PARK DEDICATION	_____
OTHER	_____
TOTAL FEE	308.18

CODE ANALYSIS	
TYPE OF CONST.	_____
USE OF BLDG.	_____
OCCUPANCY GROUP	_____
OCCUPANCY LOAD	_____

ZONING DISTRICT	_____
-----------------	-------

VARIANCE GRANTED, DATE	_____
------------------------	-------

OFF STREET PARKING	
SPACES REQ.	_____
SPACES ON PLAN	_____
MATERIAL FILED W/APPLICATION	
SOILS REPORT	<input type="checkbox"/> Boring <input type="checkbox"/> Percolation <input type="checkbox"/> Compaction Tests
PLANS AND SPECS	<input type="checkbox"/> Sets _____
SURVEY	<input type="checkbox"/> Copies _____
ENERGY CALCULATIONS	<input type="checkbox"/>
PILE LOGS	<input type="checkbox"/>

FIRE SPRINKLERS REQUIRED	
<input type="checkbox"/> YES	<input type="checkbox"/> NO

SPECIAL APPROVALS	
ZONINGS	Amenzul 5/5/16
FIRE DEPT.	_____
HEALTH DEPT.	_____
PUBLIC WORKS	_____
COUNTY	_____
OTHER	_____

**8 FIXTURES PLUMBING TO CODE
INSTALL FURNACE MECHANICAL TO CODE
REMOVE ZONE SYSTEM**

ACKNOWLEDGMENT AND SIGNATURE:

The undersigned hereby agrees that, in case such permit is granted, that all work which shall be done and all materials which shall be used shall comply with the plans and specifications herewith submitted and with all the ordinances of said City of Norwood Young America applicable thereto.

**LIBERTY PLUMBING
EAST BETHEL NW 55011**

**TOTAL VALUE
\$8,800.00**

**pd. 308.18 CH# 1360
Amenzul 5-12-16**

KELLY SHERK
SIGNATURE OF APPLICANT

Dave
APPROVED BY BUILDING INSPECTOR

White - City's Copy

Yellow - Inspector's Copy

Pink - Applicant's Copy

Gold - Assessors's Copy



Carver County GIS, 2014 Pictometry International

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: 3/26/2017

of the building when he and his wife purchased the building. Werneke noted parking in the back was established prior to purchase as well. Werneke stated he didn't know what the building looked like when it was a coffee shop, only that when he purchased it there was a clothing store in the front.

Heher asked how the proposed Ordinance related to the Comprehensive Plan. Strack noted it was consistent with mixed use building occupancies in the Downtown areas.

Grundahl inquired as to whether a rezoning process was a potential option. Strack opined rezoning would be problematic as it is surrounded by C-3 District. Spot zoning has been struck down by courts. She further opined it was difficult to envision the area as a highway commercial district. Strack opined it was appropriately zoned as C-3 allows for residential on second floor. She stated she didn't detect a measurable difference between first floor behind commercial and second story residential. Finally she stated that any other type of residential, for example single family, is grandfathered in.

Grundahl asked Administrator Helget for an opinion on how the current discussion related to a scheduled joint meeting discussion on Downtowns. Helget noted he supported the Ordinance, he opined it wouldn't directly impact scheduled joint meeting discussion. Helget opined the proposed Ordinance protects integrity of storefronts in Downtown Districts.

Grundahl asked Werneke whether or not he was able to meet the proposed conditions. Werneke confirmed he met proposed conditions.

Heher asked for other comments for or against the proposed Ordinance.

Motion – Kemp, Second Grundahl to close the public hearing at 7:25 p.m. Approved 4-0.

B. Rezoning C-3 Downtown District to R-3 Medium Density Mixed Residential – 120 Morse Street North.

Heher introduced the agenda item and opened the public hearing at 7:26 p.m.

Strack stated a residential structure at 120 Morse Street North is currently non-homestead and renter occupied. Rental housing as a principal use of the entire dwelling is not an allowed use in the C-3 Downtown District which is the current applicable zoning classification.

Lisa Mosley (Broker) and Suman Thotakura (Property Owner) have applied for rezoning of the subject parcel to R-3, Medium Density Mixed Residential District.

Rezoning was an option suggested by City Administrator Helget in a compliance letter after he became the property was being rented. After receiving the correspondence and

having discussions with staff, Ms. Mosley applied for rezoning on behalf of her client, Mr. Thotakura. Both have signed the application included in the PC meeting packet.

The Applicant has petitioned for rezoning as R-3 Residential. R-3 zoning abuts the subject parcel to the east and south; therefore, the rezoning will not constitute “spot zoning”. The code does not specify review criteria or required standards for approving a rezoning request. The Code does require specific adoption criteria, that is, a two-thirds super majority vote by the City Council.

Strack stated the Applicant is requesting the property be rezoned to R-3 Residential to reflect the fact the structure is a dwelling as opposed to a commercial structure and to reflect the current and recent use of the structure.

A notice of public hearing has been posted, published, and mailed as required by law. At this time no oral or written comment for or against the request have been received.

Helget noted he received one call for information but the individual requesting input didn't have a concern with the proposed rezoning.

Grundahl stated that at the previous meeting he expressed concern regarding about mailed notices. He stated he did not receive a notice for this rezoning either, but that he was the caretaker and not the owner of property in the vicinity. He further noted his shop was likely in the mailed notice area, but he was not the owner of the building.

Grundahl asked Strack to identify where R-3 zoning was adjacent to the subject parcel. Strack explained.

Grundahl asked Lisa Mosley to identify the property owner. Mosley noted Suman Thotakura is the fee owner of the property.

Kemp stated she didn't have an issue with the proposed rezoning. She opined occupied properties were favorable to vacant buildings.

Grundahl asked Mosley if any other development was envisioned on the property. Mosley stated the owner had considered commercial space for the building but ultimately determined too much existing vacant commercial property was present in the City.

Motion – Kemp, second Hoernemann to close the public hearing at 7:38 p.m. Approved 4-0.

draft Ordinance.

Heher voiced support for the Ordinance.

Motion – Hoernemann, Second Kemp to recommend approval of the ordinance allowing residential uses on the first floor of buildings in the C-3 District providing performance standards were achieved. Approved 4-0.

