



## CITY COUNCIL AGENDA

January 28, 2019 – 6:00 p.m.

Work Session; followed by EDA / City Council Meetings

### WORK SESSION

1. Call Meeting of City Council Work Session to Order
  2. Approve Agenda
    - 2.1 2019 Tasks/Projects
  3. Adjournment
- 

### ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
    - 1.1 Pledge of Allegiance
    - 1.2 Oath of Office
  2. Approve Agenda
    - 2.1 Approve minutes of December 26, 2018 meeting
  3. Adjournment
- 

### CITY COUNCIL

1. Call Meeting of City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment  
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items, but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. Consent Agenda  
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
  - 4.1 Approve minutes of January 14, 2019 meeting
  - 4.2 Approve payment of claims
  - 4.3 Approve Senior Advisory Committee Appointment
5. Public Hearings
  - 5.1 Consider amending City Code pertaining to Class 2 ATV and Golf Cart Permits
  - 5.2 Ordinance No. 316, Chapter 20, Fee Schedule Amendment
6. Old Business
7. New Business
  - 7.1 Consider approving Resolution 2019-02, approving Conditional Use Permit for 232 Main Street East
  - 7.2 Consider approving Resolution 2019-03, Certifying certain Conditional and Interim Use Permits Null and Void
  - 7.3 Consider amending City Code pertaining to Class 2 ATV and Golf Cart Permits
  - 7.4 Adopt Ordinance No. 316, Chapter 20, Fee Schedule Amendment and approve Summary Publication
  - 7.5 Adopt Data Practices Policy
  - 7.6 Schedule Public Hearing to consider amendment to City Code regarding City Council Meeting Start Time

8. Council Member & Mayor Reports

9. Adjournment

The following informational items have been included in the Council packet for informational purposes, council review and discussion. No action is required by the City Council

**UPCOMING MEETINGS / EVENTS**

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.
February 21	Senior Advisory Committee – 9:00 a.m.
February 25	Work Session, EDA, City Council – 6:00 p.m.
March 13	Joint Meeting – City Council, EDC, Planning Commission, and Chamber of Commerce Board – 6:00 p.m.



TO: Mayor Diedrick and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 28, 2019

SUBJECT: Work Session

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Proposed is to have a discussion about potential tasks or projects the City Council would like staff and/or Commissions to research or work on this year. Recently I have had conversations with Mayor Diedrick and she has shared some ideas for consideration. For example:

1. Review the City's Social Media Policy and consider the League of MN Cities' updated policy
2. Develop a storm water Inflow and Infiltration Plan (LMC model ordinance)
3. Digitalize City documents/files and create search engines
4. Establish a Pavement Management Plan
5. Outline projects that could be collaborated with schools, churches, and service organizations such as painting the grandstand at Willkommen Park
6. Develop an ordinance regulating the use of Drones
7. Capital Improvement Plan - to include project priorities, financing options, schedule, etc.
8. Identify Legislative Items:
  - a. Funding for Hwy 212 4-lane expansion
  - b. Fund the Small Cities Assistance Account (established by the 2015 Legislature)
  - c. Funding assistance for waste water treatment upgrades for phosphorus limits requirements



## Economic Development Authority

December 26, 2018 – 6:00 p.m.

EDA Minutes

Attendees: Carol Lagergren, Craig Heher, Mike McPadden, Dick Stolz, Charlie Storms

Absent: none

City Staff: Steve Helget, Tony Voigt

Others: Tina Diedrick, Brad Faltysek, Tom Habrich, Scott Habrich, Bill Grundahl

1. Call Meeting of Economic Development Authority to Order

1.1 Pledge of Allegiance

Meeting was called to order by President Lagergren at 6:11pm.

2. Approve Agenda

2.1 Approve minutes of November 26, 2018 meeting

*Motion: MM/CH to approve the agenda. Vote 5 – 0. Motion carried.*

*Motion: CH/MM to approve the minutes. Vote 5 – 0. Motion carried.*

3. Adjournment

*Motion: DS/CS to adjourn at 6:12pm. Vote 5 – 0. Motion carried.*

Sincerely Submitted,

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President

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Kelly Hayes, City Clerk / Treasurer



Attendees: Tina Diedrick, Dick Stolz, Mike McPadden, Craig Heher

Absent: Charlie Storms

City Staff: Steve Helget, Kelly Hayes, Tony Voigt, Steve ZumBerge

Others: McHayl Diedrick, Monte Diedrick, Max Diedrick, Mason Diedrick, Brian Diedrick, Dan Kellerman, Josh Bernau, Steve ZumBerge, Thersa Peterman

1. Call Meeting of City Council to Order

1.1 Pledge of Allegiance

1.2 Oath of Offices

Meeting was called to order at 6:00pm by Mayor Tina Diedrick.

Oath of office was taken by Heher and Diedrick.

2. Approve Agenda

*Motion: DS/CH to approve the agenda. Vote 4 – 0. Motion carried.*

3. Introductions, Presentations, Proclamations, Awards, and Public Comment - none

4. Consent Agenda

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

*Motion: CH/MM to approve the consent agenda. Vote 4 – 0. Motion carried.*

5. Public Hearings

5.1 Ordinance No. 315, Establishing Personnel Committee

City Clerk Hayes noted that all commissions and the Safety Committee are located in Chapter 2 of the City Code, however, the Personnel Committee is missing from the code. Recommendation was to add the Personnel Committee to Chapter 2 of the City Code. There was no public comment.

*Motion: DS/MM to close the public hearing at 6:12pm. Vote 4 – 0. Motion carried.*

6. Old Business

7. New Business

7.1 Approve Marco Technical Agreement

The IT equipment has not been updated in over 8 years. Normally a server has a lifespan max of 5 year. In order for Marco to be able to serve the City at maximum capacity, it is recommended that the IT equipment be updated. Kellerman of Marco also noted that they will be able to start investigating the remote buildings to be able for them to be on the City's server.

*Motion: DS/CH to approve the proposal from Marco for updating IT equipment at \$12,993.68. Vote 4 – 0. Motion carried.*

*Motion: MM/CH to approve the proposal from Marco to purchase equipment for the remote buildings totaling \$3,564. Vote 4 – 0. Motion carried.*

7.2 Approve Resolution 2019-01, Organization of the City of Norwood Young America

Council reviewed each section and selected which councilperson would be the representative for each board and commission.

*Motion: CH/DS to approve Resolution 2019-01, Organization of the City of Norwood Young America. Vote 4 – 0. Motion carried.*

7.3 Approve Annual Fire Department Report and discuss Fire Contract Renewals

Fire Chief ZumBerge gave an updated on 2018. 341 calls – this is an increase from years past. Calls included: 16 fires, 21 fire related, 25 accidents, and the remainder were medicals. Approximately 60% of the calls were within

City limits. As in past years, townships will be paying \$150 per unit within the township. The number of units per township is calculated by using the county's GIS mapping system.

*Motion: DS/CH to approve the fire contracts. Vote 4 – 0. Motion carried.*

*Motion: MM/CH to accept the 2018 fire department report. Vote 4 – 0. Motion carried.*

7.4 Discuss Sale of Surplus Equipment Proposal

Voigt spoke of the key role that generators play at the lift stations and treatment plants. There is one generator that the city owns that is very large which makes it difficult to move and to get into small areas. He approached Advanced Power Systems about getting smaller generators instead. They were able to find a city that would be interested in purchasing the large generator.

*Motion: DS/CH to sell the 135km 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. Vote 4 – 0. Motion carried.*

7.5 Approve Downtown Redevelopment Plan

The joint committee reviewed and approved the final draft of the Downtown Redevelopment plan. It will be submitted to the Carver County CDA per the grant agreement.

*Motion: DS/CH to adopt the Downtown Redevelopment Plan. Vote 4 – 0. Motion carried.*

7.6 Adopt Ordinance No. 315, Establishing Personnel Committee

*Motion: CH/DS to adopt Ordinance 315, establishing the Personnel Committee. Vote 4 – 0. Motion carried.*

7.7 Consider Metro Cities Membership

Mayor Diedrick requested that council review the information about the Metro Cities Membership. She would like to be a member of TAB (Met Council Transportation Advisory Board) which is the representative is selected from the Metro Cities. Stolz noted that he didn't feel this would benefit the city and was against spending \$1742 of the city's money. McPadden and Heher agreed with Stolz. There was no motion to approve the membership.

7.8 2040 Comprehensive Plan Submittal Update

Information only: SRF Consulting Group is completing the 2040 Comprehensive Plan. Helget noted that the final day for submission is March 29. He is proposing that the Planning Commission hold a public hearing on March 5 and then for it to be brought to the City Council for final review and approval of the plan.

7.9 Schedule next Joint Meeting

*Motion: CH/DS to schedule a special city council meeting on March 13, 2019, at 6:30pm for the purpose of discussing the next steps in implementing the Downtown Redevelopment Plan. Vote 4 – 0. Motion carried.*

8. Council Member & Mayor Reports

CH – Planning. A couple of members of the Planning Commission left in 2018. They are still looking for one member. To Apply, contact Administrator Helget.

MM – EDC. Hotel chain is getting information about the city as they have an interest in building a hotel in NYA. There is also a business that is getting soil boring and looking at purchasing land in the Industrial Park. EDC also is looking for another member.

DS – Senior Advisory. Meeting is on January 17.

UPCOMING MEETINGS / EVENTS

1/16 Annual Fire Service Township Meetings 6:00pm

1/17 Senior Advisory 9:00am

1/28 City Council, EDA 6:00pm

2/5 Planning Commission 6:00pm

2/11 Personnel Committee 5:00pm

2/11 City Council

2/13 EDC – 6:00pm

2/19 Park & Rec – 4:45pm

9. Adjournment

*Motion: MM/CH to adjourn at 7:42pm. Vote 4 – 0. Motion carried.*

Sincerely Submitted,

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Tina Diedrick, Mayor

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Kelly Hayes, City Clerk / Treasurer



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

**To Be Approved: January 28, 2019**

<b>Payroll EFT</b>	<b><u>\$17,975.17</u></b>
(Check Sequence#505211-505229)	

<b>Claims Pending Payment</b>	<b><u>\$1,886,572.89</u></b>
(Check Sequence #28926-28969)	

<b>Grand Total</b>	<b><u>\$1,904,548.06</u></b>
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## CITY OF NORWOOD YOUNG AMERICA

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JANUARY 2019

	Check Amt	Invoice	Comment
<b>10100 CHECKING</b>			
Paid Chk# 028926	1/28/2019	<b>ABDO, EICK, &amp; MEYERS</b>	
E 101-41500-301	Auditing and Acct g Services	\$7,500.00	408060 AUDIT SERVICES
	<b>Total ABDO, EICK, &amp; MEYERS</b>	\$7,500.00	
Paid Chk# 028927	1/28/2019	<b>BERKLEY RISK ADMIN COMPANY</b>	
E 101-41400-151	Workers Comp: Insurance Prem	\$1,774.37	
E 101-45200-151	Workers Comp: Insurance Prem	\$3,789.93	
E 602-49450-151	Workers Comp: Insurance Prem	\$2,656.95	
E 101-41940-151	Workers Comp: Insurance Prem	\$15,436.79	
E 601-49400-151	Workers Comp: Insurance Prem	\$2,218.74	
E 101-41110-151	Workers Comp: Insurance Prem	\$91.34	
E 101-42200-151	Workers Comp: Insurance Prem	\$9,827.33	
E 101-49860-151	Workers Comp: Insurance Prem	\$1,826.72	
E 101-49800-330	Transportation Expense	\$184.72	
E 101-41940-151	Workers Comp: Insurance Prem	\$747.11	
	<b>Total BERKLEY RISK ADMIN COMPANY</b>	\$38,554.00	
Paid Chk# 028928	1/28/2019	<b>BOND TRUST SERVICES CORP.</b>	
E 501-49330-601	Debt Srv Bond Principal	\$40,000.00	
E 501-49330-611	Bond Interest	\$6,155.00	
E 501-49330-604	Bond Service Charge	\$460.00	
E 601-49400-601	Debt Srv Bond Principal	\$10,000.00	
E 601-49400-611	Bond Interest	\$1,360.00	
E 601-49400-604	Bond Service Charge	\$115.00	
E 518-49330-601	Debt Srv Bond Principal	\$395,000.00	
E 518-49330-611	Bond Interest	\$61,415.63	
E 601-49400-601	Debt Srv Bond Principal	\$30,000.00	
E 601-49400-611	Bond Interest	\$1,500.00	
E 519-49330-601	Debt Srv Bond Principal	\$180,000.00	
E 519-49330-611	Bond Interest	\$30,115.63	
E 601-49400-601	Debt Srv Bond Principal	\$15,000.00	
E 601-49400-611	Bond Interest	\$2,500.00	
E 602-49450-601	Debt Srv Bond Principal	\$5,000.00	
E 602-49450-611	Bond Interest	\$1,250.00	
E 602-49450-601	Debt Srv Bond Principal	\$212,500.00	
E 602-49450-611	Bond Interest	\$11,439.13	
E 602-49450-604	Bond Service Charge	\$300.00	
E 601-49400-601	Debt Srv Bond Principal	\$127,500.00	
E 601-49400-611	Bond Interest	\$6,864.00	
E 601-49400-604	Bond Service Charge	\$175.00	
E 517-49331-601	Debt Srv Bond Principal	\$100,000.00	
E 517-49331-611	Bond Interest	\$21,675.00	
E 517-49330-604	Bond Service Charge	\$475.00	
E 520-49330-601	Debt Srv Bond Principal	\$155,000.00	
E 520-49330-611	Bond Interest	\$14,000.00	
E 602-49450-601	Debt Srv Bond Principal	\$15,000.00	
E 602-49450-611	Bond Interest	\$1,275.00	



