



## CITY COUNCIL AGENDA

October 28, 2019 – 6:00 p.m.

Work Session; followed by EDA / City Council Meetings

### WORK SESSION

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

### ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
    - 1.1 Pledge of Allegiance
  2. Approve Agenda
    - 2.1 Approve minutes of September 23, 2019 meeting
  3. Adjournment
- 

### CITY COUNCIL

1. Call Meeting of City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment  
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. Consent Agenda  
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
  - 4.1 Approve minutes of October 9 and 14, 2019 meetings
  - 4.2 Approve payment of claims
5. Public Hearing
  - 5.1 Assessing Delinquent Utilities and Other Unpaid Invoices
6. Old Business
  - 6.1 Consider Sinclair Food Mart Outdoor Storage
7. New Business
  - 7.1 The Harbor 2020 Budget
  - 7.2 Outstanding Bonded Indebtedness Refinancing Options Update
  - 7.3 2019 Holiday Decoration Project
  - 7.4 Snow Removal Downtowns
  - 7.5 SWCTC Senate Bonding Committee Meeting Report
  - 7.6 Resolution 2019-26, Certifying Unpaid Fees to Carver County for Collection in Payable 2020
  - 7.7 Compost Site Brush Pile Clean-up Proposal
  - 7.9 Schedule 2020 Budget Work Session meeting

8. Council Member & Mayor and Staff Reports
9. Adjournment

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

**UPCOMING MEETINGS / EVENTS**

November 6	Planning Commission – 6:00 p.m.
November 12	Personnel Committee – 5:00 p.m.
November 12	City Council – 6:00 p.m.
November 13	Economic Development Commission – 5:00 p.m.
November 19	Parks and Recreation Commission – 4:45 p.m.
November 20	Safety Committee – 2:00 p.m.
November 21	Senior Advisory Committee – 9:00 a.m.
November 25	Work Session, EDA, City Council – 6:00 p.m.
January 8	Joint Meeting – City Council, EDC, Planning Commission, Parks & Recreation Commission, and Chamber of Commerce Board – 6:30 p.m.



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: October 28, 2019  
SUBJECT: 2020 Highway 212 Mill & Overlay and Underpass Project

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Representatives of MnDOT and SRF Consulting Group will be in attendance to provide an update on the 2020 Highway 212 Mill & Overlay and Underpass Project. This will include the changes to the project staging due to the underpass project being completed in halves or two sections which will allow two lanes on Highway 212 to remain open during the entire construction project. SRF will also review the new footing requirements for the underpass retaining walls.



## ECONOMIC DEVELOPMENT AUTHORITY MINUTES

September 23, 2019 – 6:00 p.m.

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

STAFF: Steve Helget, Tony Voigt, Karen Hallquist

OTHERS: Russ Smith, Rob Hagerstrom, Sheriff Deputy Matt Arnst, John Gamades and Jessica Klaustermeier of OrangeBall Creative.

1. Call Meeting of Economic Development Authority to Order

1.1 Pledge of Allegiance

Meeting was called to order by President Lagergren at 6:48pm with all members present.

2. Approve Agenda

2.1 Approve minutes of August 26, 2019 meeting

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

3. Adjournment

*Motion: CH/DS to adjourn at 7:05pm. Vote 5 – 0. Motion carried.*

Sincerely Submitted,

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Carol Lagergren, President

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Karen Hallquist, Economic Development Marketing Director

**NORWOOD YOUNG AMERICA JOINT MEETING Minutes of the**  
**Norwood Young America City Council, Norwood Young America Economic Development Commission,**  
**Norwood Young America Planning Commission, Norwood Young America Parks & Recreation**  
**Commission and NYA Area Chamber of Commerce**  
**Wednesday, October 9, 2019 - 6:30 p.m.**  
**City Hall Council Chambers, 310 Elm Street West, NYA MN 55368**

**1. Call to Order**

Mayor Lagergren called the Joint Meeting of the City Council, EDC, Planning Commission, Parks & Recreation Commission and Chamber of Commerce to order at 6:30pm.