B. Rezoning C-3 Downtown District to R-3 Medium Density Mixed Residential – 120 Morse Street North.

Heher introduced the agenda item.

Strack referenced a draft ordinance included in the packet rezoning property at 120 Morse Street North from C-3 Downtown District to R-3 Medium Density Mixed Residential District. She noted the subject property was an existing non-homestead residential dwelling. She noted the subject parcel was adjacent to existing R-3 uses meaning spot zoning was not an issue with this request.

Kemp supported the rezoning request. She noted she's always considered the subject parcel as a residential property not a commercial property.

Grundahl stated he remembered when it was a business, a laundromat. He opined that when that use ceased people remodeled it to residential thereby changing use without consideration of zoning.

Kemp asked Helget whether or not zoning was considered when building permit applications were filed. Helget noted he told the Applicant several times the property could not be used for residential rental. He noted he shared that information with the current property owner. He stated he communicated on several occasions that a residential use was not allowed at the site. Helget stated the Commission should consider whether or not the property will ever be used for commercial purposes.

Kemp noted the subject property has been vacant for several years. She stated it hasn't been a business for at least ten years.

Hoernemann stated the remainder of the subject lot is not easily buildable.

Kemp supported rezoning. Hoernemann agreed.

Heher stated his concern is that the property is not likely to be commercial in the future; with that he supported residential zoning. He then stated he would like to make sure the property is kept up and clean and orderly.

Grundahl stated he would not make a motion regarding the request.

Motion – Kemp, second Hoernemann to recommend the City Council approve an Ordinance rezoning 120 Morse Street North from C-3 Downtown District to R-3 Medium Density Mixed Residential District. Kemp, Hoernemann, and Heher voted in favor; Grundahl opposed.

6. Old Business.

A. Rental Code Update.

Heher introduced the agenda item.

Strack noted the Commission called for a work session on the draft rental code update following input from landlords at the February 22nd meeting. Discussion at the work session primarily centered on tenant registration and disorderly conduct draft provisions. At the meeting the Commission received feedback from the public which favored conduct standards addressed in lease agreements and not code. A sample management plan was presented to the Commission and viewed favorably.

Following the meeting the information was forwarded to Zachary Cronen at the City Attorney's Office (original drafter of proposed changes). Cronen has suggested replacement language and developed management plan criteria.

Strack noted included in the packet was an updated rental code. She noted the draft code previous agreed upon updates were illustrated in yellow highlight; those made following the work session were connoted with blue highlight.

She reviewed proposed changes:

Made after the work session:

1. The definition of 'rent' was updated by removing the last sentence.
2. Subd. 10 relating to tenant registry was updated by removing the last sentence which required posting of tenant registry near building entry.
3. Subd. 14 relating to disorderly conduct was removed and replaced with enabling language referencing a required management plan.

Made prior to the work session:

1. Language included in the 'scope' related to "direct family members" has been removed.
2. A reference to 'overcrowding' as a 'nuisance' has been removed.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 286**

AN ORDINANCE REZONING CERTAIN PROPERTY FROM C-3, DOWNTOWN DISTRICT TO R-3, MEDIUM DENSITY MIXED RESIDENTIAL DISTRICT.

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA HEREBY ORDAINS:**
- II. THE FOLLOWING DESCRIBED PROPERTY IS HEREBY REZONED FROM C-3 DOWNTOWN DISTRICT TO R-3 MEDIUM DENSITY MIXED RESIDENTIAL DISTRICT:**

The Property addressed as 120 Morse Street North:

AS SURVEYED P/O FORMER RR R-O-W SITUATED IN NW1/4 DESC AS: BEG AT NW CORN BLK 6 CITY OF NORWOOD, TH N ALONG E LINE MORSE ST 149.85' TH S89°E 354.53' TO WLY LINE FRANKLIN ST TH S ON W LINE FRANKLIN ST 149.87' TO NE CORN BLK 6 TH N89°W ON N LINE BLK 6 355.8 OF TRACT DESC AS: P/O FORMER RR R-O-W IN NW1/4 SECT 14: BEG AT NW CORN OF BLK 6 CITY OF NORWOOD TH N ALONG E LINE OF MORSE ST 149.85' TH S89°E 354.53' TO WLY LINE OF FRANKLIN ST TH S ON W LINE OF FRANKLIN ST 149.87' TO NE CORN OF BLK 6 TH N89°W ON N LINE

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

Adopted by the City of Norwood Young America on the 24th day of April, 2017.

Carol Lagergren, Mayor

Attest:

Kelly Hayes, City Clerk-Treasurer

(S E A L)



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

From: Cynthia Smith Strack, Consulting Planner

Date: April 24, 2017

Re: Ordinance to Allow First Floor Residential in the C-3 Downtown Districts

BACKGROUND

City Administrator Helget has become aware of a first floor residential use at 116 Union Street North. In March he corresponded with the property owner, Mr. Mike Werneke. Administrator Helget's compliance letter noted a path to remedy the prohibited use could be to file for a code amendment to allow first floor residential uses in certain situations. After receiving the correspondence and having discussions with staff, Mr. Werneke applied for a code amendment. Mr. Werneke is to be present for the hearing.

Please find attached a draft Ordinance to allow limited residential uses on the first floor in the C-3 Downtown District. Said use is proposed as a permitted use provided the following standards are achieved:

1. The residential use does not compose greater than fifty (50) percent of the ground floor area;
2. A storefront is retained in the front of the building adjacent to the public streets;
3. A separate entry is provided for the residential use;
4. The residential use is not adversely impacted by the adjoining commercial use in terms of hours of operation prior to 7 a.m. or after 9 p.m., production of odor or noise, or increased traffic generation;
5. Off-street parking is provided for the residential use.

The proposed code amendment is not only a means to rectify a non-compliant use, but also allows increased flexibility in the Downtowns wherein vacant buildings are reoccurring issues. The code amendment intends to keep the appearance of storefronts (large windows, welcoming entries, etc) and avoid reducing window/door opaqueness which often accompanies residential uses at ground level.

PC RECOMMENDATION:

The Planning Commission held the public hearing on the proposed ordinance amendment. Following hearing and discussion, the Commission made a recommendation to the City Council to approve the proposed Ordinance. Draft minutes from the meeting are attached.

