



## CITY COUNCIL AGENDA

January 27, 2020 – 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 Review Chapter 2 of the City Code
  3. Adjournment
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### 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 December 23, 2019 meeting
  - 3.1 Approve Resolution 2001, Nominating and Appointing Officers of Economic Development Authority
  - 3.2 Approve Resolution 2002, Calling a Public Hearing to consider the Pledge of the General Obligation of the City of Norwood Young America, Minnesota to the Payment of Refunding Bonds to be Issued by the Norwood Young America Economic Development Authority
  4. Adjournment
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### CITY COUNCIL

1. Call Meeting of City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment  
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. Consent Agenda  
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
  - 4.1 Approve minutes of January 13, 2019 meeting
  - 4.2 Approve payment of claims
  - 4.3 Knights of Columbus Street Closing Request
5. Public Hearing
6. Old Business
7. New Business
  - 7.1 Approve Resolution 2020-02, Appoint Election Judges
  - 7.2 Approve Resolution 2020-03, 600 Railroad Street W. Conditional Use Permit
  - 7.3 Resolution 2020-04, Scheduling Public Hearing for issuance of General Obligation Refunding Bonds
  - 7.4 Resolution 2020-05, Scheduling Public Hearing for issuing bonds for the Highway 212 Underpass Project
  - 7.5 Award Drainage Ditch Clean-Out Quote
  - 7.6 Approve Bucket Truck Chassis Purchase
  - 7.7 Approve Eagle Scout Project to install Flagpole in Friendship Park
  - 7.8 SW Coalition Letter of Support

## 7.9 Schedule Public Hearing to consider Amendments to Chapter 2 of the City Code

### 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**

##### **UPCOMING MEETINGS / EVENTS**

January 28	Chamber of Commerce Annual Banquet @ Northside Grill – 5:30 p.m.
February 4	Planning Commission – 6:00 p.m.
February 10	Personnel Committee – 5:00 p.m.
February 10	City Council – 6:00 p.m.
February 12	Economic Development Commission – 6:00 p.m.
February 17	Presidents' Day – City Offices Closed
February 18	Parks and Recreation Commission – 4:45 p.m.
February 20	Senior Advisory Committee – 9:00 a.m.
February 24	Work Session, EDA, City Council – 6:00 p.m.
April 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: January 27, 2020

SUBJECT: Work Session

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At the January 13<sup>th</sup> regular City Council meeting, the Council consented to review Chapter 2, "Administration", of the City Code (see enclosure). At the January 13<sup>th</sup> meeting, Mayor Lagergren proposed the establishment of a Finance Commission which will be included in the discussion and review of Chapter 2.

*Norwood Young America*



## CHAPTER 2. ADMINISTRATION

### 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 6:00 p.m. On the fourth Monday the meeting shall begin with a Work Session, and the regular meeting shall immediately follow. If the Work Session meeting is not held the regular meeting shall commence at 6:00 p.m. *(Amended by Ord. 282, 10/10/2016) (Amended by Ord. 318, 02/11/2019) (Amended by Ord. 320, 8/12/19)*

**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.

**200.04 Address.** The official address for the City shall be:

City of Norwood Young America  
310 Elm Street West  
Norwood Young America, MN 55368 *(Amended by Ord. 226, 1/24/2011)*

### Section 210 – Elections

**210.01 Date of Regular City Election.** The regular City election shall be held biennially on the first Tuesday after the first Monday in November of every even-numbered year.

**210.02 Terms of Mayor and Councilmembers.** After the first regular biennial election, the term for the office of Mayor shall be two years and the terms for the offices of Councilmembers shall be four years. The terms of office for the first biennial election held in November 1996 shall be as provided by Special Law Chapter 302 of the 1996 Legislature.

### Section 220 – Mayor and Councilmembers Salaries

**220.01 Mayors Salary.** The salary of the Mayor shall be \$350 per month. *(Amended by Ord. 310, 10-8-18)*

**220.02 Councilmembers Salary.** The salary of each Councilmember shall be \$250 per month. *(Amended by Ord. 310, 10-8-18)*

## **Section 230 – City Administrator**

**230.01 Purpose.** In order to provide the City with a more efficient, coordinated, responsible and responsive municipal government, the position of City Administrator shall be hereby established.

**230.02 Scope.** The City Council shall provide policy guidance and general direction to the City Administrator who shall serve as the Chief Administrator Officer of the City. The Administrator shall be responsible for the administrative direction of all departments and offices of the municipal government, subject only to statutory and/or municipal code or ordinance limits which may apply. It shall be the intent of this Section that the City Administrator shall have clear authority to administer the day-to-day operations of the municipal government, subject only to the restrictions noted above.

**230.03 Appointment.** The City Administrator shall be appointed by the City Council. The City Administrator shall be chosen solely on the basis of his or her training, experience and executive and administrative qualifications. *(Amended by Ord. 244, July 8, 2013)*

**230.04 Duties.** In addition to the general duties and responsibilities set forth in this Section, the City Administrator shall:

- A. Be responsible for preparation of the annual City budget in accordance with the guidelines as may be provided by the City Council, and in coordination with all department heads;
- B. Keep the Council informed of the financial condition of the City. Recommend action as appropriate, prepares and implements financial guidelines;
- C. Keep informed concerning current developments in the field of municipal administration, and from time-to-time submit recommendations or suggestions to improve the municipal government;
- D. Keep informed concerning State and Federal legislation affecting the City, and submit appropriate reports and recommendations to the City Council;
- E. Keep informed concerning the availability of State and Federal funds for local programs, and assist department heads and the City Council in procuring the funds;
- F. Be responsible for the employment, training, direction and supervision of all personnel assigned to the Municipal Government, and for making recommendations to the City Council on appointments and promotions of personnel;
- G. Be responsible for the administrative direction and supervision of all employees of, consultants to, and vendors doing business with the City;
- H. Serve as the personnel officer for the Municipal Government. As such, he or she shall keep complete and up-to-date personnel records, to include specific job descriptions for all City employees, recommend salary and wage scales for City employees not covered by collective bargaining agreements, develop and enforce standards of performance by City employees, assure that all City employees have proper working conditions, work closely with department heads to promptly resolve any personnel problems or grievances, and act as the City's representative in conducting collective bargaining negotiations;
- I. Work closely with all department heads to ensure that such personnel and other City employees receive adequate opportunities for training to improve their knowledge and skills, and act as the approving authority for all requests by City employees to attend conferences, meetings, training schools, etc. pertaining to their employment;
- J. In coordination with the Mayor, prepare the agenda for all meetings of the City Council, together with such supporting data as may be required. Nothing in this Section shall be construed as to give the City Administrator authority to limit or in any way prevent matters from being considered by the Council;
- K. Act as purchasing agent for the City and be responsible for making all purchases in accordance with the approved municipal budget. The Administrator shall have the authority to sign purchase orders for budgeted routine services, equipment and supplies for which the cost shall not exceed one thousand dollars. All claims resulting from orders placed by the City shall be audited for payment by the Council. The

Administrator shall negotiate contracts for any kind of merchandise, materials, equipment or construction work for presentation to the Council;

- L. Perform all duties as prescribed by the job description and such other duties as may be prescribed by law or required by ordinance or resolution adopted by Council, including attending all meetings of the Council and such other boards, commissions, and committees as assigned by the Council, and performing all statutory duties of the City Clerk except as otherwise assigned by this Code or action of the Council.

## **Section 240 – Fire Department**

**240.01 Fire Department.** The Norwood Young America Fire Department created shall be hereby established.

**240.02 Size.** The Norwood Young America fire department shall be limited to a full complement that shall not exceed 45 members. Any person at least eighteen years of age and capable of passing the required physical requirements adopted by the City shall be eligible for membership by voluntary enlistment in the fire department. The new members shall be elected by a majority vote of the members of the fire department, subject to the approval of the election by the City Council. Each new member shall serve a one year probation period. At the end of the probation period, the City Council shall give final approval to the new member. Each firefighter shall be required to pass a periodic physical test in order to remain eligible to serve on the department.

**240.03 Appointment of Fire Chief and other Offices.** The fire chief shall be elected by a majority vote of all fire department members and shall be approved by the City Council. The fire chief shall hold his or her office for the full term of one (1) year unless removed from office within the period by the City Council for cause. The department may also appoint the following officers:

- A. Two Deputy Chiefs
- B. Treasurer
- C. Secretary

**240.04 Duties of Fire Chief.** The following shall be the duties of the fire chief:

- A. See that all equipment of the fire department be kept in a fit condition for use at all times;
- B. Manage and control the department during times of fire or any public emergency for which the department shall be called upon to act;
- C. Investigate and recommend to the City Council such additional ordinances or amendments to existing ordinances, as he or she may deem necessary for safeguarding life and property against fire;
- D. Require teachers of public, private and parochial schools and educational institutions to have nine (9) fire drills per year, and to keep all doors and exits unlocked during school hours.
- E. Other duties that shall be delegated by the City Council from time-to-time.

**240.05 Power and Authority of Chief.** The fire chief shall have the following powers and authority.

- A. The fire chief shall have the power and authority to appoint such subordinate officers as he or she may deem advisable and to clothe them with authority to act for and in his or her place during his or her absence or disability.
- B. The fire chief or any other officer in command shall have the power to call upon any bystander to assist in fighting fires and such person so called upon shall render such assistance as ordered by the officer.
- C. The fire chief shall have the authority to dispatch such equipment and firefighters to other communities when there shall be a mutual aid agreement in effect. At no time, however, shall the fire chief dispatch such equipment and firefighters that he or she cannot afford adequate protection for this City.

**240.06 Relief Association.** The fire department shall have the authority to organize a relief association, elect the association's president and any other officers, adopt a constitution and by-laws not inconsistent with any laws or ordinances or resolutions adopted by the City Council, and to do all things necessary to promote the welfare of the fire department.

## Section 250 – Planning Commission

**250.01 Establishment of Commission.** The planning commission for the City shall be hereby established. The commission shall be the City planning agency.

**250.02 Composition.** The planning commission shall consist of seven (7) members. Members of the commission shall reside within the city. *(Amended by Ord.157, 1-12-04)*

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the Council. *(Amended by Ord.157, 1-12-04)*
- B. Of the planning commissioners first appointed, two shall be appointed for a one year term, two shall be appointed for a two year term, and three shall be appointed for a three year term. All terms shall expire on January 1 of the appropriate year. Their successors shall be appointed for terms of three years, expiring January 1 of the appropriate year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council. *(Amended by Ord.157, 1-12-04)*

**250.03 Organization, Meetings, Etc.**

- A. The commission shall elect a chairperson from among its appointed members for a term of one year; and the commission may create and fill such other offices as it may determine. A commission member shall act as secretary of the planning commission.
- B. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The commission shall submit to the City Council a monthly report of its work during the preceding month. *(Amended by Ord. 108, 5-27-1997)*

**250.04 Powers and Duties of the Commission.** The planning commission shall be the planning agency and shall have the powers and duties given such agencies generally by Minnesota Statutes § 462.351 – 462.364. It shall also exercise the duties conferred upon it by this Section. *(Amended by Ord. 108, 5-27-1997)*

**250.05 Zoning Ordinances; Public Hearings.** No zoning ordinances, subdivision ordinances, or amendments thereto shall be adopted by the Council until a public hearing has been held thereon by the planning commission upon notice as provided in Minnesota Statutes § 462.357, Subdivision 3. Public hearings shall be conducted pursuant to the procedure listed in Section 250.05, Subd 1 through Subd. 8 below.

**Subd. 1 Chairperson Shall Explain the Procedure to be Followed.** Before opening the public hearing, the chairperson shall explain the procedure to be followed before the hearing begins. The chairperson shall explain that the hearing is a formal procedure, that everyone will be given an opportunity to participate, and that comments should be germane and concise. If many people share the same viewpoint, the chairperson shall encourage the appointment of a spokesperson to avoid repetitive testimony.

**Subd. 2. Open the Public Hearing.** The chairperson shall indicate that the public hearing is opened.

**Subd. 3. Staff Presentation.** City staff shall identify the subject property, describe the nature of the application, present the zoning and planning issues, and explain the action to be taken by the planning commission, board of appeals, or city council. The commission, board, or council members should ask the staff questions to ensure that they fully understand the information presented. City staff shall entertain questions from the applicant, general public or other interested parties about the information presented.

**Subd. 4. Applicant Presentation.** The applicant shall have the opportunity to present his or her case, including but not limited to factual information to demonstrate the proposal's compliance with the city's comprehensive plan, zoning and/or subdivision standards. The planning commission, board of appeals, or city council shall ask the applicant whatever questions they have about the proposal. The public shall have the opportunity to ask questions of the applicant.

**Subd. 5. Statements from the Public.** The chairperson shall ask for statements from the public in support of the application. The chairperson shall then seek statements from the public in opposition to the application. The chairperson shall encourage the presentation of factual evidence for public consideration.

**Subd. 6. Conclude the Public Hearing.** After all evidence has been received and everyone has been given opportunity to be heard, the chairperson shall conclude the public hearing.

**Subd. 7. Discussion.** Upon conclusion of the public hearing, the planning commission, board of appeals, or city council shall discuss the proposal.

**Subd. 8. Action.** The planning commission or board of appeals shall make a recommendation to the city council on the application. If the hearing is before the city council, the council shall either deny or approve the application. The matter may also be continued for further consideration. *(Amended by Ord. 186, 1-8-2007)*

**250.06 Plats: Approval.** Any plat of land submitted to the Council for approval shall be referred to the planning commission for review and recommendation. *(Amended by Ord. 108, 5-27-1997)*

**250.07 Board of Appeals and Adjustments.** The planning commission shall serve as the Board of Appeals and Adjustment for the City. The decisions of the Board on matters within its jurisdiction shall be advisory to the Council. Following the hearing, the Board shall make its order deciding the matter and shall serve a copy of such order upon the appellant or petitioner by mail. The Board shall at the same time submit a copy of its decision to the Council which shall have final authority to approve, reject, or modify the decision of the Board. *(Amended by Ord. 108, 5-27-1997)*

## **Section 255 – Economic Development Commission**

**255.01 Establishment of Commission.** The economic development commission for the city shall be hereby established. *(Amended by Ord. 115, 7-27-1998)*

**255.02 Composition.** The economic development commission shall consist of nine (9) members: two (2) City Council members, one (1) Planning Commission member, one (1) representative of the Chamber of Commerce, and five (5) members of the local community representing, but not limited to, local business and industry. Members of the commission shall reside or be employed within the city. *(Amended by Ord. 226, 1-24-11) (Amended by Ord. 256, 2-9-15)*

- A. All members appointed by the City Council may be removed by a three-fifths vote of the Council. *(Amended by Ord. 157, 1-12-04)*
- B. All terms shall expire on January 1 of the appropriate year. The City Council member, Planning commission member and representative of the Chamber of Commerce shall be appointed annually. All other commissioners shall be appointed for a term of three years. Of the five commissioners serving terms of three years, no more than two terms shall expire in the same year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council. *(Amended by Ord. 157, 1-12-04)*

### **255.03 Organization, Meetings, Etc.**

- A. The commission shall elect a chairperson from among its appointed members for a term of one year; and the commission may create and fill such other offices as it may determine. A commission member shall act as secretary of the economic development commission.
- B. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The commission shall submit to the City Council a monthly report of its work during the preceding month. *(Amended by Ord. 115, 7-27-1998)*



**255.04 Duties and Responsibilities of the Commission.** The duties and responsibilities of the economic development commission shall be as follows:

- A. Advise the City Council on matters concerning commercial and industrial development within the city.
  - B. Assist the City with preparations and advice regarding economic development marketing plans, programs, and strategies.
  - C. Help to coordinate economic development efforts with various groups active in the city.
  - D. Aid and advise the City Council and Planning Commission regarding the orderly development of areas suitable for commercial and industrial development.
  - E. Recommend to the City Council and Planning Commission policies and actions regarding commercial and industrial expansion, development, and attraction.
  - F. Develop long and short-term strategies for commercial and industrial development within the city.
  - G. Review proposed development proposals.
  - H. Assist in the preparation and implementation of plans for business retention.
  - I. Perform other duties, functions, and studies as directed by the City Council.
- (Amended by Ord. 115, 7-27-1998)*

## **Section 256 – Parks & Recreation Commission**

**256.01 Establishment of Commission.** The parks and recreation commission for the City shall be hereby established.  
*(Amended by Ord. 144, 10-22-2001)*

**256.02 Composition.** The parks and recreation commission shall consist of seven (7) members: one (1) City Council member, one (1) Planning Commission member, one (1) representative from School District 108, and four (4) members of the local community. Members of the commission shall reside or be employed within the city. *(Amended by Ord. 157, 1-12-04)*

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the Council. *(Amended by Ord. 157, 1-12-04)*
- B. All terms shall expire on January 1 of the appropriate year. The City Council member, Planning Commission member and representative of School District 108 shall be appointed annually. All other commissioners shall be appointed for a term of three years expiring January 1 of the appropriate year. Of the four commissioners serving terms of three years, no more than two terms shall expire in the same year. Both original and successive appointees shall hold their offices until their successors shall be appointed and qualified. Every appointed member shall before entering upon the discharge of his or her duties take an oath that he or she shall faithfully discharge the duties of his or her office. Compensation shall be set by resolution of the City Council. *(Amended by Ord. 157, 1-12-04)*

**256.03 Organization, Meetings, Etc.**

- A. The commission shall elect a chairperson from among its appointed members for a term of one year; and the commission may create and fill such other offices as it may determine. A Commission member shall act as secretary of the commission.
- B. The commission shall adopt rules for the transaction of business and shall keep a record of its resolutions, transactions, and findings, which record shall be a public record. Expenditures of the commission shall be within amounts appropriated for the purpose by the City Council. The commission shall submit to the City Council a monthly report of its work during the preceding month. *(Amended by Ord. 144, 10-22-2001)*

**256.04 Powers and Duties of the Commission.** The parks and recreation commission shall be the park and recreational planning and maintenance advisory agency for the City of Norwood Young America. The duties of the commission are as follows, but not exclusively:

- A. Advise the City Council in park acquisition, development and abandonment matters.
- B. Advise the City Council in regard to recreational programming.
- C. Recommend to the City Council rules and regulations for use of any park, recreational or leisure facilities.
- D. Maintain the City of Norwood Young America Comprehensive Parks Plan.

- E. Consider proper names for park and recreation areas and make such recommendations to the City Council.
- F. Conduct studies and investigations as specifically directed or delegated by the City Council.
- G. Represent the City Council at appropriate meetings.
- H. Review special requests for use of recreational facilities for the City Council.  
(Amended by Ord. 144, 10-22-2001)

## **Section 257 – Safety Committee**

**257.01 Establishment of Committee.** The Safety Committee for the city shall be hereby established.

**257.02 Purpose.** The purpose of the Safety Committee shall be to promote safety and health in the workplace and to eliminate work place hazards that may cause any injury or illness.

**257.03 Composition.** The Safety Committee shall consist of five (5) members: one (1) City Council member, one (1) representative of the Administration staff, one (1) representative of the Public Works Department, one (1) representative of the Public Utilities Department, and the City Administrator.

**257.04 Organization, Meetings, Etc.**

- A. The committee shall elect a chairperson from among its appointed members for a term of one year; and the committee may create and fill such other offices as it may determine. A committee member shall act as secretary of the Safety Committee.
- B. The committee shall establish a regular meeting schedule.

**257.05 Duties and Responsibilities.** The duties and responsibilities of the Safety Committee shall be as follows:

- A. Review the results of work place safety inspections to identify and analyze hazards.
- B. Review accident and injury reports to identify and analyze hazards.
- C. Review and act upon safety and health related concerns, suggestions, and needs communicated by employees and supervisors.
- D. Review work place hazard assessments.
- E. After conducting safety reviews suggest and document better work practices, repairs, safety training and communication.
- F. Conduct semi-annual walk-through safety inspections.
- G. Identify and communicate specific safety and health related needs and improvements to the employer, supervisors and employees.
- H. Administer "A Workplace Accident Injury Reduction Program (AWAIR)"  
(Amended by Ord. 260, 4-27-15)

## **Section 258 - Senior Advisory Commission**

**258.01 Establishment of Commission.** The Senior Advisory Commission for the City of Norwood Young America shall be hereby established. (Established by Ord. 297, 01-08-2018)

**258.02 Composition.** The Senior Advisory Commission shall consist of a minimum of nine (9) up to a maximum of fifteen (15) members of which one shall be a City Council Member. The majority of the commission shall be at least 55 years of age and have a genuine interest in and an appreciation for issues affecting senior citizens.

- A. All members shall be appointed by the City Council and may be removed by a three-fifths vote of the City Council.
- B. The City Council member shall be appointed annually. All other Commission members shall be appointed for a (3) year term. All terms shall expire on January 1 of the appropriate year.
- C. The Norwood Young America City Administrator or their designee will serve as a liaison to the Commission.

### **258.03 Organization, Meetings, Etc.**

- A. The Commission shall annually appoint from its members a Chairperson, a Vice Chairperson, and a Secretary.
- B. A majority of the appointed members shall constitute a quorum.
- C. If a vacancy should arise on the Commission, the seat shall be filled for the remainder of the term, through appointment by the City Council.

**258.04 Powers and Duties of the Commission.** The purpose of the Senior Advisory Commission is to provide senior citizens with a valuable resource, which can be used to effectively communicate the social, economic, recreational, cultural, and personal needs of the city's senior population. The Senior Advisory Commission's primary powers and duties include the following:

- A. To provide an open forum where information on important community senior issues can be received and discussed.
- B. To act as a liaison for the senior community to local government and other private organizations.
- C. To educate the rest of the community on issues affecting senior citizens through the publication of materials and within open public forums where senior views can be accurately represented.
- D. To explore and assist in the development of senior projects and programs, which promote positive relationships between senior citizens and the community.
- E. To build community consensus in advocating for specific senior projects or programs.
- F. To advise the City Council on issues concerning senior citizens and to recommend appropriate solutions.
- G. To provide feedback to the City Council assessing the current and future needs of the senior citizen community for program planning purposes.

## **Section 259 – Personnel Committee**

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

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

### **259.03 Organization, Meetings, Etc.**

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

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

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

- a. Oversee and review the City's Personnel Policy, monitor employment law changes, and recommend Personnel Policy amendments to the City Council as appropriate.
- b. Annually review and provide feedback regarding the City's overall approach to compensation and benefits for staff, and make recommendations to the City Council.
- c. Review performance reviews of staff.
- d. Review as needed high-level disciplinary actions of City employees, especially those that result in suspension or termination.

- e. Participate in the hiring process of new employees to include, but not limited to, application review, interviewing, and recommendation to the City Council. Participate in the appointments of Fire Department officers.

## Section 260 Civil Defense

**260.01 Adoption of Plan by Reference.** In the case of emergencies or natural disasters, the City shall follow the Civil Defense Plan adopted from time to time by the Council as found in the Appendix to this Code.

## Section 261 Restriction on Use of the “City of Norwood Young America” City’s Official Seals and Logos

**261.01 Definitions.** As used in this Chapter, the following shall mean:

**City Name.** City of Norwood Young America, City of Norwood Young America, MN, or Norwood Young America, MN.

**Corporate Seal.** Contains the words “City of Norwood Young America Corporate Seal, Carver County, Minnesota” typecast in a circular format.

**Logo.** 

**Organization.** Intended to and shall mean and include all formal and informal groups, associations, and aggregates of persons, groups and/or associations which are not themselves legal entities, whether singular and plural.

**Person.** Intended to and shall mean and include any and all persons, whether natural or corporate, and all other entities and organizations, whether singular or plural.

**Property.** Means all real property as well as all tangible and intangible personal property.

**261.02 Regulations Governing Use.** It shall be unlawful for any person to use the name, logos, or official seal of the City of Norwood Young America, whether directly or indirectly, expressly or by implication, in a way that creates the perception that the city, and/or departments, agencies or programs, are involved in, or supports or endorses in any way, a person or organization in any pursuit, activity, or thing of any kind whosoever, including but not limited to causes or events.

**License for use.** Nothing in this article shall restrict the City Administrator from entering into a licensing agreement with any person or organization for the use of the city’s name, logos or official seal for any purpose and without monetary consideration, provided such licensing agreement is in writing and signed by the City Administrator. However, the City Administrator, may from time to time be authorized by resolution of the City Council to enter into licensing agreements with revenue generating potential on behalf of the city for the use of the city’s name, logos or official seal.

**261.03 Injunction for unauthorized use.** In the event that person intends to use the City’s name, logo and/or official seal without the City’s consent, the City shall have the right to seek an injunction to prevent such use. In the event that a person uses the City’s name, logo or official seal without the City’s consent, the City shall have the right to an injunction to prevent future use as well as damages for the unauthorized use of the City’s name, logo or official seal.

**261.04 Administrative Penalty.** In addition to the right to seek an injunction, the City may issue an administrative citation as provided by Section 120.04 of the City Code. *(Amended by Ord 307, 9-10-18)*



TO: President Mayor Lagergren and Commission Members

FROM: Steven Helget, City Administrator

DATE: January 27, 2020

SUBJECT: Resolution 2001, Nominating and Electing Officers for the EDA

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The Economic Development Authority is required annually to appoint officers. Enclosed is Resolution 2001 appointing the officers.

**Suggested Motion:**

**Motion to approve Resolution 2001, a Resolution Nominating and Electing Officers of the Economic Development Authority for the City of Norwood Young America.**

*Norwood Young America*

# **RESOLUTION 2001**

## **A RESOLUTION NOMINATING AND ELECTING OFFICERS OF THE ECONOMIC DEVELOPMENT AUTHORITY FOR THE CITY OF NORWOOD YOUNG AMERICA**

BE IT RESOLVED by the Economic Development Authority of Norwood Young America, Carver County, Minnesota as follows:

WHEREAS, the City of Norwood Young America has established an Economic Development Authority (EDA) to coordinate and administer economic development and redevelopment plans and programs of the City; and

WHEREAS, the board of commissioners of the EDA consists of five members, all of whom must be members of the City Council of the City of Norwood Young America; and

WHEREAS, pursuant to Minnesota Statutes, the EDA must annually elect a President, Vice-President, Treasurer, Assistant Treasurer, and Secretary.

NOW, THEREFORE, BE IT RESOLVED, that the City Administrator is hereby appointed Executive Director of the Economic Development Authority of the City of Norwood Young America; and

BE IT FURTHER RESOLVED, that the following Commissioners are nominated and elected to the following offices of the Economic Development Authority of the City of Norwood Young America:

President - Carol Lagergren

Vice-President - Mike McPadden

Treasurer - Craig Heher

Assistant Treasurer – Dick Stolz

Secretary - Charlie Storms

Adopted by the Economic Development Authority of the City of Norwood Young America this 27<sup>th</sup> day of January 2020.

Attest:

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Carol Lagergren, President

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Steven Helget, Executive Director



TO: President Mayor Lagergren and Commission Members

FROM: Steven Helget, City Administrator

DATE: January 27, 2020

SUBJECT: Resolution 2002, Calling a Public Hearing to consider the Pledge of the General Obligation of the City of Norwood Young America, Minnesota to the Payment of Refunding Bonds to be Issued by the Norwood Young America Economic Development Authority

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Enclosed is Resolution 2002, calling for a public on February 24, 2020, for the refinancing of the Series 2012A Refunding Bonds. The EDA has statutory authority to bond for public improvements to include housing related projects such as The Harbor.

There were two bond issues that financed The Harbor project. Back in 2005 when the original bonds were issued and again in 2012 when the bonds were refinanced for the first time, state statute limited the amount to \$3 million of the bond issue that could be backed by full faith and credit of property taxes. The Harbor project exceeded that amount. The amount has now changed to \$5 million. The advantage of being backed by full faith and credit of property taxes is lower interest rates are experienced. The 2012A bonds will now be able to be refinanced under the City and depending on the interest rates, the City may recognize a significant savings.

Enclosed is a memo from Nick Anhut, Ehlers, reviewing the callable bonds that Council can consider refinancing in 2020 along with the issuance of the bonds for the Highway 212 Underpass Project. Mr. Anhut will be in attendance to review Resolution 2002.

**Suggested Motion:**

**Motion to approve Resolution 2002, Calling a Public Hearing to consider the Pledge of the General Obligation of the City of Norwood Young America, Minnesota to the Payment of Refunding Bonds to be Issued by the Norwood Young America Economic Development Authority.**

*Norwood Young America*

# Memo

**To:** Steve Helget, City Administrator  
**From:** Nick Anhut, Municipal Advisor  
**Date:** January 22, 2020  
**Subject:** Norwood Young America – 2020 Financing Plan

In a prior memo, Ehlers provided an analysis of the City's existing debt obligations and opportunities to reduce debt service expenses through prepayment or refinancing. The City has five (5) series of bonds which are callable (prepayable) now and able to be refinanced. A summary of the callable bond issues, representing \$10 million in principal, is provided below:

## Bonds Callable in 2020

Debt Issue	Outstanding	Coupon Range	Maturity
General Obligation Bonds, Series 2010A	340,000	3.100 - 3.650	2/1/2026
General Obligation Refunding Bonds, Series 2010B	2,985,000	3.000 - 3.625	2/1/2027
General Obligation Bonds, Series 2011A	1,760,000	3.000 - 3.750	2/1/2032
EDA Housing Gross Revenue Refunding Bonds, Series 2012A	1,930,000	1.000 - 4.300	8/1/2030
EDA General Obligation Housing Refunding Bonds, Series 2012B	3,000,000	2.700 - 3.100	8/1/2040

Interest rates remain low. The City is able to take advantage of the present conditions to refinance the 2010A, 2010B and 2011A Bonds and the EDA can do the same for its 2012A and 2012B Bonds issued for the Harbor project. Rates being paid on callable bonds are in excess of 3.00%. Market observations of tax-exempt rates in recent months anticipate refinancing near 2% true interest cost.

The city is anticipating a new financing in the late-Spring of 2020 for its share of the joint Highway 212 project costs. This financing will require a public hearing and petition process to authorize the issuance of General Obligation Street Reconstruction Bonds. Upon completion of the public hearing, a 30-day period allows for voters to petition to make the bonding subject to a referendum. If no petition is received by 30 days, the Council can authorize the issuance of bonds for the new project. Once authorized, the new financing could be combined with the refunding of the City bonds identified above to avoid duplicative financing costs.

The EDA Housing bonds can achieve the greatest savings backed by the City's general obligation pledge. After holding a separate set of public hearings at the EDA and City Council levels, these bonds would not be subject to petition but would have to be sold prior to 120 days after the City's public hearing date. These EDA bonds are to be offered as a separate issuance due to the pledge of housing revenues and their financing structure. Even as a separate issuance, they could be timed to coincide with the City's bonds under one rating process to also avoid duplicate fees.



Below is a preliminary calendar of events for this year's financing plan. The dates may be adjusted as information about the Highway 212 construction bid letting is finalized.