Council Members in attendance: Carol Lagergren, Dick Stolz, Craig Heher

Planning Commission members in attendance: Bob Smith, Bill Grundahl, Mike Eggers

EDC members in attendance: Tonya Noeldner, Theresa Peterman, Jason Winter

Parks & Recreation members in attendance: Sharilyn Feltmann

Chamber of Commerce members in attendance: Kaarin Foede

Heritage Center members in attendance: none

Staff members in attendance: Steve Helget, City Administrator, Karen Hallquist, Economic Development Marketing Director

Others Present: Ally Clark, Mark Lagergren

**2. Adoption of Agenda – Meeting was held in discussion as there was no quorum of city council members**

**3. Business**

- A. Vision of the Downtown Redevelopment Plan: The vision of the city of Norwood Young America is to build upon the history of the two downtown areas, by enhancing the unique characteristics and architectural features of the buildings, resulting in vibrant small-town downtowns with commercial, residential and governmental uses.
- a. **Review Implementation Plan** – Lagergren created a color-coordinated breakdown by commission of eight focus areas in the Downtown Redevelopment Plan.
    - i. Commission responsibilities - (Planning Commission (PC), Economic Development Commission (EDC), Parks & Recreation Commission (P&RC), Willkommen Heritage Center (WHC) These areas are currently being worked on if not otherwise marked:
  - Focus on the history of the downtowns and buildings
    - Short-term: Inventory history of buildings and share with property owners – WHC
  - Adopt design guidelines which build on the German, Danish and Scandinavian character
    - Short-term: Adopt design guidelines
  - Aesthetics are important – maintain public and private infrastructure
    - Short-term: Add benches to Historic Downtown YA and Norwood – P&RC
    - Short-term: Add fence or hedge to Municipal Park Lot – EDC
    - Short-term: Review enforcement procedures for nuisance violations – PC
    - Long-term: Add additional decorative streetlights in Historic Downtown YA – EDC
    - Long-term: Add missing trees to Historic Downtown YA and Norwood – P&RC
  - Expand sidewalks and trails and commercial district connectivity
    - Short-term: Work with MnDOT on wayfinding signage changes & additions – EDC
    - Long-term: Identify gaps in connectivity with existing trails and sidewalks – P&RC
  - Develop a sense of space for community gatherings & events to bring people downtown –
    - Short-term: Plan Downtown Air Fair and/or Music – Springfest – done!
  - Provide financial incentives to encourage redevelopment
    - Short-term: Pursue Small Cities Development Grant – EDC
  - Preserve the commercial character of main levels of downtown buildings
    - Short-term: Contact building owners regarding window displays – done!
  - Expand commercial business opportunities by target marketing complimentary uses
    - Short-term: Gather business input on potential financial incentives – EDC

Other focus areas discussed:

1. Allowing benches/tables for restaurants on sidewalks – Helget commented that city ordinances do not allow alcoholic beverages in an unfenced area.
2. Playground by the library – Lagergren stated that this is not a priority.
3. Mural (SLS building) – Hallquist reported that she was advised by Barb Hone and Janet Fahey, both of the Arts Consortium of Carver County to talk with Lana Beck from Belle Plaine as she has created community murals in LeSueur, Belle Plaine and New Prague. Lana charges a \$25/hour

research fee and \$100/hour painting fee which includes insurance and hardgoods but not paint. Hallquist will check on potential art grants and mural maintenance.

4. Holiday Decorations – Hallquist has a meeting set up with Vickerman to discuss a potential partnership for city decorations.
5. PopUp Sales – Hallquist shared information provided by Elise Durbin, Economic Development Manager for Carver County CDA, in regard to pop-up sales or “incubator” sales. Vacant buildings are temporarily rented, with the financial assistance of the EDC, to home-based business owners who want to try a brick and mortar retail spot. The hope is the business owner would eventually open their own permanent retail store and the vacant building would receive the advertising it would need to either sell or be leased. City staff will research more before the next meeting.
6. Old Town – Feltmann reported the Parks & Recreation Commission has discussed renovations of old town the past few years due to mold issues and structural damage. Commissioners agreed that old town is an important part of Willkommen Park. More information will be reported at the next meeting.