ATTACHMENTS:

Memo
Proposed Ordinance
Application
Draft PC Minutes

Planning and Zoning Application

City of Norwood Young America
310 Elm St. W, PO Box 59
Norwood Young America, MN 55368
Phone: (952) 467-1800 Fax: (952) 467-1818

Applicant's Name Michael Werneke		Telephone Home 651.592.6508 Work/Cell																														
Address (Street, City, State, ZIP) 6908 3rd Ave S Richfield MN 55423																																
Property Owner's Name (If different from above)		Telephone Home Work/Cell																														
Location of Project 116 N. Union St																																
Legal Description																																
Description of Request (Attach separate sheet, if necessary)																																
<p>Proposed Action(s): Check all that apply</p> <table border="0"> <tr> <td><input type="checkbox"/> Annexation \$300.00</td> <td><input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow</td> <td><input type="checkbox"/> Storm Water Plan \$250.00</td> </tr> <tr> <td><input type="checkbox"/> Application for Appeal \$150.00</td> <td><input type="checkbox"/> Sketch Plat \$200.00 + Escrow</td> <td><input type="checkbox"/> Rezoning \$350.00</td> </tr> <tr> <td><input type="checkbox"/> City Code Amendment \$250.00</td> <td><input type="checkbox"/> Site Plan \$300.00 + Escrow</td> <td><input type="checkbox"/> Street/Alley Vacation \$150.00</td> </tr> <tr> <td><input type="checkbox"/> Parking Reduction \$100.00</td> <td><input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow</td> <td><input type="checkbox"/> Zoning Text Amendment \$300.00</td> </tr> <tr> <td><input type="checkbox"/> CUP/IUP \$200.00 (Residential)</td> <td><input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow</td> <td><input type="checkbox"/> Recording Fee \$46.00</td> </tr> <tr> <td><input type="checkbox"/> CUP/IUP \$300.00 (Non Residential)</td> <td><input type="checkbox"/> PUD Final Plan \$300.00 + Escrow</td> <td><input type="checkbox"/> Other _____</td> </tr> <tr> <td><input type="checkbox"/> Variance \$150.00 (Residential)</td> <td><input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Variance \$200.00 (Non Residential)</td> <td><input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lot Split \$200.00</td> <td><input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Public Hearing Notice \$75.00</td> <td><input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow</td> <td></td> </tr> </table>			<input type="checkbox"/> Annexation \$300.00	<input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow	<input type="checkbox"/> Storm Water Plan \$250.00	<input type="checkbox"/> Application for Appeal \$150.00	<input type="checkbox"/> Sketch Plat \$200.00 + Escrow	<input type="checkbox"/> Rezoning \$350.00	<input type="checkbox"/> City Code Amendment \$250.00	<input type="checkbox"/> Site Plan \$300.00 + Escrow	<input type="checkbox"/> Street/Alley Vacation \$150.00	<input type="checkbox"/> Parking Reduction \$100.00	<input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow	<input type="checkbox"/> Zoning Text Amendment \$300.00	<input type="checkbox"/> CUP/IUP \$200.00 (Residential)	<input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow	<input type="checkbox"/> Recording Fee \$46.00	<input type="checkbox"/> CUP/IUP \$300.00 (Non Residential)	<input type="checkbox"/> PUD Final Plan \$300.00 + Escrow	<input type="checkbox"/> Other _____	<input type="checkbox"/> Variance \$150.00 (Residential)	<input type="checkbox"/> PUD General Concept Plan \$400.00 + Escrow		<input type="checkbox"/> Variance \$200.00 (Non Residential)	<input type="checkbox"/> Preliminary Plat \$350.00 + \$10.00/Lot + Escrow		<input type="checkbox"/> Lot Split \$200.00	<input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow		<input type="checkbox"/> Public Hearing Notice \$75.00	<input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow	
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<p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK</p> <p>Escrow Deposit \$2,000.00</p> <p>Escrow Deposit - Site Plan Review: \$7,500 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)</p> <p>Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00</p> <p>ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.</p> <p>*APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED*</p> <p>The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of Chapter 11 and Chapter 12 of the City Code and other applicable ordinances.</p>																																
Applicant's Signature: Michael Werneke		Date																														
Fee Owner's Signature:		Date																														
For Office Use Only																																
Accepted By:	Amount	Date																														

*Norwood Young America
Planning Commission Minutes
April 18, 2017*

Present: Commissioners Bill Grundahl, Craig Heher, Cassandra Kemp, and JR Hoernemann.

Absent: Lagergren.

Staff: City Administrator Steve Helget and Planning Consultant Cynthia Smith Strack.

Others: Mike Werneke and Lisa Mosley.

1. Call to Order.

The meeting was called to order by Heher at 7:04 pm. All present stood for the Pledge of Allegiance.

2. Adoption of Agenda.

Chairperson Heher introduced the agenda. Staff requested the addition of item 6.D. relating to signs in the RC-1 District and consideration of reordering of agenda to allow public hearing applicants to have items acted on in a timely fashion.

Motion – Kemp, Second Hoernemann to approve the agenda with the addition of item 6.D. and reordering of business items related to public hearing items. The revised agenda was approved 4-0.

3. Approval of Minutes from the Regular Meeting March 21, 2017.

Heher introduced the minutes from the March 21, 2017 regular meeting.

Motion – Kemp to approve March 21, 2017 regular meeting minutes. Second by Grundahl. With all in favor the minutes were approved 4-0.

4. Public Hearings.

Heher addressed the audience regarding the public hearing process.

A. Ordinance Amendment Relating to First Floor Residential Uses in the C-3 Downtown Districts.

Heher introduced the agenda item and opened the public hearing at 7:10 p.m. Heher explained the public hearing process.

Strack stated the Commission has had residential uses in the Downtown District on their radar before, principally as a means of assisting building owners in utilizing space and cash-flowing buildings.

Recently, City Administrator Helget became aware of a first floor residential use at 116 Union Street North. In March, Administrator Helget corresponded with the property owner, Mr. Mike Werneke. The Administrator's compliance letter noted a path to remedy the prohibited use could be to file for a code amendment to allow first floor residential uses in certain situations. After receiving the correspondence and having discussions with staff, Mr. Werneke applied for a code amendment. Strack noted Mr. Werneke was present in the audience.

