



**AS AMENDED AT THE MEETING
CITY COUNCIL AGENDA**

April 27, 2020 – 6:00 p.m.

Work Session; followed by EDA / City Council Meetings

Zoom Meeting Link

<https://us02web.zoom.us/j/2334797414>

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 March 23, 2020 meeting
 3. Adjournment
-

CITY COUNCIL

1. Call Meeting of City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. Consent Agenda
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve minutes of April 13, 2020
 - 4.2 Approve payment of Claims
5. Public Hearing
6. Old Business
7. New Business
 - 7.1 Approve Street Closing Application and Connection to City Water & Wastewater Services
 - 7.2 Adopt Ordinance No. 325, An Ordinance Amending Chapter 1200.04, Definitions and Adding Section 1245.11 Providing for Accessory Dwelling Units
 - 7.3 Adopt Ordinance No. 326, An Ordinance Amending Chapter 1245.06, Subd. 3 Pertaining to General Requirements for Swimming Pools
 - 7.4 Discussion on Rezoning of Railroad Street Properties
 - 7.5 Award Quote for Cemetery Lawn Maintenance for 2020 Season
 - 7.6 Award Quote for 2020 Lawn Mowing Nuisance Abatement Services
 - 7.7 Reschedule May 25, 2020 Regular City Council Meeting
 - 7.8 *Liquor License Fees Refund (added to agenda)*
 - 7.9 *Fire Department Ladder Truck Purchase Proposal (added to agenda)*
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

- May 5 Planning Commission – 6:00 p.m.
- May 11 Personnel Committee – 5:00 p.m.
- May 11 City Council – 6:00 p.m.
- May 13 Economic Development Commission – 6:00 p.m.
- May 19 Parks and Recreation Commission – 4:45 p.m.
- May 21 Senior Advisory Committee – 9:00 a.m.
- May 25 Memorial Day – City Offices Closed
- May 26 Work Session, EDA, City Council – 6:00 p.m.
- May 30 Spring Clean-up Day – 8:00 to noon

Zoom Meeting Link

<https://us02web.zoom.us/j/2334797414>



Economic Development Authority Minutes

March 23, 2020 – 6:00 p.m.

ATTENDEES: Carol Lagergren, Craig Heher, Dick Stolz, Charlie Storms
STAFF: Steve Helget – City Administrator
ABSENT: Mike McPadden

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order

Mayor Lagergren called the meeting to order at 6:00pm

1.1 Pledge of Allegiance

2. Approve Agenda

Motion: DS/CH to approve the agenda as written. Vote 4-0. Motion carried.

2.1 Approve minutes of February 24, 2019 meeting

Motion: CH/DS to approve the minutes. Vote 4-0. Motion carried.

3. Adjournment

Motion: DS/CH to adjourn the meeting. Vote 4-0. Motion carried.

Carol Lagergren, President

Karen Hallquist, Economic Development Marketing Director



ATTENDEES: Carol Lagergren, Craig Heher, Mike McPadden, Charlie Storms and Dick Stolz.
STAFF: Steve Helget, City Administrator, Karen Hallquist, Economic Development Marketing Director, Tony Voigt, Public Service Director
OTHERS: Steve Zumberge – NYA Fire Chief, Kristine Anderson – Jaguar Communication, two unidentified community members

1. Call Meeting of City Council to Order

Mayor Lagergren called the meeting to order at 6pm via virtual Zoom meeting <https://us04web.zoom.us/j/2334797414> according to Local Emergency Resolution 2020-12.

1.1 Pledge of Allegiance

2. Approve Agenda

Motion: CS/MM to approve the agenda as written. Vote by roll call 5-0. Motion carried.

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

4. Consent Agenda

4.1 Approve minutes of March 23, 2020 meeting

4.2 Approve payment of Claims

4.3 Approve Young America Baseball Club Gambling Permit

Motion: DS/CS to approve the consent agenda. Vote by roll call 5-0. Motion carried.

5. Public Hearings - none

6. Old Business - none

7. New Business

7.1 Discuss Ladder Truck Purchase Option

Steve Zumberge, NYA Fire Chief, reported on an opportunity to purchase a used 2018 Pierce Ascendant 107' Quint ladder truck for approximately \$850,000, which is currently being held at Apparatus Sales in Union Grove, AL. New, this truck would be \$1.05M. The current 1996 ladder truck was purchased twelve years ago and needs many repairs. The trade in for the 1996 would be \$10-50,000. Zumberge is looking for direction from the council as the 1996 ladder truck was budgeted to be replaced in 2022 with \$750,000. The five townships are in favor of this purchase and would go on a payment plan. The City's cost would be approximately 75% (\$600,000) of the total. Storms and Stolz agreed to assist in continued research for the purchase of 2018 truck. Zumberge has requested service records and will have a conversation with the current owners from a department in Phoenix, AZ. Updates will be at the next meeting.

7.2 Approve Covid-19 Pandemic City Responses

The City approved Resolution 2020-09 Declaring a Local Emergency due to the COVID-19 Pandemic on March 18, 2020. Due to this threat, City staff were instructed to commence a staggered work schedule starting March 20 on a two-week trial basis. Based on Council's discussion, this modified work schedule was implemented for 4 days. Staff were required to utilize PTO for the two days they were off. Helget confirmed with the League of MN Cities the Council can credit back the PTO upon approval and noted all Carver County cities are doing the same. Currently, the Public Service and Works employees are driving separately or wearing masks/gloves if together. City office staff are working from home if they are not required at the office.

Motion: CS/MM to credit back 16-hours of Paid Time Off (PTO) to employees who utilized PTO the week of March 21, 2020 due to the modified work schedule. Vote by roll call 5-0. Motion carried.

Due to COVID-19, Helget explained that all cities in Carver County are waiving late penalties on City utility bills. Each city is choosing the longevity of this decision. Another proposal was to waive credit card fee payments on utility bills only. The fee is 5% of the payment amount. Stolz and Council did not see the direct correlation for waiving credit card fees as an incentive as they did the late fees. The credit card fee discussion was tabled.

Motion: CH/DS to waive the late penalties for collected Utility Bills for the months of March, April, and May 2020. Vote by roll call 5-0. Motion carried.

7.3 Approve Cable Access Station Policy

Hallquist provided an update on the NYATV cable access channel and suggested the implementation of the NYATV Rules and Procedures Policy as approved by the city attorney. All cable access equipment and programming is now housed at City Hall. Groups who submit videos/information for NYATV will be required to sign an agreement which binds them to all program guidelines and formats. A contract is being drafted for Elroy Latzig to continue the video recording of all school and community activities on a per event basis.

Motion: MM/DS to approve the Rules and Procedures for the Norwood young America local Access Channel (NYATV). Vote by roll call 5-0. Motion carried.

7.4 Resolution 2020-14, Approving the Change of Control of Jaguar Communications, Inc.

Helget reported that Jaguar Communications has provided the City with written notice of a transaction that affects the ownership and control of Jaguar's parent company, Provincial Real Estate Holdings, LLC. According to an Equity Purchase Agreement dated January 17, 2020, MetroNet Holdings, LLC will acquire 100% of the issued and outstanding equity interests of Provincial Real Estate. In accordance with Section 5.1€ of the City's Franchise Agreement with Jaguar, the City has the right to consent to the change of control, though consent cannot be unreasonably withheld. The Council can choose to call a public hearing or has a right of first refusal. Helget provided Resolution 2020-14, approving the change of control of Jaguar Communications along with a copy of the March 13, 2020 letter from Jaguar. The City attorney reviewed the proposed Resolution.

Kristine Anderson, Jaguar Communications In-house Counsel, confirmed that there would be no changes to the services or fees at this time. MetroNet runs out of Rochester and may ultimately have other package options as time occurs.

Motion: CH/DS to adopt Reslution No. 2020-14, approving the Change of Control of Jaguar Communications, Inc. Vote by roll call 5-0. Motion carried.

7.5 Approve Norwood Young America Market Enrichment Grant Program

Hallquist presented the NYA Market Enrichment Grant Program which offers a financial incentive for aesthetic improvements for property owners in the the C-s General Commerical, C-3 Downtown District and B-1 Business Industrial Districts. The NYA EDC Commission recommended this program to allow five (5) property owners the opportunity to receive up to \$10,000 in grant monies with a 20% contribution. This contribution can also be a capital contribution to mimic the Small Cities Development Program Grant which aims to only the C-3 Downtown Districts. As per the guidelines, property owners or tenants are only allowed one matching grant per calendar year. The City's Revolving Loan Fund currently has a balance of \$135,000 of which the \$50,000 would come from. Should the program be successful, the EDC will revisit additional opportunities for 2021 and recommend addition funds to be budgeted. McPadden offered to serve on an application review panel along with Hallquist and Tonya Noeldner from the EDC Commission.

Motion CH/MM to approve the implementation of the NYA Market Enrichment Grant Program which allows five (5) grants up to \$10,000 with a 20% contribution as required, with applications available starting April 15, 2020. Vote by roll call 5-0. Motion carried.

7.6 Approve Central School Community Education Contribution

Julie Kuenzel, Director of NYA District 108 Community Education requests financial support for both the 2020 Summer Enhanced Program and Summer Recreation Program. Total request is \$5,000 which helps pay for salaries and supplies of the programs. The \$5,000 contribution has been included in the 2020 Parks & Recreation Commission budget.

Motion: CH/CS to table the approval until May for further direction with the Shelter in Place order is decided and observe if the programs will take place this summer. Vote by roll call 5-0. Motion carried.

7.7 Approve awarding quote for Concrete Clean-up

At a previous City Council meeting there was concern about conditions, outdoor storage and lack of maintenance along with exposed concrete behind the Public Services building. City staff has been working on the clean-up, however, does not have the equipment necessary to remove the concrete and haul dirt to backfill the hillside. After restored, the City sill seed and blanket the hillside for approximately \$900.

Public Service Director Tony Voigt presented two proposals for the removal and disposal of concrete and to fill hillside. The fill would come from the city compost site. Schneider Excavating proposed \$5,000 and Henning Excavating \$10,000.

Motion: MM/CH to approve hiring Schneider Excavating in the amount of \$5,000 to remove the concrete behind the Public Services building a restore the hillside and be completed by June 1, 2020. Vote by roll call 5-0. Motion carried.

7.8 Approve awarding quote to regrade and slope Compost Site

Voigt reported improvement efforts at the city compost site to make more accessible and organized. Cameras are being installed to control unwanted dumping and additional signage for navigating. Given the soft ground, process of turning compost with the loaders and removal of the brush pile, many areas are muddy and have drainage issues. Voigt solicited

quotes from local contractors Schneider Excavating (\$2,000) and Henning Excavating (\$5,000) to add dryfill and millings to help with the drainage issues. Voigt confirmed money would come from street budget.

