



CITY COUNCIL

1. Call Meeting of City Council to Order
 - 1.1 Pledge of Allegiance
 - 1.2 Oath of Offices
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 December 19 and 26, 2018 meetings
 - 4.2 Approve payment of claims
 - 4.3 Approve Economic Development Commission Appointment
 - 4.4 Approve Scheduling Public Hearings
5. Public Hearings
 - 5.1 Ordinance No. 315, Establishing Personnel Committee
6. Old Business
7. New Business
 - 7.1 Approve Marco Technical Agreement
 - 7.2 Approve Resolution 2019-01, Organization of the City of Norwood Young America
 - 7.3 Approve Annual Fire Department Report and discuss Fire Contract Renewals
 - 7.4 Discuss Sale of Surplus Equipment Proposal
 - 7.5 Approve Downtown Redevelopment Plan
 - 7.6 Adopt Ordinance No. 315, Establishing Personnel Committee
 - 7.7 Consider Metro Cities Membership
 - 7.8 2040 Comprehensive Plan Submittal Update
 - 7.9 Schedule next Joint Meeting
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: December Building Permit Report.

UPCOMING MEETINGS / EVENTS

- | | |
|-------------|---|
| January 16 | Annual Fire Service Townships Meeting – 6:00 p.m. |
| January 17 | Senior Advisory Committee – 9:00 a.m. |
| January 28 | Work Session, EDA, City Council – 6:00 p.m. |
| March 2019 | Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:00 p.m. |
| February 5 | Planning Commission – 6:00 p.m. |
| February 11 | Personnel Committee – 5:00 p.m. |
| February 11 | City Council – 6:00 p.m. |
| February 13 | Economic Development Commission – 6:00 p.m. |
| February 19 | Parks and Recreation Commission – 4:45 p.m. |



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

To Be Approved: January 14, 2019

Payroll EFT (Check Sequence#505140-505210)	<u>\$119,416.12</u>
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Claims Pending Payment (Check Sequence #28847-28925)	<u>\$201,188.98</u>
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Grand Total	<u>\$320,605.10</u>
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CITY OF NORWOOD YOUNG AMERICA

01/10/19 12:27 PM

Page 1

*Check Detail Register©

DECEMBER 2018 to JANUARY 2019

			Check Amt	Invoice	Comment
10100 CHECKING					
Paid Chk#	028847	12/31/2018	ANCOMCOMMUNICATIONS, INC.		
E 101-42200-323	Radio Units		\$3,494.00	36710	
Total ANCOMCOMMUNICATIONS, INC.			\$3,494.00		
Paid Chk#	028848	12/31/2018	BLOM, SCOTT		
E 101-42200-103	Part-Time Employees		\$1,883.94		FIRE CHECK
Total BLOM, SCOTT			\$1,883.94		
Paid Chk#	028849	12/31/2018	BOLTON & MENK, INC		
G 807-22100	Escrow Collected		\$405.00		PRESERVE 5
E 101-41500-303	Engineering Fees		\$110.00		
E 601-49400-303	Engineering Fees		\$274.00		
E 602-49450-303	Engineering Fees		\$195.00		
Total BOLTON & MENK, INC			\$984.00		
Paid Chk#	028850	12/31/2018	CARQUEST AUTO PARTS		
E 101-43100-221	Repair/Maintenance Equipment		\$33.11	5927-179355	RACHET
E 601-49400-210	Operating Supplies		\$9.75	5927-179453	PROPANE
E 602-49450-210	Operating Supplies		\$9.75	5927-179453	PROPANE
E 101-43100-221	Repair/Maintenance Equipment		\$47.99	5927-179675	BATTERY
E 101-43100-221	Repair/Maintenance Equipment		\$8.55	5927-179722	OIL FILTER
E 101-43100-221	Repair/Maintenance Equipment		\$7.47	5927-179895	OIL FILTER
E 101-43100-210	Operating Supplies		\$32.97	5927-179901	OIL ABSORBENT
E 101-43100-210	Operating Supplies		\$9.59	5927-180659	GRINDING WHEEL
Total CARQUEST AUTO PARTS			\$159.18		
Paid Chk#	028851	12/31/2018	CARVER COUNTY		
E 101-41410-350	Print/Publishing/Postage		\$586.11	2212	ELECTION
Total CARVER COUNTY			\$586.11		
Paid Chk#	028852	12/31/2018	CARVER COUNTY		
E 601-49400-310	Other Professional Services		\$1,832.18	CSER-563	GIS POSITION
E 602-49450-310	Other Professional Services		\$1,832.18	CSER-563	GIS POSITION
E 101-43100-310	Other Professional Services		\$1,526.82	CSER-563	GIS POSITION
E 101-45200-310	Other Professional Services		\$916.08	CSER-563	GIS POSITION
Total CARVER COUNTY			\$6,107.26		
Paid Chk#	028853	12/31/2018	CARVER COUNTY ATTORNEYS OFF		
E 101-41500-307	Prosecution Contract		\$2,521.43		FINES
Total CARVER COUNTY ATTORNEYS OFF			\$2,521.43		
Paid Chk#	028854	12/31/2018	CRYSTEEL TRUCK EQUIPMENT, INC		
E 601-49400-500	Capital Outlay		\$2,344.72	L28992	SNOW PLOW MOUNT
E 602-49450-500	Capital Outlay		\$1,918.41	L28992	SNOW PLOW MOUNT
E 275-43100-543	Streets-Equipment		\$12,000.00	L29048	SNO BLOWER
E 601-49400-500	Capital Outlay		\$33.00	LP188119	HOOK MOUNT
E 602-49450-500	Capital Outlay		\$27.00	LP188119	HOOK MOUNT

CITY OF NORWOOD YOUNG AMERICA

01/10/19 12:27 PM

Page 2

***Check Detail Register©**

DECEMBER 2018 to JANUARY 2019

			Check Amt	Invoice	Comment
Total		CRYSTEEL TRUCK EQUIPMENT, INC	\$16,323.13		
Paid Chk#	028855	12/31/2018	CURFMAN TRUCKING & REPAIR INC		
E	101-43100-437	Maintenance Contract	\$900.00	C19V002	SNOW HAULING
Total		CURFMAN TRUCKING & REPAIR INC	\$900.00		
Paid Chk#	028856	12/31/2018	CUSTOMIZED FIRE/RESCUE TRAIN		
E	101-42200-207	Training Instructional	\$1,370.00	1384	NFPA 1001
E	101-42200-207	Training Instructional	\$1,500.00	1411	LIVE BURN
Total		CUSTOMIZED FIRE/RESCUE TRAIN	\$2,870.00		
Paid Chk#	028857	12/31/2018	DREVLLOW, DAN		
E	601-49400-432	Refund	\$67.85		OVERPAYMENT OF UTILITY BILL
Total		DREVLLOW, DAN	\$67.85		
Paid Chk#	028858	12/31/2018	DURBIN, CAROLYN		
E	101-41330-319	Sr. Advisory Committee	\$200.00		
Total		DURBIN, CAROLYN	\$200.00		
Paid Chk#	028859	12/31/2018	DWK CLEAN WATER SERVICES LLC		
E	601-49400-310	Other Professional Services	\$520.00	1219	
E	602-49450-310	Other Professional Services	\$520.00	1219	
Total		DWK CLEAN WATER SERVICES LLC	\$1,040.00		
Paid Chk#	028860	12/31/2018	EGGERS, MIKE		
E	101-41330-316	Planning Commission	\$200.00		PLANNING
Total		EGGERS, MIKE	\$200.00		
Paid Chk#	028861	12/31/2018	EMERGENCY APPARATUS MAINTENANC		
E	101-42200-221	Repair/Maintenance Equipment	\$5,080.62	100286	LADDER 11 REPAIRS
E	101-42200-221	Repair/Maintenance Equipment	\$1,664.23	102853	LADDER 11
Total		EMERGENCY APPARATUS MAINTENANC	\$6,744.85		
Paid Chk#	028862	12/31/2018	EMTS		
E	101-42200-207	Training Instructional	\$1,350.00	1771	EMR INITIAL COURSE
Total		EMTS	\$1,350.00		
Paid Chk#	028863	12/31/2018	FELTMANN, WAYNE & SHARILYN		
E	101-41330-320	Park Board	\$200.00		PARK & REC
Total		FELTMANN, WAYNE & SHARILYN	\$200.00		
Paid Chk#	028864	12/31/2018	FOEDE, KAARIN		
E	101-41330-317	EDC Board	\$200.00		EDC
Total		FOEDE, KAARIN	\$200.00		
Paid Chk#	028865	12/31/2018	GOPHER STATE ONE-CALL, INC.		
E	601-49400-223	Repair/Maintenance Bldg/Ground	\$4.05	8120626	LOCATES
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$4.05	8120626	LOCATES
Total		GOPHER STATE ONE-CALL, INC.	\$8.10		

CITY OF NORWOOD YOUNG AMERICA

01/10/19 12:27 PM

Page 3

***Check Detail Register©**

DECEMBER 2018 to JANUARY 2019

			Check Amt	Invoice	Comment
Paid Chk# 028866	12/31/2018	GRUNDAHL, WILLIAM			
E 101-41330-316	Planning Commission		\$200.00		PLANNING
	Total GRUNDAHL, WILLIAM		\$200.00		
Paid Chk# 028867	12/31/2018	H&L MESABI			
E 101-43100-221	Repair/Maintenance Equipment		\$3,951.58	02742	CUTTING BLADE
	Total H&L MESABI		\$3,951.58		
Paid Chk# 028868	12/31/2018	HOERNEMANN, JR			
E 101-41330-319	Sr. Advisory Committee		\$200.00		
	Total HOERNEMANN, JR		\$200.00		
Paid Chk# 028869	12/31/2018	HOME SOLUTIONS			
E 101-43100-221	Repair/Maintenance Equipment		\$90.51		
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$12.47		
E 602-49450-210	Operating Supplies		\$3.22		
E 601-49400-210	Operating Supplies		\$3.22		
E 101-43100-210	Operating Supplies		\$22.69		
E 101-41940-210	Operating Supplies		\$45.88		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$89.92		
E 101-42200-221	Repair/Maintenance Equipment		\$120.08		
	Total HOME SOLUTIONS		\$387.99		
Paid Chk# 028870	12/31/2018	HORMANN, KARLA			
E 101-41330-320	Park Board		\$200.00		
	Total HORMANN, KARLA		\$200.00		
Paid Chk# 028871	12/31/2018	KROELLS, LAVONNE			
E 101-41330-319	Sr. Advisory Committee		\$200.00		
	Total KROELLS, LAVONNE		\$200.00		
Paid Chk# 028872	12/31/2018	KWIK TRIP INC.			
E 101-43100-212	Motor Fuels		\$70.21		
E 601-49400-212	Motor Fuels		\$28.50		
E 602-49450-212	Motor Fuels		\$28.50		
E 101-45200-212	Motor Fuels		\$20.85		
E 101-43100-212	Motor Fuels		\$20.90		
E 101-42200-212	Motor Fuels		\$36.49		FIRE DEPT FUEL
	Total KWIK TRIP INC.		\$205.45		
Paid Chk# 028873	12/31/2018	LOFFLER BUSINESS SYS LLC			
E 101-41400-437	Maintenance Contract		\$298.93	3000924	COPIES
	Total LOFFLER BUSINESS SYS LLC		\$298.93		
Paid Chk# 028874	12/31/2018	LOOMIS HOMES			
G 811-22100	Escrow Collected		\$50,792.20		BUILDING PERMIT DRAW
	Total LOOMIS HOMES		\$50,792.20		
Paid Chk# 028875	12/31/2018	MARCO TECHNOLOGIES LLC			

CITY OF NORWOOD YOUNG AMERICA

01/10/19 12:27 PM

Page 4

*Check Detail Register©

DECEMBER 2018 to JANUARY 2019

			Check Amt	Invoice	Comment
E 101-41400-437	Maintenance Contract		\$1,398.02	INV5886292	IMPLEMENTATION & BRING ON
	Total MARCO TECHNOLOGIES LLC		\$1,398.02		
Paid Chk# 028876	12/31/2018	METRO WEST INSPECTION SERVICES			
E 101-42400-312	Building Inspection Fee		\$2,904.49	1823	PERMITS
E 101-42400-328	Rental Dwelling Inspections		\$2,528.61	1823	RENTALS
	otal METRO WEST INSPECTION SERVICES		\$5,433.10		
Paid Chk# 028877	12/31/2018	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212	Motor Fuels		\$14.78	188	SPIN ON
E 101-43100-212	Motor Fuels		\$936.32	44622	WINTER DIESEL
	Total MID-COUNTY CO-OP OIL ASSN		\$951.10		
Paid Chk# 028878	12/31/2018	MIDWAY FORD CO			
E 601-49400-500	Capital Outlay		\$20,531.90	120331	NEW PICKUP
E 602-49450-500	Capital Outlay		\$16,798.83	120331	NEW PICKUP
	Total MIDWAY FORD CO		\$37,330.73		
Paid Chk# 028879	12/31/2018	MN DEPT OF LABOR & INDUSTRY			
G 101-21721	State Bldg Surcharge Fee		\$566.02		4TH QTR SURCHARGE
	Total MN DEPT OF LABOR & INDUSTRY		\$566.02		
Paid Chk# 028880	12/31/2018	MN VALLEY ELECTRIC COOPERATIVE			
E 601-49400-381	Electric Utilities		\$1,029.53		640 TACOMA BLVD
E 602-49450-381	Electric Utilities		\$68.05		LIFT STATION
E 101-43100-380	Street Lighting		\$202.21		STREET LIGHTS
	otal MN VALLEY ELECTRIC COOPERATIVE		\$1,299.79		
Paid Chk# 028881	12/31/2018	MUNICIPAL DEVELOPMENT GROUP			
E 101-46500-310	Other Professional Services		\$2,437.79	NYA010219	EDC SERVICES
	Total MUNICIPAL DEVELOPMENT GROUP		\$2,437.79		
Paid Chk# 028882	12/31/2018	NEUBARTH, ALICIA			
E 101-41400-331	Travel/Meeting Expense		\$22.45		MILEAGE REIMBURSEMENT
	Total NEUBARTH, ALICIA		\$22.45		
Paid Chk# 028883	12/31/2018	NORTH AMERICAN SAFETY INC			
E 101-43100-211	Personal Protection Equipment		\$104.19	39335	GLOVE, SAFETY GLASSES
	Total NORTH AMERICAN SAFETY INC		\$104.19		
Paid Chk# 028884	12/31/2018	NYA TIMES			
E 101-41400-350	Print/Publishing/Postage		\$26.46	657893	FEE SCHEDULE
E 101-41320-350	Print/Publishing/Postage		\$45.36	659729	CUP AUDIT
E 101-41320-350	Print/Publishing/Postage		\$41.58	659730	CUP MAIN
	Total NYA TIMES		\$113.40		
Paid Chk# 028885	12/31/2018	PERFORMANCE PLUS LLC			
E 101-42200-208	Medical-Physicals		\$2,044.00	5297LF	MEDICAL EXAM