Strack referenced a draft Ordinance included in the packet. The draft ordinance provides for limited residential uses on the first floor in the C-3 Downtown District. The Ordinance envisions first floor residential uses as permitted uses provided several standards are achieved:

1. The residential use does not compose greater than fifty (50) percent of the ground floor area;
2. A storefront is retained in the front of the building adjacent to public streets;
3. A separate entry is provided for the residential use;
4. The residential use is not adversely impacted by the adjoining commercial use in terms of hours of operation prior to 7 a.m. or after 9 p.m., production of odor or noise, or increased traffic generation;
5. Off-street parking is provided for the residential use.

Strack opined the proposed code amendment is not only a means to rectify a non-compliant use, but also allows increased flexibility in the Downtown District wherein vacant buildings are reoccurring issues. The code amendment intends to keep the appearance of storefronts (large windows, welcoming entries, etc) and avoid reducing window/door opaqueness which often accompanies residential uses at ground level.

Strack noted a public hearing notice had been published. No comments for or against the proposed Ordinance have been received.

Mike Werneke addressed the Commission. Werneke noted he bought the building with an existing renter in a first floor apartment. He noted he didn't intend to operate a non-conforming use. Werneke also stated he has a salon going to go in the storefront. Werneke noted the City of St. Peter has similar allowances in their Code for first floor residential provided a commercial storefront is retained.

Heher inquired as to where other C-3 Districts were located. Strack noted adjacent to Elm Street and by the former City Hall.

Grundahl asked the Property Owner if the building already remodeled when he purchased it. Werneke confirmed there was a full kitchen and bath and residential tenant in the back

of the building when he and his wife purchased the building. Werneke noted parking in the back was established prior to purchase as well. Werneke stated he didn't know what the building looked like when it was a coffee shop, only that when he purchased it there was a clothing store in the front.

Heher asked how the proposed Ordinance related to the Comprehensive Plan. Strack noted it was consistent with mixed use building occupancies in the Downtown areas.

Grundahl inquired as to whether a rezoning process was a potential option. Strack opined rezoning would be problematic as it is surrounded by C-3 District. Spot zoning has been struck down by courts. She further opined it was difficult to envision the area as a highway commercial district. Strack opined it was appropriately zoned as C-3 allows for residential on second floor. She stated she didn't detect a measurable difference between first floor behind commercial and second story residential. Finally she stated that any other type of residential, for example single family, is grandfathered in.

Grundahl asked Administrator Helget for an opinion on how the current discussion related to a scheduled joint meeting discussion on Downtowns. Helget noted he supported the Ordinance, he opined it wouldn't directly impact scheduled joint meeting discussion. Helget opined the proposed Ordinance protects integrity of storefronts in Downtown Districts.

Grundahl asked Werneke whether or not he was able to meet the proposed conditions. Werneke confirmed he met proposed conditions.

Heher asked for other comments for or against the proposed Ordinance.

Motion – Kemp, Second Grundahl to close the public hearing at 7:25 p.m. Approved 4-0.

B. Rezoning C-3 Downtown District to R-3 Medium Density Mixed Residential – 120 Morse Street North.

Heher introduced the agenda item and opened the public hearing at 7:26 p.m.

Strack stated a residential structure at 120 Morse Street North is currently non-homestead and renter occupied. Rental housing as a principal use of the entire dwelling is not an allowed use in the C-3 Downtown District which is the current applicable zoning classification.

Lisa Mosley (Broker) and Suman Thotakura (Property Owner) have applied for rezoning of the subject parcel to R-3, Medium Density Mixed Residential District.

Rezoning was an option suggested by City Administrator Helget in a compliance letter after he became the property was being rented. After receiving the correspondence and

5. New Business.

A. Ordinance Amendment Relating to First Floor Residential Uses in the C-3 Downtown Districts.

Heher introduced the agenda item.

Strack noted the Applicant was in attendance. She noted several rural communities similar in size and geographic location allow first floor residential uses in Central Business Districts providing storefronts are retained adjacent to public streets. She noted with the considerations suggested, she recommended approval of the Ordinance.

Strack then alluded to results of survey conducted in advance of a planned joint work session. One question related to the most important task to undertake in the Downtown areas. All responding said filling vacant structures is utmost importance. The proposed Ordinance would assist in filling portions of vacant building assist in cashflow for building owners.

Kemp stated she supported the draft Ordinance.

Grundahl stated he was on the fence about the proposed Ordinance. He opined previous elected and appointed officials established existing zoning rules after deliberating considerably. He opined they opted not to include residential in the rear of first floor structures and that should be considered.

Kemp stated more vacant buildings were now existing, she questioned whether those establishing the existing rules would view things differently at this time. She opined occupied buildings lead to better building maintenance and further investment in buildings. She stated mixed use buildings were favorable revenue sources for cities.

Heher opined retailers are struggling and closing due to competition from online retailers.

Kemp agreed noting all communities are challenged to keep storefronts occupied.

Heher opined shopping trends are changing.

Grundahl asked Commissioners to consider what would be appropriate if commuter rail was extended to the City. Hoernemann noted he didn't see that as a concern at this time.

Kemp opined the amendment would help building owners increase revenue and fill vacant spaces.

Heher asked Hoernemann for his thoughts. Hoernemann voiced support for the draft Ordinance.

Heher asked Grundahl for his thoughts on the issue. Grundahl expressed support for the

draft Ordinance.

Heher voiced support for the Ordinance.

Motion – Hoernemann, Second Kemp to recommend approval of the ordinance allowing residential uses on the first floor of buildings in the C-3 District providing performance standards were achieved. Approved 4-0.

B. Rezoning C-3 Downtown District to R-3 Medium Density Mixed Residential – 120 Morse Street North.

Heher introduced the agenda item.

Strack referenced a draft ordinance included in the packet rezoning property at 120 Morse Street North from C-3 Downtown District to R-3 Medium Density Mixed Residential District. She noted the subject property was an existing non-homestead residential dwelling. She noted the subject parcel was adjacent to existing R-3 uses meaning spot zoning was not an issue with this request.