- b. **Jordan Drone Tour video** – Lagergren showed the City of Jordan drone tour and noted the video highlights their businesses, community, neighborhoods, leisure activities, parks, schools and sites. The joint members commented on the video at how well done and simple it was in that it showed all of the major amenities. They commented on the timing of doing something like this for NYA. Hallquist reported she is working on updating information about NYA on social media and results are favorable. Next joint meeting she will bring data showing the positive responses on the website and Facebook. Adding a video tour of the town could be used on the website plus the local access channel. Commissioners were in agreement to have city staff should look into a media communications company for a video. Hallquist stated she will also have some pricing for local photographers. Marketing information needs to be updated with professional photos.

Lagergren also explained the City of Jordan’s Historic Walking Tour information on their website. This is a brochure project the Willkommen Heritage Center could work on with pictures of all the buildings and brief historical descriptions. Each building could then be numbered to correspond with their locations noted on a downtown map.

- i. Highlights of NYA community – Lagergren asked Commissioners to list highlights of NYA that they would feature on a video tour:
1. Small town feel
  2. Beautiful ballparks and parks
  3. Gateway to the Metro
  4. Close proximity to the Metro
  5. Close to wineries
  6. Senior housing
  7. Baylor Park
  8. Local celebrations and events (Stiftungsfest, Music in the Park, Springfest, etc.)
  9. Willkommen Heritage Center
  10. Schools
  11. City Hall
  12. Highway 212 & Highway 5

c. **What does “more than a place, it’s home” mean to you?**

1. Our heritage
2. Stiftungsfest
3. Supporting local businesses
4. Traditions
5. Community pride
6. Our churches and schools
7. Knowing our neighbors

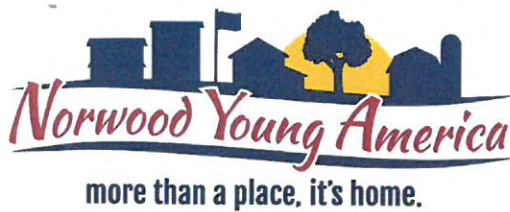
**4. Adjournment – Meeting was adjourned at 7:30pm**

Next Joint Meeting: Wed, January 8, 2020 6:30pm City Hall  
Respectfully Submitted,

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Karen Hallquist, Economic Development Marketing Director





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

STAFF: Steve Helget, Karen Hallquist

OTHERS: Katie Jensen, Derek Jensen, Ally Clark, Darin Mielke of Carver County, Andrew Engel of Carver County, Nick Ahnut of Ehlers & Associates

1. Call Meeting of City Council to Order

1.1 Pledge of Allegiance

Meeting was called to order by Mayor Lagergren at 6:01pm with all members present.

2. Approve Agenda

Additions: 7.5 Hire Public Service Lead

*Motion: CS/CH to approve the agenda with the addition. Vote 5-0. Motion carried.*

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

(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)

4. Consent Agenda

(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)

4.1 Approve minutes of September 23, 2019 meeting

4.2 Approve payment of claims

4.3 Approve resignation of Dennis Paulson, on-call bus driver

4.4 Approve NYA West Carver Lions Club Temporary Intoxicating On-Sale Liquor License (Harvest Moon Wine & Food Extravaganza)

4.5 Approve Church of the Ascension LG230 application to Conduct Off-Site Gambling

4.6 Approve Economic Development Commission Resignation

4.7 Approve Scheduling Public Hearing for Delinquent Utilities and Special Assessments

4.8 Approve Fire Fighter Hiring

*Motion: DC/MM to approve the consent agenda. Vote 5-0. Motion carried.*

5. Public Hearings - none

6. Old Business

6.1 Highway 5/25/CSAH 33 Roundabout Project

Andrew Engel, Carver County Project Manager and Darin Mielke, Carver County Deputy Engineer, reported the update on the Highway 5/25/CSAH 33 Roundabout Project. Engel stated that plans are at a 95% completion with the total cost of the project at \$4.5M. The city of Norwood Young America's portion of the total is \$215,670 which includes the sidewalk, trail and watermain relocation. Mielke confirmed that any increases in the total cost of the project will be brought back to Administrator Helget and city council. The Limited Use Permit with MnDOT is required with the city for construction and maintenance responsibilities as it is in MnDOT's right-of-way and not a park. Engel confirmed that the Limited Use Permit has an expiration of 2029 and the city can ask for extensions in 10-year increments. Engel also clarified that once the project is complete, Highway 5 will meet up to the roundabout and then continue south to end at Highway 212.