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JANUARY 2019

		Check Amt	Invoice	Comment
E 521-49330-601	Debt Srv Bond Principal	\$105,000.00		
E 521-49330-611	Bond Interest	\$22,562.50		
E 521-49330-604	Bond Service Charge	\$190.00		
E 601-49400-601	Debt Srv Bond Principal	\$160,000.00		
E 601-49400-611	Bond Interest	\$19,437.50		
E 601-49400-604	Bond Service Charge	\$285.00		
<b>Total</b>	<b>BOND TRUST SERVICES CORP.</b>	<b>\$1,753,549.39</b>		
Paid Chk#	028929	1/28/2019	<b>CARDMEMBER SERVICE</b>	
E 101-42200-323	Radio Units	\$248.06		
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$19.75		
E 101-42200-223	Repair/Maintenance Bldg/Ground	\$150.29		
E 101-41400-200	Office Supplies	\$345.89		
E 101-41110-350	Print/Publishing/Postage	\$13.40		
E 101-43100-200	Office Supplies	\$13.41		
E 101-41110-430	Miscellaneous	\$25.00		
E 101-43100-221	Repair/Maintenance Equipment	\$167.20		
E 603-49500-223	Repair/Maintenance Bldg/Ground	\$137.23		
E 601-49400-223	Repair/Maintenance Bldg/Ground	\$74.51		
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$50.00		
<b>Total</b>	<b>CARDMEMBER SERVICE</b>	<b>\$1,244.74</b>		
Paid Chk#	028930	1/28/2019	<b>CARGILL SALT</b>	
E 101-43100-224	Street Maint Materials	\$3,843.10	2904534874	SALT
<b>Total</b>	<b>CARGILL SALT</b>	<b>\$3,843.10</b>		
Paid Chk#	028931	1/28/2019	<b>CARQUEST AUTO PARTS</b>	
E 101-42200-210	Operating Supplies	\$32.97	5927-179404	OIL ABOSRBENT
<b>Total</b>	<b>CARQUEST AUTO PARTS</b>	<b>\$32.97</b>		
Paid Chk#	028932	1/28/2019	<b>CARVER COUNTY</b>	
E 101-42100-311	County Police Contract	\$847.05	SHERI003186	4TH QTR OVERTIME
<b>Total</b>	<b>CARVER COUNTY</b>	<b>\$847.05</b>		
Paid Chk#	028933	1/28/2019	<b>CENTER POINT</b>	
E 101-41940-383	Gas Utilities	\$464.57		
E 101-42200-383	Gas Utilities	\$184.45		
E 101-43100-383	Gas Utilities	\$1,249.45		
E 101-45200-383	Gas Utilities	\$480.35		
E 601-49400-383	Gas Utilities	\$288.05		
E 602-49450-383	Gas Utilities	\$1,445.35		
E 101-49860-383	Gas Utilities	\$22.54		
E 101-41940-383	Gas Utilities	\$88.74		318 ELM
E 101-45500-383	Gas Utilities	\$154.38		314 ELM
E 101-41940-383	Gas Utilities	\$278.84		310 ELM
E 601-49400-383	Gas Utilities	\$312.12		104 3RD AVE SE
E 601-49400-383	Gas Utilities	\$11.43		640 TACOMA BLVD
E 602-49450-383	Gas Utilities	\$10.43		406 2ND AVE SE

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JANUARY 2019

			Check Amt	Invoice	Comment
<b>Total CENTER POINT</b>			\$4,990.70		
Paid Chk# 028934	1/28/2019	CITY OF SHAKOPEE			
E 101-42122-311	County Police Contract		\$2,100.00	9119	DRUG TASK FORCE
<b>Total CITY OF SHAKOPEE</b>			\$2,100.00		
Paid Chk# 028935	1/28/2019	DELTA DENTAL			
G 101-21714	Dental Insurance		\$871.95		DENTAL INSURANCE
<b>Total DELTA DENTAL</b>			\$871.95		
Paid Chk# 028936	1/28/2019	DIEDRICK, TINA			
E 101-41330-316	Planning Commission		\$200.00		EDC
<b>Total DIEDRICK, TINA</b>			\$200.00		
Paid Chk# 028937	1/28/2019	DPC INDUSTRIES INC			
E 601-49400-216	Chemicals and Chem Products		\$511.18	827000012-19	CHLORINE
<b>Total DPC INDUSTRIES INC</b>			\$511.18		
Paid Chk# 028938	1/28/2019	EMERGENCY AUTOMOTIVE TECH. INC			
E 101-43100-221	Repair/Maintenance Equipment		\$93.96	WC010219-20	AMBER MICRO FREEDOM
<b>Total EMERGENCY AUTOMOTIVE TECH. INC</b>			\$93.96		
Paid Chk# 028939	1/28/2019	EMTS			
E 101-42200-207	Training Instructional		\$1,400.00	1776	EMR REFRESHER
<b>Total EMTS</b>			\$1,400.00		
Paid Chk# 028940	1/28/2019	FLOW MEASUREMENT AND CONTROL C			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$945.00	8549	
<b>Total FLOW MEASUREMENT AND CONTROL C</b>			\$945.00		
Paid Chk# 028941	1/28/2019	GOPHER STATE ONE-CALL, INC.			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$25.00		
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$25.00		
<b>Total GOPHER STATE ONE-CALL, INC.</b>			\$50.00		
Paid Chk# 028942	1/28/2019	H&L MESABI			
E 101-43100-221	Repair/Maintenance Equipment		\$33.00	02792	PLOW BOLTS
<b>Total H&amp;L MESABI</b>			\$33.00		
Paid Chk# 028943	1/28/2019	HD SUPPLY WATERWORKS			
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$5,334.38	K012426	VALVES, PIPE, GASKETS
<b>Total HD SUPPLY WATERWORKS</b>			\$5,334.38		
Paid Chk# 028944	1/28/2019	HEALTH PARTNERS			
G 101-21706	Hospitalization/Medical Ins		\$22,137.38		
<b>Total HEALTH PARTNERS</b>			\$22,137.38		
Paid Chk# 028945	1/28/2019	HOLIDAY FLEET			
E 101-43100-212	Motor Fuels		\$100.51		

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JANUARY 2019

			Check Amt	Invoice	Comment
<b>Total HOLIDAY FLEET</b>			\$100.51		
Paid Chk#	028946	1/28/2019	<b>HORIZON COMMERCIAL POOL SUPPLY</b>		
E	101-49860-207	Training Instructional	\$270.00		DHOORE
E	101-49860-207	Training Instructional	\$270.00		KOCH
<b>Total HORIZON COMMERCIAL POOL SUPPLY</b>			\$540.00		
Paid Chk#	028947	1/28/2019	<b>KWIK TRIP INC.</b>		
E	101-43100-212	Motor Fuels	\$91.82		
E	101-45200-212	Motor Fuels	\$19.83		
E	101-42200-212	Motor Fuels	\$64.01		
<b>Total KWIK TRIP INC.</b>			\$175.66		
Paid Chk#	028948	1/28/2019	<b>LEAGUE OF MN CITIES</b>		
E	101-41110-207	Training Instructional	\$99.00	287455	DIEDRICK/HELGET CONFERENCE
E	101-41300-331	Travel/Meeting Expense	\$99.00	287455	DIEDRICK/HELGET CONFERENCE
<b>Total LEAGUE OF MN CITIES</b>			\$198.00		
Paid Chk#	028949	1/28/2019	<b>LENZ, DEBRA</b>		
E	101-41400-331	Travel/Meeting Expense	\$83.98		
<b>Total LENZ, DEBRA</b>			\$83.98		
Paid Chk#	028950	1/28/2019	<b>MAYER LUMBER CO.</b>		
E	101-41940-223	Repair/Maintenance Bldg/Ground	\$580.70	166689	ROPE, TREATED LUMBER
<b>Total MAYER LUMBER CO.</b>			\$580.70		
Paid Chk#	028951	1/28/2019	<b>MID-COUNTY CO-OP OIL ASSN</b>		
E	101-43100-212	Motor Fuels	\$996.61	44803	WINTER DIESEL
<b>Total MID-COUNTY CO-OP OIL ASSN</b>			\$996.61		
Paid Chk#	028952	1/28/2019	<b>MINI BIFF</b>		
E	101-45200-418	Other Rentals (Biffs)	\$122.91	A-102942	LEGION PARK
<b>Total MINI BIFF</b>			\$122.91		
Paid Chk#	028953	1/28/2019	<b>MINNESOTA DNR - OMB</b>		
E	601-49400-406	LICENSES	\$617.12		WATER PERMIT
<b>Total MINNESOTA DNR - OMB</b>			\$617.12		
Paid Chk#	028954	1/28/2019	<b>MN DEPARTMENT OF AGRICULTURE</b>		
E	101-43100-406	LICENSES	\$10.00		ARETZ PESTICIDE LICENSE
<b>Total MN DEPARTMENT OF AGRICULTURE</b>			\$10.00		
Paid Chk#	028955	1/28/2019	<b>MN FIRE SERV CERTIFICATION BD</b>		
E	101-42200-207	Training Instructional	\$115.00	6288	FF I CERT EXAM FEE
E	101-42200-207	Training Instructional	\$115.00	6349	FF II CERT EXAM FEE
<b>Total MN FIRE SERV CERTIFICATION BD</b>			\$230.00		
Paid Chk#	028956	1/28/2019	<b>MN PUBLIC FACILITIES AUTHORITY</b>		
E	601-49400-611	Bond Interest	\$19,072.75		GO BONDS

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JANUARY 2019				
		Check Amt	Invoice	Comment
<b>Total MN PUBLIC FACILITIES AUTHORITY</b>		\$19,072.75		
Paid Chk# 028957	1/28/2019 MN STATE FIRE CHIEFS ASSOC			
E 101-42200-433	Dues and Subscriptions	\$456.00		DUES
<b>Total MN STATE FIRE CHIEFS ASSOC</b>		\$456.00		
Paid Chk# 028958	1/28/2019 OEM SERVICE CO, LLC			
E 101-43100-221	Repair/Maintenance Equipment	\$178.96	026291	SNOWBLOWER WORK
<b>Total OEM SERVICE CO, LLC</b>		\$178.96		
Paid Chk# 028959	1/28/2019 OVIVO USA, LLC.			
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$225.40	8475379	
<b>Total OVIVO USA, LLC.</b>		\$225.40		
Paid Chk# 028960	1/28/2019 PRO AUTO & TRANSMISSION REPAIR			
E 101-45200-221	Repair/Maintenance Equipment	\$152.12	0062166	CUTTING EDGE
<b>Total PRO AUTO &amp; TRANSMISSION REPAIR</b>		\$152.12		
Paid Chk# 028961	1/28/2019 QUILL CORPORATION			
E 601-49400-200	Office Supplies	\$14.24		
E 602-49450-200	Office Supplies	\$14.25		
E 101-41400-200	Office Supplies	\$56.98		
E 101-41400-200	Office Supplies	\$8.99	3930146	
E 101-41400-200	Office Supplies	\$49.52	3933190	
<b>Total QUILL CORPORATION</b>		\$143.98		
Paid Chk# 028962	1/28/2019 STORMS, CHARLIE			
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$37.73		
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$21.54		
<b>Total STORMS, CHARLIE</b>		\$59.27		
Paid Chk# 028963	1/28/2019 SUN LIFE ASSURANCE COMPANY			
G 101-21707	Disability Insurance	\$372.29		
<b>Total SUN LIFE ASSURANCE COMPANY</b>		\$372.29		
Paid Chk# 028964	1/28/2019 TASC			
G 101-21713	Health Care Reimbursement Acct	\$15.00		
<b>Total TASC</b>		\$15.00		
Paid Chk# 028965	1/28/2019 TWIN CITIES & WESTERN RAILROAD			
E 101-43100-440	Lease	\$352.71	M013505-IN	CROSSING PERMIT
<b>Total TWIN CITIES &amp; WESTERN RAILROAD</b>		\$352.71		
Paid Chk# 028966	1/28/2019 UFC - WINTHROP			
E 101-43100-221	Repair/Maintenance Equipment	\$52.38	899957	
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$109.58	902713	
E 101-45200-221	Repair/Maintenance Equipment	\$81.80	902973	
<b>Total UFC - WINTHROP</b>		\$243.76		

