



CITY COUNCIL

1. Call Meeting of City Council to Order
 - 1.1 Pledge of Allegiance
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 (3) 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 items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one or more of the items is made prior to a motion being acted upon. Anyone present at the Council meeting may request an item to be removed from the Consent Agenda for discussion. Such requests can be made by a Council member or member of the general public when the Consent Agenda item is introduced).
 - 4.1 Approve minutes of July 22, 2019 meetings
 - 4.2 Approve payment of claims
 - 4.3 Resolution 2019-20 Carver County All Hazard Mitigation Plan
 - 4.4 Hiring of Firefighter ??????????????????
 - 4.5 Last Call outdoor sale of alcohol
5. Public Hearings
 - 5.1 Ordinance No. 320, City Council Meeting Starting Time
6. Old Business
7. New Business
 - 7.1 Adopt Ordinance No. 320, City Council Meeting Starting Time
 - 7.2 Consider Pattison Sand Company Transloading Facility
 - 7.3 Consider 2040 Comprehensive Plan Final Draft
 - 7.4 Approve The Preserve Association Storm Water Drainage – Bolton & Menk
 - 7.5 Approve The Preserve 5th Addition Construction Project Final Acceptance
 - 7.6 Approve Crown College utilizing Zellmann Field for Fall Baseball Practices
 - 7.7 Award Street Maintenance Quote
8. Council Member & Mayor Reports
9. **Closed Meeting**
10. 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

- | | |
|--------------|--|
| August 14 | Economic Development Commission – 5:00 p.m. |
| August 14 | Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board – 6:30 p.m. |
| August 15 | Senior Advisory Committee – 9:00 a.m. |
| August 17 | Minn-e-Rod Tractor Pull – noon |
| August 17 | Chamber Beanbag Tournament – 3:00 p.m. |
| August 20 | Parks and Recreation Commission – 4:45 p.m. |
| August 23-25 | Stiftungsfest Celebration |
| August 26 | Work Session, EDA, City Council – 6:00 p.m. |

August 27 Special City Council (2020 Budget) – 6:00 p.m.
September 2 Labor Day – City Offices Closed
September 3 Planning Commission – 6:00 p.m.
September 9 Personnel Committee – 5:00 p.m.
September 9 City Council – 6:00 p.m.
September 18 Safety Committee – 2:00 p.m.

**NORWOOD YOUNG AMERICA CITY COUNCIL
NORWOOD YOUNG AMERICA PLANNING COMMISSION
NORWOOD YOUNG AMERICA PARKS & RECREATION COMMISSION
NORWOOD YOUNG AMERICA ECONOMIC DEVELOPMENT COMMISSION
NORWOOD YOUNG AMERICA AREA CHAMBER OF COMMERCE**

Minutes from Joint Meeting on Wednesday, June 12, 2019 at 6:30 p.m.

City Hall – City Council Chambers

310 Elm Street West

Norwood Young America, MN

I. Call to Order

Acting Mayor McPadden called the Joint Meeting of the City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce to order at 6:40 p.m.

Council members in attendance: Craig Heher, Charlie Storms, Dick Stolz, and Mike McPadden.

Council members absent: Tina Diedrick.

Planning Commission members in attendance: Mike Eggers.

EDC members in attendance: Tonya Noeldner, Karen Hallquist, and Theresa Peterman.

Parks & Recreation Commission members in attendance: None.

Chamber of Commerce members in attendance: Kaarin Foede.

Staff members in attendance: Steve Helget, City Administrator, and Tony Voigt, Public Service Director.

Others Present: Brenda Lano, Carver County CDA, Ron Zeigler and Tara Kohl of Community and Economic Development Associates (CEDA)

II. Agenda

Motion Storms, second Heher to approve the agenda with the addition of the upcoming Highway 212 Business Meeting. Motion carried 4-0.

III. Business

A. Downtown Redevelopment Plan – Implementation Plan

1. Commission Updates on Implementation Plan

McPadden reported on behalf of the EDC. The 1st Annual Springfest Artisan Fair was well attended even with the poor weather. Most booths were moved indoors due to the rainy weather. The Chamber made a profit of over \$900 which will be utilized for next year's event.

Storms reported on behalf of the Parks & Recreation Commission. The Commission will be recognizing Arbor Day with a tree planting at Prairie Dawn Park. In respect to tree planting in the historic downtowns, a city forester from the City of Hutchinson met with the Commission to discuss best tree varieties for the downtowns. The Commission also has been discussing the open spaces in the downtowns and the possibility of installing attractive fencing.

Stolz reported on behalf of the Senior Advisory Commission. The Commission has been working on the establishment of a Senior Center. The Roy Clay building was considered as a location but are now considering the Lions Building in the Sports Complex.

Heher reported on behalf of the Planning Commission. The Commission has been discussing downtown building criteria such as the percentage of window and door openings.

2. Small Cities Development Program Grant Award

Brenda Lano stated they anticipate projects to commence late fall to early winter this year. Typically, projects are awarded on a first-come-first-serve basis. The City will have 20 months to utilize the grant proceeds. Buildings currently vacant can qualify for assistance if there is a plan for a business use to occupy the building once the improvements are completed. For commercial building projects, \$40,000 in grant money is available with a 20% match or \$8,000. A late summer meeting is planned with property owners located in the target areas.

Stolz asked if the City could prioritize projects? Ms. Lano stated the City could.

Later in the meeting Ron Zeigler, CEDA, provided some additional information based on his experience with the SCDP grant. Projects could be structured as 1/3 grant, 1/3 loan, and 1/3 applicant seed money. Safety and building code violations are priorities under the grant program. Most improvements are ADA, plumbing, electrical, re-roofs, new windows, etc. New construction is not a qualifying expense. Davis Bacon rates apply for all construction work.

3. Building Design Guidelines

Discussion was held on the structural architecture for the downtown buildings. It was suggested that an informational folder be established for the historic downtown buildings to include historic information about the building, suggested design criteria, copies of the City's nuisance and rental codes, etc. Discussion was held on having an artist rendition of each building completed. Lastly, it was suggested to contact the City of Watertown and obtain any information about building criteria for their downtown buildings utilized with their SCDP grant.

4. Highway 212 Business Meeting

McPadden stated MnDOT will be hosting a Business meeting on Thursday, June 13 commencing at 5:30 p.m. The purpose of the meeting is to provide a project update to include the planned traffic detours.

IV. Next Meeting

The Committee consented to schedule the next Joint Committee meeting for August 14, 2019 at 6:30 p.m.

V. Adjourn

A motion was made by Storms seconded by Heher to adjourn the meeting at 7:50 p.m. Motion carried 4-0.

Respectfully submitted,

Steven Helget
City Administrator



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

ABSENT: none

STAFF: Steve Helget, Tony Voigt

OTHERS: Ally Clark, Carolyn Hoernemann, Randy Clark, Tonya Noeldner, Bill Grundahl, Linda Harms, Marie Nolan, Karen Hallquist, Chris Starr, Tim Litfin, Rob Hagerstrom, Mark VanGelder
Andy & Julie Wigfield, Jean Toengus, Stacey Horton

1. Call Meeting of City Council to Order

Meeting was called to order by Mayor Lagergren at 6:32pm will all members present.

2. Approve Agenda

Additions: 7.8 Schedule Budget Work Shop

Motion: MM/CH to approve the agenda with the addition of 7.8. Vote 5 – 0. Motion carried.

3. Introductions, Presentations, Proclamations, Awards, and Public Comment

3.1 2019 Tour de Tonka – Tim Litfin

The 14th Annual Tour de Tonka will take place on Saturday, August 3. NYA is the halfway point. Cyclist will travel through NYA from Highway 5 to the rest stop at Legion Park. Watch for cyclist.

Resident Bill Grunhadl, 325 Oak Drive, addressed the council on his concerns with a banner that is posted in the front window at 315 Elm Street West. He feels as though the banner is offensive and does not believe that the sign should be allowed within the city as it offends him and other members of the community that he has spoken to. He would like to call for the removal of the sign.

4. Consent Agenda

4.1 Approve minutes of July 8, 2019 meeting

4.2 Approve payment of claims

4.3 Approve appointment of Bob Smith to the Planning Commission

4.4 Approve Street Closing for Devonshire National Night Out Event

4.5 Approve hiring Bus Driver – Harold Hofstrand

Motion: CH/CS to approve the consent agenda as is. Vote 5 – 0. Motion carried.

5. Public Hearings

5.1 Zoning Violation Appeal – 315 Elm Street W.

City Attorney, Jay Squires, broke down the process of the public hearing and what the city code states regarding the ability to file an appeal for a zoning violation. City Administrator, Steve Helget, reviewed the city code; no outdoor storage allowed in the zoning district. There are two trailers parked outside on the property and a violation noticed was mailed to the property owner requesting to remove the trailers. He also noted that there doesn't seem to be a business in the building and that the windows are blackened out.

The public hearing was opened and the property owner, Mark VanGelder, spoke. He first addressed Bill Grundahl's request to remove the banner that is in the window and he stated that he will not be removing it. Mr. VanGelder continued stating that he has an office in the building, as allowed by the city code, and just because he doesn't maintain regular business hours doesn't mean that he doesn't have an office there. He said that there is nothing to appeal because it is considered off-street parking for his courier business and off-street parking is acceptable as stated in 1250 of the city code. He showed a letter regarding proof of his business to the council, but would not allow it to be submitted for the public to see. Attorney Squires stated for the record that the letter from the Department of Revenue that Mr. VanGelder presented as proof of his business was dated June 24, 2019 and addressed to DB Air Inc 1823 8th Avenue, St. Cloud, MN – not Norwood Young America. Mr. VanGelder warned the council that he is going to put up another banner that he ordered that states Friends You Can't Trust acronym FUCT.

Resident Chris Starr, who also works at The Quilting Grounds, addressed the council during the public hearing about how this banner is across from the library and down the street from the ballfield where children are able to see it. She has also received numerous complaints from patrons of The Quilting Grounds.

Resident Bill Grundahl mentioned that the signs are disgusting and are irrelevant to the zooming code.

Business owner, Tonya Noeldner, has had many customers that are offended by the banner. She finds the banner disgusting and childish.

Mayor Lagergren closed the public hearing at 7:32pm.

6. Old Business

6.1 Public Service Building Clean-Up Report

Public Service Director, Tony Voigt, gave an update on the clean-up behind the Public Works shop. Things that were being stored behind the building include: scrap metal which is disposed three times a year to save time and money, parts for Public Services, Stiftungsfest tables and booths, plows, etc. Tony got prices from Waste Management to have a roll-off put behind the building to store some of these items. There isn't room in any of the City buildings to store these items. Councilperson Stolz mentioned that if we are going to require residents to keep their property clean that the City needs to follow suit and that may require a new building.

7. New Business

7.1 Approve/Deny Zoning Violation Appeal – 315 Elm Street W.

Attorney Squires noted that the City sent a letter to the property owner, Mark VanGelder, that was dated July 10, 2019 and it stated that all evidence needed to be submitted to the council by July 19, 2019. He also mentioned that the property owner didn't supply information from the state proving that a business is being operated at 315 Elm Street W, NYA.

Attorney Squires reviewed the specific intent of businesses in C-3 Downtown District (as stated in the code):

- A. To be the focal point for specialty services and goods focusing on neighborhood service related businesses;
- B. To allow for mixed commercial and residential uses since the district offers convenient access to services.
- C. To promote pedestrian-friendly design and development and encourage gathering areas.

Councilperson McPadden hasn't seen any movement at the location and hasn't seen proof that there is a business located at 315 Elm St W. He notes that off-street parking is for customers to park at, not for storage trailers to store things in. He also voiced his concerns of the matter and finds the comments from Mr. VanGelder to be terrible.

Councilperson Stolz noted that this is not off-street parking. Councilperson Storms believes that this is considered off-street storage. Councilperson Heher re-read the intent of the district as stated in the code.

Mayor Lagergren stated that in her opinion it wasn't proven that there is a business being operated at the site and that the code does not allow for storage.

Motion: MM/CS to sustain the violation based on the evidence provided and the discussion of the council, and to agree with Steve's assessment of the violation. Vote 5 – 0. Motion carried.

7.2 Approve Countryside Veterinary Clinic Animal Impound Contract

Renewing agreement with Countryside Veterinary Clinic to house impounded animals. One change is that they are requiring all animals to be microchipped.

Motion: DS/CS to approve the contract with Countryside Veterinary Clinic. Vote 5 – 0. Motion carried.

7.3 Approve Cable Access Station Equipment Purchase

Local cable access station is being run through Elroy Latzig's house. The City acquired two proposals to update the old equipment by using the funds that were received from the cable tv franchise funds. The new equipment would be housed at City Hall and operated by City Staff. Elroy would continue to record school and community events for \$3,000 a year.

Motion: CH/CS to approve the purchase of Cable Access Station equipment from Alpha Video for \$9810 and to hire Rudy Vigil to install the equipment and provide staff training for \$1250. Vote 5 – 0. Motion carried.

7.4 Approve Economic Development and Marketing Director Job Description and Advertise Position Opening

This was discussed earlier at the workshop session.

Motion: MM/CH to approve the Economic Development / Marketing Director job description and to authorize advertising position opening. Vote 5 – 0. Motion carried.

7.5 Approve Resolution 2019-19, Tax Forfeiture Parcel

There are two properties that are going into Tax Forfeiture. City staff reviewed the two parcels and have determined that there isn't a public use for the parcels – PID 58.0500750, 58.0500480. Residents Andy and Julie Wigfield, whose property abuts one of the properties, inquired if the city could purchase it and then they would purchase it from the city. City Attorney Squires stated that something like that could only be done if the funds would be considered a public purpose. Mr. Wigfield contacted the county and was told that if the city decides that there isn't a public use, the county's process could take years before it is actually sold. He feels that the house should be condemned as there are holes in the floors and dangerous for someone to go into. City Administrator Helget was able to get an extension for the property located next to Wigfield's, PID 58.0500750, so they would have time to find additional information.

Motion: MM/ to adopt Resolution 2019-19, a resolution approving the tax forfeiture of a parcel for public auction PID 58.0500480. Vote 5 – 0. Motion carried.

7.6 Approve awarding Sidewalks Repair Quote

There are a few public sidewalks that may be considered trip hazard. Public Service Director, Tony Voigt, contacted a local contractor, one of few in the state, that is able to repair the sidewalks at a much less expensive cost than to replace the sidewalks. Resident Randy Clark questioned if the bid was by square foot. The contractor charges per hole.

Motion: CH/CS to hire Slab Jacking Specialties to level the sidewalks at City Hall, Lion's Building, Heritage Center, Food Shelf, Pavilion, and 126 Faxon Road S for \$10,125. Vote 5 – 0. Motion carried.

7.7 Approve awarding Storm Sewer Repairs Quote

Staff have been patching a few of the storm sewers, however, now these are failing and need to be professionally repaired. Two bids were received from local contractors.

Motion: CS/CH to hire Henning to repair storm sewer not to exceed \$11,800. Vote 5 – 0. Motion carried.

7.8 Schedule Special Budgeting Council Meeting

Motion: CH/DS to schedule a special meeting at 6:00pm on August 27, 2019 for the purpose of reviewing the 2020 budget. Vote 5 – 0. Motion carried.

8. Council Member & Mayor Reports

CS – Parks Commission – Sports Complex replacing 18 foot fence with a 24 foot fence and also doing a lot of miscellaneous repairs and additions as they had received a grant. Also discussed trees on main street.

CH – Planning Commission did not meet since the last council meeting.

MM – Stiftungsfest addition of Thursday "Family Fun Night" to the schedule.

DS – Was not able to attend the last Senior Advisory meeting.

CL – EDC consultant will be bringing information about attracting new businesses and the hotel study. Continuing to attract new businesses and will be having ribbons cuttings soon. Personnel discussed shifting responsibilities in the office.

9. Adjournment

Motion: MM/CS to adjourn at 9:03pm. Vote 5 – 0. Motion carried.

Sincerely Submitted,

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



CITY COUNCIL MINUTES

July 22, 2019 – 6:30 p.m.
Work Session

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

ABSENT: none

STAFF: Steve Helget, Tony Voigt

OTHERS: Ally Clark, Carolyn Hoernemann, Randy Clark, Tonya Noeldner, Bill Grundahl, Linda Harms, Marie Nolan, Karen Hallquist, Chris Starr, Tim Litfin, Rob Hagerstrom, Mark VanGelder
Andy & Julie Wigfield, Jean Toengus, Stacey Horton

1. Call Meeting of City Council Work Session to Order

Mayor Lagergren called to order the work session of the City Council at 6:30pm with all members present.

2. Approve Agenda

2.1 2020 Census

Census taking begins in April 2020 and ends in December 2020. It is crucial to get an accurate number of citizens as it affects the number of seats in the house of representatives as well as funding for roads and other things.

They will try to reach each address three times before sending a census worker to the address. Census workers are required to maintain confidentiality.

2.2 City Hall Office Staff Restructuring

Personnel Committee reviewed the job descriptions for the office positions since the Utility Biller had retired in June. The committee recommends the following restructuring:

CURRENT	RECOMMENDATION
City Administrator	City Administrator
City Clerk / Treasurer	City Clerk / Treasurer
Utility Biller	Accounting Clerk
Administrative Assistant	Economic Development / Marketing Director (30 - 40 hours a week)
	Office Assistant (20 hours a week)

The recommendation falls within the current budget as there will no longer be a need for an Economic Development Consultant.

3. Adjournment

Motion: MM/DS to adjourn at 6:50pm. Vote 5 - 0. Motion carried.