*Motion: DS/CS to approve the Joint Powers Agreement for Construction on County State and Highway 33 pending attorney approval. Vote 5-0. Motion carried.*

*Motion: CH/CS to approve Resolution 2019-24 City of Norwood Young America Limited Use Permit with the State of Minnesota Department of Transportation for a Non-Motorized Recreational Trail in the Right-of-way of Trunk Highway 5/25 from Trunk Highway 212 to 7<sup>th</sup> Street. Vote 5-0. Motion carried.*

*Motion: DS/CH to authorize the City of Norwood Young America's engineer to sign construction plans. Vote 5-0. Motion carried.*

#### 6.2 Curfman Trucking CUP Compliance Update – 600 Railroad Street West

Helget reported that at the September 9, 2019, Steve Curfman, owner of Curfman Trucking, received an extension for cleanup to November 1, 2019. To date, Curfman Trucking is still not in compliance. Helget requested Curfman to attend the October 28, 2019 city council meeting to give an update.

### 7. New Business

#### 7.1 Consider 519 Elm Street W. Home Occupation Violation Compliance Extension

Derek and Katie Jensen, owner of Jensen Concrete at 519 Elm Street W, Norwood Young America, stated that his intentions are to purchase a spot to relocate his business, however, due to the limited light industrial commercial property in city limits, he is unable to at this time. City staff will continue to work with Jensen to find a usable property.

*Motion: CS/CH to approve the extension of June 1, 2020 for use of home occupation compliance. Vote 5-0. Motion carried.*

#### 7.2 Consider Live-Outdoor Music Proposal for Prospective Business

Derek and Katie Jensen, resident at 519 Elm Street W, are in the process of negotiating a purchase agreement for 640 Railroad Drive – Heritage Strip Mall. Jensen states the intentions are to open a restaurant which will include and outdoor stage with music. No formal action is to be taken at this time, however, Lagergren and Stolz suggested presenting their business plan, which includes music, along with research of the noise level. This information should be given to the Planning Commission in a timely manner to start the process of reviewing city code for necessary changes.

#### 7.3 Consider Outstanding Bonded Indebtedness Refinancing Options

Nick Anhut, financial advisor with Ehlers & Associates, presented options to restructure the existing debt obligations \$5.7M of city debt. Current interest rates are at 1.6-1.7% range. The city has a grading rate of AA- which is favorable to the public offered debt market in refinancing. Council advised Anhut to proceed with refinancing/refunding the bonds that make the most sense right now and revisit the refinancing of the Harbor and Highway 212 project in the spring.

#### 7.4 Consider Highway 212 Right Turn Lane to Heritage Strip Mall request to MnDOT

Helget requested council to consider a formal request to MnDOT to review the limited access from Highway 212 to Railroad Drive and the Heritage Strip Mall. Because of the accessibility issue, the economic growth of this property is limited. Helget reported only conversation has been had with MnDOT, no formal request from city council.

*Motion: DS/MM: Motion to have city staff develop a formal written request to MnDOT to review the access to the area Railroad Drive and Heritage Strip Mall property. Vote 5-0. Motion carried.*

#### 7.5 Consider Hiring Public Service Lead – Randy Clay

*Motion: CH/CS to hire Randy Clay as Public Service Lead at a Grade 14, Step 7, Fulltime, non-exempt position contingent upon on a successful background investigation and with the condition to obtain a pool operator or pesticide operations certification before the end of the 6-month probationary period. Vote 5-0. Motion carried.*

### 8. Council Member & Mayor and Staff Reports

KH – Joint Meeting update, pop up sales, redevelopment, holiday decorations, cable access channel

SH – Small Cities Development Program Grant update

DS – none

MM – Stiftungsfest meeting

CH – Planning Commission discussed Accessory Dwelling Units

CS – Parks Commission has commissioner opening

CL – EDC discussed budget and goals, mural, decorative streetlights, SCDPG and options, Highway 212 marketing plan with OrangeBall. Concern from resident about composite site and allowing commercial businesses who are doing yard maintenance in NYA– grass clippings/leaves – and being allowed to dump for free. However, if



there is a charge the resident, are they still allowed to utilize the compost site. Council suggested putting discussion on agenda for next meeting.