Kemp supported the rezoning request. She noted she's always considered the subject parcel as a residential property not a commercial property.

Grundahl stated he remembered when it was a business, a laundromat. He opined that when that use ceased people remodeled it to residential thereby changing use without consideration of zoning.

Kemp asked Helget whether or not zoning was considered when building permit applications were filed. Helget noted he told the Applicant several times the property could not be used for residential rental. He noted he shared that information with the current property owner. He stated he communicated on several occasions that a residential use was not allowed at the site. Helget stated the Commission should consider whether or not the property will ever be used for commercial purposes.

Kemp noted the subject property has been vacant for several years. She stated it hasn't been a business for at least ten years.

Hoernemann stated the remainder of the subject lot is not easily buildable.

Kemp supported rezoning. Hoernemann agreed.

Heher stated his concern is that the property is not likely to be commercial in the future; with that he supported residential zoning. He then stated he would like to make sure the property is kept up and clean and orderly.

Grundahl stated he would not make a motion regarding the request.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 287**

AN ORDINANCE AMENDING CHAPTER 12 OF THE CITY CODE BY AMENDING SECTION 1230.10, SUBD. 2 BY ADDING SUBP. (L) TO PROVIDE FOR LIMITED RESIDENTIAL USES ON THE FIRST FLOOR OF COMMERCIAL STRUCTURES IN THE C-3, DOWNTOWN DISTRICT.

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, CARVER COUNTY, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS:**
- II. SECTION 1230.10, SUBD. 2 RELATING TO PERMITTED USES IN THE C-3, DOWNTOWN DISTRICT SHALL BE AMENDED AS FOLLOWS:**

Subd. 2 Permitted Uses. The following uses are permitted in the Downtown District:

- A. General commercial office space;
- B. Professional Services, such as medical/dental clinics, law offices, and accounting offices;
- C. Finance, Insurance and Real Estate;
- D. Personal or Business Services, such as laundry, barber, shoe repair, beauty salons, photography studios and physical fitness centers less than 5,000 square feet;
- E. Public facilities serving all or portions of the city, such as municipal offices, library, post office;
- F. Retail Trade, such as grocery, hardware, drug, clothing, appliance and furniture stores;
- G. Dwelling units, if located above the street level in nonresidential structures.
- H. Specialty Shops, such as book and stationary stores, candy stores, ice cream parlors, tobacco, coffee, gift and florist shops;
- I. Standard restaurants;
- J. On and off-sale liquor establishments;
- K. Public Parks;
- L. Residential uses on the first floor of commercial structures provided:**
 - 1. The residential use does not compose greater than fifty (50) percent of the ground floor area;**
 - 2. A storefront is retained in the front of the building adjacent to public streets;**
 - 3. A separate entry is provided for the residential use;**
 - 4. The residential use is not adversely impacted by the adjoining commercial use in terms of hours of operation prior to 7:00 a.m. or after 9:00 p.m., production of odor or noise, or increased traffic generation;**
 - 5. Off-street parking is provided for the residential use.**

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

Adopted by the City of Norwood Young America on the 24th day of April, 2017.

Carol Lagergren, Mayor

Attest:

Kelly Hayes, City Clerk-Treasurer

(S E A L)



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steve Zumberge, Fire Chief

DATE: April 24, 2017

SUBJECT: Self-Contained Breathing Apparatus (SCBA) Purchase Proposal

Budgeted in the 2017 Capital Equipment Plan is the purchase and replacement of some Self-Contained Breathing Apparatus (SCBA). Proposed is to purchase 18 new SCBA which will replace our 22 SCBA that will no longer be OSHA/DOT compliant as of October 2017. Topics of interest and research are listed as:

- Emergency Response solutions Quote = \$113,465.00 *see attachment*
- Municipal Emergency Services Quote = \$113,110.80 *see attachment*
- Tax-Exempt Leasing Corp Terms = 5-years/ \$24,967.01 per year *see attachment*
- Assistance Firefighter Grant (AFG) eligible all five years
- Thirty-six 45 minute cylinders will replace 30 minute cylinders
- Eighteen newly designed fatigue resistant harnesses
- Eighteen communication enhanced face pieces

Representatives of both vendors demonstrated their products to the entire Fire Department. The Department members preferred Emergency Response Solutions SCBA. The Fire Department will be applying for the AFG grant for the next five years or until we receive the grant. The AFG grant, often called FEMA grant is up to a 5/95 percent matching grant. If awarded the grant it would be retroactive to include the entire amount of the lease. This project did go through the 2017 budget process and \$28,800 is budgeted in Fund 275, Capital Outlay.

Suggested Motion:

Motion to approve the purchase of 18 SCBAs from Emergency Response Solutions.

EMERGENCY RESPONSE SOLUTIONS

"Response is our Middle Name"

PREPARED FOR: NORWOOD YOUNG AMERICA FIRE DEPT

QUANTITY:	DESCRIPTION:	UNIT PRICE:	TOTAL:
	HARNES:		
18	NEW MSA G1 GLOBAL SCBA FIRE SERVICE EDITION. 2013 NFPA COMPLIANT. 15 YEAR WARRANTY. ATO G1FS-442MA2C0LAR 4 - 4500 PSIG SYSTEM PRESSURE 4- CGA QUICK CONNECT REMOTE CONNECTION 2 - STANDARD HARNESS WITH CHEST STRAP M - METAL BAND A - ADJUSTABLE SWIVEL LUMBAR PAD 2 - SOLID COVER LEFT SHOULDER C - CONTINUOUS HOSE REGULATOR 0 - NO EMERGENCY BREATHING SUPPORT L - LEFT CHEST SPEAKER MODULE A - PASS RIGHT SHOULDER R - RECHARGEABLE BATTERY TYPE	\$4,215.63	\$75,881.34
	POTENTIAL HARNESS ADDITIONS		
	CYLINDER:		
36	MSA 10156525-SP 4500 PSIG 45 MIN STANDARD G1 SUPER LITE CYLINDER.	\$797.63	\$28,714.68
36	MSA 10149702-SP REMOTE QUICK CONNECTS FOR CYLINDERS	\$40.00	\$1,440.00
	FACE PIECE:		
18	NEW MSA G1 GLOBAL FACE PIECE FIRE SERVICE EDITION. ATO G1FPFM1M4C1 F - FIRE M - MEDIUM SIZE 1 - HYCAR RUBBER M - MEDIUM NOSE CUP 4 - 4 PT ADJUSTABLE HEAD HARNESS	\$245.00	\$4,410.00