CITY OF NORWOOD YOUNG AMERICA

01/10/19 12:27 PM

Page 5

*Check Detail Register©

DECEMBER 2018 to JANUARY 2019

			Check Amt	Invoice	Comment
Total PERFORMANCE PLUS LLC			\$2,044.00		
Paid Chk#	028886	12/31/2018	PRO AUTO & TRANSMISSION REPAIR		
E	101-43100-221	Repair/Maintenance Equipment	\$535.64	0061739	T5 BOOM TRUCK
E	101-42200-221	Repair/Maintenance Equipment	\$541.90	0061873	FIRE TANKER
E	101-43100-221	Repair/Maintenance Equipment	\$879.66	0061876	BOBCAT 3400
E	101-43100-221	Repair/Maintenance Equipment	\$162.81	0061886	SWEEPER TRAILER
E	101-43100-221	Repair/Maintenance Equipment	\$220.74	0061901	T7
E	101-43100-221	Repair/Maintenance Equipment	\$178.58	0061932	BOBCAT 3400
E	601-49400-221	Repair/Maintenance Equipment	\$388.16	0062098	W3
E	602-49450-221	Repair/Maintenance Equipment	\$388.15	0062098	W3
E	101-42200-221	Repair/Maintenance Equipment	\$42.25	0062108	RESCUE 11
Total PRO AUTO & TRANSMISSION REPAIR			\$3,337.89		
Paid Chk#	028887	12/31/2018	RUPP, ANDERSON, SQUIRES, PA		
E	101-41500-304	Legal Fees	\$412.50		ATTORNEY
Total RUPP, ANDERSON, SQUIRES, PA			\$412.50		
Paid Chk#	028888	12/31/2018	SASCS, LLC		
E	101-42200-207	Training Instructional	\$300.00	2670	FIRE INSTRUCTOR
Total SASCS, LLC			\$300.00		
Paid Chk#	028889	12/31/2018	SCHROEDER PROCESS AUTOMATION		
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$699.30	1604	WWTP REPAIRS
Total SCHROEDER PROCESS AUTOMATION			\$699.30		
Paid Chk#	028890	12/31/2018	SCHULTZ, LOIS		
E	101-41330-319	Sr. Advisory Committee	\$200.00		
Total SCHULTZ, LOIS			\$200.00		
Paid Chk#	028891	12/31/2018	SIMMONS, THOMAS		
E	101-41330-319	Sr. Advisory Committee	\$200.00		
Total SIMMONS, THOMAS			\$200.00		
Paid Chk#	028892	12/31/2018	SMITH OIL CO		
E	101-43100-212	Motor Fuels	\$259.73		
E	251-46331-212	Motor Fuels	\$472.38		
E	101-45200-212	Motor Fuels	\$22.29		
E	601-49400-212	Motor Fuels	\$68.04		
E	602-49450-212	Motor Fuels	\$68.03		
E	101-42200-212	Motor Fuels	\$391.34		FIRE DEPT FUEL
Total SMITH OIL CO			\$1,281.81		
Paid Chk#	028893	12/31/2018	SRF CONSULTING GROUP INC		
E	522-43100-528	Underpass Expenses	\$2,125.25	11012.00-12	UNDERPASS
Total SRF CONSULTING GROUP INC			\$2,125.25		
Paid Chk#	028894	12/31/2018	STRACK CONSULTING LLC		
E	101-41320-305	Other Professional Fees	\$640.00	1113	PLANNING CONSULTANT

CITY OF NORWOOD YOUNG AMERICA

01/10/19 12:27 PM

Page 6

***Check Detail Register©**

DECEMBER 2018 to JANUARY 2019

			Check Amt	Invoice	Comment
Total STRACK CONSULTING LLC			\$640.00		
Paid Chk#	028895	12/31/2018	TECHSTAR IT SOLUTIONS		
E	101-41400-437	Maintenance Contract	\$1,014.00	MSP-8487	MANAGED SERVICES
Total TECHSTAR IT SOLUTIONS			\$1,014.00		
Paid Chk#	028896	12/31/2018	TOWMASTER		
E	101-43100-221	Repair/Maintenance Equipment	\$3,994.00	411123	SENSOR KIT
Total TOWMASTER			\$3,994.00		
Paid Chk#	028897	12/31/2018	US POSTAL SERVICE		
E	101-41400-350	Print/Publishing/Postage	\$1,000.00		20 ROLLS OF STAMPS
Total US POSTAL SERVICE			\$1,000.00		
Paid Chk#	028898	12/31/2018	UTILITY CONSULTANTS		
E	602-49450-217	Lab Fees	\$576.75	100373	CBOD, TSS TESTING
Total UTILITY CONSULTANTS			\$576.75		
Paid Chk#	028899	12/31/2018	VERIZON WIRELESS		
E	101-42200-321	Telephone	\$175.05		FIRE DEPT
E	101-43100-321	Telephone	\$169.03		
E	101-45200-321	Telephone	\$72.44		
E	601-49400-321	Telephone	\$124.12		
E	602-49450-321	Telephone	\$124.13		
Total VERIZON WIRELESS			\$664.77		
Paid Chk#	028900	12/31/2018	VOIGT, TONY		
E	101-45200-221	Repair/Maintenance Equipment	\$136.96		3400 LIGHT BAR
Total VOIGT, TONY			\$136.96		
Paid Chk#	028901	12/31/2018	WOOD, GRACE		
E	101-45200-432	Refund	\$650.00		PAVILION REIMBURSEMENT
Total WOOD, GRACE			\$650.00		
Paid Chk#	028902	12/31/2018	WWGOETSCH		
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$7,041.96	101296	REBUILD PUMP
Total WWGOETSCH			\$7,041.96		
Paid Chk#	028903	12/31/2018	XCEL ENERGY		
E	101-45200-381	Electric Utilities	\$19.29		710 RR ST
Total XCEL ENERGY			\$19.29		
Paid Chk#	028904	12/31/2018	ZELLMANN, JIM		
E	101-41330-320	Park Board	\$200.00		
Total ZELLMANN, JIM			\$200.00		
Paid Chk#	028905	1/14/2019	CARVER COUNTY FD MUTUAL AID A		
E	101-42200-433	Dues and Subscriptions	\$250.00	2019 DUES	
Total CARVER COUNTY FD MUTUAL AID A			\$250.00		

CITY OF NORWOOD YOUNG AMERICA

01/10/19 12:27 PM

Page 7

*Check Detail Register©

DECEMBER 2018 to JANUARY 2019

			Check Amt	Invoice	Comment
Paid Chk#	028906	1/14/2019	CARVERLINK-CARVER CO BROADBAND		
E	101-41940-321	Telephone	\$114.29		
E	601-49400-321	Telephone	\$125.71		
E	602-49450-321	Telephone	\$57.14		
E	101-42200-321	Telephone	\$142.45		
E	101-43100-321	Telephone	\$48.00		
E	101-45200-321	Telephone	\$20.57		
E	101-41940-321	Telephone	\$125.71		
E	101-41300-321	Telephone	\$56.52		
E	101-41320-321	Telephone	\$56.52		
E	101-41400-321	Telephone	\$56.52		
E	101-46500-321	Telephone	\$18.84		
E	101-42100-321	Telephone	\$94.20		
E	101-45500-321	Telephone	\$94.20		
	a1 CARVERLINK-CARVER CO BROADBAND		\$1,010.67		
Paid Chk#	028907	1/14/2019	CITIZEN STATE BANK HSA ACCTS		
G	101-21718	HSA ACCOUNT	\$1,166.66		JANUARY
	Total CITIZEN STATE BANK HSA ACCTS		\$1,166.66		
Paid Chk#	028908	1/14/2019	DVS RENEWAL		
E	101-49800-330	Transportation Expense	\$128.00		BUS TABS
	Total DVS RENEWAL		\$128.00		
Paid Chk#	028909	1/14/2019	HEALTH PARTNERS		
G	101-21706	Hospitalization/Medical Ins	\$11,068.69		
	Total HEALTH PARTNERS		\$11,068.69		
Paid Chk#	028910	1/14/2019	JOHNSON, ALLAN		
E	601-49400-432	Refund	\$132.23		OVERPAYMENT OF UTILITY BILL
	Total JOHNSON, ALLAN		\$132.23		
Paid Chk#	028911	1/14/2019	KLEINBANK		
G	101-21718	HSA ACCOUNT	\$1,333.33		JANUARY
	Total KLEINBANK		\$1,333.33		
Paid Chk#	028912	1/14/2019	LANO EQUIPMENT		
E	101-43100-221	Repair/Maintenance Equipment	\$12.95	30958	
	Total LANO EQUIPMENT		\$12.95		
Paid Chk#	028913	1/14/2019	LEAGUE OF MN CITIES		
E	101-41400-433	Dues and Subscriptions	\$4,130.00	275429	DUES
	Total LEAGUE OF MN CITIES		\$4,130.00		
Paid Chk#	028914	1/14/2019	LOFFLER COMPANIES, INC.		
E	101-41400-437	Maintenance Contract	\$89.50		COPIER RENT
	Total LOFFLER COMPANIES, INC.		\$89.50		
Paid Chk#	028915	1/14/2019	MID COUNTRY BANK		

CITY OF NORWOOD YOUNG AMERICA

01/10/19 12:27 PM

Page 8

*Check Detail Register©

DECEMBER 2018 to JANUARY 2019

			Check Amt	Invoice	Comment
G 101-21718	HSA ACCOUNT		\$453.33		JANUARY
	Total MID COUNTRY BANK		\$453.33		
Paid Chk# 028916	1/14/2019	MID-COUNTY CO-OP OIL ASSN			
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$204.00	60196	TORDON
	Total MID-COUNTY CO-OP OIL ASSN		\$204.00		
Paid Chk# 028917	1/14/2019	MINNESOTA RURAL WATER ASSOC			
E 601-49400-433	Dues and Subscriptions		\$137.50		
E 602-49450-433	Dues and Subscriptions		\$137.50		
	Total MINNESOTA RURAL WATER ASSOC		\$275.00		
Paid Chk# 028918	1/14/2019	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217	Lab Fees		\$411.50	956455	TSS, MERCURY
E 601-49400-217	Lab Fees		\$93.00	956507	COLIFORM
	Total MINNESOTA VALLEY TESTING LAB		\$504.50		
Paid Chk# 028919	1/14/2019	MN DEPARTMENT OF HEALTH			
E 101-49860-406	LICENSES		\$720.00		POOL LICENSE
	Total MN DEPARTMENT OF HEALTH		\$720.00		
Paid Chk# 028920	1/14/2019	NCPERS 855401LIFE INS			
G 101-21705	PERA Life		\$32.00		
	Total NCPERS 855401LIFE INS		\$32.00		
Paid Chk# 028921	1/14/2019	NYA CHAMBER OF COMMERCE			
E 101-41400-433	Dues and Subscriptions		\$125.00		2019 DONATION
	Total NYA CHAMBER OF COMMERCE		\$125.00		
Paid Chk# 028922	1/14/2019	NYA TIMES			
E 101-41400-350	Print/Publishing/Postage		\$30.24	661406	PERSONNEL COMM
	Total NYA TIMES		\$30.24		
Paid Chk# 028923	1/14/2019	STATE BANK OF HAMBURG			
G 101-21718	HSA ACCOUNT		\$533.33		JANUARY
	Total STATE BANK OF HAMBURG		\$533.33		
Paid Chk# 028924	1/14/2019	TASC			
G 101-21713	Health Care Reimbursement Acct		\$15.00		COBRA ADMIN FEE
G 101-21713	Health Care Reimbursement Acct		\$461.48		FSA RENEWAL
	Total TASC		\$476.48		
Paid Chk# 028925	1/14/2019	US POSTAL SERVICE			
E 101-42200-350	Print/Publishing/Postage		\$42.00		FIRE DEPT BOX RENT
	Total US POSTAL SERVICE		\$42.00		
	10100 CHECKING		\$201,188.98		

CITY OF NORWOOD YOUNG AMERICA

01/10/19 12:27 PM

Page 9

***Check Detail Register©**

DECEMBER 2018 to JANUARY 2019

Check Amt Invoice Comment

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$76,724.77	
251 HARBOR / HAVEN	\$472.38	
275 CAPITAL	\$12,000.00	
522 Underpass Project	\$2,125.25	
601 WATER FUND	\$27,747.46	
602 SEWER FUND	\$30,921.92	
807 Escrow - Preserve 5	\$405.00	
811 Escrow - Loomis Permit Fees	\$50,792.20	
	<hr/>	
	\$201,188.98	



TO: Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: January 14, 2019
SUBJECT: Economic Development Commission Appointment

The City received an application from Tonya Noeldner, owner of Shear Effects Salon, to serve on the EDC. Upon appointment of Tonya there will remain one vacancy on the Commission.

Proposed Motion:

Motion to approve the appointment of Tonya Noeldner to the Economic Development Commission.

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com



TO: Mayor Diedrick and City Council Members
FROM: Kelly Hayes, City Clerk/Treasurer
DATE: January 14, 2019
SUBJECT: Schedule Public Hearings

1. Chapter 7 of the City Code – ATV / Golf Cart Permit

On July 9, 2018, the City Council approved Ordinance 305 pertaining to the use of All Terrain Vehicles (ATVs) and golf carts on city streets. Currently the ATV/Golf Cart permit is a three year permit and it is for the driver and not the vehicle. Shortly after the approval, a resident had contacted City Hall to ask for additional information regarding the permit. This resident wanted to get an ATV permit, however it would cost them \$120 for the permit because there were three drivers. The resident requested that the City Council review this section of Chapter 7 and to have the ATV/Golf Cart Permit be for the vehicle itself and not to have the permit attached to the driver.

Current code:

750.06 Permit Required. Every person who operates a golf cart or Class 2 ATV shall first obtain a permit from the City.

Requested change to Chapter 7:

750.06 Permit Required. A recreational vehicle permit for a golf cart or Class 2 ATV shall be obtained but the owner from the City.

Recommendation:

Motion to schedule a Public Hearing on January 28, 2019 at 6:00pm regarding Chapter 7 – ATV/Golf Cart Permit.

2. Chapter 20 of City Code - 2019 Fee Schedule

On December 10, 2018, the City Council approved the 2019 Fee Schedule. Following the Council meeting, it was noticed that there were a few errors on the fee schedule.

Recommendation:

Motion to schedule a Public Hearing on January 28, 2019, at 6:00pm regarding Chapter 20 – Fee Schedule.

Norwood Young America



TO: Mayor Diedrick and Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: January 14, 2019
RE: Public Hearing regarding Chapter 2 of the City Code

The Committees and Commissions of the City are located in Chapter 2 of the City Code; however, the Personnel Committee is not included. City Attorney, Jay Squires, recommends having the Personnel Committee included into Chapter 2.

Attached is the "Personnel Committee Structure" that was adopted by the committee on April 9, 2018. One change has been recently made; due to a request from the Public Service Department, it was approved at the meeting on December 10, 2018, and proposed that the Public Service Director would be a member of the committee.

RECOMMENDATION:

To adopt Ordinance 315, An Ordinance Amending Chapter 2 of the City Code to Provide for Establishment of a Personnel Committee.

To approve publishing a summary of Ordinance 315.

Norwood Young America

ORDINANCE NO. 315

An Ordinance Amending Chapter 2 of the City Code to Provide for Establishment of a Personnel Committee

The City Council of the City of Norwood Young America, Minnesota hereby ordains Chapter 2 of the City Code shall be amended by adding section 259 as follows:

Section 259 – Personnel Committee

259.01 Establishment of Commission. The Personnel Committee for the City of Norwood Young America shall be hereby established. *(Established by Ord. 315, 01-14-2019)*

259.02 Composition. The Personnel Committee shall consist of five members: The Mayor, one (1) City Council representative, the City Administrator, the City Clerk and the Public Service Director. The Mayor, City Administrator, City Clerk and the Public Service Director are automatically appointed via their positions. The Council representative shall be appointed annually by the City Council. The Mayor shall serve as Chairperson.

259.03 Organization, Meetings, Etc.

The Personnel Committee shall meet monthly or as needed.

259.04 Powers and Duties of the Commission. The purpose of the Personnel Committee is to provide oversight regarding the City's Personnel Policy, employees' compensation and benefits structure, and hiring of new employees.

The duties and responsibilities of the Personnel Committee are as follows:

- a. Oversee and review the City's Personnel Policy, monitor employment law changes, and recommend Personnel Policy amendments to the City Council as appropriate.
- b. Annually review and provide feedback regarding the City's overall approach to compensation and benefits for staff, and make recommendations to the City Council.
- c. Review performance reviews of staff.
- d. Review as needed high-level disciplinary actions of City employees, especially those that result in suspension or termination.
- e. Participate in the hiring process of new employees to include, but not limited to, application review, interviewing, and recommendation to the City Council. Participate in the appointments of Fire Department officers.

Adopted by the Council this 14th day of January 2019.

ATTEST:

Mayor

Kelly Hayes, City Clerk/Treasurer



PERSONNEL COMMITTEE STRUCTURE

Purpose

The purpose of the Personnel Committee is to provide oversight regarding the City's Personnel Policy, employees' compensation and benefits structure, and hiring of new employees.

Duties and Responsibilities

The duties and responsibilities of the Personnel Committee are as follows:

1. Oversee and review the City's Personnel Policy, monitor employment law changes, and recommend Personnel Policy amendments to the City Council as appropriate.
2. Annually review and provide feedback regarding the City's overall approach to compensation and benefits for staff, and make recommendations to the City Council.
3. Review performance reviews of staff.
4. Review as needed high-level disciplinary actions of City employees, especially those that result in suspension or termination.
5. Participate in the hiring process of new employees to include, but not limited to, application review, interviewing, and recommendation to the City Council. Participate in the appointments of Fire Department officers.

Membership and Meetings

Composition.