Motion: CS/DS to approve hiring Schneider Excavating to grade and slope the Compost Site in the amount of \$2,000. The job is to be done per Tony's speculations. Vote by roll call 5-0. Motion carried.

7.9 Approve purchase of Stationary Generator for Serenity Pointe Lift Station

Voigt reported the City currently operates and maintains 7 lift stations throughout the city to collect wastewater and pump it towards the Wastewater Treatment Plant. Five out of the seven lift stations have backups of which 3 have stationary generators and one portable generator. Stationary generators are efficient in response time and help protect homes in more populated areas with power outages and potential high flow events. McPadden commented on the need for all of the lift stations to eventually have stationary generators.

The proposal is for the installation of a stationary generator at the Serenity Pointe Lift Station located near the intersection of Tacoma Ave and Lakewood Trl. This lift station services the Serenity Pointe development and the entire Preserve development. Included in the 2020 budget is \$25,000 for an onsite stationary generator. Voigt solicited quotes from Advanced Power Systems (\$19,250), Xtreme Electric (\$28,131) and Ziegler Cat (\$30,360). All quotes include a generator with the correct power output for the location, transfer switch, concrete pad, wiring, installation and start-up. The quotes do not include gas line installation which would be approximately \$2,500 with CenterPoint Energy.

Motion: DS/MM approved hiring Advanced Power Systems to install a stationary generator at the Serenity Pointe Lift Station for \$19,250 and the project not to exceed \$21,750. Voigt is also requested to get an updated contract that includes listing the installation. Vote by roll call 5-0. Motion carried.

7.10 Resolution 2020-13, Declaring the Official Intent to Reimburse Certain Expenditures from the Proceeds of Bonds to be issued by the City

Helget presented Resolution 2020-13 which declares the City's intent to reimburse expenditures associated with the Highway 212 Underpass/CSAH 33/Highway 5 Roundabout Project from tax-exempt bond proceeds that will be issued later this year. Adoption of such a resolution is required prior to the City making any construction related payments for the project. The Resolution 2020-13 identifies that the City may reimburse its project expenditures from the tax-exempt bonds issued up to the amount of \$1,400,000 which is the same maximum amount approved following the public hearing held on February 24, 2020 and the Council's action to approve Resolution 2020-08, providing for the issuance and sale of general obligation street reconstruction refunding bonds.

Motion: CS/CH to approve Resolution 2020-13, Declaring the Official Intent to Reimburse Certain Expenditures from the Proceeds of Bonds to be issued by the City. Vote by roll call 5-0. Motion carried.

8. Council Member & Mayor and Staff Reports

MM – EDC had the first Zoom meeting, talked about Market Enrichment Program, Business survey results and delay in hotel study given the current circumstances of COVID-19.

CH – Zoom meeting scheduled for next Planning meeting on April 14, 2020

CS – Zoom meeting scheduled for next Parks meeting on April 21, 2020

DS – na

CL – City Council Zoom meeting link will be available on City website.

9. Adjournment

Motion: MM/CH to adjourn. Vote by roll call 5-0. Motion carried.

Respectfully Submitted,

Karen Hallquist, Economic Development Marketing Director

Carol Lagergren, Mayor



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

To Be Approved: April 27, 2020

| | |
|---|---------------------------|
| Payroll EFT (Check Sequence 505883 – 505897) | <u>\$15,722.04</u> |
| Voided check (30367-30369 and 30434-30437) | <u>\$11,141.58</u> |
| Prepays 30426 | <u>\$1,786.20</u> |
| Claims Pending Payment (Check Sequence 30427 – 30486) | <u>\$65,828.31</u> |
| Grand Total | <u>\$83,336.55</u> |

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| 10100 CHECKING | | | | |
| Paid Chk# | 030427 | 4/27/2020 | 212 EQUIPMENT | |
| E | 101-43100-223 | Repair/Maintenance Bldg/Ground | \$275.00 | 4/17/20 rental mini excavator |
| | | Total 212 EQUIPMENT | \$275.00 | |
| Paid Chk# | 030428 | 4/27/2020 | A-1 ELECTRIC SERV OF WACONIA | |
| E | 602-49450-223 | Repair/Maintenance Bldg/Ground | \$90.00 | 22078 |
| | | Total A-1 ELECTRIC SERV OF WACONIA | \$90.00 | |
| Paid Chk# | 030429 | 4/27/2020 | AEM FINANCIAL SOLUTIONS | |
| E | 101-41500-310 | Other Professional Services | \$3,750.00 | 428518 Long term plan |
| | | Total AEM FINANCIAL SOLUTIONS | \$3,750.00 | |
| Paid Chk# | 030430 | 4/27/2020 | AIR COMPRESSORS PLUS LLC | |
| E | 101-43100-223 | Repair/Maintenance Bldg/Ground | \$2,029.00 | 20-184 |
| E | 101-43100-223 | Repair/Maintenance Bldg/Ground | \$534.00 | 20-185 |
| | | Total AIR COMPRESSORS PLUS LLC | \$2,563.00 | |
| Paid Chk# | 030431 | 4/27/2020 | ANCOMCOMMUNICATIONS, INC. | |
| E | 101-42200-321 | Telephone | \$249.56 | 94430 accessories |
| E | 101-42200-323 | Radio Units | \$3,827.50 | 94717 pagers, battery and charger |
| | | Total ANCOMCOMMUNICATIONS, INC. | \$4,077.06 | |
| Paid Chk# | 030432 | 4/27/2020 | BRYAN ROCK PRODUCTS, INC. | |
| E | 101-45200-223 | Repair/Maintenance Bldg/Ground | \$635.23 | 40187 Sports complex-friendship park |
| | | Total BRYAN ROCK PRODUCTS, INC. | \$635.23 | |
| Paid Chk# | 030433 | 4/27/2020 | CARQUEST AUTO PARTS | |
| E | 101-42200-212 | Motor Fuels | \$75.94 | 4/1/20 fire dep |
| | | Total CARQUEST AUTO PARTS | \$75.94 | |
| Paid Chk# | 030434 | 4/27/2020 | CARVER COUNTY | |
| E | 101-42100-311 | County Police Contract | \$786.83 | Sheriff003396 |
| | | Total CARVER COUNTY | \$786.83 | |
| Paid Chk# | 030435 | 4/27/2020 | CARVER COUNTY | |
| E | 101-41500-307 | Prosecution Contract | \$2,983.56 | finer4/1/20 1q fines |
| | | Total CARVER COUNTY | \$2,983.56 | |
| Paid Chk# | 030436 | 4/27/2020 | CARVER COUNTY | |
| G | 251-22100 | Escrow Collected | \$950.40 | 300 Faxon Rd property taxes |
| | | Total CARVER COUNTY | \$950.40 | |
| Paid Chk# | 030437 | 4/27/2020 | CARVER COUNTY | |
| E | 424-41960-350 | Print/Publishing/Postage | \$300.00 | |
| E | 425-41960-350 | Print/Publishing/Postage | \$300.00 | |
| E | 407-41960-350 | Print/Publishing/Postage | \$300.00 | |
| E | 431-41960-350 | Print/Publishing/Postage | \$500.00 | |
| E | 423-41960-350 | Print/Publishing/Postage | \$300.00 | 2508 TIF |

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| Total CARVER COUNTY | | \$1,700.00 | | |
| Paid Chk# | 030438 | 4/27/2020 | CARVERLINK-CARVER CO BROADBAND | |
| 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 | \$77.43 | | |
| E 101-45200-321 | Telephone | \$33.19 | | |
| E 101-41940-321 | Telephone | \$114.67 | | |
| E 101-41300-321 | Telephone | \$57.38 | | |
| E 101-41320-321 | Telephone | \$57.38 | | |
| E 101-41400-321 | Telephone | \$57.38 | | |
| E 101-46500-321 | Telephone | \$19.13 | | |
| E 101-42100-321 | Telephone | \$95.64 | | |
| E 101-45500-321 | Telephone | \$95.64 | | |
| E 101-41940-321 | Telephone | \$114.56 | 2505 | |
| Total CARVERLINK-CARVER CO BROADBAND | | \$1,059.55 | | |
| Paid Chk# | 030439 | 4/27/2020 | CITIZEN STATE BANK HSA ACCTS | |
| G 101-21718 | HSA ACCOUNT | \$1,795.32 | 4/2020HSA | |
| Total CITIZEN STATE BANK HSA ACCTS | | \$1,795.32 | | |
| Paid Chk# | 030440 | 4/27/2020 | CORE AND MAIN | |
| E 601-49400-229 | Water Meters | \$2,796.00 | | |
| Total CORE AND MAIN | | \$2,796.00 | | |
| Paid Chk# | 030441 | 4/27/2020 | DAVIS EQUIPMENT CORPORATION | |
| E 101-45200-221 | Repair/Maintenance Equipment | \$120.53 | EI11133 | |
| Total DAVIS EQUIPMENT CORPORATION | | \$120.53 | | |
| Paid Chk# | 030442 | 4/27/2020 | DELTA DENTAL | |
| G 101-21714 | Dental Insurance | \$1,150.20 | 2761865 | |
| Total DELTA DENTAL | | \$1,150.20 | | |
| Paid Chk# | 030443 | 4/27/2020 | EMERGENCY APPARATUS MAINTENANC | |
| E 101-42200-221 | Repair/Maintenance Equipment | \$919.38 | 110454 | pump test/Engine 11 |
| E 101-42200-221 | Repair/Maintenance Equipment | \$701.30 | 110455 | pump test/Engine E-21 |
| E 101-42200-221 | Repair/Maintenance Equipment | \$1,702.18 | 110456 | pump test/Ladder 12 |
| Total EMERGENCY APPARATUS MAINTENANC | | \$3,322.86 | | |
| Paid Chk# | 030444 | 4/27/2020 | ERNST, FAYE | |
| E 101-41410-331 | Travel/Meeting Expense | \$20.70 | | |
| E 101-41410-103 | Part-Time Employees | \$70.00 | 3/3/20primary | election judge |
| Total ERNST, FAYE | | \$90.70 | | |
| Paid Chk# | 030445 | 4/27/2020 | FASTENAL | |
| E 101-45200-223 | Repair/Maintenance Bldg/Ground | \$33.20 | 66075 | |
| Total FASTENAL | | \$33.20 | | |

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| Paid Chk# | 030446 | 4/27/2020 | FOEDE, KAARIN | | |
| E | 101-41410-331 | Travel/Meeting Expense | \$62.10 | | |
| E | 101-41410-103 | Part-Time Employees | \$128.63 | 3/3/20 | primary election judge |
| | Total | FOEDE, KAARIN | \$190.73 | | |
| Paid Chk# | 030447 | 4/27/2020 | HALLQUIST, KAREN | | |
| E | 101-41410-331 | Travel/Meeting Expense | \$140.00 | | election |
| E | 101-46500-331 | Travel/Meeting Expense | \$20.70 | | CCCDA - Chaska |
| E | 101-41400-433 | Dues and Subscriptions | \$20.00 | | notary |
| | Total | HALLQUIST, KAREN | \$180.70 | | |
| Paid Chk# | 030448 | 4/27/2020 | HASSE, GILBERT | | |
| E | 101-41410-103 | Part-Time Employees | \$30.00 | 3/3/20 | primary election judge |
| | Total | HASSE, GILBERT | \$30.00 | | |
| Paid Chk# | 030449 | 4/27/2020 | HEALTH PARTNERS | | |
| G | 101-21706 | Hospitalization/Medical Ins | \$11,780.90 | 96576974 | |
| | Total | HEALTH PARTNERS | \$11,780.90 | | |
| Paid Chk# | 030450 | 4/27/2020 | HOERNEMANN, CAROLYN | | |
| E | 101-41410-103 | Part-Time Employees | \$30.00 | 3/3/20 | primary election judge |
| | Total | HOERNEMANN, CAROLYN | \$30.00 | | |
| Paid Chk# | 030451 | 4/27/2020 | HOLIDAY FLEET | | |
| E | 602-49450-212 | Motor Fuels | \$23.13 | | |
| E | 602-49450-212 | Motor Fuels | \$20.00 | | |
| E | 601-49400-212 | Motor Fuels | \$23.12 | 08455006 | |
| E | 601-49400-212 | Motor Fuels | \$20.00 | 13516002 | |
| | Total | HOLIDAY FLEET | \$86.25 | | |
| Paid Chk# | 030452 | 4/27/2020 | HOOF, HILBERT | | |
| E | 101-41410-103 | Part-Time Employees | \$30.00 | 3/3/20 | primary election judge |
| | Total | HOOF, HILBERT | \$30.00 | | |
| Paid Chk# | 030453 | 4/27/2020 | KAMPS, KAREN | | |
| E | 101-41410-331 | Travel/Meeting Expense | \$20.13 | | |
| E | 101-41410-103 | Part-Time Employees | \$105.00 | 3/3/20 | primary election judge |
| | Total | KAMPS, KAREN | \$125.13 | | |
| Paid Chk# | 030454 | 4/27/2020 | KUMMER, GREG | | |
| E | 101-41410-331 | Travel/Meeting Expense | \$23.00 | | |
| E | 101-41410-103 | Part-Time Employees | \$40.00 | 3/3/20 | primary election judge |
| | Total | KUMMER, GREG | \$63.00 | | |
| Paid Chk# | 030455 | 4/27/2020 | KWIK TRIP INC. | | |
| E | 101-43100-212 | Motor Fuels | \$38.87 | 5494074 | |
| E | 101-45200-212 | Motor Fuels | \$16.70 | 5496740 | |
| | Total | KWIK TRIP INC. | \$55.57 | | |

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| Paid Chk# | 030456 | 4/27/2020 | LATZIG, CAROL | | |
| E 101-41410-331 | Travel/Meeting Expense | | \$20.70 | | |
| E 101-41410-103 | Part-Time Employees | | \$40.00 | 3/3/20 | primary election judge |
| | Total LATZIG, CAROL | | \$60.70 | | |
| Paid Chk# | 030457 | 4/27/2020 | LATZIG, ELROY | | |
| E 101-41410-331 | Travel/Meeting Expense | | \$20.70 | | |
| E 101-41410-103 | Part-Time Employees | | \$99.75 | 3/3/20 | primary election judge |
| E 101-41400-430 | Miscellaneous | | \$1,650.00 | Jan-March 202 | video |
| | Total LATZIG, ELROY | | \$1,770.45 | | |
| Paid Chk# | 030458 | 4/27/2020 | MAISER, RITA | | |
| E 101-41410-103 | Part-Time Employees | | \$30.00 | 3/3/20 | primary election judge |
| | Total MAISER, RITA | | \$30.00 | | |
| Paid Chk# | 030459 | 4/27/2020 | MARCO TECHNOLOGIES LLC | | |
| E 101-41400-437 | Maintenance Contract | | \$1,250.00 | 7523323 | |
| E 101-41400-437 | Maintenance Contract | | \$104.00 | 7523455 | |
| | Total MARCO TECHNOLOGIES LLC | | \$1,354.00 | | |
| Paid Chk# | 030460 | 4/27/2020 | MAYER LUMBER CO. | | |
| E 101-45200-223 | Repair/Maintenance Bldg/Ground | | \$250.05 | 183221 | |
| E 101-41940-223 | Repair/Maintenance Bldg/Ground | | \$164.00 | 183541 | plexiglass/city hall |
| | Total MAYER LUMBER CO. | | \$414.05 | | |
| Paid Chk# | 030461 | 4/27/2020 | MI-BOX MOVING & MOBILE STORAGE | | |
| E 101-41320-310 | Other Professional Services | | \$179.99 | 3928 | |
| | Total MI-BOX MOVING & MOBILE STORAGE | | \$179.99 | | |
| Paid Chk# | 030462 | 4/27/2020 | MID COUNTRY BANK | | |
| G 101-21718 | HSA ACCOUNT | | \$513.33 | 4/2020HSA | |
| | Total MID COUNTRY BANK | | \$513.33 | | |
| Paid Chk# | 030463 | 4/27/2020 | MINI BIFF | | |
| E 101-45200-418 | Other Rentals (Biffs) | | \$122.40 | A-113896 | |
| | Total MINI BIFF | | \$122.40 | | |
| Paid Chk# | 030464 | 4/27/2020 | MINNESOTA VALLEY TESTING LAB | | |
| E 602-49450-217 | Lab Fees | | \$93.00 | 1026872 | |
| E 602-49450-217 | Lab Fees | | \$94.70 | 1027447 | |
| | Total MINNESOTA VALLEY TESTING LAB | | \$187.70 | | |
| Paid Chk# | 030465 | 4/27/2020 | MN DEPT OF LABOR & INDUSTRY | | |
| G 101-21721 | State Bldg Surcharge Fee | | \$890.20 | | 1st q 2020 surcharge |
| | Total MN DEPT OF LABOR & INDUSTRY | | \$890.20 | | |
| Paid Chk# | 030466 | 4/27/2020 | NELSON, JEAN | | |
| E 101-41410-331 | Travel/Meeting Expense | | \$19.55 | | |
| E 101-41410-103 | Part-Time Employees | | \$20.00 | 3/3/20 | primary election judge |

CITY OF NORWOOD YOUNG AMERICA

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| Total NELSON, JEAN | | | \$39.55 | | |
| Paid Chk# | 030467 | 4/27/2020 | NYA TIMES | | |
| E | 101-43100-350 | Print/Publishing/Postage | \$48.00 | | public service wrkr ad |
| E | 101-49860-350 | Print/Publishing/Postage | \$96.00 | | |
| E | 101-43100-350 | Print/Publishing/Postage | \$72.00 | | |
| E | 101-49860-350 | Print/Publishing/Postage | \$144.00 | | |
| E | 101-45200-350 | Print/Publishing/Postage | \$72.00 | 770775 | employment ads |
| E | 101-41400-350 | Print/Publishing/Postage | \$275.00 | 770776 | NYA Guide |
| E | 101-45200-350 | Print/Publishing/Postage | \$48.00 | 771780 | seasonal employment ad |
| Total NYA TIMES | | | \$755.00 | | |
| Paid Chk# | 030468 | 4/27/2020 | OLD NATIONAL BANK | | |
| G | 101-21718 | HSA ACCOUNT | \$166.67 | 4/2020HSA | |
| Total OLD NATIONAL BANK | | | \$166.67 | | |
| Paid Chk# | 030469 | 4/27/2020 | OPTUM BANK | | |
| G | 101-21718 | HSA ACCOUNT | \$364.67 | 4/2020HSA | |
| Total OPTUM BANK | | | \$364.67 | | |
| Paid Chk# | 030470 | 4/27/2020 | ORANGEBALL CREATIVE | | |
| E | 101-46500-310 | Other Professional Services | \$650.00 | NYA-003-4 | |
| Total ORANGEBALL CREATIVE | | | \$650.00 | | |
| Paid Chk# | 030471 | 4/27/2020 | PLAGGE, JUNE | | |
| E | 101-41410-103 | Part-Time Employees | \$30.00 | 3/3/20 primary | election judge |
| Total PLAGGE, JUNE | | | \$30.00 | | |
| Paid Chk# | 030472 | 4/27/2020 | RAIN, DIANNE | | |
| E | 101-41410-331 | Travel/Meeting Expense | \$20.70 | | |
| E | 101-41410-103 | Part-Time Employees | \$90.00 | 3/3/20 primary | election judge |
| Total RAIN, DIANNE | | | \$110.70 | | |
| Paid Chk# | 030473 | 4/27/2020 | READY WATT ELECTRIC | | |
| E | 101-42200-221 | Repair/Maintenance Equipment | \$753.00 | 103202 | repair siren antenna |
| Total READY WATT ELECTRIC | | | \$753.00 | | |
| Paid Chk# | 030474 | 4/27/2020 | SCHNEIDER EXCAVATING & GRADING | | |
| E | 603-49500-223 | Repair/Maintenance Bldg/Ground | \$1,035.00 | SE2091 | repair catch basins |
| Total SCHNEIDER EXCAVATING & GRADING | | | \$1,035.00 | | |
| Paid Chk# | 030475 | 4/27/2020 | SECURITY BANK & TRUST | | |
| G | 101-21718 | HSA ACCOUNT | \$966.66 | 4/2020HSA | |
| Total SECURITY BANK & TRUST | | | \$966.66 | | |
| Paid Chk# | 030476 | 4/27/2020 | SMITH OIL CO | | |
| E | 101-42200-212 | Motor Fuels | \$289.89 | 3/31/20 | fire dep |
| Total SMITH OIL CO | | | \$289.89 | | |

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| Paid Chk# | 030477 | 4/27/2020 | SPILE, MARY | | |
| E 101-41410-103 | Part-Time Employees | | \$70.00 | 3/3/20 primary | election judge |
| | Total SPILLE, MARY | | \$70.00 | | |
| Paid Chk# | 030478 | 4/27/2020 | STEWART, CHAD | | |
| E 601-49400-430 | Miscellaneous | | \$126.53 | refund | utility refund |
| | Total STEWART, CHAD | | \$126.53 | | |
| Paid Chk# | 030479 | 4/27/2020 | TEUBERT, MARY LOU | | |
| E 101-41410-331 | Travel/Meeting Expense | | \$20.70 | | |
| E 101-41410-103 | Part-Time Employees | | \$80.00 | 3/3/20 primary | election judge |
| | Total TEUBERT, MARY LOU | | \$100.70 | | |
| Paid Chk# | 030480 | 4/27/2020 | THOMAS, JEAN | | |
| E 101-41410-331 | Travel/Meeting Expense | | \$27.60 | | |
| E 101-41410-103 | Part-Time Employees | | \$40.00 | 3/3/20 primary | election judge |
| | Total THOMAS, JEAN | | \$67.60 | | |
| Paid Chk# | 030481 | 4/27/2020 | TVERBERG, KATHY | | |
| E 101-41410-103 | Part-Time Employees | | \$30.00 | 3/3/20 primary | election judge |
| | Total TVERBERG, KATHY | | \$30.00 | | |
| Paid Chk# | 030482 | 4/27/2020 | UNUM LIFE INSURANCE CO | | |
| G 101-21715 | Life Ins | | \$37.66 | | |
| G 101-21715 | Life Ins | | \$59.95 | 04/13/2020 | |
| | Total UNUM LIFE INSURANCE CO | | \$97.61 | | |
| Paid Chk# | 030483 | 4/27/2020 | USA BLUE BOOK | | |
| E 601-49400-210 | Operating Supplies | | \$328.30 | 207924 | |
| | Total USA BLUE BOOK | | \$328.30 | | |
| Paid Chk# | 030484 | 4/27/2020 | WILLIAMS, CATHLEEN | | |
| E 101-41410-331 | Travel/Meeting Expense | | \$19.55 | | |
| E 101-41410-103 | Part-Time Employees | | \$62.50 | 3/3/20 primary | election judge |
| | Total WILLIAMS, CATHLEEN | | \$82.05 | | |
| Paid Chk# | 030485 | 4/27/2020 | XCEL ENERGY | | |
| E 101-42200-381 | Electric Utilities | | \$255.32 | | |
| E 101-42500-381 | Electric Utilities | | \$10.63 | | |
| E 101-43100-380 | Street Lighting | | \$3,893.66 | | |
| E 101-43100-381 | Electric Utilities | | \$439.84 | | |
| E 101-45200-381 | Electric Utilities | | \$332.64 | | |
| E 101-45500-381 | Electric Utilities | | \$776.32 | | |
| E 601-49400-381 | Electric Utilities | | \$351.85 | | |
| E 602-49450-381 | Electric Utilities | | \$3,568.52 | | |
| E 101-49860-381 | Electric Utilities | | \$194.66 | | |
| E 601-49400-381 | Electric Utilities | | \$2,151.53 | 679756466 | |
| E 101-41940-381 | Electric Utilities | | \$1,438.93 | 680551799 | |

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| | Check Amt | Invoice | Comment |
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| Total XCEL ENERGY | \$13,413.90 | | |
| 10100 CHECKING | \$65,828.31 | | |

Fund Summary

10100 CHECKING

| | |
|------------------------------------|--------------------|
| 101 GENERAL FUND | \$52,261.67 |
| 251 HARBOR / HAVEN | \$950.40 |
| 407 TAX INCREMENT 1-5 PEACE VILLAG | \$300.00 |
| 423 TAX INCREMENT DISTRICT 3-3 V#2 | \$300.00 |
| 424 TAX INCREMENT DISTRICT 3-4 WMI | \$300.00 |
| 425 TAX INCREMENT DISTRICT 3-5 V#3 | \$300.00 |
| 431 TIF District 3-6 | \$500.00 |
| 601 WATER FUND | \$5,934.61 |
| 602 SEWER FUND | \$3,946.63 |
| 603 STORM WATER UTILITY | \$1,035.00 |
| | \$65,828.31 |

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APRIL 2020

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| 10100 CHECKING | | | | |
| Paid Chk# | 030486 | 4/27/2020 | CARVER COUNTY | |
| E 101-41500-307 | Prosecution Contract | \$2,983.56 | | 1Q2020 fines |
| E 423-41960-350 | Print/Publishing/Postage | \$300.00 | | TIF invoice 2508 |
| E 424-41960-350 | Print/Publishing/Postage | \$300.00 | | |
| E 425-41960-350 | Print/Publishing/Postage | \$300.00 | | |
| E 407-41960-350 | Print/Publishing/Postage | \$300.00 | | |
| E 431-41960-350 | Print/Publishing/Postage | \$500.00 | | |
| G 251-22100 | Escrow Collected | \$950.40 | 300 Faxon Roa | prop tax |
| E 101-42100-311 | County Police Contract | \$786.83 | SH-3396 | police overtime |
| Total CARVER COUNTY | | \$6,420.79 | | |
| 10100 CHECKING | | \$6,420.79 | | |

Fund Summary

| 10100 CHECKING | |
|------------------------------------|-------------------|
| 101 GENERAL FUND | \$3,770.39 |
| 251 HARBOR / HAVEN | \$950.40 |
| 407 TAX INCREMENT 1-5 PEACE VILLAG | \$300.00 |
| 423 TAX INCREMENT DISTRICT 3-3 V#2 | \$300.00 |
| 424 TAX INCREMENT DISTRICT 3-4 WMI | \$300.00 |
| 425 TAX INCREMENT DISTRICT 3-5 V#3 | \$300.00 |
| 431 TIF District 3-6 | \$500.00 |
| | \$6,420.79 |



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 27, 2020
SUBJECT: Street Closing Application and Connection to City Water & Wastewater Services

Enclosed is a Street Closing application submitted by Warren Koistinen for the purpose of connecting to the City's water and wastewater mains and extending services to the vacant lot located at 414 Central Avenue S. This partial closing of Central Avenue is proposed to be from May 11 to May 20.

The City Council at its November 26, 2019 regular meeting, approved a lot split request from Randy Marttinen for his property located at 417 2nd Avenue SE. The purpose of splitting this double frontage lot was so Mr. Marttinen could sell the parcel that abuts Central Avenue.

Mr. Koistinen has stated that he has a purchase agreement for the 414 Central Avenue S. property with a planned closing date of May 7th and he plans to build a house on the parcel. Mr. Koistinen has a contractor ready to commence the construction work on May 11th. It is estimated it will take about 3 days to complete the water & sewer work, 2-3 days for curb/gutter replacement, and 1-2 days to repave the street.

It is recommended as a condition of approval of the Street Closing application and connection to City water and sewer, that Mr. Koistinen enter into a written agreement with the City. The agreement would include a description of the construction work to be completed, deadline for completion, insurance to coverage for the construction project, a letter of credit or other form of security, etc. Proposed is have the City Attorney draft such an agreement and invoice the fees to Mr. Koistinen. Mr. Koistinen will also have to obtain a City Right-of-Way permit.

Written notice would be provided to the neighborhood of the street closure and signs would be posted by the contractor.

Mr. Koistinen plans to join the City Council meeting to explain his plans and answer any questions. Also enclosed is a survey and aerial photo of the property in question.

Recommended Motion:

Motion to approve Warren Koistinen's Street Closing application and connection to the City's water and wastewater services contingent upon Mr. Koistinen entering an agreement with the City.

Norwood Young America



more than a place. it's home.

STREET CLOSING APPLICATION

310 Elm Street West, P.O. Box 59
Norwood Young America, MN 55368
952-467-1800

NAME OF APPLICANT: Warren Koistinen

ADDRESS: 508 Casper Circle NYAMN 55368

TELEPHONE NUMBER: 612-999-5149

EMAIL ADDRESS: Warren@Relayconstruction.com

IDENTIFY STREETS PROPOSED TO BE CLOSED AND PURPOSE OF CLOSURE:

S central AVE

Stubbing in sewer and water into lot 414 Central Ave S

Sewer is approximately 21 feet deep

May 11th - May 20th, this is all weather permitting

**** ATTACH A MAP TO APPLICATION IDENTIFYING STREETS PROPOSED TO BE CLOSED**

STREET CLOSURE DURATION: FROM: May 11th 2020 TO: May 20th 2020


APPLICANT SIGNATURE

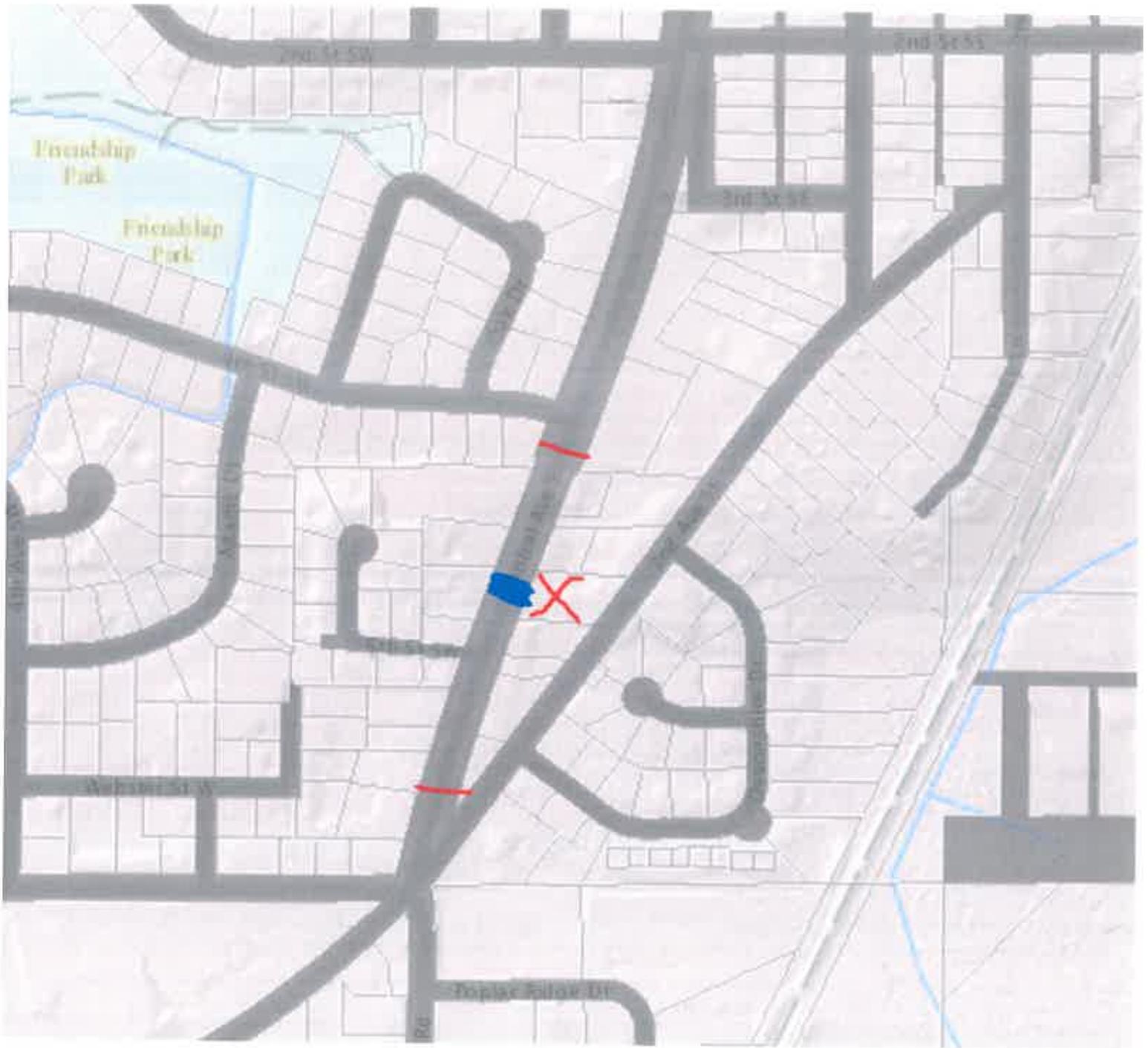
4/23/2020
DATE

===== CITY OFFICE USE ONLY =====

DATE APPLICATION RECEIVED: 4/23/2020

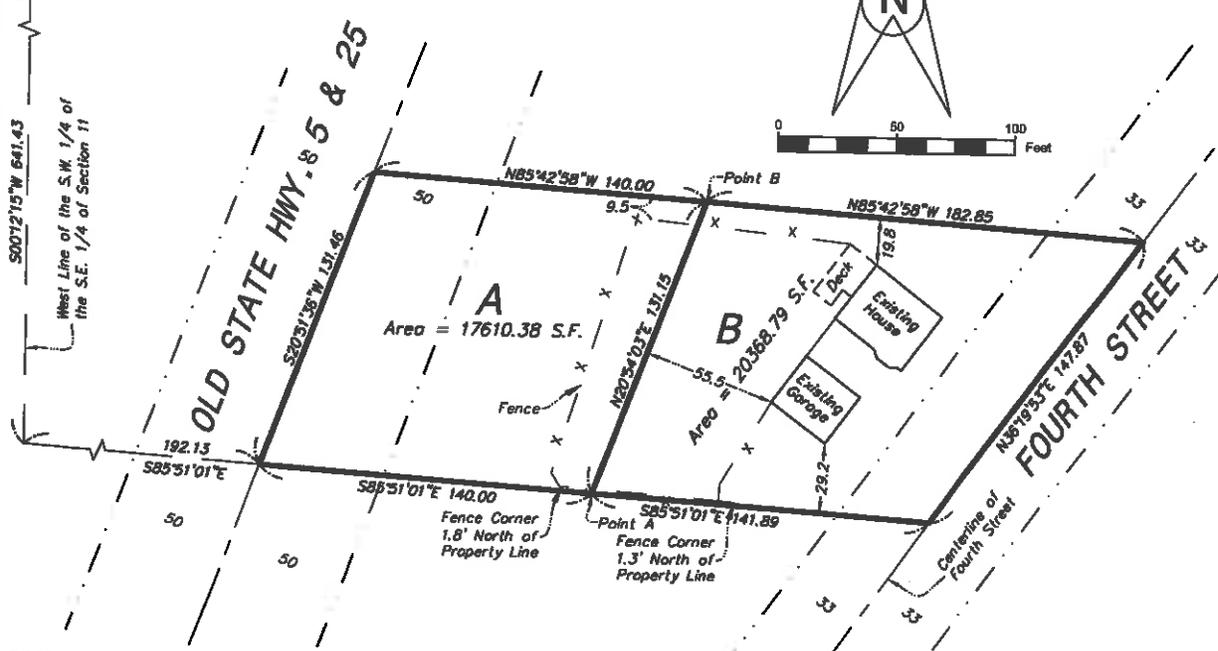
CITY COUNCIL APPROVAL/DENIAL DATE: _____

=====



Certificate of Description

N.W. Corner of the S.W. 1/4
of the S.E. 1/4 of Section 11,
Township 115, Range 26,
Carver County, Minnesota



PROPOSED PROPERTY DESCRIPTIONS

Parcel A:

That part of the Southwest Quarter of the Southeast Quarter of Section 11, Township 115, Range 26, Carver County, Minnesota, described as follows:

Commencing at the Northwest corner of said Southwest Quarter of the Southeast Quarter; thence on an assumed bearing of South 00 degrees 12 minutes 15 seconds West along the West line of said Southwest Quarter of the Southeast Quarter, a distance of 641.43 feet; thence South 85 degrees 51 minutes 01 seconds East, a distance of 192.13 feet to the point of beginning; thence continue South 85 degrees 51 minutes 01 seconds East, a distance of 140.00 feet to a point hereinafter referred to as Point A; thence continue South 85 degrees 51 minutes 01 seconds East a distance of 141.89 feet to the centerline of 4th Street; thence North 36 degrees 19 minutes 53 seconds East, along said centerline, a distance of 147.87 feet; thence North 85 degrees 42 minutes 58 seconds West, a distance of 182.85 feet to a point hereinafter referred to as Point B; thence continue North 85 degrees 42 minutes 58 seconds West a distance of 140.00 feet to the intersection with a line that bears North 20 degrees 51 minutes 36 seconds East from the point of beginning; thence South 20 degrees 51 minutes 36 seconds West, a distance of 131.46 feet to the point of beginning.

That lies Westerly of a line drawn from said Point A to said Point B.

Parcel B:

That part of the Southwest Quarter of the Southeast Quarter of Section 11, Township 115, Range 26, Carver County, Minnesota, described as follows:

Commencing at the Northwest corner of said Southwest Quarter of the Southeast Quarter; thence on an assumed bearing of South 00 degrees 12 minutes 15 seconds West along the West line of said Southwest Quarter of the Southeast Quarter, a distance of 641.43 feet; thence South 85 degrees 51 minutes 01 seconds East, a distance of 192.13 feet to the point of beginning; thence continue South 85 degrees 51 minutes 01 seconds East, a distance of 140.00 feet to a point hereinafter referred to as Point A; thence continue South 85 degrees 51 minutes 01 seconds East a distance of 141.89 feet to the centerline of 4th Street; thence North 36 degrees 19 minutes 53 seconds East, along said centerline, a distance of 147.87 feet; thence North 85 degrees 42 minutes 58 seconds West, a distance of 182.85 feet to a point hereinafter referred to as Point B; thence continue North 85 degrees 42 minutes 58 seconds West a distance of 140.00 feet to the intersection with a line that bears North 20 degrees 51 minutes 36 seconds East from the point of beginning; thence South 20 degrees 51 minutes 36 seconds West, a distance of 131.46 feet to the point of beginning.

That lies Easterly of a line drawn from said Point A to said Point B.

Note:

Buildings shown from Otto Job # 05-0127

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

Paul E. Otto

Paul E. Otto

License #40062 Date: 10-2-19

- denotes Iron monument found
- denotes 1/2 inch by 14 inch iron pipe set and marked by License #40062

Requested By:

Randy Martinen

Date:

5-25-17

Drawn By:

S.O.S.

Scale:

1"=50'

Checked By:

P.E.O.



OTTO
SSOCIATES

Engineers & Land Surveyors, Inc.

www.ottoassociates.com
9 West Division Street
Buffalo, MN 55313
(763)682-4727
Fax: (763)682-3522

Revised:

Fence-9-30-19
Garage-10-1-19
Garage-10-2-19

Project No.

17-0265



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

Map Date: 8/24/2019



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

From: Cynthia Smith Strack, Planning Consultant

Date: April 27, 2020

Re: Code Amendment - Accessory Dwelling Units

Over the past several months the Planning Commission has been working on an ordinance amendment authorizing accessory dwelling units. The Commission studied the issue and requested input from the City Council on potential standards. The Commission has since revised the proposed standards based on Council input. At the March 4th regular meeting the Planning Commission held a public hearing on the proposed code amendment. Following the hearing the Commission unanimously approved a motion recommending the City Council approve the language and place it into effect. Please find a copy of draft meeting minutes attached for your information.

Please find the proposed Ordinance attached and note:

1. Organization of the code amendment is primarily the addition of standards pertaining to accessory dwelling units as opposed to updating of each residential zoning classification's permitted and conditional uses.
2. As proposed internal ADU, ADU additions, and conversions of existing accessory structures to ADU (as of January 1, 2020) are all allowed as a right subject to issuance of an administrative permit and a rental license. Rental licenses are proposed to be required regardless of whether or not rent is exchanged and whether or not persons are related.
3. New detached ADU are allowed provided a CUP is issued.
4. All detached ADU are subject to standards required for accessory structures, including design requirements.
5. Standards applicable to all ADU, include:
 - A. A maximum of one accessory dwelling unit is allowed per lot.
 - B. Accessory dwelling units are allowed on lots with an existing detached single family dwelling. Accessory dwelling units are not allowed on twin home, townhome, condominium, or multiple family lots.
 - C. Impervious surface limits of the applicable zoning classification shall not be exceeded. If applicable, the maximum impervious surface allowed in a shoreland overlay district shall not be exceeded.
 - D. Detached accessory structures are subject to all standards contained in Section 1245.04 of the City Code pertaining to accessory structures, as may be amended.
 - E. Accessory dwellings internal to or attached to principal structures shall meet required setbacks, maximum height, and yard requirements of the applicable zoning district.
 - F. The existing detached single family dwelling or the accessory dwelling unit shall be occupied by the fee owner of the property.
 - G. The existing detached single family dwelling shall be maintained as homestead property.
 - H. The existing detached single family dwelling and the accessory dwelling unit must remain a single parcel of record under unified ownership without the possibility of splitting the property or changing ownership status to a condominium arrangement.

- I. Accessory dwelling units shall be licensed under Section 350 of the City Code pertaining to licensing of rental dwellings regardless of whether or not rent is charged or the occupant is related to the homestead owner.
- J. The following design standards apply to accessory dwellings:
 - i. Accessory dwellings internal to or attached to an existing detached single family dwelling shall be designed and constructed to maintain the appearance of a single family detached dwelling.
 - ii. Accessory dwellings shall have a minimum gross floor area of three hundred (300) square feet.
 - iii. Accessory dwellings shall have a maximum gross floor area of the greater of 900 square feet or 40% of the gross floor area of the principal structure to which it is accessory. In addition, detached accessory dwelling units must not exceed maximum aggregate area square footage or number of detached units provided for under Section 1245.04 of the City Code.
 - iv. A minimum of one (1) additional off-street parking space is required for the accessory dwelling unit.
 - v. Accessory dwellings internal to or attached to existing single family detached dwellings shall use the same water and sanitary sewer connection and water meter as the principal structure.
 - vi. As a condition of conditional use permit issuance, the City may require separate water and sanitary service lines be extended from the street to detached accessory dwelling units.
 - vii. For accessory dwellings internal to or attached to existing detached single family dwellings, there shall be no more than one exterior building entrance facing the front street.
 - viii. For lots with detached accessory dwelling units, there shall be no more than one driveway per street frontage.
 - ix. Dwelling units with exterior entrances different than the single family detached dwelling shall have a different street address (e.g. 200-A).
 - x. Detached accessory dwellings shall be designed for residential occupancy.

The City Council is to consider approval of the attached Ordinance providing for ADU in the City. A summary publication notice is also provided for Council consideration.

hearing notice has been mailed, posted, and published. No comments for or against the amendment have been received. The Applicant is present in the audience.

Heher introduced Steve Curfman who provided an overview of the proposed volume of rubble/recycled materials to be stored on the site. Curfman noted he would not exceed 10,500 cubic yards of material on site.

Motion – Grundahl, Second Fahey to close the public hearing at 6:25 p.m. Approved 6-0.

B. Ordinance Amendment Providing for Accessory Dwelling Units.

Heher introduced the agenda item and opened the public hearing.

Strack provided an overview of the proposed amendment noting the Planning Commission and Council had reviewed a framework and draft amendment over the previous several months.

As proposed internal ADU, ADU additions, and conversions of existing accessory structures to ADU (as of January 1, 2020) are all allowed as a right subject to issuance of an administrative permit and a rental license. Rental licenses are proposed to be required regardless of whether or not rent is exchanged and whether or not persons are related.

New detached ADU are allowed provided a CUP is issued.

All detached ADU are subject to standards required for accessory structures, including design requirements.

Standards applicable to all ADU, include:

- A. A maximum of one accessory dwelling unit is allowed per lot.
- B. Accessory dwelling units are allowed on lots with an existing detached single family dwelling. Accessory dwelling units are not allowed on twin home, townhome, condominium, or multiple family lots.
- C. Impervious surface limits of the applicable zoning classification shall not be exceeded. If applicable, the maximum impervious surface allowed in a shoreland overlay district shall not be exceeded.
- D. Detached accessory structures are subject to all standards contained in Section 1245.04 of the City Code pertaining to accessory structures, as may be amended.
- E. Accessory dwellings internal to or attached to principal structures shall meet required setbacks, maximum height, and yard requirements of the applicable zoning district.
- F. The existing detached single family dwelling or the accessory dwelling unit shall be occupied by the fee owner of the property.
- G. The existing detached single family dwelling shall be maintained as homestead property.
- H. The existing detached single family dwelling and the accessory dwelling unit must remain a single parcel of record under unified ownership without the possibility of splitting the property or changing ownership status to a condominium arrangement.
- I. Accessory dwelling units shall be licensed under Section 350 of the City Code pertaining to licensing of rental dwellings regardless of whether or not rent is charged or the occupant is related to the homestead owner.
- J. The following design standards apply to accessory dwellings:

- i. Accessory dwellings internal to or attached to an existing detached single family dwelling shall be designed and constructed to maintain the appearance of a single family detached dwelling.
- ii. Accessory dwellings shall have a minimum gross floor area of three hundred (300) square feet.
- iii. Accessory dwellings shall have a maximum gross floor area of the greater of 900 square feet or 40% of the gross floor area of the principal structure to which it is accessory. In addition, detached accessory dwelling units must not exceed maximum aggregate area square footage or number of detached units provided for under Section 1245.04 of the City Code.
- iv. A minimum of one (1) additional off-street parking space is required for the accessory dwelling unit.
- v. Accessory dwellings internal to or attached to existing single family detached dwellings shall use the same water and sanitary sewer connection and water meter as the principal structure.
- vi. As a condition of conditional use permit issuance, the City may require separate water and sanitary service lines be extended from the street to detached accessory dwelling units.
- vii. For accessory dwellings internal to or attached to existing detached single family dwellings, there shall be no more than one exterior building entrance facing the front street.
- viii. For lots with detached accessory dwelling units, there shall be no more than one driveway per street frontage.
- ix. Dwelling units with exterior entrances different than the single family detached dwelling shall have a different street address (e.g. 200-A).
- x. Detached accessory dwellings shall be designed for residential occupancy.

Heher invited Andrea Girth to comment. Girth stated the proposed language was appreciated and consistent with her plans to potentially establish an ADU.

Fahey inquired as to how the City could determine whether or not detached ADU should have separate utility connections. Strack suggested the details of each detached ADU conditional use permit request should be investigated and a decision made on the facts of the case. Corner lots proposed for detached ADU may be more easily provided separate service.

Fahey inquired as to how dwellings with separate entries would be addressed. Strack noted each city typically has an addressing policy which would likely provide direction. Clues could also be taken from existing units in the downtowns where accessory apartments were accessed independent of businesses. Strack noted the Post Office should be consulted as well.

Motion – Smith, Second Fahey to close the public hearing at 6:33 p.m. Approved 6-0.

6. New Business.

- A. Conditional Use Permit Amendment: Outdoor Storage 600 Railroad Street West – Curfman Trucking.

Heher introduced the agenda item and highlighted the proposed amendments.

Motion – Fahey, Second Smith to recommend the City Council approve the amendment and restatement

of an existing conditional use permit for outdoor storage at 600 Railroad Street West as contained in the staff memo. Motion carried 6-0.

B. Discussion: Proposed Zoning Amendment – Swimming Pool Covers.

Heher introduced the agenda topic.

Strack stated that at the previous meeting the Commission had received public comment from a resident requesting the City consider allowing permanent pool covers as an alternative to requiring complete perimeter fencing around swimming pools. The Planning Commission had agreed to review potential code amendment language. A draft amendment was included in the packet and simply allowed a permanent pool cover as an alternative to fencing. If the Commission was comfortable with the proposed text, a hearing could be called for the April 7th meeting.

Heher summarized information from research he had performed. He recommended homeowners always consult with their insurance provider to inquire as to whether or not they will require fencing.

Smith commented the permanent pool coverage was a sensible option to provide to homeowners.

Grundahl noted fences can occasionally be unsightly.

Smith noted homeowners associations occasionally prohibited fences.

Motion Fahey, Second Smith to call for a public hearing on April 7th. Motion carried 6:0.

7. Old Business.

A. Code Amendment - Accessory Dwelling Units.

Heher introduced the agenda item and provided a summary of the process leading up to the public hearing. Grundahl expressed appreciation for the process.

Motion Grundahl, Second Barr to recommend the City Council approve the proposed code amendment providing for accessory dwelling units. Motion carried 6:0.

B. Review of Conditional Use Standards.

Heher introduced the agenda item. Strack noted the Commission initially discussed feedback from the joint Downtown group at the February meeting pertaining to conditional uses and process. At the February meeting the Commission concurred current standards seemed appropriate but it is always productive to review uses/process. The Commission directed Strack to prepare information for review at the March meeting. In the Planning Commission packet was a history of CUP's issued, a table of uses, and a performance standards matrix.

Heher noted outdoor storage seemed to be a consistent reason conditional use permits were requested. He opined that was probably not unusual. He further noted he sensed at least some Council Members would be hesitant to change standards providing for oversight of outdoor storage. Heher opined he did not envision changes to outdoor storage standards.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 325**

**AN ORDINANCE AMENDING CHAPTER 1200.04, DEFINITIONS AND ADDING SECTION 1245.11
PROVIDING FOR ACCESSORY DWELLING UNITS**

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA HEREBY ORDAINS:
- II. SECTION 1200.04 (DEFINITIONS) OF THE NORWOOD YOUNG AMERICA CITY CODE IS HEREBY AMENDED BY ADDING THE FOLLOWING DEFINITION.

Dwelling Unit, Accessory. A secondary, subordinate dwelling unit featuring a full bathroom, full kitchen, and sleeping area which is located on the same lot as a single-family dwelling to which it is accessory. Accessory dwelling units may be internal to or attached to an existing dwelling or detached from an existing dwelling.

- III. CHAPTER 12 OF THE CITY CODE SHALL BE AMENDED BY ADDING SECTION 1245.11 PERTAINING TO ACCESSORY DWELLING UNITS, AS FOLLOWS.

Subd. 1. Purpose. The purpose of this Section is to establish regulations that govern the use, approval, location, and design of Accessory Dwelling Units within the City. The specific purposes of this Section are to:

- A. Create new housing opportunities and choices while respecting the look and scale of low density development.
- B. Support the efficient use of existing housing stock and infrastructure.
- C. Provide housing that responds to changing family needs.
- D. Provide affordable housing options.
- E. Provide accessible housing for seniors and persons with disabilities.

Subd. 2. Permitted Uses. The following accessory dwelling units are permitted, subject to issuance of an administrative permit as provided for in Section 1210.09 of the City Code as may be amended.

- A. Internal accessory dwelling units in detached single family dwellings in the R-1 Low Density Single Family Residential District, the R-2 Medium Density Single Family Residential District, the R-3 Medium Density Mixed Residential District, and the RC-1 Residence Neighborhood Commercial District.
- B. Accessory dwelling units attached to detached single family dwellings in the R-1 Low Density Single Family Residential District, the R-2 Medium Density Single Family Residential District, the R-3 Medium Density Mixed Residential District, and the RC-1 Residence Neighborhood Commercial District.
- C. Conversions of preexisting (existing on/before January 1, 2020) detached structures accessory to detached single family dwellings in the R-1 Low Density Single Family Residential District, the R-2 Medium Density Single Family Residential District, the R-3 Medium Density Mixed Residential District, and the RC-1 Residence Neighborhood Commercial District.

Subd. 3. Conditional Uses. The following accessory dwelling units are conditional uses, subject to the provisions of Section 1210.06.

- A. Detached accessory dwelling units on lots with an existing detached single family dwelling in the R-1 Low Density Single Family Residential District, the R-2 Medium Density Single Family Residential District, the R-3 Medium Density Mixed Residential District, and the RC-1 Residence Neighborhood Commercial District.

Subd. 4. Required Standards. The following are required standards for any accessory dwelling unit.

- A. A maximum of one accessory dwelling unit is allowed per lot.
- B. Accessory dwelling units are allowed on lots with an existing detached single family dwelling. Accessory dwelling units are not allowed on twin home, townhome, condominium, or multiple family lots.
- C. Impervious surface limits of the applicable zoning classification shall not be exceeded. If applicable, the maximum impervious surface allowed in a shoreland overlay district shall not be exceeded.
- D. Detached accessory structures are subject to all standards contained in Section 1245.04 of the City Code pertaining to accessory structures, as may be amended.
- E. Accessory dwellings internal to or attached to principal structures shall meet required setbacks, maximum height, and yard requirements of the applicable zoning district.
- F. The existing detached single family dwelling or the accessory dwelling unit shall be occupied by the fee owner of the property.
- G. The existing detached single family dwelling shall be maintained as homestead property.
- H. The existing detached single family dwelling and the accessory dwelling unit shall remain a single parcel of record under unified ownership without the possibility of splitting the property or changing ownership status to a condominium arrangement.
- I. Accessory dwelling units shall be licensed under Section 350 of the City Code pertaining to licensing of rental dwellings regardless of whether or not rent is charged or the occupant is related to the homestead owner.
- J. The following design standards apply to accessory dwellings:
 - i. Accessory dwellings internal to or attached to an existing detached single family dwelling shall be designed and constructed to maintain the appearance of a single family detached dwelling.
 - ii. Accessory dwellings shall have a minimum gross floor area of three hundred (300) square feet.
 - iii. Accessory dwellings shall have a maximum gross floor area of the greater of 900 square feet or 40% of the gross floor area of the principal structure to which it is accessory. In addition, detached accessory dwelling units must not exceed maximum aggregate area square footage or number of detached units provided for under Section 1245.04 of the City Code.
 - iv. A minimum of one (1) additional off-street parking space is required for the accessory dwelling unit.
 - v. Accessory dwellings internal to or attached to existing single family detached dwellings shall use the same water and sanitary sewer connection and water meter as the principal structure.

- vi. As a condition of conditional use permit issuance, the City may require separate water and sanitary service lines be extended from the street to detached accessory dwelling units.
- vii. For accessory dwellings internal to or attached to existing detached single family dwellings, there shall be no more than one exterior building entrance facing the front street.
- viii. For lots with detached accessory dwelling units, there shall be no more than one driveway per street frontage.
- ix. Dwelling units with exterior entrances different than the single family detached dwelling shall have a different street address (e.g. 200-A).
- x. Detached accessory dwellings shall be designed for residential occupancy.

IV. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 27th day of April, 2020.

Carol Lagergren, Mayor

Attest:

Steven Helget, City Administrator

**City of Norwood Young America
Summary of Ordinance No. 325
Amending City Code Chapter 12, Land Use**

The City of Norwood Young America has adopted Ordinance No. 325 entitled “An Ordinance Amending Chapter 1200.04, Definitions and Adding Section 1254.11 Providing for Accessory Dwelling Units”. Following is a summary of the adopted ordinance:

The Ordinance provides for a definition of an accessory dwelling unit (ADU). The Ordinance provides for accessory dwelling units in detached single family dwellings and certain detached accessory structures. The Ordinance requires either an administrative permit or issuance of a conditional use permit prior to establishing an ADU. A rental license is required to operate an ADU. Performance standards apply to all ADU.

Effective Date: This ordinance becomes effective upon its passage and publication according to law. Ordinance No. 325 was adopted by the City Council on April 27, 2020.

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

Steve Helget
City Administrator



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

From: Cynthia Smith Strack, Planning Consultant

Date: April 7, 2020

Re: Code Amendment: Swimming Pool Covers

BACKGROUND

The Planning Commission initiated an amendment to Section 1245.06, Subd. 3 of the City Code after receiving input from a resident. The proposed amendment allows power safety covers in lieu of swimming pool perimeter fences. The current code requires perimeter fences for certain swimming pools. The draft Ordinance is attached.

The Commission reviewed similar code language from another community and reviewed pertinent literature. Chairperson Heher also investigated insurability of such covers.

The Commission held a public hearing on the amendment at their April 14th meeting. Following the hearing the Commission recommended the City Council approve the amendment.

ACTION

The City Council is to consider the code amendment. The amendment in its entirety is suitable for publication, therefore, no summary is attached.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 326**

**AN ORDINANCE AMENDING CHAPTER 1245.06, SUBD. 3 PERTAINING TO GENERAL REQUIREMENTS
FOR SWIMMING POOLS**

- I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA HEREBY ORDAINS:
- II. SECTION 1245.06, SUBD. 3 OF THE NORWOOD YOUNG AMERICA CITY CODE IS HEREBY AMENDED AS FOLLOWS.
- A. *Drainage.* To the extent feasible, back flush water or water from the pool drainage shall be directed onto the owner's property or onto approved public drainage ways. In no case may the water be drained into the sanitary sewer.
 - B. *Fence/Guard Required.* All pools that are submerged fully or partially shall be provided with safeguards to prevent children from gaining uncontrolled access. This can be accomplished with an ASTM F 1346 (as may be amended) approved power safety cover, fencing, screening or other enclosure, or any combination thereof with sufficient density as to be inaccessible.
 - 1. If fences are used they shall be at least four feet high. The bottom of the fence shall not be more than four inches from the ground.
 - 2. Fences shall be of non-corrosive material. If lumber is used it shall be treated, redwood or cedar.
 - 3. Fences shall be constructed so as to not be easily climbed. All fence openings points of entry into the pool area shall be equipped with gates or doors. All gates or doors shall be equipped with self-closing and self-latching devices placed at a sufficient height so as to be non-accessible to small children.
 - 4. The fence or safeguard used shall be completely installed before filling the pool.
 - C. *Damages.* The lot owner shall be liable for any damages to public or private property caused by the swimming pool construction.
 - D. *Lighting.* Any pool lighting above the ground shall be directed toward the pool and not the adjacent property.
- III. EFFECTIVE DATE: THIS ORDINANCE IS EFFECTIVE UPON ITS ADOPTION AND PUBLICATION AS PRESCRIBED BY LAW.

Adopted by the City of Norwood Young America on the 27th day of April, 2020.

Carol Lagergren, Mayor

Attest:

Steven Helget, City Administrator

**City of Norwood Young America
Summary of Ordinance No. 326
Amending City Code Chapter 12 Zoning Code**

The Norwood Young America City Council has adopted Ordinance No. 326, an ordinance amending the text of Chapter 12, to allow swimming pool covers for inground pools.

SECTION 1245.06, SUBD. 3 OF THE NORWOOD YOUNG AMERICA CITY CODE IS HEREBY AMENDED AS FOLLOWS.

Fence/Guard Required. All pools that are submerged fully or partially shall be provided with safeguards to prevent children from gaining uncontrolled access. This can be accomplished with **an ASTM F 1346 (as may be amended) approved power safety cover**, fencing, ~~screening~~ or other enclosure, or any combination thereof with sufficient density as to be inaccessible.

Effective Date: This ordinance becomes effective upon its passage and publication according to law. Ordinance No. 326 was adopted by the City Council on April 27, 2020.

A copy of the complete Ordinance No. 326 is available for review at the Norwood Young America City Offices, located at 310 Elm Street W. Persons with questions about the adopted Ordinance No. 326 should contact the City at (952) 467-1800.

Steven Helget
City Administrator



To: Members of the Norwood Young America City Council
From: Steve Helget, City Administrator
Re: Discussion on Rezoning of Railroad Street
Date: April 23, 2020

In March of 2019, the City Council and Planning Commission had a joint discussion on the potential for rezoning of Railroad Street. Discussion focused on allowing major/minor auto repair in the downtown C-3 district. The consensus of the council appeared to be that:

- Major/minor auto repair did not fit the redevelopment plan for the downtown areas.
- Railroad street (particularly on the south side) was primarily commercial, but did not seem to fit with the downtown vision.

In March of 2020, the Planning Commission revisited the rezoning of Railroad Street but had the following questions:

- What was intended as the boundaries of the rezoning from C3 to RC1- from Progress Street to Franklin Street; on both the north and south sides of Railroad Street?
- What would be the consequences, both positive and negative, of rezoning this area?

Recommendations: Discussion only

Attached:

Railroad Street Map of Zoning Districts

Railroad Street Table of Tax/Zoning Classifications

City of NYA Comparison Chart of Zoning Classifications

Railroad Street Table of Tax/Zoning Classifications

| Parcel Address (N) | Taxpayer Name | Taxpayer Address | Tax Classification | Zoning Classification |
|---------------------------------------|----------------------------|------------------|--------------------|--------------------------|
| 420 Railroad Street W | Homeland Builders | Mayer MN | Res V Land | C3 Downtown |
| 410 Railroad Street W | Richard & Mariann Kamps | NYA MN | Res 1 Unit | C3 Downtown |
| 311 Railroad Street W CAR WASH | Xtreme Properties | NYA MN | Commercial | C3 Downtown |
| 215 Reform Street DUNE BUGGY | Weychoff Properties | Carver MN | Commercial | C3 Downtown |
| 211 Reform Street PRO AUTO | KARS Properties LLC | NYA MN | Commercial | C3 Downtown |
| 324 Railroad Street W PRO AUTO | KARS Properties LLC | NYA MN | Commercial | RC 1 Resident/Commercial |
| 320 Railroad Street W | Jet P Lu | NYA MN | Res 1 Unit | RC 1 Resident/Commercial |
| 318 Railroad Street W | Matthew Dressel | NYA MN | Res 1 Unit | RC 1 Resident/Commercial |
| 114 Railroad Street W | Dorothy Wall | NYA MN | Res 1 Unit | RC 1 Resident/Commercial |
| 211 Union Street | Stephen & Janice Jorgensen | NYA MN | Res 1 Unit | RC 1 Resident/Commercial |
| 224 Railroad Street W | Donald & Carol Schroeder | NYA MN | Comm/Residential | RC 1 Resident/Commercial |
| 214 Railroad Street W | Schrupp Construction | NYA MN | Res 1 Unit | RC 1 Resident/Commercial |
| 210 Railroad Street W GEMMA FLORAL | Hoang Nguyen | St. Paul MN | Commercial | RC 1 Resident/Commercial |
| 124 Railroad Street W VISION TECH | Adam White | Mayer MN | Commercial | RC 1 Resident/Commercial |
| 120 Railroad Street W | West Metro NYA Properties | NYA MN | Res 1 Unit | RC 1 Resident/Commercial |

| | | | | |
|--|---------------------------|--------|------------|--------------------------|
| 118 Railroad Street W PRINCIPAL MANUFAC | West Metro NYA Properties | NYA MN | Commercial | RC 1 Resident/Commercial |
| 116 Railroad Street W | Everett & Aldora Darlow | NYA MN | Res 1 Unit | RC 1 Resident/Commercial |
| 114 Railroad Street W | Kevin & Katie Pugh | NYA MN | Res 1 Unit | RC 1 Resident/Commercial |
| 110 Railroad Street W | Kevin Harms | NYA MN | Res 1 Unit | RC 1 Resident/Commercial |

| Parcel Address (S) | Taxpayer Name | Taxpayer Address | Tax Classification | Zoning Classification |
|--|-----------------------------|-------------------------|---------------------------|------------------------------|
| 421 Railroad Street W | City of NYA | NYA MN | Municipal Service | C3 Downtown |
| 311 Railroad Street W XTREME ELECTRIC | Xtreme Properties LLC | NYA MN | Commercial | C3 Downtown |
| 211 Railroad Street W XTREME ELECTRIC | Xtreme Properties LLC | NYA MN | Commercial | C3 Downtown |
| 117 Railroad Street W LOOMIS HOMES | Loomis Homes LLC | Chaska MN | Commercial | C3 Downtown |
| 111 Railroad Street W | Carol Sandbo | NYA MN | Commercial | C3 Downtown |
| 119 Railroad Street W CURFMAN AUTO | Curfman Properties Holdings | NYA MN | Commercial | C3 Downtown |
| 123 Railroad Street W MIDTOWN | James & Donna Richter | NYA MN | Commercial | C3 Downtown |
| 125 Railroad Street W DIVERSIFIED | Diversified Plumbing | NYA MN | Commercial | C3 Downtown |

City of NYA Comparison Chart of Zoning Classifications

| | | | |
|--|---|---|---|
| | <p>C3 Downtown</p> <p>To serve as the specialized service, retail, employment, and public business district for the community; to be the focal point for specialty services and goods focusing on neighborhood service related business; to allow for mixed commercial and residential uses; to promote pedestrian-friendly design and development and encourage gathering areas</p> | <p>RC1 Residential/Commercial</p> <p>To provide for the development of specialty service and commercial focusing on neighborhood related businesses; to preserve and stabilize property values</p> | <p>R3 Mixed Residential</p> <p>To provide for a variety of housing types to be developed at densities slightly higher than the traditional single-family dwelling</p> |
| <p>Permitted Uses</p> | <p>General commercial office space Professional services Finance, Insurance, Real Estate Personal or Business Services Public facilities (library/postoffice) Retail trade Dwelling units Specialty Shops Standard restaurants On and off-sale liquor Public parks Residential (retain store front)</p> | <p>Single family dwellings Twin Homes Two family dwellings State licensed residential facility Public parks and open spaces Professional services Finance, Insurance, Real Estate Personal or Business Services Retail Trade Specialty shops Standard restaurants</p> | <p>Single family dwellings Twin homes Two family dwellings Townhomes (up to 4 units) State licensed residential facility Public parks and open spaces</p> |
| <p>Permitted Accessory Uses</p> | <p>Off street parking and loading Fences Lighting Decks/patios/etc. Signs</p> | <p>Off street parking and loading Fences Lighting Decks/patios/etc. Signs Home occupations Detached garages and sheds</p> | <p>Swimming pools Fences Decks/gazebos/etc. Home occupations Detached garages and sheds</p> |

City of NYA Comparison Chart of Zoning Classifications

| Conditional Uses | | | |
|--|--|--|--|
| <p>Contractor operations Lodging services Entertainment services Licensed daycare Custom or limited manufacturing Auto Dealership w/ minor auto repair as ancillary Sale, display, storage of new and used automobiles Office space Outdoor dining as accessory use Recreational facilities</p> | <p>Requirements: Area: no minimum Width: no minimum Coverage: no maximum Height: 45 feet (principal) Height: 25 feet (accessory)</p> <p>Setbacks: Front yard: 0 feet (principal) Front yard: can't have (accessory) Side yard: 0 feet (principal) Side yard: 5 feet (accessory) Street side yd: 0 feet (principal) Street side yd: 0 feet (access) Rear yard: 0 feet (principal) Rear yard: 10 feet (adj to res) Rear yard: 5 feet (accessory) Alley rear yard: 10 feet</p> | <p>Requirements: Area: 7000 square feet Width: 50 feet Coverage: 70% Height: 35 feet (principal) Height: 25 feet (accessory)</p> <p>Setbacks: Front yard: 10 feet (principal) Front yard: can't have (accessory) Side yard: 5 feet (principal) Side yard: 5 feet (accessory) Street side yd: 10 feet (principal) Street side yd: 10 feet (access) Rear yard: 10 feet (principal) Rear yard: 5 feet (accessory) Alley rear yard: 10 feet</p> <p>Minimum foundation: 900 sq feet</p> | <p>Requirements: Area: 7000 square feet (single) Area: 6000 square feet (twin) Area: 3000 square feet (multi-family) Width: 50 feet (single) Width: 70 feet (multi-family) Width: 30 feet (townhome) Coverage: 35% Height: 35 feet (principal) Height: 25 feet (accessory)</p> <p>Setbacks: Front yard: 20 feet (principal) Front yard: can't have (accessory) Side yard: 5 feet (principal) Side yard: 5 feet (accessory) Street side yd: 20 feet (principal) Street side yd: 20 feet (access) Rear yard: 20 feet (principal) Rear yard: 5 feet (accessory) Alley rear yard: 10 feet</p> <p>Minimum foundation: 900 sq feet</p> |



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: April 27, 2020
RE: Award Quote for Cemetery Lawn Maintenance for 2020 Season

The City operates and maintains three cemeteries. Mowing and trimming the cemeteries is a major time commitment each year.

Our city staff completes a lot of various tasks throughout the summer and tends to be very busy with other projects. We have hired a mowing contractor to mow the cemeteries the past two years to allow our staff to take care blacktop street repair, parks maintenance, tree trimming, mowing in our parks, and a lot of other tasks we need to get completed. I propose we continue to contract mowing services in our cemeteries to allow staff to complete our other duties within the city. I solicited quotes from two contractors that have been reliable in the past to make sure our cemeteries look great. I received the following quotes:

| | |
|-------------------|------------------------|
| Dave's Season All | \$200 per mowing event |
| Local Lawn Care | \$225 per mowing event |

Recommended Motion:

Motion to approve hiring Dave's Season All to mow our cemeteries for the 2020 growing season at a rate of \$200 per mowing event.

Norwood Young America

ESTIMATE

Local Lawn Care

Po Box 23
Brownton, MN 55312
(612) 618-1738
Andrew@MyLocalLawn.com
MyLocalLawn.com



To:
Tony Voigt
310 Elm Street W
Norwood Young America, MN 55368

| | |
|---------------|------------|
| Estimate # | 2375 |
| Estimate Date | 04/15/2020 |

| Item | Quantity | Price | Tax1 | Line Total |
|-------------------------------|----------|----------|--------|------------|
| Hourly Rate for Blight Mowing | 1.0 | \$65.00 | 7.375% | \$65.00 |
| Grass Cutting - Cemeteries | 1.0 | \$235.00 | 7.375% | \$235.00 |

Notes

Grass Cutting - Cemeteries

Rate is \$235 per time, which would be weekly and turn into 10-14 days between with a drier season/growth starts to slow down.
Trimming each time is included, along with mowing before major events like Veteran's day, Memorial day, Independence day.
Also can be mowed prior to any funeral when enough notice is given. (Phone call or email)



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: April 27, 2020
RE: Award Quote for 2020 Lawn Mowing Nuisance Abatement

The City quotes from two contractors to assist with lawn mowing nuisance abatement services. This is on an as needed basis. The following quotes were received:

| | |
|-------------------|------------------|
| Dave's Season All | \$75.00 per hour |
| Local Lawn Care | \$65.00 per hour |

Recommended Motion:

Motion to approve hiring Local Lawn Care to provide lawn mowing nuisance abatement services at \$65.00 per hour.

ESTIMATE

Local Lawn Care

Po Box 23
Brownton, MN 55312
(612) 618-1738
Andrew@MyLocalLawn.com
MyLocalLawn.com



To:
Tony Voigt
310 Elm Street W
Norwood Young America, MN 55368

Estimate # 2375
Estimate Date 04/15/2020

| Item | Quantity | Price | Tax1 | Line Total |
|-------------------------------|----------|----------|--------|------------|
| Hourly Rate for Blight Mowing | 1.0 | \$65.00 | 7.375% | \$65.00 |
| Grass Cutting - Cemeteries | 1.0 | \$235.00 | 7.375% | \$235.00 |

Notes

Grass Cutting - Cemeteries

Rate is \$235 per time, which would be weekly and turn into 10-14 days between with a drier season/growth starts to slow down.

Trimming each time is included, along with mowing before major events like Veteran's day, Memorial day, Independence day.

Also can be mowed prior to any funeral when enough notice is given. (Phone call or email)



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: April 13, 2020

SUBJECT: Reschedule May 25, 2020 Regular City Council Meeting

Due to the Memorial Day holiday, proposed is to reschedule the May 25th regular City Council meeting to 6:00 p.m., Tuesday, May 26th.

Recommended Motion:

Motion to reschedule the May 25, 2020 regular City Council meeting to 6:00 p.m., May 26, 2020.



To: Mayor Lagergren and Members of the City Council
 From: Steve Helget, City Administrator
 Re: Liquor Licenses during COVID 19 Shelter in Place
 Date: April 27, 2020

During the COVID19 pandemic shelter in place orders Executive Orders 20-04, 20-08, 20-18, several of our local businesses selling on-sale liquor have been shut down from March 17, 2020 through May 1, 2020 (at this time). Several of the larger cities in the county have chosen to refund a portion of the liquor license for their on-sale businesses for 2019-2020.

For Norwood Young America, **\$8850 is collected each year for liquor licenses** (not including local ball teams and civic organizations). For us, the **total amount of money refunded for one month would be \$691.65** for the local businesses with an on-sale license that have been closed since March 17th. Each business - Gasthouse, Lazy Loon Lanes, Northside Grill, Last Call Too and Pour House Pub - would be refunded a pro-rated amount based on their paid fees.

Recommendation: Businesses selling on-sale liquor would be refunded a pro-rated amount based on their on-sale/off-sale fees for the months of March, April and May.

Comparison of 2020 Fees in Carver County

| | <i>On-Sale License Fee</i> | <i>Off-Sale License Fee</i> | <i>Sunday License Fee</i> |
|---------------------------|----------------------------|-----------------------------|---------------------------|
| <i>NYA</i> | <i>1200</i> | <i>200</i> | <i>200</i> |
| <i>Cologne</i> | <i>1750</i> | <i>100</i> | <i>200</i> |
| <i>Mayer</i> | <i>1800</i> | <i>100</i> | <i>200</i> |
| <i>New Germany</i> | <i>1950</i> | <i>100</i> | <i>200</i> |
| <i>Carver</i> | <i>2525</i> | <i>100</i> | <i>200</i> |
| <i>Waconia</i> | <i>4000</i> | <i>310</i> | <i>200</i> |
| <i>Chaska</i> | <i>4745</i> | <i>160</i> | <i>200</i> |
| <i>Watertown</i> | <i>5000</i> | <i>240</i> | <i>200</i> |
| <i>Chanhassen</i> | <i>6115</i> | <i>250</i> | <i>200</i> |



To: Mayor Lagergren and Members of the City Council
From: Steve Helget, City Administrator
Re: Ladder Truck Replacement (Fire Department)
Date: April 27, 2020

We completed negotiations with the company from Alabama for the purchase of a new ladder truck. The truck is **two years old** and will come with a **one year warranty, and 10 year extended warranty on the hydraulic pump**, will be delivered to our City, and will have a **winterized kit installed**. They will take our truck in trade. The truck appears to be in like new condition. The only reason it was traded in so new is that the Arizona fire department used it in desert conditions and the pump got heated. They also purchased another new truck at the same time. They returned this truck and ordered another truck like the first one they ordered. Thus the Fire Truck Company ended up with a like new truck. They do not sell used fire trucks so they contacted the company in Alabama to sell the truck.

The asking price of the truck was \$850,000 plus the weatherization for \$8,000 or \$858,000. The purchase price of the truck was negotiated to **\$758,000**. The **original price was just less than 1.1 million**. The committee that did the negotiation was in favor of purchase of this vehicle. Purchase was originally budgeted in 2022.

Recommendation: Purchase Ladder Truck for a price not to exceed \$758,000.