9. Adjournment

*Motion: CH/CS to adjourn at 7:45pm. Vote 5-0. Motion carried.*

Sincerely Submitted,

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Carol Lagergren, Mayor

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Karen Hallquist, Economic Development Marketing Director



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

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

<b>Payroll EFT</b> (Check Sequence 505606 - 505627)	<b><u>\$18,130.57</u></b>
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**Prepays**  
None

<b>Claims Pending Payment</b> (Check Sequence 29818 - 29859 )	<b><u>\$93,022.31</u></b>
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<b>Grand Total</b>	<b><u>\$111,152.88</u></b>
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TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steve Helget, City Administrator  
DATE: October 28, 2019  
SUBJECT: Public Hearing for Delinquent Utilities and Other Unpaid Invoices

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A public hearing has been scheduled for the purpose of considering the list of properties that have delinquent utilities and other unpaid invoices with the City. Notices were mailed to all effected property owners and invited to the public hearing to be given an opportunity to address the City Council with any objections to the amount unpaid.

Currently the City has 1,448 utility accounts and 185 were mailed notice of the public hearing for delinquent utilities or unpaid invoices. Of the original mailed notices, 28 have satisfied their amount due.

Enclosed is Resolution 2019-26, approving the list of properties with delinquent utilities or other unpaid invoices and authorizing them to be certified to Carver County for collection with property taxes in payable 2020.

**Suggested Motion:**

**Motion to approve Resolution 2019-26, a Resolution Certifying unpaid Fees for the City of Norwood Young America to be Certified to Carver County for collection with Payable 2020 Property Taxes.**



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: October 28, 2019  
SUBJECT: Consider Sinclair Food Mart Outdoor Storage

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On August 9, 2019, a letter was mailed to Mr. Russ Smith, Sinclair Food Mart, informing him of a Zoning Code violation with respect to the numerous vehicles and semi-trailers parked outdoors on his property located at 503 Faxon Road N. Enclosed is a copy of the August 9<sup>th</sup> letter. Mr. Smith also attended the August 26, 2019 regular City Council meeting and requested an extension from the September 8<sup>th</sup> deadline to come into compliance. The Council granted a 30-day extension.

At the September 23, 2019 regular City Council meeting, the Council considered a request from Mr. Smith for the City to research when the City Code was amended to require a conditional use permit for any outdoor storage. Mr. Smith questioned whether his current outdoor storage should be grandfathered. Mr. Smith stated he has owned the property since 1976 and has been utilizing the property to some degree for outdoor storage. The Council directed staff to research when the City Code was changed to restrict outdoor storage for the property and to determine how much of the property was being utilized for outdoor storage at that time. In addition, the Council approved extending the compliance deadline to October 30, 2019.

The following are staff's findings with respect to the Sinclair Food Mart property and the allowance of outdoor storage.

- 1991 Zoning Map – reflected the property zoned as Commercial
- 1994 City of Norwood Zoning Code – does not identify any restrictions for outdoor storage in the Commercial District
- 1997 Zoning Map – reflected the property zoned as Commercial / Industrial
- 1997 City of Norwood Young America Zoning Code – identifies outdoor storage as a permitted use with a conditional use permit in the Commercial / Industrial District
- November 24, 2008 – Council amended Zoning Code to establish the C-2, General Commercial District which is the present-day zoning classification for the subject property. Outdoor storage was permitted with a conditional use permit as it is today.

*Norwood Young America*



Staff was unable to locate a pre-1994 Zoning Code for the City of Norwood. Moving forward it appears it was in 1997, when the two cities were consolidated and the entire City Code was recreated, that a conditional use permit was then required for outdoor storage for the subject property. It is staff's determination that since 1997, the outdoor storage has been considered a non-conforming use, but prior to 1997 outdoor storage was a legal use on the subject property.

Carver County periodically takes aerial photos of the city and these photos are posted on their GIS site. Enclosed are photos from 2017, 1997, 1991, and 1979 of the subject property.

In respect to the 1997 aerial photo, it appears two semi-trailers were parked/stored in the northeast section of the property. Mr. Smith utilizes the south area that abuts Highway 212 for vehicles that are scheduled to receive auto repairs and for customer vehicle pick-up. The area located behind or north of the auto repair building is fenced in and is currently the storage lot for towed vehicles.