## CITY OF NORWOOD YOUNG AMERICA

01/24/19 10:06 AM

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**\*Check Detail Register©**

JANUARY 2019

		Check Amt	Invoice	Comment
Paid Chk#	028967	1/28/2019	UNUM LIFE INSURANCE CO	
G 101-21715	Life Ins	\$64.68		
Total UNUM LIFE INSURANCE CO		\$64.68		
Paid Chk#	028968	1/28/2019	XCEL ENERGY	
E 601-49400-381	Electric Utilities	\$2,630.12		104 3RD AVE SE
E 101-41940-381	Electric Utilities	\$1,230.80		
E 101-42200-381	Electric Utilities	\$472.85		
E 101-42500-381	Electric Utilities	\$12.90		
E 101-43100-380	Street Lighting	\$4,094.95		
E 101-43100-381	Electric Utilities	\$515.64		
E 101-45200-381	Electric Utilities	\$647.75		
E 101-45500-381	Electric Utilities	\$1,024.41		
E 601-49400-381	Electric Utilities	\$439.99		
E 602-49450-381	Electric Utilities	\$4,177.51		
E 101-49860-381	Electric Utilities	\$409.33		
Total XCEL ENERGY		\$15,656.25		
Paid Chk#	028969	1/28/2019	XTREME ELECTRICAL	
E 833-45250-470	Donation Expense	\$1,620.00	18-2149	REPAIR FLAG LIGHTS
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$65.43	19-2409	BALLAST
Total XTREME ELECTRICAL		\$1,685.43		
10100 CHECKING		\$1,886,572.89		

**Fund Summary****10100 CHECKING**

101 GENERAL FUND	\$90,166.75
501 2010 INFRA DEBT SERVICE	\$46,615.00
517 Oak Grove Debt Service	\$122,150.00
518 2010B Gen OBLIGATION REFUNDING	\$456,415.63
519 2011A GO Debt Service	\$210,115.63
520 2013 INFRASTRUCTURE	\$169,000.00
521 2016A GO	\$127,752.50
601 WATER FUND	\$407,231.13
602 SEWER FUND	\$255,369.02
603 STORM WATER UTILITY	\$137.23
833 DONATIONS - LEGION	\$1,620.00
	<b>\$1,886,572.89</b>



TO: Mayor Diedrick and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: January 28, 2019

RE: Public Hearing – ATV and Golf Cart Permits

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A public hearing is scheduled for 6:00 p.m. for the purpose of considering amending Chapter 7 of City Code regarding the permitting of Class 2 ATVs.

At the July 9, 2018 regular City Council meeting, the Council adopted Ordinance No. 305, allowing residents to drive Class 2 ATVs on city streets upon the driver obtaining a City permit for such.

At the December 10, 2018 regular meeting, the City Council reviewed the City's fee schedule. At that time I had mentioned the concerns that we had received from a couple of residents regarding the ATV permit. Because the permit is currently for the driver and not for the vehicle, one resident had said that it would cost him \$120 if he were to get a permit for himself, his wife and their son. That same concern was expressed by two other residents. Another resident also questioned if he had to get two separate permits if he wanted to be able to drive both his ATV and his golf cart. The Council consented to hold a public hearing to discuss and consider amending the City Code to license the vehicle versus the driver.

Proposed Discussion Items:

1. Should the permit continue to be for the driver or should it be for the vehicle?
2. If we are going to continue to permit the driver and not the vehicle/unit, are residents required to get two separate permits if they want both an ATV and a golf cart permit?
3. Cost of the permit is currently \$40 for three years. I contacted other Cities to see what they charge for an ATV and/or Golf Cart Permit. The following information and comments was received:
  - a. \$20 per vehicle/unit, annual permit
  - b. \$25 per vehicle/unit, annual permit
  - c. \$10 annual permit for the golf cart driver and a separate \$45 ATV permit triennially
  - d. \$10 per vehicle/unit, annual permit
  - e. Golf Cart permit \$25 a year, no ATV permit
  - f. Only city staff is able to use ATVs on city streets or trails to make repairs, plow or other city business. Residents are not allowed to drive on city streets or trails with golf cart or ATV.
  - g. No permit required, resident is only able to drive ATV on public streets if they are going to fill up gas or bring it in to be repaired. They are not allowed to drive at any other time and the route must be from the home to the business place and back home only.

Attached is a copy of Chapter 7, Section 740 of the City Code. Section 750.06 (page 5) states that every person who operates a golf cart or Class 2 ATV shall first obtain a permit from the City.

If the City Council consents to any amendments to Chapter 7, proposed is the Council direct staff to draft an ordinance reflecting the Council's consented changes and present the ordinance for Council consideration at its February 11<sup>th</sup> regular meeting.

**Suggested motion:**

**Motion to table the ATV and Golf Cart permit changes to the February 11, 2019 regular City Council meeting.**



## **Section 740 – Snowmobiles and All-Terrain Vehicles**

**740.01 Intent.** It shall be the intent of this section to regulate the use and operation of certain vehicles, commonly called Snowmobiles, and All-Terrain Vehicles or ATV's to include Class 1 ATV's and Class 2 ATV's as defined in section 740.04.

**740.02 State Snowmobile and All-Terrain Vehicle Laws and Statutes Adopted.** Laws of the State of Minnesota, Chapter 84.81 through 84.88 and Chapters 168 through 171, Minnesota Statutes as amended, insofar as applicable to the operation of snowmobiles shall be hereby adopted by reference and shall be as effective as if recited here in full.

**740.03 Compatibility with other Regulations.** Where the conditions of this section are comparable with conditions imposed by any other law, ordinance, statute, resolution, or regulation, the regulations, which are more restrictive, shall apply.

**740.04 Definitions.** For purposes of this Section terms defined in this Section shall have the meaning ascribed to them.

**All-Terrain Vehicle(s).** All-terrain vehicles (ATVs): A motorized vehicle with: not less than three, but not more than six low pressure or non-pneumatic tires; a total dry weight of 2,000 pounds or less; and a total width from outside of tire rim to outside of tire rim that is 65 inches or less. All-terrain vehicle includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle. All-terrain vehicle does not include a golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.

All-terrain vehicle, Class 1: An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less.

All-terrain vehicle, Class 2: An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is greater than 50 inches but not more than 65 inches.

**Body of Water.** Body of Water shall mean all water wholly within the city limits of Norwood Young America and all portions of boundary waters within the city limits of Norwood Young America contained within any wilderness areas designated hereunder and which the public have a right to use for navigation, fishing, hunting or any other beneficial public use.

**Commissioner.** Commissioner shall mean the commissioner of natural resources.

**Deadman Throttle or Safety Throttle.** Deadman Throttle or Safety Throttle shall mean a device which when pressure is removed from the engine accelerator or throttle, causes the motor to be disengaged from the driving mechanism.

**Operate.** Operate shall mean to ride in or on and control the operation of a snowmobile or all-terrain vehicle.

**Operator.** Operator shall mean every person who operates or shall be in actual physical control of a snowmobile or all-terrain vehicle.



**Owner.** Owner shall mean a person, other than a lien holder having the property in title to a snowmobile or All-Terrain Vehicle, or entitled to the use or possession thereof.

**Person.** Person shall mean and include an individual, partnership, corporation, the State and its agencies and subdivision, and any body of persons, whether incorporated or not.

**Right-of-Way.** Right-of-Way shall mean the entire strip of land traversed by a highway or street in which the public owns the fee or an easement for roadway purposes.

**Roadway.** Roadway shall mean that portion of a highway or street improved, designed or ordinarily used for vehicular travel.

**Snowmobile(s).** Snowmobile(s) shall mean a self-propelled vehicle designed for travel on ice or snow, steered by skis or runners.

**Street.** Street shall mean a public thoroughfare, roadway, or alley used for motor vehicular traffic which is not an interstate, trunk, county state aid or county highway.

**Treads.** Treads shall mean any metal device, or array of metal devices attached to a snowmobile track to enhance traction. This includes metal components that extend more than one-fourth of an inch from the bottom of the track.

**740.05 Intersections.** No snowmobile or ATV shall enter any uncontrolled intersection without making a complete stop. The operator shall then yield the right-of-way to any vehicles or pedestrians which constitute an immediate hazard.

**740.06 Traffic Ordinances.** City traffic ordinances shall apply to the operation of snowmobiles and ATV's upon streets and roadways, except for those relating to required equipment, and except those which by their nature have no application.

#### **740.07 Operation Generally.**

**Subd. 1** Except as otherwise specifically permitted and authorized, it shall be unlawful and punishable for any person to operate a snowmobile or ATV within the city limits of Norwood Young America in violation of the following restrictions:

- A. On any private property within the City unless the private property shall be a designated snowmobile trail or operator shall have express consent of property owner;
- B. In any planting or tree nursery in a manner which damages or destroys growing stock;
- C. Through any wildlife sanctuary, either public or private;
- D. In any cemetery;
- E. At any place while under the influence of intoxicating liquor or narcotics or habit forming drugs;
- F. On any public street or roadway while in possession of an open container containing any amount of an alcoholic beverage, intoxicating liquor, narcotics, or habit forming drugs;
- G. At a rate of speed greater than reasonable or proper (not to exceed 10 mph at any given time) under all the surrounding circumstances;

- H. At any place in a careless, reckless or negligent manner so as to endanger the person or property of another or to cause injury or damage thereto;
- I. In a manner so as to create a loud, unnecessary or unusual noise which disturbs, annoys or interferes with the peace and quiet of other persons;
- J. So as to tow any person or thing except through use of a rigid tow bar attached to the rear of the snowmobile or ATV;
- K. While the snowmobile or ATV is equipped with treads;
- L. On a public sidewalk or walkway provided or used for pedestrian travel or on boulevards within any public right-of-way;
- M. On any public or private school grounds except as permission shall be expressly obtained from responsible school authorities;
- N. On any other publicly owned lands which shall include but shall not be limited to park property, playgrounds, recreation areas and golf courses, or any frozen bodies of water within the City of Norwood Young America, except authorized areas previously listed for such use by the proper authority. Authorized areas in the City owned by the City shall be designated by Council resolution.

**Subd. 2 Exceptions.**

- A. Snowmobiles may be operated on public streets used to provide the most direct access to any snowmobile trail adopted by resolution of the Council.
- B. ATV's may only be operated on public streets or roads used to provide the most direct access to any state owned ATV trail adjacent to the City of Norwood Young America, except for the purposes of snow removal on the owners property, or City owned and operated ATV's for official City business.
- C. Class 2 ATV and golf carts as provided for under Section 750 of the City Code.

**Subd. 3** It is unlawful for the owner of a snowmobile or an ATV to permit the snowmobile or ATV to be operated contrary to the provisions of this section.