Emergency Response Solutions, LLC
21371 Heidelberg ST NE, Linwood, MN 55092
Phone 612-840-4010

EMERGENCY RESPONSE SOLUTIONS

"Response is our Middle Name"

	C – NECK STRAP 1 – FIXED "PUSH-TO-CONNECT" REGULATOR CONNECTION		
1	MSA G1 SECOND STAGE REGULATOR TO CONVERT CURRENT RIT PACK	\$613.75	\$613.75
1	MSA 10158385 KIT, CHARGING STATION, G1 SCBA	\$390.00	\$390.00
1	MSA 10156426-SP 60 MINUTE CYLINDER	\$920.65	\$920.65
3	MSA QUICK CONNECT ADAPTOR FOR FILL STATION	\$365.00	\$1,095.00
	TRAINING:		
	IN-SERVICE SCBA TRAINING WILL BE PROVIDED IN A CLASSROOM SETTING INCLUDING A CUSTOMIZED POWER POINT PRESENTATION AS WELL AS INDIVIDUAL HANDS-ON TRAINING UNTIL EVERY MEMBER IS COMPETENT ON THE COMPLETE USE OF THE SCBA. CUSTOMIZED POWER POINT FILE WILL BE PROVIDED TO DEPARTMENT TO HAVE ON HAND FOR FUTURE REVIEW AS NEEDED.	\$N/C	\$N/C
	FIT TESTING:		
ALL MEMBERS	INITIAL QUANTITATIVE FACE PIECE FIT-TESTING SHALL BE PROVIDED AT \$N/C	\$N/C	\$N/C
	\$N/C DELIVERY		\$N/C
		TOTAL:	\$113,465.42
	ALL RETURNS ARE SUBJECT TO EMERGENCY RESPONSE SOLUTIONS RETURN POLICY-SPECIAL ORDER ITEMS CAN NOT BE CANCELLED OR RETURNED		

Quote Expires: 60 Days

Date of Quotation: 3-20-2017

We appreciate the opportunity to earn your Business!

Emergency Response Solutions, LLC
21371 Heidelberg ST NE, Linwood, MN 55092
Phone 612-840-4010



203 E. PARK AVENUE, LIBERTYVILLE, ILLINOIS 60048



847-247-0771



847-247-0772



www.taxexemptleasing.com

March 20, 2017

Chief Steve Zumberge
Norwood Young America Fire Department
Norwood Young America, Minnesota

Dear Chief Zumberge,

I am pleased to provide the following quote for City of Norwood Young America for the financing of SCBA. This quote is valid for 14 days and is subject to credit review and proper documentation.

Equipment Cost (Approximate):	\$113,465.42
Down Payment:	\$0.00
Financed Amount:	\$113,465.42
Payment Frequency:	Annual, in arrears (first payment due one year from lease date)
Term:	5-years
Rate*:	3.27%
Payment*:	\$24,967.01
Factor^:	.22004

* Rate and payment assumes that the Customer is a tax-exempt entity and the purchase of the equipment falls within the type of equipment allowed as tax-exempt under the I.R.S. Code. In the event this purchase is not exempt, the rate and payment(s) will be adjusted accordingly. Further, it is assumed that the transaction will be "bank-qualified" and that the customer will not issue more than \$10 million in tax-exempt leases or bonds in the current calendar year.

^ Factor is based on quoted rates. If the equipment cost changes or a down payment is made, the new payment amount can be calculated by multiplying the new financed amount by the rate factor.

Note: If the equipment will require a "build-out period", the financed amount will be placed into an escrow account at lease signing and funds disbursed as instructed by the customer.

I have attached an application that must be completed in order to proceed with the credit process. In addition, we will need copies of the City's last 2-years of audited financial statements, along with a copy of its current interim financial statement. Once these items are gathered, please fax all of the information to 866-2-FAX-APP (866-232-9277) or e-mail to markz@taxexemptleasing.com.

I appreciate this opportunity and look forward to proceeding. Please let me know if I can answer any questions. I can be reached at 847-247-0771.

Kind Regards,

Mark M. Zaslavsky
President



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 24, 2017

SUBJECT: Willkommen Memorial Park Restrooms Project – Construction Proposals

The City solicited proposals from three contractors for the construction of restrooms at Willkommen Memorial Park. The proposals were:

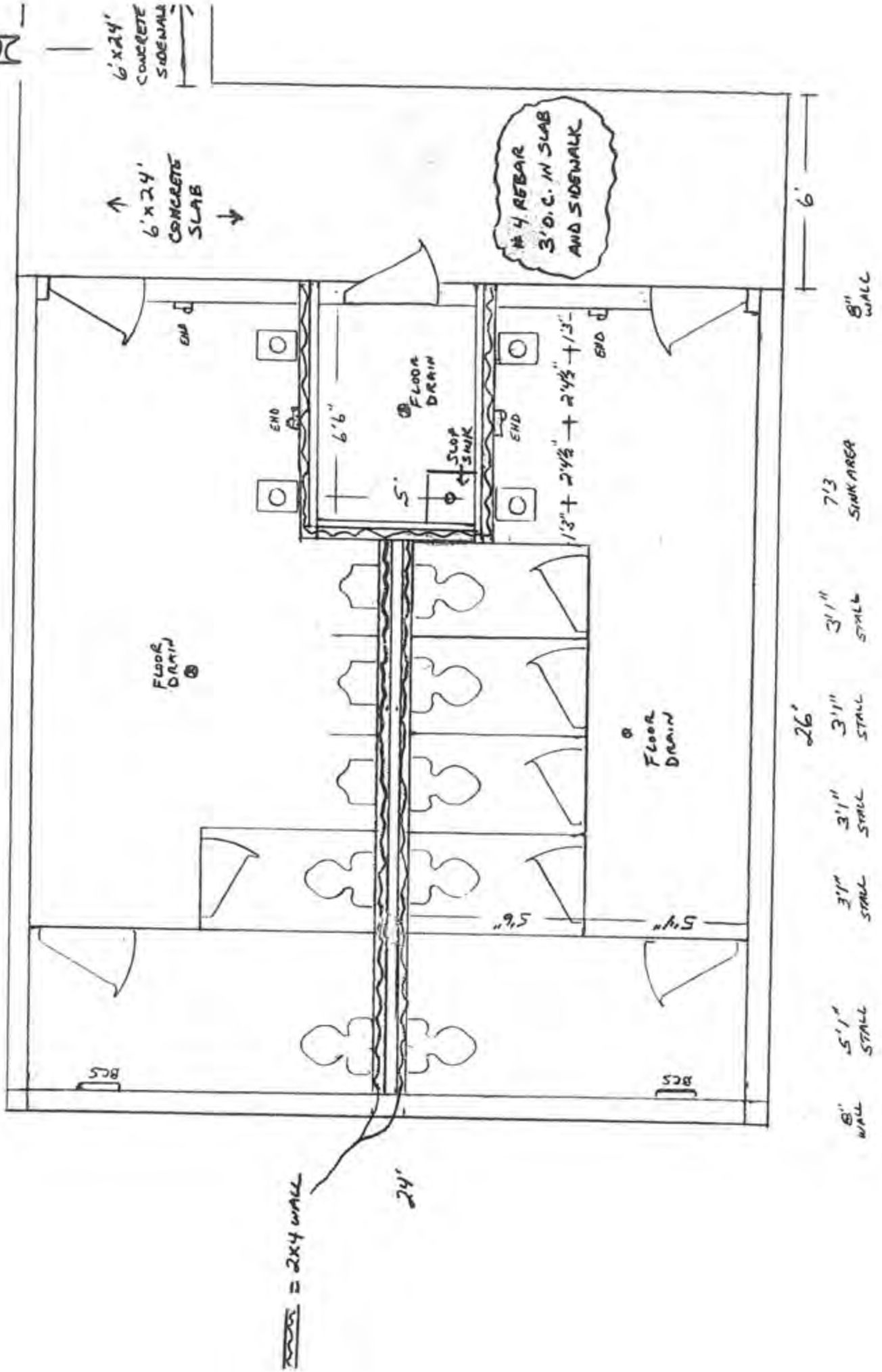
Shanahan Construction	\$119,500
Dvorak Brothers Construction	\$120,415
RAM General Contracting	\$152,790

As set by the City Council, \$80,000 has been dedicated for this project. The Parks & Recreation Commission does plan to approach local civic organizations and request donations. Other possible financing options include utilizing Fund 275, Capital Outlay for more than the allotted \$40,000 and/or utilizing the Park Dedication for more than the allotted \$40,000.

Suggested Motion:

Motion to award the Willkommen Memorial Park Restrooms construction project to Shanahan Construction.

TOP VIEW
1/4" PER FT SCALE





TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 24, 2017

SUBJECT: Norwood Sports Complex Zellmann Field – Baseball Dugout Repair Options

In respect to the Sports Complex, we have an issue with the first base dugout on the baseball field. The concrete plank that spans the length of the dugout has broken off (see enclosed picture). Cracking of the concrete has been occurring over time which is the result of long-term water exposure combined with freeze and thaw effects of water trapped within the concrete. No water proofing on the topside of the planks was applied and over time water has entered and accumulated inside the cores. The third base dugout shows similar cracking patterns though no concrete has fallen off, but will likely eventually suffer the same type of deterioration.

The Parks & Recreation Commission reviewed options for repairing the dugout roof at their April 18th meeting. The options considered were presented by Charlie Storms who researched the options and is also representing the Norwood Baseball Association. Charlie made a recommendation to replace the roof with a material that will support bleachers on top of them which the Baseball Association is proposing to pay for. None of the following options include disposing of the existing concrete roof. See enclosures for actual proposals.

Option 1

Replace to original condition: (Concrete Slab) \$8,311 + (Crane) \$3,220 = \$11,531

Option 2

Replace to original condition and install bleachers on top:

\$11,531 + (Bleacher Option) \$10,696.12 = \$22,272.12 (Baseball Association to share in cost)

Option 3

Cast in Place: Steel/Concrete plus Bleachers = \$19,890.52 (Baseball Association to share in cost)

Option 4

Steel Frame + Lumber, Metal, Material and Labor = \$4,288.68 + (Crane) \$2,060.00 = \$6,348.68

Norwood Sports Complex Zellmann Field – Baseball Dugout Repair Options

The Parks Commission recommends the Cast in Place option with the understanding that the Baseball Association will share 50/50 in the cost. The bleachers to be placed on top of the dugout currently exist at the Baseball Field. Enclosed for just the City Council is an envelope of different illustrations of the bleachers on the dugout. The Commission also proposes to utilize its maintenance budget (\$15,000) to pay for the City's share of the project.

Zellmann Field will be one of the sites hosting the Minnesota State Men's Amateur Baseball Tournament this August. The State Baseball Board will be conducting their final field inspection on June 10th. The field has to be ready for play that day.

Charlie Storms will be presenting the options at the meeting. Since Storms Welding & Mfg. would be completing the work in two of the options, Charlie will be abstaining from discussion except for presenting the information and answering questions.

Suggested Motion:

Motion to approve the Cast in Place option to repair the baseball dugout at Norwood Sports Complex Zellmann Field.