Proposed is to define the outdoor storage area(s) and direct staff to prepare a resolution to include an aerial photo identifying the outdoor storage area(s).

**Suggested Motion:**

**No motion is suggested at this time.**



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: October 28, 2019  
SUBJECT: The Harbor 2020 Budget

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Laurie Hilgers and Berit Spors of Ecumen will be in attendance to present the 2020 Budget for the Harbor. See enclosure.

**Suggested Motion:**

**Motion to The Harbor 2020 Budget.**



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 28, 2019

SUBJECT: Outstanding Bonded Indebtedness Refinancing Options Update

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At the October 14<sup>th</sup> meeting, Nick Anhut, Ehlers, was present to review 5 bonds that are either callable now or will be next year. Mr. Anhut reviewed the financing options to include the new 2020 General Obligation Bonds to finance the Highway 212 Underpass Project. The Council directed Mr. Ehlers to research the best refinancing options and report back at a future meeting. Enclosed is a memo from Mr. Anhut who will be present at the meeting.

**Suggested Motion:**

No motion is suggested at this time. Proposed is the City Council consent to whether it desires to proceed with refinancing/refunding the three bonds that are callable now and whether to hire a Bond Rating company.



TO: Mayor Carol Lagergren & City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: October 28, 2019

SUBJECT: 2019 Holiday Decoration Project

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### **Background**

The Norwood Young America Economic Development Commission included monies in their 2019 Budget for new improvements to the two Historic Downtown districts as part of their commitment of the Downtown Redevelopment Project. To date the amount available for improvements in the budget is \$19,860.31. City staff was directed to research new holiday decorations as the current holiday decorations throughout the community are quite worn. The new decorations would serve as a unity between to the two downtowns and link the two from Central Avenue and Faxon Road.

Economic Development Marketing Director, Karen Hallquist met with Missy Green, Production Supervisor and Randy Schuster, Owner of Vickerman Company on Saturday, October 12, 2019. Vickerman Company has graciously agreed to allow a 35% discount off their wholesale price for new holiday decorations in efforts of partnering with the city of Norwood Young America.

The following list are the suggested new decorations upon city council's approval:

1. New Holiday Light Pole Decorations for Historic Downtown Norwood and Historic Downtown Young America
2. New Light Pole Decorations for non-Xcel Energy poles on Central/Faxon
3. Garlands for green light poles on Historic Downtown Norwood and Historic Downtown Young America
4. Garlands and bows for fencing (by Trilane, Central Ave, Peace Villa)
5. Garlands, wreaths, bows, lights for Willkommen Park, old town, pavilion
6. Two new trees for inside pavilion
7. New tree, wreath for inside Roy Clay
8. New tree, wreath for inside Lions Shelter
9. Garlands and bows for gazebo and trees at Veteran's Park
10. Lights for evergreen trees at Veteran's Park

### **Recommendation**

A motion to approve the purchase of all holiday decorations at the agreed upon discounted price of \$11,405.62 plus storage containers.

**Norwood Young America**





TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: October 28, 2019

SUBJECT: Snow Removal Downtowns

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At the September 23<sup>rd</sup> Work Session meeting, the City Council reviewed the City Code pertaining to snow removal. One of the items discussed was best procedures for removing snow in the two downtowns, specifically during all day snow events. The Council directed staff to mail a letter to downtown business owners requesting their input to the best way for the City to handle on-street parking in the downtowns for all day snow events. Enclosed is a copy of the letter that was mailed out. To date, the City has received two responses and they are as follows:

1. Not have a problem with how snow removal is currently handled. We have our back-parking lot that clients will park in if they are in the process of removing snow from the street.
2. Other cities about the size of NYA put into place signs on specific areas that say: "No parking from 2am-6am" for spots that you absolutely do not want any parking during certain times.  
But for non-essential parking spots: "For snow 2" or more Odd Even Parking in place"  
Instilling an odd even parking will give the city opportunity to plow its streets during heavy snowfall effectively but still allowing residents to park on the streets at certain times. Some people have nowhere else to park but the street. This works for both the residents and the city.