EDA January 27 – EDA calls for a public hearing on the issuance of General Obligation Housing Revenue Refunding Bonds, and requests the City Council call for the same

City Council January 27 – City Council calls for a public hearing on the issuance of General Obligation Street Reconstruction Plan Bonds for the Highway 212 project; at the request of the EDA it also calls for a public hearing on the EDA's issuance of General Obligation Housing Revenue Refunding Bonds

EDA February 24 – Public Hearing held for the Housing Bonds

City Council February 24 – Public Hearings held for the Housing Bonds and Street Reconstruction Plan Bonds; Authorization from City Council to proceed with the sale of bonds to finance the Highway 212 project and refund various City and EDA debt

March 25 – petition period ends for the Street Reconstruction Plan Bonds

April – Bid letting for construction of the Highway 212 project

May/June – Competitive financing bids received for award by the City Council and EDA. Bonds awarded by resolution on the basis of lowest true interest cost (Housing bonds no later than June 23)

June/July – Estimated closing period when bond proceeds for new highway project and bond redemption funds wired to City/EDA accounts

By August 1 – City and EDA redeem the callable balances of the refunded bonds

**NORWOOD YOUNG AMERICA ECONOMIC DEVELOPMENT AUTHORITY**

**RESOLUTION NO. 2002**

**CALLING A PUBLIC HEARING TO CONSIDER THE PLEDGE  
OF THE GENERAL OBLIGATION OF THE CITY OF  
NORWOOD YOUNG AMERICA, MINNESOTA TO THE  
PAYMENT OF REFUNDING BONDS TO BE ISSUED BY THE  
NORWOOD YOUNG ECONOMIC DEVELOPMENT  
AUTHORITY**

WHEREAS, pursuant to Minnesota Statutes, Sections 469.001 through 469.047, as amended (the "Act"), and, in particular, Sections 469.017 through 469.0171 and Sections 469.034 through 469.035 thereof, the Norwood Young America Economic Development Authority (the "Authority") is authorized to undertake housing development projects and to issue its bonds to finance such projects; and

WHEREAS, pursuant to the provisions of Section 469.034, subdivision 2(f) of the Act, the Authority is authorized to issue bonds to refund bonds issued pursuant to the Act; and

WHEREAS, on December 4, 2012, the Authority issued its (i) Governmental Housing Gross Revenue Refunding Bonds (The Harbor at Peace Village Project), Series 2012A (the "Series 2012A Bonds"), in the original aggregate principal amount of \$3,090,000, the proceeds of which refunded the Authority's Governmental Housing Gross Revenue Bonds (The Harbor at Peace Village Project), Series 2005A (the "Series 2005A Bonds"); and (ii) General Obligation Housing Revenue Refunding Bonds (The Harbor at Peace Village Project), Series 2012B (the "Series 2012B Bonds"), in the original aggregate principal amount of \$3,000,000, the proceeds of which refunded the Authority's General Obligation Housing Revenue Bonds (The Harbor at Peace Village Project), Series 2005B Bonds (the "Series 2005B Bonds"); and

WHEREAS, proceeds of the Series 2005A Bonds and the Series 2005B Bonds were used to finance the Authority's acquisition, construction, and equipping of a 36-unit senior housing with services facility (the "Project") located in the City of Norwood Young America, Minnesota (the "City"); and

WHEREAS, the Project is leased by Peace Villa, Inc., a Minnesota nonprofit corporation, and the Project is managed by Ecumen Services, Inc., a Minnesota corporation; and

WHEREAS, pursuant to Section 469.034 of the Act, the Authority is authorized to issue general obligation bonds to finance or refinance a qualified housing development project upon (a) a determination by the Authority that pledged revenues will equal or exceed one hundred ten percent (110%) of the principal and interest due on such bonds for each year; (b) approval of the principal amount of the bonds by the Board of Commissioners of the Authority (the "Board of Commissioners") following a public hearing; and (c) approval of the principal amount of the bonds by City Council of the City (the "City Council") and the use of the City's general obligation pledge following a public hearing; and

WHEREAS, in connection with the issuance of the Series 2005B Bonds, the City Council and the Board of Commissioners conducted public hearings on the issuance of the Series 2005B Bonds and approved the City's general obligation pledge to the payment of debt service on the Series 2005B Bonds, and the Board of Commissioners determined that pledged revenues of the Project would equal or exceed one hundred ten percent (110%) of the principal and interest due on the Series 2005B Bonds for each year; and

WHEREAS, the Series 2012A Bonds are secured by gross revenues of the Project, and the Series 2012B Bonds are secured by a general obligation pledge of the City; and

WHEREAS, the Authority has determined to refund the Series 2012A Bonds and the Series 2012B Bonds (together, the "Refunded Bonds") and to issue refunding bonds secured by the general obligation pledge of the City; and

WHEREAS, because the Series 2005A Bonds and Series 2012A Bonds were not originally secured by the general obligation pledge of the City, in order for any general obligation refunding bonds to be issued to refund the Series 2012A Bonds (the "Series 2012A Refunding Bonds"), the Authority and the City must satisfy the requirements of Section 469.034 of the Act, including but not limited to conducting a public hearing after one publication of notice in a newspaper generally circulating in the City at least 10 days before the hearing; and

WHEREAS, in accordance with Section 469.034, subdivision 2 of the Act, the public hearing must be held at least 15 days, but not more than 120 days, before the sale of the Series 2012A Refunding Bonds; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Norwood Young America Economic Development Authority as follows:

1. The Board of Commissioners will hold a public hearing on the issuance of the Series 2012A Refunding Bonds in the approximate principal amount of \$2,000,000 and the pledge of the general obligation of the City to the payment of debt service on the Series 2012A Refunding Bonds on Monday, February 24, 2020, at approximately 6:00 PM at City Hall. The Executive Director of the Authority, in consultation with Kennedy & Graven, Chartered, as bond counsel, is authorized and directed to publish a notice of such public hearing in a newspaper of general circulation at least 10 days prior to the date of the hearing.

2. The Authority hereby requests that the City Council call for a public hearing, pursuant to the requirements of Section 469.034 of the Act, to consider approving the City's general obligation pledge to the payment of debt service on the Series 2012A Refunding Bonds.

3. This resolution shall be in full force and effect from and after its passage.

Approved by the Board of Commissioners of the Norwood Young America Economic Development Authority this 27<sup>th</sup> day of January 2020.

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Carol Lagergren, President

ATTEST:

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Steven Helget, Executive Director



## City Council Minutes

January 13, 2020 – 6:00 p.m.

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

ABSENT: Charlie Storms

STAFF: Steve Helget, Kelly Hayes, Tony Voigt, Steve Zumberge

OTHERS: Tom Sudheimer

1. Call Meeting of City Council to Order

1.1 Pledge of Allegiance

Meeting was called to order by Mayor Lagergren at 6:00pm with all members present except Charlie Storms.

2. Approve Agenda

Addition: 7.7 Well #3 Pump Replacement

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

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

4. Consent Agenda

4.1 Approve minutes of December 23 meeting

4.2 Approve payment of claims

4.3 Approve Fire Firefighter Hiring (Anna Boote)

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

5. Public Hearings

5.1 Ordinance No. 322, Amending Fee Schedule for Fiscal Year 2020

The fee schedule is located in Chapter 20 of the City Code. Each year the council reviews the fee schedule. There was no public comment.

*Motion: CH/DS to close the public hearing. Vote 4 – 0. Motion carried.*

5.2 Ordinance No. 323, Disposal of Unclaimed Property

The purpose of Ordinance 323 is to provide for the custody and disposal of property lawfully coming into the City's possession in the course of municipal operations and remaining unclaimed by the owner. There was no public comment.

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

6. Old Business

6.1 Curfman Trucking CUP Compliance Update – 600 Railroad Street West

The council discussed the progress of the CUP compliance with owner Steve Curfman. The CUP states that there would be three piles of aggregate with no more than 3500 cubic yards per pile. Currently Mr. Curfman has one pile with 10,500 cubic yards. Because it is all the same type of aggregate, Mr. Curfman doesn't need three separate piles. The council recommended bringing the CUP back to the Planning Commission to have the number of piles be amended. Based on the required public hearing for the Planning Commission to amend the current CUP, it was agreed that the property would be in compliance by March 31, 2020.

*Motion: CH/MM to approve extending the compliance timeline for the Curfman Trucking Conditional Use Permit, for 600 Railroad West to March 31, 2020. Vote 4 – 0. Motion carried.*

6.2 Public Service Department Property Clean-Up Report

Public Services Director, Tony Voigt, gave an update on the clean up process from behind the Public Works shop.

7. New Business

7.1 Approve Resolution 2020-01, Organization of the City of Norwood Young America

Resolution 2020-01 was reviewed. Minor updates were made. Section 27 MnDOT PAC was removed. Mayor Lagergren recommends adding a Finance Committee. City Administrator Helget noted that all committees and commissions are located in Chapter 2 of the City Code, so a public hearing would be required in order to add a Finance Committee.

*Motion: CH/MM to approve Resolution 2020.01, a resolution relating to the organization of the City of Norwood Young America as amended. Vote 4 – 0. Motion carried.*

7.2 Approve Annual Fire Department Report and Review 2019

- Increase calls 62% increase of calls since 2010.
- 342 calls: 281 medical, 16 fires, 11 hazardous conditions, 10 accidents, 24 miscellaneous
- 32 firefighters of which six are new firefighters to NYA
- \$20,000 of Stiftungsfest money was set aside for a future ladder truck.
- Still looking for fire fighters that can respond to day calls.
- Chief Zumberge will bring results of fire district meeting at the next council meeting.

7.3 Adopt Ordinance No. 322, Amending Fee Schedule for Fiscal Year 2020 and approve Summary Publication

Addition: Beer meister rental fee \$30 (this is what the city pays to have the tap cleaned). Remove: Zoning Amendment (was supposed to have been removed last year) and the pool fees.

*Motion: CH/MM to accept the 2020 Fee Schedule with the changes. Vote 4 – 0. Motion carried.*

*Motion: CH/DS to publish a summary of Ordinance 322. Vote 4 – 0. Motion carried.*

7.4 Adopt Ordinance No. 323, Disposal of Unclaimed Property and approve Summary Publication

*Motion: DS/CH to adopt Ordinance 323, an ordinance adding Section 130 to the City Code relating to the disposal of unclaimed property. Vote 4 – 0. Motion carried.*

*Motion: CH/MM to approve publishing a summary of Ordinance 323. Vote 4 – 0. Motion carried.*

7.5 Approve Pay Equity Report

Required by law to submit a Pay Equity Report every 3 years. Based on the results, Kelly Hayes, City Clerk believes the City is in compliance, however, actual compliance is not received until the Council approves submitting the results.

*Motion: MM/DS to submit the Pay Equity Report. Vote 4 – 0. Motion carried.*

7.6 Accept Public Service Technician Resignation and authorize filling the Vacancy

Public Service Technician Bill Koch gave his resignation and his last day was January 10, 2020. The Personnel Committee reviewed the job description and made a couple of minor changes.

*Motion: DS/MM to post the Public Services Technician position. Vote 4 – 0. Motion carried.*

*Motion: CH/MM to approve the Public Services Technician job description. Vote 4 – 0. Motion carried.*

7.7 Well #3 Pump Replacement

Public Service Director Tony Voigt asked that the council approving a pump in well #3 because it is not pumping at capacity. Council asked if there was more than one proposal received and recommended talking with Hydro Engineering because they deal with pumps. Voigt said the he would contact them as of right now he only has one proposal. State requirements require two proposals for amounts greater than \$50,000.

*Motion: DS/MM to acquire a new pump for well #3 not to exceed a total of \$13,000.*

8. Council Member & Mayor and Staff Reports

DS – none

CH – Planning Commission reviewing CUP for 600 Railroad regarding commercial truck repair. Continued discussion of accessory dwelling units. Next meeting is changed from March 3 to March 4 because of the election.

MM – EDC requested regular updates from Economic Development / Marketing Director Karen Hallquist on everything that is being worked on: hotel study, grocery store, etc. Looking at offering a program for other businesses that do not qualify for the Small Cities Downtown Development Grant.

CL – Joint commission discussed process of how to get businesses to come to NYA and how to make the process better. Newsletter will be coming out soon. Lagergren asked if the newsletter should be sent out more often, every other month. McPadden noted not to send a newsletter if there aren't things to put into it. Lagergren has requested that the City create a finance committee. The committee would review things such as the budget, fee schedule, etc. Senior Center is changing hours to 1pm – 4pm in hopes to get more people to attend. It will still take place the 1<sup>st</sup> and 3<sup>rd</sup> Wednesday of the month.

9. Adjournment

*Motion: MM/CH to adjourn at 7:37pm. Vote 5 – 0. Motion carried.*

Sincerely Submitted,

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Carol Lagergren, Mayor

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Kelly Hayes, City Clerk/Treasurer



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

**To Be Approved: January 27, 2020**

<b>Payroll EFT</b>	<b><u>\$17,069.12</u></b>
(Check Sequence 505786 – 505801)	

**Voided check**  
30072 - \$6600.00

<b>Prepays</b>	
<b>30118 - \$240.00</b>	<b><u>\$ 240.00</u></b>

<b>Claims Pending Payment</b>	
(Check Sequence 30119 – 30161)	<b><u>\$66,145.29</u></b>

<b>Grand Total</b>	<b><u>\$83,454.41</u></b>
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## CITY OF NORWOOD YOUNG AMERICA

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JANUARY 2020

			Check Amt	Invoice	Comment
<b>10100 CHECKING</b>					
Paid Chk#	030119	1/27/2020	<b>ABDO, EICK, &amp; MEYERS</b>		
E 101-41500-301	Auditing and Acct g Services		\$8,000.00	423820	
	<b>Total ABDO, EICK, &amp; MEYERS</b>		<b>\$8,000.00</b>		
Paid Chk#	030120	1/27/2020	<b>CARVER COUNTY</b>		
E 101-45200-310	Other Professional Services		\$841.80		
E 601-49400-310	Other Professional Services		\$1,683.60		
E 602-49450-310	Other Professional Services		\$1,683.60		
E 101-43100-310	Other Professional Services		\$1,403.00	CSER-835	
	<b>Total CARVER COUNTY</b>		<b>\$5,612.00</b>		
Paid Chk#	030121	1/27/2020	<b>CARVER COUNTY</b>		
E 101-42100-311	County Police Contract		\$1,187.15	SHERI003373	
E 101-42125-311	County Police Contract		\$134.79	SHERI003377	
	<b>Total CARVER COUNTY</b>		<b>\$1,321.94</b>		
Paid Chk#	030122	1/27/2020	<b>EMERGENCY RESPONSE SOLUTIONS</b>		
E 101-42200-542	FD Equipment		\$1,857.67	14382	
	<b>Total EMERGENCY RESPONSE SOLUTIONS</b>		<b>\$1,857.67</b>		
Paid Chk#	030123	1/27/2020	<b>LATZIG, ELROY</b>		
E 101-41400-430	Miscellaneous		\$3,300.00	July-Dec 2019	
	<b>Total LATZIG, ELROY</b>		<b>\$3,300.00</b>		
Paid Chk#	030124	1/27/2020	<b>MN STATE FIRE CHIEFS ASSOC</b>		
E 101-42200-433	Dues and Subscriptions		\$580.00	870	
	<b>Total MN STATE FIRE CHIEFS ASSOC</b>		<b>\$580.00</b>		
Paid Chk#	030125	1/27/2020	<b>MRI SOFTWARE LLC</b>		
E 101-45200-310	Other Professional Services		\$26.97		
E 101-43100-310	Other Professional Services		\$26.98	SRNI1000542 Client Y268001	
	<b>Total MRI SOFTWARE LLC</b>		<b>\$53.95</b>		
Paid Chk#	030126	1/27/2020	<b>RUPP, ANDERSON, SQUIRES, PA</b>		
E 101-41500-304	Legal Fees		\$2,024.68	10418	
	<b>Total RUPP, ANDERSON, SQUIRES, PA</b>		<b>\$2,024.68</b>		
	<b>10100 CHECKING</b>		<b>\$22,750.24</b>		