Sincerely Submitted,

Carol Lagergren, Mayor

Kelly Hayes, City Clerk / Treasurer



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

To Be Approved: August 12, 2019

Payroll EFT/Prepays (Check Sequence # 505438-505505)	<u>\$46,811.93</u>
Claims Pending Payment (Check Sequence #29571 - 29633) (voided checks 29570 and 29542)	<u>\$124,950.38</u>
Grand Total	<u>\$171,762.31</u>

CITY OF NORWOOD YOUNG AMERICA

08/08/19 11:39 AM

Page 1

***Check Detail Register©**

AUGUST 2019

		Check Amt	Invoice	Comment
10100 CHECKING				
Paid Chk#	029571	8/12/2019	ABDO, EICK, & MEYERS	
E	421-41960-300	Professional Srvs	\$550.00	TIF district report
E	422-41960-300	Professional Srvs	\$550.00	TIF district report
E	423-41960-300	Professional Srvs	\$550.00	TIF district report
E	424-41960-300	Professional Srvs	\$550.00	TIF district report
E	425-41960-300	Professional Srvs	\$550.00	TIF district report
E	407-41960-300	Professional Srvs	\$550.00	TIF district report
E	431-41960-300	Professional Srvs	\$550.00	TIF district report
	Total	ABDO, EICK, & MEYERS	\$3,850.00	
Paid Chk#	029572	8/12/2019	ALDEN POOL & MUNICIPAL SUPPLY	
E	101-49860-216	Chemicals and Chem Products	\$462.12	18791
	Total	ALDEN POOL & MUNICIPAL SUPPLY	\$462.12	
Paid Chk#	029573	8/12/2019	ARETZ, BRENT R	
E	101-43100-417	Uniform	\$94.99	fleet farm boots
	Total	ARETZ, BRENT R	\$94.99	
Paid Chk#	029574	8/12/2019	BANYON DATA SYSTEMS INC	
E	101-41400-437	Maintenance Contract	\$2,580.00	159128
	Total	BANYON DATA SYSTEMS INC	\$2,580.00	
Paid Chk#	029575	8/12/2019	BOLTON & MENK, INC	
E	601-49400-303	Engineering Fees	\$2,629.00	water tower
E	522-43100-528	Underpass Expenses	\$348.00	236715 Hwy 212 underpass
G	807-22100	Escrow Collected	\$1,675.00	236716 Preserve 5th addition
E	101-41500-303	Engineering Fees	\$1,027.00	236717 misc fees
	Total	BOLTON & MENK, INC	\$5,679.00	
Paid Chk#	029576	8/12/2019	C R ELECTRIC INC.	
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$410.00	11304 Generator work
	Total	C R ELECTRIC INC.	\$410.00	
Paid Chk#	029577	8/12/2019	CARQUEST AUTO PARTS	
E	101-45200-221	Repair/Maintenance Equipment	\$1.98	
E	601-49400-221	Repair/Maintenance Equipment	\$46.73	
E	602-49450-221	Repair/Maintenance Equipment	\$46.74	
E	101-43100-210	Operating Supplies	\$16.00	
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$7.29	
E	101-43100-221	Repair/Maintenance Equipment	\$90.60	
E	101-42200-240	Small Tools and Minor Equip	\$73.47	Fire Dept. charges
	Total	CARQUEST AUTO PARTS	\$282.81	
Paid Chk#	029578	8/12/2019	CARVER COUNTY	
E	101-42100-311	County Police Contract	\$2,204.07	SHERI003283
	Total	CARVER COUNTY	\$2,204.07	

CITY OF NORWOOD YOUNG AMERICA

08/08/19 11:39 AM

Page 2

***Check Detail Register©**

AUGUST 2019

			Check Amt	Invoice	Comment
Paid Chk# 029579 8/12/2019 CENTER POINT					
E 101-41940-383	Gas Utilities		\$33.81		
E 101-42200-383	Gas Utilities		\$11.27		
E 101-43100-383	Gas Utilities		\$109.87		
E 101-45200-383	Gas Utilities		\$95.90		
E 601-49400-383	Gas Utilities		\$52.04		
E 602-49450-383	Gas Utilities		\$493.82		
E 101-49860-383	Gas Utilities		\$406.09		
Total CENTER POINT			\$1,202.80		
Paid Chk# 029580 8/12/2019 CITIZENS STATE BANK					
G 101-22000	Deposits		\$900.00	924	Serenity C building permit deposits
G 101-22000	Deposits		\$900.00	926	Serenity C building permit deposits
Total CITIZENS STATE BANK			\$1,800.00		
Paid Chk# 029581 8/12/2019 CNH CAPITAL					
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$874.16		mower repair
Total CNH CAPITAL			\$874.16		
Paid Chk# 029582 8/12/2019 DAVE S SEASON ALL					
E 101-43100-437	Maintenance Contract		\$1,000.00	987434	
G 101-22103	Escrow-Abatement Charges		\$900.00	987448	
Total DAVE S SEASON ALL			\$1,900.00		
Paid Chk# 029583 8/12/2019 DELTA DENTAL					
G 101-21714	Dental Insurance		\$645.00		
Total DELTA DENTAL			\$645.00		
Paid Chk# 029584 8/12/2019 DIVERSIFIED PLUMING & HEATING					
E 602-49450-500	Capital Outlay		\$447.00	26644	
E 602-49450-500	Capital Outlay		\$447.00	26645	
Total DIVERSIFIED PLUMING & HEATING			\$894.00		
Paid Chk# 029585 8/12/2019 DPC INDUSTRIES INC					
E 101-49860-216	Chemicals and Chem Products		\$127.98	827000903-19	
E 101-49860-216	Chemicals and Chem Products		\$174.74	827000951-19	
Total DPC INDUSTRIES INC			\$302.72		
Paid Chk# 029586 8/12/2019 EMERGENCY RESPONSE SOLUTIONS					
E 275-42200-541	Public Safety Equip		\$8,213.20	13516	
Total EMERGENCY RESPONSE SOLUTIONS			\$8,213.20		
Paid Chk# 029587 8/12/2019 ESS BROTHERS & SONS INC					
E 603-49500-223	Repair/Maintenance Bldg/Ground		\$1,255.30		
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$564.30		
Total ESS BROTHERS & SONS INC			\$1,819.60		
Paid Chk# 029588 8/12/2019 GOPHER STATE ONE-CALL, INC.					
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$97.20	9070638	

CITY OF NORWOOD YOUNG AMERICA

08/08/19 11:39 AM

Page 3

***Check Detail Register©**

AUGUST 2019

		Check Amt	Invoice	Comment
Total GOPHER STATE ONE-CALL, INC.		\$97.20		
Paid Chk#	029589	8/12/2019	GOPHER STATE SEALCOAT, INC.	
E	101-43100-425	Street Maint seal coat	\$30,044.00	17721 crack sealing
Total GOPHER STATE SEALCOAT, INC.		\$30,044.00		
Paid Chk#	029590	8/12/2019	GRAINGER	
E	602-49450-210	Operating Supplies	\$72.49	
E	601-49400-210	Operating Supplies	\$72.49	9233476333
Total GRAINGER		\$144.98		
Paid Chk#	029591	8/12/2019	HAWKINS WATER TREATMENT GROUP	
E	101-49860-223	Repair/Maintenance Bldg/Ground	\$391.20	4539504
tal HAWKINS WATER TREATMENT GROUP		\$391.20		
Paid Chk#	029592	8/12/2019	HEALTH PARTNERS	
G	101-21706	Hospitalization/Medical Ins	\$7,325.05	
Total HEALTH PARTNERS		\$7,325.05		
Paid Chk#	029593	8/12/2019	HELGET, STEVE	
E	101-41300-331	Travel/Meeting Expense	\$40.60	Carver Co. Planning Comm
Total HELGET, STEVE		\$40.60		
Paid Chk#	029594	8/12/2019	HILGERS PLUMBING & HEATING, IN	
E	101-41940-223	Repair/Maintenance Bldg/Ground	\$620.00	13108 History Center A/C
Total HILGERS PLUMBING & HEATING, IN		\$620.00		
Paid Chk#	029595	8/12/2019	HOLIDAY FLEET	
E	101-43100-212	Motor Fuels	\$56.96	111708003
Total HOLIDAY FLEET		\$56.96		
Paid Chk#	029596	8/12/2019	HOME SOLUTIONS	
E	101-45200-221	Repair/Maintenance Equipment	\$46.78	
E	602-49450-210	Operating Supplies	\$20.30	
E	603-49500-223	Repair/Maintenance Bldg/Ground	\$17.98	
E	101-45200-223	Repair/Maintenance Bldg/Ground	\$248.30	
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$71.40	
E	101-43100-221	Repair/Maintenance Equipment	\$8.23	
E	101-41940-223	Repair/Maintenance Bldg/Ground	\$22.20	
E	101-41940-210	Operating Supplies	\$35.97	
E	101-43100-210	Operating Supplies	\$38.17	
E	101-49860-223	Repair/Maintenance Bldg/Ground	\$62.22	
E	101-49860-210	Operating Supplies	\$35.09	
E	101-42200-221	Repair/Maintenance Equipment	\$19.84	
Total HOME SOLUTIONS		\$626.48		
Paid Chk#	029597	8/12/2019	HORIZON COMMERCIAL POOL SUPPLY	
E	101-49860-223	Repair/Maintenance Bldg/Ground	\$265.52	190702018 PH sensor cable
E	101-49860-221	Repair/Maintenance Equipment	\$154.63	190702019 handle assembly

CITY OF NORWOOD YOUNG AMERICA

08/08/19 11:39 AM

Page 4

***Check Detail Register©**

AUGUST 2019

			Check Amt	Invoice	Comment
tal HORIZON COMMERCIAL POOL SUPPLY			\$420.15		
Paid Chk#	029598	8/12/2019	JERRY S TRANSMISSION SERVICE		
E	101-42200-221	Repair/Maintenance Equipment	\$3,270.00	32300	
E	101-42200-221	Repair/Maintenance Equipment	\$2,072.00	32878	
Total JERRY S TRANSMISSION SERVICE			\$5,342.00		
Paid Chk#	029599	8/12/2019	LANO EQUIPMENT		
E	101-45200-221	Repair/Maintenance Equipment	\$642.40	20800A	2015 Bobcat
E	101-43100-221	Repair/Maintenance Equipment	\$27.51	37691	
E	101-43100-223	Repair/Maintenance Bldg/Ground	\$175.00	38106	jackhammer rental
E	101-43100-221	Repair/Maintenance Equipment	\$179.00	38219	Bobcat door glass
Total LANO EQUIPMENT			\$1,023.91		
Paid Chk#	029600	8/12/2019	LOFFLER BUSINESS SYS LLC		
E	101-41400-437	Maintenance Contract	\$165.00	CW92704	
Total LOFFLER BUSINESS SYS LLC			\$165.00		
Paid Chk#	029601	8/12/2019	LOFFLER COMPANIES, INC.		
E	101-41400-437	Maintenance Contract	\$115.50	25252731	
Total LOFFLER COMPANIES, INC.			\$115.50		
Paid Chk#	029602	8/12/2019	MARCO TECHNOLOGIES LLC		
E	101-41400-437	Maintenance Contract	\$1,302.00	6270821	
E	101-41400-437	Maintenance Contract	\$87.50	6370850	
E	101-41400-437	Maintenance Contract	\$125.44	6481016	
E	101-41400-437	Maintenance Contract	\$1,302.00	6487373	
E	101-41400-437	Maintenance Contract	\$1,302.00	6580301	
Total MARCO TECHNOLOGIES LLC			\$4,118.94		
Paid Chk#	029603	8/12/2019	METRO WEST INSPECTION SERVICES		
E	101-42400-312	Building Inspection Fee	\$3,024.64		
E	101-42400-328	Rental Dwelling Inspections	\$27.00	2082	
otal METRO WEST INSPECTION SERVICES			\$3,051.64		
Paid Chk#	029604	8/12/2019	MID-COUNTY CO-OP OIL ASSN		
E	101-43100-212	Motor Fuels	\$1,171.20	46143	
E	101-45200-223	Repair/Maintenance Bldg/Ground	\$100.90	60475	
Total MID-COUNTY CO-OP OIL ASSN			\$1,272.10		
Paid Chk#	029605	8/12/2019	MINI BIFF		
E	101-45200-418	Other Rentals (Biffs)	\$197.88	A-106428	
E	101-45200-418	Other Rentals (Biffs)	\$113.73	A-106432	
E	101-45200-418	Other Rentals (Biffs)	\$113.73	A-106462	
E	101-45200-418	Other Rentals (Biffs)	\$110.16	A-106876	
Total MINI BIFF			\$535.50		
Paid Chk#	029606	8/12/2019	MINNESOTA VALLEY TESTING LAB		
E	602-49450-217	Lab Fees	\$36.20	986067	

CITY OF NORWOOD YOUNG AMERICA

08/08/19 11:39 AM

Page 5

***Check Detail Register©**

AUGUST 2019

		Check Amt	Invoice	Comment
E 602-49450-217	Lab Fees	\$93.00	986995	
E 602-49450-217	Lab Fees	\$36.20	987133	
E 602-49450-217	Lab Fees	\$391.50	987237	
E 602-49450-217	Lab Fees	\$36.20	988299	
Total MINNESOTA VALLEY TESTING LAB		\$593.10		
Paid Chk# 029607 8/12/2019 MN VALLEY ELECTRIC COOPERATIVE				
E 101-43100-380	Street Lighting	\$99.53		
E 602-49450-381	Electric Utilities	\$34.47		
E 601-49400-381	Electric Utilities	\$77.27		
total MN VALLEY ELECTRIC COOPERATIVE		\$211.27		
Paid Chk# 029608 8/12/2019 NCPERS 855401LIFE INS				
G 101-21705	PERA Life	\$16.00		
Total NCPERS 855401LIFE INS		\$16.00		
Paid Chk# 029609 8/12/2019 NEUBARTH, ALICIA				
E 101-41400-331	Travel/Meeting Expense	\$34.95		
Total NEUBARTH, ALICIA		\$34.95		
Paid Chk# 029610 8/12/2019 NORTH AMERICAN SAFETY INC				
E 602-49450-211	Personal Protection Equipment	\$32.74		
E 101-43100-417	Uniform	\$283.98	44066	
E 601-49400-211	Personal Protection Equipment	\$32.74	44104	
Total NORTH AMERICAN SAFETY INC		\$349.46		
Paid Chk# 029611 8/12/2019 NORWOOD ELECTRIC INC				
E 101-42200-223	Repair/Maintenance Bldg/Ground	\$258.80	16206	repair air compressor
Total NORWOOD ELECTRIC INC		\$258.80		
Paid Chk# 029612 8/12/2019 NYA TIMES				
E 101-41110-350	Print/Publishing/Postage	\$34.02	711147	council start time
E 101-46500-350	Print/Publishing/Postage	\$160.00	714700	
E 101-41320-350	Print/Publishing/Postage	\$45.36	CHP ord. ame	
E 101-41320-350	Print/Publishing/Postage	\$41.58	Faxon Road	
Total NYA TIMES		\$280.96		
Paid Chk# 029613 8/12/2019 PLUNKETTS PEST CONTROL				
E 101-41940-221	Repair/Maintenance Equipment	\$448.82	6346253	
Total PLUNKETTS PEST CONTROL		\$448.82		
Paid Chk# 029614 8/12/2019 PRO AUTO & TRANSMISSION REPAIR				
E 101-43100-221	Repair/Maintenance Equipment	\$1,120.65	63808	
E 101-45200-221	Repair/Maintenance Equipment	\$100.12	63907	
E 101-43100-221	Repair/Maintenance Equipment	\$494.23	63995	
E 101-43100-221	Repair/Maintenance Equipment	\$321.11	63997	
Total PRO AUTO & TRANSMISSION REPAIR		\$2,036.11		
Paid Chk# 029615 8/12/2019 RUPP, ANDERSON, SQUIRES, PA				

CITY OF NORWOOD YOUNG AMERICA

08/08/19 11:39 AM

Page 6

***Check Detail Register©**

AUGUST 2019

			Check Amt	Invoice	Comment
E 101-41500-304	Legal Fees		\$3,845.17	9320	
	Total RUPP, ANDERSON, SQUIRES, PA		\$3,845.17		
Paid Chk# 029616	8/12/2019	SAM S TIRE SERVICE			
E 101-43100-221	Repair/Maintenance Equipment		\$259.90	152630	
E 101-45200-221	Repair/Maintenance Equipment		\$41.57	152632	
	Total SAM S TIRE SERVICE		\$301.47		
Paid Chk# 029617	8/12/2019	SLABJACKING SPECIALTIES			
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$3,425.00		
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$6,700.00	4170	
	Total SLABJACKING SPECIALTIES		\$10,125.00		
Paid Chk# 029618	8/12/2019	SMITH OIL CO			
E 101-43100-212	Motor Fuels		\$285.25		
E 601-49400-212	Motor Fuels		\$152.25		
E 602-49450-212	Motor Fuels		\$152.26		
E 101-49800-212	Motor Fuels		\$833.03		
E 101-45200-212	Motor Fuels		\$160.66		
E 101-42200-212	Motor Fuels		\$318.90		fire department
	Total SMITH OIL CO		\$1,902.35		
Paid Chk# 029619	8/12/2019	STACY, ADAM AND CORENA			
E 601-49400-432	Refund		\$1,143.57		refund water payment
	Total STACY, ADAM AND CORENA		\$1,143.57		
Paid Chk# 029620	8/12/2019	STRACK CONSULTING LLC			
E 101-41320-305	Other Professional Fees		\$760.00	1135	
	Total STRACK CONSULTING LLC		\$760.00		
Paid Chk# 029621	8/12/2019	TASC			
G 101-21713	Health Care Reimbursement Acct		\$15.00	1554957	
	Total TASC		\$15.00		
Paid Chk# 029622	8/12/2019	THE DAVEY TREE EXPERT COMPANY			
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$7,500.00	913732980	GRIND & HAUL WOOD WASTE
	Total THE DAVEY TREE EXPERT COMPANY		\$7,500.00		
Paid Chk# 029623	8/12/2019	TOWMASTER			
E 101-43100-221	Repair/Maintenance Equipment		\$70.93	418594	
	Total TOWMASTER		\$70.93		
Paid Chk# 029624	8/12/2019	TRADEMARK TITLE SERVICES INC.			
E 101-41400-430	Miscellaneous		\$668.92		Jensen/Korrie closing 308 2nd St SW, NYA
	Total TRADEMARK TITLE SERVICES INC.		\$668.92		
Paid Chk# 029625	8/12/2019	TRADEMARK TITLE SERVICES, INC.			
E 601-49400-432	Refund		\$72.82		REFUND 820 MARTINGALE DR