Since 1887
CONCRETE PRODUCTS COMPANY

3/21/17

CITY OF NORWOOD
310 ELM ST W
NORWOOD MN 55368

PROJECT: NORWOOD DUGOUT
ADDR:
LOCATION: NORWOOD MN 55368
ARCH:
ENG:
TERMS: NET 30
ADDMS NOTED:
E-MAIL: CHARLIESTORMS75@GMAIL.COM

ATTN: CHARLIE STORMS
PHONE: 612-270-6997
FAX:

SPECIFICATION SECTION: NONE

BASE BID

PRELIMINARY BID

320 Sq. Ft. 12" Hollow Core

ABOVE MATERIAL (ONLY) F.O.B. TRUCK JOBSITE

TAX INCLUDED

\$8,311

****MOLIN MEETS OR EXCEEDS DAVIS BACON PREVAILING WAGE REQUIREMENTS****
****HOLLOWCORE IS NOT A FINISHED FLOOR****

GENERAL NOTES

- **Proposal based on review of drawing dated 3/20/17
- **If piece order is submitted, GC accepts FULL responsibility for accuracy of the dimensions
- **Proposal is based on shipping full loads - **NO PARTIAL LOADS FIGURED**
- **Full load is 40,000 min. (approx. 645 SF of hollow core product/load)
- **Typical piece will be 48" wide - approx. 2 pieces figured
12" plank = 92 PSF (4'-0" wide piece)
- **Precast concrete products designed in accordance with IBC 2012
- **Molin **NOT RESPONSIBLE** for damage to existing site, etc. due to normal trucking procedures
- **Restoration of site to preconstruction conditions - by others

INCLUDED:

- 1) Weep Holes (1) each core, each end. Patching holes **NOT** included in price

EXCLUDED:

- 1) Mechanical openings not shown on structural drawings
- 2) Architectural precast sills, coping, caps, etc.
- 3) Insulate plank core ends
- 4) Loose steel plates, channels, angles, etc. for support of other construction or finishes
- 5) Work @ existing: demolition/cutting/protection/etc.
- 6) Hot dip galvanize/stainless steel
- 7) Tuckpointing
- 8) Caulking of hollow core plank to plank or plank to dissimilar material joints
- 9) Extra loads due to Road Restrictions. 9 Ton Road Required
- 10) Off-loading/Installation/Grouting
- 11) Unloading in excess of 1 hour per truck. Excess charge \$80/per hour



OUR MISSION IS "BUILDING" CUSTOMER SATISFACTION THROUGH GENERATIONS OF TEAMWORK.
Hollow Core Plank - Structural Wall Panels - Beams and Columns - Misc. Precast
415 Liliac Street - Lino Lakes, Minnesota 55014 - Office 651-786-7722 - FAX 651-786-0228 - 1-800-338-6546 - EOE/AA
"Molin Concrete Products is an Affirmative Action, Equal Opportunity Employer"



(952) 466-3343
PO Box 76 513 W Lake St
Cologne, MN 55322

Storms Welding & Mfg.

513 Lake St W
PO Box 76
Cologne, MN 55322
Phone: 952-466-3343
Fax: 952-466-2268

Quotation

Quote Norwood Baseball Assoc.

To:

Norwood Young Americ, MN 55368
United States

Quote Number:	23572-10	Contact:	Charlie Storms
Quote Date:	03/30/17	Expires:	04/29/17
Customer:	N467-2269	Inquiry:	
Salesman:	Charlie	Terms:	Cash On Delivery
Ship Via:	CUSTOMER PICK-UP	Phone:	(952) 467-2014
FOB:	COLOGNE, MN.	FAX:	

15 hours of Paid Onsite Labor is included on this Project

Labor for Concrete work is donated by Members of Norwood Baseball Association.

Labor for Installing Bleachers is donated by Members of Norwood Baseball Association.

Permit fees have not been included on this Project

Item	Part Number	Description	Revision	Quantity	Price	Total
1	23557	DOT-40 DRAWING (POWDER COATED RED BEFORE INSTALATION)		1	\$5,841.000 /EA	\$5,841.00
2	23570	DOT-50 DRAWING (ONSITE LABOR NEEDED HERE)		1	\$2,578.400 /EA	\$2,578.40
3	23571	BLEACHER-R-10 AND BLEACHER-R-02 (ONSITE LABOR NEEDED HERE)		1	\$2,531.490 /EA	\$2,531.49
4	23572	STEPS-02 (ONSITE LABOR NEEDED HERE)		1	\$3,419.630 /EA	\$3,419.63
5	CONCRETE	CONCRETE (DONATED LABOR)		6	\$120.000 /EA	\$720.00
6	ENGINEERING	Fauman and associates		1	\$2,800.000 /EA	\$2,800.00
7	CRANE	ROCKET CRANE		1	\$2,060.000 /EA	\$2,060.00

Grand Total: \$19,950.52

By Charles A Storms
Storms Welding & Mfg.



(952) 466-3343
PO Box 76 513 W Lake St
Cologne, MN 55322

Storms Welding & Mfg.

513 Lake St W
PO Box 76
Cologne, MN 55322
Phone: 952-466-3343
Fax: 952-466-2268

Quotation

Quote Norwood Baseball Assoc.

To:

Norwood Young Americ. MN 55368
United States

Quote Number:	23604	Contact:	
Quote Date:	04/11/17	Expires:	05/11/17
Customer:	N467-2269	Inquiry:	
Salesman:	Charlie	Terms:	Cash On Delivery
Ship Via:	CUSTOMER PICK-UP	Phone:	(952) 467-2269
FOB:	COLOGNE,MN.	FAX:	

Thank you for the opportunity to submit this quote. All prices and terms are valid for 30 days from the date of this quote.
This quote is FOB Cologne and does not include sales tax.

Item	Part Number	Description	Revision	Quantity	Price	Total
1	LABOR-MFG	LABOR - MFG		420	\$1.020 /MN	\$428.40
2	SRT8.3.25	RECTANGULAR TUBE 8" X 3" - 1/4"		40	\$8.556 /FT	\$342.24
3	SST2.2.11	SQUARE TUBING 2" X 2" - 11GA 3.07#/FT		160	\$2.386 /FT	\$381.76
4	POWDERCOAT	POWDERCOAT		1	\$750.000 /EA	\$750.00
5	SHRF.1254.	HOT ROLLED FLAT 1/8" X 4"		40	\$1.082 /FT	\$43.28
6	SHANNY	LUMBER,METAL ROOFING MATERIAL AND LABOR		1	\$1,845.000 /EA	\$1,845.00
7	LABOR-ONSITE	ONSITE LABOR - REPAIR & INSTALLATIONS		6	\$83.000 /HR	\$498.00
8	CRANE			1	\$2,060.000 /EA	\$2,060.00
Grand Total:						\$6,348.68

By Charles A Storms
Storms Welding & Mfg.