**740.08 Required Equipment.** It shall be unlawful to operate any snowmobile or ATV within the City unless the snowmobile or ATV is equipped with:

- A. Brakes adequate to control the movement of and to stop and hold the snowmobile or ATV under any condition or operation;
- B. A safety or so-called "deadman" throttle in operating condition;
- C. When operated between the hours of one-half hour after sunset to one-half hour before sunrise or at times of reduced visibility, at least one clear lamp attached to the front, with sufficient intensity to reveal persons and vehicles at a distance of at least 100 feet ahead during the hours of darkness under normal atmospheric conditions. The head lamp shall be so aimed that glaring rays shall not be projected into the eyes of an oncoming snowmobile or ATV operator. It shall also be equipped with at least one red tail lamp having a minimum candlepower of sufficient intensity to exhibit a red light plainly visible from a distance of 500 feet to the rear during hours of darkness under normal atmospheric conditions;
- D. Standard mufflers which are properly attached and which reduce the noise of operation of the motor to the minimum necessary for operation. No person shall use a muffler cutout, bypass, straight pipe, or similar device on a snowmobile or ATV motor.

**740.09 Hours of Operation.** It shall be unlawful to operate a snowmobile or ATV within the City of Norwood Young America from 10:00 p.m. to 7:00 a.m. for any purpose other than going to or returning from an evening ride by way of the most direct route, to the owner's residence or location where the snowmobile or ATV is generally stored and while complying with applicable laws.

**740.10 Minimum Age of Operator.**

- A. No person under the age of fifteen (15) years of age shall operate a snowmobile or ATV on any public land in the city. A person sixteen (16) years of age or older, but less than eighteen (18) years of age, may operate a snowmobile or ATV on the streets and highways as permitted under this chapter and make a direct crossing of streets and highways only if he or she has in his or her possession a valid snowmobile or ATV safety certificate issued by the Commissioner, and then only for the purposes of travel between his or her home, or the home location of the snowmobile or ATV, and a point outside the city. This travel must be accomplished by the shortest distance, taking the most direct route while complying with applicable laws.
- B. It shall be unlawful for the owner of a snowmobile or ATV to permit the snowmobile or ATV to be operated contrary to the age provisions of this Subsection.

**740.11 Penalties.** Any persons violating any provision of this Section shall be guilty of a misdemeanor and shall be punished by a fine not to exceed seven hundred (\$700.00) dollars, or by imprisonment in the county jail for a period not to exceed 90 days or both; but if a minimum fine or imprisonment is prescribed by the State Highway Traffic Act for an offense, the penalty shall apply to a person convicted of the same offense under this Section. *(Amended by Ord. 192, 6/11/07)*

**Section 750 – Golf Carts And Class 2 All-Terrain Vehicles (ATV)**

**750.01 Intent.** It shall be the intent of this section to regulate the use and operation of golf carts and Class 2 ATV within the city.

**750.02 Adoption by Reference of MN Statute.** Except as herein specifically addressed or modified, the provision of MN Statute Section 169.045, as amended, are herewith incorporated by reference.

**750.03 Compatibility with other Regulations.** Where the conditions of this section are comparable with conditions imposed by any other law, ordinance, statute, resolution, or regulation, the most restrictive shall apply.

**750.04 Definitions.** For purposed of this Section, terms defined in this Section shall have the meaning ascribed to them below:

**Golf Cart.** A small motorized vehicle, with electric or gas power, designed to carry two golfers and their golf clubs around a golf course between shots.

All-terrain vehicles (ATVs). A motorized vehicle with: not less than three, but not more than six low pressure or non-pneumatic tires; a total dry weight of 2,000 pounds or less; and a total width from outside of tire rim to outside of tire rim that is 65 inches or less. All-terrain vehicle includes a class 1 all-terrain vehicle and class 2 all-terrain vehicle. All-terrain vehicle does not include a golf cart, mini-truck, dune buggy, or go-cart or a vehicle designed and used specifically for lawn maintenance, agriculture, logging, or mining purposes.

All-terrain vehicle, Class 1. An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is 50 inches or less.

All-terrain vehicle, Class 2. An all-terrain vehicle that has a total width from outside of tire rim to outside of tire rim that is greater than 50 inches but not more than 65 inches.

**750.05 Authorization to Use Golf Carts and Class 2 ATV on Designated Roadways.** All City streets, alleys, and County roads within the City, as permitted by Carver County, shall be designated golf cart and Class 2 ATV routes. No United States or State of MN road shall be a designated roadway for golf carts or Class 2 ATV, except as allowed under Mn. Statute. The operator of a golf cart or Class 2 ATV, under permit, may cross any street or highway intersecting a designated roadway.

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

**Subd. 1 Information Required.** The permit application shall include the following information:

- A. Name of Owner/Operator;
- B. Address of Owner/Operator;
- C. Date of Birth of Operator;
- D. Copy of current driver's license or written explanation for not having a current license. The City may require a certificate signed by a physician that the applicant is able to safely operate a motorized golf cart or Class 2 ATV on designated roadways if the applicant does not have a current driver's license;
- E. Telephone Number;
- F. Golf Cart or Class 2 ATV Make, Model, Year and Serial Number;
- G. Proof of Insurance

**Subd. 2 Fee.** A fee shall be established by Ordinance of the City Council.

**Subd. 3 Renewals.** Permits shall be renewed triennially. All permits shall expire on the 1<sup>st</sup> day of April not more than three years following their issuance.

**Subd. 4 City Officials.** Authorized city staff may operate city owned motorized golf carts or ATV without obtaining a permit within the city on city streets, sidewalks, trails, rights-of-way, and public property when conducting city business.

**750.07 Insurance.** Owners and operators of golf carts and Class 2 ATV shall carry liability insurance coverage pursuant to MN Statute 65B.48, Subdivision 5.



**750.08 Conditions of Operation.** Operation of golf carts or Class 2 ATV on permitted streets within the City shall be subject to the following conditions:

- A. Golf carts are allowed to operate from sunrise to sunset between April 1 to November 1, except during periods of inclement weather or when visibility is impaired by weather, smoke, fog, or other conditions, or at any time when there is insufficient light to clearly see persons or vehicles on the roadway at a distance of 500 feet.
- B. Class 2 ATV may be operated on permitted streets provided they are equipped with original equipment headlights, taillights, and rear-facing brake lights.
- C. Golf carts shall display a slow-moving emblem and a rear-view mirror must be installed on the golf cart.
- D. Golf carts and Class 2 ATV must have proper insurance that complies with insurance for a motorcycle pursuant to Section 750.07 above and M.S. § 169.045, as amended
- E. The operator shall have a valid permit, pursuant to Section 750.06 above, be at least 18 years of age and not had their drivers license revoked as a result of criminal proceedings
- F. The operator shall be subject to all traffic ordinances, laws and statutes
- G. The number of occupants shall not exceed the design occupant load
- H. No operation shall be permitted on private property, without the consent of the owner, or on any city sidewalk, trail or park.
- I. No operation shall be permitted at any time with an alcohol level of 0.08 percent or higher, or under the influence of a controlled substance.

**750.09 Revocation or Denial of Permit.** A permit may be revoked at any time or denied if it is shown that the permittee cannot safely operate the golf cart or Class 2 ATV, cannot provide all of the information required for a permit pursuant to Section 750.06 above, had their drivers license revoked as a result of criminal proceedings, or for violation of any of the Conditions of Operation, as stated in Section 750.08 above.

**750.10 Penalty for Operation without a Permit.** Any person operating a golf cart or Class 2 ATV on a local public roadway without a permit may be issued a citation by a law enforcement official and is subject to any and all associated penalties.

**750.11 Penalty.** Any person who violates any provision of this Section is guilty of a misdemeanor.



TO: Mayor Diedrick and City Council Members  
FROM: Kelly Hayes, City Clerk / Treasurer  
DATE: January 28, 2019  
RE: Public Hearing – Fee Schedule

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A public hearing is scheduled for the purpose of considering amending Chapter 20 of the City Code, Fee Schedule.

At the December 10, 2018 regular City Council meeting, the Council reviewed and adopted the 2019 Fee Schedule. Since then the City has been notified from the company we purchase our water meters from that there is an increase in the price of the meters.

Since a public hearing was scheduled to update the prices of the meters, staff was asked to review the rest of the fee schedule in depth and to make recommendations. The recommendations have been highlighted on the fee schedule.

**Recommended Motion:**

Motion to adopt Ordinance No. 316, an ordinance amending the Fee Schedule in Chapter 20 of the Norwood Young America City Code Regarding Fiscal Year 2019 Fees.

# ORDINANCE NO. 316

## AN ORDINANCE AMENDING THE FEE SCHEDULE IN CHAPTER 20 OF THE NORWOOD YOUNG AMERICA CITY CODE REGARDING FISCAL YEAR 2019 FEES

WHEREAS, by Ordinance No. 185, the City Council adopted language for Chapter 20 "Fees", authorizing and establishing certain fees, charges, costs and rates for licenses, permit applications, information, services, and other matters required or provided by the City; and

WHEREAS, the Fee Schedule for the said year was adopted and set forth as "Schedule A" in Section 2000.02 "Fee Schedule" as part of Ordinance No. 185; and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwood Young America, Carver County, Minnesota that the Fee Schedule established and authorized in Chapter 20, Section 2000.02, Schedule A, of the Norwood Young America City Code, adopted by Ordinance 185, is amended under this Ordinance No. 316, dated January 28, 2019, a copy of which is attached and on file in the office of the City Clerk/Treasurer, is hereby approved and shall become effective upon publication.

Adopted by the City Council this 28<sup>th</sup> day of January 2019.

CITY OF NORWOOD YOUNG AMERICA

\_\_\_\_\_  
Tina Diedrick, Mayor

ATTEST:

\_\_\_\_\_  
Kelly Hayes, City Clerk/Treasurer



## 2019 FEE SCHEDULE

more than a place. it's home.

BUSINESS SERVICES / MISCELLANEOUS		
Temporary Unskilled Staff Time	REMOVE	15.00 per hour
Staff Time - Regular Hours		50.00 per hour
Staff Time - After Hours		75.00 per hour
Public Notice		75.00
Comprehensive Plan Amendment/Change		500.00 fee + escrow*
City Code Amendment		250.00 Fee may be waived if the amendment benefits the entire community.
Notary Public		N/C
Golf Cart Permit		40.00 triennial
Class 2 ATV Permit		40.00 triennial
Extra Vehicle Permit		10.00 per vehicle, per year
Copy Cost		0.25 per page
Fax Cost		1.00 per page
Credit Card Payment Fee		5% 5% of charge amount
Laminating Costs		2.50 per page, up to size 8 1/2 x 11
Certification Fee		25.00 per delinquent account assessment
Special Assessment Search		30.00
Returned Check Charge		35.00
Peddler License		50.00 annual license
Solicitor License		50.00 annual license
Transient Merchant License		50.00 annual license
Waste Hauler Permit		100.00 tri-annual
Fire Works - Temporary Tent/Stand		350.00
Fire Works - Permanent Store		100.00
Cemetery Lot - Resident		400.00
Cemetery Lot - Non-Resident		600.00
Fire Dept. Emergency Call (non-resident of fire district)		500.00 per call
Fire Department Service Call - Billing Rate		500.00 1st hour - minimum of 1 hour
Fire Department Service Call		300.00 each additional hour
Right Of Way Permit - business		100.00
Right Of Way Permit - residential		

Was used only for the 2014 flood. There is a line item for staff hours.

Public hearing 1/28/19

Code calls this "On-site parking permit" and "administrative permit fee"

Include the words "up to size 8 1/2 x 11" change wording to "per assessment"

Peddler and Solicitor permits say "annual license".

Right of Way permit was added to the schedule this year. Have contacted other cities to see what their prices are. Business = \$50, Residential = \$25



## FINES & VIOLATIONS

Nuisance Tree Abatement Fine + cost of abatement 50.00

False Alarm - rolling 12 month period

First three offenses

4th offense

5th offense

6th offense

each additional offense increases in increments of \$50

Sprinkling Ban Violation

1st offense

2nd offense

3rd offense

each additional offense

Towing and Storage of Vehicles

Nuisance Violation - rolling 12 month period

1st offense

Offenses thereafter

Administrative Penalty

1st offense

2nd offense

3rd offense

4th offense

each additional offense increases in increments of \$50

Abatement Fees

PLANNING - Application fees may require additional legal, engineering and associated costs.