CITY OF NORWOOD YOUNG AMERICA

08/08/19 11:39 AM

Page 7

***Check Detail Register©**

AUGUST 2019

		Check Amt	Invoice	Comment
Total TRADEMARK TITLE SERVICES, INC.		\$72.82		
Paid Chk# 029626	8/12/2019	TRENCHERSPLUS		
E 101-43100-221	Repair/Maintenance Equipment	\$57.71		
Total TRENCHERSPLUS		\$57.71		
Paid Chk# 029627	8/12/2019	UFC FARM SUPPLY		
E 101-45200-383	Gas Utilities	\$48.28	26736	gas at Gazebo
E 101-45200-221	Repair/Maintenance Equipment	\$114.95	919807	
Total UFC FARM SUPPLY		\$163.23		
Paid Chk# 029628	8/12/2019	US POSTAL SERVICE		
E 601-49400-350	Print/Publishing/Postage	\$135.33		
E 602-49450-350	Print/Publishing/Postage	\$135.34		
E 603-49500-350	Print/Publishing/Postage	\$135.33		
Total US POSTAL SERVICE		\$406.00		
Paid Chk# 029629	8/12/2019	UTILITY CONSULTANTS		
E 602-49450-217	Lab Fees	\$1,021.40	102221	
Total UTILITY CONSULTANTS		\$1,021.40		
Paid Chk# 029630	8/12/2019	VERIZON WIRELESS		
E 101-43100-321	Telephone	\$145.66		
E 101-45200-321	Telephone	\$62.42		
E 601-49400-321	Telephone	\$132.59		
E 602-49450-321	Telephone	\$132.58		
E 101-42200-321	Telephone	\$350.10		Fire dept 2 months
Total VERIZON WIRELESS		\$823.35		
Paid Chk# 029631	8/12/2019	WENISCH, MARY		
E 101-49860-207	Training Instructional	\$200.00		LIFEGUARD CERT COURSE
Total WENISCH, MARY		\$200.00		
Paid Chk# 029632	8/12/2019	WM MUELLER & SONS INC		
E 101-43100-224	Street Maint Materials	\$207.00	246145	
E 101-43100-224	Street Maint Materials	\$130.63	246146	
E 101-43100-224	Street Maint Materials	\$552.00	246205	
E 101-43100-224	Street Maint Materials	\$118.75	246206	
E 101-43100-224	Street Maint Materials	\$207.69	246320	
E 101-43100-224	Street Maint Materials	\$71.25	246321	
E 101-43100-224	Street Maint Materials	\$966.00	246436	
E 101-43100-224	Street Maint Materials	\$138.00	246437	
E 101-43100-224	Street Maint Materials	\$47.50	246438	
E 101-43100-224	Street Maint Materials	\$277.38	246816	
E 101-43100-224	Street Maint Materials	\$59.38	246817	
E 101-43100-224	Street Maint Materials	\$138.00	246943	
Total WM MUELLER & SONS INC		\$2,913.58		
Paid Chk# 029633	8/12/2019	XCEL ENERGY		

CITY OF NORWOOD YOUNG AMERICA

08/08/19 11:39 AM

Page 8

***Check Detail Register©**

AUGUST 2019

		Check Amt	Invoice	Comment
E 101-45200-381	Electric Utilities	\$12.94		710 E RR street
E 101-45200-381	Electric Utilities	\$111.79		Central Avenue S Sign
	Total XCEL ENERGY	\$124.73		
	10100 CHECKING	\$124,950.38		

Fund Summary

10100 CHECKING

101 GENERAL FUND	\$100,129.31
275 CAPITAL	\$8,213.20
407 TAX INCREMENT 1-5 PEACE VILLAG	\$550.00
421 TAX INCREMENT DISTRICT 3-1 V#1	\$550.00
422 TAX INC DISTRICT 3-2 YAGER	\$550.00
423 TAX INCREMENT DISTRICT 3-3 V#2	\$550.00
424 TAX INCREMENT DISTRICT 3-4 WMI	\$550.00
425 TAX INCREMENT DISTRICT 3-5 V#3	\$550.00
431 TIF District 3-6	\$550.00
522 Underpass Project	\$348.00
601 WATER FUND	\$4,546.83
602 SEWER FUND	\$4,779.43
603 STORM WATER UTILITY	\$1,408.61
807 Escrow - Preserve 5	\$1,675.00
	\$124,950.38



TO: Mayor Lagergren and Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: August 12, 2019
RE: Firefighter Hiring – Bargmann, Grover, Wulf

Interviews and background checks have been completed on the below mentioned Firefighter applicants.

Jonathan Wulf, 219 W Lake Street, NYA
Mark Grover, 16 2nd Ave SE, NYA
David Bargmann, 123 S Oak St, NYA

RECOMMENDATION:

A motion to hire Jonathan Wulf, Mark Grover and David Bargmann as firefighters.



TO: Mayor Lagergren and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: August 12, 2019

RE: Last Call Request for Outdoor Alcohol Sale

Diane Henning, Last Call manager, submitted a letter requesting approval for the sale of alcohol the weekend of Stiftungsfest: August 23 – 25, 2019. There will be a fence, mini-biffs, security for the event, and someone will be checking IDs at the door. This is the same set up as they have done in the past years for Stiftungsfest.

Approval was received by the neighbors of Last Call.

Suggested Motion:

Motion to accept the sale of alcohol outdoors on August 23 – 25, 2019, for Last Call.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: August 12, 2019
RE: Street Closure Minn-E-Rod Pull Event

Attached is a letter/map from Karen Hallquist of the NYA Chamber of Commerce requesting to close streets for the Minn-E-Rod Pull Event which is taking place on Saturday, August 17, 2019.

Recommendation: A motion to approve the street closure for the Minn-E-Rod Pull Event as requested by the NYA Chamber of Commerce.

Norwood Young America



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk / Treasurer
DATE: August 12, 2019
RE: Fire Department Resignation – Thomas Warnock

On August 4, 2019, Chief Zumberge had received a letter of resignation from Firefighter Thomas Warnock. Thomas was a firefighter for the Norwood Young America Fire Department since August 2017.

We thank Thomas for his two years on the Norwood Young America Fire Department.

Suggested Motion:

Motion to accept the resignation of Firefighter Thomas Warnock as of August 4, 2019.



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk/Treasurer
DATE: July 22, 2019
SUBJECT: Bus Driver – Rescind Offer

On July 22, 2019, the council approved to hire Harold Hofstrand as an on-call bus driver. Since then, Mr. Hofstrand made the decision to move and he is not going to be able to work for the City. Since he hasn't gone through new hire paperwork and hasn't started working, a motion is needed to rescind the offer.

Suggested Motion:

Motion to rescind the offer of employment to Harold Hofstrand.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: August 12, 2019
SUBJECT: Ordinance No. 320, City Council Meeting Starting Time

A public hearing is scheduled for 6:30 p.m. for the purpose of considering the enclosed Ordinance No. 320 which amends Chapter 2, Section 200.03, Subd. 3 of the City Code, pertaining to the starting time of regular City Council meetings. Proposed is the change the starting time from 6:30 to 6:00 p.m.

Suggested Motion:

Motion to adopt Ordinance No. 320, An Ordinance amending the text of Chapter 2, Section 200.03 – Meetings of the Council.

Motion to approve the summary of Ordinance No. 320 and its publication.

Norwood Young America

ORDINANCE NO. 320

AN ORDINANCE AMENDING THE TEXT OF CHAPTER 2 SECTION 200.03 – MEETINGS OF THE COUNCIL

THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA HEREBY ORDAINS:

SECTION 1. AMENDMENTS. The text of Chapter 2, Administration, of the Norwood Young America City Code is hereby amended as follows:

SECTION 200 IS HEREBY AMENDED BY ADDING, DELETING, OR CHANGING THE FOLLOWING:

Section 200 – In General

200.01 Authority. The City of Norwood Young America, located in Carver County, Minnesota is a municipal corporation incorporated by the laws of the State of Minnesota on January 1, 1997 and incorporates the former independent municipalities of Norwood and Young America. By virtue of its incorporation under the laws of the State, the City operates under the Minnesota Statutes Chapter 412, and any other applicable State Statutes conferring powers and duties upon municipalities.

200.02 Optional Plan “A.” Having held an election on the subject, the City shall operate under the Optional Plan “A” form of government as authorized in Minnesota Statutes, Chapter 412.

200.03 Meetings of the Council.

Subd. 1 Regular Meetings. The City Council shall meet on the second and fourth Monday of every month in the City Hall commencing at ~~6:30~~ 6:00 p.m. On the fourth Monday the meeting shall begin with a Work Session, and the regular meeting shall immediately follow. If the Work Session meeting is not held the regular meeting shall commence at ~~6:30~~ 6:00 p.m.

Subd. 2 Special Meetings. A special meeting may be called by the Mayor or by any two councilmembers pursuant to the notice requirements of Minnesota Statutes § 471.705 at such time and place and for such purposes as stated in the notice of the meeting.

Subd. 3 Emergency Meetings. When the health, safety, or welfare of the city or its residents would be unduly endangered or subject to imminent harm by any delay, the Council may convene an emergency meeting without advance notice to discuss how to handle the emergency situation.

SECTION 2. EFFECTIVE DATE. This ordinance shall be in full force and effect upon its passage and publication.

Adopted by the Norwood Young America City Council this 12th day of August, 2019.

Carol Lagergren, Mayor

ATTEST:

Kelly Hayes, City Clerk/Treasurer

(SEAL)

The ~~stricken~~ language is deleted; the underlined language is inserted.

**City of Norwood Young America
Summary of Ordinance No. 320
Amending City Code Chapter 2 Administration**

The City of Norwood Young America has adopted Ordinance No. 320 entitled "An Ordinance Amending the Text of Chapter 2 – Section 200.03 – Meetings of the Council" of the City Code. Following is a summary of the adopted ordinance:

200.03 Meetings of the Council.

Subd. 1 Regular Meetings. The City Council shall meet on the second and fourth Monday of every month in the City Hall commencing at ~~6:30~~ 6:00 p.m. On the fourth Monday the meeting shall begin with a Work Session, and the regular meeting shall immediately follow. If the Work Session meeting is not held the regular meeting shall commence at ~~6:30~~ 6:00 p.m.

Effective Date: This ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted by the City Council on August 12, 2019.

A copy of the complete ordinance is available for review at the Norwood Young America City Offices, located at 310 Elm St W. If you have any questions, please contact the City at (952) 467-1800.

Kelly Hayes
City Clerk-Treasurer



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: August 12, 2019
SUBJECT: Consider Pattison Sand Company Transloading Facility

The City received notice from Carver County Planning about a potential business to be established at the intersection of Highway 212 and Salem Ave. Pattison Sand Company has applied for a County Conditional Use Permit to operate a transloading facility. They propose to stockpile up to 60,000 tons of aggregate, Dolomitic Limestone, topsoil, and clay. The materials will be shipped up by rail from Clayton, Iowa. They will install a rail spur on-site and are estimating a 150 average daily truck trips. The property in question is in Benton Township and just outside the City's Comprehensive Plan Future Planning area.

The Carver County Planning Commission held a public hearing on Pattison Sand Company's CUP application on July 11 and they elected to continue the hearing to their next regular meeting on August 20. Councilmember Heher and I attended the public hearing and provided comments. Enclosed is a copy of the letter I submitted on behalf of the City which included questions and suggestions for their consideration. We reported to the Planning Commission that the City Council has not officially reviewed Pattison's CUP application. The County Planning Commission is requesting the City Council review the CUP application and provide any comments on the proposed business development.

Joe White representing Pattison Sand Company will attend the City Council meeting and provide a presentation on their proposed business development. Enclosed is a copy of the Carver County staff report submitted to their Planning Commission and a copy of Pattison Sand Company's Case Study. Will Brown representing Twin Cities & Western Railroad Company will also be attending the meeting.

Suggested Motion/Action:

Identify comments/suggestions to submit to the Carver County Planning Commission for their consideration.

Norwood Young America

Case Statement

Proposed Norwood-Young America Transload Rail Park

A Strategically Located Rail-Served Industrial Park Addressing the Greater Twin Cities Region's Growing Need For Crushed Rock and Other Increasingly Scarce Construction Materials

The proposed new Norwood-Young America Rail Park will provide a convenient storage and distribution facility enabling the importing and efficient delivery of high quality crushed rock and other construction aggregate products needed to support Minnesota's extensive program for the renewal and expansion of critical transportation infrastructure—freeways, highways and bridges—in the Twin Cities Metro and beyond, as well as for ongoing commercial and residential development, while significantly reducing the overall wear and tear on the region's roads by reducing annual truck ton miles by nearly half. Although the Rail Park represents a major investment in land and facilities in the Norwood-Young America area by its developer, Pattison Sand Company, **public funding assistance is needed to complete in a timely manner the planning, engineering and installation of new rail service to the facility, including trackage, switches and related equipment.**

*“Transportation is crucial to all of the Council’s work—
and to the region’s success.” Metropolitan Council*

The Scope of the Need

The Twin Cities Metro area is facing a dwindling supply of the high quality crushed rock needed for the construction of highways, bridges and major commercial and residential developments. A 2000 study conducted by the Minnesota Geological Survey (Circ. 46), part of the University of Minnesota, predicted a near complete depletion of the available supply by 2029, a timeline which has been accelerated due to growth in the region’s commercial sector and expanding residential development and the state’s extensive plans for both new construction and renewal of the existing interstate, highway and bridge transportation system. Only two active quarries remain in the SW metro, and only one in St. Cloud, with some rationing of deliveries already taking place because of growing demand and short supply.

To address this urgent need, Pattison Sand Company, owner of a 750-acre mine in Clayton, IA, has been delivering its washed and processed rock — rare Dolomite limestone, almost as hard as granite—by rail to Kimball and Glencoe for less than a year. This high quality product has earned the approval of the Minnesota Department of Transportation and certification by the U.S. Army Corps of Engineers for highway and bridge construction, offering superior quality, high performing material at a market- competitive price. Quality rock delivered from Iowa to the Twin Cities Metro will help to slow the depletion of the region’s own supply.

The Proposed Solution

In an effort to address both problems—the **tightening supply in the metro region of high quality rock required to serve the area’s growth needs**, and the **impact of heavy and increasing truck traffic on Minnesota’s roads**, Pattison Sand Company proposes to develop a major crushed rock storage and centralized distribution facility in Carver County, that would receive rock and other materials from its Iowa mine,

3 / Rail Park

increasing the available supply while significantly reducing the number of ton miles this heavy truck traffic imposes on our highways--accelerating wear, increasing maintenance costs, and shortening the life of Minnesota's road system, fourth largest in the nation.

Project Description

The Norwood-Young America Transload Rail Park will occupy a 50-acre site in Benton Township, Carver County, fronting on Highway 212 on the north, and the Canadian Pacific rail line along its southern border. A portion of the site is planned for the development of a transloading facility, receiving rail shipments of rock from Iowa and then re-distributing it by truck throughout the Twin Cities Metro area, although initially primarily in the fast-growing southwest suburban area.

Another portion of the total site will be available for sale or lease for construction and development for other businesses and industrial facilities whose operations require freight rail service, as opportunities present themselves.

The \$2.8 million development will be constructed in two phases.

The initial phase is planned to include construction and preparation of the site to provide secure facilities for the eventual delivery and storage of approximately 250,000 tons of crushed rock for distribution in the Twin Cities Metro region.

In addition to engineering, site preparation, internal road construction and the installation of required rail unloading and truck loading facilities—conveyor system, storage pads, and related equipment—this phase will require the construction of the required freight rail infrastructure---approximately one quarter mile of trackage and siding, switches and related electronic and mechanical control systems.

A planned second phase will include the engineering and related preliminary studies required to bring the remaining acreage to market as a **rail-served industrial park**--an ideal location for other industrial users requiring daily or weekly inbound or outbound rail shipping along with increasingly scarce onsite storage

4 /Rail Park

Together, the two phases of development will bring to market a new and scarce resource in the Twin Cities region, in high demand by growing companies in fundamental industries and serving worldwide markets-- **a strategically sited location for new business and industry, with daily service provided by Twin Cities & Western Railroad, Minnesota's largest locally-owned and operated freight rail system.**

Funding Needs

The Norwood-Young America Transload Rail Park represents a major investment in Minnesota and in the future growth of the Twin Cities Metro area. The total investment by Pattison Company is in excess of \$1.9 million, largely company-funded, for site acquisition, development and construction.