The Personnel Committee shall consist of four members: The Mayor, one (1) City Council representative, the City Administrator and the City Clerk. The Mayor, City Administrator, and City Clerk are automatically appointed via their positions. The Council representative shall be appointed annually by the City Council.

The Mayor shall serve as Chairperson.

Frequency of meetings:

The Personnel Committee shall meet on a monthly basis on the 2nd Monday of the month at 5:00pm and as needed.

**City of Norwood Young America
Summary of Ordinance No. 315**

The City Council of the City Norwood Young America has adopted Ordinance No. 315, thereby amending Chapter 2 of the City Code to provide for the establishment of a Personnel Committee.

Effective Date: Ordinance No. 315 shall become effective upon its passage and publication according to law. The ordinance was adopted by the Norwood Young America City Council on January 14, 2019.

A complete copy of Ordinance No. 315 is available for review at the Norwood Young America City Hall, 310 Elm Street W., Norwood Young America. If you have questions, contact the City at (952) 467-1800.

Submitted by:
Kelly Hayes
City Clerk/Treasurer



TO: Mayor Diedrick and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: January 14, 2019
RE: Resolution 2019-01 Organization of the City

In accordance with state statute, Cities at their first meeting of the year are required to perform certain functions. Specific items include:

- Designating the City's official newspaper for publishing ordinances and other matters as required by law.
- Selecting official depositories of City funds.
- Elect an acting mayor from among the councilmembers to perform the duties of the mayor in her absence.
- Appoint council members to the City commissions and boards.
- Review the Council's bylaws or rules of procedures and make any necessary changes.

Attached is Resolution 2019-01 which addresses the above items and other items historically addressed in the City's organizational resolution.

- Council member names have been highlighted in blue to identify the 2018 Council Member Representatives.
- Words that are highlighted in yellow are updates from the prior year.
- Words that are highlighted yellow and have a line through them are words that should be deleted.

Proposed is to review, discuss and modify by the Council.

Suggested Motion:

Motion to approve Resolution 2019-01, a resolution relating to the organization of the City of Norwood Young America.



RESOLUTION 2019-01

RESOLUTION RELATING TO THE ORGANIZATION OF THE CITY OF NORWOOD YOUNG AMERICA

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

Section 1. Official Depository.

Subsection 1. Financial Institutions.

Pursuant to Minnesota Statutes, Chapter 118, the City Council designates the following financial institutions as official depositories for

Municipal Funds:

- a) Citizens State Bank of Norwood Young America
- b) Klein Bank
- c) Bankers' Bancorporation
- d) U. S. Bank National Association

Investment Brokers:

- a) ~~Morgan Stanley~~ RBC Wealth Management
- b) Northland Securities
- c) 4M Fund sponsored by LMC
- d) Edward Jones
- e) BBE Community Investment Partners
- f) U. S. Bank National Association

Subsection 2. Financial Signatures.

Officers of the City with signatory authority on the City's financial accounts and holdings include: City Clerk/Treasurer Kelly Hayes, City Administrator Steve Helget, Mayor Carol Lagergren Tina Diedrick and Council Member Dick Stolz.

Section 2. Official Newspaper.

Pursuant to Minnesota Statutes, Section 412.831, the City Council designates the following newspaper as the official newspaper of the City: *Norwood Young America Times*. The Mayor and Clerk are authorized and directed to enter into agreements with the official newspaper for the publication of items required by law to be published.

Section 3. Acting Mayor.

Pursuant to Minnesota Statutes, Section 412.121, Council member Dick Stolz is appointed Acting Mayor and is to perform the duties of the Mayor during the Mayor's disability or absence from the city, or if there is a vacancy, until a successor has been appointed.

Section 4. Acting City Administrator.

The City Clerk/Treasurer is appointed Acting City Administrator during the Administrator's absence from the city.

Section 5. Employees Identified/Appointed.

Subdivision 1. Full-Time City Employees in Supervisory Roles

City Administrator - Steven Helget
City Clerk/Treasurer - Kelly Hayes
Public Service Director - Tony Voigt

Subdivision 2. Volunteer Fire Fighters.

All Firefighters will receive \$10 an hour for responding to fire/emergency calls and mandatory trainings. Payment will be paid out to each firefighter, in a lump sum, in December for December of the prior year to November of the current year.

Subdivision 3. Fire Department Officers.

In addition to the \$10 per hour for responding to fire/emergency calls and mandatory trainings, Fire Department Officers will receive the following wage based on the entire year of service in said position:

Fire Chief	Steve ZumBerge	\$3100
Chief 2	Mark Thomas	\$2100
Chief 3	Chris Glander	\$2100
Chief 4	Brad Droege	\$2100
Secretary	Alyssa Ulrich	\$1850
Treasurer	Jesse Molnau	\$1475
Captain 1	Scott Blom	\$1600
Captain 2	Kevin Raether	\$1600
Captain 3	Andy Wigfield	\$1600
Captain 4	David Orr	\$1600

Subdivision 4. Norwood Young America Firefighter's Relief Association Officers.

President	Paul Lano
Vice-President	Kevin Raether
Secretary	Chris Glander
Treasurer	Mark Stender Jesse Molnau
Trustees	Steve Noll , Jason Franck, Dave Orr

Section 6. City Council Compensation.

Subdivision 1. Mayor Salary.

The monthly salary of the Mayor is ~~\$300~~ \$350.

Subdivision 2. Council Member Salary.

The monthly salary of each Council member is ~~\$200~~ \$250.

Subdivision 3. Council Pay Dates.

The salaries of the Mayor and Council members are payable in June and December.

Subdivision 4. Council Reimbursement.

The Mayor and each member of the Council may be reimbursed for actual and necessary expenses incurred in attending (1) meetings at which they represent the City in an official capacity; and (2) training sessions and other meetings at which attendance has been approved in advance by the Council.

Section 7. Regular Council Meetings.

The regular meetings of the City Council of Norwood Young America are held on the second and fourth Monday of every month in the City Hall **Council Chambers** commencing at 6:00 p.m. On the fourth Monday the meeting shall begin with a work session, and the regular meeting shall immediately follow. If the work session meeting is not held, the regular meeting shall commence at 6:00 p.m.

Section 8. Regular Economic Development Authority Meetings.

The regular meeting of the Norwood Young America Economic Development Authority is held on the fourth Monday of each month at ~~7:00pm (if the scheduled workshop meeting for the Council is canceled, the meeting will begin at 6:00pm)~~ 6:00pm, following the City Council Work Session, in the City Council **Chambers** at City Hall.

Section 9. City Attorney.

The firm of Rupp, Anderson, Squires, & Waldspurger, P.A. is designated as the City Attorney and provides civil legal services with Jay Squires as lead attorney.

Section 10. Bond and Economic Development Counsel.

The firm of Kennedy & Graven Chartered is recognized as the City's Bond and Economic Development Counsel.

Section 11. Financial Consultant.

The firm Ehlers & Associates, Inc. is recognized as the City's Financial Consultant.

Section 12. Engineer.

The firm Bolton & Menk, Inc. is recognized as the City's general City Engineer.

Section 13. Auditor.

The firm Abdo, Eick & Meyers LLP is the City's contracted auditor.

Section 14. Insurance Agent.

Citizens Insurance Services is the insurance agent with Jeff Hebeisen as principal agent.

Section 15. Building Official.

The firm of Metro West Inspection Services is the City' contracted provider of building official/inspector services.

Section 16. Health Officer.

Lakeview Clinic is the health officer.

Section 17. Emergency Management Director.

The Fire Chief is the Emergency Management Director.

Section 18. Assessor.

Carver County is recognized as performing the functions as City Assessor.

Section 19. Police.

Carver County Sheriff's Department is the City's contracted provider of law enforcement services.

Section 20. Fee Schedule.

The fee schedule for the year ~~2018~~ 2019 was adopted as Ordinance #~~296~~ 314 on December 10, 2018.

Section 21. Township Fire Service Contracts.

The charge to participating townships for fire protection in the year ~~2018~~ 2019 shall be \$150.00 per unit for the townships of Young America, Hancock, Camden, Waconia, and Benton.

Section 22. Association of Carver County Elected Leaders (ACCEL).

~~Dick Stolz~~ is appointed to the ACCEL.

Section 23. Local Government Workgroup.

~~Carol Lagergren~~ is appointed to the Local Government Workgroup.

Section 24. Highway 212 Southwest Corridor Transportation Coalition.

~~Dick Stolz~~ is appointed to the Southwest Corridor Transportation Coalition.

Section 25. Highway 5 Corridor Study Group.

~~Dick Stolz~~ is appointed to the Highway 5 Corridor Study Group.

Section 26. Stiftungsfest Board.

~~Mike McPadden~~ is appointed to the Stiftungsfest Board.

Section 27. MnDOT PAC.

~~Carol Lagergren~~ is appointed to the MnDOT Political Advisory Committee (PAC).

Section 28. Personnel Committee.

~~Carol Lagergren~~ ~~Tina Diedrick~~ and ~~Craig Heher~~, City Council representatives, are appointed to the Personnel Committee.

Section 29. Railroad Coalition.

~~Mike McPadden~~ is appointed to the Railroad Coalition.

Section 30. Safety Committee.

~~Dick Stolz~~, City Council rep, is appointed to the Safety Committee.

Section 31. Rental Housing License Appeals Board.

~~Craig Heher~~, City Council rep; Bill Grundahl, Planning Commission rep; and Steve ZumBerge, Fire Chief, are appointed to the Rental Housing License Appeals Board.

Section 32. Committees and Commissions.

Citizens-at-large that are appointed to the following Commissions and Committees will receive a yearly \$200 stipend for attending at least 75% of the meetings. Representatives and/or employees for City, County, Housing, Contractors and School Districts are not eligible for the yearly stipend.

Subdivision 1. Planning Commission.

Commission Members: ~~JR Hoernemann~~, Bill Grundahl, ~~Mark Lagergren~~, Mike Eggers, Paul Hallquist, John Fahey, Jerry Barr

- ~~Craig Heher~~ - City Council representative. ~~is appointed to the Planning Commission. JR Hoernemann, Bill Grundahl and Mark Lagergren are reappointed to a three year term.~~

Subdivision 2. Economic Development Commission.

Commission Members: ~~Tina Diedrick~~, ~~Kyle Strickfaden~~, Julie Schmidt, ~~Theresa Meis~~, Karen Hallquist, Jason Winter, Theresa Peterman

- ~~Carol Lagergren~~ ~~Tina Diedrick~~ and ~~Mike McPadden~~ - City Council Representatives

- Kaarin Foede – NYA Chamber of Commerce Representative
 - Mike Eggers – Planning Representative
- ~~Bruce Mathwig has requested to end his term. Karen Hallquist is appointed to a three year term.~~

Subdivision 3. Parks & Recreation Commission.

Commission Members: Sharilyn Feltmann, ~~Lori Trocke~~, Karla Hormann, Jim Zellman

- ~~Charlie Storms~~ - City Council Representative
- ~~JR Hoernemann~~ - Planning Commission Representative
- Julie Kuenzel - School District 108 Representative

Subdivision 4. Senior Advisory Commission.

Commission Members: Laurie Hilgers, Bonita Heilman, JR Hoernemann, LaVonne Kroells, Carolyn Durbin, Brenda Schmitz, Ray Kraemer, Lois Schultz, Tom Simmons, ~~Gladys Pedersen~~

- ~~Dick Stolz~~ - City Council Representative

Adopted by the City Council this ~~8th day of January 2018~~ 14th day of January 2019.

Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer



TO: Honorable Mayor Diedrick and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: January 14, 2019
RE: Sale of Surplus Equipment Proposal

Our generators play an important role in keeping our water and waste water operations on line during power outage events. We currently have a backup generator at the Water Plant, Wastewater Plant, 2nd Avenue Lift Station, and 2 portable trailer mounted units. The portable generators are used to energize the lift station pumps during outages to prevent sewer back-ups into resident's homes. We currently have 6 lift stations with no back-up power which can be a challenge if we have a city wide power outage.

One of our portable generators was used on the old Norwood Water Treatment Filter Plant. The plant is currently no longer on line and we will potentially look into removing this facility in the future. This generator is a 135kw portable trailer mounted unit. This unit was retrofitted in 2013 to be used as a backup lift station generator. This unit is quite large and very awkward to transport around town to all of the lift stations during power outages. Typically this generator is brought to the Trilane Lift Station or the Elm Street lift station and parked during outages. I checked the power requirements at the Water Plant and the Waste Water Plant and found the 135kw generator cannot be used as a backup at either facility. On page 2 of this memo is a picture of this unit.

We also have a 30kw mobile generator that was acquired in 2015 that is half the size of the 135kw unit. It is much more portable and efficient to move around during outages.

Proposed is to consider selling the 135kw generator and acquiring one, or possibly two stationary generators.

We still intend to keep and utilize the smaller 30kw unit to cover the lift stations during power outages. I approached Advanced Power Systems to look for a buyer of the 135kw mobile generator. They informed me the City of St. Cloud has been looking for a generator of this size and would be interested in buying our unit. Advanced Power Systems informed me a new replacement 135kw mobile generator would cost approximately \$65,000 to purchase because the current models have expensive emission systems in place which drive up the price substantially. Our 135kw generator was purchased back in 2002 for approximately \$39,569. Advance Power feels \$30,000 is a fair price for our unit which is approximately 18 years old. I am concerned if we ask for more and lose the City of St. Cloud as a perspective buyer, we may not have a market to sell this unit. I looked into online auction sites as well as classifieds and did not find a lot of units to base this price on. The only online classified I could find was a 1999 200kw generator for \$21,900 and a 2013 121kw for \$25,500. I could not find a lot of comparison models to base the price off.

Norwood Young America

If the City Council approves the sale of the 135kw generator, I would propose we use the monies to fund the purchase and installation of generators at Trilane and possibly Elm Street Lift Stations. It will cost approximately \$20,000-\$25,000 per site to install stationary generators. I would eventually like to purchase stationary generators at the Serenity Lift Station and West Court Lift Station. I have included the latter in the 5 year Capital Project/Equipment Plan.

Proposed Recommendation:

Motion to sell the 135kw portable generator to the City of St. Cloud for \$30,000 and to use the proceeds to fund the purchase and installation of generators at Trilane and Elm Street Lift Stations.





TO: Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: January 14, 2019
SUBJECT: Downtown Redevelopment Plan

At the December 19, 2018 Joint Meeting, the group reviewed and approved the final draft of the Downtown Redevelopment Plan. Enclosed is the Downtown Redevelopment Plan for the City Council's consideration for adoption. If approved, a copy of the Downtown Redevelopment Plan will be submitted to the Carver County Development Agency per the grant agreement.

Proposed Motion:

Motion to approve the Downtown Redevelopment Plan.

Norwood Young America

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – www.cityofnya.com

City of Norwood Young America



Historic Downtown
Norwood



Preserving History



Historic Downtown
Young America

Downtown Redevelopment Plan

Historic Downtown Norwood & Historic Downtown Young America

December, 2018



Table of Contents

Downtown Redevelopment Plan—Norwood Young America

Topic	Page(s)
Executive Summary	3-4
Planning Process	5-7
History of the Downtowns	8-12
District Boundaries	13
Historic Downtown Young America	14
Historic Downtown Norwood	15
Connectivity	16
Financial Incentives	17
Maintenance	18-19
Target Marketing-Infill	20
Tourism and Events	21
Implementation Plan	22-24
Exhibit A – Parcel Lists	25-33
Exhibit B – Design Guidelines	34-53
Exhibit C – Sample Historic Property Form	54



Executive Summary

Downtown Redevelopment Plan—Norwood Young America

Vision

The vision of the city of Norwood Young America is to build upon the history of the two downtown areas, by enhancing the unique characteristics and architectural features of buildings, resulting in vibrant small town downtowns with commercial, residential and governmental uses.

Plan Purpose

The purpose of the Downtown Redevelopment Plan is to establish the framework to accomplish the vision, identifying short and long range implementation tools.