Infrastructure Deposit (refundable)

Excavation Permit

Fill Permit

General Sign Permit (no plan review required)

Residential Demolition Permit

Commercial Demolition Permit

Conditional Use Permit - Residential

Conditional Use Permit - Non-Residential

Interim Use Permit - Residential

Interim Use Permit - Non-Residential

Do we need? Already have line item for nuisance and staff.

Warning

50.00

100.00

150.00

Warning

50.00

100.00

200.00

Actual Cost

Warning

administrative penalty + cost of abatement

Warning

115.00

130.00

150.00

Actual Cost

Remove the word "Covenants"

900.00

Actual Cost

56.00

101.00

201.00

200.00

300.00

200.00

300.00

Consistency. Cost for permits changed to \$60 + \$1 surcharge.  
Can they all be changed to an even \$60 (\$59 + \$1 surcharge)?

Rezoning Application	350.00		
<b>Zoning Amendment</b>	<b>REMOVE</b>		
Variance - Residential	300.00		
Variance - Residential	200.00		
Variance - Non-Residential	300.00		
<b>Variance - Commercial</b>	<b>REMOVE</b>		
Street/Alley/Easement Vacation Application Fee	300.00		
Annexation Application Fee	150.00		
Storm Water Plan	300.00		
Wetland Mitigation Plan	250.00		
Parking Reduction	100.00		Fee + Escrow
Application for Appeal	100.00		
	150.00		
<b>Carver County Recording Fee</b>	<b>REMOVE</b>		
Site Plan Review	46.00		
Lot Split	300.00		fee + escrow**
Boundary Line Adjustment	200.00		
Sketch Plat Review	100.00		
Subdivision * Preliminary Plat	200.00		fee + escrow***
Subdivision *Final Plat	350.00		fee + \$10 per lot
	250.00		fee + \$10 per lot
<b>Planned Unit Development (PUD)</b>			PUD fees are in addition to plat fees
Sketch Plan	200.00		fee + escrow*
<b>General Concept Plan</b>	<b>400.00</b>		
Final Plan	300.00		add fee + escrow
Plan Amendment	300.00		
<b>Developer Escrow Deposit</b> (required payment by certified check)			
*Developer Escrow Deposit	up to	2000.00	
**Developer Escrow Deposit - Site Plan Review		5000.00	
**Developer Escrow Deposit - Site Plan Review Tacoma W Industl Park		15000.00	
***Developer Escrow Deposit - Development Review paid at Sketch Plan		10000.00	

In 2018, the City Council consented to not charge any fee because any amendment to the Zoning Code would impact/benefit all property owners.

The fee is set by the County and is subject to change. Any change the fee would require Council action to amend the Fee Schedule

PARK DEDICATION		
Single Family	Per Lot	2500.00
Two Family	Per Unit	2500.00
Townhome	Per Unit	2500.00
Multi-Family	Per Unit	2000.00
Commercial/Industrial	Per Acre	5000.00
Basin Connection	actual Cost	
If City Council determines land shall be dedicated, the following requirements shall be met:		
Residential Subdivisions	10% of total property area	
Non-Residential Subdivisions	5% of total property area	
BUILDING PERMITS		
Building Permit Fee Calculation		1997 Fee Schedule + 10%
Valuation	\$1 to 500	25.85
	\$501 to 2000	\$25.85 for the first 500 plus 3.36 for each additional 100 or fraction thereof, to and \$76.25 for the first 2000 plus 15.40 for each additional 1000 or fraction thereof, to and \$430.45 for the first 25,000 plus 11.11 for each additional 1000 or fraction thereof, to and \$708.20 for the first 50,000 plus 7.70 for each additional 1000 or fraction thereof, to and \$1,093.20 for the first 100,000 plus 6.16 for each additional 1000 or fraction thereof, to and \$3,557.20 for the first 500,000 plus 5.23 for each additional 1000 or fraction thereof, to and \$6,172.20 for the first 1,000,000 plus 4.02 for each additional 1000 or fraction thereof
	\$2001 to 25,000	
	\$25,001 to 50,000	
	\$50,001 to 100,000	
	\$100,001 to 500,000	
	\$500,001 to 1,000,000	
	\$1,000,001 and up	
Building Department Inspection Fees		
Building Permit Fee	100% of above fee schedule + state surcharge	
Residential Plan Check Fee	65% of building permit fee	
Commercial Plan Check Fee	65% of building permit fee	
Building Permit Investigation Penalty	Work done without a permit. Inspector sets fee up to twice the amount of the actual permit fee.	
Reinspection Fees/Additional Inspection fees	Each inspection	45.00
Pre-Move Structure Inspections	per hour + mileage expense from inspector's office	45.00
Moved-In House Permit Fee	fee + permit, plan review, state surcharge, fees for foundation,	250.00
Mobile Home Move-In Permit		250.00

State statute requires use of a percentage. Proposed to remove dollar amounts.

If cash payment in lieu of land is required, the estimated market value as determined by Carver County at the time of plat shall be utilized to determine park dedication fee.

The 1997 Fee Schedule + 10% is the title of the Building Inspector's spreadsheet. Recommending changing to "See Building Inspector Calculation Sheet".

Remove word "Penalty" and replace with "Fee". Remove "Inspector sets fee - up to twice the amount of the actual permit and replace with "up to actual permit amount".

State statute requires use of a percentage. Proposed to remove dollar amounts.

If cash payment in lieu of land is required, the estimated market value as determined by Carver County at the time of plat shall be utilized to determine park dedication fee.

The 1997 Fee Schedule + 10% is the title of the Building Inspector's spreadsheet. Recommending changing to "See Building Inspector Calculation Sheet".

Remove word "Penalty" and replace with "Fee". Remove "Inspector sets fee - up to twice the amount of the actual permit and replace with "up to actual permit amount".



Moved-In Shed/Garage	fee + permit, plan review, state surcharge, fees for foundation, per fixture + \$1.00 state surcharge	125.00 60.00
Heating/Cooling Permit - Residential		
Heating/Cooling Permit - Commercial	sed on value, 1997 fee schedule + 10%	
Plumbing Permit	per fixture + 1.00 state surcharge (water heater/softener)	60.00 16.00
Residential Plbg Fixture Change Out	\$15.00 + \$1.00 state surcharge	
Commercial/Industrial Plumbing Plan Review	Based on value, 1997 fee schedule + 10%	
<b>GENERAL PERMITS (minor residential alteration)</b>		
Rewindow	60.00 permit + 1.00 state surcharge	61.00
Reside	60.00 permit + 1.00 surcharge	61.00
Reroof	60.00 permit + 1.00 surcharge	61.00
Fence - 7 feet tall or more	based on value	61.00
Fence - under 7 feet tall	zoning permit required	n/c
<b>RENTAL DWELLINGS</b>		
Rental Dwelling Inspection		
3 - 5 units	minimum	54.00
6 - 10 units	per unit	18.00
11 - 20 units	per unit	17.00
21 - 40 units	per unit	15.75
41 - 100 units	per unit	14.75
101 - 200 units	per unit	13.50
200+ units	per unit	12.50
	per unit	11.25
Rental Dwelling Reinspection fee - beyond 1st follow-up	each	45.00
Unlicensed Rental Dwelling Fines		250.00
Unlicensed fine	per day / per unit, charged until corrections are completed	10.00
Rental Dwelling Violation		50.00
Violation fee	per day / per unit, charged until corrections are completed	10.00

Per fixture is \$5 - not \$60 per fixture, minimum is \$60 - could be more.

Keep all permits same amount. \$59 + \$1 surcharge.

Add : " See Building Inspector Calculation Sheet".  
fences under 7 feet do not need a general permit

Add "Based on number of units per address".

Remove "corrections are completed". Add "license is obtained".

# UTILITY CONNECTION CHARGES

Water main Trunk Charge	per ERU	3900.00	
Water main Trunk Charge - townhome/twinhome	per ERU	2500.00	
Sewer main Trunk Charge	per ERU	3900.00	
Sewer main Trunk Charge - townhome/twinhome per ERU	per ERU	2500.00	
Water Hook-up Charge		125.00	
Sewer Hook-up Charge		125.00	
Storm Sewer Trunk Charge	per ERU	750.00	
Barnes Lake Outlet	per ERU	250.00	
Tacoma Ave N Improvement Fee		634.00	
SAC/WAC Fees	See Spreadsheet		
3/4" Residential Water Meter	includes meter, horn, swivels & remote	360.00	370
1" Residential Water Meter	includes meter, horn, swivels & remote	475.00	
1 1/2" Commercial Water Meter	includes meter, flange, & remote	1420.00	1450
2" Commercial Water Meter	includes meter, flange, & remote	1620.00	1650
3" Commercial Water Meter	includes meter, flange, & remote	1980.00	2050
3/4" Residential Water Meter	meter only	180.00	
1" Residential Water Meter	meter only	240.00	
1 1/2" Commercial Water Meter	meter only	1280.00	1350
2" Commercial Water Meter	meter only	1460.00	1550
3" Commercial Water Meter	meter only	1830.00	1950
5/8 x 3/4 Meter Horn	each + sales tax	55.00	85
1" Meter Horn - no lead	each + sales tax	115.00	120
3/4 Swivel - no lead	each + sales tax	15.00	
1" Swivel - no lead	each + sales tax	19.00	
1" Male Swivel - no lead	each + sales tax	20.00	
1" Solder Swivel - no lead	each + sales tax	20.00	
Single Port Radio	each + sales tax	140.00	150
Dual Port Radio	each + sales tax	155.00	165
1 1/2" flange	each + sales tax	40.00	
2" flange	each + sales tax	40.00	
3" flange	each + sales tax	50.00	
Remote Reader	replacement	250.00	
Non-Seasonal Disconnect/Reconnect Charge	each	75.00	
Seasonal Disconnect/Reconnect Charge	each	50.00	
Curb Box Cover	each + sales tax	115.00	

# UTILITY RATES

Late Payment Penalty	% of unpaid balance	10%
<b>Water</b>		
Residential Water Base Charge	per unit, per month	16.00
Commercial Water Base Charge	per unit, per month	28.00
Residential Water Usage Charge (Per 1,000 gallons)	Tier I - 0 to 6,000 gallons used	3.45
	Tier II - 6,001 to 52,000 gallons used	4.46
	Tier III - 52,001 to 88,000 gallons used	5.25
	Tier IV - 88,001+ gallons used	6.77
	Tier I - 0 to 6,000 gallons used	3.45
Commercial Water Usage Charge (Per 1,000 gallons)	Tier II - 6,001 to 52,000 gallons used	4.46
	Tier III - 52,001+ gallons used	5.25
	per unit, per month	8.20
	private truck	25.00
	per 1000 gallons for NYA residents	3.60
Water Plant Charge	per 1000 gallons for non-residents	8.30
Water Sales		
<b>Sewer</b>		
Residential Sewer Base Charge	per unit, per month	9.00
Commercial Sewer Base Charge	per unit, per month	9.00
Residential Sewer Usage Charge		7.16
Commercial Sewer Usage Charge		7.16
Sewer Plant Charge	per unit, per month	5.00
<b>Storm Water Drainage</b>		
REC Unit	per month	4.90
<b>Special Parcels</b>		
Impervious Area	per month	18.44/acre
Pervious Area	per month	5.81/acre
SF Attached (Townhouse)	per month	2.47

# Commercial/Industrial

- 0%-50% Impervious
- >50%-75% Impervious
- >75% Impervious

per month 8.98/acre  
per month 13.69/acre  
per month 16.84/acre  
per month 5.81/acre

## Open Space

**EQUIPMENT – All equipment requires operation by City Staff. Staff time is not included in fee. 1 hour minimum unless otherwise noted.**

### City Staff Operation Fee

#### City Staff Operation Fee (after hours)

Bobcat S-250 per hour 90.00 100

Bucket Truck

per hour 150.00

Bus

per hour 25.00

Camera equipment

per hour 100.00

Dump Truck

per hour 100.00

Flail Mower

per hour 90.00

Jetter

per hour 300.00

Jetter plus Vacuum

per hour 500.00

Loader

per hour 150.00

Mower

per hour 35.00 50

Pick Up Truck

per hour 50.00

Push Camera

per occurrence 25.00 50

Rotary Mower

per hour 60.00

Snow Plow

per hour 150.00

Street Sweeper

per hour 150.00

Tanker w/ pump

per hour 100.00

Tractor

per hour 90.00

Vacuum

per hour 250.00

Utility Vehicle w/weed sprayer

per hour 50.00

Loader mounted snow blower

per hour 100.00

String Trimmer

per hour 50.00

Chainsaw

per hour 50.00

Line Striper

per hour 75.00

Brush Chipper

per hour 100.00

Utility Vehicle w/plow

per hour 100.00

4" pump

per hour 50.00

Salt

per ton 76.00

Equipment to be added  
Equipment to be added  
Equipment to be added  
Equipment to be added  
Equipment to be added  
Equipment to be added  
Equipment to be added  
Equipment to be added  
Equipment to be added