One portion of the project, however, will require local, regional or state assistance-- **the construction of the rail services—trackage, switches and related control equipment—required for its functional success.** Due to the unique nature of the freight rail industry, in which rail infrastructure is leased rather than owned, financing for this portion of the project is not available in the private markets.

To complete this critical component of the project, Pattison Sand company is seeking a grant or loan from appropriate state, county or local funding sources in the amount of \$750,000.

Because freight rail operators typically have no ownership interest in the rail assets on which they must operate, financing the cost of new or expanded rail facilities has been challenging. The only assets they can pledge are rolling equipment, typically locomotives and rail cars, which—if encumbered as collateral for rail expansion or improvements—prohibits their use as collateral for occasionally needed working capital

Funding assistance will enable Pattison Company to develop the park and implement operations and the delivery of a significant inventory of rock by year-end.

Rail Infrastructure

The rail portion of the Rail Park development will require an investment of approximately \$750,000. The costs involved include nearly \$500,000 for the cost of the rail trackage itself, including rail, ties and rock ballast, plus \$150-\$200,000 for necessary switches required, \$100,000 in site preparation for the installation of the rail, and a 10% allocation for anticipated contingencies given the nature of the site.

If the needed funding to complete the rail aspects of storage and delivery cannot be acquired, Pattison Sand Company will be forced to delay the startup of this facility until funding is available. As a result, the delivery of high quality, in-demand crushed rock needed to support Minnesota's transportation and commercial and residential needs will continue to be served as they have in the past--via high cost semi-trucks, also a cost burden on Minnesota's road system in terms of wear and premature obsolescence.

Economic Benefits & Concerns

The economic benefits of supporting this project are substantial for the citizens of the State of Minnesota.

-Most important, it is projected to save **42.5 million ton miles** of wear and tear on Minnesota's road system every year. To compare the capacity of rail delivery vs. truck, every railcar is the equivalent of 4.5 to 5 semi loads. Delivery from the quarries in St. Cloud, for example, involve 78 miles of heavy truck traffic. Supply from the Norwood-Young America transload point **will reduce ton miles from St. Cloud to the Twin Cities by 50%**.

-Although the direct impact in terms of jobs created by the transload facility itself will be small (5-6 onsite employees), the adjoining **industrial park** sites available for marketing to **as many as 4-6 other businesses and industries could bring as many as 50-100 jobs to the combined location**.

-The **wider ripple effect on the local economy will also be significant**, including increased truck driver employment, contracts with service technicians, and local fuel, equipment and vehicle service purchases.

6 / Rail Park

-The largest single long-term benefit to the regional economy will be the reduction in the cost of source materials, the result of more efficient delivery directly by freight rail rather than on smaller roads by truck. Increased competition results in fewer increases in product costs, while shorter truck hauls also reduce the cost of materials. As a result, for MnDOT and others, the lower source cost of rock and other products will free up funding for other projects. Experience with Pattison's operations in the Des Moines area suggests that aggregate materials **costs decline by 10-30%** when a new source becomes available.

A Concern...

MnDOT's interstate construction program is already underway. If this facility is not built on a timely basis, prices for aggregates will be considerably higher into the future. In fact, rock prices have already increased by \$3 per ton in each of the last two years. Materials will have to come to the Twin Cities region from farther away via truck or rail. When fully built, Pattison's Norwood Young America Transload Rail Park will be the closest rail-served location in the region.

Key Facts about the Rail Park

-No increase in rail traffic. Deliveries of rock from Iowa will be made by rail on trains already passing through the area.

-Minimal impact. Anticipated average of 20 railcars per day, reducing the distance traveled on Minnesota's highways by nearly 100 semi-loads per day.

-Increased Supply. When fully operational, the Rail Park will deliver 200,000 to 250,000 tons of critically needed construction material to the Twin Cities Metro annually.

-Significant cost reductions. Currently a truckload of Class A delivered from Iowa directly to a Minnesota job site is \$37.40 plus cost of material. If delivered by rail to Norwood, then transloaded to the construction site, the cost drops to \$21 plus the cost of material.

7 / Rail Park

-Anticipated level of activity. Anticipated demand will require 50-60 outbound truckloads from the Rail Park in a typical construction season day (May to October) at an average weight of 17-25 tons per load, depending on truck size.

-Frequency of rail deliveries from Iowa. Daily service is anticipated in car blocks of 10 to 25 cars.

-Tons of rock to be stored on site. Rock will be stored as needed; amounts on-site at any one time will vary depending on demand.

-Size of the typical stockpile. Stockpiles will vary depending on quantity stored. However, due to the nature of the site, stockpiles of rock will be minimally visible from Hiway 212.

-Hours of operation. The Rail Park will conform with normal business hours of operation, primarily during construction season, 8 to 10 hours per day, six days per week. The Rail Park will receive rock year-round, weather permitting. Distribution will be focused on the May-October construction season.

-Rail Park security.

There is no need to take special measures. The Rail Park will be gated and fenced. Removing rock, due to its weight and bulk, is very difficult. We do not anticipate any security problems. The inventory of rock will be in constant motion, picked up and delivered to construction sites around the Metro area every day, while the on-site supply is renewed every day

-Noise, dust and visibility.

Noise related to the operation will barely be detectable. Processed rock delivered to the site from Iowa will have been washed before shipping, resulting in virtually no dust. Because the grade of the Rail Park is lower than that of Hwy. 212, operations will not be visible from the highway. A landscaped berm planted with trees will add to the site's private setting..

###

COUNTY OF CARVER
PUBLIC SERVICES DIVISION
Department of Land Management

July 9, 2019

TO: Carver County Planning Commission & Benton Town Board
FROM: The Land Management Department
SUBJECT: Application for a Conditional Use Permit (Large Scale Activity).

FILE #: PZ20190035

APPLICANT: Joe White (representing Pattison Sand Company)

OWNER: Clarence Jr. & Kathleen Stender

SITE ADDRESS: 14325 Hwy 212 NYA, MN 55368

PERMIT TYPE: Rail-based Transload Facility

PURSUANT TO: County Code, Chapter 152, Section(s) 152.080 (C)(6)

LEGAL DESCRIPTION: See attached Exhibit "A"

PARCEL #: 01-018-0400

STAFF ANALYSIS:

1. Pattison Sand Company is proposing to develop and operate a rail-based transload facility to import aggregates (i.e. high quality Dolomitic Limestone) and similar future commercial commodities on approximately 50 acres that would be purchased from Clarence & Kathleen Stender. The subject site is located in the Southwest Quarter (SW¼) of Section 18, Benton Township. It is located on the southerly side of Hwy 212 and on the northerly side of Twin Cities & Western Railroad (TCW). The property is in the Agricultural Zoning District and the Carver County Water Management Organization (Bevens Creek Watershed). The southerly portion of the site is within the County Ditch 4A Shoreland Overlay District.
2. The application (dated: June 21, 2019) has been submitted by Joe White, representative of Pattison Sand Company, and prepared by Carlson McCain Consulting, Inc. The County Code requires a Conditional Use Permit pursuant to Section 152.080 (C)(6) of the Zoning Code, which reads as follows:

§ 152.080 CONDITIONAL USES—LARGE SCALE ACTIVITIES WITH UNIQUE LAND OR LOCATION NEEDS.

(A) Minimum criteria for issuance.

- (1) The activity conforms to all other county ordinances, state, and federal regulations.
- (2) Minimum five acre lot size; unless another size is specified under a particular provision.
- (3) Sewage can be managed in accordance with Chapter 52 of this code of ordinances. The county may require design by a registered engineer.
- (4) The activity shall be located on a hard surfaced (blacktop or concrete) road unless specific approval for location on a township road is given by the affected township or townships. The town board may condition its approval of access to a gravel road on agreements with the applicant regarding dust control, maintenance, or similar issues. The terms of the agreement shall be such that the agreement is in force so long as the permit is in effect.
- (5) The activity is of a scale that the demand for support services such as sewer, water, police, fire protection, emergency equipment access, roads or streets, can be accommodated within the context of the service levels available in the commercial agricultural area.

- (6) Land is not subject to the land use restrictions of an AG preserve covenant.
- (7) The operational characteristics of the proposed activity shall be such that it can be operated on the proposed site and within the current levels of support services and infrastructure. Activities that will have service needs—traffic capacity or roads, waste disposal or management, fire or police protection, sewage disposal—that will exceed those available in the area should locate in municipalities where the services are available.

(B) Minimum conditions.

- (1) Permit shall be subject to administrative review or compliance review as set by the permit.
- (2) The operational plan and site plan shall become part of the permit.
- (3) The activity must operate in conformance with the approved site plan and operational plan and other provisions of this chapter. The site plan and operational plan shall become part of the permit.
- (4) The applicant must submit a copy of workers' compensation insurance or sign an affidavit stating that he or she will not have any employees.
- (5) All buildings used in the operation must meet the State Building Code.

(C) Activities.

- (6) Recreational, educational, institutional facilities, agri-tourism or activities that require a location in a rural area because of a need for seclusion or a natural setting or a large area of land or activities conducted on a permanent, seasonal or scheduled basis subject to the following criteria:
 - (a) No more than 20% of the land utilized for the activity shall have been shown to be SCS Class I or II land under till, as illustrated on the 2000 metropolitan digital photography;
 - (b) The road authority will grant an access permit;
 - (c) A certificate of insurance and/or a performance surety may be required;
 - (d) A stipulation is made in the permit as to the number of persons to be using the facility at any one time;
 - (e) Any type of special event that will attract or involve more than the number of people stipulated in subsection (7)(d) above shall require approval of the County Board.

- 3. The applicant has entered into a purchase agreement with Mr. and Mrs. Stender for a portion of the subject property. Currently there is an existing residential house and several outbuildings located on the property. Mr. and Mrs. Stender would be allowed to retain and occupy the existing residence located at 14325 Hwy 212 until such time as they feel they can no longer occupy the residence full-time, at which point the terms of their agreement would end. All but four of the outbuildings would remain until Mr. and Mrs. Stender leave the property.
- 4. The applicant has provided an operational plan, related site plan(s), and stormwater management plans with analysis which provide the details of the request. In general, the facility would consist of a truck scale (10' x 70'), a small portable building utilized as a scale house/office (10' x 25'), a new rail spur line off the existing TCW rail line, a haul road for unloading and loading materials, material stockpiles, and stormwater ponds. Vegetated topsoil berms topped with deciduous trees and/or coniferous trees would provide aesthetically pleasing screening of the facility. Due to the south sloped topography south of Hwy 212, no additional screening is being proposed as this time. Future expansion phases to the north would require the permittee to submit a new application for review and formal approval.
— south?
- 5. Aggregate storage on-site would consist of approximately 10,000 tons of Dolomitic Limestone (spread out in 1 stockpile that would grow to the north over time), 20,000 tons of limestone in a second stockpile, approximately 15,000 tons of topsoil, and approximately 15,000 tons of clay. Actual amounts of materials stored on-site would vary from day-to-day. Locations of stockpiles are shown on the site plan.
- 6. In general, Pattison Sand Company would be shipping in approximately 6,000 tons (4,300± cu yds) of limestone weekly from Clayton, Iowa via the TCW Rail line. The aggregate would be stockpiled in the south-central portion of the site, marketed in the western metro area, and trucked offsite via Hwy 212. The total stockpiling area would consist of approximately 60,000 tons, which would be approximately 43,000 cu yds. An estimated 200,000 tons would be projected for the site per calendar year. The applicant is estimating approximately 150 average daily trips (ADT), consisting of facility employees and truck traffic loading materials. The majority of the product is trucked out between April and October; however, occasional winter projects exist. The importing of product typically occurs by rail during the winter months. (The proposed hours would be 6:30 a.m. to 7:00 p.m., Monday through Friday and 6:30 a.m. to 3:00 p.m. Saturdays.)

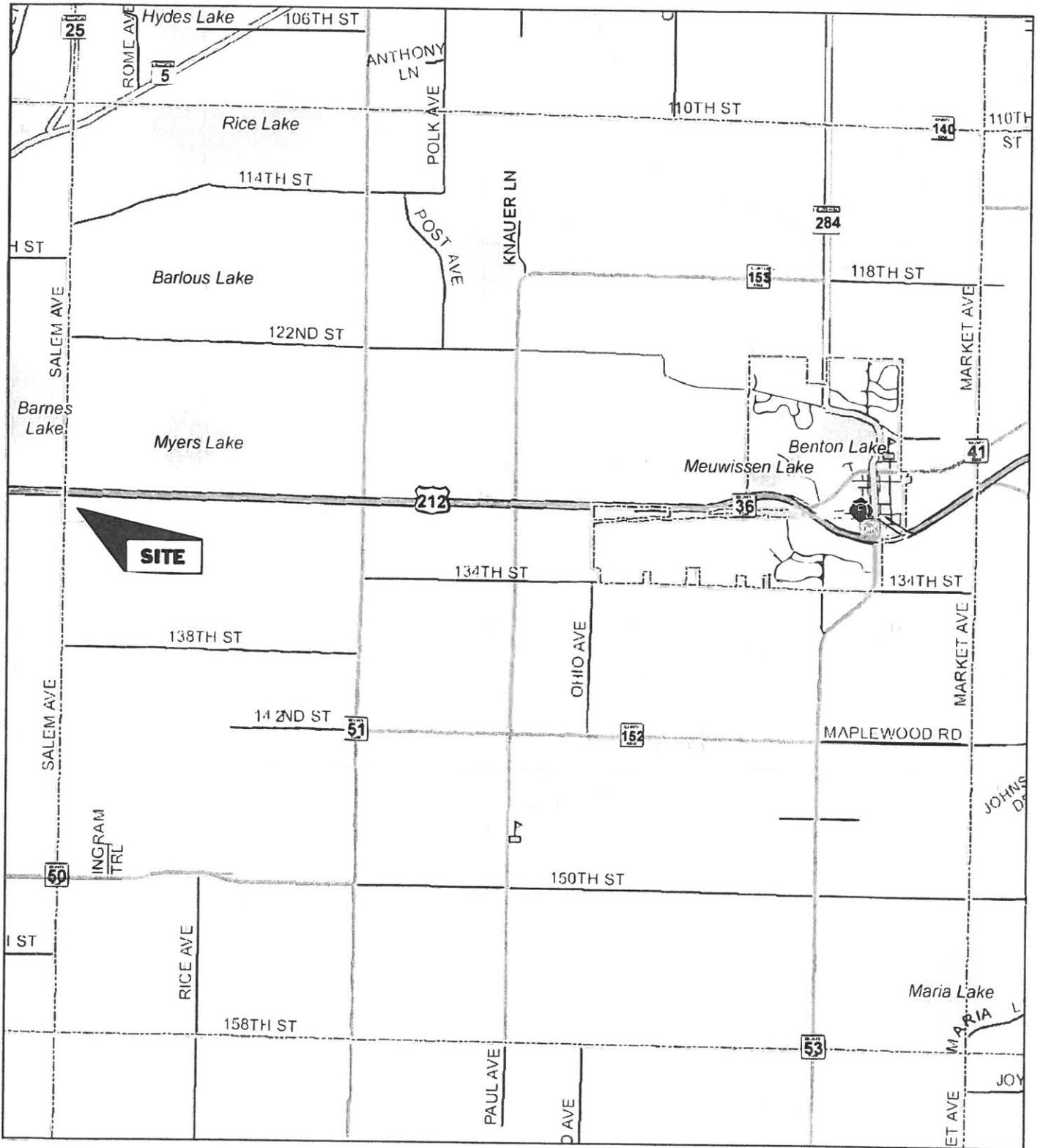
7. The site would require three employees operating from the facility on a regular basis and include an approximate 1,000 sq. ft. area north of the entrance road near Salem Avenue for employee parking. All other traffic would consist of trucks loading and unloading materials; therefore, not requiring parking. The facility would be open for retail sales and the general public (i.e. landscape product/aggregates); however, the majority of sales would be to contractors for use in highway construction or residential/commercial development. **Dust control measures would be incorporated** pursuant to Section 3.0 Dust Control of the operational plan. The request would be operated in accordance with the Minnesota Pollution Control Agency (MPCA) Rules, Chapter 7030.
8. Pre-application discussions and review of the proposed site indicated the tillable land limitation specified by the Zoning Code has been met. The Zoning Code language reads as follows: *(a) No more than 20% of the land utilized for the activity shall have been shown to be SCS Class I or II land under till, as illustrated on the 2000 metropolitan digital photography;*. The approximate 50-acre site includes about 9 acres of Class II tillable land and no Class I land. The 20% limitation would be 10 acres of Class I/II allowed for the activity on the subject site; however, the proposed operational area would only utilize approximately 4 acres of Class I/II tillable land.
9. The applicant is not proposing any signage at this time, although if signage is proposed in the future, it would be required to meet the standards of Chapter 154 of the County Code; not to exceed 32 square feet of surface area. The size of a two-sided sign shall be calculated based on the surface area of only one of the sides, provided the sign surfaces are completely flush.
10. Minnesota Department of Transportation (MnDOT) is the road authority for Hwy 212. Tod Sherman (MNDOT Planning Director) is in the process of reviewing the application. **Written comments should be available at the Planning Commission meeting.**
11. Dan McCormick, Carver County Public Works Transportation Manager, has reviewed the request and provided comments in the attached memo (dated: July 9, 2019). The memo includes background information on the proposed Hwy 212 expansion project, as well as, required conditions for access, pursuant to Carver County Public Works review.
12. Robin Palm, Director of Marketing & Sales for Twin Cities & Western Railroad Company (TC&W), has reviewed the request and provided comments in the attached memo (dated: July 9, 2019). **TC&W has no objections** to the project and strongly supports Pattison Sand Company.
13. Kristen Larson, CCWMO Planner, has provided a quick review the plans and provided comments pertaining to the Water Rules (See Attached). A Level 3 Water Rules application, NPDES Permit, and Stormwater Permit would be required. The proposed grading would be quite substantial. Approximately 12.4 acres of the property would be disturbed, with a net increase in impervious surface (i.e. gravel lot, etc.).
14. Benton Township will formally review and provide a recommendation for the Pattison Sand Company request during their July 11, 2019, township meeting. The Benton Town Board is the road authority for Salem Avenue. The town board has been in contact with Mr. White with regard to the request; however, they have not had an opportunity to provide their formal recommendation; therefore, their recommendation should be available at the Planning Commission meeting.
15. Steve Helget, City Administrator for Norwood Young America, has not provided any written comments as of this staff report; however, comments may be available at the Planning Commission meeting.