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

101 GENERAL FUND	\$19,383.04
601 WATER FUND	\$1,683.60
602 SEWER FUND	\$1,683.60
	<b>\$22,750.24</b>



## CITY OF NORWOOD YOUNG AMERICA

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JANUARY 2020

Check Amt Invoice Comment

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

101 GENERAL FUND	\$30,474.39
601 WATER FUND	\$3,929.19
602 SEWER FUND	\$8,412.83
603 STORM WATER UTILITY	\$135.33
832 DONATIONS - VFW	\$38.81
	<hr/>
	\$42,990.55

## CITY OF NORWOOD YOUNG AMERICA

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JANUARY 2020

		Check Amt	Invoice	Comment
<b>10100 CHECKING</b>				
Paid Chk#	030127	1/27/2020	<b>CARDMEMBER SERVICE</b>	
E 601-49400-200	Office Supplies	\$24.99		
E 101-41940-223	Repair/Maintenance Bldg/Ground	\$136.38		
E 602-49450-221	Repair/Maintenance Equipment	\$1,744.73		
E 101-43100-207	Training Instructional	\$125.00		
E 101-43100-221	Repair/Maintenance Equipment	\$198.42		
E 101-43100-208	Medical-Physicals	\$55.50		
E 101-45200-208	Medical-Physicals	\$55.50		
E 101-41400-200	Office Supplies	\$553.21		
E 101-41110-331	Travel/Meeting Expense	\$3.99		
E 101-41410-210	Operating Supplies	\$541.99		
E 101-41110-350	Print/Publishing/Postage	\$30.00		
E 101-46500-210	Operating Supplies	\$32.16		
E 101-42200-433	Dues and Subscriptions	\$28.08		
	<b>Total CARDMEMBER SERVICE</b>	<b>\$3,529.95</b>		
Paid Chk#	030128	1/27/2020	<b>CARVERLINK-CARVER CO BROADBAND</b>	
E 601-49400-321	Telephone	\$137.28		
E 602-49450-321	Telephone	\$57.28		
E 101-42200-321	Telephone	\$142.59		
E 101-43100-321	Telephone	\$54.01		
E 101-45200-321	Telephone	\$23.15		
E 101-41940-321	Telephone	\$114.56		
E 101-41300-321	Telephone	\$57.06		
E 101-41320-321	Telephone	\$57.06		
E 101-41400-321	Telephone	\$57.06		
E 101-46500-321	Telephone	\$19.02		
E 101-42100-321	Telephone	\$95.11		
E 101-45500-321	Telephone	\$95.11		
E 101-41940-321	Telephone	\$114.56	2444	
	<b>Total CARVERLINK-CARVER CO BROADBAND</b>	<b>\$1,023.85</b>		
Paid Chk#	030129	1/27/2020	<b>CENTER POINT</b>	
E 601-49400-383	Gas Utilities	\$18.32		
E 602-49450-383	Gas Utilities	\$19.32		
E 101-41940-383	Gas Utilities	\$355.50		
E 601-49400-383	Gas Utilities	\$19.32		
E 101-41940-383	Gas Utilities	\$136.82		
E 101-41940-383	Gas Utilities	\$90.53		
E 602-49450-383	Gas Utilities	\$20.51		
E 601-49400-383	Gas Utilities	\$375.38		
	<b>Total CENTER POINT</b>	<b>\$1,035.70</b>		
Paid Chk#	030130	1/27/2020	<b>CITIZEN STATE BANK HSA ACCTS</b>	
G 101-21718	HSA ACCOUNT	\$1,641.32		
	<b>Total CITIZEN STATE BANK HSA ACCTS</b>	<b>\$1,641.32</b>		

## CITY OF NORWOOD YOUNG AMERICA

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JANUARY 2020

			Check Amt	Invoice	Comment
Paid Chk#	030131	1/27/2020	<b>DIVERSIFIED PLUMING &amp; HEATING</b>		
E	101-41940-223	Repair/Maintenance Bldg/Ground	\$250.50	27543	Lions Shelter Bldg
	<b>Total</b>	<b>DIVERSIFIED PLUMING &amp; HEATING</b>	\$250.50		
Paid Chk#	030132	1/27/2020	<b>ELECTRIC PUMP</b>		
E	602-49450-223	Repair/Maintenance Bldg/Ground	\$400.00	67309	
	<b>Total</b>	<b>ELECTRIC PUMP</b>	\$400.00		
Paid Chk#	030133	1/27/2020	<b>GLANDER, CHRIS</b>		
E	101-42200-221	Repair/Maintenance Equipment	\$446.49	UFC	
	<b>Total</b>	<b>GLANDER, CHRIS</b>	\$446.49		
Paid Chk#	030134	1/27/2020	<b>HEALTH PARTNERS</b>		
G	101-21706	Hospitalization/Medical Ins	\$9,510.36	94780311	
	<b>Total</b>	<b>HEALTH PARTNERS</b>	\$9,510.36		
Paid Chk#	030135	1/27/2020	<b>JT FLOOR COVERING INSTALL. LLC</b>		
E	101-45200-223	Repair/Maintenance Bldg/Ground	\$655.30	3024	warming house flooring
	<b>Total</b>	<b>JT FLOOR COVERING INSTALL. LLC</b>	\$655.30		
Paid Chk#	030136	1/27/2020	<b>KWIK TRIP INC.</b>		
E	101-45200-212	Motor Fuels	\$24.15	5277752	
E	101-43100-212	Motor Fuels	\$73.41	5280083	
	<b>Total</b>	<b>KWIK TRIP INC.</b>	\$97.56		
Paid Chk#	030137	1/27/2020	<b>LANO EQUIPMENT</b>		
E	101-45200-221	Repair/Maintenance Equipment	\$187.67	43965/cm4396	
	<b>Total</b>	<b>LANO EQUIPMENT</b>	\$187.67		
Paid Chk#	030138	1/27/2020	<b>LEAGUE OF MN CITIES</b>		
E	101-45200-207	Training Instructional	\$166.75		
E	601-49400-207	Training Instructional	\$166.75		
E	602-49450-207	Training Instructional	\$166.75		
E	101-43100-207	Training Instructional	\$166.75	313741	regional safety training
	<b>Total</b>	<b>LEAGUE OF MN CITIES</b>	\$667.00		
Paid Chk#	030139	1/27/2020	<b>MAC QUEEN EQUIPMENT INC</b>		
E	602-49450-221	Repair/Maintenance Equipment	\$1,233.25	P24382	
	<b>Total</b>	<b>MAC QUEEN EQUIPMENT INC</b>	\$1,233.25		
Paid Chk#	030140	1/27/2020	<b>MARCO TECHNOLOGIES LLC</b>		
E	101-41400-437	Maintenance Contract	\$104.00	7221495	
E	101-41400-437	Maintenance Contract	\$1,209.93	7230187	
	<b>Total</b>	<b>MARCO TECHNOLOGIES LLC</b>	\$1,313.93		
Paid Chk#	030141	1/27/2020	<b>MAYER LUMBER CO.</b>		
E	832-45250-470	Donation Expense	\$4.22	VFW-179543	
E	832-45250-470	Donation Expense	\$34.59	VFW-179790	

## CITY OF NORWOOD YOUNG AMERICA

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			Check Amt	Invoice	Comment
<b>Total MAYER LUMBER CO.</b>			<b>\$38.81</b>		
Paid Chk#	030142	1/27/2020	<b>MI-BOX MOVING &amp; MOBILE STORAGE</b>		
E	101-41320-310	Other Professional Services	\$179.99	3658	
<b>total MI-BOX MOVING &amp; MOBILE STORAGE</b>			<b>\$179.99</b>		
Paid Chk#	030143	1/27/2020	<b>MID COUNTRY BANK</b>		
G	101-21718	HSA ACCOUNT	\$453.33		
<b>Total MID COUNTRY BANK</b>			<b>\$453.33</b>		
Paid Chk#	030144	1/27/2020	<b>MID-COUNTY CO-OP OIL ASSN</b>		
E	101-45200-212	Motor Fuels	\$243.51		
E	101-43100-212	Motor Fuels	\$568.19	23521	
<b>Total MID-COUNTY CO-OP OIL ASSN</b>			<b>\$811.70</b>		
Paid Chk#	030145	1/27/2020	<b>MINI BIFF</b>		
E	101-45200-418	Other Rentals (Biffs)	\$126.48	A-112794	
<b>Total MINI BIFF</b>			<b>\$126.48</b>		
Paid Chk#	030146	1/27/2020	<b>MINNESOTA VALLEY TESTING LAB</b>		
E	602-49450-217	Lab Fees	\$411.50	1013753	
E	602-49450-217	Lab Fees	\$93.00	1013842	
<b>Total MINNESOTA VALLEY TESTING LAB</b>			<b>\$504.50</b>		
Paid Chk#	030147	1/27/2020	<b>MN DEPARTMENT OF HEALTH</b>		
E	601-49400-437	Maintenance Contract	\$175.00		well maintenance permit
<b>Total MN DEPARTMENT OF HEALTH</b>			<b>\$175.00</b>		
Paid Chk#	030148	1/27/2020	<b>NORWOOD ELECTRIC INC</b>		
E	101-43100-223	Repair/Maintenance Bldg/Ground	\$419.13	16453	
<b>Total NORWOOD ELECTRIC INC</b>			<b>\$419.13</b>		
Paid Chk#	030149	1/27/2020	<b>NYA TIMES</b>		
E	101-41400-350	Print/Publishing/Postage	\$26.46	753310	
<b>Total NYA TIMES</b>			<b>\$26.46</b>		
Paid Chk#	030150	1/27/2020	<b>OLD NATIONAL BANK</b>		
G	101-21718	HSA ACCOUNT	\$500.00		
<b>Total OLD NATIONAL BANK</b>			<b>\$500.00</b>		
Paid Chk#	030151	1/27/2020	<b>OPTUM BANK</b>		
G	101-21718	HSA ACCOUNT	\$298.67		
<b>Total OPTUM BANK</b>			<b>\$298.67</b>		
Paid Chk#	030152	1/27/2020	<b>SCHIROG ELECTRICAL REBUILDING</b>		
E	101-43100-221	Repair/Maintenance Equipment	\$150.00	95320	
<b>Total SCHIROG ELECTRICAL REBUILDING</b>			<b>\$150.00</b>		
Paid Chk#	030153	1/27/2020	<b>SECURITY BANK &amp; TRUST</b>		

## CITY OF NORWOOD YOUNG AMERICA

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			Check Amt	Invoice	Comment
G 101-21718	HSA ACCOUNT		\$866.66		
	<b>Total SECURITY BANK &amp; TRUST</b>		\$866.66		
Paid Chk# 030154	1/27/2020	<b>STACKEN, PAT</b>			
E 101-42200-542	FD Equipment		\$639.98		Secretary's laptop
	<b>Total STACKEN, PAT</b>		\$639.98		
Paid Chk# 030155	1/27/2020	<b>SUN LIFE ASSURANCE COMPANY</b>			
G 101-21707	Disability Insurance		\$358.78	1/14/2020	
	<b>Total SUN LIFE ASSURANCE COMPANY</b>		\$358.78		
Paid Chk# 030156	1/27/2020	<b>UFC FARM SUPPLY</b>			
E 101-45200-210	Operating Supplies		\$60.23	933052/cm933	
	<b>Total UFC FARM SUPPLY</b>		\$60.23		
Paid Chk# 030157	1/27/2020	<b>US POSTAL SERVICE</b>			
E 603-49500-350	Print/Publishing/Postage		\$135.33		
E 602-49450-350	Print/Publishing/Postage		\$135.33		
E 601-49400-350	Print/Publishing/Postage		\$135.34		
	<b>Total US POSTAL SERVICE</b>		\$406.00		
Paid Chk# 030158	1/27/2020	<b>WEGNER, ANDREW</b>			
E 601-49400-432	Refund		\$232.89		utility refund
	<b>Total WEGNER, ANDREW</b>		\$232.89		
Paid Chk# 030159	1/27/2020	<b>WWGOETSCH</b>			
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$385.00	103514	
	<b>Total WWGOETSCH</b>		\$385.00		
Paid Chk# 030160	1/27/2020	<b>XCEL ENERGY</b>			
E 101-42200-381	Electric Utilities		\$330.57		
E 101-42500-381	Electric Utilities		\$12.05		
E 101-43100-380	Street Lighting		\$3,953.30		
E 101-45200-381	Electric Utilities		\$438.36		
E 101-45500-381	Electric Utilities		\$833.91		
E 601-49400-381	Electric Utilities		\$339.05		
E 602-49450-381	Electric Utilities		\$3,746.16		
E 101-49860-381	Electric Utilities		\$206.82		
E 101-43100-381	Electric Utilities		\$535.46		
E 101-45200-381	Electric Utilities		\$22.50	667712264	
E 101-45200-381	Electric Utilities		\$91.99	667882907	
E 601-49400-381	Electric Utilities		\$2,304.87	668120469	
E 101-41940-381	Electric Utilities		\$1,549.02	668674615	
	<b>Total XCEL ENERGY</b>		\$14,364.06		
	<b>10100 CHECKING</b>		\$42,990.55		

## CITY OF NORWOOD YOUNG AMERICA

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**10100 CHECKING**

Paid Chk# 030161 1/27/2020 DVS RENEWAL

E 101-43100-406 LICENSES \$288.75

E 601-49400-406 LICENSES \$57.87

E 602-49450-406 LICENSES \$57.88

Total DVS RENEWAL \$404.50

10100 CHECKING \$404.50

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

101 GENERAL FUND \$288.75

601 WATER FUND \$57.87

602 SEWER FUND \$57.88

\$404.50



TO: Mayor Lagergren and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: January 27, 2020

RE: Street Closure Request

---

The Ascension Knights of Columbus will be holding their annual fish fry on Friday, March 6, 2020. Last year they offered a "Drive-Thru" service and they would like to offer the drive-thru again this year. West Wilson Street would be closed to people going west from 8:00am to 7:00pm. Donald Whitaker has submitted a letter and map for this request.

**Suggested Motion:**

**Motion to accept the temporary street closure on West Wilson Street on March 6, 2020, from 8am – 7pm.**

January 10, 2020

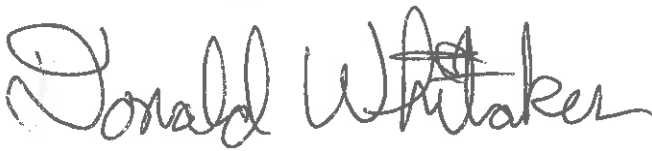
Dear Norwood Young America City Counsel,

The Ascension Knights of Columbus will be holding their Annual KC Fish Fry on Friday, March 6, 2020.

We are requesting the temporary closing of West Wilson Street near Ascension Church to allow for the ability for a Drive-Thru route. We are requesting this temporary closure for only March 6, 2020. Closing Wilson Street will allow the KC's to setup a trailer and limit the directions of vehicles for safety reasons.

Thank you for the consideration,

Ascension Knights of Columbus

A handwritten signature in black ink that reads "Donald Whitaker". The signature is written in a cursive style with a large, stylized 'D' and 'W'.

Donald Whitaker

952-454-1611







TO: Honorable Mayor Lagergren and City Council Members

FROM: Kelly Hayes, City Clerk / Treasurer

DATE: January 27, 2020

RE: Appointing Election Judges

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Listed in Resolution 2020-02 are the election judges for the 2020 Elections. Many of the judges have prior experience that is valuable during the election training process and at the polling place on Election Day. The election days are as follows:

- March 3, 2020 Presidential Primary Election
- August 11, 2020 Primary Election
- November 3, 2020 General Election

**Recommendation:**

A motion to adopt Resolution 2020-02 a resolution appointing election judges for the 2020 Elections.