Planning Context

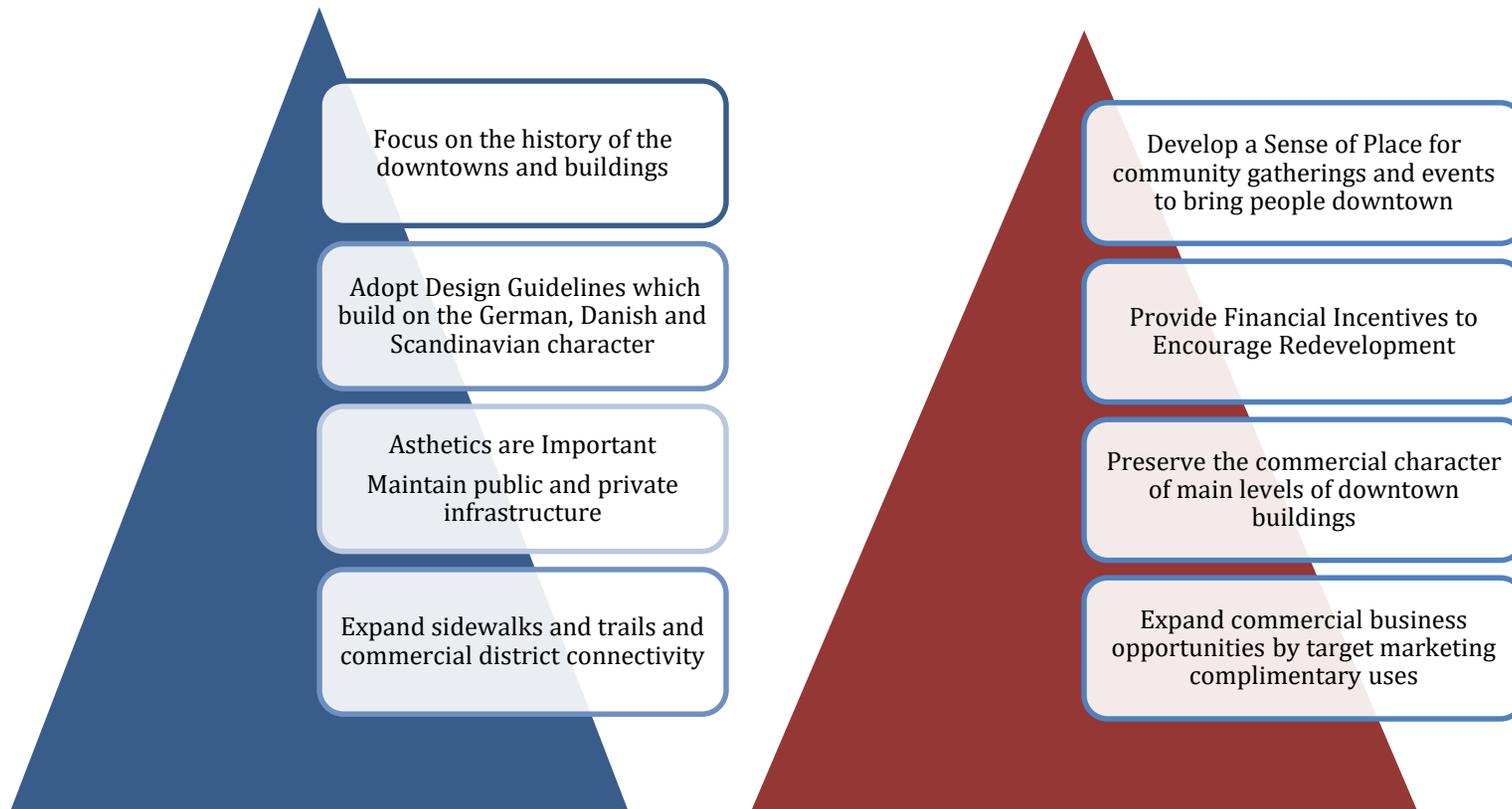
The downtown commercial districts have been identified by the City as important commercial centers for retail, services and community gathering. While the Highway 212 commercial district plays an important role in commerce, this Plan focuses on the two downtown districts. The downtowns include a mix of government uses (Historic Downtown Norwood), services, retail businesses, residential units with adjacent recreational opportunities. This Plan provides the framework for redevelopment of the downtowns within Norwood Young America. It provides the history and information on the parcels as well as establishes goals and an implementation plan for achieving the vision. Recognizing the importance of each commercial district, this Plan builds on the history of each downtown; designating the areas as “Historic Downtown Norwood” and “Historic Downtown Young America” and identifying the boundaries of each downtown.

Executive Summary

Downtown Redevelopment Plan—Norwood Young America



Focus Areas. Eight key focus areas resulted through the planning process. These are summarized below:

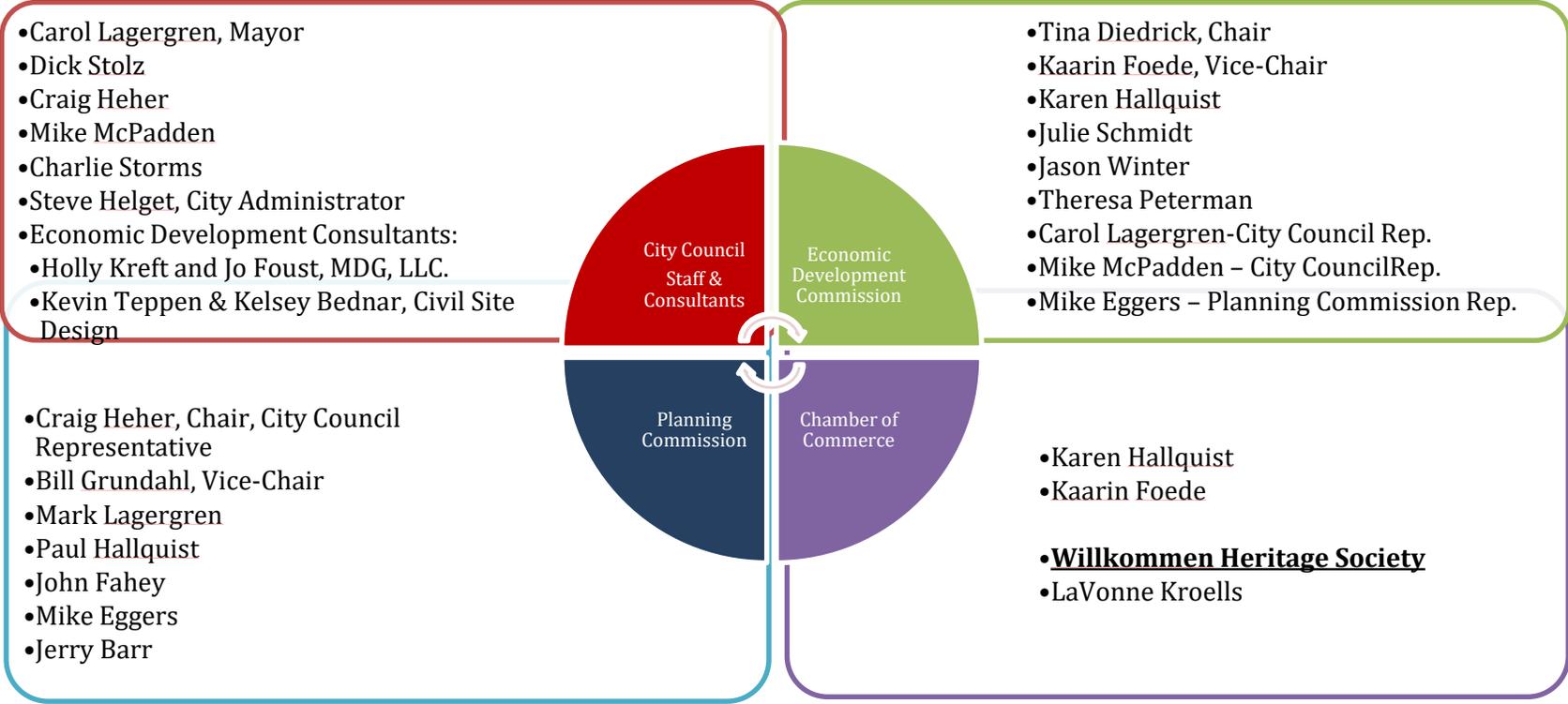


Planning Process

Downtown Redevelopment Plan—Norwood Young America

Process

As a part of the planning process a group of elected and appointed officials from the City Council, Economic Development Commission, Planning Commission, Chamber of Commerce and Willkommen Heritage Society began meeting in April of 2017 to discuss the redevelopment of the downtowns. Guest speakers and consultants also attended meetings and presented information on historic districts, design guidelines and the Small Cities Development Grant Program. A grant was secured from the Carver County CDA to assist with the development of the Redevelopment Plan and Design Guidelines. Members participating in the planning sessions included:

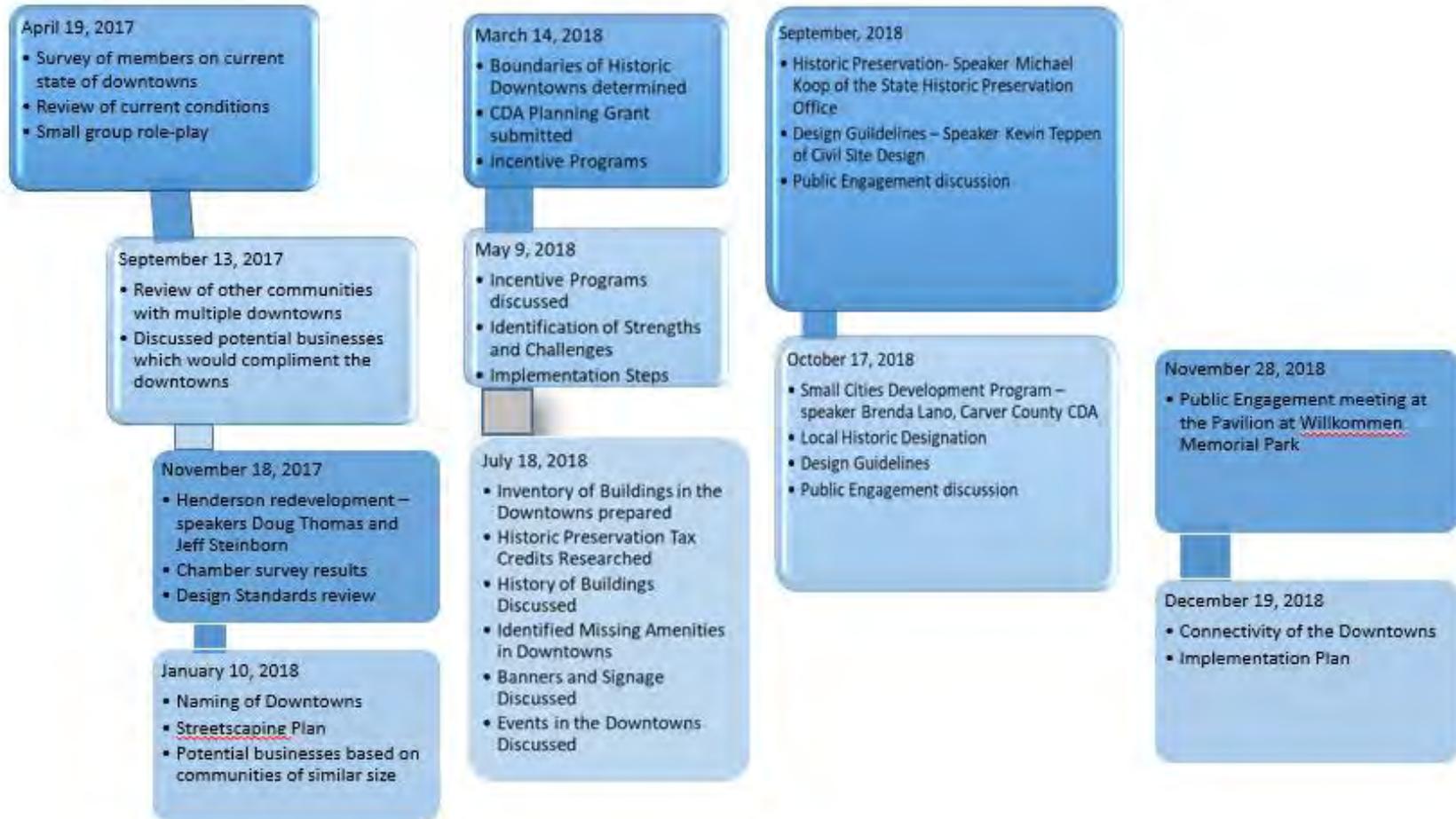


Planning Process

Downtown Redevelopment Plan—Norwood Young America



Process. As a part of the planning process, eleven meetings were held over a 20-month period. A summary of topics discussed follows:



Downtown Redevelopment Plan—Norwood Young America

A public engagement session was held November 28th, with all downtown building and business owners invited. Approximately 20 people attended. The group consensus was:

1. Support for sharing the history of buildings with the business/property owners and encouraging redevelopment consistent with the time era in which the building was constructed
2. Support for the application for SCDP grant and tying funding to design guidelines
3. Adoption of Design Guidelines
4. Support to increase maintenance in the downtowns including weeds, unused furniture, inoperable vehicles, streetlights, municipal parking lot, covered windows, and street trees. This may include review of current ordinances and amendments to reduce timeframes for compliance
5. Support for increased events in the downtowns, including food trucks

Joint Sessions



Downtown Redevelopment Plan—Norwood Young America



History of the Downtowns

The city of Norwood Young America had a unique beginning, two small towns in the mid 1800's with only a mile separating them. Young America was founded first, in 1856 by James Slocum Jr. and Dr. R.M. Kennedy. Slocum came to St. Paul, MN in 1855; from there he took a steamboat to Carver and then following Indian trails to what we know today as Young America. Early businesses were a saw and grist mill, general mercantile, and grain businesses.

Slocum's first choice of a name was Young America. In 1879 it was changed to Teuteberg. They later adopted the name Young America. By 1880 the population of Young America was 151.

About that time, the Milwaukee Railroad was going to install tracks near Young America. Residents didn't want to pay a bonus to have tracks laid, so the rail line moved a mile south. The original depot, built in 1872, was called Young America Station. Sensing a business opportunity Slocum and several townspeople re-established themselves near Young America Station.

As time passed Young America Station was incorporated in 1874 through special state legislation. Young America Station was renamed Norwood, after a friend and early settler of Slocum.

Slocum erected many buildings; a store, grain elevator, and the Bank of Norwood. Slocum was also involved in building the Methodist Church (Church of the Maples) in 1876. He also was the postmaster for both cities. In 1888, he relocated to Minneapolis.



Historic Downtown Young America

[Source: Carver County Historical Society]

Downtown Redevelopment Plan—Norwood Young America

On January 1, 1997 the two cities of Norwood and Young America merged into one city; Norwood Young America.

Historic Downtown Norwood contains approximately 3.61 acres of land, with a mix of residential units, public uses and commercial businesses. The 2018 assessed market value of the buildings and lots in the downtown is \$3,930,800. The buildings are primarily one and two-stories in height, with the exception of the city hall/senior housing complex on Elm Street, which is four stories high. Roof types are predominantly gable with a few flat roofs. An inventory of the parcels within Historic Downtown Norwood is included as Exhibit A. Below are photos of the historic downtown Norwood and current day downtown Norwood.

Historic Downtown Norwood



Source: Willkommen Heritage Society



Source: Google Maps

Historic Downtown Young America contains 42 parcels consisting of approximately 9.89 acres of land. The 2018 assessed market value of the buildings and lots in the downtown is \$6,121,000. The buildings are primarily one and two-stories in height. Roof types are predominantly gable and flat roofs. An inventory of the parcels within Historic Downtown Young America is included as Exhibit A. Following are photos of the historic downtown Young America and current day downtown Young America.

Downtown Redevelopment Plan—Norwood Young America

Historic Downtown Young America



Source: Willkommen Heritage Society



Source: Google Maps



Goals identified:

- Develop a historic walking tours
- Provide building and business owners with information on the historic use(s) of buildings which could be displayed in buildings.