PLANNING COMMISSION CONSIDERATION:

If the Planning Commission recommends approval of the permit application for a rail-based transload facility, the following conditions should be considered part of the permit:

1. The permit is subject to administrative review. A change in ownership, operations or operator shall be cause for the permit to be reviewed by Land Management for a determination as to whether an application for an amendment or similar consideration is necessary. Proposed owners and/or operators are encouraged to contact Land Management as early on in the timeline of the proposed change as possible. **NOTE:** Phases beyond the current proposal, as noted, would require the applicant to receive a new Conditional Use Permit based on the size and/or type of expansion project.
2. The transloading facility (Large Scale Activity Business) shall operate in accordance with the submitted application including operational plan (letter dated: 6/21/2019) and site plan(s). These plans shall be attached to and become part of this permit.
3. A Minor Subdivision application shall be submitted and approved prior to the recording of any deed(s). The parcel(s) shall be subdivided in accordance with the Zoning Code requirements, including but not limited to, a survey and primary and alternate on-site septic locations for exiting house.
4. The Permittee shall comply with all road authority access requirements, as determined by Benton Township, Carver County Public Works Department and MnDOT.
5. Any grading and/or filling activity on the property shall be completed in accordance with the CCWMO Water Management guidelines and the Wetland Conservation Act (WCA), if applicable. Any and all site improvements shall be completed pursuant to Chapter 153 – Water Resource Management.
6. Permittee shall comply at all times with the County standards as detailed in Chapter 152 – Zoning Code and Chapter 154 – Sign Regulations. These regulations include, but are not limited to, standards for parking and signage. Parking capacity shall meet requirements of the Zoning Code at all times.
7. Appropriate building permits and inspections shall be applied for and issued prior to any construction and/or demolition. All structures utilized as part of the facility shall meet the applicable State Building Code requirements.
8. Appropriate SSTS permits and inspection shall be applied for and issued by Carver County Environmental Services Department prior to any transloading facility construction, if applicable.
9. Any existing drain tile(s) on the site must be maintained and/or re-routed, such that flow through the property is not hindered or adversely altered.
10. To reduce the potential for dust on site, vegetation shall be preserved as much as possible. A watering truck shall be utilized for dust control, daily as conditions warrant.
11. Permittee shall obtain and maintain a Non-generator's Certificate or contact the Environmental Services (E.S.) Department to obtain a Hazardous Waste Generator's License, if required.
12. Permittee shall submit a Certificate of Insurance with coverage provided by an insurance company duly licensed by the State of Minnesota indicating that the Permittee has in force coverage for General Liability, Automobile Liability, Loading and Unloading, Completed Operations Liability, Explosion and Collapse of Underground Operations Liability including a minimum limits of liability in the amount of \$2,000,000 for any one occurrence. The Certificate of Insurance shall include Workers' Compensation Insurance or Permittee shall sign an appropriate affidavit regarding employee status and submit it to the Land Management Department. The Insurance Certificate(s) described above shall carry an irrevocable notice to the County by the carrier 30 days prior to any change, modification, lapse, or cancellation of the policies required.

BENTON TOWNSHIP

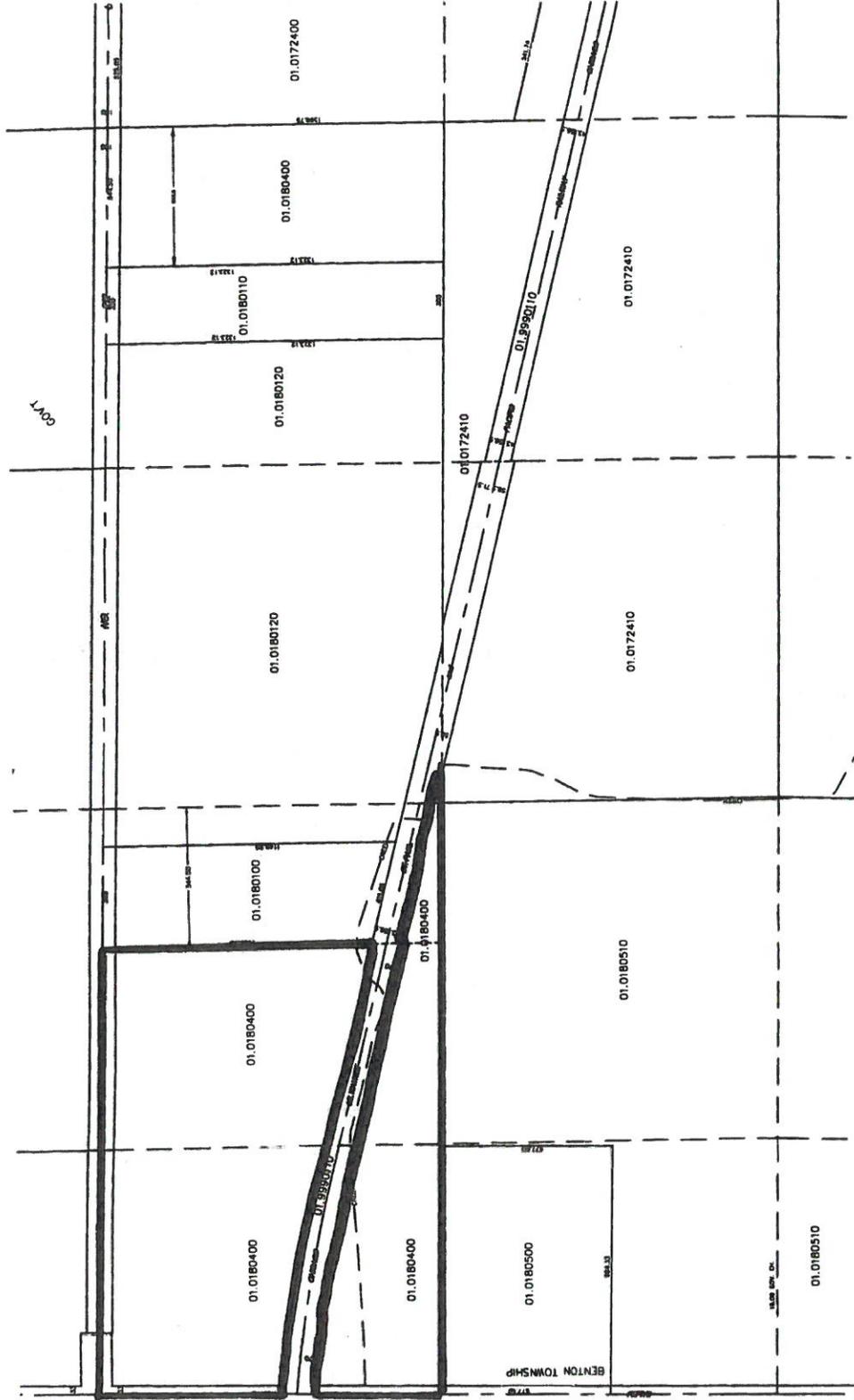


This map was created using Carver County's Geographic Information Systems (GIS). It is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible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

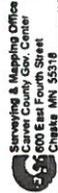


Map Created by Carver County GIS

S 1/2 SEC. 18, T.115, R.25



THIS IS NOT A LEGALLY ASSURED STATE
 AND THE USER SHALL BE RESPONSIBLE FOR
 VERIFYING THE DATA AND INFORMATION
 CONTAINED HEREIN. THIS INFORMATION IS
 PROVIDED FOR YOUR INFORMATION ONLY.
 ANY AND ALL WARRANTIES, EXPRESS OR
 IMPLIED, ARE HEREBY DISCLAIMED.



Surveying & Mapping Office
 Center
 2500 East Fourth Street
 Crookston, MN 55118

CONDITIONAL USE PERMIT NARRATIVE

Norwood Young America Transload Facility
Norwood Young America, Minnesota

Prepared for:

Pattison Sand Company
701 First Street
Clayton, IA 52049

June 21, 2019



15650 36th Ave N, Suite 110
Plymouth, MN, 55446
Tel 952-346-3900
Fax 952-346-3901
www.carlsonmccain.com

ENVIRONMENTAL • ENGINEERING • LAND SURVEYING

TABLE OF CONTENTS

1.0 INTRODUCTION 1
 1.1 Purpose and Scope 1
2.0 PROJECT OVERVIEW 2
 2.1 Site Plan 2
 2.2 Project Narrative 2
 2.3 Pollution Prevention Plan 3
 2.4 Stormwater Management Plan 3
3.0 DUST CONTROL 4
 3.1 Techniques for Road Surfaces 4
 3.1.1 Water Application 4
 3.1.2 Road Maintenance/Grading 4
 3.1.3 Rumble Strips 4
 3.1.4 Operational Controls 5
 3.2 Techniques for Site Stockpiles 5
4.0 WETLAND IMPACTS 6
5.0 CERTIFICATION 7

FIGURES

Figure 1 Site Location Map

APPENDICES

Appendix A Conditional Use Permit Application Drawings
Appendix B Pollution Prevention Plan
Appendix C Stormwater Management Plan

1.0 INTRODUCTION

1.1 Purpose and Scope

This Conditional Use Permit Narrative (Plan) has been prepared as a component of the Conditional Use Permit (CUP) application by Pattison Sand Company (PAT), to operate a rail serviced trans load facility in portions of Section 18, Township 115, Range 25, Carver County, Minnesota. Site location is shown on Figure 1. The Plan has been prepared in accordance with the requirements of the Carver County Zoning Ordinance (Ordinance), Chapter 152.080 *Large Scale Activities with Unique Land or Location Needs*. The Plan includes sufficient information to demonstrate that the proposed conditional use complies with the Ordinance. It must be approved by the Carver County Planning Commission prior to any land disturbance activities, and all such activities must be performed in accordance with the approved plan.

2.0 PROJECT OVERVIEW

2.1 Site Plan

The site plans are attached and show existing feature including: 2-foot existing Lidar contours; wetland boundaries provided by the National Wetland Inventory (NWI); property boundaries; and building locations and existing vegetation provided by analysis of aerial imagery. The Site survey also contains the pertinent site plan and grading, drainage and erosion control plan information regarding the Site as required for zoning applications in Section 152 and 153 of the Ordinance, including:

- Scale of plan;
- North point indication;
- Existing boundaries with lot dimension and area;
- Locations and names of roads abutting the property;
- Location and uses of all buildings
- Wetlands and wetland setbacks;
- Existing contours at two (2) foot intervals;
- Proposed grade elevations at two (2) foot maximum intervals;
- General drainage patterns and directions;
- Lot dimensions for the lot where activities will occur (full lot dimensions will be provided with the ALTA survey once it is complete);
- Spot elevations;
- Proposed driveway grades;
- All significant features;
- Surface water ponding and treatment areas;
- Erosion control measures; and
- Location and type of impervious surface.

2.2 Project Narrative

PAT is proposing to operate a rail serviced transload facility (Facility) to import high quality Dolomitic Limestone for use in road and building projects. The demand for high quality aggregates, as well as the shortage of supply in the Metro area has created the necessity for these aggregates. The proposed site could also be used to bring in other rail serviced Commodities in the future. The Facility will be open to retail sales, and the general public. The majority of sales will be to contractors for use in highway construction or residential and commercial development. A small portion of business will be with the general public for landscape products and aggregates for use in small home or agricultural projects.

The Facility will operate Monday through Friday from 6:30am to 7:00pm and on Saturdays from 6:30am to 3:00pm. There will be three employees operating the Facility on a regular basis. Parking will be provided in an approximately 1,000 ft² area north of the entrance road near Salem Avenue, see Sheet 3 of the Drawings. Parking will only be provided for employees, as all other traffic will consist of trucks loading and unloading materials and thus won't require parking. No new utilities will be required for the Facility. A dumpster, portable toilet, and portable water will be provided.

*Conditional Use Permit Narrative
Pattison Sand Company – Norwood Young America Transload Facility*

The Facility will consist of a truck scale (10'x70'), a small portable building for use as a scale house/office (10'x25'), a rail spur line, a haul road for loading and unloading materials, material stockpiles, and a stormwater pond. There is currently a residential home and nine outbuildings. All but four of these buildings will remain until the current resident leaves the property. Vegetated topsoil berms topped with trees will provide an aesthetically pleasing screening of the Facility.

Signing will be utilized for advertisement of the Facility, as well as directional signage within the site to provide guidance to trucks to navigate through the property. Two signs for advertising of a 4 foot by 8 foot dimension will be utilized. Directional signage will be 3 foot by 3 foot. One advertising sign will be installed in the center of the property along the right of way of Highway 212 and the other will be at the entrance to the site along Salem Avenue.

It is anticipated that the Facility will generate **an average of 150 trips per day in and out of the Facility.** Generally, all trips will consist of the Facility employees and truck traffic loading materials. Some days will experience heavier traffic loads during the summer construction season and some days will experience no traffic during the winter. Actual traffic demand will depend on customer demand for materials.

Storage will be provided for approximately 10,000 tons of aggregate, spread out in 1 stockpile that will grow to the north over time and another 20,000 tons off aggregate in another stockpile, approximately 15,000 tons of topsoil, and approximately 15,000 tons of clay. Actual amounts of materials stored onsite will vary from day-to-day. Locations of stockpiles are shown on the Drawings in Appendix A.

Project Contact Information:

Joe White
Pattison Sand Company
10492 135th Street
Kimball, MN 55353
Ph: (320) 557-6015
Email: whitefarmjoe@gmail.com

2.3 Pollution Prevention Plan

A Pollution Prevention Plan for the Facility is provided in Appendix B.

2.4 Stormwater Management Plan

A Stormwater Management Plan for the Facility is provided in Appendix C.

3.0 DUST CONTROL

This Section describes techniques that will be used to control fugitive dust emissions at the Facility. The dust control plan includes control techniques for dust emissions resulting from vehicle travel on gravel roads and site stockpiles.

Selection of control techniques to be used at any given time will be based upon the dusting potential, which is primarily dependent upon moisture and wind conditions. The overall intention is to employ Best Management Practices (BMPs) to control fugitive dust emissions.

3.1 Techniques for Road Surfaces

Four primary techniques will be used for controlling fugitive dust emissions resulting from vehicle traffic on the access roads. These are defined as follows:

3.1.1 Water Application

Application of water to road surfaces (paved and unpaved) will be the primary technique used for dust control. A self-contained water truck will be on-site at all times. Should the truck break down or be inoperable for any reason a working truck will be brought to the site within 24 hours. Water will be applied at the start of each working day when there is a potential for significant fugitive dust emissions based upon site and climatic conditions (generally when no rain fell overnight and there has been no chemical treatment in effect). Water will be applied at a rate of at least 0.01" over the surface area requiring treatment. Water will be reapplied during each working day as needed to maintain dust control.

3.1.2 Road Maintenance/Grading

Road maintenance and grading will be performed to minimize dust emissions. Such practices will include:

- Periodically removing gravel that has been clogged with fines and replacing with fresh gravel
- Designing/constructing roads within the site to minimize travel distances and exposure to prevailing winds
- Removing and re-vegetating roads that are no longer required
- Use temporary or permanent windbreaks or berms when applicable
- Maintaining unpaved roads in a well-graded condition
- Sweeping paved entrance roads

3.1.3 Rumble Strips

Coarse rock rumble strips will be maintained at the point of exit from the mine proper to minimize tracking of mined aggregate beyond the mine boundary. This technique will minimize deposition of fines onto paved and unpaved access/service roads and will minimize the potential dust emissions

accordingly. Rumble strips will be washed down and/or supplemented with additional rock as needed to maintain functionality.

3.1.4 Operational Controls

Operational controls will be used to control fugitive dust emissions where feasible. Such controls may include:

- Limiting on-site vehicle speed to 20 mph. Speed limit enforcement on off-site roads will be addressed contractually with haul truck operators.
- Limiting unnecessary traffic within the site by providing direct routes from the property entrance to the active mining and processing areas.
- Limiting travel of tracked and off-road vehicles to that required for providing essential services.

In addition to these four primary techniques, chemical dust suppressants such as magnesium chloride may be applied to especially high-traffic areas such as near the scale house where frequent watering may be difficult.

3.2 Techniques for Site Stockpiles

Application of water to stockpiles will be the primary technique used for dust control. A self-contained water truck or a construction pump with a hose will be on-site at all times. Water will be applied at the start of each working day when there is a potential for significant fugitive dust emissions based upon site and climatic conditions (generally when no rain fell overnight and there has been no chemical treatment in effect). Water will be applied at an average rate of at least 0.2" per week over the surface area requiring treatment. Water will be reapplied during each working day as needed to maintain dust control.

4.0 WETLAND IMPACTS

There is a large wetland in the southeast corner of the site. According to Section 153.57 of the Ordinance the base setback from wetlands is 20-feet. However, because untreated stormwater from impervious surface will be entering the wetland and because the average slope of the ground within the setback is between 10 and 15 percent, the wetland setback for the southeast wetland is 40-feet.