*Norwood Young America*

# RESOLUTION 2020-02

## A Resolution Appointing Election Judges for the 2020 Elections

WHEREAS, the City of Norwood Young America, in accordance with State Law, will hold a Primary Presidential Election within the City on March 3, 2020; and

WHEREAS, the City of Norwood Young America, in accordance with State Law, will hold a Primary Election within the City on August 11, 2020; and

WHEREAS, the City of Norwood Young America, in accordance with State Law, will hold a General Election within the City on November 3, 2020; and

WHEREAS, the official polling place will be at City Hall located at 310 Elm Street West, Norwood Young America, and the polls will be open from 7:00am to 8:00pm; and

BE IT FURTHER RESOLVED, that the below listed individuals are hereby appointed to serve as election judges for the 2020 Elections and will be paid \$10.00 per hour and the individuals appointed as head judge and assistant head judge would be paid \$11.00 per hour.

### 2020 Election Judges:

Elroy Latzig – Head Judge  
Faye Ernst  
Vicki Halliday-Schultz  
Carolyn Hoernemann  
Jean Nelson  
June Plagge  
Mary Spille  
Kathleen Tverberg  
Hilbert Hoof

Karen Kamps – Assistant Head Judge  
Kaarin Foede– Assistant Head Judge  
Gilbert Hasse Jr.  
Carol Latzig  
Jean Thomas  
Gladys Wolter  
Mary Lou Teubert  
Gregory Kummer  
Cathleen Williams

BE IT FURTHER RESOLVED, that in case an appointed judge is unable to serve, the City Clerk/Treasurer is authorized to appoint a substitute judge.

Adopted by the City Council this 27<sup>th</sup> day of January 2020.

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Carol Lagergren, Mayor

ATTEST:

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Kelly Hayes, City Clerk/Treasurer



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

From: Cynthia Smith Strack, Consulting Planner

Date: January 27, 2020

Re: Conditional Use Permit: Steve Curfman, Truck Repair – 600 Railroad St W

---

**Applicant:** Steve Curfman, d.b.a. Curfman Trucking & Repair Inc.  
**Subject Address:** 600 Railroad Street West  
**Legal Description:** Attached  
**Property ID:** 580150700  
**Zoning Class:** I-1 Light Industrial District  
**Request:** Conditional Use Permit to provide truck repair retail service  
**Representative:** Steve Curfman  
**Attachments:** Excerpt Draft Planning Commission Meeting Minutes 01.07.20  
Site Plan: Dated 07.17.17  
Survey  
City Council Resolutions: 2017-14, 2017-15, and 2017-16

#### **BACKGROUND**

The City Council previously authorized a commercial trucking contractor operation and ancillary outdoor storage (City Council resolutions 2017-14, 2017-15, and 2017-16) at 600 Railroad Street West. The Applicant at that time indicated he's like to provide commercial truck repair on a retail basis at the site. That use was not authorized under the aforementioned resolutions as truck repair was not an authorized use in the I-1 Light Industrial District. The City Council recently enacted code language allowing commercial truck repair in the I-1 District under CUP. Steve Curfman has applied for a CUP to allow commercial auto repair out of an existing structure at the subject property. The Applicant proposes no change to outdoor storage approved under City Council Resolution 2017-15 and the attached site plan dated July 17, 2017.

Section 1230.12, Subd. 4(F) of the Code provides for the proposed use.

## **CUP REVIEW**

Section 1230.12, Subd. 4(F) prescribes the following conditions for truck repair in the I-1 District, reviewer comments are in ***red bold, italic type face***:

1. Fencing and screening. When abutting a property used for residential purposes a landscaped buffer sufficient to screen the use from the adjacent residence at all times of the year shall be provided. When abutting a commercial property a fence is required. ***The abutting property is zoned I-1 Light Industrial and TA Transitional Agriculture.***
2. No vehicle or equipment shall be parked on the premises other than those utilized by employees, used by the business, or awaiting service. No vehicle or equipment shall be parked or be waiting service longer than fifteen (15) days. Vehicles and equipment, if required to be licensed, shall display current licenses. ***An adjusted standard of thirty (30) days is to be incorporated as a condition of approval.***
3. Junk yards and/or auto salvage is prohibited. ***This standard to be incorporated as a condition of approval.***
4. Exterior storage other than vehicles and equipment being repaired shall be limited to service equipment and incidental, seasonal, and occasional items offered for sale. ***This standard to be incorporated as a condition of approval.***
5. The storage of new tires, batteries and other such items for sale outside the building is allowed only during hours of business operation. ***This standard to be incorporated as a condition of approval, with exception for that approved under City Council Resolution 2017-15.***
6. Business activities such as automatic car and truck wash, rental of vehicles, equipment or trailers, and general retail sales may be allowed. Outdoor storage of used tires may be allowed, provided tires are stored in a completely enclosed structure approved by the City and a written plan to regularly dispose of used tires is filed with the application for conditional use permit required under this Section.

### **General Criteria for Approval of Conditional Use Permits**

The aforementioned standards relate specifically to outdoor storage. In addition, the Planning Commission is required to examine the request under a series of general standards as set for under Section 1210.06 Conditional Use Permits, Subd. 3(A).

1. The use is consistent with goals, policies and objectives of the Comprehensive Plan. ***DISCUSSION: The 2008 and draft 2040 NYA Comprehensive Plans guide the subject area to industrial use.***
2. The use is consistent with the intent of this Ordinance. ***DISCUSSION: Truck repair is allowed in the I-1 District under CUP.***
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. ***DISCUSSION: The proposed use will occur on a previously improved served by a full array of urban services. The proposed use will not overly burden existing utilities in terms of volume used/capacity required or type of waste produced.***
4. The use does not have an undue adverse impact on the public health, safety or welfare. ***DISCUSSION: The proposed truck repair use will be confined in scope and size by proposed conditions and the conditions of City Council Resolutions 2017-14, 2017-15, and 2017-16 will remain in effect. Proposed conditional use permit standards will limit any adverse impact on the public's health, safety, or welfare.***
5. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. ***DISCUSSION: Adjacent uses are a mix of open space ag uses and***

***industrial uses. The use as provided for in the City Code and with conditions proposed appears to blend in with the uses within the general locale.***

6. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. ***DISCUSSION: The subject site is developed for industrial use with outdoor storage.***
7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. ***DISCUSSION: The subject parcel is an existing, improved lot with a full complement of urban services provided.***
8. Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site. ***DISCUSSION: access to the site is from Railroad Street West. Truck traffic is routed from the site to the west for access to Highway 212. Trucks entering/exiting the site will be required to use designated truck routes.***
9. The use meets all of the performance criteria requirements as established in Section 1245.01 of this chapter. ***DISCUSSION: As a condition of approval, the proposed use shall meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.***
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. ***DISCUSSION: Other performance standards are met.***

#### **PC RECOMMENDATION**

The Planning Commission held a public hearing on January 7, 2020. Following hearing and discussion, the Planning Commission recommended approval, subject to the following conditions:

1. The "Use" is a commercial trucking contractor operation with ancillary commercial truck repair and outdoor storage at 600 Railroad Street West, the "Property".
2. Retail and wholesale repair and service of commercial trucks and automobiles is allowed to occur within the existing 9,600 square foot structure.
3. The "Site Plan" is a site plan completed by RAM Building dated July 17, 2017 attached hereto and as amended remains in effect.
4. Unless amended, conditions of approval under City Council Resolutions 2017-14 (variance), 2017-15 (CUP for outdoor storage), and 2017-16 (site plan approval) applicable to the subject property remain in effect, except for condition number two (2) of City Council Resolution 2017-16 (prohibiting truck repair) is hereby superseded.
5. No vehicle or equipment shall be parked on the premises other than those utilized by employees, used by the business, or awaiting service. No vehicle or equipment shall be parked or be waiting service longer than thirty (30) days. Vehicles and equipment, if required to be licensed, shall display current licenses.
6. Junk yards and/or auto salvage is prohibited.
7. Exterior storage shall be limited that provided under City Council Resolution 2017-15, as may be amended.

8. The storage of new tires, batteries and other such items for sale outside the building is allowed only during hours of business operation, except as provided under City Council Resolution 2017-15.
9. Re-painting of vehicles on site is prohibited.
10. Review of building occupancy by the Building Official.
11. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
12. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
13. This approval shall expire one year after date of approval unless the Applicant has commenced the Use on the Property.
14. Approval of this conditional use permit does not approve any future expansion or associated improvements on-site, including but not limited to a 24' by 80' future addition to the proposed structure.

**ACTION**

The City Council is to act on the Conditional Use Permit request. A sample RESOLUTION is attached for consideration.

## LEGAL DESCRIPTION

Part of the North Half of the Southwest Quarter of the Northeast Quarter and part of the Northwest Quarter of the Southeast Quarter of the Northeast Quarter, all being part of Section 15, Township 115, Range 26, Carver County, Minnesota, described as follows: Commencing at the southeast corner of said Northeast Quarter of Section 15; thence on an assumed bearing of North 89 degrees 35 minutes 52 seconds West along the South line of said Northeast Quarter 1298.84 feet to the East line of the Southwest Quarter of the Northeast Quarter of said Section 15; thence North 00 degrees 24 minutes 32 seconds East along said East line 741.51 feet to a point on the northerly right-of-way line of Old State Highway No. 212, now Railroad Street, said point being the point of beginning of the tract to be described; thence North 83 degrees 58 minutes 29 seconds West along said northerly right-of-way line 427.77 feet to the East line of the East 6.00 acres of the West 12.00 acres as described in Document No. 440294 and recorded at the Carver County Recorder's Office; thence North 00 degrees 38 minutes 55 seconds East along said East line 532.35 feet to the southerly right-of-way line of Trunk Highway No. 212; thence South 88 degrees 50 minutes 50 seconds East along said southerly right-of-way line 6.90 feet; thence easterly along said southerly right-of-way line along a tangential curve that is concave to the North, said curve having a central angle of 04 degrees 26 minutes 26 seconds, a radius length of 5804.58 feet, an arc length of 449.87 feet, a chord bearing of North 88 degrees 49 minutes 39 seconds East and a chord length of 449.76 feet to the West line of vacated Blocks 12 and 25 and its northerly extension in the City of Norwood, Minnesota; thence South 00 degrees 24 minutes 32 seconds West, not tangent to last described curve, along said West line 585.13 feet to the North line of Railroad Street as platted; thence North 82 degrees 10 minutes 32 seconds West along said North line 33.28 feet to the East line of said Southwest Quarter of the Northeast Quarter; thence South 00 degrees 24 minutes 32 seconds West along said East line 5.69 feet to the point of beginning. This tract contains 5.86 acres of land and is subject to any and all easements of record.





# **RESOLUTION 2020-03**

## **A RESOLUTION APPROVING RETAIL TRUCK REPAIR IN AN EXISTING STRUCTURE AT 600 RAILROAD STREET WEST**

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

**WHEREAS**, a conditional use permit is required under §1230.12, Subd. 4(F) of the City Code to allow retail truck repair in the I-1 Light Industrial District; and

**WHEREAS**, Steve Curfman (Property Owner) doing business as Curfman Trucking has applied for a conditional use permit to allow truck repair as a retail service at 600 Railroad Street West, (the “Property”); and

**WHEREAS**, the property is legally described in Exhibit A, attached hereto, and assigned parcel number 580150700; and,

**WHEREAS**, the Applicant makes the following representations which the City accepts as a good faith representation of the proposed operation:

1. Curfman Trucking & Repair, Inc. is located on the site and doing business out of an existing principal structure at the site.
2. Curfman Trucking & Repair is a commercial trucking company that performs its own service, repair, and maintenance on its fleet of tractors, trucks, and trailers and it would like to offer truck repair and service to the public.
3. Truck repair service offered to the public will operate within the existing facility.
4. The Applicant has reviewed proposed conditions on the proposed use.

**WHEREAS**, the City of Norwood Young America Planning Commission on January 7, 2020 held a public hearing regarding the conditional use permit request after the hearing notice was posted, published, and distributed as required under law; and,

**WHEREAS**, the Planning Commission, after review and discussion, recommended the City Council approve the use permit based on several conditions; and,

**WHEREAS**, at a regularly meeting on January 27, 2020, the City Council considered the application materials on file with the City and the recommendation of the Planning Commission.

**THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby makes and adopts the following findings of fact:**

1. The subject property is zoned I-1 Light Industrial District.
2. The Use, subject to certain conditions listed below, appears to be consistent with the intent of the Zoning Code for properties with the I-1 District.
3. The Use, subject to certain conditions listed below, appears to be consistent with the goals and policies set forth in the City of Norwood Young America Comprehensive Plan for properties in the I-1 District.
4. The use, subject to certain conditions below, does not appear to have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements because the proposed use is accessory and the existing structure which is currently served by a full array of urban services. The proposed use will not overly burden existing utilities in terms of volume used/capacity required or type of waste produced.
5. The use, subject to certain conditions below, does not appear to pose an undue adverse impact on the public health, safety or welfare.
6. The use, subject to certain conditions below, does not appear to be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. The Council finds adjacent uses are industrial in nature and the use as provided for in the City Code appears to blend in with the uses within the general locale.
7. The use, subject to certain conditions below, will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. The subject site is within an area developed for industrial use.
8. Adequate utilities, access roads, drainage and necessary facilities are provided. The subject parcel is an existing, improved lot with a full complement of urban services provided.

**THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves a conditional use permit authorizing retail truck repair, subject to the following conditions:**

1. The "Use" authorized under this Resolution is a commercial trucking contractor operation with ancillary commercial truck repair and outdoor storage at 600 Railroad Street West, the "Property".
2. Retail and wholesale repair and service of commercial trucks and automobiles is allowed to occur within the existing 9,600 square foot structure.
3. The "Site Plan" is a site plan completed by RAM Building dated July 17, 2017 attached hereto as Exhibit B and as amended remains in effect.
4. Unless amended, conditions of approval under City Council Resolutions 2017-14 (variance), 2017-15 (CUP for outdoor storage), and 2017-16 (site plan approval)

applicable to the subject property remain in effect, except for condition number two (2) of City Council Resolution 2017-16 (prohibiting truck repair) is hereby superseded.

5. No vehicle or equipment shall be parked on the premises other than those utilized by employees, used by the business, or awaiting service. No vehicle or equipment shall be parked or be waiting service longer than thirty (30) days. Vehicles and equipment, if required to be licensed, shall display current licenses.
6. Junk yards and/or auto salvage is prohibited.
7. Exterior storage shall be limited that provided under City Council Resolution 2017-15, as may be amended.
8. The storage of new tires, batteries and other such items for sale outside the building is allowed only during hours of business operation, except as provided under City Council Resolution 2017-15.
9. Re-painting of vehicles on site is prohibited.
10. Review of building occupancy by the Building Official.
11. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
12. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
13. This approval shall expire one year after date of approval unless the Applicant has commenced the Use on the Property.
14. Approval of this conditional use permit does not approve any future expansion or associated improvements on-site, including but not limited to a 24' by 80' future addition to the proposed structure.

Adopted by the City Council this 27<sup>th</sup> day of January 2020.

Attest:

\_\_\_\_\_  
Carol Lagergren, Mayor

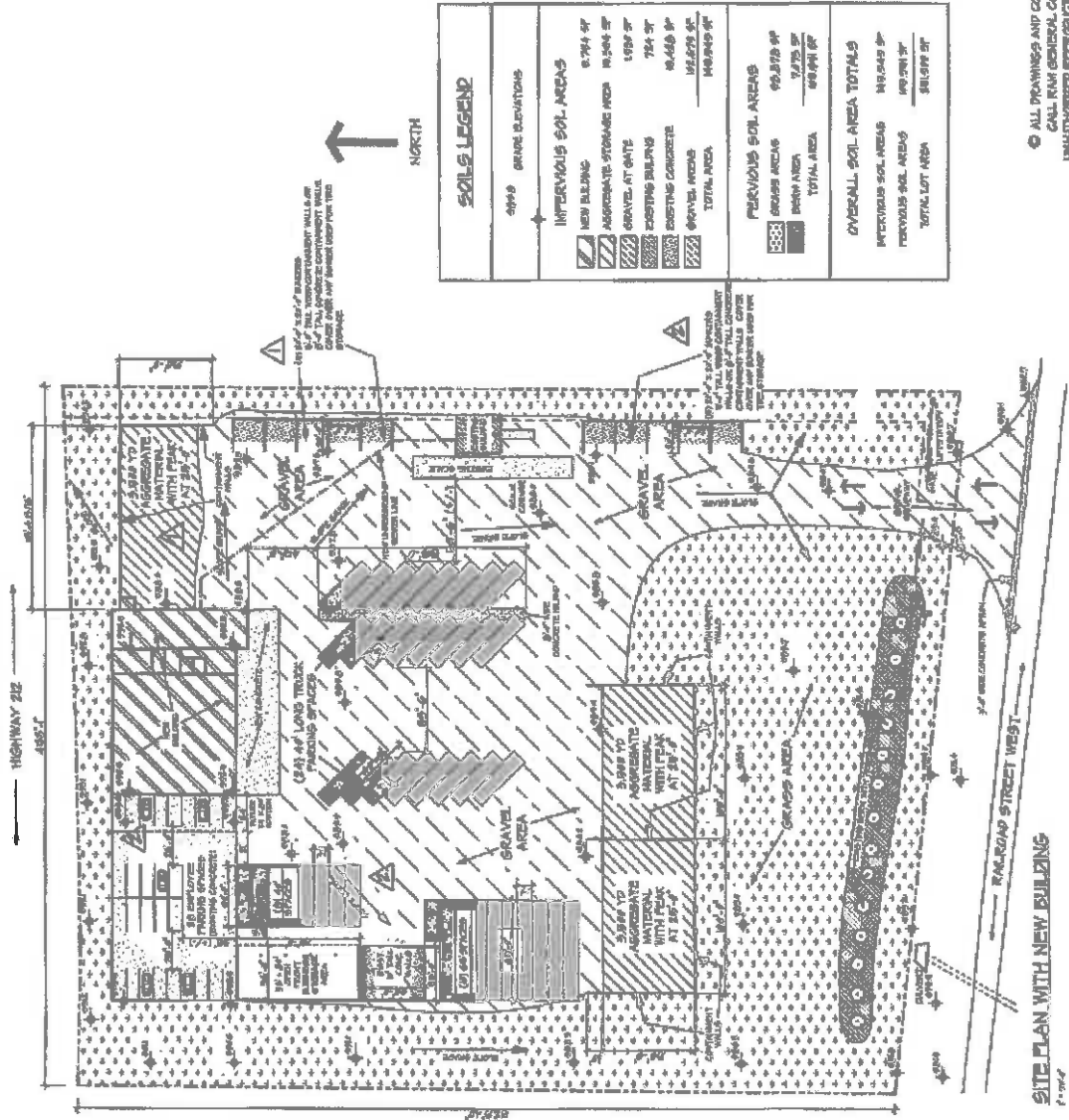
\_\_\_\_\_  
Kelly Hayes, City Clerk

**RESOLUTION 2020-03  
EXHIBIT A  
LEGAL DESCRIPTION**

Part of the North Half of the Southwest Quarter of the Northeast Quarter and part of the Northwest Quarter of the Southeast Quarter of the Northeast Quarter, all being part of Section 15, Township 115, Range 26, Carver County, Minnesota, described as follows: Commencing at the southeast corner of said Northeast Quarter of Section 15; thence on an assumed bearing of North 89 degrees 35 minutes 52 seconds West along the South line of said Northeast Quarter 1298.84 feet to the East line of the Southwest Quarter of the Northeast Quarter of said Section 15; thence North 00 degrees 24 minutes 32 seconds East along said East line 741.51 feet to a point on the northerly right-of-way line of Old State Highway No. 212, now Railroad Street, said point being the point of beginning of the tract to be described; thence North 83 degrees 58 minutes 29 seconds West along said northerly right-of-way line 427.77 feet to the East line of the East 6.00 acres of the West 12.00 acres as described in Document No. 440294 and recorded at the Carver County Recorder's Office; thence North 00 degrees 38 minutes 55 seconds East along said East line 532.35 feet to the southerly right-of-way line of Trunk Highway No. 212; thence South 88 degrees 50 minutes 50 seconds East along said southerly right-of-way line 6.90 feet; thence easterly along said southerly right-of-way line along a tangential curve that is concave to the North, said curve having a central angle of 04 degrees 26 minutes 26 seconds, a radius length of 5804.58 feet, an arc length of 449.87 feet, a chord bearing of North 88 degrees 49 minutes 39 seconds East and a chord length of 449.76 feet to the West line of vacated Blocks 12 and 25 and its northerly extension in the City of Norwood, Minnesota; thence South 00 degrees 24 minutes 32 seconds West, not tangent to last described curve, along said West line 585.13 feet to the North line of Railroad Street as platted; thence North 82 degrees 10 minutes 32 seconds West along said North line 33.28 feet to the East line of said Southwest Quarter of the Northeast Quarter; thence South 00 degrees 24 minutes 32 seconds West along said East line 5.69 feet to the point of beginning. This tract contains 5.86 acres of land and is subject to any and all easements of record.

# RESOLUTION 2020-03 EXHIBIT B SITE PLAN

DRAWN BY: R.A. DATE: 7/17/2017 SHEET: 1 OF 3	PROJECT NAME: CURPMAN TRUCKING PROJECT NUMBER: NORWOOD YOUNG AMERICA, MN BUILDING DESCRIPTION: 80' X 26' X 22' 80' X 24' X 22'	688 Industrial Drive P.O. Box 688 Winnetka, Minnesota 55390 763-445-2544 Fax: 763-445-2523 www.bmconstruction.com Copyright 1999-2017 BM Construction 688 Industrial Drive P.O. Box 688 Winnetka, Minnesota 55390 763-445-2544 Fax: 763-445-2523 www.bmconstruction.com Copyright 1999-2017 BM Construction
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SOILS LEGEND	
<p>GRADE ELEVATIONS</p> <p>INTERVIOUS SOIL AREAS</p> <p>NEW BUILDING</p> <p>ADJACENT STORAGE AREA</p> <p>GRAVEL AT GATE</p> <p>EXISTING BUILDING</p> <p>EXISTING CONCRETE</p> <p>GRAVEL AREAS</p> <p>TOTAL AREA</p>	<p>6,784 SF</p> <p>10,504 SF</p> <p>1,694 SF</p> <p>784 SF</p> <p>18,448 SF</p> <p>18,448 SF</p> <p>18,448 SF</p> <p>18,448 SF</p>
<p>PREVIOUS SOIL AREAS</p> <p>GRAVEL AREAS</p> <p>GRAVEL AREA</p> <p>TOTAL AREA</p> <p>OVERALL SOIL AREA TOTALS</p> <p>INTERVIOUS SOIL AREAS</p> <p>PREVIOUS SOIL AREAS</p> <p>TOTAL LOT AREA</p>	<p>6,784 SF</p> <p>10,504 SF</p> <p>1,694 SF</p> <p>784 SF</p> <p>18,448 SF</p> <p>18,448 SF</p> <p>18,448 SF</p> <p>18,448 SF</p> <p>18,448 SF</p>

PLAN REVISIONS	
<p>ADDED CONTAINMENT WALL AND 2 BUNKERS</p> <p>CHANGED PARKING SPACES, MOVED BUNKERS</p>	<p>6-16-17</p> <p>6-23-17</p>

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SITE PLAN WITH NEW BUILDING

7/17/2017 10:05 AM



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 27, 2020

SUBJECT: Resolution 2020-04, Scheduling Public Hearing for issuance of General Obligation Refunding Bonds

---

Enclosed is Resolution 2020-04, calling for a public on February 24, 2020, for refinancing the debt for The Harbor. The existing 2012A Refunding Bonds are proposed to be refinanced as General Obligation Refunding Bonds and will then be backed by full faith and credit of property taxes.

Enclosed is a memo from Nick Anhut, Ehlers, reviewing the callable bonds that Council can consider refinancing in 2020 along with the issuance of the bonds for the Highway 212 Underpass Project. Mr. Anhut will be in attendance to review Resolution 2020-04

**Suggested Motion:**

**Motion to approve Resolution 2020-04, Calling a Public Hearing to consider the Pledge of the General Obligation of the City of Norwood Young America, Minnesota to the Payment of Refunding Bonds to be Issued by the Norwood Young America Economic Development Authority.**

*Norwood Young America*

# Memo

**To:** Steve Helget, City Administrator  
**From:** Nick Anhut, Municipal Advisor  
**Date:** January 22, 2020  
**Subject:** Norwood Young America – 2020 Financing Plan

In a prior memo, Ehlers provided an analysis of the City's existing debt obligations and opportunities to reduce debt service expenses through prepayment or refinancing. The City has five (5) series of bonds which are callable (prepayable) now and able to be refinanced. A summary of the callable bond issues, representing \$10 million in principal, is provided below:

Bonds Callable in 2020			
Debt Issue	Outstanding	Coupon Range	Maturity
General Obligation Bonds, Series 2010A	340,000	3.100 - 3.650	2/1/2026
General Obligation Refunding Bonds, Series 2010B	2,985,000	3.000 - 3.625	2/1/2027
General Obligation Bonds, Series 2011A	1,760,000	3.000 - 3.750	2/1/2032
EDA Housing Gross Revenue Refunding Bonds, Series 2012A	1,930,000	1.000 - 4.300	8/1/2030
EDA General Obligation Housing Refunding Bonds, Series 2012B	3,000,000	2.700 - 3.100	8/1/2040

Interest rates remain low. The City is able to take advantage of the present conditions to refinance the 2010A, 2010B and 2011A Bonds and the EDA can do the same for its 2012A and 2012B Bonds issued for the Harbor project. Rates being paid on callable bonds are in excess of 3.00%. Market observations of tax-exempt rates in recent months anticipate refinancing near 2% true interest cost.

The city is anticipating a new financing in the late-Spring of 2020 for its share of the joint Highway 212 project costs. This financing will require a public hearing and petition process to authorize the issuance of General Obligation Street Reconstruction Bonds. Upon completion of the public hearing, a 30-day period allows for voters to petition to make the bonding subject to a referendum. If no petition is received by 30 days, the Council can authorize the issuance of bonds for the new project. Once authorized, the new financing could be combined with the refunding of the City bonds identified above to avoid duplicative financing costs.

The EDA Housing bonds can achieve the greatest savings backed by the City's general obligation pledge. After holding a separate set of public hearings at the EDA and City Council levels, these bonds would not be subject to petition but would have to be sold prior to 120 days after the City's public hearing date. These EDA bonds are to be offered as a separate issuance due to the pledge of housing revenues and their financing structure. Even as a separate issuance, they could be timed to coincide with the City's bonds under one rating process to also avoid duplicate fees.



Below is a preliminary calendar of events for this year's financing plan. The dates may be adjusted as information about the Highway 212 construction bid letting is finalized.

EDA January 27 – EDA calls for a public hearing on the issuance of General Obligation Housing Revenue Refunding Bonds, and requests the City Council call for the same

City Council January 27 – City Council calls for a public hearing on the issuance of General Obligation Street Reconstruction Plan Bonds for the Highway 212 project; at the request of the EDA it also calls for a public hearing on the EDA's issuance of General Obligation Housing Revenue Refunding Bonds

EDA February 24 – Public Hearing held for the Housing Bonds

City Council February 24 – Public Hearings held for the Housing Bonds and Street Reconstruction Plan Bonds; Authorization from City Council to proceed with the sale of bonds to finance the Highway 212 project and refund various City and EDA debt

March 25 – petition period ends for the Street Reconstruction Plan Bonds

April – Bid letting for construction of the Highway 212 project

May/June – Competitive financing bids received for award by the City Council and EDA. Bonds awarded by resolution on the basis of lowest true interest cost (Housing bonds no later than June 23)

June/July – Estimated closing period when bond proceeds for new highway project and bond redemption funds wired to City/EDA accounts

By August 1 – City and EDA redeem the callable balances of the refunded bonds

**CITY OF NORWOOD YOUNG AMERICA, MINNESOTA**

**RESOLUTION NO. 2020-04**

**CALLING A PUBLIC HEARING TO CONSIDER THE PLEDGE  
OF THE GENERAL OBLIGATION OF THE CITY OF  
NORWOOD YOUNG AMERICA, MINNESOTA TO THE  
PAYMENT OF REFUNDING BONDS TO BE ISSUED BY THE  
NORWOOD YOUNG ECONOMIC DEVELOPMENT  
AUTHORITY**

WHEREAS, pursuant to Minnesota Statutes, Sections 469.001 through 469.047, as amended (the “Act”), and, in particular, Sections 469.017 through 469.0171 and Sections 469.034 through 469.035 thereof, the Norwood Young America Economic Development Authority (the “Authority”) is authorized to undertake housing development projects and to issue its bonds to finance such projects; and

WHEREAS, pursuant to the provisions of Section 469.034, subdivision 2(f) of the Act, the Authority is authorized to issue bonds to refund bonds issued pursuant to the Act; and

WHEREAS, on December 4, 2012, the Authority issued its (i) Governmental Housing Gross Revenue Refunding Bonds (The Harbor at Peace Village Project), Series 2012A (the “Series 2012A Bonds”), secured by gross revenues of the Project described hereafter, in the original aggregate principal amount of \$3,090,000, the proceeds of which refunded the Authority’s Governmental Housing Gross Revenue Bonds (The Harbor at Peace Village Project), Series 2005A (the “Series 2005A Bonds”); and

WHEREAS, proceeds of the Series 2005A Bonds were used to finance a portion of the Authority’s acquisition, construction, and equipping of a 36-unit senior housing with services facility (the “Project”) located in the City of Norwood Young America, Minnesota (the “City”); and

WHEREAS, the Project is leased by Peace Villa, Inc., a Minnesota nonprofit corporation, and the Project is managed by Ecumen Services, Inc., a Minnesota corporation; and

WHEREAS, pursuant to Section 469.034 of the Act, the Authority is authorized to issue general obligation bonds to finance or refinance a qualified housing development project upon (a) a determination by the Authority that pledged revenues will equal or exceed one hundred ten percent (110%) of the principal and interest due on such bonds for each year; (b) approval of the principal amount of the bonds by the Board of Commissioners of the Authority (the “Board of Commissioners”) following a public hearing; and (c) approval of the principal amount of the bonds by City Council of the City (the “City Council”) and the use of the City’s general obligation pledge following a public hearing; and

WHEREAS, the Authority has determined to refund the Series 2012A Bonds (the “Refunded Bonds”) and to issue refunding bonds secured by the general obligation pledge of the City; and

WHEREAS, because the Series 2005A Bonds and Series 2012A Bonds were not originally secured by the general obligation pledge of the City, in order for any general obligation refunding bonds to be issued to refund the Series 2012A Bonds (the “Series 2012A Refunding Bonds”), the Authority and the City must satisfy the requirements of Section 469.034 of the Act, including but not limited to conducting a public hearing after one publication of notice in a newspaper generally circulating in the City at least 10 days before the hearing; and

WHEREAS, pursuant to a resolution adopted by the Board of Commissioners on the date hereof, the Authority has requested that the City Council call for a public hearing on the issuance of the Series 2012A Refunding Bonds in the approximate principal amount of \$2,000,000 to consider approving the City's general obligation pledge to the payment of debt service on the Series 2012A Refunding Bonds; and

WHEREAS, in accordance with Section 469.034, subdivision 2 of the Act, the public hearing must be held at least 15 days, but not more than 120 days, before the sale of the Series 2012A Refunding Bonds; and

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

1. The City Council will hold a public hearing on the issuance of the Series 2012A Refunding Bonds and the pledge of the general obligation of the City to the payment of debt service on the Series 2012A Refunding Bonds on Monday, February 24, 2020, at approximately 6:00 PM at City Hall. The City Clerk/Treasurer, in consultation with Kennedy & Graven, Chartered, as bond counsel, is authorized and directed to publish a notice of such public hearing in a newspaper of general circulation at least 10 days prior to the date of the hearing.

2. This resolution shall be in full force and effect from and after its passage.

Approved by the City Council of the City of Norwood Young America, Minnesota this 27<sup>th</sup> day of January 2020.

---

Carol Lagergren, Mayor

ATTEST:

---

Kelly Hayes, City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 27, 2020

SUBJECT: Resolution 2020-05, Scheduling Public Hearing for issuing bonds for the Highway 212 Underpass Project

---

Enclosed is Resolution 2020-05, calling for a public on February 24, 2020, for the purpose of issuing bonds for the Highway 212 Underpass Project and other City costs associated with the 2020 shared project with MnDOT and Carver County.

Enclosed is a memo from Nick Anhut, Ehlers, reviewing the callable bonds that Council can consider refinancing in 2020 along with the issuance of the bonds for the Highway 212 Underpass Project. Mr. Anhut will be in attendance to review Resolution 2020-05

**Suggested Motion:**

**Motion to approve Resolution 2020-05, Calling a Public Hearing relating to the Adoption of a Street Reconstruction Plan and the issuance of Street Reconstruction Bonds Thereunder.**

# Memo

**To:** Steve Helget, City Administrator  
**From:** Nick Anhut, Municipal Advisor  
**Date:** January 22, 2020  
**Subject:** Norwood Young America – 2020 Financing Plan

In a prior memo, Ehlers provided an analysis of the City's existing debt obligations and opportunities to reduce debt service expenses through prepayment or refinancing. The City has five (5) series of bonds which are callable (prepayable) now and able to be refinanced. A summary of the callable bond issues, representing \$10 million in principal, is provided below:

## Bonds Callable in 2020

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EDA General Obligation Housing Refunding Bonds, Series 2012B	3,000,000	2.700 - 3.100	8/1/2040

Interest rates remain low. The City is able to take advantage of the present conditions to refinance the 2010A, 2010B and 2011A Bonds and the EDA can do the same for its 2012A and 2012B Bonds issued for the Harbor project. Rates being paid on callable bonds are in excess of 3.00%. Market observations of tax-exempt rates in recent months anticipate refinancing near 2% true interest cost.

The city is anticipating a new financing in the late-Spring of 2020 for its share of the joint Highway 212 project costs. This financing will require a public hearing and petition process to authorize the issuance of General Obligation Street Reconstruction Bonds. Upon completion of the public hearing, a 30-day period allows for voters to petition to make the bonding subject to a referendum. If no petition is received by 30 days, the Council can authorize the issuance of bonds for the new project. Once authorized, the new financing could be combined with the refunding of the City bonds identified above to avoid duplicative financing costs.

The EDA Housing bonds can achieve the greatest savings backed by the City's general obligation pledge. After holding a separate set of public hearings at the EDA and City Council levels, these bonds would not be subject to petition but would have to be sold prior to 120 days after the City's public hearing date. These EDA bonds are to be offered as a separate issuance due to the pledge of housing revenues and their financing structure. Even as a separate issuance, they could be timed to coincide with the City's bonds under one rating process to also avoid duplicate fees.

Below is a preliminary calendar of events for this year's financing plan. The dates may be adjusted as information about the Highway 212 construction bid letting is finalized.

**EDA January 27** – EDA calls for a public hearing on the issuance of General Obligation Housing Revenue Refunding Bonds, and requests the City Council call for the same

**City Council January 27** – City Council calls for a public hearing on the issuance of General Obligation Street Reconstruction Plan Bonds for the Highway 212 project; at the request of the EDA it also calls for a public hearing on the EDA's issuance of General Obligation Housing Revenue Refunding Bonds

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**City Council February 24** – Public Hearings held for the Housing Bonds and Street Reconstruction Plan Bonds; Authorization from City Council to proceed with the sale of bonds to finance the Highway 212 project and refund various City and EDA debt

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**June/July** – Estimated closing period when bond proceeds for new highway project and bond redemption funds wired to City/EDA accounts

**By August 1** – City and EDA redeem the callable balances of the refunded bonds

**CITY OF NORWOOD YOUNG AMERICA, MINNESOTA**

**RESOLUTION NO. 2020-05**

**RESOLUTION CALLING A PUBLIC HEARING RELATING TO  
THE ADOPTION OF A STREET RECONSTRUCTION PLAN  
AND THE ISSUANCE OF STREET RECONSTRUCTION BONDS  
THEREUNDER**

WHEREAS, the City of Norwood Young America, Minnesota (the "City"), is authorized under Minnesota Statutes, Section 475.58, subdivision 3b (the "Act"), to prepare a plan for reconstruction of streets in the City over the next five years, including a description of the affected streets and estimated costs (the "Plan"), and to issue general obligation bonds to finance the cost of street reconstruction activities described in the Plan; and

WHEREAS, under the Act, the City is required to hold a public hearing regarding the Plan and issuance of the bonds; and

WHEREAS, the City Council of the City (the "City Council") has determined to prepare a Plan for the City and to issue general obligation bonds in a principal amount not to exceed \$1,400,000 (the "Bonds") to finance the City's portion of the joint Highway 212 underpass construction project with Carver County, Minnesota and MnDOT (the "Project"); and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwood Young America, Minnesota that:

1. The City hereby authorizes its staff and consultants to prepare a Plan for reconstruction of City streets, including the Project, and to place a copy of the Plan on file with the City Clerk/Treasurer by no later than the date of publication of the hearing notice.
2. The City Council will hold a public hearing regarding the Plan and issuance of the Bonds on Monday, February 24, 2020, at approximately 6:00 PM at City Hall. The City Clerk/Treasurer is authorized and directed to publish a notice substantially in the form attached hereto as EXHIBIT A in the official newspaper of the City at least 10 days but not more than 28 days prior to the date of the hearing.
3. City staff and consultants are authorized to take all other actions needed to bring the Plan and issuance of the Bonds before the City Council.

Approved by the City Council of the City of Norwood Young America, Minnesota this 27<sup>th</sup> day of January 2020.

---

Carol Lagergren, Mayor

ATTEST:

---

Kelly Hayes, City Clerk/Treasurer

**EXHIBIT A**

**FORM OF NOTICE OF PUBLIC HEARING**

**CITY OF NORWOOD YOUNG AMERICA, MINNESOTA**

**NOTICE OF PUBLIC HEARING REGARDING A STREET RECONSTRUCTION PLAN AND  
THE ISSUANCE OF BONDS THEREUNDER**

NOTICE IS HEREBY GIVEN that the City Council of the City of Norwood Young America, Minnesota (the "City"), will hold a public hearing on Monday, February 24, 2020, at or after 6:00 PM at City Hall, located at 310 Elm Street West in the City, relating to a proposal concerning: (1) the adoption of a five-year street reconstruction plan (the "Plan"); and (2) the issuance of general obligation street reconstruction bonds (the "Bonds") to finance the reconstruction of certain streets in the City, including the City's portion of the joint Highway 212 underpass construction project with Carver County, Minnesota and MnDOT, all pursuant to Minnesota Statutes, Section 475.58, subdivision 3b. The Bonds will be issued in a principal amount not to exceed \$1,400,000. A draft copy of the Plan is on file with the City Clerk/Treasurer and is available for public inspection at City Hall during regular business hours.

If a petition requesting a vote on the issuance of the Bonds, signed by voters equal to five percent of the votes cast in the last City general election, is filed with the City Clerk/Treasurer within 30 days after the public hearing, the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

At the time and place fixed for the public hearing, the City Council will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal. In addition, interested persons may direct any questions or file written comments respecting the proposal with the City Clerk/Treasurer, at or prior to said public hearing.

Dated: [Date of Publication]

BY ORDER OF THE CITY COUNCIL OF  
THE CITY OF NORWOOD YOUNG  
AMERICA, MINNESOTA

/s/ Kelly Hayes

City Clerk/Treasurer

City of Norwood Young America, Minnesota

NR275-17 (MNI)  
633253v1



**CITY OF NORWOOD YOUNG AMERICA, MINNESOTA**

**RESOLUTION NO. 2020-05**

**RESOLUTION CALLING A PUBLIC HEARING RELATING TO  
THE ADOPTION OF A STREET RECONSTRUCTION PLAN  
AND THE ISSUANCE OF STREET RECONSTRUCTION BONDS  
THEREUNDER**

WHEREAS, the City of Norwood Young America, Minnesota (the "City"), is authorized under Minnesota Statutes, Section 475.58, subdivision 3b (the "Act"), to prepare a plan for reconstruction of streets in the City over the next five years, including a description of the affected streets and estimated costs (the "Plan"), and to issue general obligation bonds to finance the cost of street reconstruction activities described in the Plan; and

WHEREAS, under the Act, the City is required to hold a public hearing regarding the Plan and issuance of the bonds; and

WHEREAS, the City Council of the City (the "City Council") has determined to prepare a Plan for the City and to issue general obligation bonds in a principal amount not to exceed \$1,400,000 (the "Bonds") to finance the City's portion of the joint Highway 212 underpass construction project with Carver County, Minnesota and MnDOT (the "Project"); and

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Norwood Young America, Minnesota that:

1. The City hereby authorizes its staff and consultants to prepare a Plan for reconstruction of City streets, including the Project, and to place a copy of the Plan on file with the City Clerk/Treasurer by no later than the date of publication of the hearing notice.
2. The City Council will hold a public hearing regarding the Plan and issuance of the Bonds on Monday, February 24, 2020, at approximately 6:00 PM at City Hall. The City Clerk/Treasurer is authorized and directed to publish a notice substantially in the form attached hereto as EXHIBIT A in the official newspaper of the City at least 10 days but not more than 28 days prior to the date of the hearing.
3. City staff and consultants are authorized to take all other actions needed to bring the Plan and issuance of the Bonds before the City Council.

Approved by the City Council of the City of Norwood Young America, Minnesota this 27<sup>th</sup> day of January 2020.

---

Carol Lagergren, Mayor

ATTEST:

---

Kelly Hayes, City Clerk/Treasurer

**EXHIBIT A**

**FORM OF NOTICE OF PUBLIC HEARING**

**CITY OF NORWOOD YOUNG AMERICA, MINNESOTA**

**NOTICE OF PUBLIC HEARING REGARDING A STREET RECONSTRUCTION PLAN AND  
THE ISSUANCE OF BONDS THEREUNDER**

NOTICE IS HEREBY GIVEN that the City Council of the City of Norwood Young America, Minnesota (the "City"), will hold a public hearing on Monday, February 24, 2020, at or after 6:00 PM at City Hall, located at 310 Elm Street West in the City, relating to a proposal concerning: (1) the adoption of a five-year street reconstruction plan (the "Plan"); and (2) the issuance of general obligation street reconstruction bonds (the "Bonds") to finance the reconstruction of certain streets in the City, including the City's portion of the joint Highway 212 underpass construction project with Carver County, Minnesota and MnDOT, all pursuant to Minnesota Statutes, Section 475.58, subdivision 3b. The Bonds will be issued in a principal amount not to exceed \$1,400,000. A draft copy of the Plan is on file with the City Clerk/Treasurer and is available for public inspection at City Hall during regular business hours.

If a petition requesting a vote on the issuance of the Bonds, signed by voters equal to five percent of the votes cast in the last City general election, is filed with the City Clerk/Treasurer within 30 days after the public hearing, the City may issue the Bonds only after obtaining approval of a majority of voters voting on the question at an election.

At the time and place fixed for the public hearing, the City Council will give all persons who appear at the hearing an opportunity to express their views with respect to the proposal. In addition, interested persons may direct any questions or file written comments respecting the proposal with the City Clerk/Treasurer, at or prior to said public hearing.

Dated: [Date of Publication]

BY ORDER OF THE CITY COUNCIL OF  
THE CITY OF NORWOOD YOUNG  
AMERICA, MINNESOTA

/s/ Kelly Hayes  
City Clerk/Treasurer  
City of Norwood Young America, Minnesota

NR275-17 (MNI)  
633253v1



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 27, 2020

SUBJECT: Award Drainage Ditch Clean-Out Quote

---

The City is soliciting quotes to cleaning-out a 1,340-foot segment of drainage ditch. Enclosed is a copy of the Request for Quotes that was sent to four different contractors. The quotes received will be presented for consideration at the Council meeting. Proposed is to also discuss establishing a contract with the contractor the Council awards the project to.

**Suggested Motion:**

**Motion to award the Drainage Ditch Clean-out Project to \_\_\_\_\_ and to direct the City Administrator and City Attorney to execute a contract with \_\_\_\_\_.**

*Norwood Young America*

**REQUEST FOR QUOTES**  
**DRAINAGE DITCH CLEAN-OUT**

City of Norwood Young America  
310 Elm Street W.  
P.O. Box 59  
Norwood Young America, MN 55368

## **I. GENERAL PROVISIONS**

- A. Responses submitted must provide complete information as indicated in this request.  
Please submit quote by **1:00 p.m., Friday, January 24, 2020.**

City of Norwood Young America  
Attention: Tony Voigt  
P.O. Box 59  
Norwood Young America, MN 55368

- B. Questions and inquiries regarding this request should be directed to:

Tony Voigt  
Public Service Director  
P.O. Box 59  
Norwood Young America, MN 55368  
(320) 761-5008  
[tvoigt@cityofnya.com](mailto:tvoigt@cityofnya.com)

### **C. Scope of Work**

The City of Norwood Young America is accepting quotes to clean-out a 1,340-foot segment of drainage ditch located within the city. Enclosed is a GIS Map indicating the location ("Green highlight") of the drainage ditch area to be cleaned out.

#### **Sediment Removal**

A minimum of 1-foot of accumulated sediment is to be removed. A flat bottom plane is to be created as illustrated in the enclosed "Ditch Cross Section".

#### **Drainage Ditch Access**

Access to the drainage ditch will be required from public property such as street right-of-way. All work is to be completed within the ditch. The City has not secured any easements to access private property. At no time shall equipment drive onto or sediment material be placed onto private property.

#### **Disposal of Sediment Material**

Sediment material may be dumped onto City property located at 123 Reform Street N (Oak Grove property). City will determine exact dumping location on site. In the alternative, the Contractor may haul and dump the sediment material at another location outside the city.

#### **Project Schedule**

The scope of work is to be completed before the end of this winter or April 30, 2020.

#### **D. Insurance**

The Contractor shall carry the following minimum limits of insurance coverage and provide proof of such to the City. The City shall be listed as an Additional Insured.

Commercial General Liability per occurrence for bodily injury and property damage	\$1,500,000
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Automobile Liability	\$1,500,000
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Workers Compensation and Employers' Liability	\$1,500,000
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#### **E. Quote**

Quotes should be provided as a whole dollar amount for the entire scope of work.

#### **F. Disclaimer**

The City of Norwood Young America shall not be liable for any costs incurred by a contractor in responding to this request for quotes or for any costs associated with discussions required for clarification of items related to this quote.

## CONTRACTOR'S QUOTE

Company name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Quote: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



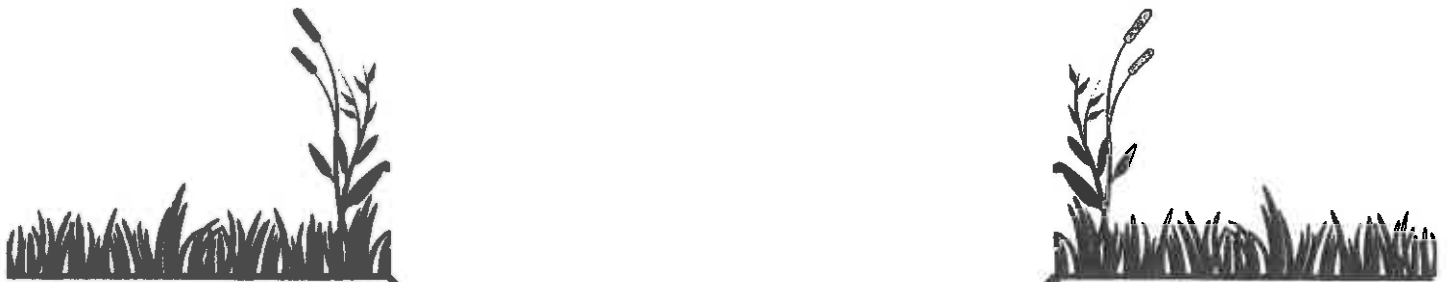


## Ditch Cross Section

Project Name:	NYA Maintenance Ditching 2020
Permit Number:	
Date Issued:	1-14-19

Average top width of ditch:

\_\_\_\_\_ 25 \_\_\_\_\_ ft



Average depth of  
accumulated sediment to  
be removed:

\_\_\_\_\_ 1 \_\_\_\_\_ ft

Average final  
depth of ditch:

\_\_\_\_\_ 12 \_\_\_\_\_  
ft

Average bottom width of ditch:

\_\_\_\_\_ 5 \_\_\_\_\_ ft

Length of ditch to be cleaned:

\_\_\_\_\_ 1340 \_\_\_\_\_ ft



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Tony Voigt, Public Service Director  
DATE: January 27, 2020  
RE: Purchase 2020 Chassis for Bucket Truck

---

Proposed is to purchase a 2020 chassis for a bucket truck build we are looking to get completed. At the April 9, 2019 regular City Council meeting, the Council approved to purchase a 2019 Ford F-550 chassis from Midway Ford in the amount of \$38,869.83.

We were placed on the build list for trucks at that time. Before our chassis was able to get built the manufacturer ran out of fuel tanks to complete the truck. We waited to see if the truck could get built later in 2019 if the manufacturer was able to secure more fuel tanks. I was notified in August 2019 that the manufacturer was not able to secure more fuel tanks and they were no longer building 2019 model year trucks.

I have stayed in contact with a salesman at Midway Ford to verify when they were able to sell trucks off the State Contract Pricing for 2020 trucks. I was informed on January 21, 2020 that Midway Ford has secured the MN State Contract for 2020. They were able to send me an updated quote for a 2020 chassis which is about \$1,000 dollars higher due to a one-year newer chassis.

We currently have the lift and other equipment on hold with Truck Utilities to get the truck built and they have been patiently waiting for a chassis to complete the project. I have included the updated price quote for the 2020 Ford chassis.

**Suggested Motion:**

**Motion to approve purchasing a 2020 Ford F-550 chassis from Midway Ford in the amount of \$39,974.69**

*Norwood Young America*

Midway Ford Commercial  
Fleet and Government Sales  
2777 N. Snelling Ave.  
Roseville MN 55113



Travis Swanson  
651-343-5212  
[tswanson@rosevillemidwayford.com](mailto:tswanson@rosevillemidwayford.com)

Fax # 651-604-2936

FCCM32 Contract # 170310  
2020 F-550 4x2 Regular Cab- 84" CA DRW XL F5H

Automatic Transmission  
Dual Front Air Bags  
AM/FM Radio  
Tilt Wheel  
Upfitter Switches

**Standard**  
40/20/40 Vinyl Front Seat  
4-Wheel ABS Brakes  
Air Conditioning  
225/70R19.5 All Season Tires

Front Tow Hooks  
Rubber Floor Covering  
Black Bumper  
7.3L V8

Options	Code	Price	Select	Exterior Colors	Code	Select
Limited Slip 4.88 Axle	X8L	\$328	x	Blue Jeans Metallic	N1	
19,500 GVWR	68M	\$1,051	x	Race Red	PQ	x
Rear Traction Tires	TGM	\$173	x	Caribou Metallic	LQ	
Spare Wheel & Tire	512	\$319	x	Agate Black	UM	
Cloth 40/20/40 Seat	1S	\$91	x	Magnetic Metallic	J7	
XL Value Package	96V	\$660	x	Ingot Silver Metallic	UX	
Power Group	90L	\$832	x	Oxford White	Z1	
7500 Front End	67P	\$260	x			
PTO Provision	62R	\$254	x			
Brake Controller	52B	\$246	x	<b>Extended Service Contracts</b>		
Running Boards	18B	\$292	x	7 year/75,000 mile	Cost	Select
Rear View Camera Prep	872	\$377	x	PremiumCare Warranty	\$2,570	
110V Outlet	43C	\$159	x	(Bumper to Bumper)		
Back-Up Alarm	76C	\$127	x			
Option Total		\$5,169				

Base Price	Totals
	\$32,217.80
Options Price Totals	\$5,169.00
Extended Warranty	
Transit Impr Excise Tax	
Tax Exempt Lic	\$57.75
6.5% Sales Tax	\$2,430.14
Document fee	\$100.00
Sub total per vehicle	\$39,974.69
Number of Vehicles	1
Grand Total for all units	\$39,974.69

You must have a active FIN code to participate in this  
purchase contract : FIN code # **QM254**  
**Purchase Order required prior to order placement**

PO #

**City of Norwood Young America**

Name of Organization

**310 Elm St West PO Box 59**

Address

**Norwood Young America, MN 55368**

City, State, Zip

**Tony Voigt / 320-761-5008**

Contact Person/ Phone #

[tvoigt@cityofnva.com](mailto:tvoigt@cityofnva.com)

Contact's e-mail address and fax #

Acceptance Signature

Print Name and Title

Date



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: January 27, 2020

RE: Approve Eagle Scout project to install a Flagpole in Friendship Park

---

Mitchell Scott presented his proposed Eagle Scout project to the Parks & Recreation Commission on January 21<sup>st</sup>. I have included all the information Mitchell presented for his project which consists of installing a flagpole, LED lighting and a concrete base at Friendship Park. He proposes using money he raised and his guidance to see the project completed. If approved I will oversee the project to ensure proper final placement in the park and design standards meet City requirements.

The Parks & Rec. Commission approved moving forward with the project and recommend approval to City Council. Mitchell would like to commence the project this spring as weather permits.

**Suggested Motion:**

**Motion to approve Mitchell Scott's Eagle Scout project to install a flagpole in Friendship Park.**

21 January 2020

To: NYA Park and Recreation Commission

From: Mitchell Scott, Troop 3361 Life Scout

RE: Eagle Scout Flagpole Project

Hello, I am Mitchell Scott. I am addressing you today to request your approval of my Eagle Scout project. You have a copy of my project workbook which details the project plan. I propose to install a lighted 25 foot flagpole at Friendship Park. I propose to install the flagpole roughly between the existing light pole and the foot bridge.

The flagpole comes as a kit from the supplier, who provides guidance in the two step process of installing the base in the ground, then the flagpole in the base. I will secure an electrician to install the electrical supply, which I expect can be achieved from the existing light pole.

After the flagpole is installed, I will install a cement base. The base will have the Boy Scout symbol stamped in the concrete. The fleur-de-lis is the Scout symbol because it was commonly used as the symbol for north on maps, and a Boy Scout was to show the way in doing his duty and helping others. The plumes of the fleur-de-lis became symbols for Service to Others, Duty to God, and Obedience to the Scout Law.

Once I have secured approval from the City of NYA I can present my proposal to the Boy Scout District for final approval. After the District approval I can start the project.



## Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA

Eagle Scout candidate's name Mitchell Scott

### **Eagle Scout Requirement 5**

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) A project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

# Eagle Scout Service Project Proposal

## Project Description and Benefit

**Eagle Scout candidate:** Mitchell Scott

Briefly describe the project. Attach sketches or "before" photographs if these will help others visualize it.

The project is proposed to be a lighted 25 foot Flag Pole with a cement base. The cement base will have the BSA symbol stamped in the concrete.

Tell how your project will be helpful to the beneficiary. Why is it needed?

There is no flag pole at the park. A flag pole with a flag would show and share patriotism. The completed project will remind Citizens of the good work scouting does for the community.

When do you plan to begin work on the project? **October 1 2019**

How long do you think it will take to complete? **5 months to execute**

## Giving Leadership

Approximately how many people will be needed to help on your project? **13**

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will recruit from my troop, community, and local businesses.

What do you think will be most difficult about leading them?

I think that I may have difficulty contacting people and asking for help. I also think that giving directions will be hard because I will have to know the process and know what needs to be done next.

## Materials

*(Materials are things that become part of the finished project, such as lumber, nails, and paint.)*

What types of materials, if any, will you need? You do not yet need a detailed list of exact quantities, but you must show you have a reasonable idea of what is required.

A flag pole, concrete, wood for forms

## Supplies

*(Supplies are things you use up, such as masking tape, tarps, and garbage bags.)*

What kinds of supplies, if any, will you need? You do not yet need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

An American flag and electrical supplies (wire and light).

# Eagle Scout Service Project Proposal

## Tools

What kinds of tools, if any, will you need?

We will use basic tools like shovels and rakes.

## Permits and Permissions

(Note that property owners normally secure permits.)

Will you need to secure permissions or permits (for example, building permits)? Who will obtain them?

How much will they cost? How long will it take to secure them?

I will need approval from the Park and Recreation Commission and permission from the NYA City Council. I will present a request proposal to the Park and Recreation Commission. Once the project is approved I don't anticipate any permit costs.

## Preliminary Cost Estimate

(You do not need exact costs. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses.)

(Enter your estimated expenses) **Fundraising** Explain where you will get the money for total costs indicated below, left.

Items	Cost	I raised \$5200 during our troop wreath sales and I expect to have netted \$1000 which I will use to pay for the flagpole project. The "other" cost in my estimate is electrical labor and light fixture.
Materials	750	
Supplies	50	
Tools		
Other*	200	
<b>Total costs:</b>	1000	

\*Such costs as food, water, gasoline, parking, permits, equipment rental, sales tax, etc.

## Project Phases

Think of your project in terms of phases and list what they might be. The first might be to complete your final plan. Others might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated.

1. brainstorming project ideas
2. sought initial approval
3. fundraising
4. project planning
5. project submission for permission
6. schedule workdays
7. recruit help
8. project construction

## Logistics

(A Tour Plan has also been called a "Tour Permit." Check with your council service center to determine if one is required.)

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour Plan?

The flagpole supplier delivers the package to the project site. Scouts will be responsible to find ride to and from project.



## Eagle Scout Service Project Proposal, continued

### Safety Issues

(The Guide to Safe Scouting is an important resource in considering safety issues.)

Describe the hazards and safety concerns you and your helpers should be aware of as this project is conducted.  
I will have to make a construction zone, much like the "blood zone" when we use cutting tools in Scouts. The construction zone will need to have room to work and be free of bystanders. Volunteers will be provided instructions and we will have ample water on site to prevent dehydration. I will bring first aid kit. I will call for a utility locate.

### Further Planning

(You do not have to list every step, but it must be enough to show you have a reasonable idea of how to complete a final plan.)

List some action steps you will take to complete a final plan. For example, "Complete a more detailed set of drawings."  
I will complete a presentation with a photoshop picture of the finished project. I will use it in my presentation to the District and the City. I will also plan the details of the construction days and plan alternative (rain) dates. I will need to make a system of tracking my help replies so I know I have enough people to help. And I will need to list all of the support materials and supplies for the project.

### Candidate's Promise

(Signed before approvals below are granted)

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 21. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed Mitchell Scott

Date 1/20/2020

### Unit Leader Approval\*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed

Wade Fort

Date

1/20/20

### Unit Committee Approval\*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed

Bouland Anderson

Date

1/20/2020

### Beneficiary Approval\*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fundraising he conducts will be in our name and that funds left over will come to us. We will provide receipts to donors as required.

Signed

Date

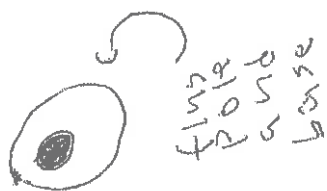
### Council or District Approval

I have read sections 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout Service Project, in the *Guide to Advancement*, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to complete a final plan and further encourage him to share it with a project coach.

Signed

Date

\*While it makes sense to obtain them in the order they appear, there shall be no required sequence for the order of obtaining approvals marked with an asterisk (\*). However, council or district approval must come after the others.



Philip





# Scouts BSA

## Scout Rank

### Jumbo Emblem

[SHOP BY SCOUT](#)

[UNIFORMS](#)

[APPAREL](#)

[INSIGNIAS](#)

[CAMPING](#)

[EVENTS](#)

[CRAFTS](#)

[GIFTS](#)

[LITERATURE](#)

[SALE](#)





TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 27, 2020

SUBJECT: SW Corridor Transportation Coalition Letter of Support

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The SW Corridor Transportation Coalition is requesting Letters of Support from jurisdictions located on or who utilize U.S. Highway 212, of Carver County's efforts to secure federal funding for the Highway 212 four-lane expansion. Enclosed is the Letter of Support from the City of Norwood Young America.

Suggested Motion:

Motion to approve the Letter of Support.

*Norwood Young America*



January 27, 2020

The Honorable Elaine Chao  
Secretary, US Department of Transportation  
1200 New Jersey Ave, SE  
Washington, DC 20590

Dear Secretary Chao:

The City of Norwood Young America is pleased to support the US Highway 212 Rural Freight Access project for consideration of federal financial assistance under the Infrastructure for Rebuilding America (INFRA) Program. This critical project expands 10 miles of US Highway 212 in Carver County, Minnesota from a two-lane undivided rural highway to a four-lane divided expressway facility extending from the City of Norwood Young America (County Highway 34) to the City of Cologne (County Highway 36 western intersection) and from the City of Cologne (County Highway 36 eastern intersection) to the City of Carver (County Highway 11).

The corridor is part of the National Highway System and is one of the most important economic and highway freight corridors in the State of Minnesota and the Upper Midwest region, connecting the Twin Cities to South Dakota and beyond. US Highway 212 provides a critical connection for agricultural and industrial areas throughout the region. In addition, it is identified as a high priority "Tier One" Truck Corridor by the Metropolitan Council.

Carver County and MnDOT have completed an extensive planning effort to determine an innovative, cost-effective approach to expand US Highway 212 and address serious safety, access, and mobility issues. The proposed project will expand US Highway 212 to a four-lane divided expressway, addressing the existing undivided two-lane gap in the Twin Cities' highway network, which negatively affects freight movement and economic development initiatives.

This project will benefit the highway freight network, improving a critical connection to and from the Twin Cities metropolitan area and meet the priority objectives of the INFRA funding program by emphasizing economic vitality, leveraging non-federal funding sources of infrastructure investment, and deploying innovative technology and financing approaches.

On behalf of City of Norwood Young America, I would like to urge your support for Carver County's INFRA Program application for the US Highway 212 Rural Freight Access project.

Sincerely,

Carol Lagergren  
Mayor

*Norwood Young America*





TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: January 27, 2020

SUBJECT: Schedule Public Hearing to consider Amendments to Chapter 2 of City Code

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Per the Council's discussion held on at the Work Session, proposed is to schedule a public hearing for the February 24<sup>th</sup> regular City Council meeting to consider amendments to Chapter 2 of the City Code.

**Suggested Motion:**

**Motion to schedule a public for 6:00 p.m., February 24, 2020 for the purpose of considering amendments to Chapter 2 of the City Code.**