**LIQUOR LICENSE - Liquor licenses run from July 1 - June 30****On-Sale**

Intoxicating Liquor	per year	1200.00
Wine	per year	100.00
Sunday Liquor Sales	per year	200.00
Pavilion Intoxicating Liquor	must have an NYA On-Sale Intoxicating Liquor License	N/C
3.2 Beer / Malt Liquor	per year	150.00
Temporary (1 - 3 day event or up to 12 days in calendar	per year	25.00
Extended hours - 2am	per year	500.00

**Off-Sale**

Intoxicating Liquor	per year	200.00
3.2 Beer / Malt Liquor	per year	50.00

**Miscellaneous Liquor License**

Consumption & Display Permit	per year	100.00
Malt Liquor or Set Up Holder Permit	per year	250.00
Liquor License Investigation Fee - new license	per year	500.00
Liquor License Investigation Fee - established renewal	per year	100.00

**ANIMALS**

Animal License or Duplicate Animal License	per year	5.00
Unlicensed fine	per fine	50.00
Animal pick-up charge	per event	50.00
Impound Expenses	actual Cost	

**Animal running at large/creating nuisance - 1st offense**

1st offense		10.00
2nd offense		50.00
3rd offense		150.00
each additional offense		250.00

**Backyard Chickens Permit**

Biennial

50.00

**ADULT USE**

Adult Use License Fee	per year	1500.00
Adult Use Investigation Fee	per year	500.00

Change to "Animal running at large or creating a nuisance"



**RENTAL FACILITIES*****Willkommen Park Pavilion***

Rental Fee	per day	400.00
NYA Civic Group	per day	N/C
Local Non-Profit (must have proof 501-3c Form)	per day	150.00
Damage Deposit (required prior to event date)		300.00
Sound System	per event	50.00
Scheduled Early Entry / Exit	per day	250.00
Early / Late Entry - Two weeks or less prior to event date	per day	125.00
Willkommen Park Gazebo	per event	50.00

***Roy Clay Community Building***

Rental Fee	per day	125.00
NYA Civic Group	per day	N/C
Local Non-Profit (must have proof 501-3c Form)	per day	75.00
Damage Deposit (required prior to event date)		200.00

***Lion's Shelter***

Rental Fee	per day	125.00
NYA Civic Group	per day	N/C
Local Non-Profit (must have proof 501-3c Form)	per day	75.00
Damage Deposit (required prior to event date)		200.00

***Legion Pool Park***

Rental Fee	per day	125.00
NYA Civic Group	per day	N/C
Local Non-Profit (must have proof 501-3c Form)	per day	75.00
Damage Deposit (required prior to event date)		200.00

# WEST CARVER COMMUNITY POOL

Family Season Pass	people - must live at the same address each additional family member	125.00 15.00 75.00
Single Season Pass		200.00
Child Care Pass	e child care clients + 5 family members	250.00
Family / Child Care Pass	each additional family member	15.00
Daily Admission	per day	5.00
10 Pass Punch Card	10 day pass	35.00
Group Rate (ten or more people)	10 people	35.00
Birthday Party	each additional person	3.00
Swim Lessons	5 guests, includes one treat per person	125.00
Regular		45.00
Private		150.00
Semi-Private	per student, max of 3	75.00
Family - Sibling	max of 3 students in similar level	150.00



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

From: Cynthia Smith Strack, Consulting Planner

Date: January 28, 2019

Re: Conditional Use Permit: 232 Main Street East

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## BACKGROUND

Wayne Kerber (Applicant) and Alvera Clark (Property Owner) have applied for a conditional use permit to use 232 Main Street East for storage of personal automobiles. The site has been vacant for over a year and is zoned C-3 Downtown District.

Chapter 1230.10, Subd. 4 of the City Code provides for:

*“Auto Dealership Sales, Storage, and Display with or without ancillary minor auto repair and service, provided:*

- i. Sales, display, and storage are limited to new and used passenger automobiles.*
- ii. A valid dealership license is maintained.*
- iii. Office space devoted to perform transactions in conjunction with the business is provided on site.*
- iv. Service and repair, if provided, are clearly secondary and subordinate to the use of the property for auto dealer sales, display, and storage.*
- v. Auto service and repair, if provided, shall be conducted indoors and all automobiles undergoing service or repair shall be stored off-street.*
- vi. Auto repair shall not include vehicle painting or auto body work.”*



The use of the property for storage of personal automobiles may be viewed as provided for under Section 1230.10, Subd. 4 as a conditional use. As such, a conditional use permit is in order to define and memorialize the proposed use. Attached please find an application for a CUP. The Applicant proposes no changes to the building footprint.

## REVIEW OF REQUEST

The Applicant requests the City consider issuance of a CUP for storage of personal automobiles at 232 Main Street East.

The Applicant proposes, as evidenced by the narrative attached, to use the building for storage of personal vehicles and for working on/repairing personal vehicles. The CUP at this time will be specific to storage and working on personal vehicles.

### Examination of Code Requirements

Norwood Young America code requirements applicable to this Conditional Use Permit Request are itemized below; consulting staff comments are illustrated in **red bold, italic type face**.

### General Criteria for Approval of Conditional Use Permits

The Planning Commission is to examine the request under Section 1210.06 Conditional Use Permits, Subd. 3(A). The City may, as it deems necessary to protect the health, safety, and general welfare of the public, require additional performance standards.

1. The use is consistent with goals, policies and objectives of the Comprehensive Plan.  
***DISCUSSION: The 2008 NYA Comprehensive Plan guides the subject area to continued commercial use.***
2. The use is consistent with the intent of this Ordinance. ***DISCUSSION: The intent of the C-3 District is to provide for uses within traditional downtown areas. No changes to building footprint and/or structure appearance is proposed.***
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. ***DISCUSSION: The proposed use shall occupy and existing structure which is currently served by a full array of urban services. The proposed use will not overly burden existing utilities in terms of volume used/capacity required or type of waste produced.***
4. The use does not have an undue adverse impact on the public health, safety or welfare.  
***DISCUSSION: The proposed use will be operated within an existing structure.***
5. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. ***DISCUSSION: Adjacent uses are commercial/mixed use in nature. The less intensive auto use appears to blend in with the uses within the general locale.***
6. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. ***DISCUSSION: The subject site lies within a fully developed part of the original townsite and appears to be consistent with adjacent uses.***
7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided.  
***DISCUSSION: The subject parcel is an existing, improved lot with a full complement of urban services provided.***
8. Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site. ***DISCUSSION: No changes to the structure are proposed. Vehicular and pedestrian circulation patterns are already established.***
9. The use meets all of the performance criteria requirements as established in Section 1245.01 of this chapter. ***DISCUSSION: As a condition of approval, the proposed use shall meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.***
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. ***DISCUSSION: The lot is approximately 6,000 sf with a width of approximately 45 feet. The lot is legal, non-conforming relative to minimums of 7,000 sf (lot size) and 50 feet (lot width). The existing structure is lower than the maximum building height. Setbacks***

*are achieved and the architectural standards and guidelines of Section 1245.03 are not applicable as new construction/expansion is not contemplated.*

#### **PLANNING COMMISSION RECOMMENDATION**

The Planning Commission held a public hearing on the CUP request on January 8, 2019 following posted, published, and mailed notice. No public comment for or against the request was filed. Draft minutes from the Planning Commission meeting are attached for reference.

Following the public hearing and discussion the Planning Commission recommended the City Council approve the CUP subject to the following:

1. The "Use" is defined as personal auto storage at 232 Main Street East. No other use, including providing services or storage to the public shall be allowed under this Conditional Use Permit. The Use is subject to the following standards:
  - A. Storage is limited to new and used passenger automobiles which are the licensed and personal possessions of the individual private person(s) owning the property. No retail or wholesale sales, service, or storage is allowed.
  - B. Private service and repair of personal passenger automobiles owned by the property owner is allowed provided it is clearly secondary and subordinate to the use of the property for storage of personal autos.
  - C. Auto service and repair of personal vehicles shall be conducted indoors.
2. No outdoor storage of any kind, including but not limited to garbage, refuse, materials, equipment or machinery shall be permitted.
3. A commercial storefront appearance shall be retained, including storefront windows of existing size and entry.
4. The property shall not be used for residential purposes, including by the Property Owner.
5. Prior to occupying the structure with the proposed use the Property Owner and/or Applicant shall request a change in occupancy review by the Building Official. Any requirements specified by the Building Official shall be completed prior to occupancy of the structure.
6. All loading/unloading at the site shall occur separate and independent from CSAH 34/Main Street right-of-way unless specifically authorized in writing by Carver County Public Works Department.
7. The use shall at all times meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.
8. The Property Owner shall not discharge industrial waste into the sanitary sewer system.
9. This approval is applicable only to the property at 232 Main Street East.
10. This approval shall expire one year after date of approval unless the Applicant has commenced operation of the Use on-site.
11. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
12. The permit may be subject to annual inspection and audit by the City.

13. The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of this resolution, subject to the requirements of Section 1210.06, Subd. 5 "Revocation of Conditional Use Permits" of the Zoning Ordinance.
14. The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

**ACTION**

The City Council is to act on the requested conditional use permit. The attached RESOLUTION is provided for consideration.

Re: Application for Conditional Use Permit at 232 Main Street East, Norwood Young America

I am a 68-year-old retired individual looking for a shop to work on various objects in my retirement, most of which are automotive in nature. Indoor space would also be used for storage of personal recreational vehicles. This space would be used for my personal vehicles, and there would no outdoor storage of vehicles or materials.

My intent is to install a 10' x 10' garage door on the back side/north side of the building, pending structural limitations.

Sincerely,

Wayne Kerber  
301 2<sup>nd</sup> St. East  
Waconia, MN 55387  
952-666-9474





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

Map Date: 12/19/2018



Motion – Eggers to approve the December 4, 2018 regular and work session meeting minutes. Second by Fahey. With all in favor the regular and work session minutes were approved 6-0.

## **5. Public Comment.**

No one spoke during the public comment agenda item.

## **6. Public Hearings.**

### **A. Conditional Use Permit – 232 Main Street East Auto Storage/Repair.**

Chairperson Heher introduced the public hearing and explained the public hearing process. The hearing was opened at 6:09 p.m.

Strack stated Wayne Kerber (Applicant) and Alvera Clark (Property Owner) have applied for a conditional use permit to use 232 Main Street East for storage of personal automobiles. The site has been vacant for over a year and is zoned C-3 Downtown District. Chapter 1230.10, Subd. 4 of the City Code provides for storage of auto mobiles with accessory auto repair.

The Applicant proposes, as evidenced by the narrative included in the request application, to use the building for storage of personal vehicles and for working on/repairing personal vehicles. The CUP is proposed to be specific to storage and working on personal vehicles.

Notice of the public hearing was posted, published, and mailed to property owners within 350 feet of the subject property. No oral or written comment pertaining to the request has been received.

The Applicant and a representative of the Property Owner were in the audience.

Heher invited Wayne Kerber to address the Commission. Kerber stated he wanted to use the building for personal auto storage and fixing his vehicles. Kerber noted he wanted to add an overhead door to the rear of the building.

Fahey inquired as to whether or not the front of the building would need to maintain a storefront appearance and whether or not façade improvement could be ordered. Strack noted the Commission could require a storefront appearance be maintained as a condition of approval but could likely not require façade improvement.

Perry Forst stated he received a notice of public hearing and supported the request.

Motion – Eggers, Second Barr to close the public hearing. The public hearing was closed at 6:19 p.m. with all in favor of the Motion.

### **B. Conditional and Interim Use Permit Audit Findings.**

Chairperson Heher opened the public hearing at 6:20 p.m.

Strack stated the Planning Commission called for a public hearing after completing an audit of conditional and interim use permits in 2018. A public hearing is not required but has been opted for as a means of formalizing findings.

The following CUP/IUP are suitable for declaring null/void/expired:

508 Merger Street: Resolution 2017-09 interim use permit for outdoor storage of racking system. The racking system has been removed from the property and the applicant is no longer present at the site.

300 Industrial Boulevard: Resolution 2015-19 authorized outdoor storage of automobile for display/sale (Rogomobiles). The Use has ceased for over one year.

250 Industrial Boulevard: Resolution 2003-19 provided for outdoor storage of garbage trucks and bins. The use has ceased for greater than one year.

Strack stated no oral or written comment had been received on the audit findings.

Motion – Fahey, Second Grundahl to close the public hearing. The public hearing was closed at 6:24 p.m. with all in favor of the Motion.

## **7. Old Business.**

### Conditional Use Permit Audit.

Chairperson Heher introduced the agenda topic noting the public hearing had just been closed.

Motion – Fahey, Second Hallquist to approve PZ Resolution 01-2019 certifying findings of a conditional and interim use permit audit by the Norwood Young America Planning Commission. Motion carried 6 - 0.

## **8. New Business.**

### A. Conditional Use Permit: 232 Main Street East.

Chairperson Heher introduced the agenda item.

Strack stated review criteria for issuance of conditional use permits were included in the staff memo pertaining to the request. Strack noted if the Commission were to consider CUP approval several recommendations were suggested. Strack stated a condition to retain a storefront at the front of the facility could also be added.

Strack reviewed potential conditions of the use including:

The proposed could be approved subject to conditions including: (a) storage being limited to new and used passenger automobiles which are the licensed and personal possessions of the individual private person(s) owning the property. No retail or wholesale sales, service, or storage could be disallowed, (b) auto service and repair of personal vehicles could be conducted indoors, and (c) no outdoor storage of any kind, including but not limited to garbage, refuse, materials, equipment or machinery would be permitted.

The property cannot be used for residential purposes, including by the Property Owner.

Prior to occupying the structure with the proposed use the Property Owner and/or Applicant shall request a change in occupancy review by the Building Official. Any requirements specified by the Building Official shall be completed prior to occupancy of the structure.

All loading/unloading at the site shall occur separate and independent from CSAH 34/Main Street right-of-way unless specifically authorized in writing by Carver County Public Works Department.

The use shall at all times meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.

The Property Owner shall not discharge industrial waste into the sanitary sewer system.

This approval is applicable only to the property at 232 Main Street East.

This approval shall expire one year after date of approval unless the Applicant has commenced operation of the Use on-site.

This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.

The permit may be subject to annual inspection and audit by the City.

The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of this resolution, subject to the requirements of Section 1210.06, Subd. 5 “Revocation of Conditional Use Permits” of the Zoning Ordinance.

The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

Grundahl inquired as to whether or not access to the parking area to the building to the west was a perceived condition. Strack stated the City did not have an interest in providing access as there was not a public alley in the block. Presumably if access was occurring there was a private agreement between property owners recorded against the property. Jennifer Kerber confirmed a private agreement was in existence.

Heher inquired as to whether or not Helget had any comments. Helget did not have additional comment.

Motion – Grundahl, Second Fahey to recommend the City Council approve a conditional use permit for 232 Main Street East. Motion approved 6-0.

#### B. Discussion Auto Repair Uses.

Chairperson Heher introduced the agenda item.

Strack noted the Planning Commission has had an established goal to review where auto repair uses were currently allowed and where they may be allowed. Strack noted at this time:

Automobile ‘service stations’ are allowed under CUP in the C-2 General Commercial District. Automobile “repair, major” is allowed as a permitted use in the B-I Business Industrial District. Auto repair as an accessory use is allowed in the C-3 Downtown District. Auto repair (either major or minor) is not an allowable use, either principal or conditional, in the C-3, RC-1, or I-1 District. Curfman Auto is currently operating in the RC-1 District as non-conforming use. Steve Curfman has requested consideration of allowing semi-truck repair in the I-1 District.

Strack alluded to definitions of associated uses. Major auto repair included general repair, rebuilding or reconditioning of engines, motor vehicles or trailers, including body work, frame work and major painting service. Minor auto repair included operations with incidental repairs, replacement of parts and motor service to automobiles, but not including any operation specified under *Automobile repair, major*. Auto service stations included any building or premises used for the dispensing or sale of automobile fuels, lubricating oil or grease, tires, batteries or minor automobile accessories. Services offered may include the installation of tires, batteries or minor



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

From: Cynthia Smith Strack, Strack Consulting

Date: January 28, 2019

Re: Planning Commission Findings: Conditional and Interim Use Permit Audit

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**BACKGROUND**

The Planning Commission has completed an audit of existing conditional and interim use permits. The Commission held a public hearing on its findings on January 8, 2019 to certify its audit findings.

The Commission finds the following are to be declared null/void:

1. 508 Merger Street: Resolution 2017-09 interim use permit for outdoor storage of racking system. The racking system has been removed from the property and the applicant is no longer present at the site.
2. 300 Industrial Boulevard: Resolution 2015-19 authorized outdoor storage of automobile for display/sale (Rogomobiles). The Use has ceased for over one year.
3. 250 Industrial Boulevard: Resolution 2003-19 provided for outdoor storage of garbage trucks and bins. The use has ceased for greater than one year.

Please find attached a final matrix of status of existing CUP/IUP and draft meeting minutes from the January 8, 2019 meeting. Please also find attached a RESOLUTION stating audit findings.

**ACTION:**

Discussion pertaining to CUP/IUP audit and consideration of Resolution certifying audit findings.

## CUP Review/Audit

	Address	Description	Comments/Notes	Action Directed	2018 Audit Status
1	410 Faxon Rd N	McDonalds	CUP issued for drive-thru window in the 90's. No conditions placed on CUP	Existing, valid CUP. No conditions exist.	Audited, compliant.
2	112 Poplar Ridge Dr	Existing Apartment Complex	CUP issued in 1997. No additional information available.	Existing, valid CUP. No conditions exist.	Audited, compliant.
3	421 Railroad St W	City property	CUP approved in late 1990's. Reso approving not immediately located.	Conditions were placed on the use according to minutes.	Audited, compliant.
4	308 5th Ave NE	CUP issued for this address in 2000-01.	Reso 2000-18 is a CUP allowing a cemetery based on several conditions.	Reso 2000-18 conditions met.	Audited, compliant.
5	250 Industrial Blvd	Current site of Expert construction.	<p>Reso 2002-11 is a CUP allowing for an industrial building with outdoor storage. The applicant was Expert Construction. CUP is contingent upon several requirements. Reso 2002-21 amended CUP issued in 2002-11 included additional conditions relating to storm water and landscaping. Reso 2003-19 is a second amendment of the CUP to allow additional outdoor storage. Several additional conditions attached.</p>	<p>Reso's 2002-11, 2002-21, and 2003-19; conditions met. Franck's no longer subleases.</p>	<p>Audited, compliant. Find Reso 2003-19 (authorized Franck's Sanitation sub-use) is expired.</p>



## CUP Review/Audit

	Address	Description	Comments/Notes	Action Directed	2018 Audit Status
6	220 Industrial Blvd	Statewide Gas	Reso. 2002-64 is a CUP allowing for an industrial use at this address. Several conditions attached, most related to non-zoning items. Only one with zoning ramifications was landscaping 'should be' consistent with surrounding businesses.	Existing, valid CUP	Audited, compliant.
7	426 East St N	Owned by Roger Kleman. Used car dealership.	A Reso was approved July 28, 2003. Many conditions attached, mostly applicable to site plan standards.	Audited, the PC accepted screening that existed under previous audit.	Audited, compliant.
8	124 Union St N	Lance Ford. Ford Construction.	Reso 2003-43 is a CUP allowing an industrial use in the CBD. Several conditions apply. Reso 2009-24 amended Rso 2003-43 allowing expanded outdoor storage. Approved with several conditions attached.	Reso 2003-43 and 2009-24 appear compliant.	Audited, compliant.
9	700 Railroad St W	Southwest Paving.	Reso 2006-33 is a CUP providing for Southwest Paving. Several conditions are attached.	Non compliant at of 6/2018.	City Council approved Resolution 2018-36 approving an amended CUP
10	211 Railroad St W	Xtreme Electric.	Reso 2011-14 is a CUP for a contractor operation at the subject address. Several conditions apply to the permit.	Audited	Audited, compliant.



## CUP Review/Audit

	Address	Description	Comments/Notes	Action Directed	2018 Audit Status
11	325 Elm St W	Pour House Pub	Reso 2011-33 is a CUP allowing a smoking deck at the Pour House. Several conditions apply.	Audited.	Audited, compliant.
12	27 1st St NW	St. John's Lutheran School.	Reso 2013-05 is a CUP allowing expansion of the existing school.	Audit complete	Audited, compliant.
13	105 Main St E	Unkle Thirsty's	Reso 2013-35 is a CUP allowing outdoor dining at Unkle Thirsty's. Several conditions apply.	Audited.	Audited, compliant.
14	520 Reform St N	Kwik Trip	Reso 2013-20 Approved convenience store.	Suitable for audit.	Audited, compliant.
15	301 Industrial Blvd	Hydro Engineering	Approved IUP for outdoor storage.	Suitable for audit.	Audited, compliant.
16	321 Elm St W	RCC Woodworks	Reso 2014-22 Approved woodworking shop in C-3	Audited	Audited, compliant.
17	13050 Stewart Ave	Nick Molnau	Amended and Replaced by 2018-18		Non-compliant with landscaping and material stockpiles. Compliance letter sent.
18	250 Industrial Blvd	Expert Construction	Reso 2014 — CUP amendment — outdoor storage — Denied	Denied	Denied
19	700 Railroad St W	Southwest Paving.	Reso 2015-13 Approved landscaping plan in lieu of perimeter fencing	Non compliant at of 11/2017.	City Council approved Resolution 2018-36 approving an amended CUP

## CUP Review/Audit

	Address	Description	Comments/Notes	Action Directed	2018 Audit Status
20	300 Industrial Blvd	Rogomobiles	Reso 2015-19 Approved outdoor storage and display autos.	Use has ceased	Declare CUP expired.
21	115 Main St E & 15 2nd Ave SE	Waconia Dodge	Reso 2016-14 Auto sales and display and accessory auto repair.	Audited	Audited, compliant.
22	127 Elm St W	Andris	Reso 2016-21 Approve personal auto storage in C-3	Audited	Audited, compliant.
23	117 Railroad St W	Loomis	Reso 2016-22 Approve CUP for contractor operation in C-3	Audited	Audited, compliant.
24	180 Industrial Blvd	Todd Miller & Adam Glander	Reso 2017-08 Approve outdoor auto sales and display in B-1 District	Suitable for audit.	Audited, compliant.
25	508 Merger Street	Cedar Direct	Reso 2017-09 IUP outdoor storage	No longer in business	IUP expired.
26	600 Railroad St W	Curfman Trucking	Reso 2017-15 CUP for outdoor storage	Suitable for audit.	Non-compliant with outdoor storage - non-contained materials, fuel tanks, and items stored on west side of structure. Compliance letter sent.
27	170 Industrial Blvd	Paul Juerissen	Reso 2017-18 CUP outdoor storage marine recreational equipment	Suitable for audit.	Audited, compliant.



Motion – Eggers to approve the December 4, 2018 regular and work session meeting minutes. Second by Fahey. With all in favor the regular and work session minutes were approved 6-0.

## **5. Public Comment.**

No one spoke during the public comment agenda item.

## **6. Public Hearings.**

### **A. Conditional Use Permit – 232 Main Street East Auto Storage/Repair.**

Chairperson Heher introduced the public hearing and explained the public hearing process. The hearing was opened at 6:09 p.m.

Strack stated Wayne Kerber (Applicant) and Alvera Clark (Property Owner) have applied for a conditional use permit to use 232 Main Street East for storage of personal automobiles. The site has been vacant for over a year and is zoned C-3 Downtown District. Chapter 1230.10, Subd. 4 of the City Code provides for storage of auto mobiles with accessory auto repair.

The Applicant proposes, as evidenced by the narrative included in the request application, to use the building for storage of personal vehicles and for working on/repairing personal vehicles. The CUP is proposed to be specific to storage and working on personal vehicles.

Notice of the public hearing was posted, published, and mailed to property owners within 350 feet of the subject property. No oral or written comment pertaining to the request has been received.

The Applicant and a representative of the Property Owner were in the audience.