All but 0.02-acres of the proposed grading is outside of the required 40-foot setback. However the Ordinance states that there is a flexibility in the applied setback width as long as there is no reduction in the total setback area and the adjusted setback provides wetland protection at least equivalent to a setback of uniform width. The proposed grading provides an additional 0.56-acres of setback, which provide more setback area than is required. The area that encroaches on the 40-foot setback is just a corner of the pad for the clay stockpile. A silt fence is provided between the pad and the wetland to capture excess sediments being conveyed from the pad.

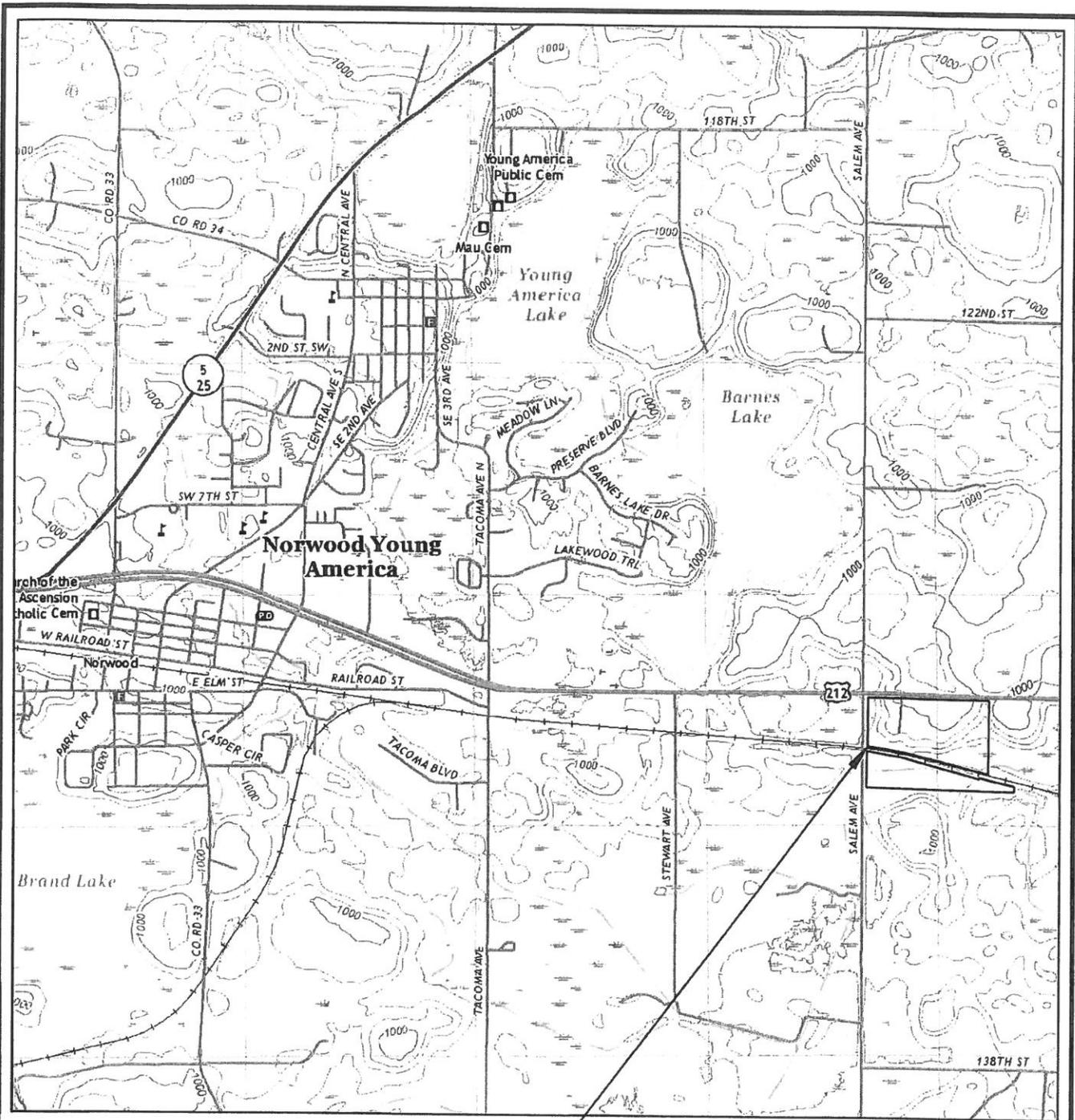
5.0 CERTIFICATION

I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

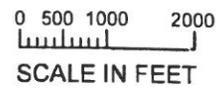


Dan Wilke, P.E.

Date: 06/21/19 License # 53182



SITE LOCATION



SOURCE: USGS NORWOOD (2019) 7.5 MIN. QUADRANGLE



ENVIRONMENTAL • ENGINEERING • SURVEYING

CUP APPLICATION
Norwood Young America
Transload Facility

FIGURE 1
SITE LOCATION MAP

TABLE OF CONTENTS

1.0	FACILITY DESCRIPTION	1
1.1	Location and Activities of Site	1
1.2	Site Area Calculations	1
2.0	POTENTIAL POLLUTION SOURCES	2
2.1	Assessment of Activities	2
3.0	STORMWATER CONTROL MEASURES AND BEST MANAGEMENT PRACTICES.....	3
3.1	Eliminating and Reducing Exposure	3
3.2	Rock Construction Exit	3
3.3	Temporary Sedimentation Basin	3
3.4	Stormwater Pond	3
3.5	Silt Fence.....	4
3.6	Erosion Prevention and Sediment Control	4
3.7	Facility Inspection Requirements	4
3.8	Maintenance Requirements	4
3.9	Spill Prevention and Response	4
4.0	FINAL STABILIZATION AND CLOSURE	6
4.1	Final Stabilization	6
5.0	RESPONSIBLE PERSONNEL	7
6.0	CERTIFICATION	8

FIGURES

Figure 1	Site Location Map
Figure 2	Facility Map

APPENDICES

Appendix A	Inspections and Maintenance
Appendix B	Spill Prevention and Response Plan
Appendix C	Erosion Control Guidance Forms

1.0 FACILITY DESCRIPTION

1.1 Location and Activities of Site

The Site is located on property occupying a portion of Section 18, Township 115, Range 25, Carver County, Minnesota. The transload facility location and immediate vicinity are shown on Figure 1. The proposed Site will be a rail serviced transload facility to import high quality dolomitic limestone for use in road and building projects. The demand for high quality aggregates, as well as the shortage of supply in the Metro area has created the necessity for these aggregates. The proposed site could also be used to bring in other rail serviced Commodities in the future. Currently the site consists of a residential farmstead, prairie, and agricultural land. A layout of the proposed site plan can be found on Figure 2.

1.2 Site Area Calculations

The transload will occur in an area designated as the Norwood Young America Transload Facility (Facility). The Facility property encompasses approximately 47.8 acres, approximately 12.4 acres of which will be utilized for the operation of the Facility.

3.0 STORMWATER CONTROL MEASURES AND BEST MANAGEMENT PRACTICES

3.1 Eliminating and Reducing Exposure

- Materials such as aggregates, topsoil, and random fill shall be stockpiled to minimize stormwater contact. Stockpile materials will be exported as quickly as possible to limit stockpile size.
- A screening berm will be constructed with stripped topsoil and random fill, with trees planted atop the berms.
- All topsoil and random fill that isn't used in the screening berm will be stockpiled.

will
it
screen
berms

3.2 Rock Construction Exit

- A rock construction exit shall be used at the entrance to the Site to eliminate sediment tracking to Salem Avenue.
- If the gravel construction entrance becomes nonfunctional (inundated with sediment) and sediment tracking is observed on Salem Avenue, it shall be replaced or repaired within 24 hours of discovery.

3.3 Temporary Sedimentation Basin

- Where five or more acres of disturbed soil drain to a common location, a temporary (or permanent) sediment basin must be provided prior to runoff leaving the construction Site or entering surface waters. The temporary (or permanent) basins must be constructed and made operational concurrent with the start of soil disturbance that is upgradient of the area and contributes runoff to the basin. Where the temporary sediment basin is not attainable due to Site limitations, equivalent sediment controls such as smaller sediment basins, and/or sediment traps, silt fences, vegetative buffer strips or any appropriate combination of measures are required for all down slope boundaries of the construction area and for those side slope boundaries deemed appropriate as dictated by individual Site conditions. In determining whether installing a sediment basin is attainable, the Permittee(s) must consider public safety and may consider factors such as Site soils, slope and available area on site.
- Temporary (or permanent) sedimentation basins shall be drained and the sediment removed when the depth of sediment collected in the basin reaches $\frac{1}{2}$ the storage volume within 72 hours of discovery, or as soon as field conditions allow.

3.4 Stormwater Pond

- A single pond behind the scale house will collect runoff from the entire Facility except for the stockpile area located southeast of the rail line. The pond follows NURP standards which correlates to an 80% reduction of total suspended solids and total phosphorus.
- Riprap on the pond outlet shall be repaired or replaced when erosion or scouring is discovered. Sedimentation shall be cleared when it reached $\frac{1}{2}$ the height of the riprap. Measures shall be taken within 24 hours of discovery.

2.0 POTENTIAL POLLUTION SOURCES

2.1 Assessment of Activities

Overburden and Product Stockpiles

Stockpiles will be created for aggregate, sand, topsoil and random fill soil.

Material Loading

Rail cars are loaded with material at the Site for transport to off-site construction sites.

Material Unloading

Haul trucks will unload material at the Site for transport to off-site construction sites.

Site Access Road

Trucks will exit the Site over a rock construction exit. Trucks will then take a right on to Salem Avenue and turn either left or right onto U.S. Highway 212. No other access to the Site will be utilized.

Vehicle and Equipment Maintenance, Washing and Fueling

All used oil from any oil changes performed onsite will be collected in a leak proof metal container and recycled offsite. No detergent or chemicals will be used to wash equipment onsite. Wash water will be directed to onsite infiltration areas and will not be discharged from the Site.

Stormwater Pond Outlet

Outflow from the stormwater pond will outlet to the wetland located in the southwest corner of the site.

→ appears backwards

3.5 Silt Fence

- Silt fence shall be installed on down gradient perimeters of all stockpiles.
- Silt fence shall be installed on all down gradient perimeters before any upgradient land disturbing activities begin.
- Permanent silt fence shall be maintained between the Facility and the wetland located on the southeast corner of the property.
- Silt fence shall be repaired or replaced when sediment reaches one-third the height of the silt fence, the silt fence is damaged and/or the silt fence becomes nonfunctional. Measures shall be taken within 24 hours of discovery.

3.6 Erosion Prevention and Sediment Control

- Where practical, the Facility shall be excavated such that stormwater is directed to the stormwater pond or a temporary sedimentation basin.
- The adjacent sloping land shall remain vegetated with perennial vegetation that prevents erosion and filters stormwater.
- The topsoil stockpile shall be seeded as-needed to prevent excessive erosion.
- Stockpiles shall not be placed in surface waters, including stormwater conveyances such as conduits or ditches.
- All exposed soil areas that have a continuous positive slope that pose a risk of sediment discharge to waters must have temporary erosion protection cover for the exposed soil areas year round within 7 days of completion of land disturbing activities.
- Where nuisance conditions exist, silt fence, erosion control blanket or other BMPs shall be implemented within 24 hours of discovery.
- Erosion control blanket shall be utilized on all slopes outside of the mining boundary that are 4H:1V or greater.

3.7 Facility Inspection Requirements

- The facility shall be inspected at least once every 2 weeks. See Appendix A.

3.8 Maintenance Requirements

- All stormwater BMPs shall be maintained to ensure proper function. If it is found that the BMPs are not functioning properly, the BMP shall be repaired or replaced within the timeframes shown in the above sections.

3.9 Spill Prevention and Response

*Stormwater Pollution Prevention Plan
Pattison Sand Company – Norwood Young America Transload Facility*

- See Appendix B.

4.0 FINAL STABILIZATION AND CLOSURE

In order to be released from the inspection, recording and reporting requirements of this permit for a site where the Permittee no longer conducts the activities described above, the Permittee shall ensure and certify on the Annual Report/Site Inventory Form that:

- There is no stormwater runoff from the Site; or
- The Permittee certifies that a new owner or operator has assumed responsibility for the Site; or
- The Site closure achieves final stabilization.

4.1 Final Stabilization

Final stabilization is achieved by the following means:

- The soil disturbing activities at the Site are completed and all soils are stabilized by a uniform perennial vegetative cover with a density of 70 percent over the entire pervious surface areas, or other equivalent means necessary to prevent soil failure under erosive conditions.
- The drainage ditches constructed to drain water from the Site are stabilized to preclude erosion.
- The temporary synthetic and structural erosion prevention and sediment control BMPs (such as silt fence) are removed.
- The Permittee cleans out all sediment from conveyances and from stormwater ponds and temporary sedimentation basins that are to be used as permanent water quality management basins; sediment must be stabilized to prevent it from being washed back into the basin, conveyances or drainage-ways discharging off-site or to surface waters. The cleanout of permanent basins must be sufficient to return the basin to design capacity.
- Other BMPs as necessary are implemented so as to prevent erosion from the Site excavation areas and stockpiles that have been used by the Permittee.

Prior to seeking certification that a site complies with this part, the Permittee shall inspect the Site to verify compliance before providing certification to the MPCA.

After the Permittee has certified on the Annual Report/Site Inventory Form that a site complies with this part, the Site can be released and the Permittee is no longer required to inspect, record and report on that Site.

Stormwater Pollution Prevention Plan
Pattison Sand Company – Norwood Young America Transload Facility

5.0 RESPONSIBLE PERSONNEL

The following person is responsible for the management and implementation of the Pollution Prevention Plan, inspections, maintenance and annual reporting:

Primary: **Joe White**

Pattison Sand Company
10492 135th Street
Kimball, MN 55353
Ph: (320) 557-6015
Email: whitefarmjoe@gmail.com

Stormwater Pollution Prevention Plan
Pattison Sand Company – Norwood Young America Transload Facility

6.0 CERTIFICATION

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.



Dan Wilke, P.E.
License No. 53182

6/21/19
Date

SPILL PREVENTION AND RESPONSE PLAN

Potential Spill Areas

- Vehicle fueling areas
- Loading and unloading areas
- Vehicle storage areas
- Vehicle maintenance areas

Material Handling Procedures

- Label all containers to show the name and type of substance, expiration date, health hazards, handling procedures and first aid considerations.
- Use filling procedures for tanks, vehicles and other equipment that minimize the risk of spills.
- Ensure proper security.

Spill Response Procedures

- Secure the area to protect all personnel and public from immediate danger.
- Attempt to contain the spill using absorbent materials, earthen berms and/or brooms only if it is safe to do so.
- If necessary, call 911 to alert the fire department or other emergency services.
- Contact the Facility Manager.
- If the spill is five gallons or more, the Safety and Regulatory Compliance Department will notify the Minnesota Duty Officer, and the National Response Center if required.

The Minnesota Duty Officer

651-649-5451
800-422-0798

The National Response Center

800-424-8802

Contact environmental consultant for disposal options, investigation, sampling and closure requirements.

From: Kristen Larson
Sent: Monday, July 08, 2019 2:33 PM
To: Jason Mielke
Subject: pattison sand company

After a quick look I have the following comments:

- A topsoil management plan must be developed and submitted with the stormwater permit application
- Vegetation establishment information must be provided (for any areas that remain pervious within the site and for the wetland buffer)
- Clarification of the total impervious proposed for the site. The Stormwater Management Plan includes a discrepancy in total impervious amount (1.769 acres on page 1 of the Stormwater Management Plan vs 2.287 acres on page 3 of stormwater management plan)
- The general approach to managing stormwater (stormwater pond + reuse) seems feasible but additional information will be required as part of the stormwater permit application:
 - o Additional information on the stormwater reuse system (water distribution method, method for measuring volume used, type of system (manual vs automatic), etc)
 - o The stormwater pond will need to have a filtration bench. Stormwater reuse helps meet requirements during the growing season but another water quality practice is required outside of the growing season.
 - o Construction details and profiles for BMPs with site specific elevations
 - o OCS detail for pond
 - o EOF location and elevation for pond

If you have questions, let me know!

Kristen

Kristen Larson

Water Resources Program Specialist
klarson@co.carver.mn.us
D: 952.361.1824 | O: 952.361.1820 | F: 952.361.1828

www.co.carver.mn.us
Carver County Public Services Division
Planning & Water Management Department
Government Center, Admin. Bldg.
600 East 4th Street
Chaska, MN 55318-2102



**Carver County
Public Works**

11360 Highway 212, Suite 1
Cologne, MN55322

July 9, 2019

From: Carver County Public Works
Re: Conditional Use Permit Application Comments and Conditions: Review of Norwood Young America Transload Facility Conditional Use Permit Application
Applicant: Pattison Sand Company, 701 First Street, Clayton, IA 52049
Site Address: 14325 Highway 212, Benton Township

Thank you for the opportunity to review the subject development. The following memo includes background and information for the review of the Conditional Use Permit (CUP) Application for Pattison Sand Company to establish and operate a rail serviced transload facility to import high quality Dolomitic Limestone and other quality aggregates for use in road and building projects. The County Code requires a Conditional Use Permit for any Large-Scale Activity with unique land and location needs. This memo establishes required conditions for approval of the CUP.