The Council also discussed ticketing and towing vehicles which are parked on city streets during a snowfall event of 2 inches or more. I asked Jay Squires, City Attorney, to respond to the towing of vehicles and the following is his response.

Under Section 730.04 of City Code, the City can tow an "unauthorized vehicle in violation of this Code." Section 730.01 defines an unauthorized vehicle by reference to Minn. Stat. 168B.04. This statute defines an unauthorized vehicle as one left on a road for four (4) hours after being tagged, or one that presents an accident or traffic hazard (which can be towed immediately). Section 720.04 of Code prohibits parking on a street during or after a 2+" snow event, and until the street is cleared.

*Norwood Young America*

Taken together, you can tag vehicles parked on a street during or after the snow event, and then tow them after four (4) hours if they remain. Or, if they are an accident or traffic hazard, you can tow them immediately without the four hours wait period.

Information on ticketing will be presented at the meeting. Enclosed are sections of the City Code pertaining to snow removal.

**Suggested Motion:**

No motion is suggested at this time.



Date: October 22, 2019  
To: City Council  
From: Carol Lagergren  
Re: SWCTC Senate Bonding Committee Meeting

On Tuesday, I went to the Senate Bonding Committee Meeting held at Bongards (first at the parking lot of St. John's Church and then at Bongards Creamery). Members of the Senate Bonding Committee, as well as community and township members from neighboring cities, townships and cities and townships west of Norwood Young America, met to hear the message regarding the importance of completing the Hwy 212 Corridors of Commerce four-lane work from Chaska to Norwood Young America. Attached are several documents that were made available at the meeting.

Highlights of the discussion included:

- Since adding roundabouts and stoplights to Highways 5 and 7, a majority of truck traffic has been shifted to Highway 212, with an average of 1900 freight trucks using this corridor every day. This is more than the total traffic volume (both cars and trucks) on 40% of Minnesota highways.
- The total cost of completing the 10 miles of 4-lane expansion between Chaska and Norwood Young America is estimated to be \$115 million. The state funding request is for \$38 million (33% of the total project) which would complete the required funding for the total project.
- If this project were to be funded by the state, the 2020 project from Cologne to Norwood Young America would be stopped, except for the portion from Tacoma Avenue to Hwy 33/Reform Street. This smaller project would still be completed next summer with the remainder of the project delayed until the 2021 reconstruct.





TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: October 28, 2019

RE: Compost Brush Pile Clean-up Proposal

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At the May 13<sup>th</sup> City Council meeting, the Council approved Davey Tree to chip and remove the brush pile at the compost site. The approval was conditional on it was not-to-exceed \$7,500 to remove the pile. We were not able to remove the entire pile for that amount. There was approximately 1,000 yards remaining.

Because the pile was not entirely removed this past spring and a busy summer of collecting brush, we need to chip the pile again. Due to the size of the of the brush pile, the resident dumping area has gotten significantly smaller.

I solicited from two contractors. Pine Products of Waconia will remove the brush pile for \$2.00 per yard which is \$1.00 per yard cheaper than Davey Tree did it for this past spring.

Pine Products estimates there is about 2,000 yards at the site currently. I believe their estimate is low since the pile is about the same size as it was last year this time when we removed 2,500 yards and still had approximately 1,000 yards left. I would estimate we have approximately 3,000-3,500 yards to remove in order to clear the entire site.

Based on the estimated brush pile size we would be looking to pay around \$6,000-\$7,000. The earliest Pine Products would be available to chip this pile is the middle to late part of November.

**Suggested Motion:**

Motion to hire Pine Products to chip and remove the compost site brush pile at \$2.00 per yard with a not-to-exceed amount of \$7,000.

*Norwood Young America*





TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: October 28, 2019  
SUBJECT: Schedule 2020 Budget Work Session Meeting

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Proposed is to schedule a special City Council meeting for the purpose of reviewing the draft 2020 Final Budget. In addition, to review the Carver County Sheriff's Office proposed 2020 – 2021 Police contract, and the draft 2020 – 2024 Financial Plan as prepared by Abdo Eick & Meyers.

Possible dates include November 18 and 20, 2019.

Suggested Motion:

Motion to schedule a special City Council meeting for 6:00 p.m., November \_\_, 2019.

*Norwood Young America*