Heher invited Wayne Kerber to address the Commission. Kerber stated he wanted to use the building for personal auto storage and fixing his vehicles. Kerber noted he wanted to add an overhead door to the rear of the building.

Fahey inquired as to whether or not the front of the building would need to maintain a storefront appearance and whether or not façade improvement could be ordered. Strack noted the Commission could require a storefront appearance be maintained as a condition of approval but could likely not require façade improvement.

Perry Forst stated he received a notice of public hearing and supported the request.

Motion – Eggers, Second Barr to close the public hearing. The public hearing was closed at 6:19 p.m. with all in favor of the Motion.

### **B. Conditional and Interim Use Permit Audit Findings.**

Chairperson Heher opened the public hearing at 6:20 p.m.

Strack stated the Planning Commission called for a public hearing after completing an audit of conditional and interim use permits in 2018. A public hearing is not required but has been opted for as a means of formalizing findings.

The following CUP/IUP are suitable for declaring null/void/expired:

508 Merger Street: Resolution 2017-09 interim use permit for outdoor storage of racking system. The racking system has been removed from the property and the applicant is no longer present at the site.

300 Industrial Boulevard: Resolution 2015-19 authorized outdoor storage of automobile for display/sale (Rogomobiles). The Use has ceased for over one year.

250 Industrial Boulevard: Resolution 2003-19 provided for outdoor storage of garbage trucks and bins. The use has ceased for greater than one year.

Strack stated no oral or written comment had been received on the audit findings.

Motion – Fahey, Second Grundahl to close the public hearing. The public hearing was closed at 6:24 p.m. with all in favor of the Motion.

## **7. Old Business.**

### Conditional Use Permit Audit.

Chairperson Heher introduced the agenda topic noting the public hearing had just been closed.

Motion – Fahey, Second Hallquist to approve PZ Resolution 01-2019 certifying findings of a conditional and interim use permit audit by the Norwood Young America Planning Commission. Motion carried 6 - 0.

## **8. New Business.**

### A. Conditional Use Permit: 232 Main Street East.

Chairperson Heher introduced the agenda item.

Strack stated review criteria for issuance of conditional use permits were included in the staff memo pertaining to the request. Strack noted if the Commission were to consider CUP approval several recommendations were suggested. Strack stated a condition to retain a storefront at the front of the facility could also be added.

Strack reviewed potential conditions of the use including:

The proposed could be approved subject to conditions including: (a) storage being limited to new and used passenger automobiles which are the licensed and personal possessions of the individual private person(s) owning the property. No retail or wholesale sales, service, or storage could be disallowed, (b) auto service and repair of personal vehicles could be conducted indoors, and (c) no outdoor storage of any kind, including but not limited to garbage, refuse, materials, equipment or machinery would be permitted.

The property cannot be used for residential purposes, including by the Property Owner.

Prior to occupying the structure with the proposed use the Property Owner and/or Applicant shall request a change in occupancy review by the Building Official. Any requirements specified by the Building Official shall be completed prior to occupancy of the structure.

All loading/unloading at the site shall occur separate and independent from CSAH 34/Main Street right-of-way unless specifically authorized in writing by Carver County Public Works Department.



# **RESOLUTION 2019-03**

## **A RESOLUTION CERTIFYING FINDINGS OF A CONDITIONAL AND INTERIM USE PERMIT AUDIT BY THE NORWOOD YOUNG AMERICA PLANNING COMMISSION**

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

WHEREAS, the City of Norwood Young America Planning Commission is created under Chapter Two of the City Code; and

WHEREAS, Section 1210.06 of the Code assigns the Planning Commission a regular task of auditing existing conditional use permits (CUP); and

WHEREAS, the Interim Use Permits (IUP) are also subject to audit by the Planning Commission; and

WHEREAS, the Planning Commission initiated a thorough audit of all known or suspected conditional or interim use permits in 2018; and

WHEREAS, the Planning Commission completed an audit of said known or suspected conditional and interim use permits and developed findings regarding said permits; and

WHEREAS, the City Council of the City of Norwood Young America received the Planning Commission's findings regarding audit of existing conditional and interim use permits.

THEREFORE, BE IT RESOLVED, that the City Council of the City of Norwood Young America, Carver County, Minnesota, certifies the following permits are null and void:

1. 508 Merger Street: Resolution 2017-09 interim use permit for outdoor storage of racking system. The racking system has been removed from the property and the applicant is no longer present at the site.
2. 300 Industrial Boulevard: Resolution 2015-19 authorized outdoor storage of automobile for display/sale (Rogomobiles). The Use has ceased for over one year.
3. 250 Industrial Boulevard: Resolution 2003-19 provided for outdoor storage of garbage trucks and bins. The use has ceased for greater than one year.

Adopted by the City Council this 28<sup>th</sup> day of January, 2019.

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Tina Diedrick, Mayor

Attest:

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Kelly Hayes, City Clerk-Treasurer





TO: Mayor Diedrick and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 28, 2019

SUBJECT: Adopt Data Practices Policy

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Minnesota Statutes, sections 13.025 and 13.03 requires governmental units to adopt a Data Practices Policy. Enclosed is the proposed Data Practices Policy for the City. This policy was copied from a sample policy provided by the Minnesota Department of Administration. The proposed policy has been reviewed and approved by the City Attorney.

**Proposed Motion:**

**Motion to adopt the Norwood Young America Data Practices Policy.**



more than a place. it's home.

## DATA PRACTICES POLICY

### Right to Access Public Data

The Government Data Practices Act (Minnesota Statutes, Chapter 13) presumes that all government data are public unless a state or federal law says the data are not public. Government data is a term that means all recorded information a government entity has, including paper, email, DVDs, photographs, etc.

The Government Data Practices Act also provides that the City of Norwood Young America must keep all government data in a way that makes it easy for you, as a member of the public, to access public data. You have the right to look at (inspect), free of charge, all public data that we keep. You also have the right to get copies of public data. The Government Data Practices Act allows us to charge for copies. You have the right to look at data, free of charge, before deciding to request copies.

### How to Make a Data Request

To look at data or request copies of data that the City keeps, the City generally requires a written request. You may make your request for data by filling out a form provided by the City and sending it by email, U.S. mail, or by hand-delivering it to the City.

Please be sure that your written data request is as clear and detailed as possible. If the City does not understand your request, the City may ask you for clarification. The City cannot begin processing your data request if you do not provide the requested clarification.

In addition, if your request is so broad that it yields voluminous data, the City may ask if there is more specific data you seek. The City may also ask whether you wish to inspect the data at City offices prior to making copies, or require a deposit for actual costs of providing the copies.

The City cannot require you, as a member of the public, to identify yourself or explain the reason for your data request. However, depending on how you want us to process your request (if, for example, you want us to mail you copies of data), we may need some information about you. If you choose not to give us any identifying information, we will provide you with contact information so you may check on the status of your request. In addition, please keep in mind that if we do not understand your request and have no way to contact you, we will not be able to process your request.

### How We Respond to a Data Request

Upon receiving your request, the City will work to process it.

- If we do not have the data, we will notify you in writing as soon as reasonably possible.
- If we have the data, but the data are not public, we will notify you as soon as reasonably possible and state which specific law says the data are not public or cannot be disclosed.
- If we have the data, and the data are public, we will respond to your request appropriately and promptly, within a reasonable amount of time by doing one of the following:
  - Arrange a date, time and place to inspect data, for free, if your request is to look at the data.
  - Provide you with copies of the data as soon as reasonably possible. You may choose to pick up your copies, or we will mail them to you if possible.
  - If possible, provide electronic copies by email. Electronic copies will be charged the copy fee as discussed on the following page.

## Copy Costs and Payments for Members of the Public

Chapter 20 of the Norwood Young America City Code is the Fee Schedule. The current charge for copies as noted in the current Fee Schedule will be your obligation; this includes electronic copies as copies still need to be made to be sent electronically. The cost per copy is calculated to include: staff time making and compiling copies and certifying if required, and material cost. If you choose to have the copies mailed, postage costs are your responsibility. You will be responsible to pre-pay for the cost prior to receipt of the copies.

In addition, if a deposit is required as described under *How to Make a Data Request*, you must pay the deposit before the City will begin working on your data request. The deposit amount is \$50 - \$250 and is based on the amount of data requested.

If you do not understand some of the data (technical terminology, abbreviations, or acronyms), please let us know. We will give you an explanation if you ask.

The Government Data Practices Act does not require us to create or collect new data in response to a data request if we do not already have the data, or to provide data in a specific form or arrangement if we do not keep the data in that form or arrangement. For example, if the data you request are on paper only, we are not required to create electronic documents to respond to your request.

In addition, the Government Data Practices Act does not require us to answer questions that are not requests for data.

## Requests for Summary Data

Summary data are statistical records or reports that are prepared by removing all identifiers from private or confidential data on individuals. The preparation of summary data is not a means to gain access to private or confidential data. We will prepare summary data if you make your request in writing and pre-pay for the cost of creating the data. Upon receiving your written request – you may use the data request form on page 6 – we will respond within ten business days with the data or details of when the data will be ready and how much we will charge.



**INFORMATION DISCLOSURE REQUEST**  
Minnesota Government Data Practices Act

REQUESTER NAME (Last, First, M.):	DATE OF REQUEST:
STREET ADDRESS:	PHONE NUMBER:
CITY, STATE, ZIP CODE:	SIGNATURE:
Describe the data you are requesting as specifically as possible. If you need more space, please use the back of this form:	
I AM REQUESTING ACCESS TO THE DATA IN THE FOLLOWING MANNER:	
<input type="checkbox"/> Inspection <input type="checkbox"/> Copies <input type="checkbox"/> Both inspection and copies	
<input type="checkbox"/> Pick Up <input type="checkbox"/> Mail <i>(provide address below)</i> <input type="checkbox"/> Electronic <i>(provide email address below)</i>	
If you selected to have your request mailed, please provide your mailing address:	
Mail To <i>(name)</i> _____	
Mailing Address _____	
City, State, Zip _____	
If you selected to have your request electronically mailed, please provide your email address:	
Email Address _____	
If there is a charge, please make checks payable to: The City of Norwood Young America	

To be completed by the City of Norwood Young America Staff

<b>INFORMATION CLASSIFIED AS:</b> <input type="checkbox"/> PUBLIC <input type="checkbox"/> NON-PUBLIC <input type="checkbox"/> PRIVATE <input type="checkbox"/> PROTECTEDNON-PUBLIC <input type="checkbox"/> CONFIDENTIAL	<b>ACTION:</b> <input type="checkbox"/> APPROVED <input type="checkbox"/> APPROVED IN PART (explain below) <input type="checkbox"/> DENIED (explain below)
<b>REMARKS OR BASIS FOR DENIAL INCLUDING STATUTE SECTION:</b>     	
<b>COPYING CHARGES/ASSOCIATED COSTS:</b> <input type="checkbox"/> NONE      ? DEPOSIT\$ _____ <input type="checkbox"/> _____ Pages x _____ = _____ <input type="checkbox"/> Actual Cost: _____	<b>IDENTITY VERIFIED FOR PRIVATE INFORMATION:</b> <input type="checkbox"/> IDENTIFICATION: DRIVER'S LICENSE, STATE I.D., etc. <input type="checkbox"/> COMPARISON WITH SIGNATURE ON FILE <input type="checkbox"/> PERSONAL KNOWLEDGE <input type="checkbox"/> OTHER: _____

\_\_\_\_\_  
*Employee Signature*

\_\_\_\_\_  
*Date*





TO: Mayor Diedrick and City Council Members

FROM: Steve Helget, City Administrator

DATE: January 28, 2019

SUBJECT: Schedule Public Hearing to consider amendment to City Code regarding City Council Meeting Start Time

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Proposed is to discuss scheduling a public hearing for the purpose of considering amending Chapter 2 of the City Code regarding the starting time for regular City Council meetings. At the January 14<sup>th</sup> meeting, Mayor Diedrick requested the meeting start time be changed from 6:00 p.m. to 6:30 p.m. Proposed is schedule the public hearing for the February 11<sup>th</sup> regular City Council meeting.

**Proposed Motion:**

Motion to schedule a public hearing for 6:00 p.m., February 11, 2019 for the purpose of considering an amendment to Chapter 2 of the City Code regarding the City Council's regular meeting starting time.

*Norwood Young America*