Background

Public Works staff met with the applicant's representatives on two occasions to discuss the proposed project: May 8, 2019 and June 10, 2019. At these meetings, Public Works and MnDOT staff provided an update on the proposed Highway 212 expansion project including options for the Salem Ave. intersection and future highway alignment. The applicant indicated an awareness of the future highway expansion project and future right of way needs related to the property. Public Works provided the applicant with the most southerly future right of way line for Highway 212, which is based on accommodating the proposed development as well as minimizing impacts to the property on the north side of Highway 212 (PID# 010180200). The applicant revised the site layout to accommodate this future shift in Highway 212 (see Condition #1 – Adjust limits and coordinate final grading with County).

At the first meeting, Public Works staff notified the applicant of the status of the subject property as eligible for the National Register of Historic Places. The applicant indicated this would be further vetted as part of the CUP approval process (see Condition #2 – Applicant responsible for due diligence).

Future Highway 212 right of way needs were discussed at these meetings. The State/County estimate a right of way need from the subject property of approximately 6.26 acres for Highway 212 expansion. The applicant indicated a willingness to work with the State and/or County to negotiate a land agreement (see Condition #3 – CUP subject to signed land agreement). In addition, the applicant specified a desire to remove substantial material from the site to bring the overall elevation of the site down. The design of the future Highway 212 expansion project is not detailed enough at this time to determine if the elevation shift can be accommodated.

Public Works directs the applicant to coordinate Highway 212 requirements and conditions with MnDOT, as the County is not the direct road authority. However, there are indirect and external

impacts on County highways and adjoining land uses. In addition, the County maintains an overall interest in the successful implementation of the future Highway 212 expansion project for the safety, mobility, and economic benefit to residents and businesses.

For additional background, the following are typical main review standards related to transportation and public works:

- "Are adequate and reasonable measures being taken or will be taken to provide adequate ingress/egress, including off-site improvements, so designed as to minimize traffic congestion and to ensure public safety and adequate traffic flow, both on-site and on public streets;" and
- "Are there adequate access roads and offsite improvements or measures being provided based on the applicant's and/or public agency's ability and willingness to deliver, support, and sustain such improvements?"

Conditions

The following are required conditions, per Carver County Public Works, for approval of the subject Conditional Use Permit application:

1. The proposed grading and roadway improvements shall be compatible with the future Highway 212 expansion project grading as identified in the most recent roadway design concept. The grading limits in the proposal will need to be adjusted slightly to accommodate the future Highway 212 expansion project. Further coordination is needed with County Public Works to approve final grading contours.
2. The County understands that the subject property is eligible for the National Register of Historic Places. Due diligence is required by the applicant to mitigate and comply with requirements associated with this eligibility as it pertains to the CUP. As part of the CUP approval, the County requests applicant to not actively pursue designation on the National Register of Historic Places for the subject property.
3. Assuming no historical issues arise on the parcel, the best future alignment of Highway 212 will require approximately 6.26 acres of land from the subject property. Agreement between the applicant and County for conveyance of the future Highway 212 right of way is required. CUP approval is subject to a signed land agreement.
4. The proposed use will cause wear on the County's highway system. The County is reviewing State Statute 298.75 Subd. 2 for its relevance and applicability to this CUP approval. The applicant will be required to comply with applicable aggregate taxes.
5. The proposed screening for the site should follow the proposed future Highway 212 right of way and be located along the entire northern future right of way/property line. This will allow the screening to become established and prevent future relocation.
6. The existing driveway access to Highway 212 shall be removed or relocated to Salem Ave. once the current owners no longer live in the residence or when the future Highway 212 expansion project occurs, whichever is sooner.
7. The applicant must review and adhere to MnDOT conditions and requirements for Highway 212 related to the State right of way including traffic, right of way, water resources, and other needs as dictated by MnDOT.

If you have any questions or need further assistance, please do not hesitate to contact me at dmccormick@co.carver.mn.us or by phone at (952) 466-5208.

A handwritten signature in black ink that reads "Dan McCormick". The signature is written in a cursive, slightly slanted style.

Dan McCormick, P.E. PTOE
Transportation Manager
Carver County Public Works



TWIN CITIES & WESTERN RAILROAD COMPANY

2925 - 12th Street East
Glencoe, MN 55336
(320) 864-7200
FAX (320) 864-7220

July 9, 2019

Jason Mielke, Senior Planner
Carver County Public Services Division
Land Management Department
Government Center, Admin. Bldg.
600 East 4th Street
Chaska, MN 55318-2101

Subject: Pattison Sand Company– Rail served aggregate / transload operation

To: Carver County Planning Commission
Carver County Board of Commissioners

Twin Cities & Western Railroad Company (TC&W) has been working closely with Pattison Sand Company to identify a suitable site near the TC&W railroad to locate a new rail served aggregate / transload operation. The TC&W has no objections to this project and strongly supports Pattison Sand Company locating on a property along our right of way near Norwood. Pattison Sand Company will be installing a switch into the TC&W main line track and a single track will be built to access their property. TC&W will be handling the new car load business in normal scheduled train service. We believe the highway and roadways freight network and other companies using aggregates located in the geographic area will benefit from Pattison Sand Company locating on a site served by TC&W.

Best regards,

Robin Palm
Director Marketing & Sales

Cc: File

EXHIBIT "A" – LEGAL DESCRIPTION

PID NUMBER: 01-018-0400/partial

File# PZ20190035

APPLICANT: Joe White, representing Pattison Sand Company

OWNERS: Clarence Jr & Kathleen Stender

Commencing at the Quarter Section post on the West line of Section 18, Township 115, Range 25; thence running East along the center line of Section 18, 26 chains and 5 links to a post; thence South parallel with the center line running North and South in said Section, 19 chains and 92 links to a post on the middle line of the Southwest Quarter section of said Section; thence West along said middle line, 26 chains and 61 links to a post on the West line of said Section; thence North 19 chains and 98 links to the place of beginning, containing 52.52 acres. EXCEPT so much thereof as belongs to the Railroad Company.

Also: All that part of the Northeast Quarter of the Southwest Quarter of Section 18, township 115, Range 25, which lies South of the line drawn parallel to and distant 50 feet Southerly of the center line between Main tracks of the Chicago, Milwaukee and St. Paul, Railway Company, as located and established across said land in 1912, and extending from the East line of said Quarter Quarter section Westerly 540 feet, more or less, to the Highway, containing 1.2 acres of land, more or less.

Also: All that part of the Northeast Quarter of the Southwest Quarter of Section 18, Township 115, Range 25, which lies South of a line drawn parallel to and distant 76.5 feet Southerly of the centerline between main tracks of the Chicago, Milwaukee, and St. Paul Railway Company, as located and established across said land in 1912, and extending from the Westerly line of said Quarter Quarter section East, a distance of 540 feet, more or less, to the Highway, containing 2.8 acres of land, more or less.

Subject to existing highways, easements and rights-of-way of record.

July 11th, 2019

Jason Mielke, Senior Planner
Carver County Public Services Division
Government Center, Admin Bldg
600 East 4th Street Chaska, MN 55318-2101

SUBJECT: Pattison Sand Company
MnDOT Review #S19-037
SE quad of MN 212 and Salem Ave (14325 Hwy 212)
Norwood-Young America, Carver County
Control Section 1013

Dear Mr. Mielke:

The Minnesota Department of Transportation (MnDOT) has reviewed the plans and documents for the Pattison Sand Company. Before further development, please address the following:

Traffic:

AADT on MN 212 at this location is 12,700, MnDOT's Access Management Manual warrants a left turn lane. Therefore, MnDOT highly recommends a left turn lane due to safety concerns and the speed of the roadway.

Additionally, Salem Ave is gravel road and the additional traffic may cause tracking of gravel onto MN 212, causing safety issues. The County should consider paving some length of Salem Avenue south of MN 212

For questions regarding traffic and site access, please contact Almin Ramic of MnDOT Metro District's Traffic Engineering Section at 651-234-7824 or almin.ramic@state.mn.us.

Permits:

Any use of or work within or affecting MnDOT right of way will require an appropriate permit. Permit forms are available from MnDOT's utility website at <https://dotapp7.dot.state.mn.us/OLPA>

Please include one to one set of plans formatted to 11X17 with each permit application. Please submit/send all permit applications and 11X17 plan sets to: metropermitapps.dot@state.mn.us.

Please direct any questions regarding permit requirements to Buck Craig of MnDOT's Metro District Permits Section at 651-234-7911 or Buck.Craig@state.mn.us.

Review Submittal Options

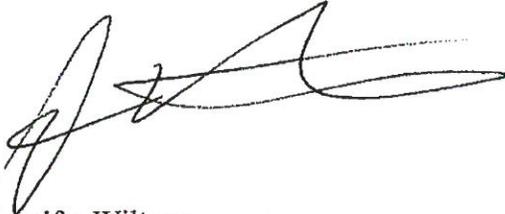
MnDOT's goal is to review proposed development plans and documents within 30 days of receipt. Electronic file submittals are typically processed more rapidly. There are four submittal options:

1. Email documents and plans in PDF format to metrodevreviews.dot@state.mn.us. Attachments may not exceed 20 megabytes per email. If multiple emails are necessary, number each message.

2. Upload PDF file(s) to MnDOT's external shared internet workspace site at: <https://mft.dot.state.mn.us>. Contact MnDOT Planning development review staff at metrodevreviews.dot@state.mn.us for access instructions and send an email listing the file name(s) after the document(s) has/have been uploaded.
3. Mail, courier, or hand deliver documents and plans in PDF format on a CD-ROM compact disc to:
MnDOT – Metro District Planning Section
Development Reviews Coordinator
1500 West County Road B-2
Roseville, MN 55113
4. Submit printed documents via U.S. Mail, courier, or hand delivery to the address above.
Include one set of full-size plans.

You are welcome to contact me at (651) 234-7788 with questions.

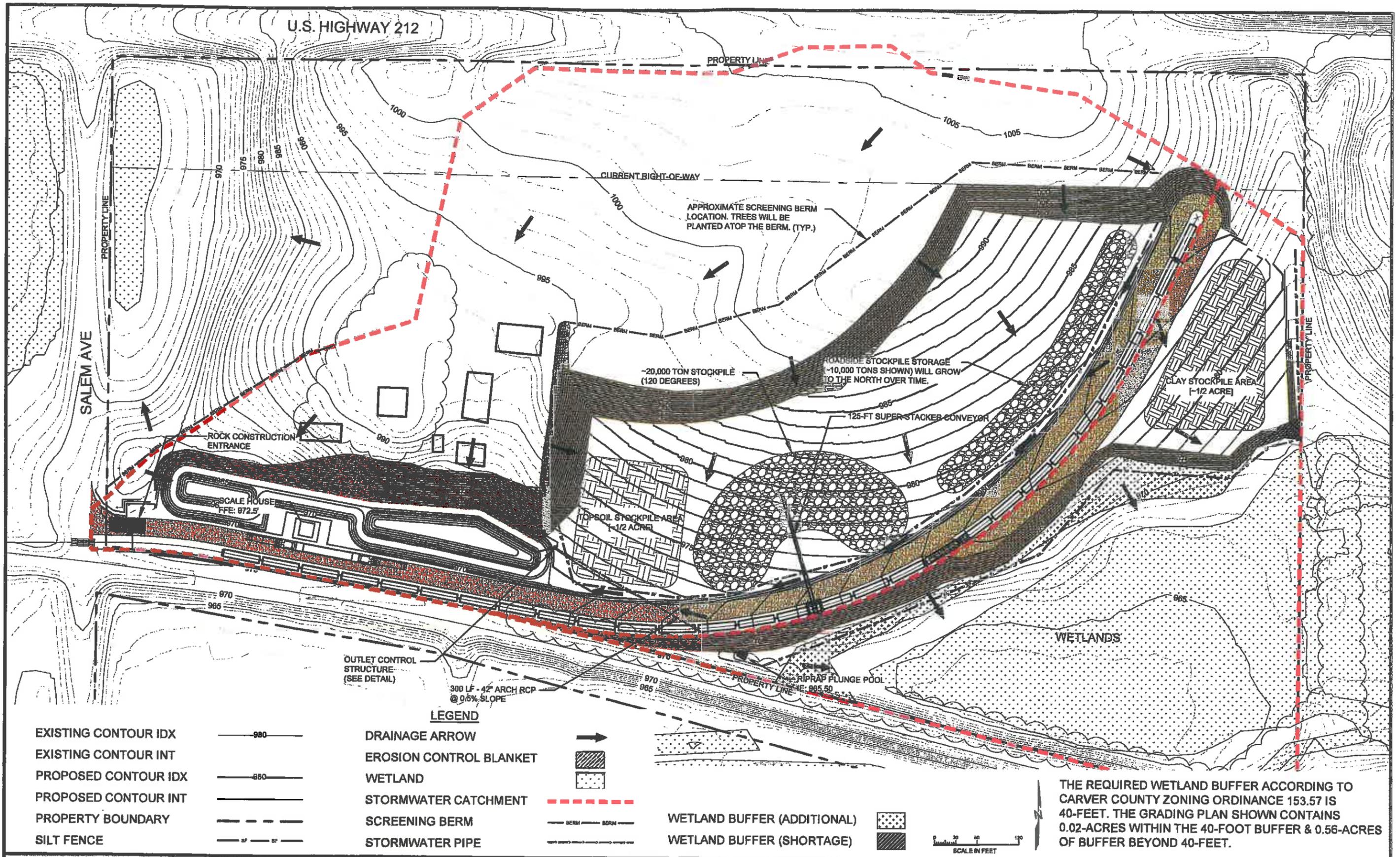
Sincerely,



Jennifer Wiltgen
Principal Planner

Copy via E-Mail:

Buck Craig, Permits
Jeff Rones, Design
Almin Ramic, Traffic
Hailu Shekur, Water Resources
Doug Nelson, Right of Way
Diane Langenbach, Area Engineer
Russell Owen, Metropolitan Council
Steve Helget, Norwood Young America City Administrator



EXISTING CONTOUR IDX	— 980 —
EXISTING CONTOUR INT	— 980 —
PROPOSED CONTOUR IDX	— 880 —
PROPOSED CONTOUR INT	— 880 —
PROPERTY BOUNDARY	— — — —
SILT FENCE	— SF — SF —

LEGEND

DRAINAGE ARROW	→
EROSION CONTROL BLANKET	[Hatched pattern]
WETLAND	[Dotted pattern]
STORMWATER CATCHMENT	[Red dashed line]
SCREENING BERM	— BERM — BERM —
STORMWATER PIPE	— — — —

WETLAND BUFFER (ADDITIONAL)	[Dotted pattern]
WETLAND BUFFER (SHORTAGE)	[Hatched pattern]



THE REQUIRED WETLAND BUFFER ACCORDING TO CARVER COUNTY ZONING ORDINANCE 153.57 IS 40-FOOT. THE GRADING PLAN SHOWN CONTAINS 0.02-ACRES WITHIN THE 40-FOOT BUFFER & 0.56-ACRES OF BUFFER BEYOND 40-FOOT.



1565D 36th Ave N, #110
Plymouth, MN 55446
Phone: (952) 348-3900
www.carlsonmccain.com

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota.