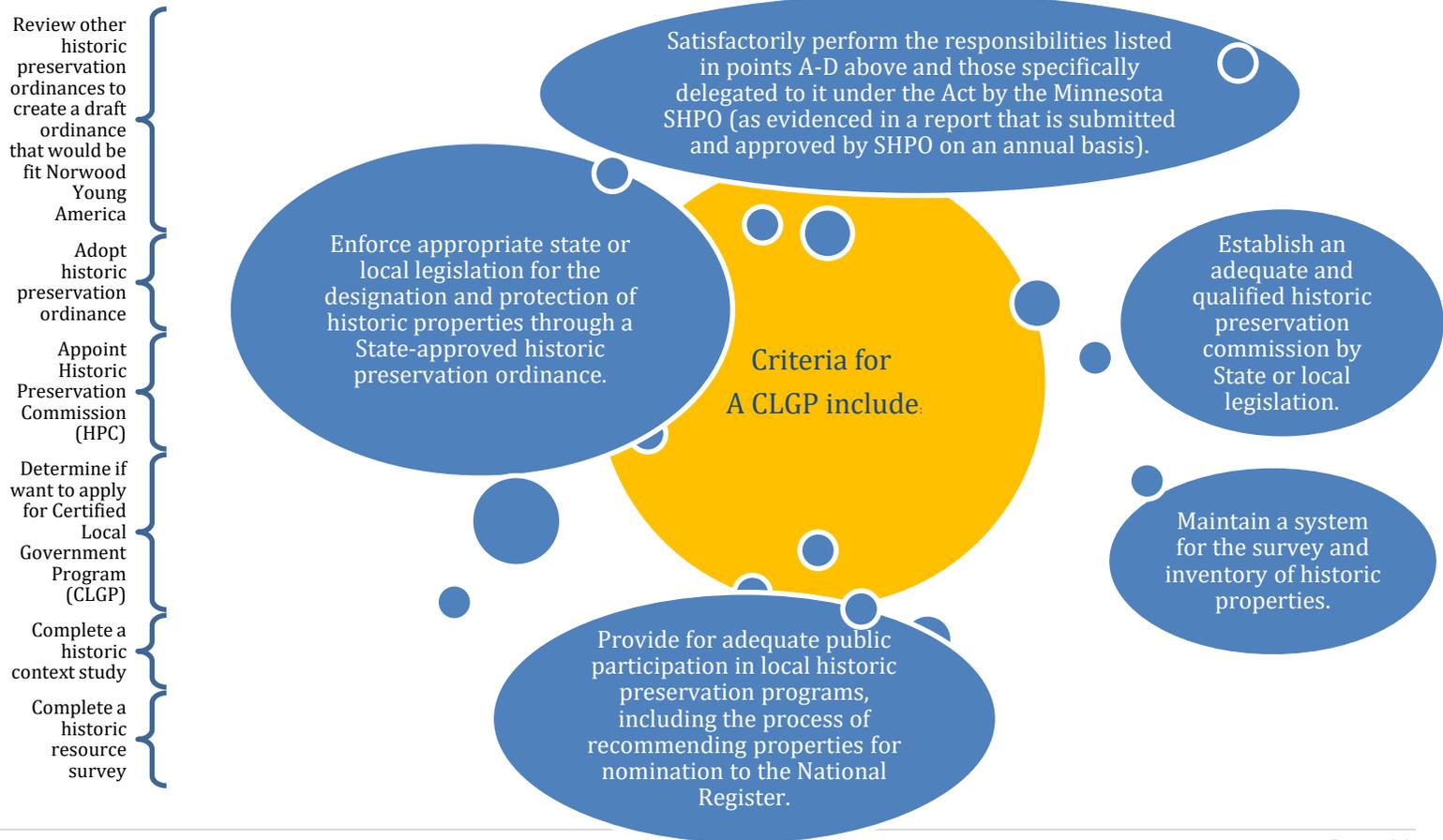
History

Downtown Redevelopment Plan—Norwood Young America



Historic Designations – State Historic Preservation Office (SHPO)

The Joint Committee discussed the potential creation of a Local Historic Preservation Ordinance and local designation. The committee found the information beneficial, but did not identify the development of a Local Historic Preservation Ordinance as a short-term goal. If the City were to choose to move forward with the creation of locally designated historic districts the implementation steps would be as follows:





History

Downtown Redevelopment Plan—Norwood Young America

Grant funds are only available to CLGP communities. Annual matching grants are available to communities for projects such as:

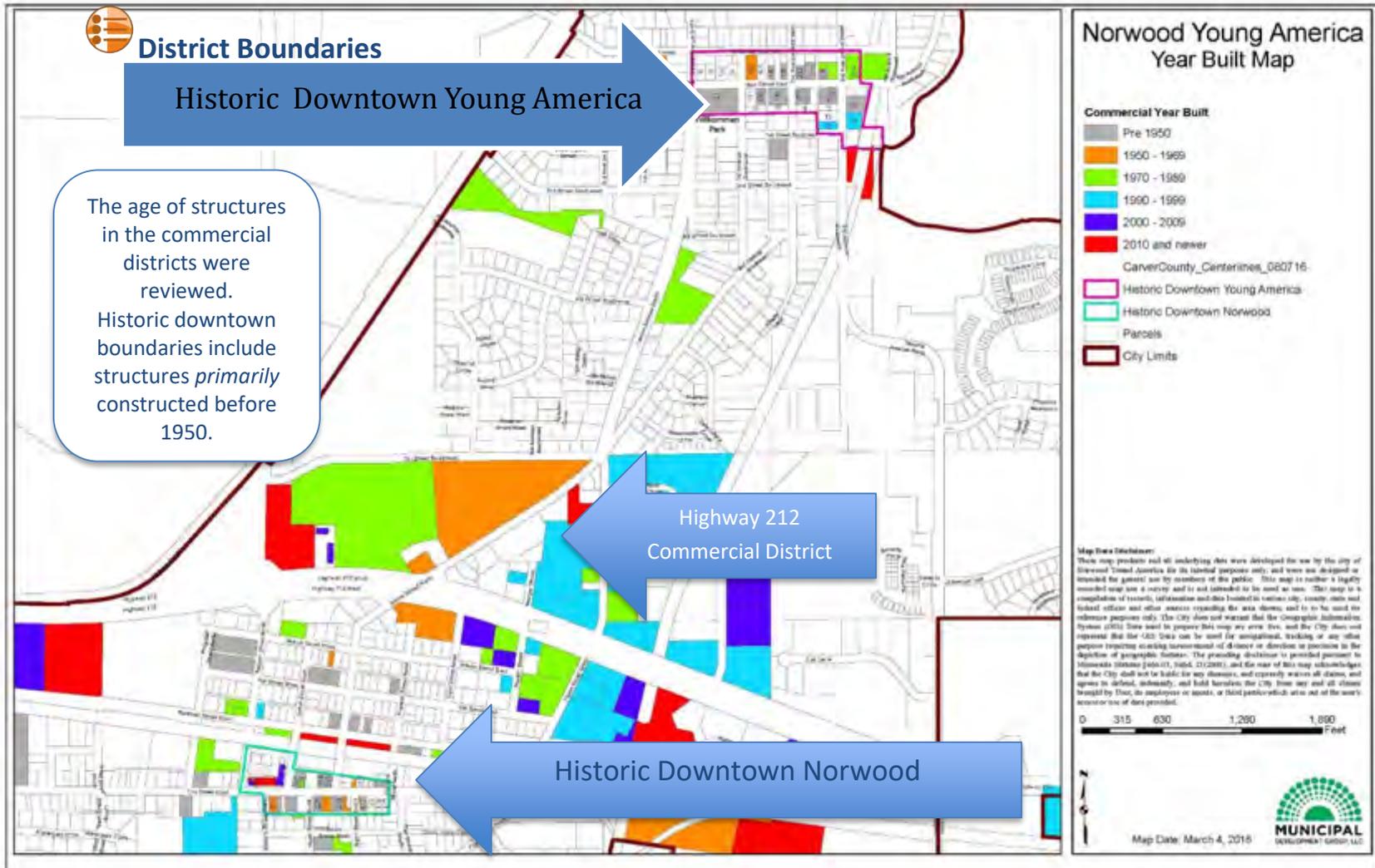
- Historic resource surveys
- Preparation of local/national designation forms
- Historic preservation plans
- Building reuse studies
- Cultural landscape inventories
- Design guidelines for property owners
- Public education

Capital (brick and mortar) projects are not eligible. For 2018 there was \$91,000 available statewide.

Tax credits are available on a State and Federal level (up to 40%) for properties that are certified historic structures: either a building listed on the National Register of Historic Places or certified as contributing to a Registered Historic District.

District Boundaries

Downtown Redevelopment Plan—Norwood Young America



Historic Downtown Young America

Downtown Redevelopment Plan—Norwood Young America



Source: Google Earth

Strengths

- Old brick buildings
- Church
- Willkommen Park
- Historic Center
- Restaurants
- Mill Building
- Grivelli House
- Wide sidewalks
- Mature trees
- Evening lighting
- Baseball field
- Old Town
- Old City Hall

Opportunities

- Mix of commercial and residential
- Fill vacant buildings
- Redevelop and enhance older buildings
- Masonic Lodge
- Develop continuity in uses
- Develop an anchor
- Add parking
- Sidewalk improvements
- Add signage

Historic Downtown Norwood

Downtown Redevelopment Plan—Norwood Young America



Strengths

- Sidewalks
- Trees
- Harms building is on the National Register of Historic Places
- Library/Oak Grove Senior Center
- The Quilting Grounds
- The Fire Department
- Old buildings
- Service businesses
- Nice long layout of the commercial district
- Visually easier access from Highway 212
- Sports complex
- More parking options
- Looks like a downtown

Opportunities

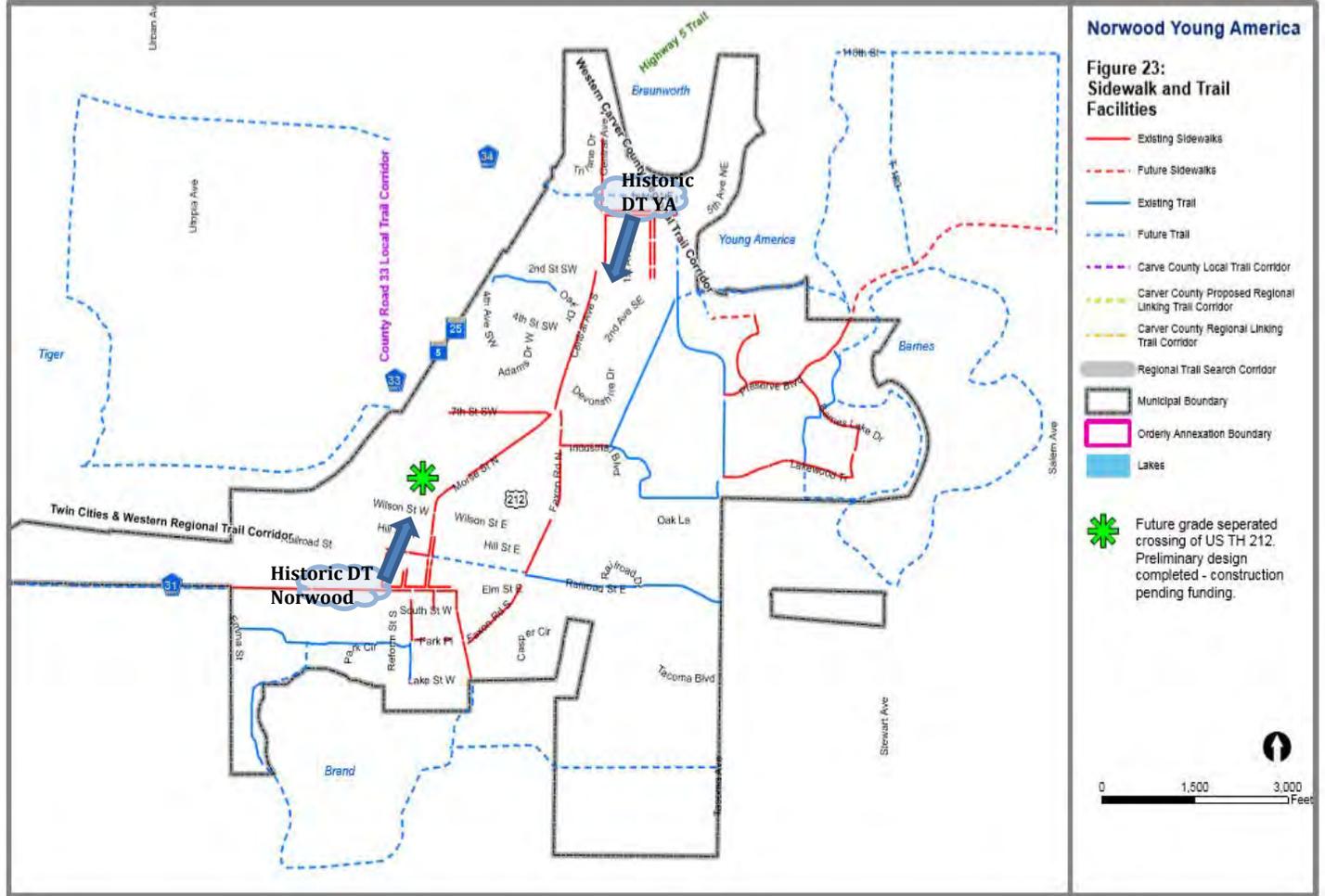
- Residential areas
- Fill vacant buildings
- Mark parking spaces
- Replace missing trees
- Add signs to unidentified/unsigned businesses
- Expand sidewalks/trails for connectivity to other areas
- Hayloft hole

Connectivity

Downtown Redevelopment Plan—Norwood Young America

Downtown districts are not only accessed by vehicular traffic, but also provide for a pedestrian experience. Providing connections to neighborhoods, schools, parks and government facilities is important. The map to the right illustrates existing sidewalk and trail connections as well as proposed future trail connections which would link the two historic downtowns.

The future Highway 212 underpass plays an important role in the connectivity of the commercial districts to schools and parks.



Downtown Redevelopment Plan—Norwood Young America



Financial Incentives and Programs

In order to encourage and assist building and business owners with redevelopment projects, the committee discussed financial programs which could be offered. The following programs were identified:

Existing financial incentives which are available to assist with (re)development projects in the downtowns follow. These programs do not require any additional budget requirements. These include:

- MCCD and EDC loan programs. The EDC has \$135,000 in its Revolving Loan Fund, which the MCCD administers the loan process after review. The MCCD loan program has separate funding.
- Tax abatement and tax increment financing. The amount of assistance available is dependent on the size of the project and impact on the tax base.
- State programs to assist with contamination clean-up, and
- Local conventional loans and SBA loans through financial institutions.

New programs which would could be offered and would require the City/EDC budget funds include:

- A No Interest Loan program, (i.e. \$20,000 for four loans up to \$5,000 or two \$10,000 loans).
- An interest rate reduction program with local banks. We have contacted local banks to obtain input on their interest in such a program, as well as the dollar amount they would recommend.
- Tourism mini grants, (i.e. three mini grants of \$1000 each or \$3,000).

Grant programs which could be pursued include:

- The Small Cities Development Grant program (could be structured with a forgivable loan)

Fee Reduction Incentives. The following programs would not require the City to budget funds but would result in less revenue being collected by the City; and therefore would need to be noted in the recommendation to the City Council. These may include:

- A reduction in building permit fees (i.e. a 10% reduction up to \$500 for the first five downtown permits issued: Total cost \$2,500 *if* five permits are pulled).
- A reduction in water and sewer rates or connection fees if they “go green”. (i.e. \$500 reduction for first 5 permits or \$2,500 *if* projects occur).

Maintenance & Public Infrastructure

Downtown Redevelopment Plan—Norwood Young America



Maintenance and Public Infrastructure Improvements.

At the public engagement session, downtown business representatives also expressed a desire for the City to invest in maintenance, code enforcement and improvements to public infrastructure.

General Maintenance and Public Infrastructure items to address, which were discussed at the public engagement and joint meetings included:

- Reviewing ordinances for window sign coverage regulations to address and regulate the use of black plastic bags to cover front windows of commercial structures.
- Improving lighting in the downtown including the extension of street lights an additional block along 2nd Avenue.



In addition, two members of the Joint Committee toured the downtowns and noted several areas in which maintenance was recommended. The following page summarizes these recommended improvements.

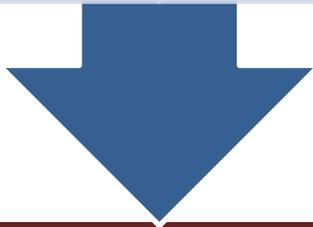


Maintenance & Public Infrastructure

Downtown Redevelopment Plan—Norwood Young America

Historic Downtown Norwood (Elm Street)

Weeds, grass needs to be cut.	Bare lot next to City Wide Wood Floors, vehicles, weeds, needs to be maintained better.	Old Flower shop/Meat market building outside area needs to be cleaned up.	Pavers – need to be lifted – to match curb level.	Weeds need to be maintained around tree metal grates.	Bottom of light poles need to be touched up, repainted.	Two trees have been removed on Elm Street and area has been cemented over.	Add more garbage cans near the BB park entrance, Pour House bar.
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Historic Downtown Young America (Main Street)

Weeds around Pavilion, weeds in sidewalks.	Missing four metal grates around various trees.	Fire Hydrants and surrounding pavers are popping up.	Pavers also sinking below curb line.	Pavers around gazebo need touch up.	Gazebo and pavilion needs painting	Yellow paint curbing needs to be touched up.	Mature trees, have no metal grates.	Former Post Office (304 Main St. E) redevelopment potential	Former Masonic Lodge (10 3rd Ave. SE) needs rehab.
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Target Marketing to Fill Vacancies

Downtown Redevelopment Plan—Norwood Young America

Target Marketed to Fill Vacant Spaces

Vacant spaces within the downtowns will fluctuate as buildings are leased or sold. Currently there are five vacant buildings in each historic downtown. Building owners were contacted and offered to market their space on the City website. The Joint Committee identified a desire to have niche (or destination) businesses located in the historic downtowns. Potential businesses identified included:



Downtown Redevelopment Plan—Norwood Young America



Tourism & Events

The Joint Committee discussed the current events hosted by the NYA Area Chamber of Commerce that bring people to the downtowns. A group or groups should be identified to explore potential new events including:

Current Events

- Chili Cook off
- Taste of NYA
- Stiftungsfest
- Bean Bag Tournaments



Potential Events

- Downtown arts fair
- Youth dance studio performances
- Local authors
- Music
- Food trucks/food
- Farmers Market
- Car cruise



Implementation Plan

Downtown Redevelopment Plan—Norwood Young America



Implementation Plan

Goals identified as part of the Redevelopment Plan include both short-term and long-term projects. Short-term projects could take place in the next 2-3 years. Long-term projects may take 5-10 years to implement. The joint committee may begin work on both short-term and long-term projects, but recognizing that long-term projects will take longer to implement and may require approval from other jurisdictions. Following are action items to guide the implementation of the Downtown Redevelopment Plan. It is recommended regular meetings be held to follow-up on the status of these items and adjust as deemed appropriate by the groups.

Short-term Projects

Category	Project	Responsible Party	Action Items
Design /Aesthetics	Adopt Design Guidelines	EDC/Planning Commission/ City Council	<ol style="list-style-type: none"> 1. EDC and Planning Commission Recommendation to adopt the Design Guidelines, as recommended as a part of the Redevelopment Plan 2. City Council adoption of Design Guidelines 3. Education of Guidelines to building and business owners
Historic Designation	Inventory Buildings	Willkommen Center/City	<ol style="list-style-type: none"> 1. Use Property Template to inventory information about buildings 2. Share information with building owners
Vacant Spaces	Window Displays	EDC/Chamber Planning Commission/ City Council	<ol style="list-style-type: none"> 1. Contact building owners (vacant and storage) about window displays 2. Work with Willkommen Center and School District to create historic window displays 3. Review current sign ordinances which regulate the percent of front commercial windows which may be covered, and address plastic window coverings in commercial store fronts.
Maintenance	Add Benches	Parks/Public Works	<ol style="list-style-type: none"> 1. Inventory existing benches 2. Determine location for new benches 3. Order benches 4. Place benches in identified locations



Implementation Plan

Downtown Redevelopment Plan—Norwood Young America

Short-term Projects

Maintenance	Add Fence or Hedge to Municipal Parking Lot	City/Public Works	<ol style="list-style-type: none"> 1. Determine best solution (fence or hedge) 2. Install fence or hedges at the front perimeter of vacant parcels, as identified in the Design Guidelines to create a clearly defined street frontage and pedestrian walkway
Maintenance	Review Enforcement Procedure	Planning Commission/City Council	<ol style="list-style-type: none"> 1. Determine if timeframe for compliance should be shortened 2. Amend ordinance (if needed) 3. Review outdoor storage ordinances including parking of trailers.
Financial Incentives	Business Input	EDC/Chamber	<ol style="list-style-type: none"> 1. Host a joint meeting with the Chamber to gain greater input from businesses on financial incentives 2. Continue to pursue a Small Cities Development Grant
Tourism and Events	Downtown Arts Fair/Music	EDC/Chamber	<ol style="list-style-type: none"> 1. Meet with members of Arts Consortium of Carver County regarding festival in western Carver County 2. Reach out to local artists and dance theatres about interest
Connectivity	Wayfinding Signage	Parks	<ol style="list-style-type: none"> 1. Work with MNDOT staff on signage changes and additions 2. Work with MNDOT to have signage installed
Maintenance	Street Trees	City/Public Works	<ol style="list-style-type: none"> 1. Identify locations of where trees were removed 2. Determine if trees can be replaced in those locations 3. Have concrete removed and soil remediated 4. Plant trees
Maintenance	Maintenance/Aesthetics	EDC/City Council	<ol style="list-style-type: none"> 1. Identify and work with local organizations, such as Boy Scouts, National Honor Society, etc. to assist with projects in the downtown.



Implementation Plan

Downtown Redevelopment Plan—Norwood Young America

Long-term Projects

Category	Project	Responsible Party	Next Steps
Maintenance	Decorative Streetlights	City	<ol style="list-style-type: none"> 1. Identify locations for additional decorative streetlights in Historic Downtown Young America 2. Obtain costs for streetlights 3. Include in subsequent year budget 4. Have lights installed
Connectivity	Trails/Sidewalk	City	<ol style="list-style-type: none"> 1. Identify gaps in connectivity between existing trails and sidewalks 2. Budget for new trails or sidewalks in subsequent years 3. Research application for DNR Local Connections grant to help offset costs 4. Explore applications to the MN Department of Natural Resources (DNR) for Local Trail Connections Grants, and coordinate with the installation of the Hwy 212 underpass. See: https://www.dnr.state.mn.us/grants/recreation/trails_local.html



Exhibit A – Downtown Parcel Inventory

Downtown Redevelopment Plan—Norwood Young America



Inventory of Parcels - Historic Downtown Young America

PID	Address	Year Built	Total Valuation 2018	Acreage	Building Material	Roof Type	Stories	Owner Occupied	Tax Class	Use
58.670.0200	310 Elm Street West	2009			Brick, Block, Vinyl	Gable	4	Yes	Municipal	City Hall/Senior Housing
58.050.0620	122 Union Street North	Not Available	\$205,400	0.11	Wood	Gable	2	No	Multi-family residential	Apartments
58.050.0610	116 Union Street North	Not Available	\$134,400	0.03	Brick	Gable	2	No	Commercial/Residential	Salon and Apartment
58.050.0560	224 Elm Street West	1892	\$118,200	0.06	Brick	Gable	2	Yes	Commercial	Quilt Shop and Apartment
58.050.0570	220 Elm Street West	1973	\$170,000	0.06	Vinyl	Flat	1	Yes	Commercial/Residential	Salon and Apartments
58.050.0580	Not Available	Vacant Land	\$18,400	0.26	N/A	N/A	N/A	Yes	Vacant - Municipal	Parking Lot
58.050.0590	214 Elm Street West	Not Available	\$238,600	0.14	Brick and Block	Gable	1.5	Yes	Commercial	Accountant Office
58.050.0600	210 Elm Street West	Not Available	\$151,200	0.12	Brick, Wood, Vinyl	Gable and Flat	2	No	Commercial/Residential	Vacant and Apartments
58.050.0550	116 Morse Street N	1890	\$96,600	0.09	Wood	Gable	1	Yes	Single Family Residential	House



Exhibit A – Downtown Parcel Inventory

Downtown Redevelopment Plan—Norwood Young America

PID	Address	Year Built	Total Valuation 2018	Acreage	Building Material	Roof Type	Stories	Owner Occupied	Tax Class	Use
58.050.0540	110 Morse Street N	1880	\$123,900	0.07	Vinyl	Gable	2	No	Single Family Residential	Apartments
58.050.0500	124 Elm Street West	Not Available	\$55,900	0.05	Block and Wood	Gable	1.5	Yes	Commercial	Insurance Office
58.050.0490	120 Elm Street West	1890	\$99,700	0.15	Wood	Gable	2	Yes	Single Family Residential	House
58.050.0530	Not Available	Vacant Land	\$12,400	0.04	N/A	N/A	N/A	No	Vacant - Residential	Vacant Land
58.050.0510	114 Elm Street West	Not Available	\$59,100	0.02	Brick, Block, Vinyl	Gable	1.5	Yes	Commercial	Unknown
58.050.0520	110 Elm Street West	Not Available	\$250,600	0.07	Brick and Wood	Flat	2	No	Multi-family residential	Apartments
58.050.0080	115 Elm Street West	1885	\$124,900	0.17	Vinyl	Gable	2	Yes	Single Family Residential	House
58.050.0090	119 Elm Street West	1885	\$96,600	0.17	Wood	Gable	1.5	Yes	Single Family Residential	House
58.050.0100	123 Elm Street West	1890	\$128,700	0.17	Vinyl	Gable	2	No	Multi-family residential	Apartments
58.050.0110	127 Elm Street West	Not Available	\$126,500	0.17	Stucco	Gable	1.5	No	Commercial	Unknown



Exhibit A – Downtown Parcel Inventory

Downtown Redevelopment Plan—Norwood Young America

PID	Address	Year Built	Total Valuation 2018	Acreeage	Building Material	Roof Type	Stories	Owner Occupied	Tax Class	Use
58.050.0180	211 Elm Street West	1900	\$114,900	0.07	Vinyl	Gable	2	Yes	Single Family Residential	House
58.050.0170	215 Elm Street West	Not Available	\$72,700	0.09	Brick and Wood	Flat	1	No	Commercial	Unknown
58.050.0190	219 Elm Street West	Not Available	\$225,700	0.17	Vinyl and Brick	Gable and Flat	2	No	Residential/Commercial	Apartments/Vacant
58.050.0200	221 Elm Street West	1931	\$94,100	0.11	Stucco and Brick	Gable	2	No	Commercial	Vacant – Built by Leo Molitor. Old theater.
58.050.0210	223 Elm Street West	Not Available	\$57,900	0.08	Brick	Flat	1	No	Commercial	Vacant
58.050.0220	225 Elm Street West	Not Available	\$81,800	0.1	Brick	Flat	1	No	Commercial	Dog Groomer/Vacant
58.050.0230	227 Elm Street West	1890	\$170,000	0.21	Vinyl	Gable	2	Yes	Single Family Residential	House
58.050.0290	Not Available	Vacant Land	\$23,100	0.17	N/A	N/A	N/A	No	Commercial	Gravel Parking Lot
58.050.0300	315 Elm Street West	Not Available	\$49,800	0.06	Wood and Block	Flat	1.5	No	Commercial	Vacant
58.050.0310	319 Elm Street West	Not Available	\$119,700	0.1	Brick	Flat	2	No	Commercial/Residential	Apartments/Vacant



Exhibit A – Downtown Parcel Inventory

Downtown Redevelopment Plan—Norwood Young America

PID	Address	Year Built	Total Valuation	Acreage	Building Material	Roof Type	Stories	Owner Occupied	Tax Class	Use
58.050.0380	321 Elm Street West	Not Available	\$117,900	0.09	Stucco and Brick	Flat	1	Yes	Industrial	Wood Flooring
58.050.0320	323 Elm Street West	Vacant Land	\$6,700	0.08	N/A	N/A	N/A	Yes	Commercial	Gravel Parking Lot
58.050.0330	325 Elm Street West	1900	\$166,900	0.1	Brick and Vinyl	Gable	2	Yes	Commercial/Residential	Bar/Apartment
58.050.0340	327 Elm Street West	1962	\$400,700	0.17	Brick	Flat	2	Yes	Municipal	Fire Station/Community Room
58.050.0350	327 Elm Street West	Vacant Land	\$17,800	0.06	N/A	N/A	N/A	Yes	Municipal	Parking Lot
Total			\$3,930,800	3.61						



Exhibit A – Downtown Parcel Inventory

Downtown Redevelopment Plan—Norwood Young America



Inventory of Parcels - Historic Downtown Young America

PID	Address	Year Built	Total Valuation	Acreage	Building Material	Roof Type	Stories	Owner Occupied	Tax Class	Use
58.051.0270	7 1st Street NE	1951	\$117,400	0.23	Vinyl	Gable	1	No	Single family residential	House
58.051.0280	14 Main Street East	1938	\$156,400	0.23	Wood & stone	Gable	1.5	Yes	Single family residential	House
58.051.0290	10 Main Street East	1919	\$154,000	0.23	Wood	Gable	1.5	Yes	Single family residential	House
58.051.0300	24 Main Street East	1890	\$143,700	0.23	Wood	Gable	2	Yes	Single family residential	House
58.051.0310	18 Main Street East	1961	\$137,300	0.17	Wood	Gable	1	No	Single family residential	House
58.051.0320	17 1st Street NE	1981	\$149,800	0.17	Vinyl	Gable	1	Yes	Single family residential	House
58.051.0330	19 1st Street NE	1900	\$104,000	0.05	Wood & stone	Gable	1.5	Yes	Single family residential	House
58.051.0340	19 1st Street NE	Not Available	Not Available	0.05	Metal & Wood	Gable & Hoop	1	Yes	Single family residential	Storage
58.051.0350	102 Main Street East	1964	\$833,100	0.39	Brick	Flat & Gable	1	Yes	Institutional	Museum/food shelf
58.051.0360	106 Main Street East	1910	\$174,600	0.3	Vinyl	Gable	2	Yes	Single family residential	House



Exhibit A – Downtown Parcel Inventory

Downtown Redevelopment Plan—Norwood Young America

PID	Address	Year Built	Total Valuation	Acreage	Building Material	Roof Type	Stories	Owner Occupied	Tax Class	Use
58.051.0370	110 Main Street East	1948	\$119,500	0.13	Stucco	Flat	1	Yes	Commercial and residential	Hair Salon/Apartment
58.051.0390	114 Main Street East	1880	\$157,100	0.22	Vinyl	Gable	2	Yes	Single family residential	House
58.051.0380	118 Main Street East	Not Available	\$122,900	0.16	Vinyl and Wood	Gable	1	Yes	Commercial	Bar
58.051.0460	202 Main Street East	Not Available	\$129,000	0.18	Wood	Gable	2	No	Multi-family residential	Apartment
58.051.0440	216 Main Street East	1881	\$126,000	0.17	Brick and Wood	Gable	2	No	Commercial and residential	Vacant
58.051.0450	220 Main Street East	1940	\$65,800	0.07	Metal, Brick and Wood	Gable	1	Yes	Commercial	Plumbing business storage
58.051.0470	224 Main Street East	Not Available	\$256,700	0.14	Vinyl	Gable and Flat	2	No	Multi-family residential	Apartment
58.051.0490	228 Main Street East	Not Available	\$48,100.00	0.1	Block and vinyl	Flat	1	Yes	Commercial	Laundromat
58.051.0500	232 Main Street East	1973	\$89,200.00	0.13	Metal	Gable	1	No	Commercial	Vacant



Exhibit A – Downtown Parcel Inventory

Downtown Redevelopment Plan—Norwood Young America

PID	Address	Year Built	Total Valuation	Acreage	Building Material	Roof Type	Stories	Owner Occupied	Tax Class	Use
58.051.0530	304 Main Street East	1980	\$248,600	0.45	Brick	Gable	1	No	Commercial	Vacant
58.051.0570	315 Main Street East	1900	\$101,200	0.18	Wood	Gable	1.5	No	Single family residential	House
58.051.0580	10 3rd Avenue SE	1904	\$4,600	0.05	Brick	Flat	2	No	Single family residential	Vacant
58.051.0610	18 3rd Avenue SE	1865	\$343,900	0.42	Metal, Brick and Wood	Gable	2	No	Commercial	Home décor and antique store
58.051.0600	24 3rd Avenue SE	Not Available	\$188,500	0.35	Metal	Gable	1.5	Yes	Municipal	Public Works
58.076.0090	No Address	Vacant Land	\$36,600	0.46	N/A	N/A	N/A	Yes	Municipal	Public Works
58.051.0690	23 3rd Avenue SE	Not Available	\$317,800	0.23	Metal	Gable	1.5	Yes	Municipal	Fire Station
58.051.0700	19 3rd Avenue SE	1923	\$162,800	0.29	Wood	Gable	1.5	Yes	Single family residential	House
58.051.0710	15 3rd Avenue SE	1904	\$103,400	0.17	Vinyl	Gable	1.5	Yes	Single family residential	House
58.051.0720	11 3rd Avenue SE	Not Available	\$74,400	0.21	Metal and block	Gable	1	No	Industrial	Vacant



Exhibit A – Downtown Parcel Inventory

Downtown Redevelopment Plan—Norwood Young America

PID	Address	Year Built	Total Valuation	Acreage	Building Material	Roof Type	Stories	Owner Occupied	Tax Class	Use
58.051.0730	223 Main Street East	1910	\$212,900	0.17	Brick, block, stucco	Flat and Gable	2	Yes	Commercial/ Residential	Bar and House
58.051.0740	217 Main Street East	Not Available	\$88,500	0.08	Wood	Gable	2	No	Commercial/ Residential	Apartment and Vacant
58.051.0640	213 Main Street East	1920	\$177,700	0.12	Wood	Gable	2	No	Multi-family residential	Apartment
58.051.0650	209 Main Street East	1891	\$75,800	0.1	Wood, brick, stucco	Flat and Gable	2	No	Commercial	Vacant
58.051.0660	16 2nd Avenue SE	1896	\$153,800	0.21	Wood	Gable	2	Yes	Single family residential	House
58.051.0630	205 Main Street East	1900	\$44,300	0.05	Brick	Flat	2	Yes	Single family residential	House
58.051.0620	201 Main Street East	Not Available	\$283,400	0.18	Stucco and wood	Gable	2	No	Multi-family residential	Apartment
58.051.0790	15 2nd Avenue SE	Not Available	\$35,800	0.17	Metal	Gable	1	Yes	Industrial	Vehicle repair and storage
58.051.0800	115 Main Street East	Not Available	\$301,300	0.47	Metal	Gable	1	Yes	Industrial	Vehicle repair and storage



Exhibit A – Downtown Parcel Inventory

Downtown Redevelopment Plan—Norwood Young America

PID	Address	Year Built	Total Valuation	Acreage	Building Material	Roof Type	Stories	Owner Occupied	Tax Class	Use
58.051.0760	105 Main Street East	Not Available	\$240,400	0.23	Wood	Gable and Flat	2	No	Commercial/Residential	Vacant
58.051.0750	101 Main Street East	1900	\$137,300	0.23	Wood	Gable	2	Yes	Single family residential	House
58.051.0770	16 1st Avenue SE	1953	\$148,100	0.23	Vinyl	Gable	1	Yes	Single family residential	House
58.051.0810	21 Main Street East	1900	\$518,500	1.49	Wood	Gable	1.5	Yes	Municipal	Willkommen Park
Total			\$6,121,600	9.89						



Exhibit B- Design Guidelines

Downtown Redevelopment Plan—Norwood Young America



Design Guidelines – Exhibit B includes Design Guidelines to build on the unique character of each downtown. The Guidelines include goals, proposed architectural features and suggested color palettes. They also include recommendations for infill and the addition of fencing.

At this time, these are Design Guidelines and not requirements. It is understood that some design recommendations may not apply to all properties. It may be more suitable to have renovations consistent with the era of the building construction or previous use than the historic character of the district.

Historic Downtown Young America is recommended to incorporate a stick-built German and/or Danish architecture style.

Historic Downtown Norwood is recommended to incorporate a Scandinavian and/or Danish architectural style.



110 EAST MAIN STREET



115 EAST MAIN STREET



102 EAST MAIN STREET



118 EAST MAIN STREET



114 EAST MAIN STREET



105 EAST MAIN STREET



232 EAST MAIN STREET



220 EAST MAIN STREET



21 EAST MAIN STREET



201 EAST MAIN STREET



217 EAST MAIN STREET



223 EAST MAIN STREET

EXISTING CONDITIONS

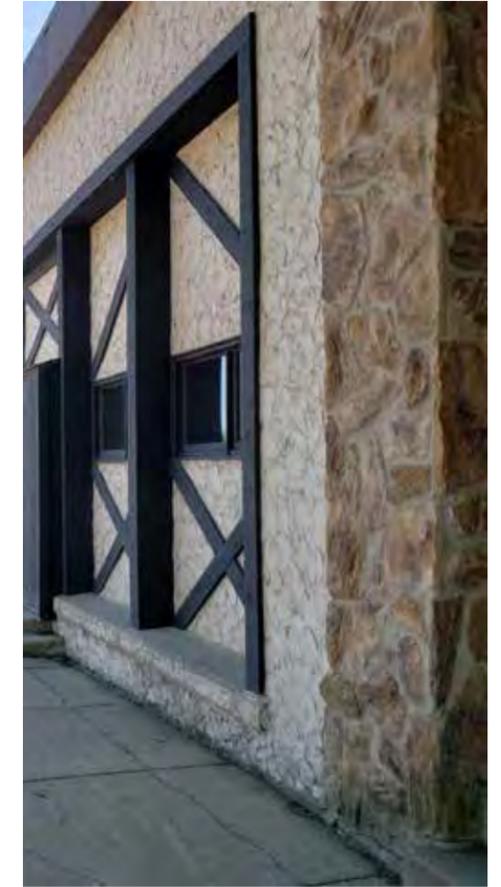
- 1** Establish a rich and vibrant small-town downtown environment that encourages pedestrian and human activity.
- 2** Maintain an appropriate scale for downtown Young America that fits the existing character of East Main Street while including space for commerce, office, and residential uses.
- 3** Develop and create structures of similar architecture quality and style to enforce the quality and character of historic downtown Young America.
- 4** Use vegetation, street furniture lighting, and signage to create a distinct character for downtown Young America.



These goals are the foundation from which the following guidelines were established. The following guidelines should be thought of as objectives or implementation steps to achieving the goals for historic downtown Young America. These standards have been established to ensure a successful, high-quality downtown environment. The purpose of establishing Design Guidelines for Historic Downtown Young America is to ensure appropriate development and redevelopment activities occur and that the vision and goals for the downtown are achieved through appropriate architectural styles and details.

GOALS

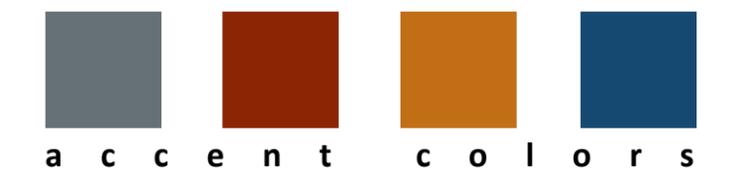
ARCHITECTURE



Through a site site inventory and analysis several parameters were set for general character, architecture and color for the historic downtown. The images above demonstrate the architectural style, color and massing that shall dominate the downtown streetscapes. The main goal is to use common elements (i.e. color) throughout downtown to unite the users and create a more uniform frontage. The following Guidelines shall apply to the historic downtown Young America.

Rich colors with muted tones should be used on structures throughout the historic downtown. Dominant colors on structures should be muted rich tones. For example, chocolate brown, burgundy, slate blue, and taupe. Non-dominant colors could be more diverse, but should not be more than 20-percent of a buildingfront. Primary colors may be used as accents provided they are consistent with and do not exceed 20-percent of the facade.

COLOR



ARCHITECTURAL ELEMENTS

ARCHITECTURE - ELEMENTS & CHARACTERISTICS

The sketch and pictures identify the appropriate style of architecture for the historic downtown of Young America. The downtown architecture should create a special and unique environment and should feel different than the surrounding environment.



The sketch and example pictures demonstrate a mix of architecture styles, including a neo-traditional structure as well as a stick-built traditional Danish structure. All images include the following characteristics that unite them and make them appropriate for Downtown:

- High percentage of glass at the street level makes them inviting and adds an element of transparency.
- Architectural details including the parapets, cornices, window casings and sashes, and roof lines all have clean lines.
- Clearly identified structures and signage affixed to the facade of the structure is recommended all buildings in the Downtown District.



ARCHITECTURAL ELEMENTS

ARCHITECTURE

Objective: To create an environment with an architectural palette that is cohesive and unique to historic downtown Young America.

Individual storefronts and separation between structures (perceived or literal) should dominate the downtown. Mixed-use structures, when stacked, are appropriate for the downtown provided the scales does not exceed two and a half stories.

The stick-build German and/or Danish architectural style shall dominate the downtown. Neo-traditional structures are appropriate provided color and scale matches the downtown character. If architectural styles of adjacent structures are different, common elements such as window style or color should be used to help create a more cohesive street frontage.

Buildings and structures shall have a distinct and varying roof line to encourage interest and variety. Structures shall have a district entry to clearly delineate the entrance users.

The first level of all structures shall have a transparent facade that is interesting and inviting.

Four-sided architecture is recommended particularly for structures with double frontage (i.e. corner lot), or visibility from major thoroughfares.



ARCHITECTURAL ELEMENTS

MATERIALS

It is the objective of the City to use high-quality materials that are warm, welcoming and sturdy throughout the Downtown District. High-quality traditional materials for structures (wood, brick, stucco, hardie, stone, etc.) are recommended for all structures.

The following material breakdown is recommended for all structures:

Street Level (Calculation includes parapet and false fronts for single-story structures):

Fenestration/Windows:	60% Minimum
Wood/Brick/Stone/Hardie:	35% Minimum
EIFS/Aluminum/Other:	5% Maximum

2nd Level (Calculation includes parapets and false fronts):

Fenestration/Windows:	40% Minimum
Wood/Brick/Stone/Hardie:	50% Minimum
EIFS/Aluminum/Other:	10% Maximum

The residential scale should be compatible with the scale and massing of adjacent commercial and/or office uses. All residential areas are open to discussion for material breakdown recommendations.

Clearly marked, welcoming entrances shall be recommended for all retail and office space in the Downtown District. All doors shall have a minimum of 50% of their area transparent (i.e. glass).



ARCHITECTURAL ELEMENTS

SCALE & MASSING

Architectural style and quality will directly influence scale and massing because style and height restrictions will naturally control the size and location of a structure. Additional parameters as set forth below shall also guide development in Downtown.

There should be no more than half (½) story difference between structures on the street to create some visual consistency.

Parapets and false fronts may be used to achieve greater consistency along the street frontage.

Parapets and false fronts will be included in materials calculations on the façade. These areas must include architectural detail, and/or fenestration to add visual interest to a façade.

Building space can be literal or perceived. (See Image) Buildings may be connected, but the illusion of spacing must be created to eliminate the appearance of a strip mall or connected multi-use structures.

Architectural detailing and fenestration should be used to reduce large expanses of walls without interest.

Buildings shall be a minimum of 15-feet wide but should be no larger than 40-feet wide; each user must have a minimum of 15-feet of frontage at the street-level.

Structures shall be no taller than 2.5 stories (35-feet maximum), where the half story is attributed to a parapet, false front, or roof pitch.



The above images represent the existing and appropriate scale and massing for the historic downtown of Young America. Parapets, false fronts and facade treatment help to break up the mass of structures and to create a quaint downtown feel.

SIGNAGE

A sign package should be created that allows each user the creativity to clearly define their space, but to do so in a manner that creates a visually appealing street frontage. Clear communication, as well as an aesthetic that caters to the small-town flavor shall be recommended in all sign packages.

All proposed signage should meet the current sign ordinance. In addition to these recommendations, the following standards shall be applied to signs within the Downtown District.

Clean, elegant signage with small town character. Materials and scale should reflect the materials and scale of each user.

Supplemental signs are acceptable in this District, including sandwich boards and projecting signs.

Wall signage (i.e. signage affixed to the structure and flush with the façade) is recommended to ensure visibility of each user.

The following recommendations shall apply to the signage package for each user:

- **Area:** The total signage package shall not exceed 15-percent of the total façade area. This area includes the primary wall sign, supplemental signs including sandwich boards, projecting signs, and window signage.
- **Sign Materials:** Primary material should be wood. EIFS may also be included but will be calculated against materials recommendations. Other materials include metals such as aluminum or wrought iron.
- **Lighting:** All signs within the Downtown District must have secondary lighting. Internal lighting is not acceptable. This includes neon signs which are also not permitted. Backlit signs are appropriate provided they meet lighting standards set forth in the City's zoning code. Light pollution should be reduced when possible and energy reducing light fixtures used when possible.

Users should consider the scale and size of the sign package, and should develop a package that is complimentary to the user and the overall City character. A full signage package should be submitted for review during initial submittal of each project. This package will be reviewed by the Planning Commission or other design review commissions as identified by the City.



ARCHITECTURAL ELEMENTS

OFF-STREET PARKING INFILL

Off-street parking lot areas and vacant parcels shall be reduced and infilled wherever possible. Off-street parking lot widths shall be encouraged to reduce drive aisles to one per parking lot with two parking stall aisles on either side. Wherever an off-street parking lot or vacant parcel of land is to remain, permanent ornamental fencing and/or vertical landscaping shall be implemented at the front perimeter to create a clearly defined street frontage and pedestrian walkway in the downtown district.



Downtown Young America currently has implemented on-street parking and minimized off-street parking lots in the downtown district that are visible to the central street frontage. There are no current vacant parcels of land and/or off-street parking lots that must be reduced or infilled. These design guidelines shall serve as future development instructions for the downtown district.



122 NORTH UNION STREET



314 ELM STREET WEST



315 ELM STREET WEST



224 ELM STREET WEST



224 ELM STREET WEST



219 ELM STREET WEST



VACANT PARKING LOT ELM STREET W.



325 ELM STREET WEST



221 ELM STREET WEST



215 ELM STREET WEST



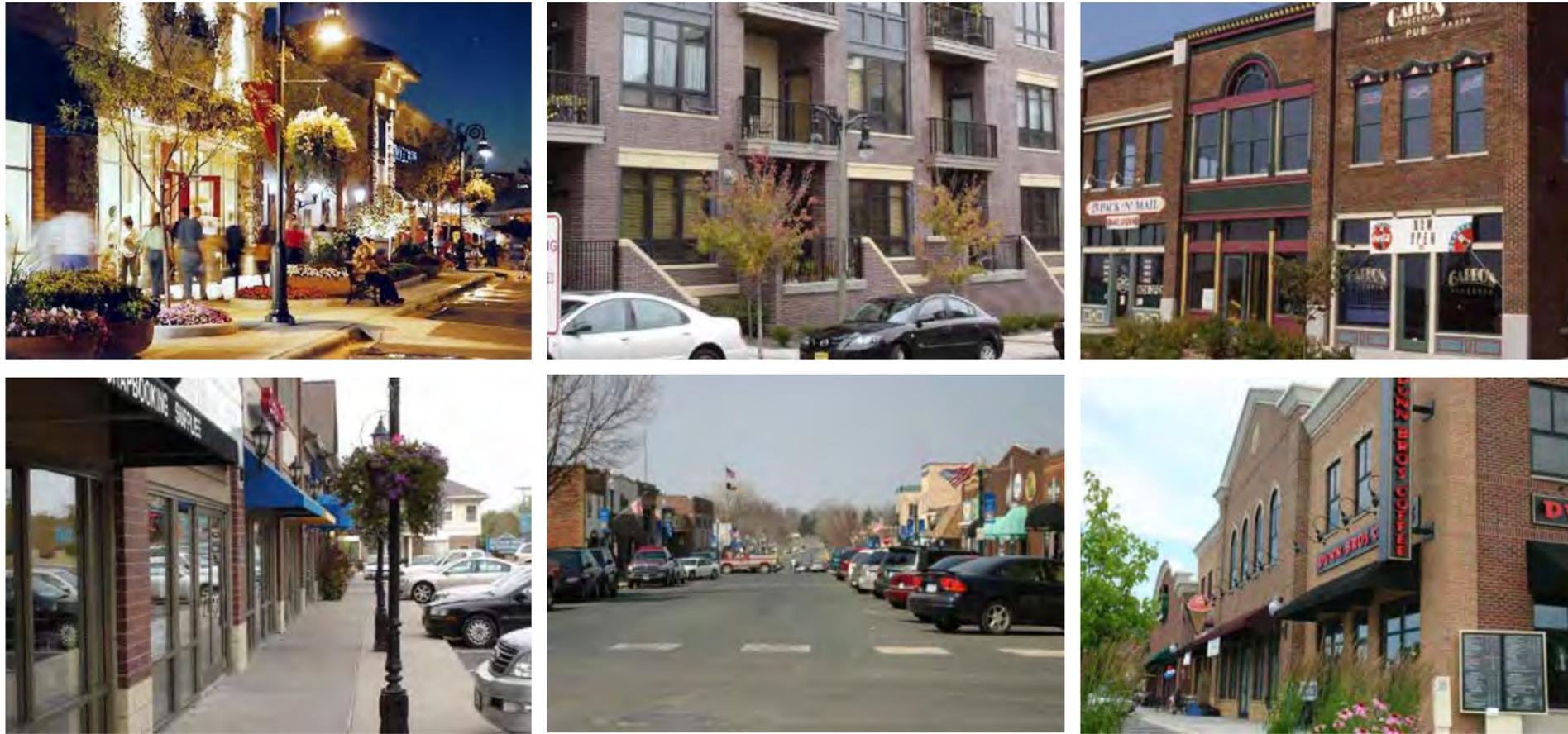
110 ELM STREET WEST



210 ELM STREET WEST

EXISTING CONDITIONS

- 1 Establish a rich and vibrant small-town downtown environment that encourages pedestrian and human activity.
- 2 Maintain an appropriate scale for downtown Norwood that fits the existing character of Elm Street West while including space for commerce, office, and residential uses.
- 3 Develop and create structures of similar architecture quality and style to enforce the quality and character of historic downtown Norwood.
- 4 Use vegetation, street furniture lighting, and signage to create a distinct character for downtown Norwood.



These goals are the foundation from which the following guidelines were established. The following guidelines should be thought of as objectives or implementation steps to achieving the goals for historic downtown Young America. These standards have been established to ensure a successful, high-quality downtown environment. The purpose of establishing Design Guidelines for Historic Downtown Norwood is to ensure appropriate development and redevelopment activities occur and that the vision and goals for the downtown are achieved through appropriate architectural styles and details.

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COLOR



d o m i n a n t c o l o r s



a c c e n t c o l o r s

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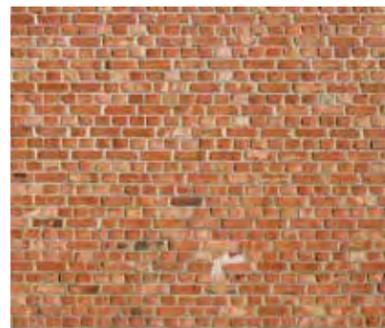
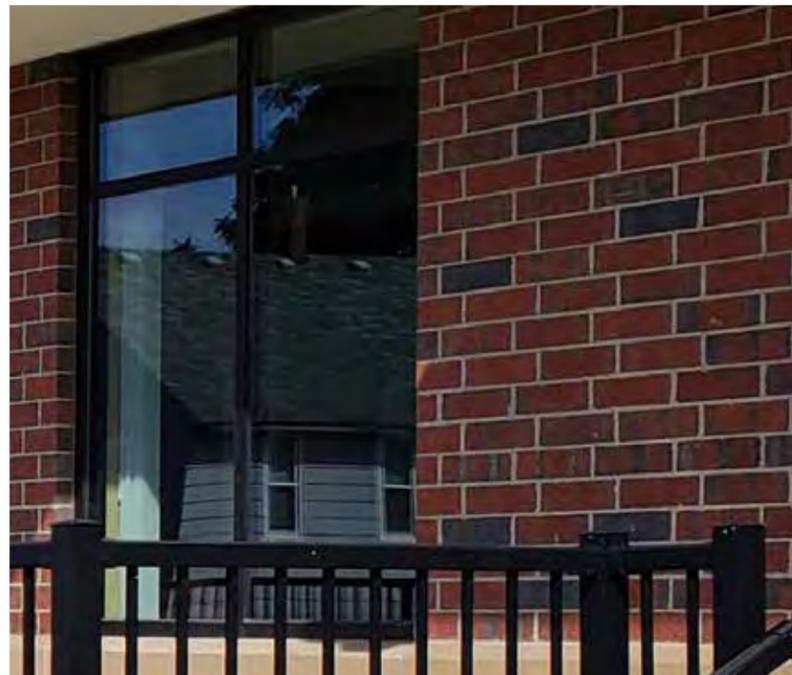
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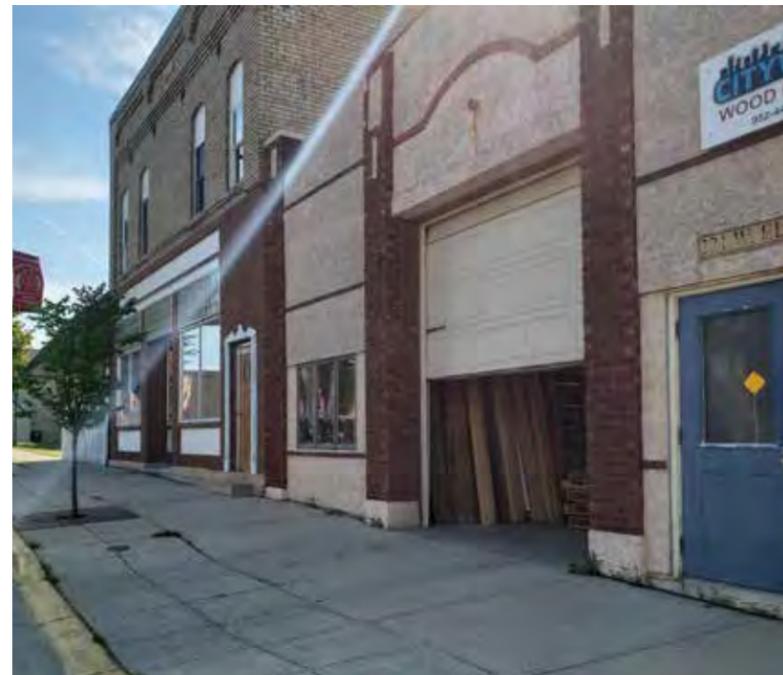
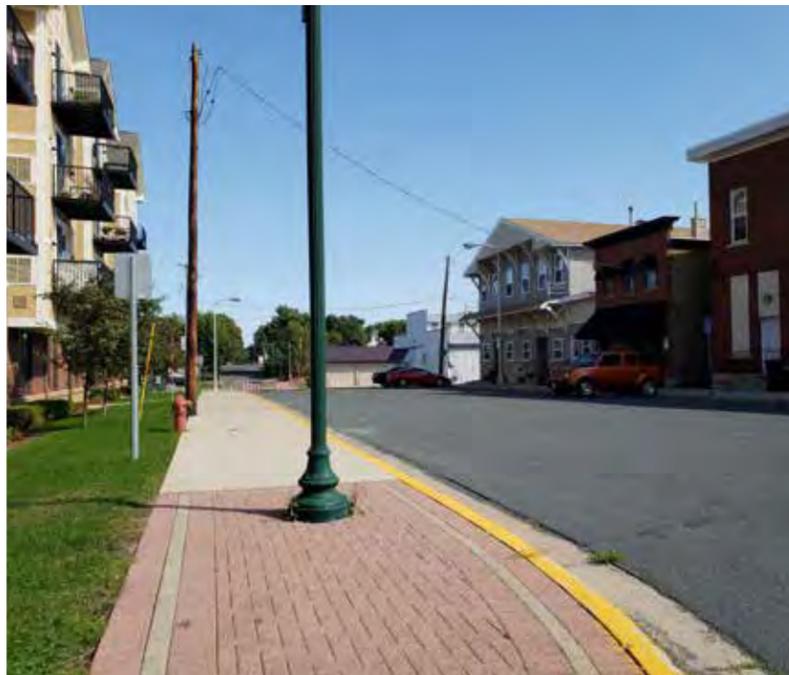
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The off-street parking lot and vacant parcel of land shown above demonstrate examples of land that may be infilled or implemented with permanent ornamental fencing and/or vertical landscaping at the street frontage perimeters to clearly define appropriate setbacks for the downtown district.



IMPLEMENTATION OF DESIGN GUIDELINES

The implementation of these standards is critical to the overall success of these Guidelines. As stated previously, these standards are Guidelines and are meant to help future builders and developers understand the goals and aspirations with respect to design in the community. The City is committed to creating an identity and strong sense of place through design. The City does not want to limit creativity or unique development that might have a place in the community, which is why these Guidelines are designed to be general and broad, therefore creating opportunities for great design.

Although creativity and individuality is encouraged, these Guidelines must be enforced as a minimum standard throughout each District. The images and sketches throughout the document visually represent the character for the community. These images are not literal interpretations of the Historic Downtowns of Norwood and Young America, but they do suggest the direction of future design for the community.

Implementation of these Guidelines will occur in several ways and will affect a builder and developer at a variety of different times throughout the planning and design process. First and foremost, zoning and land use plays a role in these Guidelines and it is the responsibility of the developer or builder to understand how these regulations and the Guidelines work together.





Exhibit C – Sample Historic Property Form

Downtown Redevelopment Plan—Norwood Young America



Property History Form

Address: _____

Insert picture of historic structure

Date of Photo: _____

Historic Use (s)

Previous Owner(s)

Insert current picture of structure

Date of Photo: _____

Current Use (s)

Current Owner(s)

Other Information (such as unique history, years modified, etc.): _____



TO: Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: January 14, 2019
SUBJECT: Metro Cities Membership

Proposed is to discuss and consider membership to the Metro Cities an Association of Metropolitan Municipalities. Metro Cities represents municipal interests at the Metropolitan Council and provides lobbying for metropolitan cities to the state legislature. They also have appointing authority to the Met Council's Transportation Advisory Board and Technical Advisory Committee. Currently all the cities in Carver County with a similar or larger population to Norwood Young America currently are members of Metro Cities.

Enclosed is a letter from Patricia Nauman, Executive Director of Metro Cities. Ms. Nauman provides additional background information about their services and reasons for becoming a member of Metro Cities. The City's 2019 dues would be \$1,742. In anticipation of the possibility of becoming a member of Metro Cities, the annual dues were included in the City's 2019 budget.

Proposed Motion:

Motion to approve membership to the Metro Cities.

Norwood Young America



METRO CITIES

Association of Metropolitan Municipalities

November 28, 2018

Mr. Steve Helget, City Administrator
310 Elm Street West
Norwood Young America, MN 55368

Dear Steve:

Thank you for the opportunity to discuss the Metro Cities organization with you and Mayor-elect Diedrick yesterday. I appreciate your interest in membership in Metro Cities. This letter is meant to provide some follow up information and a few points for your consideration on membership.

Metro Cities serves a distinct role in the local government community in that it is the only region-wide entity representing municipal interests at the Metropolitan Council. We monitor the Council to ensure the shared interests of metro cities are accounted for in funding and policy decisions and the Council regularly seeks Metro Cities' input.

Metro Cities advocates on a wide range of issues at the Legislature and Executive Branch including in the areas of taxes, transportation, housing, economic development, local authority and state aids, to name a few. Our primary goal is to be a strong and trusted voice in advancing the interests of metro communities. Policymakers often seek those solutions that benefit the largest number, thus speaking with a unified metropolitan voice is important. Metro Cities currently has 90 members. The membership is diverse and includes cities of all sizes and from all areas of the metropolitan region.

Metro Cities has statutory appointing authority for the Met Council's Transportation Advisory Board (TAB) and Technical Advisory Committee (TAC). Municipal representation on the TAB and TAC ensures cities have a key role in the allocation of transportation dollars in the region.

Metro Cities provides a regular newsletter, legislative alerts as needed, and free access to salary and permit/license fee surveys. The organization also holds periodic member forums. Forums aim to cover pertinent topics and allow cities to come together to discuss issues and to advance the interests of cities in the region, share ideas, and network.

Legislators pay attention to whether their communities are participants in our work, as we seek to influence decisions on behalf of metro cities' shared interests. We also sometimes will ask city officials to provide legislative testimony when appropriate. Also, although Metro Cities does not advocate for individual city legislative initiatives, we are often asked to help cities navigate legislative processes and can help troubleshoot on issues at the state and regional levels of government.

Our role, as your advocates and watchdogs at the Met Council and Capitol, is something cities cannot do individually. We consider our staff to be an extension of your staff, and we would welcome the opportunity to have the city be part of our organization and its work.

For your information, dues for the city for 2019 would be \$1,742.00.

I have included a one-page handout for your use as well that outlines the benefits of Metro Cities' membership. Please let me know if you would like any additional information.

Sincerely,



Patricia A. Nauman
Executive Director

10 Good Reasons to Be a Metro Cities Member

1. With 90 metro area city members, Metro Cities delivers a comprehensive metro-wide message to the Legislature, Governor and Metropolitan Council.
2. Created in 1974, Metro Cities is the only city advocacy organization that monitors the Metropolitan Council.
3. Metro Cities' policies cover a broad range of issues ranging from transportation to levy limits to housing and economic development to wastewater treatment, which means greater influence on a wide array of issues.
4. Committee members from the core cities, developed suburbs and developing cities create Metro Cities' policies by consensus.
5. A 19-member Board comprised of a mix of elected officials and professional managers means balance between important political and practical management solutions to metro area problems.
6. Statutory appointing authority to the TAB and TAC mean municipal influence on regional transportation spending exceeding \$100 million per year.
7. Close ties with the League of MN Cities means coordinated and cooperative legislative platforms and lobbying efforts.
8. Low overhead means we can keep dues affordable while providing full attention to member concerns and a maximum return on investment.
9. Metro Cities keeps its members informed of legislative activity through a regular online newsletter, legislative alerts and 'bills to watch'.
10. Other important services include the Municipal License & Permit Fee Survey and the MN Local Government Salary & Benefits Survey provided added value for your membership dues.



TO: Mayor Diedrick and City Council Members
FROM: Steve Helget, City Administrator
DATE: January 14, 2019
SUBJECT: 2040 Comprehensive Plan Submittal Update

Enclosed is a letter from Stephanie Falkers, SRF Consulting Group, which provides an update on the final steps for completing and submitting the 2040 Comprehensive Plan to the Metropolitan Council. In the letter Ms. Falkers states the deadline for the City's submittal is March 29th but the 6 month review by adjacent jurisdictions may not be completed until April 25th. In order to stay in compliance with the submittal deadline and the City's grant agreement with the Met Council, the City is to submit its plan by March 29th even if it hasn't received all the adjacent jurisdiction's comments back at that point. The Met Council will allow the City to modify its plan after March 29th if desired.

The City is only required to hold one public hearing on the 2040 Comprehensive Plan. Proposed is the Planning Commission hold said hearing on March 5th. Proposed is to discuss the City Council's schedule for final review and approval of the plan.

Proposed Motion:

Informational item only.

Norwood Young America



Memorandum

SRF No. 10479

To: Norwood Young America City Council
From: Stephanie Falkers, Associate Planner
Date: January 7, 2018
Subject: Norwood Young America Comprehensive Plan

Comprehensive Plan Submittal Process

The Metropolitan Council outlines the process for the approval of each municipalities' 2040 Comprehensive Plan Update. This process includes a review period for affected and adjacent communities, prior to the submittal to the Metropolitan Council. The general steps include:

1. Development of the Comprehensive Plan Update
2. Affected and Adjacent Community Review
3. Public Hearing to authorize submittal
4. Metropolitan Council Review
5. City Council Plan Adoption

The Council established a deadline for the submittal of plans for review (step 4) by December 31, 2018, with the option of a deadline extension. The City of Norwood Young America applied for and was granted an extension to March 31, 2019.

At this time, the City of Norwood Young America is in the second step of the process, the Affected and Adjacent Community Review. The plan was submitted to the required jurisdictions on October 25th, 2018. Each of the jurisdictions is provided the opportunity to review the Draft 2040 Comprehensive Plan and submit their comments to the City. The City will then have the opportunity to review and respond to the received comments. The response to each comment received are submitted to the Metropolitan Council along with the draft plan.

The Metropolitan Council's process requires that the Affected and Adjacent Community Review period be open for six months, unless all jurisdictions respond before the six months elapse. The plan was provided to the communities on October 25th and the six-month review period is set to end on April 25th, 2019. We are working with the other jurisdictions to receive comments as soon as possible.

Norwood Young America Next Steps

In order to remain compliant with the Metropolitan Council process and regulations, the City will submit the Plan on March 29, 2019 and will include the comments received to date. If not all jurisdictions have responded by that time, the Metropolitan Council shall deem the plan "incomplete" until the six month review process has elapsed. The Metropolitan Council shall also

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complete the standard completeness review during this time, ensuring that the required information is included. Following the close of the review period on April 25th, the Plan will undergo the formal review from the Metropolitan Council. This process can take up to 120 calendar days.

Prior to the submittal of the Plan to the Metropolitan Council, a public hearing must be held to authorize the submittal (Step 3 above). This process shall occur in March, with both a Planning Commission Hearing and City Council Hearing. At these meetings, the plan will be presented with any comments that have been received to date. **To meet the March 29th deadline, the Comprehensive Plan will be heard by the Planning Commission at their March 5th meeting and the City Council at their March 25th meeting.** Staff and SRF will continue to update the City Council on the process and comments received leading up to the March deadline.

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