Print Name: D. J. W...
Signature: [Signature]
Date: 5/21/2019 License #: 82181

Drawn: D. J. W...
Designed: D. J. W...
Date: 5/21/2019

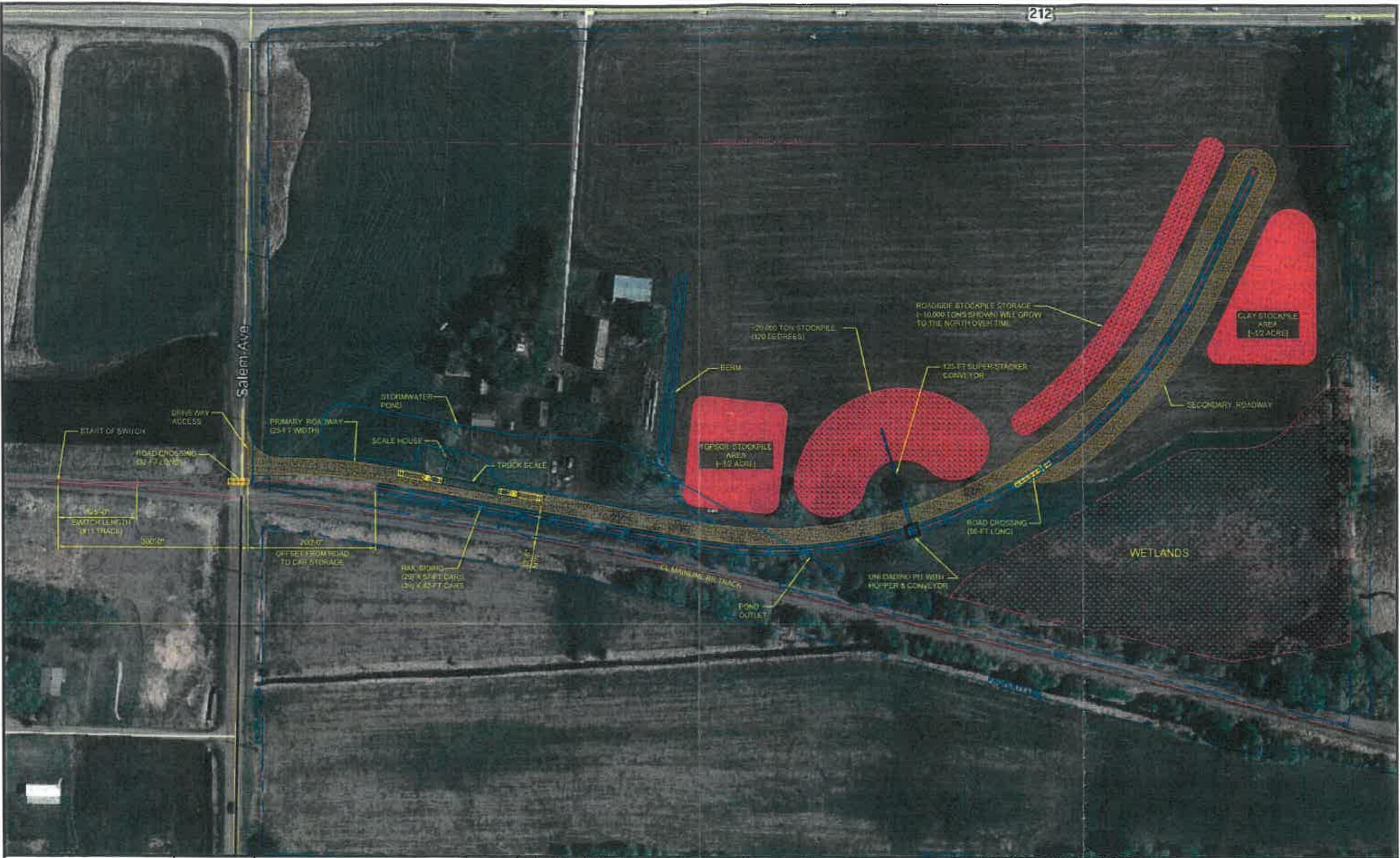
REV	DATE	BY	DESCRIPTION
0	5/21/19	DAW	SUBMITTED FOR PERMIT APPLICATION



PATTISON SAND COMPANY
701 FIRST STREET
CLAYTON, IA 52049

NORWOOD YOUNG AMERICA
TRANSLOAD FACILITY
NORWOOD YOUNG AMERICA, MN

EXISTING CONDITIONS
CUP APPLICATION DRAWINGS



15650 38th Ave N, #110
 Plymouth, MN 55446
 Phone: (952) 346-3900
 www.carlsonmccain.com

I hereby certify that this plan, specification or report was prepared by me or under my direct supervision and that I am a duly Licensed Professional Engineer under the laws of the State of Minnesota

Print Name: Dan J. Wilke
 Signature: *Dan Wilke*
 Date: 6/21/2019 License #: 53182

REV	DATE	BY	DESCRIPTION
0	6/21/19	ELW	SUBMITTED FOR PERMIT APPLICATION

Drawn: AP
 Designed: AP
 Date: 6/21/19



PATTISON SAND COMPANY
 701 FIRST STREET
 CLAYTON, IA 52049

NORWOOD YOUNG AMERICA
TRANSLOAD FACILITY
 NORWOOD YOUNG AMERICA, MN

SITE PLAN
 CUP APPLICATION DRAWINGS





TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: August 12, 2019
SUBJECT: Consider Pattison Sand Company Transloading Facility

The City received notice from Carver County Planning about a potential business to be established at the intersection of Highway 212 and Salem Ave. Pattison Sand Company has applied for a County Conditional Use Permit to operate a transloading facility. They propose to stockpile up to 60,000 tons of aggregate, Dolomitic Limestone, topsoil, and clay. The materials will be shipped up by rail from Clayton, Iowa. They will install a rail spur on-site and are estimating a 150 average daily truck trips. The property in question is in Benton Township and just outside the City's Comprehensive Plan Future Planning area.

The Carver County Planning Commission held a public hearing on Pattison Sand Company's CUP application on July 11 and they elected to continue the hearing to their next regular meeting on August 20. Councilmember Heher and I attended the public hearing and provided comments. Enclosed is a copy of the letter I submitted on behalf of the City which included questions and suggestions for their consideration. We reported to the Planning Commission that the City Council has not officially reviewed Pattison's CUP application. The County Planning Commission is requesting the City Council review the CUP application and provide any comments on the proposed business development.

Joe White representing Pattison Sand Company will attend the City Council meeting and provide a presentation on their proposed business development. Enclosed is a copy of the Carver County staff report submitted to their Planning Commission and a copy of Pattison Sand Company's Case Study. Will Brown representing Twin Cities & Western Railroad Company will also be attending the meeting.

Suggested Motion/Action:

Identify comments/suggestions to submit to the Carver County Planning Commission for their consideration.

Norwood Young America



July 11, 2019

Jason Mielke
Carver County Government Center
600 4th Street
Chaska, MN 55318

Re: Pattison Sand Company Conditional Use Permit Application

Dear Mr. Mielke:

In respect to the Pattison Sand Company Conditional Use Permit application, the City of Norwood Young America offers the following questions and suggestions for consideration.

1. Clarify that the operation is limited to a transloading facility. There will be no mining, no washing, no concrete batch plant, nor asphalt plant, etc. The CUP narrative in two locations references "mining" area/boundary (3.1.4 - Operational Controls and 3.6 - Erosion Prevention and Sediment Control).
2. Clarify if there will be on-site sales to the general public allowed. If yes, is there a traffic flow plan for safety purposes.
3. Suggest MnDOT recommendations for left turn lane and paving a portion of Salem Avenue be required conditions.
4. The berming and screening appears to be limited. Suggest a more robust plan. The city's gateways are all-important to the City.
5. Request a more detailed description of the rail traffic and operation for loading and unloading train cars. Will noise levels carry into the city limits?
6. How much growth in rail and truck traffic is planned/anticipated?
7. Who will monitor tonnage of stockpiled materials?

Thank you for this opportunity to provide questions and comments.

Sincerely,


Steven Helget
City Administrator

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: August 12, 2019

SUBJECT: Approve Final Acceptance of The Preserve 5th Addition Construction Public Improvements

Bolton & Menk is recommending approval of the Request for Final Acceptance of the public improvements for The Preserve 5th Addition contingent upon the completion of the remaining punch list items. Upon acceptance the two (2) year warranty period will commence. Enclosed is Bolton & Menk's recommendation letter.

Suggested Motion:

Motion to approve the Final Acceptance of the public improvements for The Preserve 5th Addition contingent upon completion of the remaining punch list items to the satisfaction of the City.

Norwood Young America



Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

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

7/19/19

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

RE: The Preserve 5th Addition
Third Plan Review
Project No.: C14113671

Dear Mr. Helget:

We have received a Request for Final Acceptance for the above referenced project from Otto Associates, for Loomis Homes, LLC, dated July 15, 2019.

The proposed public improvements are complete and operational. There are a few relatively minor punch list items that still need to be completed.

We recommend Final Acceptance of the public improvements contingent upon completion of the remaining punch list items to the satisfaction of the City.

Upon final acceptance, the two (2) year warranty period will commence, and a warranty bond shall be submitted. The warranty bond should be in an amount equal to 100% of the construction costs for the public improvements (street, sanitary sewer, watermain, storm sewer and infiltration basin).

We are available to discuss this matter at your convenience.

Sincerely,

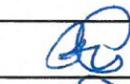
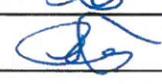
Bolton & Menk, Inc.

John K. Swanson, P.E.
Senior Project Engineer
Cc: Kreg Schmidt, Jake Saulsbury

PRELIMINARY PUNCH LIST #2

Norwood Young America - Preserve 5th Addition

June 2019

NO	ITEM	APPROVED	
		BY	DATE
1	Apply Roundup and re-seed bio retention pond		
2	Remove silt fence around bio retention pond		
3	Seed around sidewalk at bio retention pond		
4	Add black dirt and re-seed at storm sewer connection 850 Lakewood Trail		
5	Add black dirt and seed around sidewalk at 930 Lakewood Trail		
6	Add tracer wire access boxes to all houses, that have been built	RP	10/26/18
7	Provide tracer wire boxes to the City for future house hook ups	RP	10/26/18
8	Lower or add blacktop to Manhole 3 , such that casting is flush or below base course	RP	5/19
9	Raise Manhole 4	RP	10/26/18
10	Stabilize areas affected by small utilities	RP	4/19
11	Complete sidewalk and pedestrian ramp at trail	RP	4/19
12	Clean and maintain all erosion control. Remove all inlet control devices November 15 th and replace in the spring before frost goes out		
13	The settlement at the connection to Barnes Lake Drive is to be addressed before wear course is placed	RP	4/19
14	Gate valve on Whitetail Path needs extension	RP	10/26/18
15	Replace hydrant valve extension on Whitetail Path	RP	10/26/18
16	Lower or add bituminous around gate valve on Whitetail Path at Lakewood Trail, such that box is flush or below base course Add valve extension	RP	6/19
17	Place street signs		7/16
18	Place street lighting		7/16
19	Add valve extension at tie in to Lakewood Trail	RP	10/26/18
20	Note damage to curb has occurred which was caused by builders' and developers' plowing last winter. Repair / replace damaged curb prior to installation of wear course. Walk through inspection with City Prior to wear placement.	RP	4/19
21	Repair or replace pond skimmer damaged during trail grading behind 840 Barnes Lake Drive	RP	10/26/18
22	Install plantings in accordance with Developers Agreement, prior to acceptance.		
23	Install wear course in 2019, upon approval by the City	RP	6/19



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: August 12, 2019
SUBJECT: Closed Meeting

=====

Proposed is hold a Closed Meeting for the purpose of discussing pending litigation in the matter of *McCourt v. City of Norwood Young America*; Court File No. *_18-cv-02743-PAM-BRT*. This portion of the meeting will be closed pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(b).

Suggested Motion:



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk/Treasurer
DATE: August 12, 2019
SUBJECT: Job Descriptions: Finance Clerk, Office Assistant

On July 22, 2019, the City Council approved the plan recommended by the Personnel Committee for restructuring the office. With the restructuring, new job titles were created. The office will be made up of the following:

EMPLOYEE	CURRENT POSITION	NEW POSITION
Steve Helget	City Administrator	no change
Kelly Hayes	City Clerk / Treasurer	no change
OPEN	Utility Biller	Ec Development / Marketing Dir
Alicia Menzel	Administrative Assistant	Finance Clerk
Eloise Swanson	Temporary Assistant	Office Assistant (part-time)

The Personnel Committee met prior to this meeting and reviewed the job descriptions for the new Finance Clerk and Office Assistant positions and recommend their approval.

Suggested Motion:

Motion to discontinue the Administrative Assistant job description, held by Alicia Menzel, and to approve the new job description and her new title as Finance Clerk.

Motion to hire Eloise Swanson as a permanent employee as the Office Assistant.

Norwood Young America



TO: Mayor Lagergren and City Council Members
FROM: Kelly Hayes, City Clerk/Treasurer
DATE: August 12, 2019
SUBJECT: Job Descriptions: Finance Clerk, Office Assistant

On July 22, 2019, the City Council approved the plan recommended by the Personnel Committee for restructuring the office. With the restructuring, new job titles were created. The office will be made up of the following:

EMPLOYEE	CURRENT POSITION	NEW POSITION
Steve Helget	City Administrator	no change
Kelly Hayes	City Clerk / Treasurer	no change
OPEN	Utility Biller	Ec Development / Marketing Dir
Alicia Menzel	Administrative Assistant	Finance Clerk
Eloise Swanson	Temporary Assistant	Office Assistant (part-time)

The Personnel Committee met prior to this meeting and reviewed the job descriptions for the new Finance Clerk and Office Assistant positions and recommend their approval.

Suggested Motion:

Motion to discontinue the Administrative Assistant job description, held by Alicia Menzel, and to approve the new job description and her new title as Finance Clerk.

Motion to hire Eloise Swanson as a permanent employee as the Office Assistant.



FINANCE CLERK

Department: Administration
Supervisor: City Clerk / Treasurer
Pay Grade: 11
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Finance Clerk performs skilled work with primary responsibility assisting customers, processing utility bills, processing permits and licenses, accounts payable, accounts receivable, and preparing and maintaining City documents. This position also serves as the City's first point of contact and performs a variety of administrative tasks.

HOURS OF WORK

8:00am – 4:30pm

Exceptions to these hours may include approved Personal Time Off (PTO) or leave request and off-site meetings or trainings. If an employee is required to come to work outside of normal department hours, they may be asked to flex their hours and work a schedule different than their core hours in order to maintain a 40 hour workweek.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Valid Minnesota Driver's License

Desired Qualifications

- Degree or diploma in administrative, accounting or closely-related field
- Experience using an automated accounting system
- Experience working with Microsoft Office programs

ESSENTIAL FUNCTIONS

- Provides first point of contact to people entering City Hall.
- Provides customer service by answering and responding to incoming phone calls and emails.
- Communicates with residents, customers, co-workers, and vendors.
- Prepares utility bills and invoices and processes payments and deposits.
- Processes and issues over-the-counter building permit applications and other miscellaneous licenses and permits.
- Issues keys to staff and rental facility customers.
- Sets up and issues cell phones to staff and serves as the primary contact for cell phone issues.
- Ensures that property files, vendor files and invoices are filed and/or stored in a timely and organized manner.
- Prepares reports and council packets.
- Monitors escrow accounts.
- Prepares, maintains and mails invoices; sends correspondence on delinquent invoices and utility bills.

- Works closely with the Public Services Department and provides administrative support to other departments.
- Performs duties of other administrative staff – in addition to or in their absence.
- Performs other duties as directed by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

The Finance Clerk must be able to work with and without direct supervision and both independently and as a team player. It is critical that the Finance Clerk have strong customer service, bookkeeping, and communication skills. He/She must have the ability to plan, organize, prioritize and multi-task.

Work must be completed timely and accurately. The Finance Clerk will have the knowledge of, or the ability to learn, municipal operations including: City policies, procedures, ordinances, state and federal laws and statutes. This position requires the ability to research and analyze data and to make recommendations.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by a Finance Clerk to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



OFFICE ASSISTANT

Department: Administration
Supervisor: City Clerk / Treasurer
Pay Grade: 5
FLSA Status: Non-Exempt

GENERAL DEFINITION OF WORK

The Office Assistant performs skilled work with primary responsibility being the first point of contact and for providing customer service to residents, customers, vendors, and co-workers via in-person, phone, mail and e-mail.

HOURS OF WORK

8:00am – 4:30pm

The Office Assistant is a part-time position working approximately 20 hours a week. Hours will be scheduled during regular business hours of 8:00am and 4:30pm Monday – Friday. The days and times of work may be flexible and based on the needs of the City.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications

- High school degree or equivalent
- Valid Minnesota Driver's License

Desired Qualifications

- Degree or diploma in administrative, accounting or closely-related field
- Experience using an automated accounting system
- Experience working with Microsoft Office programs

ESSENTIAL FUNCTIONS

- Provides first point of contact to people entering City Hall.
- Provides customer service by answering and responding to incoming phone calls and emails.
- Communicates with residents, customers, co-workers, and vendors.
- Assists the Administration Department with accounts payable, accounts receivable, maintaining files, preparing reports and council packets and other administrative duties.
- Processes and issues over-the-counter building permit applications and other miscellaneous licenses and permits.
- Accepts applications and issues keys to rental facility customers.
- Performs other duties as directed by supervisor.

KNOWLEDGE, SKILLS AND ABILITIES

The Office Assistant must be able to work with and without direct supervision and both independently and as a team player. It is critical that he/she have strong customer service, bookkeeping, and communication skills. He/She must have the ability to plan, organize, prioritize and multi-task.

Work must be completed timely and accurately. The Office Assistant will have the knowledge of, or the ability to learn, municipal operations including: City policies, procedures, ordinances, state and federal laws and statutes. This position requires the ability to research and analyze data and to make recommendations.

All positions within the City require the ability to: present a positive and professional image to co-workers and the public and to communicate effectively orally and in writing, understand and apply state and federal laws, City ordinances and policies, safety laws and OSHA standards, attend trainings to update knowledge and maintain required licenses.

PHYSICAL REQUIREMENTS

The physical demands described here are representative of those that must be met by an Office Clerk to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires employee to mainly work inside and have contact with the public, co-workers and vendors.
- Activities that occur continuously (more than 75% of the time) are: hearing; use of near vision; use of depth perception, accommodation, color vision, and field of vision/peripheral vision.
- Activities that occur frequently (from 25% - 75% of the time) are: bending/stooping; squatting; crouching; crawling; kneeling; twisting; handling; use of left and right feet independently and/or together; talking; and use of smell.
- Activities that occur occasionally (up to 25% of the time) are: pushing; pulling; reaching at, above and/or below shoulder level with both arms together and/or independent of one another; lifting and/or carrying up 30 pounds, use of fingers and hands for repetitive, non-repetitive, or consistent actions; fine manipulating with fingers; and using sense of touch.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

CONDITIONS OF EMPLOYMENT

Satisfactory completion of a background examination and other pre-employment requirements as identified in the City's Employee Handbook. All employees must comply with appropriate local, state, and federal safety rules, regulations, and statutes. All employees must comply with organizational and departmental policies.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the City and the employee and is subject to change by the City as the needs of the City and requirements of the job change.

ACKNOWLEDGEMENT

I, (print name) _____, have reviewed this job description and I understand the job duties and responsibilities. I am able to perform the essential functions as outlined. I understand that my job may change on a temporary or regular basis according to the needs of the City without it being specifically included in the job description.

I further understand that future performance evaluations are based on my ability to perform the duties and responsibilities outlined in this job description.

I have discussed any questions I may have had about this job description prior to signing this form.

Signature

Date



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: August 12, 2019
SUBJECT: Closed Meeting

Proposed is hold a Closed Meeting for the purpose of discussing pending litigation in the matter of *McCourt v. City of Norwood Young America*; Court File No. *_18-cv-02743-PAM-BRT*. This portion of the meeting will be closed pursuant to Minnesota Statutes, Section 13D.05, Subdivision 3(b).

Suggested Motion: