



## CITY COUNCIL AGENDA

November 23, 2020 – 6:00 p.m.

EDA / City Council Meetings; followed by Work Session

Zoom Meeting

<https://us02web.zoom.us/j/2334975750>

Meeting ID: 233 497 5750

### ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
    - 1.1 Pledge of Allegiance
  2. Approve Agenda
  3. Approve Minutes of October 26, 2020 meeting
  4. 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 items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one or more of the items is made prior to the motion being made. Anyone present at the meeting may request an item to be removed from the Consent Agenda for discussion. Please inform the City Council when they approve the meeting agenda of your request to have an item removed for discussion.)
  - 4.1 Approve minutes of November 9 and 13, 2020 meetings
  - 4.2 Approve payment of Claims
  - 4.3 Approve Agreement for Planning Consultant Services
  - 4.4 Approve Election Judges Termination of Employment
  - 4.5 Approve Appointment to the Economic Development Commission
5. Public Hearings
  - 5.1 Oak Lane Improvement Project Preliminary Special Assessment Hearing
6. Old Business
  - 6.1 Approve Amendment to Contract for Police Services
7. New Business
  - 7.1 Approve Resolution 2020-34, Resolution Ordering Improvement and Preparation of Plans
  - 7.2 Approve Resolution 2020-35, Receiving Feasibility Report and Calling Hearing on Improvement for 2<sup>nd</sup> Avenue Lift Station and Street Improvements
  - 7.3 Approve Resolution 2020-36, Kwik Trip Site Plan for a Building Addition
  - 7.4 Consider Request to Waive Rental Dwelling Unlicensed Fines
  - 7.5 Review Draft Five-Year Financial Plan Update
  - 7.6 Review COVID-19 Plans for Holiday Extravaganza and Breakfast with Santa Events
  - 7.7 Approve Scheduling a Special City Council meeting
8. Council Member & Mayor and Staff Reports
9. Adjournment

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

### UPCOMING MEETINGS / EVENTS

November 26-27 Thanksgiving – City Offices Closed

November 28 Holiday Extravaganza

December 1 Finance Committee – 3:00 p.m.

December 1 Planning Commission – 6:00 p.m.

December 5 Breakfast with Santa

December 9 Economic Development Commission – 6:00 p.m.

December 14 Personnel Committee – 5:00 p.m.

December 14 City Council – 6:00 p.m.

December 15 Parks and Recreation Commission – 4:45 p.m.

December 16 Safety Committee – 2:00 p.m.

December 17 Senior Advisory Committee – 9:00 a.m.

December 28 EDA, City Council, Work Session – 6:00 p.m.

### **WORK SESSION**

1. Call Meeting of City Council Work Session to Order
2. Approve Agenda
3. COVID-19
  - City Hall Exposure
  - Rental Facilities Usage
4. Adjournment



## ECONOMIC DEVELOPMENT AUTHORITY Minutes

October 26, 2020 – 6:00 p.m.

City Council Meetings

Zoom Meeting

<https://us02web.zoom.us/j/2334975750>

Meeting ID: 233 497 5750

Attendees: Carol Lagergren, Charlie Storms, Dick Stolz, Craig Heher Absent: Mike McPadden  
Staff Present: Steve Helget (City Administrator), Karen Hallquist (Economic Development Director),  
Tony Voig (Public Service Director), Angela Brumbaugh (Clerk-Treasurer)

1. **CALL TO ORDER:** The October 26<sup>th</sup>, 2020, Economic Development Authority of Norwood Young America was called to order at 6:00 p.m. by Mayor Carol Lagergren. The Pledge of Allegiance was recited.
2. **APPROVAL OF AGENDA:** A motion was made by Storm, seconded by Stolz, and unanimously carried to approve the agenda as presented.
3. **Approve minutes of September 28, 2020 meeting –** A motion by Stolz, seconded by Storm, and unanimously carried to approve the minutes from the September 28, 2020 meeting.
4. **ADJOURNMENT:** A motion was made by Stolz, seconded by Heher, and unanimously carried to adjourn the Economic Development Authority meeting at 6:02 p.m.

Respectfully submitted,

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Mayor Carol Lagergren

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Angela K. Brumbaugh, Clerk-Treasurer



Attendees: Carol Lagergren, Charlie Storms, Craig Heher, Dick Stolz, and Mike McPadden  
Staff Present: Steve Helget (City Administrator), Tony Voigt (Public Service Director), and Angela Brumbaugh (Clerk-Treasurer)  
Others:

**1. Call Meeting of City Council to Order**

*Mayor Lagergren called the virtual meeting to order at 6:00pm. Roll call of attendance: All members except for Mike McPadden were present.*

**2. Approve Agenda**

Helget stated 7.1 regarding the Harbor 2021 budget will need to be postponed as Laurie Hilgers will not be able to attend. Add 7.3 under new business to set a special City Council meeting for the purpose of canvassing the results of the elections. *Motion: CS/MM to approve the agenda with listed changes. Roll call vote. Motion passed 5-0.*

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

**4. Consent Agenda**

- 4.1 Approve minutes of October 26, 2020 meetings
- 4.2 Approve payment of Claims
- 4.3 Approve Resolution 2020-32, Resolution approving Transfer from General Fund to Street Improvements Project Fund
- 4.4 Approve Rodney Jaus Pay Increase Grade due to obtaining Class D Water and Wastewater Licenses

*Motion: CS/DS to approve consent agenda. Roll call vote. Motion passed 5-0.*

**5. Public Hearing -**

**6. Old Business**

**6.1 CARES Act City Expenses Update**-Helget stated this is the regular update and reminded we were awarded \$288,779 under the CARES act for relief during the Covid-19 pandemic. The Fire radios would be an exception because we can't get them in time for the 11/15/2020 deadline.

- Spreadsheet was updated twice.
- The deadline is still 11/15/2020.
- The qualifying expense period from 03/01 – 11/15/2020.
- Council approved purchasing 10 portable radios for the Fire Department at the last meeting and the radios have been included. Due to supply and demand these may not be here by the November 15, 2020 deadline and that is considered an exception.
- The Harbor had a change of expenses and has been reduced \$54.58.
- The additional amount of \$54.58 will go to Police salary
- Carver County CDA sent over an email stating there was 13 business that qualified for the SBEA grant, with one not qualifying for the full \$10,000.
- \$29,864 is being returned as all 13 received funding.
- Police salary would now be just under \$60,000.
- Laptops for the Public Service Department was added & ordered.
- We can give the information over to our Auditors early and be done with it.

*Motion: CH/CS to approve the Cares Act Expenses for the City. Roll Call vote. Motion passed 5-0.*

## **6.2 Approve Recreation Agreements with Central School for usage of City's Baseball/Softball and Soccer Fields.**

- This item was tabled from 09/14/2020
- Stated Baseball Associations are the ones providing concessions in the past.
- Limited amount of ways to fundraise.
- Baseball Associations help with the fields.
- Helget and Storms met with Superintendent of Schools, Tim Schochenmaier to review the agreements.
- Schochenmaier agreed to strike out language pertaining to providing concessions during or at the games.
- Signature spots have been added to the agreement.

*Motion: CS/CH to approve the Recreation Agreement with Central School District 108 for the School's usage of the Norwood Young America Sports Complex Baseball and Softball fields and Willkommen Memorial Park Baseball field. Roll call vote. Motion passed 4-0*

*Motion: CS/DS to approve the Recreation Agreement with Central School District 108 for the School's usage of the Friendship Park fields. Roll call vote. Motion passed 5-0*

## **7. New Business**

### **7.1 Approve the Harbor 2021 Budget (tabled to next meeting)**

### **7.2 Approve the Amendment to Contract for Police Services**

Helget stated City was contacted by Carver County Sheriff's Office.

- Not going to raise the rates for 2021.
- Difficult to project as they are going into negotiations.
- We pay based on actual costs for prior year.
- Contract does state they can increase by 5%.
- They were projecting a 4% increase earlier.
- Overtime rate stays the same at \$68.42/hour.
- The proposal for services was drafted by the County.
- The actual cost for Police Services will stay the same, approximately \$191,000.
- Pay in two increments.
- Contract does state if either party terminates the agreement, City will be obligated to pay as determined by the County.
- City receives the State Aid reimbursement.
- Contract is for 2 years.
- Current contract is through 2021.
- There has always been a 6-month notification in the contract.
- Need more clarity to know what the intent is from the County and also have our Attorney look at it.

*Motion: DS/CS to table the Amendment to Professional Service Agreement Contract for Police Services. Roll Call vote. Motion passed 5-0.*

### **7.3 Approve awarding quote for Snow Hauling**

Voigt stated we contract with haulers because our trucks are small for hauling and the employees usually finish are sidewalks, trails, and finish up work during the time of hauling. Received bids from the following:

- Molnau Trucking LLC, quint and quad axle trucks - \$ 60/hour per truck
- Curfman Trucking and Snow Removal, quad axle trucks - \$ 80/hour per truck
- WM Mueller and Sons, quad or quint axle trucks - \$105/hour per truck

All companies were approached and asked the same questions. McPadden questioned what we are paying now, and Voigt stated right around \$80 an hour.

*Motion: CH/MM to approve hiring Molnaue Trucking LLC for snow hauling during the 2020-21 snow season in the amount of \$60 per hour, per truck. Roll call vote. Motion passed 5-0.*

#### **7.4 Approve awarding quote for Chipping Compost Pile**

Voigt stated his department has done some measurements for pile height and it isn't necessarily the most efficient way of controlling the piles. They have tried different things such as cameras. The pile is still growing and the price for chipping is growing. People don't have the need for chips which has driven the cost up.

- Stolz asked if we can store them? Voigt stated there are a lot and no place to put them.
- Lagergren asked if we keep any for residents if they do want them? Voigt stated we haven't had any takers lately.
- Storm stated last year we discussed keeping some to put on Out Lot A for the trail. Voigt stated we don't have any proposed trails there yet so we haven't done it.
- Storm asked is it something the Parks Committee needs to discuss. Voigt stated it would take a long process but could be done.
- McPadden said his thoughts would be if its handicap accessible and does it need to be.
- It was determined that there would need to be more research before doing it next year to make any changes to the process.

Three quotes were received:

- Pine Products - \$4.50/yard ground and removed, \$600 mobilization fee
- Sylvester Custom Grinding - \$6.00/yard ground, \$1.00/yard removed, \$900 mobilization fee
- Davey Tree - \$7.00/yard ground and removed, \$2,000 mobilization fee

*Motion: DS/CS to Hire Pine Products to grind and remove the compost site brush pile at a cost not to exceed \$13,500. Roll call vote. Motion passed 5-0.*

#### **7.5 Approve Restricted Parking in City Parking Lots.**

Voigt stated we have looked into different scenarios to try and control some of the parking in the Downtown areas for snow removal.

- Elm Street is the biggest challenge with the slope and hard to get traction.
- Cars don't park together which makes it hard to plow around.
- Proposing we have designated areas. The far east lot would give us the ability to move the majority of the snow and do the rest later.
- The parking lot by the food shelf parking lot doesn't see a lot but residents in the area will park under the awning which makes it difficult because the truck can't get there to push the snow through.
- The maximum length in any of our parking lots is 48 hours.
- McPadden stated we could ask the residents to park in one area. It would make it better for them.
- Lagergren stated the area being recommended is right in front of the new mural. How do we put up signs so as to not detract from the mural?
- Heher stated if we are going to make changes, we need to be sure to do a good job of letting residents know.
- Lagergren asked if we are comfortable limiting where they can park overnight in the City Parking Lot to the space in Elm Street and totally taking it away on the North Side of town.
- Storm stated he feels we should designate some spots on the North side also.

*Motion: CL/CS to restrict overnight parking at the 218 Elm Street public parking lot and Heritage Center/Food Shelf Location to 2:00 a.m. to 6:00 a.m. except for parking area designated by signage. Roll call vote. Motion passed 5-0.*

#### **7.6 Special Meeting for the Election Canvass**

Lagergren stated we need a meeting on Friday because that is the end of our deadline.

*Motion: CH/MM 7 a.m. this Friday, November 13, 2020 for the purpose of Canvassing the City Council elections results from the General Election held on November 3, 2020. Roll call vote. Motion passed 5-0.*

Lagergren stated Mr. Kimpling has joined the meeting and would like to discuss the 212 project. The council all agreed to give him the opportunity to talk.

Kimpling stated when the meetings were held discussing Hwy 212 there was discussion about Morse street abutting up to 212 and a berm was being built to keep people from crossing 212. Helget stated there isn't a fence or berm. Helget stated his understanding is they are designing it to curtail people from crossing there. Kimpling stated the adults are crossing right now, bicycles and walking. Rather disheartening when you look at the amount of money that has been spent.

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

Heher (Planning Commission): Planning commission Kwik Trip representative was there. Looking at expanding the meal portion by making a larger kitchen area between the store and the car wash. Doesn't affect parking stalls or drainage. Public Service and Fire Chief have looked at it.

McPadden (Economic Development): nothing.

Stolz (Senior Advisory): Nothing at this time.

Storms (Parks and Rec): Meeting next Tuesday.

Lagergren (Mayor): Library is opening for Grab and Go on November 18<sup>th</sup>. Successful food distribution, hoping to schedule another one.

Helget (City Administrator): Nothing at this time.

#### **9. Adjournment**

*Motion: MM/CS to adjourn at 7:13 PM. Roll call vote. Motion passed 5-0.*

Respectfully Submitted,

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Carol Lagergren, Mayor

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Angela K. Brumbaugh, Clerk-Treasurer



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

Staff Present: Steve Helget (City Administrator) and Angela Brumbaugh (Clerk-Treasurer)

Others:

**1. Call Meeting of City Council to Order**

*Mayor Lagergren called the virtual meeting to order at 7:06 am. Roll call of attendance: All members except for Mike McPadden were present.*

**2. Approve Agenda**

*Motion: CS/DS to approve the agenda as presented. Roll call vote. Motion passed 4-0.*

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

**4. Consent Agenda**

**4.1 Approve payment of Claims**

*Motion: CS/DS to approve consent agenda. Roll call vote. Motion passed 4-0.*

**5. Public Hearing**

**6. Old Business**

**7. New Business**

**7.1 Resolution 2020-33 Certifying election Results of the General Election of November 3, 2020 for Mayor and Two City Council Members**

- Office of Mayor (Two-year term):
  - Carol Lagergren received 1,846 votes or 94.7%
  - Write-Ins received 102 votes or 5.2%
- For the Four Year Terms for Council Members (2)
  - Alan W. Krueger received 1,087 votes or 39.03%
  - Michael McPadden received 1,396 votes or 50.13%
  - Write-Ins received 302 votes or 10.84%

*Motion: DS/CS to approve Resolution 2020-33, Certifying election Results of the General Election of November 3, 2020 for Mayor and Two City Council Members Roll call vote. Motion passed 4-0*

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

Lagergren (Mayor): Informed the Council Karen Hallquist, Steven Helget, and herself discussed the Holiday Extravaganza with the Chamber Director. She has some great ideas in order to meet the Governor's guidelines and still have it: No food or beverage on site, Visit with Santa and Mrs. Claus remotely, etc. They are working hard to be sure they have a Covid readiness plan in place. Also, looking at City rentals to be sure they will meet the Governor's guidelines.

**9. Adjournment**

*Motion: CS/DS to adjourn at 7:12 AM. Roll call vote. Motion passed 4-0.*

Respectfully Submitted,

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Carol Lagergren, Mayor

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Angela K. Brumbaugh, Clerk-Treasurer





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

**To Be Approved: November 23, 2020**

<u>Payroll EFT</u> (Check #506239 – 506255)	<u><b>\$18,257.70</b></u>
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<u>Voided checks</u> (#31134)	<b>\$3,472.04</b>
(#31312)	<b>\$579.65</b>

Prepays

<u>Claims Pending Payment</u> (Check #31251 – 31320)	<u><b>\$116,560.85</b></u>
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<u>Cardmember e-check</u>	<u><b>\$3,300.51</b></u>
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<b>Grand Total</b>	<u><b>\$138,119.06</b></u>
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## CITY OF NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

NOVEMBER 2020

	Check Amt	Invoice	Comment
<b>10100 CHECKING</b>			
Paid Chk# 000896E 11/18/2020	<b>CARDMEMBER SERVICE</b>		
E 101-42200-433 Dues and Subscriptions	\$574.84		911 alert system
E 101-42990-200 Office Supplies	\$647.25		
E 101-41410-331 Travel/Meeting Expense	\$187.64		election lunches
E 101-41400-200 Office Supplies	\$326.44		
E 101-41400-350 Print/Publishing/Postage	\$459.50		newsletter postage
E 101-41110-433 Dues and Subscriptions	\$110.12		council email -3 months
E 101-43100-210 Operating Supplies	\$262.07		spotlight
E 101-43100-321 Telephone	\$159.75		telephone accessories
E 602-49450-223 Repair/Maintenance Bldg/Ground	\$259.98		sump pump for WWTP
E 101-41940-223 Repair/Maintenance Bldg/Ground	\$35.98		ice machine cleaner
E 602-49450-221 Repair/Maintenance Equipment	\$248.97		compressor oil
E 602-49450-210 Operating Supplies	\$17.50		flashlight for WWTP
E 101-43100-430 Miscellaneous	\$10.47		supplies
<b>Total CARDMEMBER SERVICE</b>	<b>\$3,300.51</b>		
<b>10100 CHECKING</b>	<b>\$3,300.51</b>		

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

101 GENERAL FUND	\$2,774.06
602 SEWER FUND	\$526.45
	<b>\$3,300.51</b>

Credit Card Statement  
November Payment

Company	Reason	Amount	Account
Active 911	Alert System	\$ 574.84	101-42200-433
Fleet Farm	Sump Pump	\$ 259.98	602-49450-223
Amazon	Streamlight spotlight (2)	\$ 262.07	101-43100-210
Amazon	ice Machine Cleaner/Descaler (pavilion)	\$ 35.98	101-41940-223
Lubricantstore.com	Compressor oil for WTP	\$ 248.97	601-49450-221
Amazon	Pen light w/ holster for WWTP	\$ 17.50	602-49450-210
Ebay	phone headset adapter	\$ 5.99	101-43100-321
Ebay	phone headset adapter	\$ 5.84	101-43100-321
Amazon	Headsets for hands free phone use	\$ 97.97	101-43100-321
Amazon	Leather cases for phones	\$ 49.95	101-43100-321
Ebay	Accidental private purchase - Already reimb	\$ 10.47	101-43100-430
B&H	Covid Expenses-handycam-case-battery-tripod	\$ 647.25	101-42990-200
Vistaprint	Business Card	\$ 33.28	101-41400-200
Subway	Elections-meals for judges	\$ 187.64	101-41410-331
USPS	Postage	\$ 15.05	101-41400-350
Google	Aug G Suite	\$ 36.00	101-41110-433
Google	Sept G Suite	\$ 36.00	101-41110-433
Google	Oct G Suite	\$ 38.12	101-41110-433
USPS	Newsletters	\$ 444.45	101-41320-350
LMC	Adobe Pro	\$ 293.16	101-41400-200

\$ 3,300.51

## CITY OF NORWOOD YOUNG AMERICA

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## \*Check Detail Register©

NOVEMBER 2020

			Check Amt	Invoice	Comment
<b>10100 CHECKING</b>					
Paid Chk#	031251	11/23/2020	<b>BALZAM, MARY</b>		
E 101-41410-103	Part-Time Employees		\$55.00	11/3/20	election hours
	<b>Total BALZAM, MARY</b>		\$55.00		
Paid Chk#	031252	11/23/2020	<b>BOLTON &amp; MENK, INC</b>		
E 101-41500-303	Engineering Fees		\$91.00		
E 101-41500-303	Engineering Fees		\$410.00		
E 496-43100-303	Engineering Fees		\$704.00	0257400	
E 497-43100-528	Underpass Expenses		\$273.00	0257401	
E 601-49400-303	Engineering Fees		\$395.00	0257407	
E 496-43100-303	Engineering Fees		\$7,219.00	0259564	
E 601-49400-303	Engineering Fees		\$532.00	0259565	
E 495-43100-303	Engineering Fees		\$4,362.50	0259566	
	<b>Total BOLTON &amp; MENK, INC</b>		\$13,986.50		
Paid Chk#	031253	11/23/2020	<b>BOYER TRUCK PARTS</b>		
E 101-43100-221	Repair/Maintenance Equipment		\$77.36		dash panel for T3
E 602-49450-221	Repair/Maintenance Equipment		\$634.42	35131D	Radiator for 1901 Vactor
	<b>Total BOYER TRUCK PARTS</b>		\$711.78		
Paid Chk#	031254	11/23/2020	<b>BUCHMAN, BRITTANY</b>		
E 101-41410-103	Part-Time Employees		\$55.00	11/3/20	election hours
	<b>Total BUCHMAN, BRITTANY</b>		\$55.00		
Paid Chk#	031255	11/23/2020	<b>CARVER COUNTY</b>		
E 101-41500-306	Assessor Fees		\$23,588.45	48236	assessment contract
	<b>Total CARVER COUNTY</b>		\$23,588.45		
Paid Chk#	031256	11/23/2020	<b>CENTER POINT</b>		
E 602-49450-383	Gas Utilities		\$18.32		
E 602-49450-383	Gas Utilities		\$18.32		
E 602-49450-383	Gas Utilities		\$18.97		
E 601-49400-383	Gas Utilities		\$263.64		
E 101-41940-383	Gas Utilities		\$119.33		
E 602-49450-383	Gas Utilities		\$19.54		
E 601-49400-383	Gas Utilities		\$18.32		
E 101-41940-383	Gas Utilities		\$33.18		
E 101-41940-383	Gas Utilities		\$17.06	11/5/20	
	<b>Total CENTER POINT</b>		\$526.68		
Paid Chk#	031257	11/23/2020	<b>CENTRAL FIRE PROTECTION, INC</b>		
E 601-49400-223	Repair/Maintenance Bldg/Ground		\$168.99		fire extinguisher annual inspection
E 602-49450-223	Repair/Maintenance Bldg/Ground		\$168.99		fire extinguisher annual inspection
E 101-41940-223	Repair/Maintenance Bldg/Ground		\$113.14		fire extinguisher annual inspection
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$104.96		fire extinguisher annual inspection
E 101-42200-210	Operating Supplies		\$110.59		fire extinguisher annual inspection
E 101-49800-221	Repair/Maintenance Equipment		\$29.89		fire extinguisher annual inspection

## CITY OF NORWOOD YOUNG AMERICA

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**\*Check Detail Register©**

## NOVEMBER 2020

			Check Amt	Invoice	Comment
E 101-43100-223	Repair/Maintenance Bldg/Ground		\$134.59	42556	fire extinguisher annual inspection
<b>Total</b>	<b>CENTRAL FIRE PROTECTION, INC</b>		<b>\$831.15</b>		
Paid Chk# 031258	11/23/2020	<b>CITIZEN STATE BANK HSA ACCTS</b>			
G 101-21718	HSA ACCOUNT		\$1,307.99	Nov 2020	
<b>Total</b>	<b>CITIZEN STATE BANK HSA ACCTS</b>		<b>\$1,307.99</b>		
Paid Chk# 031259	11/23/2020	<b>CITY OF WACONIA</b>			
E 101-43100-437	Maintenance Contract		\$20,931.00	4559	Sweeper contract
<b>Total</b>	<b>CITY OF WACONIA</b>		<b>\$20,931.00</b>		
Paid Chk# 031260	11/23/2020	<b>COLTON, SCOTT</b>			
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$350.00	20203	remove nuisance animals in Prairie Dawn Park
<b>Total</b>	<b>COLTON, SCOTT</b>		<b>\$350.00</b>		
Paid Chk# 031261	11/23/2020	<b>CORRIGAN, AMY</b>			
E 101-41410-103	Part-Time Employees		\$50.00	11/3/20	election hours
<b>Total</b>	<b>CORRIGAN, AMY</b>		<b>\$50.00</b>		
Paid Chk# 031262	11/23/2020	<b>CURFMAN TRUCKING &amp; REPAIR INC</b>			
E 101-43100-437	Maintenance Contract		\$160.00	C20V364	snow hauling
<b>Total</b>	<b>CURFMAN TRUCKING &amp; REPAIR INC</b>		<b>\$160.00</b>		
Paid Chk# 031263	11/23/2020	<b>DELTA DENTAL</b>			
G 101-21714	Dental Insurance		\$851.55	585718	
<b>Total</b>	<b>DELTA DENTAL</b>		<b>\$851.55</b>		
Paid Chk# 031264	11/23/2020	<b>DOWD, ROBERT AND CIERRA</b>			
E 602-49450-432	Refund		\$8.12		utility refund
E 601-49400-432	Refund		\$8.13	710 Elm St We	utility refund
<b>Total</b>	<b>DOWD, ROBERT AND CIERRA</b>		<b>\$16.25</b>		
Paid Chk# 031265	11/23/2020	<b>DPC INDUSTRIES INC</b>			
E 601-49400-216	Chemicals and Chem Products		\$162.99	827001508-20	chlorine for WTP
<b>Total</b>	<b>DPC INDUSTRIES INC</b>		<b>\$162.99</b>		
Paid Chk# 031266	11/23/2020	<b>DROEGE, BRAD</b>			
E 101-42200-210	Operating Supplies		\$208.26	208.26	oxygen regulators from Bound Tree
<b>Total</b>	<b>DROEGE, BRAD</b>		<b>\$208.26</b>		
Paid Chk# 031267	11/23/2020	<b>EMTS</b>			
E 101-42200-207	Training Instructional		\$1,390.00	1871	EMR initial course fee
<b>Total</b>	<b>EMTS</b>		<b>\$1,390.00</b>		
Paid Chk# 031268	11/23/2020	<b>ERNST, FAYE</b>			
E 101-41410-103	Part-Time Employees		\$55.00	11/3/20	election hours
<b>Total</b>	<b>ERNST, FAYE</b>		<b>\$55.00</b>		
Paid Chk# 031269	11/23/2020	<b>FASTENAL</b>			

## CITY OF NORWOOD YOUNG AMERICA

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			Check Amt	Invoice	Comment
E 101-43100-210	Operating Supplies		\$98.99		drill bits
E 101-45200-223	Repair/Maintenance Bldg/Ground		\$88.40	MNWAC67734	park swing chain
	<b>Total FASTENAL</b>		<b>\$187.39</b>		
Paid Chk# 031270	11/23/2020	FOEDE, KAARIN			
E 101-41410-103	Part-Time Employees		\$22.88		rate correction
E 101-41410-103	Part-Time Employees		\$187.00	11/3/20	election hours
	<b>Total FOEDE, KAARIN</b>		<b>\$209.88</b>		
Paid Chk# 031271	11/23/2020	GARFUNKEL, RENEE			
E 101-41410-103	Part-Time Employees		\$50.00	11/3/20	election hours
	<b>Total GARFUNKEL, RENEE</b>		<b>\$50.00</b>		
Paid Chk# 031272	11/23/2020	GENZ, JODY			
E 101-41410-103	Part-Time Employees		\$55.00	11/3/20	election hours
	<b>Total GENZ, JODY</b>		<b>\$55.00</b>		
Paid Chk# 031273	11/23/2020	HALLQUIST, KAREN			
E 101-41410-331	Travel/Meeting Expense		\$41.40	11/2020	election mileage
	<b>Total HALLQUIST, KAREN</b>		<b>\$41.40</b>		
Paid Chk# 031274	11/23/2020	HART, BILL			
E 101-41410-103	Part-Time Employees		\$80.00	11/3/20	election hours
	<b>Total HART, BILL</b>		<b>\$80.00</b>		
Paid Chk# 031275	11/23/2020	HASSE, GILBERT			
E 101-41410-103	Part-Time Employees		\$55.00	11/3/20	election hours
	<b>Total HASSE, GILBERT</b>		<b>\$55.00</b>		
Paid Chk# 031276	11/23/2020	HEALTH PARTNERS			
G 101-21706	Hospitalization/Medical Ins		\$4,835.53	100261377	
G 101-21706	Hospitalization/Medical Ins		\$12,226.00	101269212	
	<b>Total HEALTH PARTNERS</b>		<b>\$17,061.53</b>		
Paid Chk# 031277	11/23/2020	HEILAND, MELANIE			
E 101-45200-432	Refund		\$125.00	Clay 11/21/20	rental refund
	<b>Total HEILAND, MELANIE</b>		<b>\$125.00</b>		
Paid Chk# 031278	11/23/2020	HOERNEMANN, CAROLYN			
E 101-41410-103	Part-Time Employees		\$55.00	11/3/20	election hours
	<b>Total HOERNEMANN, CAROLYN</b>		<b>\$55.00</b>		
Paid Chk# 031279	11/23/2020	KAMPS, KAREN			
E 101-41410-103	Part-Time Employees		\$21.25		rate correction
E 101-41410-103	Part-Time Employees		\$187.00	11/3/20	election hours
	<b>Total KAMPS, KAREN</b>		<b>\$208.25</b>		
Paid Chk# 031280	11/23/2020	LATZIG, CAROL			
E 101-41410-103	Part-Time Employees		\$55.00	11/3/20	election hours

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			Check Amt	Invoice	Comment
<hr/>					
	Total	LATZIG, CAROL	\$55.00		
<hr/>					
Paid Chk#	031281	11/23/2020	LATZIG, ELROY		
E 101-41410-103	Part-Time Employees		\$10.63		rate correction
E 101-41410-103	Part-Time Employees		\$93.50	11/3/20	election hours
	Total	LATZIG, ELROY	\$104.13		
<hr/>					
Paid Chk#	031282	11/23/2020	LOFFLER BUSINESS SYS LLC		
E 101-41400-437	Maintenance Contract		\$791.42	3562501	
	Total	LOFFLER BUSINESS SYS LLC	\$791.42		
<hr/>					
Paid Chk#	031283	11/23/2020	LUETH, LINDA		
E 101-45200-432	Refund		\$400.00	Pavilion 12/18	rental refund
	Total	LUETH, LINDA	\$400.00		
<hr/>					
Paid Chk#	031284	11/23/2020	MARCO TECHNOLOGIES LLC		
E 101-41400-437	Maintenance Contract		\$141.50	8161191	
	Total	MARCO TECHNOLOGIES LLC	\$141.50		
<hr/>					
Paid Chk#	031285	11/23/2020	MID-COUNTY CO-OP OIL ASSN		
E 101-45200-212	Motor Fuels		\$160.02		
E 602-49450-212	Motor Fuels		\$160.02		
E 601-49400-212	Motor Fuels		\$160.02		
E 101-43100-212	Motor Fuels		\$320.06	60014	
	Total	MID-COUNTY CO-OP OIL ASSN	\$800.12		
<hr/>					
Paid Chk#	031286	11/23/2020	MINI BIFF		
E 101-45200-418	Other Rentals (Biffs)		\$110.55	A-119699	parks portable toilet
E 101-45200-418	Other Rentals (Biffs)		\$86.86	A-119769	parks portable toilet
	Total	MINI BIFF	\$197.41		
<hr/>					
Paid Chk#	031287	11/23/2020	MINNESOTA VALLEY TESTING LAB		
E 602-49450-217	Lab Fees		\$36.20	1059618	WWTP lab results
	Total	MINNESOTA VALLEY TESTING LAB	\$36.20		
<hr/>					
Paid Chk#	031288	11/23/2020	MN DEPARTMENT OF HEALTH		
G 601-20281	MDH FEE		\$3,331.00	4q2020	water connect fee
	Total	MN DEPARTMENT OF HEALTH	\$3,331.00		
<hr/>					
Paid Chk#	031289	11/23/2020	MN DEPARTMENT OF HEALTH		
E 101-49860-406	LICENSES		\$720.00	2021	pool license
	Total	MN DEPARTMENT OF HEALTH	\$720.00		
<hr/>					
Paid Chk#	031290	11/23/2020	MOLNAU TRUCKING LLC		
E 101-43100-437	Maintenance Contract		\$255.00	2857	snow hauling 11/11/20
	Total	MOLNAU TRUCKING LLC	\$255.00		
<hr/>					
Paid Chk#	031291	11/23/2020	MURPHY, ABBY		
E 101-41410-103	Part-Time Employees		\$65.00	11/3/20	election hours

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			Check Amt	Invoice	Comment
<b>Total MURPHY, ABBY</b>			<b>\$65.00</b>		
Paid Chk# 031292	11/23/2020	NATURE DEVELOPMENT LLC			
G 101-22000	Deposits		\$900.00	920	Serenity Ci infrastructure deposit refunds
G 101-22000	Deposits		\$900.00	922	Serenity Ci infrastructure deposit refunds
<b>Total NATURE DEVELOPMENT LLC</b>			<b>\$1,800.00</b>		
Paid Chk# 031293	11/23/2020	NELSON, JEAN			
E 101-41410-103	Part-Time Employees		\$100.00	11/3/20	election hours
<b>Total NELSON, JEAN</b>			<b>\$100.00</b>		
Paid Chk# 031294	11/23/2020	NEUBARTH, ALICIA			
E 101-41400-331	Travel/Meeting Expense		\$49.68	April-Nov	mileage
<b>Total NEUBARTH, ALICIA</b>			<b>\$49.68</b>		
Paid Chk# 031295	11/23/2020	NORTHWOODS BANK			
G 101-21718	HSA ACCOUNT		\$166.67	Nov 2020	
<b>Total NORTHWOODS BANK</b>			<b>\$166.67</b>		
Paid Chk# 031296	11/23/2020	NYA TIMES			
E 101-41320-350	Print/Publishing/Postage		\$41.58	803916	ordinance #328
E 101-41320-350	Print/Publishing/Postage		\$37.80	803917	ordinance #329
<b>Total NYA TIMES</b>			<b>\$79.38</b>		
Paid Chk# 031297	11/23/2020	OLD NATIONAL BANK			
G 101-21718	HSA ACCOUNT		\$175.67	Nov 2020	
<b>Total OLD NATIONAL BANK</b>			<b>\$175.67</b>		
Paid Chk# 031298	11/23/2020	OPTUM BANK			
G 101-21718	HSA ACCOUNT		\$465.34	Nov 2020	
<b>Total OPTUM BANK</b>			<b>\$465.34</b>		
Paid Chk# 031299	11/23/2020	PERFORMANCE PLUS LLC			
E 101-42200-208	Medical-Physicals		\$343.00	9065	
<b>Total PERFORMANCE PLUS LLC</b>			<b>\$343.00</b>		
Paid Chk# 031300	11/23/2020	POWERPLAN			
E 101-43100-221	Repair/Maintenance Equipment		\$688.12	P8367201	2 pins - loader - RDO equipment co
<b>Total POWERPLAN</b>			<b>\$688.12</b>		
Paid Chk# 031301	11/23/2020	QUILL CORPORATION			
E 101-41400-200	Office Supplies		\$30.99	12092235	envelopes
<b>Total QUILL CORPORATION</b>			<b>\$30.99</b>		
Paid Chk# 031302	11/23/2020	RAIN, DIANNE			
E 101-41410-103	Part-Time Employees		\$50.00	11/3/20	election hours
<b>Total RAIN, DIANNE</b>			<b>\$50.00</b>		
Paid Chk# 031303	11/23/2020	ROSENUND, DELORES			



## CITY OF NORWOOD YOUNG AMERICA

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			Check Amt	Invoice	Comment
E 602-49450-432	Refund		\$6.41		utility refund
E 601-49400-432	Refund		\$6.42	508 Casper Cir	utility refund
<b>Total ROSENUND, DELORES</b>			<b>\$12.83</b>		
Paid Chk# 031304	11/23/2020	<b>SALZER, ANDREW</b>			
E 101-45200-432	Refund		\$700.00	Pavilion 5/1/21	rental refund
<b>Total SALZER, ANDREW</b>			<b>\$700.00</b>		
Paid Chk# 031305	11/23/2020	<b>SECURITY BANK &amp; TRUST</b>			
G 101-21718	HSA ACCOUNT		\$866.66	Nov 2020	
<b>Total SECURITY BANK &amp; TRUST</b>			<b>\$866.66</b>		
Paid Chk# 031306	11/23/2020	<b>SOUTH POINT FINANCIAL</b>			
G 101-21718	HSA ACCOUNT		\$333.33	Nov 2020	
<b>Total SOUTH POINT FINANCIAL</b>			<b>\$333.33</b>		
Paid Chk# 031307	11/23/2020	<b>SPILLE, MARY</b>			
E 101-41410-103	Part-Time Employees		\$105.00	11/3/20	election hours
<b>Total SPILLE, MARY</b>			<b>\$105.00</b>		
Paid Chk# 031308	11/23/2020	<b>STORMS WELDING &amp; MFG INC</b>			
E 101-43100-221	Repair/Maintenance Equipment		\$252.56	59001	steel to rebuild truck sanders stand
<b>Total STORMS WELDING &amp; MFG INC</b>			<b>\$252.56</b>		
Paid Chk# 031309	11/23/2020	<b>SWANSON, ELOISE</b>			
E 101-41410-103	Part-Time Employees		\$85.00	11/3/20	election hours
<b>Total SWANSON, ELOISE</b>			<b>\$85.00</b>		
Paid Chk# 031310	11/23/2020	<b>THIESFELD, JILL</b>			
E 101-41410-103	Part-Time Employees		\$75.00	11/3/20	election hours
<b>Total THIESFELD, JILL</b>			<b>\$75.00</b>		
Paid Chk# 031311	11/23/2020	<b>ULTIMATE SAFETY CONCEPTS, INC.</b>			
E 101-42200-542	FD Equipment		\$3,150.00	191713	10 dual certified coats
<b>Total ULTIMATE SAFETY CONCEPTS, INC.</b>			<b>\$3,150.00</b>		
Paid Chk# 031312	11/23/2020	<b>UNUM LIFE INSURANCE CO</b>			
G 101-21715	Life Ins		\$103.79		
G 101-21715	Life Ins		\$54.90	11/13/20	
G 101-21707	Disability Insurance		\$420.96	11/16/20	
<b>Total UNUM LIFE INSURANCE CO</b>			<b>\$579.65</b>		
Paid Chk# 031313	11/23/2020	<b>US POSTAL SERVICE</b>			
E 602-49450-350	Print/Publishing/Postage		\$139.37		utility bill postage
E 601-49400-350	Print/Publishing/Postage		\$139.36		utility bill postage
E 603-49500-350	Print/Publishing/Postage		\$139.37	December 202	utility bill postage
<b>Total US POSTAL SERVICE</b>			<b>\$418.10</b>		
Paid Chk# 031314	11/23/2020	<b>VICKERMAN COMPANY</b>			

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## CITY OF NORWOOD YOUNG AMERICA

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NOVEMBER 2020

		Check Amt	Invoice	Comment
E 275-46500-522	Streets-Other Improvements	\$986.42	SI-7010550	Christmas decorations/lights
	<b>Total VICKERMAN COMPANY</b>	<b>\$986.42</b>		
Paid Chk# 031315	11/23/2020 WILLIAMS, CATHLEEN			
E 101-41410-103	Part-Time Employees	\$55.00	11/3/20	election hours
	<b>Total WILLIAMS, CATHLEEN</b>	<b>\$55.00</b>		
Paid Chk# 031316	11/23/2020 WM MUELLER & SONS INC			
E 101-43100-224	Street Maint Materials	\$551.50	261751	asphalt RR St, South St, Hockey rink entrance
E 101-43100-224	Street Maint Materials	\$372.62	261842	asphalt Faxon & Park ST
	<b>Total WM MUELLER &amp; SONS INC</b>	<b>\$924.12</b>		
Paid Chk# 031317	11/23/2020 XCEL ENERGY			
E 601-49400-381	Electric Utilities	\$2,351.00	707161830	
	<b>Total XCEL ENERGY</b>	<b>\$2,351.00</b>		
Paid Chk# 031318	11/23/2020 XCEL ENERGY			
E 101-42200-381	Electric Utilities	\$233.11		
E 101-42500-381	Electric Utilities	\$9.12		
E 101-43100-380	Street Lighting	\$3,567.67		
E 101-43100-381	Electric Utilities	\$162.50		
E 101-45200-381	Electric Utilities	\$369.95		
E 101-45500-381	Electric Utilities	\$736.22		
E 601-49400-381	Electric Utilities	\$241.50		
E 602-49450-381	Electric Utilities	\$3,878.30		
E 101-49860-381	Electric Utilities	\$173.54		
E 101-41940-381	Electric Utilities	\$1,602.59	707967793	
	<b>Total XCEL ENERGY</b>	<b>\$10,974.50</b>		
Paid Chk# 031319	11/23/2020 ZABEL, ASHLEY			
E 101-45200-432	Refund	\$400.00	Pavilion 12/19/	rental refund
	<b>Total ZABEL, ASHLEY</b>	<b>\$400.00</b>		
Paid Chk# 031320	11/23/2020 ZUMBERGE, KATE			
E 101-41410-103	Part-Time Employees	\$80.00	11/3/20	election hours
	<b>Total ZUMBERGE, KATE</b>	<b>\$80.00</b>		
Paid Chk# 031321	11/23/2020 SUN LIFE ASSURANCE COMPANY			
G 101-21707	Disability Insurance	\$420.96	11/16/20	
	<b>Total SUN LIFE ASSURANCE COMPANY</b>	<b>\$420.96</b>		
Paid Chk# 031322	11/23/2020 UNUM LIFE INSURANCE CO			
G 101-21715	Life Ins	\$54.90		
G 101-21715	Life Ins	\$103.79	11-13-20	
	<b>Total UNUM LIFE INSURANCE CO</b>	<b>\$158.69</b>		
	<b>10100 CHECKING</b>	<b>\$117,140.50</b>		

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**Fund Summary**

**10100 CHECKING**

101 GENERAL FUND	\$90,570.86
275 CAPITAL	\$986.42
495 2nd AVE LIFT STATION-STR RECON	\$4,362.50
496 OAK LANE IMPR PROJECT	\$7,923.00
497 Underpass Project - 2020	\$273.00
601 WATER FUND	\$7,778.37
602 SEWER FUND	\$5,106.98
603 STORM WATER UTILITY	\$139.37
	<hr/>
	\$117,140.50



TO: Honorable Mayor Lagergren and City Council Members  
FROM: Steven Helget, City Administrator  
DATE: November 23, 2020  
SUBJECT: Agreement for Planning Consultant Services

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Enclosed is the proposed Agreement for Consulting Services between the City and Cynthia Smith-Strack for planning consulting services. This is one-year agreement commencing on January 1, 2021. The proposed hourly fee is the same fee currently being charged to the City. Also enclosed is a copy of the current service agreement.

**Recommended Motion:**

**Motion to approve the Agreement for Consulting Services with Strack Consulting LLC.**

*Norwood Young America*

## **AGREEMENT FOR CONSULTING SERVICES**

**THIS AGREEMENT** is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 2020 by and between the City of Norwood Young America, a Municipal Corporation, hereinafter referred to as the "City" and Strack Consulting LLC, a Limited Liability Company, hereinafter referred to as the "Company".

### **I. DEFINITIONS**

- A. City – The "City" shall be defined as the City of Norwood Young America, a Municipal corporation.
- B. Company – The "Company" shall be defined as Strack Consulting LLC, a Limited Liability Company.
- C. Consulting Planner Services – "Consulting Planner Services" shall be defined as consulting services relating to municipal planning for the City of Norwood Young America.
- D. Hourly Fee- The "Hourly Fee" shall be defined as \$80 per hour fee charge for Consulting Planner Services. Invoicing will occur on a monthly basis for the contracted hours. The Company shall be reimbursed for additional expenses including, but not limited to, long-distance phone charges, postage and copying.
- E. Reimbursable Expenses- "Reimbursable Expenses" shall be defined as the expenses associated with projects completed for the City including long distance telephone service fees, long distance fax charges, printing and reproduction of documents, supplies directly related to a specific service or project.

### **II. SCOPE OF SERVICES AND FEES**

The Company will work with development applicants, City staff, City Consultants, the Planning Commission, the City Council, and others on various planning projects as outlined herein. It is the intent of this agreement that there will be a close cooperative working relationship between the Company and the City.

Basic services and fees shall include:

- A. The Company shall provide Consulting Planning Services on an as needed basis.
- B. The Company shall attend approximately one Planning Commission and/or one City Council meeting per month as well as additional meetings as directed by the City.
- C. As directed, the Company shall perform the following types of tasks:
  - 1. Review, evaluate and make recommendations on development/site plans, conditional use permit applications, rezoning/zoning amendment applications,

variance requests and requests for subdivision approval;

2. Develop and implement policies, strategies, plans, programs and regulations related to: future development & redevelopment (planning); existing & proposed uses of land (zoning); and platting of property (subdivision & resubdivision);
  3. Advise builders, developers and property owners on ordinance requirements and provide technical design assistance as directed;
  4. Inform property owners of ordinance violations and initiate zoning enforcement procedures as directed;
  5. Revise, update and develop new ordinances relating to land use planning and property subdivision if directed;
  6. Serve as professional staff for Planning Commission by preparing reports, presentations and resolutions as directed/warranted;
  7. Prepare reports for City Council meetings regarding recommendations by the Planning Commission;
  8. Conduct research and develop policies related to City planning activities as requested/directed;
  9. Coordinate development review process with City Staff, the City Engineer and Building Official;
  10. Assist with other planning and zoning related duties as assigned or apparent.
- D. The Company shall invoice the City on a monthly basis for contract hours, plus reimbursable expenses as approved by the City. An itemized monthly invoice of the total hours and projects completed by the Company shall be provided to the City.
- E. The Company may provide additional assistance in conjunction with specific projects as authorized by the City for a lump sum project fee or on an hourly basis.
- F. The Company shall be reimbursed for other reimbursable expenses directly related to consulting planning services provided for the City, including long distance phone/fax and copies. The Company shall not be reimbursed for mileage. All such expenses shall be subject to the approval of the City and generally consistent with the attached schedule.

### **III. RESPONSIBILITIES**

- A. The Company shall respond to inquiries from the City or development applicants in a timely fashion.
- B. The Company shall prepare and submit itemized invoices detailing the projects completed and the dates in which services were provided.

#### IV. MISCELLANEOUS PROVISIONS

- A. Assignment. Neither party hereto may assign, pledge or transfer their interest, obligation and responsibilities under and pursuant to this Agreement, without the other party's prior written consent.
- B. Right of Termination. The City may terminate this Agreement upon thirty (30) days written notice to the Company. The Company may terminate this agreement upon thirty (30) days written notice to the City. In such event, the City will pay the Company for all billable hours provided by the Company and all approved reimbursable expenses up to the date of termination.
- C. Binding Effect. This Agreement shall inure to the benefit of, and is binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- D. Amendments. This Agreement can be amended only in writing signed by both parties.

#### V. TERM OF AGREEMENT

This Agreement covers the period beginning January 1, 2020 through December 31, 2020. This agreement shall renew for successive one year terms unless terminated by either of the parties hereto.

IN WITNESS WHEREOF, the parties have set their hand as of the date first written above.

City of Norwood Young America, a Municipal Corporation

By: \_\_\_\_\_

Its: \_\_\_\_\_

Dated: \_\_\_\_\_

Strack Consulting LLC, a Minnesota Limited Liability Company

By: *Christopher Strack* \_\_\_\_\_

Its: President/Chief Manager

Dated: October 19, 2020

**Reimbursement Rate Schedule – Strack Consulting LLC**

Telephone – long distance	Actual long distance charge (based on \$.05 per minute)
Fax – long distance	Actual long distance charge (based on \$.05 per minute)
Photocopies	\$0.08 per copy black & white; \$0.20 duplex black/white; \$0.80 per copy color or actual cost if professionally printed.
Supplies	As pre-approved by City Staff for proposals to companies, etc. at actual cost of supplies.



## **AGREEMENT FOR CONSULTING SERVICES**

**THIS AGREEMENT** is made and entered into this 9<sup>th</sup> day of December 2019 by and between the City of Norwood Young America, a Municipal Corporation, hereinafter referred to as the "City" and Strack Consulting LLC, a Limited Liability Company, hereinafter referred to as the "Company".

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- E. Reimbursable Expenses- "Reimbursable Expenses" shall be defined as the expenses associated with projects completed for the City including long distance telephone service fees, long distance fax charges, printing and reproduction of documents, supplies directly related to a specific service or project.

### **II. SCOPE OF SERVICES AND FEES**

The Company will work with development applicants, City staff, City Consultants, the Planning Commission, the City Council, and others on various planning projects as outlined herein. It is the intent of this agreement that there will be a close cooperative working relationship between the Company and the City.

Basic services and fees shall include:

- A. The Company shall provide Consulting Planning Services on an as needed basis.
- B. The Company shall attend approximately one Planning Commission and/or one City Council meeting per month as well as additional meetings as directed by the City.
- C. As directed, the Company shall perform the following types of tasks:
  - 1. Review, evaluate and make recommendations on development/site plans, conditional use permit applications, rezoning/zoning amendment applications, variance requests and requests for subdivision approval;

2. Develop and implement policies, strategies, plans, programs and regulations related to: future development & redevelopment (planning); existing & proposed uses of land (zoning); and platting of property (subdivision & resubdivision);
  3. Advise builders, developers and property owners on ordinance requirements and provide technical design assistance as directed;
  4. Inform property owners of ordinance violations and initiate zoning enforcement procedures as directed;
  5. Revise, update and develop new ordinances relating to land use planning and property subdivision if directed;
  6. Serve as professional staff for Planning Commission by preparing reports, presentations and resolutions as directed/warranted;
  7. Prepare reports for City Council meetings regarding recommendations by the Planning Commission;
  8. Conduct research and develop policies related to City planning activities as requested/directed;
  9. Coordinate development review process with City Staff, the City Engineer and Building Official;
  10. Assist with other planning and zoning related duties as assigned or apparent.
- D. The Company shall invoice the City on a monthly basis for contract hours, plus reimbursable expenses as approved by the City. An itemized monthly invoice of the total hours and projects completed by the Company shall be provided to the City.
- E. The Company may provide additional assistance in conjunction with specific projects as authorized by the City for a lump sum project fee or on an hourly basis.
- F. The Company shall be reimbursed for other reimbursable expenses directly related to consulting planning services provided for the City, including long distance phone/fax and copies. The Company shall not be reimbursed for mileage. All such expenses shall be subject to the approval of the City and generally consistent with the attached schedule.

### **III. RESPONSIBILITIES**

- A. The Company shall respond to inquiries from the City or development applicants in a timely fashion.
- B. The Company shall prepare and submit itemized invoices detailing the projects completed and the dates in which services were provided.

#### IV. MISCELLANEOUS PROVISIONS

- A. Assignment. Neither party hereto may assign, pledge or transfer their interest, obligation and responsibilities under and pursuant to this Agreement, without the other party's prior written consent.
- B. Right of Termination. The City may terminate this Agreement upon thirty (30) days written notice to the Company. The Company may terminate this agreement upon thirty (30) days written notice to the City. In such event, the City will pay the Company for all billable hours provided by the Company and all approved reimbursable expenses up to the date of termination.
- C. Binding Effect. This Agreement shall inure to the benefit of, and is binding upon the parties hereto and their respective heirs, representatives, successors and assigns.
- D. Amendments. This Agreement can be amended only in writing signed by both parties.

#### V. TERM OF AGREEMENT

This Agreement covers the period beginning January 1, 2020 through December 31, 2020. This agreement shall renew for successive one year terms unless terminated by either of the parties hereto.

IN WITNESS WHEREOF, the parties have set their hand as of the date first written above.

City of Norwood Young America, a Municipal Corporation

By: Carol Lagergren

Its: Mayor

Dated: 12-9-19

Strack Consulting LLC, a Minnesota Limited Liability Company

By: Cynthia Smith Strack

Its: President/Chief Manager

Dated: December, 2019

January 7, 2020

**Reimbursement Rate Schedule – Strack Consulting LLC**

Telephone – long distance	Actual long distance charge (based on \$.05 per minute)
Fax – long distance	Actual long distance charge (based on \$.05 per minute)
Photocopies	\$0.08 per copy black & white; \$0.20 duplex black/white; \$0.80 per copy color or actual cost if professionally printed.
Supplies	As pre-approved by City Staff for proposals to companies, etc. at actual cost of supplies.



TO: Mayor Lagergren and City Council Members  
FROM: Angela Brumbaugh, Clerk-Treasurer  
DATE: November 23rd, 2020  
RE: Election Judge Termination of Employment

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The following Election Judges were hired for the 2020 Primary, Presidential, and General Elections:

Mary Balzum	Elroy Latzig	Carolyn Hoernemann
Brittany Buchman	Carol Latzig	Hilbert Hoof
Amy Corrigan	Abby Murphy	Greg Kummer
Fay Ernst	Jean Nelson	Rita Maiser
Kaarin Foede	Dianne Rain	June Plagge
Renee Garfunkel	Mary Spille	Mary Lou Teubert
Jody Genz	Jill Thiesfeld	Jean Thomas
Bill Hart	Cathleen Williams	Kathy Tvergberg
Gilbert Sonny Hasse	Kathryn ZumBerge	
Karen Kamps	Vicki Halliday Schultz	

As Elections have now been completed for 2020 we will no longer need their services for this year. The work they perform has been greatly appreciated.

***RECOMMENDATION:***

Motion to terminate the employment of the 28 Election judges listed above.

**Norwood Young America**



TO: Mayor Lagergren and City Council Members

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: November 23, 2020

RE: Economic Development Commission Appointment – Greg Kummer

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The Economic Development Commission is a nine-member commission composed of two City Council members, one Planning Commission member, five voting members from the community and, as of March 23, 2020 with the update of City Code Chapter 2, one ad hoc representative from the NYA Area Chamber of Commerce. The ad hoc position is a non-voting advisor.

Greg Kummer has completed a commissioner application for the Norwood Young America Economic Development Commission.

**Suggested Motion:**

**To appoint Greg Kummer to the NYA Economic Development Commission.**



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 23, 2020

SUBJECT: Resolution 2020-34, Ordering Improvement and Preparation of Plans (Oak Lane)

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At the October 26<sup>th</sup> regular City Council meeting, the Council approved Resolution 2020-31, which approved the Oak Lane Feasibility Report and scheduled a public hearing for 6:00 p.m., November 23<sup>rd</sup> on the proposed Oak Lane improvements. Mailed notices of the hearing were sent to all Oak Lane property owners and notice of the hearing was published in the City's official newspaper.

Jake Saulsbury, Bolton & Menk, will participate in the Zoom meeting and provide a presentation on the proposed Oak Lane Improvement Project. Enclosed is a copy of his presentation.

Also enclosed is the proposed Resolution 2020-34, Resolution Ordering Improvement and Preparation of Plans.

**Recommended Motion:**

**Motion to approve Resolution 2020-34, Resolution Ordering Improvement and Preparation of Plans.**

*Norwood Young America*



## City of Norwood Young America Oak Lane Improvements Improvement Hearing



November 23, 2020

1

## Presentation Format

- General Project Timeline
- Project Scope & Cost Information
- Project Financing & Funding
- City Assessment Policy & Assessment Area Map
- Project Cost Summary & Next Steps
- Questions / Comments / Discussion



2



## General Project Timeline

- **To Date the Following Items Have Been Completed:**
  - City Council Authorized the Preliminary Project Items
  - Completed Soil Borings
  - Completed the Feasibility Study
  - Approved the Feasibility Study & Called for a Public Hearing
- **Items Remaining in Process:**
  - Conduct Public Hearing (Tonight)
  - Authorize Final Design & Order Improvements (Tonight)
  - Complete Topographic Survey Work
  - Negotiate/Obtain Necessary Easements
  - Complete Property Appraisals (Optional)
  - Receive Plans and Specs / Authorize Advertising for Bids
  - Open Bids and Award Contract
  - Construct Project
  - Hold a Final Assessment Public Hearing
  - Close Out Project



3

## Proposed Improvements – Street / Storm Sewer

- **Street Improvements**
  - Replace Existing 22-Foot Wide Gravel Road
  - Proposed 22-Foot Wide Bituminous Street with 1-Foot Gravel Shoulders
  - Standard City Street Section Plus 12-Inches of Select Granular Borrow
- **Storm Sewer Improvements**
  - Replace Culverts (Street & Driveway)
  - Add Draintile to Roadway
  - Add Stormwater Treatment (Amended Soils) to City Property



**Total Estimated Project Cost**  
- Street = \$478,958

**Total Estimated Project Cost**  
- Storm Sewer = \$ 57,301



4

## Proposed Improvements - San. Sewer / Water

- West End Utilities
  - 8-Inch Sanitary Sewer Main Extension from the North
  - 8-Inch Watermain Extension from the West
  - Drainage & Utility Easement Needed for Sanitary Sewer Only
- East End Utilities
  - 6-Inch Sanitary Sewer Main Extension from the North (Directionally Drilled)
  - Drainage & Utility Easement Needed



Total Estimated Project Cost  
- West Sewer = \$136,815

Total Estimated Project Cost  
- East Sewer = \$121,858

Total Estimated Project Cost  
- Watermain = \$ 87,471

\*Costs Do Not Include Drainage  
& Utility Easements



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## Project Financing & Funding

- Project Financing Through the Sale of a Bond
- Likely a Combined Bond Including, but not Limited to, the Following Options:
  - MN Statute Chapter 429 General Obligation Bond for Street, Storm Sewer, and Utility Items
  - MN Statute Chapter 115 Sanitary Sewer Revenue Bond for Sanitary Sewer Items
  - MN Statute Chapter 444 Water Revenue Bond for Water System and Drainage Items
- Recommended the City Discuss Financing/Bonding Options in More Detail with Its Financial Consultant after a Final Project Scope has been Determined
- Proposed Project Funding Sources
  - Special Assessments
  - Sewer Fund
  - Water Fund
  - Stormwater Fund
  - Property Tax Revenue
  - Other Utility Fees



6

## Assessment Policy Review

- The City's Assessment Policy Provides a Uniform and Equitable Policy for All Property Owners
- Assessments for the Project were Calculated per City Policy:
  - 50% of Project Costs Assessed for Standard Residential Street Improvements on a Unit Basis
  - 50% of Sanitary Sewer and Watermain Assessed on a Unit Basis
  - Storm Sewer Work and Extra Depth/Width of Street Not Assessed



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## Assessment Area Map

- 14 Properties Located in the Project Area
- Estimated Street Reconstruction Cost Per Unit = \$9,762
- Estimated Sanitary Sewer (West) Cost Per Unit = \$13,682
- Estimated Watermain (West) Cost Per Unit = \$8,747
- Assessments for Existing Home in Northwest Corner and the East Side Properties to Match Future Availability Charge Established in 2003 Township Agreement = \$15,441 for 2021 Construction
- Additional City Fees to be Collected Separately (Trunk Charges, Connection Fees, Etc.)



8

## Project Cost Summary

- Total Estimated Project Cost = \$882,403
- Total Estimated Private Assessed Amount (Per Policy/Township Agreement) = \$253,177
- Total Estimated City Cost (Including Property Assessment) = \$629,226
- Estimated Bond Rate = 3.5% (Assessment Rate = 4.5%) at a 15-Year Term
- Due to the Unique Project Area/Scope and the High Preliminary Assessments, it is Recommended to Obtain Assessment Appraisals



9

## Next Steps

- Conduct Improvement Hearing (Tonight)
- Order Improvements (Requires 4/5 Vote) (Tonight)
- Complete Appraisal Process (Optional)
- Complete Topographic Survey Work
- Negotiate/Obtain Necessary Easements
- Final Design / Preparation of Plans and Specifications
- Advertise Project, Open Bids, and Award Project
- Substantially Construct Project
- Conduct Assessment Hearing
- Certify Assessment Roll
- Complete Construction and Close Out Project



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## Questions / Comments / Discussion



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## Preliminary Assessment Roll

PROP. NO.	OWNER	PROPERTY ADDRESS	P.L.D.	STREET ASSESSMENT		WATERMAIN ASSESSMENT		SANITARY SEWER ASSESSMENT (FEET)		SEWER & WATER AVAILABILITY ASSESSMENT		TOTAL ASSESSMENT	TOTAL ASSESSMENT	NOTES
				ASST. UNIT	STREET ASSESSMENT	UNIT	WATERMAIN ASSESSMENT	UNIT	SANITARY ASSESSMENT	UNIT	UTILITY ASSESSMENT			
1	LINDA S HOBBS & SCOTT A TRIM	484 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
2	LINDA S HOBBS & SCOTT A TRIM	486 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
3	WYOMING & HOBBS & SCOTT A TRIM	488 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
4	TODD A & MARCIA J BERKUTZ	490 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
5	STANLEY WALSH & BUCKLE	492 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
6	PAUL W & JILL H BARNHART/BERNARD	494 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
7	BRUCE BERNHART	496 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
8	NEENA A & MICHAEL W BERKUTZ	498 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
9	PATRICK SHAWHAN	499 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
10	PATRICK SHAWHAN	500 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
11	PATRICK SHAWHAN	475 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
12	PATRICK SHAWHAN	480 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
13	KEVIN WOOD YOUNG AMERICA CITY	485 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
14	DAVID & WENDY WICKERMAN/AMERICA CITY OF WOODBURY	410 OAK LANE	2816 1070	1	\$9,761.64							\$9,761.64	\$9,761.64	
				36.00		3.0	\$6,747.60	1	\$10,881.52	3.0	\$18,440.88	\$35,356.76	\$35,356.76	

Note: Woodbury Average Rate 1% Above Bonding Cost (1.0% + 1.0% = 2.0%) and Term Spread by Bond Term (1.0% + 1.0%)



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# **CITY OF NORWOOD YOUNG AMERICA RESOLUTION 2020-34**

## **RESOLUTION ORDERING IMPROVEMENT AND PREPARATION OF PLANS**

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

WHEREAS, the Norwood Young America City Council at their October 26, 2020 regular City Council meeting approved Resolution 2020-31, which fixed a date for a public hearing on the proposed Oak Lane Improvement project. The project includes street, drainage, and utility system improvements to Oak Lane, as well as utility connections to the Serenity Pointe development and Young America Industrial Park development between Tacoma Avenue (County Road 34) and the cul-de-sac approximately 1,300 feet west of Tacoma Avenue; and

WHEREAS, ten (10) days' mailed notice and two (2) weeks' published notice of the hearing was given, and the hearing was held in the City Council Chambers at Norwood Young America City Hall, 310 Elm St W, via Zoom Meeting, on the 23<sup>rd</sup> day of November, 2020, at which all persons desiring to be heard were given an opportunity to be heard thereon.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby adopts the following:

1. The City Council has been advised by the consulting engineer that said improvement is necessary, cost-effective, and feasible as detailed in the Feasibility Study.
2. Such improvement is hereby ordered as proposed in the City Council Resolution adopted on the 26<sup>th</sup> day of October 2020.
3. The engineer, Bolton & Menk, Inc., shall prepare plans and specifications for the making of such improvements.
4. The City Council declares its official intent to reimburse itself for the costs of the improvement from the proceeds of tax-exempt bonds.

Adopted by the City Council this 23<sup>rd</sup> day of November 2020.

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

ATTEST:

\_\_\_\_\_  
Angela Brumbaugh, City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 23, 2020

SUBJECT: Approve Amendment to Contract for Police Services

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At the November 9<sup>th</sup> regular City Council meeting, the Council tabled the proposed amendment to the Contract for Police Services with the Carver County Sheriff's Office. The City Council questioned the fifth "Whereas" paragraph in the proposed Amendment. Specifically, where it states *"if either party terminates this agreement or elects to discontinue contracted services, or in any way decrease contracted police services, the City shall still be obligated to pay all unpaid personnel costs as determined by the County."*

The Council directed me to contact the Sheriff's Office and ask what the language exactly means. According to Commander Mike Wollin, *the intent is to have language that meets both of our needs to ensure full payment in the (unlikely) event of a termination or decrease in services. We're not looking to "profit;" we simply need to capture costs of providing the services.*

The Council also directed me to have our City Attorney review the language and provide a recommendation. Mr. Squires suggests changing the language to "incurred prior to termination" rather than "as determined by the County. The County has accepted the language change and an updated Amendment to the Contract for Police Services reflecting this change is enclosed.

Also enclosed is a copy of the 2020-2021 Contract for Police Services.

**Recommended Motion:**

**Motion to approve the Amendment to Professional Service Agreement Contract for Police Services.**

*Norwood Young America*

## **AMENDMENT TO PROFESSIONAL SERVICE AGREEMENT Contract for Police Services**

WHEREAS, Carver County and the City of Norwood Young America entered into a Contract for Police Services for 2020 and 2021, and

WHEREAS, the cost for policing services for 2021 was projected as \$198,389.00; and

WHEREAS, the actual costs for policing services in 2021 is \$191,254.00; and

WHEREAS, the Sheriff shall invoice one half of the total amount of the 2021 police staffing option costs hereunder, or \$95,627.00 to be paid on or before June 30 of the 2021 contract year. The Sheriff shall invoice the amount, or \$95,627.00 to be paid on or before November 30 of the 2021 contract year; and

WHEREAS, in this Amendment and to be incorporated under ARTICLE VI in successor police contracts, if either party terminates this agreement or elects to discontinue contracted services, or in any way decrease contracted police services, the City shall still be obligated to pay all unpaid personnel costs as ~~determined by the County~~ incurred prior to termination. The total unpaid costs shall not exceed 5% of the total cost for police services excluding unpaid overtime; and

WHEREAS, under ARTICLE VII of the policing contract, if the City requests coverage for compensated days off as defined under 1.1.1 of Police Staffing Options, additional hours for deputies will be billed at \$68.42 for the contract year 2021; and

WHEREAS, in this Amendment and to be incorporated under ARTICLE VII of successor police contracts, the County, upon receiving continuing education reimbursement, shall reimburse the city pursuant to the MN Administrative Rules, Peace Officer Standards and Training Board, Chapter 6700, part 6700.1800.

NOW THEREFORE, BE IT RESOLVED that the above terms and conditions be in effect and the amended cost of the Contract for Policing for 2021 is \$191,254.00.

BE IT FURTHER RESOLVED, that all other terms and conditions of this contract remain in effect as per the original contract.



City of Norwood Young America

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Date

County of Carver

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Sheriff

\_\_\_\_\_  
Date

**CONTRACT FOR POLICE SERVICES**  
**Norwood Young America**

THIS AGREEMENT, made and entered into this 18<sup>th</sup> day of Dec., 2019 by and between the County of Carver, through its Sheriff's Office (hereinafter, "County"), and the City of Norwood Young America (hereinafter, the "City"), and, collectively known as the "parties".

WHEREAS, the City desires to enter into a contract with the County whereby the County will provide police services within the boundaries of the City; and

WHEREAS, the County agrees to render such services upon the terms and conditions hereinafter set forth; and

WHEREAS, Minnesota Statutes Section 471.59 authorizes governmental units in the State of Minnesota to enter into agreements by resolution with any other governmental unit to perform on behalf of that unit any service or function which that unit would be authorized to provide for itself; and

WHEREAS, said contract is authorized by Minnesota Statute, Section 471.59, 436.05, and Minnesota Statute, Section 366 and 367;

NOW, THEREFORE, it is agreed between the parties as follows:

**ARTICLE I**

**PURPOSE:** The purpose of this Agreement is to secure police contracting services for the City. Minnesota Statutes, Section 471.59 authorizes two or more governmental units to jointly exercise any power common to the contracting parties. Minnesota Statutes, Section 436.05 allows municipalities to contract with other municipalities for police services.

**ARTICLE II**

1. **POLICE SERVICES.** The County agrees to provide police service within the corporate limits of the City to the extent and in the manner set forth below:
  - 1.1 Police services to be provided under this contract shall encompass those police duties and functions which are the type statutorily deemed to be the responsibility of the local communities;
  - 1.2 With input from the City, the County shall assign personnel as necessary;
  - 1.3 All matters incident to the performance of such service or the control of personnel employed to render such service shall be and remain in the control of the County;

- 1.4 In the event a dispute arises between the parties concerning the type of service to be rendered, or the manner in which such service is provided, the County shall retain sole discretion in determining a solution to said dispute (e.g., re-assignment of personnel, types of patrol, level of service available); and
- 1.5 The police services will be provided to the City for the selected number of contracted hours and/or full time equivalent (FTE) personnel. Such services shall not include situations in which, in the opinion of the County, a police emergency occurs which requires a different use of the personnel, patrol vehicle, equipment, or the performance of special details relating to police services. It shall also not include the enforcement of matters which are primarily administrative or regulatory in nature (e.g., zoning, building code violations).

### ARTICLE III

SPECIAL EVENT OR ADDITIONAL SERVICES. If the City desires additional police services over and above the hours and/or FTE's contracted for in this Agreement, the City shall contact the Sheriff's Office contract manager or designee noted in this Agreement. The County will invoice the City for these additional services pursuant to Minnesota Statute, Section 471.425, Prompt payment of local government bills, Subdivision 2(a) For municipalities who have governing boards which have regularly scheduled meetings at least once a month, the standard payment period is defined as within 35 days of the date of receipt.

### ARTICLE IV

COOPERATION AMONG PARTIES. It is hereby agreed that the parties and all of their officials, personnel, agents and employees shall render full cooperation and assistance to each other to facilitate the provision of the services selected herein.

### ARTICLE V

1. PROVISION OF EQUIPMENT. It is agreed that the County shall provide all necessary labor, supervision, vehicle, equipment, and supplies to maintain and provide the police services selected herein.
2. OFFICE SPACE. If an FTE is requested, the City shall provide office and work space for the assigned personnel.
3. FINANCIAL LIABILITY. The City does not assume liability for the direct payment of any salaries, wages, or other compensation to personnel employed by the County to perform the selected services. It is agreed that all personnel shall be employees of the County and the County shall be responsible for providing worker's compensation insurance and all other benefits to which such personnel shall become entitled by reason of their employment with the County.

4. **MUTUAL INDEMNIFICATION.** Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless and defend the other, its personnel and employees against any and all liability loss, costs, damages, expenses, claims or actions, including attorney's fees which its personnel and employees may hereafter sustain, incur or be required to pay, arising out of or by reason for any act or omission of the party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this contract. Liability of the County or other Minnesota political subdivisions shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, Chapter 466, and other applicable laws.

It is further understood that Minnesota 471.59, Subd. 1a applies to this Agreement. To the full extent permitted by law, actions by the parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, Subd. 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.

Each party agrees to promptly notify the other party if it knows or becomes aware of any facts or allegations reasonably giving rise to actual or potential liability, claims, causes of action, judgments, damages, losses, costs or expenses, including attorney's fees, involving or reasonably likely to involve the other party, and arising out of acts or omissions related to this Agreement.

5. **LIABILITY**

- (a) It is understood and agreed that liability shall be limited by the provisions of Minnesota Statutes Chapter 466. This Agreement to indemnify and hold harmless does not constitute a waiver by any participant of limitations on liability provided under Minnesota Statutes Section 466.04. To the full extent permitted by law, actions by parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the parties that they shall be deemed a "single governmental unit" for the purposes of liability, all set forth in Minnesota Statutes, Section 471.59, Subdivision 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other party.
- (b) For purposes of determining total liability damages, the participating governmental units and the joint board, if one is established, are considered a single governmental unit and the total liability for the participating governmental units and the joint board, if established, shall not exceed the limits on governmental liability for a single governmental unit as specified in State Statute, Section 3.736 or Section 466.04, Subdivision 1, or as waived or extended by the joint board or all participating governmental units under State Statute, Section 3.736, Subdivision 8 or Section 471.981. The parties of this Agreement are not liable for the acts or omissions of the other participants to this Agreement except to the extent to which they have agreed in writing

to be responsible for acts or omissions of the other parties.

6. **INSURANCE.** The County agrees that all insurance required to adequately insure vehicles, personnel and equipment used by the County in the provision of the selected services will be provided by the County.

#### **ARTICLE VI**

1. **TERM.** The term of this contract shall be January 1, 2020 to December 31, 2021. The term of this Agreement may be extended for up to an additional sixty (60) days under the same terms and conditions, provided the parties are attempting in good faith to negotiate a new Agreement. This Agreement extension shall automatically terminate upon the parties' entering into a new written Agreement, or on the sixtieth (60<sup>th</sup>) day, whichever occurs first.
2. **RATE.** As contained in this contract. Contract rates for 2021 are a projected rate increase within a range of 2%-5%. The rate increase is capped at 5%.
3. **NOTICE.**
  - 3.1 If the County does not desire to enter into a contract for police service for 2022, the City shall be so notified in writing six (6) months prior to the expiration of the current contract.
  - 3.2 On or before August 15 of the expiring contract year, the County shall notify the City of the police contract rates for the following year.
  - 3.3 The City shall notify the County of its intention to contract for police services for the following year no later than October 15 of the current contract year.
  - 3.4 In the event the City shall fail to give notice as required above, the County shall presume the City does not desire to enter into an Agreement with the County for police services.
  - 3.5 Notice under the above provisions shall be sent to:

Commander Mike Wollin  
Carver County Sheriff's Office  
606 East 4<sup>th</sup> Street  
Chaska, MN 55318  
[mwollin@co.carver.mn.us](mailto:mwollin@co.carver.mn.us)  
Office: 952-361-1857  
Cell: 952-220-7926

City of Norwood Young America  
Steve Helget, Administrator  
310 Elm Street West  
P.O. Box 59  
Norwood Young America, MN 55368  
Phone: 952-467-1800

## ARTICLE VII

### MENU OF POLICE SERVICES

#### 1. POLICE STAFFING OPTIONS

##### 1.1 FULL TIME EQUIVALENT (FTE) PERSONNEL OPTION

**1.1.1 FTE personnel are Full Time Employees dedicated to the contract community. The FTE deputies compensated time includes regular assignment duties, training, holidays, vacation, sick leave and other benefited time. The FTE deputy position is not automatically backfilled when the deputy is away from assignment for the above types of compensated time. The FTE deputy costs include: salary, benefits, supervision, administration, training, clerical support, insurance, and county overhead. The FTE costs do not include additional hours which are necessary for court or filling a shift for a compensated day off.**

**The first eighty (80) hours the deputy is gone from the community while on military leave will not be backfilled. The Sheriff's Office will backfill the position or credit back the time for military leave after the first 80 hours.**

**The first eighty (80) hours a deputy is gone from the community on FMLA leave will not be backfilled; it will be treated like sick leave. The Sheriff's Office will backfill the position or credit back the time for FMLA after the first 80 hours of FMLA is completed.**

**If the City requests coverage for compensated days off noted above, it is recommended the City set aside a contingency for additional hours. Additional hours for deputies will be billed at \$68.42 for the contract year 2020. Additional hours for deputies will be billed at \$71.33 for the contract year 2021.**

**The SouthWest Metro Drug Task Force will invoice \$2,100 separately.**

**Hours worked on a designated holiday will be billed at double the FTE's hourly pay rate per the collective bargaining agreement(s).**

#### PERSONNEL COST-Contract year 2020

Deputy	.7 (2080 FTE)	\$75,233
Liaison Corporal	.9 (2080 FTE)	\$96,727
CSO	(52 hours)	\$2,243

#### VEHICLE COST-Contract year 2020

Patrol Vehicle – .7	\$17,051
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TOTAL POLICE SERVICES-Contract year 2020 \$191,254

PERSONNEL COST-Contract year 2021

Deputy .7 (2080 FTE)	\$78,325
Liaison Corporal .9 (2080 FTE)	\$100,704
CSO (52 hours)	\$2,318

VEHICLE COST

Patrol Vehicle – .7 \$17,051

TOTAL POLICE SERVICES-Contract year 2021 \$198,398

TOTAL POLICE SERVICES \$389,652

2. **PAYMENT.** The Sheriff shall invoice one half of the total amount of the first year police staffing option costs hereunder, or \$95,627 to be paid on or before June 30 of the current contract year. The Sheriff shall invoice the amount, or \$95,627 to be paid on or before November 30 of the first contract year. The Sheriff shall invoice the amount, or \$99,199 to be paid on or before June 30, of the second contract year (2021) and \$99,199 to be paid on or before November 30 of the second contract year (2021). The Sheriff shall inform the City of the actual CSO hours worked for the year and then reimburse the City for unused CSO hours or bill for additional hours used.
3. **MINNESOTA STATE POLICE AID.** The County, upon receiving Minnesota State Police Aid, shall reimburse the City pursuant to Minnesota Statute, Section 69.011.

ARTICLE VIII

1. **DATA.** All data collected, created, received, maintained or disseminated in any form for any purposes by the activities of this Agreement is governed by the Minnesota Data Practices Act, Minnesota Statute Section 13, or the appropriate Rules of Court and shall only be shared pursuant to laws governing that particular data.
2. **AUDIT.** Pursuant to Minnesota Statute Section 16C.05, Subdivision 5, the parties agree that the State Auditor or any duly authorized representative at that time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc. which are pertinent to the accounting practices and procedures related to this Agreement. All such records shall be maintained for a period of six (6) years from the date of termination of this Agreement.

3. **NONWAIVER, SEVERABILITY AND APPLICABLE LAWS.** Nothing in this Agreement shall constitute a waiver by the parties of any statute of limitation or exceptions on liability. If any part of this Agreement is deemed invalid such shall not affect the remainder unless it shall substantially impair the value of the Agreement with respect to either party. The parties agree to substitute for the invalid provision a valid one that most closely approximates the intent of the Agreement.

The laws of the State of Minnesota apply to this Agreement.

4. **MERGER AND MODIFICATION.** It is understood and agreed that the entire Agreement between the parties is contained herein and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof. All items referred to in this Agreement are incorporated or attached and are deemed to be part of this Agreement. Any alterations, variations, modifications, or waivers of provisions of this Agreement shall only be valid when they have been reduced to writing as an amendment to this Agreement and signed by the parties hereto.



IN WITNESS THEREOF, the Municipality has caused this Agreement to be executed by its Mayor and by the authority of its governing body on this 25<sup>th</sup> day of November, 2019

SIGNED: Carol Lagergren  
Mayor

DATE: 11-25-19

SIGNED: Steve Huges  
City Administrator

DATE: 11-25-19

IN WITNESS THEREOF, the County of Carver has caused this Agreement to be executed by its Chair and attested by its Administrator pursuant to the authority of the Board of County Commissioners on this 17<sup>th</sup> day of December, 2019

COUNTY OF CARVER:

SIGNED: Randy P. Mafuch  
CHAIR, BOARD OF COMMISSIONERS

DATE: 12-17-19

SIGNED: Vern Kamenick  
SHERIFF

DATE: 12-18-2019

Attest

SIGNED: Attest  
COUNTY ADMINISTRATOR

DATE: 12/18/19





TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 23, 2020

SUBJECT: Resolution 2020-35, Receiving Feasibility Report and Calling Hearing on Improvement for 2<sup>nd</sup> Avenue Lift Station and Street Improvements

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At the September 14<sup>th</sup> regular City Council meeting, the Council approved Bolton & Menk's proposal to complete a Feasibility Report for the 2<sup>nd</sup> Avenue Lift Station and Street Improvements. Enclosed is Bolton & Menk's Feasibility Report.

Jake Saulsbury, Bolton & Menk, will participate in the Zoom meeting to present the Feasibility Report.

Enclosed is Resolution 2020-35, approving the Feasibility Report and calling for a public hearing on the proposed improvements for 6:00 p.m., December 14<sup>th</sup>. The hearing notice will be published in the City's legal newspaper and mailed notices will be provided to the affected property owners proposed to be assessed for the improvements.

**Recommended Motion:**

**Motion to approve Resolution 2020-35, a Resolution Receiving Feasibility Report and Call Hearing on Improvement for 2<sup>nd</sup> Avenue Lift Station and Street Improvements.**

*Norwood Young America*

## RESOLUTION 2020-35

### **A RESOLUTION RECEIVING FEASIBILITY REPORT AND CALLING HEARING ON IMPROVEMENT OF 2<sup>ND</sup> AVENUE LIFT STATION AND STREET IMPROVEMENTS**

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

WHEREAS, pursuant to a motion the City Council approved on September 14, 2020, a report has been prepared by the City Engineer with reference to the proposed 2<sup>nd</sup> Avenue Lift Station and Street Improvement project, which includes the replacement of the existing lift station, and street, drainage and utility improvements of 2<sup>nd</sup> Avenue between Central Avenue and the northern Devonshire Drive intersection. This report was received by the City Council on November 23, 2020; and

WHEREAS, the report provides information regarding whether the proposed improvement is necessary, cost-effective, and feasible; whether it should best be made as proposed or in connection with some other improvement; the estimated cost of the improvement as recommended; and a description of the methodology used to calculate individual assessments for affected parcels.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby adopts the following:

1. The City Council will consider the improvement of such improvements in accordance with the report and the assessment of abutting property for all or a portion of the cost of the improvement pursuant to Minnesota Statutes, Chapter 429 at an estimated total cost of the improvement of \$1,802,413.

2. A public hearing shall be held on such proposed improvements on December 14, 2020, via Zoom meeting <https://us02web.zoom.us/j/2334975750>, at 6:00 p.m. and the City Clerk shall give mailed and published notice of such hearing and improvement as required by law.

Adopted by the City Council this 23<sup>rd</sup> day of November 2020.

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

ATTEST:

\_\_\_\_\_  
Angela Brumbaugh, City Clerk/Treasurer



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 23, 2020

SUBJECT: Consider Request to Waive Rental Dwelling Unlicensed Fines

---

Enclosed is a letter from Mr. George Holden who is the owner of Young America Apartments. Mr. Holden is requesting the unlicensed rental dwelling fines be waived for the license period 2019-2021. As Mr. Holden states in his letter, he has owned the Apartments since 1986.

Mr. Holden's apartment complex is located on both Central Avenue and 2<sup>nd</sup> Avenue S.E. There are four buildings with eight units in each building. The apartment complex is located on two parcels. Enclosed is an aerial photo identifying the addresses of each building and their locations.

Per City Code, unlicensed rental dwellings are subject to a \$250 fine plus a fine of \$10 per day per unit until the rental dwelling license is obtained.

The following is the sequence of events leading up to Mr. Holden obtaining his 2019-2021 rental dwelling licenses for the Young America Apartments.

- October 18, 2018 original City letter to renew rental dwelling licenses
- December 3, 2018 second notice letter to renew rental dwelling licenses
- January 3, 2019 2019-2021 Rental Dwelling License Applications received for Young America Apartments
- January 24, 2019 first inspection completed by City building inspector of Young America Apartments
- October 15, 2019 notice of public hearing on delinquent invoices and utilities
- March 10, 2020 second and final inspection completed by City building inspector of Young America Apartments
- March 19, 2020 2019-2021 Rental Dwelling Licenses issued for Young America Apartments

Enclosed are copies of the above letters, inspections, and issued licenses.

*Norwood Young America*

Mr. Holden states in his letter that he was not aware he would have to provide the names of his tenants along with their telephone numbers. In 2017, the Rental Code was amended with several changes to include requiring the tenant information. Prior to the Rental Code being changed, in February 2017 the Planning Commission invited all rental property owners to a meeting to review the proposed changes and obtain their input which the Commission considered. In July 2017, notices were mailed again to all rental property owners inviting them to a public hearing for consideration of the proposed amendments to the Rental Code. Enclosed are copies of the letters that were mailed for those two meetings. The proposed Rental Code changes were included with the letters.

Mr. Holden also states in his letter that he the rental dwelling inspections were only for the purpose of inspecting smoke alarms/carbon dioxide detectors. In reviewing the inspection checklist form, it appears Metro West Inspection Services as been utilizing the same inspection form since at least 2012.

If the City Council elects to waive the unlicensed rental dwelling fines, the City could request for an abatement of the certified special assessments. Carver County charges a fee of \$100 to abate/remove special assessments.

**Recommended Possible Motions:**

**Motion to deny Mr. George Holden's request to waive the unlicensed rental dwelling fines for Young America Apartments.**

**Motion to approve Mr. George Holden's request to waive the unlicensed rental dwelling fines for Young America Apartments upon receipt of \$100.00 for Carver County's special assessments abatement fee.**

**Motion to approve waiving Mr. George Holden's request to waive the unlicensed rental dwelling fines for Young America Apartments in the amount of \$\_\_\_\_\_ upon receipt of \$100.00 for Carver County's special assessments abatement fee.**

Norwood Young America Apartments LLC

P.O. Box 580792

Minneapolis, MN

[gholden@holdenmarketing.com](mailto:gholden@holdenmarketing.com)

612.269.7456

November 3, 2020

Norwood Young America City Council

P.O. Box 59

Norwood Young America, MN 55368

Norwood Young America City Council,

My name is George Holden and I am the sole member of Norwood Young America Apartments LLC. I purchased Young America Apartments in 1986, 34 years ago. Young America Apartments is a complex of four, two story buildings (each about 60 feet from one another) located at 402 Central Avenue South with one one-bedroom and seven two-bedroom apartments in each building. I started in the rental real estate business as a part time owner/manager in 1975, 45 years ago.

In all this time—45 years—I have never been fined by anyone at any one of my locations but now find myself through some circumstances due to me and some due to influences not of my fault facing a huge fine. I am asking for your reconsideration of that fine. The fine we are discussing is \$55,047.60 plus interest charges.

This fine involves my being late on the most recent every three year inspection of my property. I have done a number of these inspections over the years and have never had a problem. This time I brought my papers to Steve Helget on time with my payment. As is normal we had a short discussion of how I thought I should get the rate for a 32 unit complex and Steve said it was the higher rate for four eight-unit buildings. That is the rate I paid.

Then Steve said I had not filled out the form correctly as I listed the resident manager couple and did not list the renters with their phone numbers and the number of persons in each apartment. This came as a total surprise to me because I had never ever listed that information and the form requesting the inspection was the same one as received three years earlier. I was very concerned about giving this information mostly because of privacy reasons, no one else living in NYA probably has to give this information and this is my customer list. I did object for those reasons but was told that I had no alternative but to fill out the information.

This concerned me greatly as in any property that I have owned I have never been asked for this information from a governmental agency. I asked my lawyer and she said if the city had an ordinance then I had no alternative but also no liability. Also, Steve sent me a copy of the ordinance. So I filled out the information which took me some time.

At the same time Steve let me schedule an inspection which I was available for immediately but the inspector was two or three weeks out. When the inspector came through he said there were two items: one smoke alarm didn't work and one back door needed work. Unfortunately, this was another real surprise. In all the years that we have been doing inspections it was our understanding these were smoke alarm/carbon dioxide inspections. Nothing else. Again I was given the same form as three years ago so I expected only smoke alarms/carbon dioxide.

When I went to Steve he said the inspection was more than just smoke alarms and I had to fix a door. I had no problem with fixing the door but I shouldn't be fined for the extended time it took to get someone to recommend a new door, get on a contractor's schedule, get the money and get the work done. I didn't fix the door but replaced it which while considerably more expensive was a better alternative.

The smoke alarm was fixed the next day after the inspection.

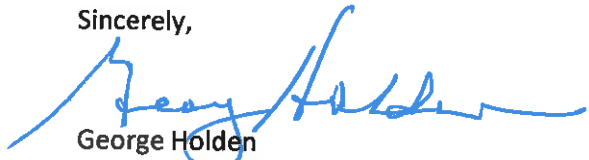
I was told that all three items (the one alarm, the back door, and the resident list) had to be done before I could be approved. During all this time I lost the two people who worked in my office. One moved to Alaska and the other took a full time job in another industry. Only in the last seven months have I been able to hire and train two individuals to do the two office jobs. Part time workers with specialized skills are often more difficult to hire than full time people. I have a total of only seven part time employees covering this property and four others.

I believe that it is important to note that at no time were any residents in harm's way or inconvenienced. Each building has a front door which exits onto the parking lot and a back door which exits to the lawn. No one uses the back doors except for sitting outside to get some sun. If the concern that the door would let in cold air and cost the tenants electrical costs that was not the case. The door did close all the way and each building has nine electrical bills (one for the general area paid by me and one for each apartment). Further, all alarms had been working two days before the inspector showed up and the one was replaced the day after.

I now recognize that I should have worked faster and put everything else aside. However, a \$55,047.60 plus interest is way too much a fine considering what needed to be "fixed", the fact no extra time was given which should have been extensive and that new items were added but not previously explained. Is any of it because the complex was treated as four individual buildings and not as one 32 unit complex? It should be one complex because the same resident couple manages all four buildings, all are in the same corporation, they all operate under one name and they are all close together.

I definitely promise you one thing and that is that I will never be late again.

Sincerely,



George Holden  
Chief Manager

Norwood Young America Apartments LLC

GH:jj



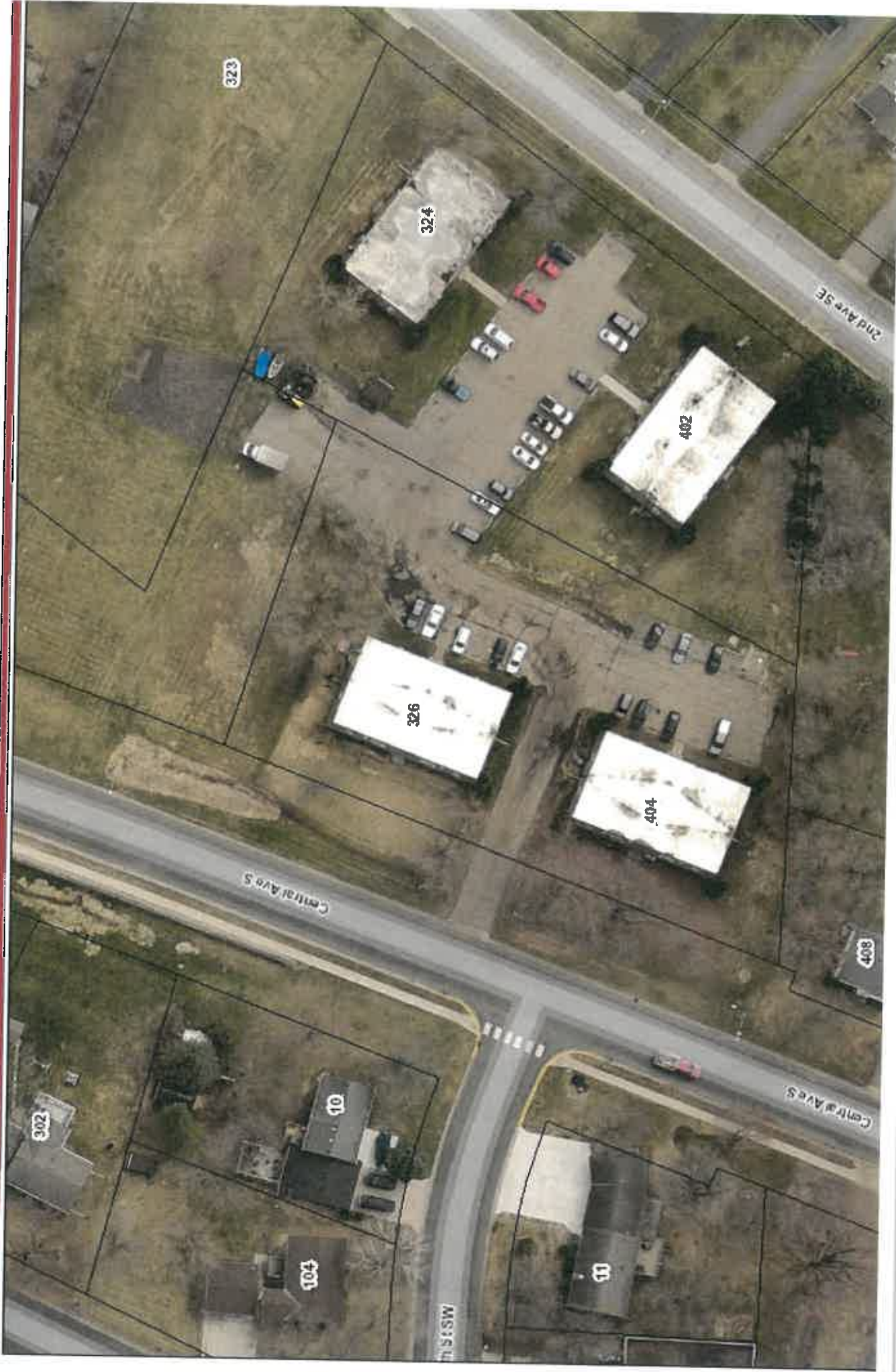


more than a place. it's home.

# CITY OF NORWOOD YOUNG AMERICA

## Young America Apartments

Map Date: 11/19/2020







October 18, 2018

It is once again time to start thinking about renewing the license on your rental property in Norwood Young America. The next licensing period is from January 1, 2019 through December 31, 2021.

Enclosed you will find an application for your Rental Dwelling License. Please take the following steps in renewing your rental license(s):

1. Fill out the application and return to the Norwood Young America City Office along with the appropriate application fees. If you own more than one rental property, please fill out a separate application for each address. Separate fees apply for each application.
2. Once the application and fee is on file with the City, it is your responsibility to call Metro West at (763) 479-1720 to schedule an inspection. Inspections should be scheduled at least 24 hours in advance. In order to allow adequate time for all inspections by the January 1<sup>st</sup> deadline, we ask that you please do this by no later than November 21<sup>st</sup>, if possible.
3. Should any inspections be required beyond the initial rental inspection, please follow-up with Metro West as necessary to complete these by the deadline.
4. Once the rental inspector finds the rental dwelling to be in compliance with the City's Rental Ordinance a license will be issued and mailed to the property owner.

Although encouraged, it is not required for the property owner to be on-site for the inspection(s). However, there needs to be someone available on-site to allow the inspector access. Your application fee covers the initial inspection and one follow-up inspection, if necessary. Any inspections beyond this are a regular inspection fee of \$45.00 per inspection.

If you no longer use this property for rental, or feel you have received this notice in error, please contact the City so we may update our records. If we do not hear from you we will assume you fall under the requirements of the Rental Housing Ordinance and follow-up will be done as necessary. Thank you for your cooperation regarding this matter.

Sincerely,

Steve Helget  
City Administrator

Enclosure: Rental Dwelling Application  
Tenant Contact Form

*Norwood Young America*



December 3, 2018

**RE: SECOND NOTICE: Rental Dwelling License**

Dear Property Owner:

City records indicate that you may own a rental property in Norwood Young America. A notice was mailed to you on October 18, 2018, and to date our records indicate that you have not yet obtained a rental dwelling license. Please take the following steps to obtain your rental license(s):

1. Fill out the application and return to the Norwood Young America City Office along with the appropriate application fees. If you own more than one rental property, please fill out a separate application for each. Separate fees apply for each application.
2. Once the fee is paid and the application is on file with the City, please call Metro West Inspection Services at (763) 479-1720 to schedule an inspection. Inspections should be scheduled at least 24 hours in advance.
3. Should any inspections be required beyond the initial rental inspection, please follow-up with the rental inspector as necessary.
4. Once the rental inspector finds the rental dwelling to be in compliance with the City's Rental Ordinance a license will be issued and mailed to the property owner.

Although encouraged, it is not required for the property owner to be on-site for the inspection(s). However, there should be someone available on-site to allow the inspector access.

Failure to obtain a current license by December 31, 2018 may result in fines including but not limited to, an unlicensed fee of \$250.00, plus \$10.00 per unit per day each and every day thereafter until a license is obtained.

If you feel you have received this notice in error, please contact the City so we may update our records. If you have any questions, please feel free to contact me at (952) 467-1800.

Thank you for your cooperation.

Sincerely,

Steve Helget  
City Administrator

*Norwood Young America*



 **COPY**

NYA Apartments  
P.O. Box 580792  
Minneapolis, MN 55458

RE: Notice Of Public Hearing On Assessments For Delinquent Invoices and Utility Bills

Notice is hereby given that a public hearing regarding the assessment of delinquent invoices and utility bills is scheduled for the City Council meeting on Monday, October 28, 2019, at 6:00pm, or soon thereafter. The meeting will take place in the Council Chambers of City Hall located at 310 Elm Street West, Norwood Young America, MN 55368.

The proposed assessment roll is on file with the City Clerk and open to public inspection. Legal descriptions are on file in the office of the City Clerk and include every lot, piece, or parcel of land with delinquent invoices. Written or oral objections will be considered at the hearing. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be assessed against your property, Property Identification Number: 58.7280660, includes the amount due of \$1780, plus any amount that becomes delinquent prior to the hearing, plus an administrative/certification fee of \$30.00. The assessment will also include an 8% interest charge.

No administrative/certification fee or interest will be charged if the entire amount due is paid in full by November 15, 2019, prior to submission to the County Auditor.

DATED: October 15, 2019

By order of the City Council of the City of Norwood Young America, Minnesota.

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

*Norwood Young America*

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)

## City of Norwood Young America

Address: 310 Elm Street West  
PO Box 59  
Norwood Young America, MN 55368

Phone: 952-467-1800  
Fax: 952-467-1818  
Email: info@cityofnya.com

### Statement

Statement #: NYA201906  
Date: June 14, 2019  
PID: 58.7280660

Bill To: Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

Remittance Amount Enclosed:

Date	Type	Invoice #	Description	Amount	Payment	Balance
1/8/2019		2019-026	Maintaining a rental without a license	\$1,780.00		\$1,780.00
3/15/2019		2019-056	Maintaining a rental without a license	\$10,560.00		\$10,560.00
5/1/2019		2019-069	Maintaining a rental without a license	\$7,360.00		\$7,360.00
6/6/2019		2019-082	Maintaining a rental without a license	\$5,760.00		\$5,760.00
Total						\$25,460.00

Terms: Payment due upon receipt. Any unpaid invoices will be certified to the County Auditor.

REMITTANCE	
Customer Name:	Norwood Young America Apartments
PID:	58.728066
Statement #:	NYA201906
Date:	6/14/2019
Amount Due:	\$ 25,460.00
Amount Enclosed:	



# INVOICE

DATE: January 8, 2019  
INVOICE #: 2019-026  
FOR: Rental Dwelling  
PID: 58.7280660

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
<b>326 Central Ave S</b>	
Unlicensed fee - maintaining a rental without a valid license	\$250.00
\$10/unit/day non-licensure fine	\$640.00
<b>404 Central Ave S</b>	
Unlicensed fee - maintaining a rental without a valid license	\$250.00
\$10/unit/day non-licensure fine	\$640.00
<i>This invoice reflects charges through January 8, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
<b>PAST DUE</b> <i>Naked 318-19</i>	
<b>TOTAL</b>	<b>\$1,780.00</b>

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.



# INVOICE

DATE: January 8, 2019  
INVOICE #: 2019-026  
FOR: Rental Dwelling  
PID: 58.7280660

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
<b>326 Central Ave S</b>	
Unlicensed fee - maintaining a rental without a valid license	\$250.00
\$10/unit/day non-licensure fine	\$640.00
<b>404 Central Ave S</b>	
Unlicensed fee - maintaining a rental without a valid license	\$250.00
\$10/unit/day non-licensure fine	\$640.00
<i>This invoice reflects charges through January 8, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
<b>TOTAL</b>	<b>\$1,780.00</b>

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.



NYA Apartments  
P.O. Box 580792  
Minneapolis, MN 55458

 **COPY**

**RE: Notice Of Public Hearing On Assessments For Delinquent Invoices and Utility Bills**

Notice is hereby given that a public hearing regarding the assessment of delinquent invoices and utility bills is scheduled for the City Council meeting on Monday, October 28, 2019, at 6:00pm, or soon thereafter. The meeting will take place in the Council Chambers of City Hall located at 310 Elm Street West, Norwood Young America, MN 55368.

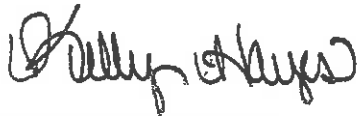
The proposed assessment roll is on file with the City Clerk and open to public inspection. Legal descriptions are on file in the office of the City Clerk and include every lot, piece, or parcel of land with delinquent invoices. Written or oral objections will be considered at the hearing. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be assessed against your property, Property Identification Number: 58.7280670, includes the amount due of \$5760, plus any amount that becomes delinquent prior to the hearing, plus an administrative/certification fee of \$30.00. The assessment will also include an 8% interest charge.

No administrative/certification fee or interest will be charged if the entire amount due is paid in full by November 15, 2019, prior to submission to the County Auditor.

DATED: October 15, 2019

By order of the City Council of the City of Norwood Young America, Minnesota.



Kelly Hayes, City Clerk/Treasurer

**Norwood Young America**

310 Elm Street West PO Box 59 -- Norwood Young America, MN 55368 -- (952)467-1800 -- [www.cityofnya.com](http://www.cityofnya.com)



# INVOICE

DATE: June 6, 2019  
INVOICE #: 2019-082  
FOR: Rental Dwelling  
PID: 58.7280660

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
326 Central Ave S	
\$10/unit/day non-licensure fine	\$2,880.00
404 Central Ave S	
\$10/unit/day non-licensure fine	\$2,880.00
<i>This invoice reflects charges through May 1 thru June 5, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
TOTAL	\$5,760.00

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.





NYA Apartments  
P.O. Box 580792  
Minneapolis, MN 55458

 **COPY**

RE: Notice Of Public Hearing On Assessments For Delinquent Invoices and Utility Bills

Notice is hereby given that a public hearing regarding the assessment of delinquent invoices and utility bills is scheduled for the City Council meeting on Monday, October 28, 2019, at 6:00pm, or soon thereafter. The meeting will take place in the Council Chambers of City Hall located at 310 Elm Street West, Norwood Young America, MN 55368.

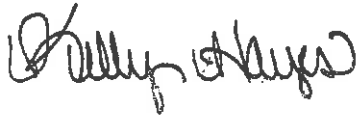
The proposed assessment roll is on file with the City Clerk and open to public inspection. Legal descriptions are on file in the office of the City Clerk and include every lot, piece, or parcel of land with delinquent invoices. Written or oral objections will be considered at the hearing. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be assessed against your property, Property Identification Number: 58.7280660, includes the amount due of \$5760, plus any amount that becomes delinquent prior to the hearing, plus an administrative/certification fee of \$30.00. The assessment will also include an 8% interest charge.

No administrative/certification fee or interest will be charged if the entire amount due is paid in full by November 15, 2019, prior to submission to the County Auditor.

DATED: October 15, 2019

By order of the City Council of the City of Norwood Young America, Minnesota.



Kelly Hayes, City Clerk/Treasurer

*Norwood Young America*

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)



# INVOICE

DATE: June 6, 2019  
INVOICE #: 2019-083  
FOR: Rental Dwelling  
PID: 58.7280670

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
324 Central Ave S	
\$10/unit/day non-licensure fine	
	\$2,880.00
402 Central Ave S	
\$10/unit/day non-licensure fine	
	\$2,880.00
<i>This invoice reflects charges through May 1 thru June 5, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
TOTAL	\$5,760.00

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.



 **COPY**

NYA Apartments  
P.O. Box 580792  
Minneapolis, MN 55458

**RE: Notice Of Public Hearing On Assessments For Delinquent Invoices and Utility Bills**

Notice is hereby given that a public hearing regarding the assessment of delinquent invoices and utility bills is scheduled for the City Council meeting on Monday, October 28, 2019, at 6:00pm, or soon thereafter. The meeting will take place in the Council Chambers of City Hall located at 310 Elm Street West, Norwood Young America, MN 55368.

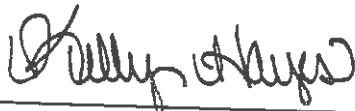
The proposed assessment roll is on file with the City Clerk and open to public inspection. Legal descriptions are on file in the office of the City Clerk and include every lot, piece, or parcel of land with delinquent invoices. Written or oral objections will be considered at the hearing. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be assessed against your property, Property Identification Number: 58.7280670, includes the amount due of \$1780, plus any amount that becomes delinquent prior to the hearing, plus an administrative/certification fee of \$30.00. The assessment will also include an 8% interest charge.

No administrative/certification fee or interest will be charged if the entire amount due is paid in full by November 15, 2019, prior to submission to the County Auditor.

**DATED: October 15, 2019**

By order of the City Council of the City of Norwood Young America, Minnesota.



Kelly Hayes, City Clerk/Treasurer

**Norwood Young America**

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)

## City of Norwood Young America

Address: 310 Elm Street West  
PO Box 59  
Norwood Young America, MN 55368

Phone: 952-467-1800  
Fax: 952-467-1818  
Email: info@cityofnya.com

### Statement

Statement #: NYA201905  
Date: June 14, 2019  
PID: 58.7280670

Bill To: Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

Remittance Amount Enclosed:

Date	Type	Invoice #	Description	Amount	Payment	Balance
1/8/2019		2019-027	Maintaining a rental without a license	\$1,780.00		\$1,780.00
3/15/2019		2019-057	Maintaining a rental without a license	\$10,560.00		\$10,560.00
5/1/2019		2019-070	Maintaining a rental without a license	\$7,360.00		\$7,360.00
6/6/2019		2019-083	Maintaining a rental without a license	\$5,760.00		\$5,760.00
Total						\$25,460.00

Terms: Payment due upon receipt. Any unpaid invoices will be certified to the County Auditor.

REMITTANCE	
Customer Name:	Norwood Young America Apartments
PID:	58.728067
Statement #:	NYA201905
Date:	6/14/2019
Amount Due:	\$ 25,460.00
Amount Enclosed:	



# INVOICE

DATE: January 8, 2019  
INVOICE #: 2019-027  
FOR: Rental Dwelling  
PID: 58.7280670

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
<b>324 Central Ave S</b>	
Unlicensed fee - maintaining a rental without a valid license	\$250.00
\$10/unit/day non-licensure fine	\$640.00
<b>402 Central Ave S</b>	
Unlicensed fee - maintaining a rental without a valid license	\$250.00
\$10/unit/day non-licensure fine	\$640.00
<i>This invoice reflects charges through January 8, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
<b>TOTAL</b>	<b>\$1,780.00</b>

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.



# INVOICE

DATE:  
INVOICE #:  
FOR:  
PID:

January 8, 2019  
2019-027  
Rental Dwelling  
**58.7280670**

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
<b>324 Central Ave S</b>	
Unlicensed fee - maintaining a rental without a valid license	\$250.00
\$10/unit/day non-licensure fine	\$640.00
<b>402 Central Ave S</b>	
Unlicensed fee - maintaining a rental without a valid license	\$250.00
\$10/unit/day non-licensure fine	\$640.00
<i>This invoice reflects charges through January 8, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
<b>TOTAL</b>	<b>\$1,780.00</b>

PAST DUE  
Mailed 3-18-19

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.



 **COPY**

NYA Apartments  
P.O. Box 580792  
Minneapolis, MN 55458

RE: Notice Of Public Hearing On Assessments For Delinquent Invoices and Utility Bills

Notice is hereby given that a public hearing regarding the assessment of delinquent invoices and utility bills is scheduled for the City Council meeting on Monday, October 28, 2019, at 6:00pm, or soon thereafter. The meeting will take place in the Council Chambers of City Hall located at 310 Elm Street West, Norwood Young America, MN 55368.

The proposed assessment roll is on file with the City Clerk and open to public inspection. Legal descriptions are on file in the office of the City Clerk and include every lot, piece, or parcel of land with delinquent invoices. Written or oral objections will be considered at the hearing. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be assessed against your property, Property Identification Number: 58.7280670, includes the amount due of \$10560, plus any amount that becomes delinquent prior to the hearing, plus an administrative/certification fee of \$30.00. The assessment will also include an 8% interest charge.

No administrative/certification fee or interest will be charged if the entire amount due is paid in full by November 15, 2019, prior to submission to the County Auditor.

DATED: October 15, 2019

By order of the City Council of the City of Norwood Young America, Minnesota.



Kelly Hayes, City Clerk/Treasurer

*Norwood Young America*

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)



# INVOICE

DATE: March 15, 2019  
INVOICE #: 2019-057  
FOR: Rental Dwelling  
PID: 58.7280670

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
324 Central Ave S	
\$10/unit/day non-licensure fine	\$5,280.00
402 Central Ave S	
\$10/unit/day non-licensure fine	\$5,280.00
<i>This invoice reflects charges through March 15, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
TOTAL	\$10,560.00

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.





 **COPY**

NYA Apartments  
P.O. Box 580792  
Minneapolis, MN 55458

RE: Notice Of Public Hearing On Assessments For Delinquent Invoices and Utility Bills

Notice is hereby given that a public hearing regarding the assessment of delinquent invoices and utility bills is scheduled for the City Council meeting on Monday, October 28, 2019, at 6:00pm, or soon thereafter. The meeting will take place in the Council Chambers of City Hall located at 310 Elm Street West, Norwood Young America, MN 55368.

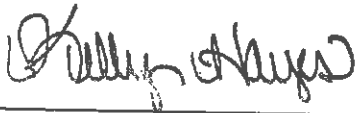
The proposed assessment roll is on file with the City Clerk and open to public inspection. Legal descriptions are on file in the office of the City Clerk and include every lot, piece, or parcel of land with delinquent invoices. Written or oral objections will be considered at the hearing. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be assessed against your property, Property Identification Number: 58.7280670, includes the amount due of \$7360, plus any amount that becomes delinquent prior to the hearing, plus an administrative/certification fee of \$30.00. The assessment will also include an 8% interest charge.

No administrative/certification fee or interest will be charged if the entire amount due is paid in full by November 15, 2019, prior to submission to the County Auditor.

DATED: **October 15, 2019**

By order of the City Council of the City of Norwood Young America, Minnesota.



Kelly Hayes, City Clerk/Treasurer

*Norwood Young America*

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)



# INVOICE

DATE:  
INVOICE #:  
FOR:  
PID:

May 2, 2019  
2019-070  
Rental Dwelling  
58.7280670

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
324 Central Ave S	
\$10/unit/day non-licensure fine	\$3,680.00
402 Central Ave S	
\$10/unit/day non-licensure fine	\$3,680.00
<i>This invoice reflects charges through April 30, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
<b>TOTAL</b>	<b>\$7,360.00</b>

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.



NYA Apartments  
P.O. Box 580792  
Minneapolis, MN 55458

RE: Notice Of Public Hearing On Assessments For Delinquent Invoices and Utility Bills

Notice is hereby given that a public hearing regarding the assessment of delinquent invoices and utility bills is scheduled for the City Council meeting on Monday, October 28, 2019, at 6:00pm, or soon thereafter. The meeting will take place in the Council Chambers of City Hall located at 310 Elm Street West, Norwood Young America, MN 55368.

The proposed assessment roll is on file with the City Clerk and open to public inspection. Legal descriptions are on file in the office of the City Clerk and include every lot, piece, or parcel of land with delinquent invoices. Written or oral objections will be considered at the hearing. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be assessed against your property, Property Identification Number: 58.7280670, includes the amount due of \$1780, plus any amount that becomes delinquent prior to the hearing, plus an administrative/certification fee of \$30.00. The assessment will also include an 8% interest charge.

No administrative/certification fee or interest will be charged if the entire amount due is paid in full by November 15, 2019, prior to submission to the County Auditor.

DATED: October 15, 2019

By order of the City Council of the City of Norwood Young America, Minnesota.

Kelly Hayes, City Clerk/Treasurer

*Norwood Young America*

310 Elm Street West PO Box 59 ~ Norwood Young America, MN 55368 ~ (952)467-1800 ~ [www.cityofnya.com](http://www.cityofnya.com)



# INVOICE

DATE:  
INVOICE #:  
FOR:  
PID:

January 8, 2019  
2019-026  
Rental Dwelling  
58.7280660

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
<b>326 Central Ave S</b>	
Unlicensed fee - maintaining a rental without a valid license	\$250.00
\$10/unit/day non-licensure fine	\$640.00
<b>404 Central Ave S</b>	
Unlicensed fee - maintaining a rental without a valid license	\$250.00
\$10/unit/day non-licensure fine	\$640.00
<i>This invoice reflects charges through January 8, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
<b>PAST DUE</b> <i>Mailed 3/18/19</i>	
<b>TOTAL</b>	<b>\$1,780.00</b>

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.

## City of Norwood Young America

Address: 310 Elm Street West  
PO Box 59  
Norwood Young America, MN 55368

Phone: 952-467-1800  
Fax: 952-467-1818  
Email: info@cityofnya.com

### Statement

Statement #: NYA201906  
Date: June 14, 2019  
PID: 58.7280660

Bill To: Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458


Remittance Amount Enclosed:

Date	Type	Invoice #	Description	Amount	Payment	Balance
1/8/2019		2019-026	Maintaining a rental without a license	\$1,780.00		\$1,780.00
3/15/2019		2019-056	Maintaining a rental without a license	\$10,560.00		\$10,560.00
5/1/2019		2019-069	Maintaining a rental without a license	\$7,360.00		\$7,360.00
6/6/2019		2019-082	Maintaining a rental without a license	\$5,760.00		\$5,760.00
Total						\$25,460.00

Terms: Payment due upon receipt. Any unpaid invoices will be certified to the County Auditor.

REMITTANCE	
Customer Name:	Norwood Young America Apartments
PID:	58.728066
Statement #:	NYA201906
Date:	6/14/2019
Amount Due:	\$ 25,460.00
Amount Enclosed:	



 **COPY**

NYA Apartments  
P.O. Box 580792  
Minneapolis, MN 55458

RE: Notice Of Public Hearing On Assessments For Delinquent Invoices and Utility Bills

Notice is hereby given that a public hearing regarding the assessment of delinquent invoices and utility bills is scheduled for the City Council meeting on Monday, October 28, 2019, at 6:00pm, or soon thereafter. The meeting will take place in the Council Chambers of City Hall located at 310 Elm Street West, Norwood Young America, MN 55368.

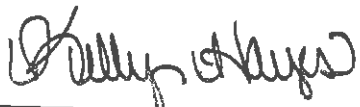
The proposed assessment roll is on file with the City Clerk and open to public inspection. Legal descriptions are on file in the office of the City Clerk and include every lot, piece, or parcel of land with delinquent invoices. Written or oral objections will be considered at the hearing. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be assessed against your property, Property Identification Number: 58.7280660, includes the amount due of \$7360, plus any amount that becomes delinquent prior to the hearing, plus an administrative/certification fee of \$30.00. The assessment will also include an 8% interest charge.

No administrative/certification fee or interest will be charged if the entire amount due is paid in full by November 15, 2019, prior to submission to the County Auditor.

DATED: October 15, 2019

By order of the City Council of the City of Norwood Young America, Minnesota.

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

*Norwood Young America*

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)



# INVOICE

DATE: May 2, 2019  
INVOICE #: 2019-069  
FOR: Rental Dwelling  
PID: 58.7280660

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
326 Central Ave S	
\$10/unit/day non-licensure fine	\$3,680.00
404 Central Ave S	
\$10/unit/day non-licensure fine	\$3,680.00
<i>This invoice reflects charges through April 30, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
<b>TOTAL</b>	<b>\$7,360.00</b>

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.



# INVOICE

DATE:  
INVOICE #:  
FOR:  
PID:

May 2, 2019  
2019-069  
Rental Dwelling  
58.7280660

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
326 Central Ave S	
\$10/unit/day non-licensure fine	
	\$3,680.00
404 Central Ave S	
\$10/unit/day non-licensure fine	
	\$3,680.00
<i>This invoice reflects charges through April 30, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
<b>TOTAL</b>	<b>\$7,360.00</b>

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.





COPY

NYA Apartments  
P.O. Box 580792  
Minneapolis, MN 55458

RE: Notice Of Public Hearing On Assessments For Delinquent Invoices and Utility Bills

Notice is hereby given that a public hearing regarding the assessment of delinquent invoices and utility bills is scheduled for the City Council meeting on Monday, October 28, 2019, at 6:00pm, or soon thereafter. The meeting will take place in the Council Chambers of City Hall located at 310 Elm Street West, Norwood Young America, MN 55368.

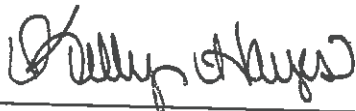
The proposed assessment roll is on file with the City Clerk and open to public inspection. Legal descriptions are on file in the office of the City Clerk and include every lot, piece, or parcel of land with delinquent invoices. Written or oral objections will be considered at the hearing. Adoption by the Council of the proposed assessment may occur at the hearing.

The amount to be assessed against your property, Property Identification Number: 58.7280660, includes the amount due of \$10560, plus any amount that becomes delinquent prior to the hearing, plus an administrative/certification fee of \$30.00. The assessment will also include an 8% interest charge.

No administrative/certification fee or interest will be charged if the entire amount due is paid in full by November 15, 2019, prior to submission to the County Auditor.

DATED: October 15, 2019

By order of the City Council of the City of Norwood Young America, Minnesota.



Kelly Hayes, City Clerk/Treasurer

*Norwood Young America*

310 Elm Street West PO Box 59 – Norwood Young America, MN 55368 – (952)467-1800 – [www.cityofnya.com](http://www.cityofnya.com)



# INVOICE

DATE: March 15, 2019  
INVOICE #: 2019-056  
FOR: Rental Dwelling  
PID: 58.7280660

**BILL TO:**

Norwood Young America Apartments  
PO Box 580792  
Minneapolis, MN 55458

**REMIT TO:**

City of Norwood Young America  
310 Elm Street West - PO Box 59  
Norwood Young America, MN 55368

*Terms: Payment due upon receipt.*

DESCRIPTION	AMOUNT
326 Central Ave S	
\$10/unit/day non-licensure fine	\$5,280.00
404 Central Ave S	
\$10/unit/day non-licensure fine	\$5,280.00
<i>This invoice reflects charges through March 15, 2019. Please add an additional \$10.00 per unit per day until rental property is in compliance</i>	
TOTAL	\$10,560.00

If you have any questions concerning this invoice, contact Steve 952-467-1800  
Any invoice not paid in full will be certified to the county auditor.

License Fee: No Charge

Inspection Fee: 136<sup>00</sup>

License No. RD18-108

## RENTAL DWELLING LICENSE

*City of Norwood Young America*

County of Carver  
State of Minnesota

WHEREAS, NYA Apartments LLC, for the property located at 402 Central Ave S., has paid the sum of \$ 136<sup>00</sup> to the *City of Norwood Young America* as required by Section 350 of the *Norwood Young America City Code* and complied with all the requirements of said Ordinance necessary for obtaining this License;

NOW, THEREFORE, by order of the Norwood Young America City Council, and by virtue hereof, the said NYA Apartments is hereby issued a Rental Dwelling License for the property identified above for the period of 3-10-2020 to 12-31-2021, subject to all the conditions and provisions of said Ordinance.

Witness the governing body of the *City of Norwood Young America* this 19 day of March, 2020.

*City of Norwood Young America*

Eloise Swanson

City Official

**Norwood Young America**

more than a place, it's home.

**2019-2021 RENTAL DWELLING  
LICENSE APPLICATION**

City of Norwood Young America  
310 Elm St. W., PO Box 59  
Norwood Young America MN 55368-0059  
Phone 952-467-1800 Fax 952-467-1818

Rental Site Address: 402 405 Central Ave S Number Units: 8  
Owner's Name: Norwood Young America LLC  
Owner's Home Address: P.O. Box 580792  
Minneapolis, MN 55458-0792  
Owner's Home Phone \_\_\_\_\_ Owner's Cell/Work Phone 612 269 7456

I, the undersigned owner of the rental property listed above, agree to the rules and regulations of the Norwood Young America Rental Housing License Ordinance as stated in Section 350 of the City Code.

Owner Signature [Signature] Date 1-3-19

**\*ON THE ATTACHED FORM PLEASE PROVIDE THE NAME AND CONTACT INFORMATION FOR THE PRINCIPAL RESIDENT OF EACH DWELLING UNIT.**

City of NYA Rental Inspection Fees: \$54.00 minimum charge  
3-5 units \$18.00 per unit  
6-10 units \$17.00 per unit  $\times 8 = 136$   
11-20 units \$15.75 per unit  
21-40 units \$14.75 per unit  
41-100 units \$13.50 per unit  
101-200 units \$12.50 per unit  
200+ units \$11.25 per unit

**CITY OFFICE USE ONLY**

Type of Application: New \_\_\_\_\_ Renew X Amount Paid \$136.00 Date Paid 1-7-19  
Inspection Date(s): 1-24-2019 Inspected By: Dave Nelson  
Inspection Pass Date: 3-10-2020 Comments: \_\_\_\_\_  
License Issued Date: 3-19-2020 License Number: RD18-108

# INSPECTION NOTICE

CITY OF

NYC

DATE

TIME

CALLED-IN

SCHEDULED

PERMIT NO.

RENTAL

COMPLETED

1-24-19

ADDRESS

402 CENTRAL AVE S

OWNER/CONTR.

- ☐ SITE INSPECTION
- ☐ CONC SLABS
- ☐ FOOTING
- ☐ POURED WALL
- ☐ FOUND. DRAINAGE
- ☐ FRAMING
- ☐ SHEATHING
- ☐ PLUMBING RI
- ☐ PLUMBING FINAL

- ☐ MECHANICAL RI
- ☐ MECHANICAL FINAL
- ☐ INSULATION
- ☐ RATED ASSEMBLY
- ☐ BUILDING FINAL
- ☐ SEPTIC INSTALL
- ☐ SEPTIC FINAL
- ☐ S & W HOOKUP
- ☐ GAS LINE MANOMETER

- ☐ REINSPECTION
- ☐ FOLLOW-UP
- ☐ COMPLAINT
- ☐ FIREPLACE
- ☐ SPRINKLER SYSTEM
- ☐
- ☐
- ☐
- ☐

COMMENTS:

\* Post Address to 402

104- LEAKY BATHROOM Faucet

103- OK

101- OK

102- OK

201- OK

202- OK

203- OK

204- BATHROOM - Complete Free Clean-up

WATER HEATER REGISTRATION

Corrected and Call for Reinspection

By FEB. 7, 2019

FURTHER CORRECTIONS MAY BE REQUIRED

☐ PERMIT FINALED

☐ WORK SATISFACTORY: PROCEED

☐ PHOTO TAKEN

☐ CORRECT WORK & PROCEED

☒ CORRECT WORK. CALL FOR REINSPECTION BEFORE COVERING

☐ CORRECT UNSAFE CONDITION IMMEDIATELY.

☐ STOP ORDER POSTED. CALL INSPECTOR

☐ INSPECTION REQUIRED. CALL TO ARRANGE ACCESS.

TO SCHEDULE YOUR INSPECTIONS

PLEASE CALL: (763) 479-1720

Metro West Inspection Services Inc.

Owner/Contr. on site:

DAVE/MARY 952 467 4004

Inspector:

Dave

CODE REQUIREMENTS ARE FOR YOUR PERSONAL HEALTH AND SAFETY!

# PROPERTY MAINTENANCE Check Sheet

8 units  
pd 136  
1-7-19

GENERAL INFORMATION: Requested by: \_\_\_\_\_

Type inspection: Special \_\_\_\_\_ Regular \_\_\_\_\_

Type Housing: Single Family \_\_\_\_\_ Duplex/2F \_\_\_\_\_

Unit built prior to 1978: Yes \_\_\_\_\_ No \_\_\_\_\_

Tenant: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Date of Request: \_\_\_\_\_ Lease Date: \_\_\_\_\_

4-plex \_\_\_\_\_

Apartment \_\_\_\_\_

Mobile home \_\_\_\_\_

(If both Yes, check paint)

Complex Name: \_\_\_\_\_

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

City: \_\_\_\_\_

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

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

NYA Apartments

402 Central Ave

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Work: \_\_\_\_\_

Check List:	P = pass F = fail I = inconclusive	OTHER ROOMS Room Code 1 Bedroom 2 Dining Room 3 Family Room 4 Hall 5 Other	HEALTH AND SAFETY	P	F	I
<b>LIVING ROOM</b> Living Room Present	P F I					
Electricity		Room Code	Access to unit / dwelling			
Electrical Hazards		Electricity	Fire Exits			
Security		Electrical hazards	Infestation - Evidence			
Window Condition		Security	Garbage / Debris			
Ceiling Condition		Window condition	Refuse disposal			
Wall Condition		Ceiling condition	Stairs / Halls			
Floor Condition		Wall condition	Interior hazards			
<del>Lead Paint</del>		Floor condition	Elevators			
<b>KITCHEN</b> Kitchen Area Present		<del>Lead paint</del>	Air quality interior			
Electricity		<b>SECONDARY ROOMS</b>	Site & neighborhood			
Electrical Hazards		None	Smoke detectors			
Security		Security	Exterior hazards			
Window Condition		Electrical hazards				
Ceiling Condition		Other hazards				
Wall Condition		<b>BUILDING EXTERIOR</b>				
Floor Condition		Foundation conditions				
<del>Lead Paint</del>		Stairs / rails / porches				
Stove/Range-Oven		Roof / gutters				
Refrigerator		Exterior surfaces				
Sink		Chimney				
Food Storage/Prep.		<del>Lead paint exterior surfaces</del>				
<b>BATHROOM</b> Bathroom Present		Fire doors				
Electricity		<b>HEATING AND PLUMBING</b>				
Electrical Hazards		Adequacy of heating equipment				
Security		Safety of heating equipment				
Window Condition		Ventilation / cooling				
Ceiling Condition		Water heater				
Wall Condition		Water supply				
Floor Condition		Plumbing				
<del>Lead Paint</del>		Sewer connection				
Flush Toilet - Enclosed in unit		<b>MAINTENANCE ITEMS:</b>				
Wash basin		CALL				
Tub/shower		INSPECTION DATE: 1-24-19				
Ventilation		CITY INSPECTOR: Dave H. H. H.				
		WHEN REPAIRS ARE DONE:				
		PASS DATE: 3-10-2020				

SUMMARY DECISION ON UNIT  
PASS - INCONCLUSIVE - FAIL

EXPLANATION FOR FAIL / INCONCLUSIVE RATING:

103 - OK

All corrections complete

in units 104 1204

License Fee: No Charge

Inspection Fee: 136<sup>00</sup>

License No. RD18-109

## RENTAL DWELLING LICENSE

*City of Norwood Young America*

County of Carver  
State of Minnesota

WHEREAS, NYA Apartments LLC, for the property located at 326 Central Ave. S., has paid the sum of \$ 136<sup>00</sup> to the *City of Norwood Young America* as required by Section 350 of the *Norwood Young America City Code* and complied with all the requirements of said Ordinance necessary for obtaining this License;

NOW, THEREFORE, by order of the Norwood Young America City Council, and by virtue hereof, the said NYA Apartments LLC is hereby issued a Rental Dwelling License for the property identified above for the period of 3-10-2020 to 12-31-2021, subject to all the conditions and provisions of said Ordinance.

Witness the governing body of the *City of Norwood Young America* this 19 day of March, 2020.

*City of Norwood Young America*

Eric Swanson  
City Official



## 2019-2021 RENTAL DWELLING LICENSE APPLICATION

City of Norwood Young America  
310 Elm St. W., PO Box 59  
Norwood Young America MN 55368-0059  
Phone 952-467-1800 Fax 952-467-1818

Rental Site Address: 326 Central Ave S Number Units: 8  
Owner's Name: Norwood Young America Apartments LLC  
Owner's Home Address: P.O. Box 580792  
Minneapolis, MN 55458-0792  
Owner's Home Phone \_\_\_\_\_ Owner's Cell/Work Phone 612 269 7456

I, the undersigned owner of the rental property listed above, agree to the rules and regulations of the Norwood Young America Rental Housing License Ordinance as stated in Section 350 of the City Code.

[Signature] chief manager 11/3/19  
Owner Signature Date

**\*ON THE ATTACHED FORM PLEASE PROVIDE THE NAME AND CONTACT INFORMATION FOR THE PRINCIPAL RESIDENT OF EACH DWELLING UNIT.**

City of NYA Rental Inspection Fees: \$54.00 minimum charge

3-5 units \$18.00 per unit

6-10 units \$17.00 per unit

11-20 units \$15.75 per unit

21-40 units \$14.75 per unit

41-100 units \$13.50 per unit

101-200 units \$12.50 per unit

200+ units \$11.25 per unit

$17.00 \times 8 = \$136.00$

### CITY OFFICE USE ONLY

Type of Application: New \_\_\_\_\_ Renew X Amount Paid \$136.00 Date Paid 1-7-19

Inspection Date(s): 1-24-2019 Inspected By: Dave Nelson

Inspection Pass Date: 3-10-20-20 Comments: \_\_\_\_\_

License Issued Date: 3-19-20 License Number: RD -18-109



# INSPECTION NOTICE

CITY OF NYA CALLED-IN \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_  
 PERMIT NO. RENTAL SCHEDULED \_\_\_\_\_  
 ADDRESS 326 CENTRAL AVE S COMPLETED 1-24-19

OWNER/CONTR. \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> SITE INSPECTION | <input type="checkbox"/> MECHANICAL RI      | <input type="checkbox"/> REINSPECTION     |
| <input type="checkbox"/> CONC SLABS      | <input type="checkbox"/> MECHANICAL FINAL   | <input type="checkbox"/> FOLLOW-UP        |
| <input type="checkbox"/> FOOTING         | <input type="checkbox"/> INSULATION         | <input type="checkbox"/> COMPLAINT        |
| <input type="checkbox"/> POURED WALL     | <input type="checkbox"/> RATED ASSEMBLY     | <input type="checkbox"/> FIREPLACE        |
| <input type="checkbox"/> FOUND. DRAINAGE | <input type="checkbox"/> BUILDING FINAL     | <input type="checkbox"/> SPRINKLER SYSTEM |
| <input type="checkbox"/> FRAMING         | <input type="checkbox"/> SEPTIC INSTALL     | <input type="checkbox"/> _____            |
| <input type="checkbox"/> SHEATHING       | <input type="checkbox"/> SEPTIC FINAL       | <input type="checkbox"/> _____            |
| <input type="checkbox"/> PLUMBING RI     | <input type="checkbox"/> S & W HOOKUP       | <input type="checkbox"/> _____            |
| <input type="checkbox"/> PLUMBING FINAL  | <input type="checkbox"/> GAS LINE MANOMETER | <input type="checkbox"/> _____            |

## COMMENTS:

~~FOUND DOOR WEATHER STRIPPING~~  
~~201 - POOR SCREEN~~  
 204 - DAMAGED BEDROOM CEILING  
  
 Corrected & call for REINSPECTION  
 BY FEBRUARY 7, 2019

## FURTHER CORRECTIONS MAY BE REQUIRED

- |   |   |
|---|---|
| <input type="checkbox"/> WORK SATISFACTORY: PROCEED                                     | <input type="checkbox"/> PERMIT FINALED |
| <input type="checkbox"/> CORRECT WORK & PROCEED   | <input type="checkbox"/> PHOTO TAKEN    |
| <input checked="" type="checkbox"/> CORRECT WORK. CALL FOR REINSPECTION BEFORE COVERING |   |
| <input type="checkbox"/> CORRECT UNSAFE CONDITION IMMEDIATELY.                          |   |
| <input type="checkbox"/> STOP ORDER POSTED. CALL INSPECTOR                              |   |
| <input type="checkbox"/> INSPECTION REQUIRED. CALL TO ARRANGE ACCESS.                   |   |

## TO SCHEDULE YOUR INSPECTIONS

PLEASE CALL: (763) 479-1720

Metro West Inspection Services Inc.

Owner/Contr. on site: \_\_\_\_\_

Inspector: Dave W.

CODE REQUIREMENTS ARE FOR YOUR PERSONAL HEALTH AND SAFETY!

# PROPERTY MAINTENANCE

## Check Sheet

GENERAL INFORMATION: Requested by: \_\_\_\_\_

Type inspection: Special \_\_\_\_\_ Regular \_\_\_\_\_

Type Housing: Single Family \_\_\_\_\_ Duplex/2F \_\_\_\_\_

Unit built prior to 1978: Yes \_\_\_\_\_ No \_\_\_\_\_

Tenant: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Date of Request: \_\_\_\_\_ Lease Date: \_\_\_\_\_

4-plex \_\_\_\_\_

Apartment \_\_\_\_\_

Mobile home \_\_\_\_\_

Children under 7: Yes \_\_\_\_\_ No \_\_\_\_\_

(If both Yes, check paint)

Complex Name: NYA Apartments (Gibbs)

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

City: 326 Central Ave S Zip: \_\_\_\_\_

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

Work: \_\_\_\_\_

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

Units  
pd 136  
1-7-19

Check List:	P = pass F = fail I = inconclusive	OTHER ROOMS Room Code 1 Bedroom 2 Dining Room 3 Family Room 4 Halls 5 Other	HEALTH AND SAFETY	P	F	I
<b>LIVING ROOM</b> Living Room Present	P F I					
Electricity		Room Code	Access to unit / dwelling			
Electrical Hazards		Electricity	Fire Exits			
Security		Electrical hazards	Infestation - Evidence			
Window Condition		Security	Garbage / Debris			
Ceiling Condition		Window condition	Refuse disposal			
Wall Condition		Ceiling condition	Stairs / Halls			
Floor Condition		Wall condition	Interior hazards			
Lead-Paint		Floor condition	Elevators			
<b>KITCHEN</b> Kitchen Area Present		Lead-paint	Air quality - interior			
Electricity		<b>SECONDARY ROOMS</b>	Site & neighborhood			
Electricity Hazards		None	Smoke detectors			
Security		Security	Exterior hazards			
Window Condition		Electrical hazards				
Ceiling Condition		Other hazards				
Wall Condition		<b>BUILDING EXTERIOR</b>				
Floor Condition		Foundation conditions				
Lead-Paint		Stairs / rails / porches				
Stove/Range-Oven		Roof / gutters				
Refrigerator		Exterior surfaces				
Sink		Chimney				
Food Storage/Prep.		Lead paint exterior surfaces				
<b>BATHROOM</b> Bathroom Present		Tie-downs				
Electricity		<b>HEATING AND PLUMBING</b>				
Electricity Hazards		Adequacy of heating equipment				
Security		Safety of heating equipment				
Window Condition		Ventilation / cooling				
Ceiling Condition		Water heater				
Wall Condition		Water supply				
Floor Condition		Plumbing				
Lead-Paint		Sewer connection				
Flush Toilet - Enclosed in unit		<b>MAINTENANCE ITEMS:</b>				
Wash basin		CALL				
Tub/shower		INSPECTION DATE: <u>1-24-18</u>				
Ventilation		CITY INSPECTOR: <u>DAVID A. LEON</u>				
		WHEN REPAIRS ARE DONE				
		PASS DATE: <u>3-10-2026</u>				

SUMMARY DECISION ON UNIT  
PASS - INCONCLUSIVE - FAIL

EXPLANATION FOR FAIL / INCONCLUSIVE RATING:

101 - OK  
102 - OK  
103 - OK  
104 - OK  
201 - LOOSE SCREEN  
202 - OK  
203 - OK  
204 - DAMAGED BEDROOM  
CELLING  
DENTHER STRIPPING  
MAIN DOOR  
CORRECTIONS COMPLETE

License Fee: No Charge

License No. RD18-110

Inspection Fee: 136<sup>00</sup>

## RENTAL DWELLING LICENSE

*City of Norwood Young America*

County of Carver  
State of Minnesota

WHEREAS, NYA Apartments LLC, for the property located at 324 Central Ave S, has paid the sum of \$ 136<sup>00</sup> to the *City of Norwood Young America* as required by Section 350 of the *Norwood Young America City Code* and complied with all the requirements of said Ordinance necessary for obtaining this License;

NOW, THEREFORE, by order of the Norwood Young America City Council, and by virtue hereof, the said NYA Apartments LLC is hereby issued a Rental Dwelling License for the property identified above for the period of 3-19-2020 to 12-31-2021, subject to all the conditions and provisions of said Ordinance.

Witness the governing body of the City of Norwood Young America  
this 19 day of March, 2020.

*City of Norwood Young America*

Elnie Swanson  
City Official



## 2019-2021 RENTAL DWELLING LICENSE APPLICATION

City of Norwood Young America  
310 Elm St. W., PO Box 59  
Norwood Young America MN 55368-0059  
Phone 952-467-1800 Fax 952-467-1818

Rental Site Address: 324  
321 Central Ave. S. Number Units: 8

Owner's Name: Norwood Young America Apartments LLC

Owner's Home Address: P.O. Box 580792  
Minneapolis, MN 55458-0792

Owner's Home Phone \_\_\_\_\_ Owner's Cell/Work Phone 612 269 7456

I, the undersigned owner of the rental property listed above, agree to the rules and regulations of the Norwood Young America Rental Housing License Ordinance as stated in Section 350 of the City Code.

[Signature] chief manager 1-3-19  
Owner Signature \_\_\_\_\_ Date \_\_\_\_\_

**\*ON THE ATTACHED FORM PLEASE PROVIDE THE NAME AND CONTACT INFORMATION FOR THE PRINCIPAL RESIDENT OF EACH DWELLING UNIT.**

City of NYA Rental Inspection Fees: \$54.00 minimum charge

3-5 units	\$18.00 per unit
6-10 units	\$17.00 per unit
11-20 units	\$15.75 per unit
21-40 units	\$14.75 per unit
41-100 units	\$13.50 per unit
101-200 units	\$12.50 per unit
200+ units	\$11.25 per unit

$17.00 \times 4 = 68.00$   
 $68.00 + 54.00 = 122.00$

### CITY OFFICE USE ONLY

Type of Application: New \_\_\_\_\_ Renew X Amount Paid \$136.00 Date Paid 1-7-19

Inspection Date(s): 1-24-19 Inspected By: \_\_\_\_\_

Inspection Pass Date: 3-10-20 Comments: \_\_\_\_\_

License Issued Date: 3-19-20 License Number: RD18-110

# INSPECTION NOTICE

CITY OF NVA CALLED-IN \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_  
 PERMIT NO. 2ENTAL SCHEDULED \_\_\_\_\_  
 COMPLETED 1-24-19  
 ADDRESS 324 CENTRAL AVE S  
 OWNER/CONTR. \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> SITE INSPECTION | <input type="checkbox"/> MECHANICAL RI      | <input type="checkbox"/> REINSPECTION     |
| <input type="checkbox"/> CONC SLABS      | <input type="checkbox"/> MECHANICAL FINAL   | <input type="checkbox"/> FOLLOW-UP        |
| <input type="checkbox"/> FOOTING         | <input type="checkbox"/> INSULATION         | <input type="checkbox"/> COMPLAINT        |
| <input type="checkbox"/> POURED WALL     | <input type="checkbox"/> RATED ASSEMBLY     | <input type="checkbox"/> FIREPLACE        |
| <input type="checkbox"/> FOUND. DRAINAGE | <input type="checkbox"/> BUILDING FINAL     | <input type="checkbox"/> SPRINKLER SYSTEM |
| <input type="checkbox"/> FRAMING         | <input type="checkbox"/> SEPTIC INSTALL     | <input type="checkbox"/> _____            |
| <input type="checkbox"/> SHEATHING       | <input type="checkbox"/> SEPTIC FINAL       | <input type="checkbox"/> _____            |
| <input type="checkbox"/> PLUMBING RI     | <input type="checkbox"/> S & W HOOKUP       | <input type="checkbox"/> _____            |
| <input type="checkbox"/> PLUMBING FINAL  | <input type="checkbox"/> GAS LINE MANOMETER | <input type="checkbox"/> _____            |

## COMMENTS:

101 - OK  
102 - OK  
Replace BACK DOOR  
REPAIR HANDRAIL  
103 - OK  
104 - OK  
~~201 - HALL SMOKE DET~~  
~~202 - BATH FAN~~  
203 - OK  
204 - OK  
Correct & Call For Reinspection  
By 2-7-19

- FURTHER CORRECTIONS MAY BE REQUIRED
- |   |   |
|---|---|
| <input type="checkbox"/> WORK SATISFACTORY: PROCEED                                     | <input type="checkbox"/> PERMIT FINALED |
| <input type="checkbox"/> CORRECT WORK & PROCEED   | <input type="checkbox"/> PHOTO TAKEN    |
| <input checked="" type="checkbox"/> CORRECT WORK. CALL FOR REINSPECTION BEFORE COVERING |   |
| <input type="checkbox"/> CORRECT UNSAFE CONDITION IMMEDIATELY.                          |   |
| <input type="checkbox"/> STOP ORDER POSTED. CALL INSPECTOR                              |   |
| <input type="checkbox"/> INSPECTION REQUIRED. CALL TO ARRANGE ACCESS.                   |   |

## TO SCHEDULE YOUR INSPECTIONS

PLEASE CALL: (763) 479-1720

Metro West Inspection Services Inc.

Owner/Contr. on site: \_\_\_\_\_

Inspector: Dave P

CODE REQUIREMENTS ARE FOR YOUR PERSONAL HEALTH AND SAFETY!

# PROPERTY MAINTENANCE Check Sheet

8 units  
pt 9/13/0  
1-7-19

GENERAL INFORMATION: Requested by: \_\_\_\_\_

Type inspection: Special \_\_\_\_\_ Regular \_\_\_\_\_

Type Housing: Single Family \_\_\_\_\_ Duplex/2F \_\_\_\_\_

Unit built prior to 1978: Yes \_\_\_\_\_ No \_\_\_\_\_

Tenant: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Date of Request: \_\_\_\_\_ Lease Date: \_\_\_\_\_

4-plex \_\_\_\_\_

Children under 7: Yes \_\_\_\_\_ No \_\_\_\_\_

Apartment \_\_\_\_\_

Mobile home \_\_\_\_\_

(If both Yes, check point)

Complex Name: NYA Apartments

Address: 324

City: Central Ave S

Phone: \_\_\_\_\_ Work: \_\_\_\_\_

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

Check List:	P = pass F = fail I = inconclusive	OTHER ROOMS Room Code 1 Bedroom 2 Dining Room 3 Family Room 4 Halls 5 Other	HEALTH AND SAFETY	P	F	I
<b>LIVING ROOM</b> Living Room Present	P F I	Room Code	Access to unit / dwelling			
Electricity		Electricity	Fire Exits			
Electrical Hazards		Electrical hazards	Infestation - Evidence			
Security		Security	Garbage / Debris			
Window Condition		Window condition	Refuse disposal			
Ceiling Condition		Ceiling condition	Stairs / Halls			
Wall Condition		Wall condition	Interior hazards			
Floor Condition		Floor condition	Elevators			
<del>Lead Paint</del>		<del>Lead paint</del>	Air quality - interior			
<b>KITCHEN</b> Kitchen Area Present		<b>SECONDARY ROOMS</b>	Site & neighborhood			
Electricity		None	Smoke detectors			
Electricity Hazards		Security	Exterior hazards			
Security		Electrical hazards				
Window Condition		Other hazards				
Ceiling Condition		<b>BUILDING EXTERIOR</b>				
Wall Condition		Foundation conditions				
Floor Condition		Stairs / rails / porches				
<del>Lead Paint</del>		Roof / gutters				
Stove/Range-Oven		Exterior surfaces				
Refrigerator		Chimney				
Sink		<del>Lead paint</del> exterior surfaces				
Food Storage/Prep.		Tie downs				
<b>BATHROOM</b> Bathroom Present		<b>HEATING AND PLUMBING</b>				
Electricity		Adequacy of heating equipment				
Electricity Hazards		Safety of heating equipment				
Security		Ventilation / cooling				
Window Condition		Water heater				
Ceiling Condition		Water supply				
Wall Condition		Plumbing				
Floor Condition		Sewer connection				
<del>Lead Paint</del>						
Flush Toilet - Enclosed in unit		<b>MAINTENANCE ITEMS:</b>				
Wash basin		CALL				
Tub/shower		WHEN REPAIRS ARE DONE				
Ventilation		INSPECTION DATE: <u>1-24-19</u>				
		PASS DATE: <u>3-10-2020</u>				
		CITY INSPECTOR: <u>Dave Haker</u>				

SUMMARY DECISION ON UNIT  
PASS INCONCLUSIVE - FAIL

EXPLANATION FOR FAIL / INCONCLUSIVE RATING:

Back door Replaced

License Fee: No Charge

License No. RD18-111

Inspection Fee: 136<sup>00</sup>

## RENTAL DWELLING LICENSE

*City of Norwood Young America*

County of Carver  
State of Minnesota

WHEREAS, NYA Apartments LLC, for the property located at  
404 Central Ave S, has paid the sum of \$ 136<sup>00</sup> to the *City of*  
*Norwood Young America* as required by Section 350 of the *Norwood Young America*  
*City Code* and complied with all the requirements of said Ordinance necessary for  
obtaining this License;

NOW, THEREFORE, by order of the Norwood Young America City Council, and by  
virtue hereof, the said NYA Apartments LLC is hereby issued a  
Rental Dwelling License for the property identified above for the period of  
3-10-2020 to 12-31-2021, subject to all the conditions and  
provisions of said Ordinance.

Witness the governing body of the City of Norwood Young America  
this 19 day of March, 2020.

*City of Norwood Young America*

Ethan Swanson  
City Official



## 2019-2021 RENTAL DWELLING LICENSE APPLICATION

City of Norwood Young America  
310 Elm St. W., PO Box 59  
Norwood Young America MN 55368-0059  
Phone 952-467-1800 Fax 952-467-1818

Rental Site Address: 404 Central Ave S Number Units: 8  
Owner's Name: Norwood Young America Apartments LLC  
Owner's Home Address: PO Box 580792  
Minneapolis, MN 55458-0792  
Owner's Home Phone \_\_\_\_\_ Owner's Cell/Work Phone 612 269 7456

I, the undersigned owner of the rental property listed above, agree to the rules and regulations of the Norwood Young America Rental Housing License Ordinance as stated in Section 350 of the City Code.

Owner Signature [Signature] Date 1/3/19

\*ON THE ATTACHED FORM PLEASE PROVIDE THE NAME AND CONTACT INFORMATION FOR THE PRINCIPAL RESIDENT OF EACH DWELLING UNIT.

City of NYA Rental Inspection Fees: \$54.00 minimum charge  
3-5 units \$18.00 per unit  
6-10 units \$17.00 per unit  $\times 8 = 136-$   
11-20 units \$15.75 per unit  
21-40 units \$14.75 per unit  
41-100 units \$13.50 per unit  
101-200 units \$12.50 per unit  
200+ units \$11.25 per unit

### CITY OFFICE USE ONLY

Type of Application: New \_\_\_\_\_ Renew X Amount Paid \$136.00 Date Paid 1-7-19  
Inspection Date(s): 1-24-19 Inspected By: Dave Nelson  
Inspection Pass Date: 3-10-20 Comments: \_\_\_\_\_  
License Issued Date: 3-19-20 License Number: RD18-111



# INSPECTION NOTICE

CITY OF NYC CALLED-IN \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_  
 PERMIT NO. RENTAL SCHEDULED \_\_\_\_\_  
 ADDRESS 404 CENTRAL AVE S COMPLETED 1-24-19

OWNER/CONTR. \_\_\_\_\_

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> SITE INSPECTION | <input type="checkbox"/> MECHANICAL RI      | <input type="checkbox"/> REINSPECTION     |
| <input type="checkbox"/> CONC SLABS      | <input type="checkbox"/> MECHANICAL FINAL   | <input type="checkbox"/> FOLLOW-UP        |
| <input type="checkbox"/> FOOTING         | <input type="checkbox"/> INSULATION         | <input type="checkbox"/> COMPLAINT        |
| <input type="checkbox"/> POURED WALL     | <input type="checkbox"/> RATED ASSEMBLY     | <input type="checkbox"/> FIREPLACE        |
| <input type="checkbox"/> FOUND. DRAINAGE | <input type="checkbox"/> BUILDING FINAL     | <input type="checkbox"/> SPRINKLER SYSTEM |
| <input type="checkbox"/> FRAMING         | <input type="checkbox"/> SEPTIC INSTALL     | <input type="checkbox"/> _____            |
| <input type="checkbox"/> SHEATHING       | <input type="checkbox"/> SEPTIC FINAL       | <input type="checkbox"/> _____            |
| <input type="checkbox"/> PLUMBING RI     | <input type="checkbox"/> S & W HOOKUP       | <input type="checkbox"/> _____            |
| <input type="checkbox"/> PLUMBING FINAL  | <input type="checkbox"/> GAS LINE MANOMETER | <input type="checkbox"/> _____            |

## COMMENTS:

102 - REPLICA SHOWER HEADS - REMOVE  
ALL CLUTTER

101 - OK

103 - OK

104 - BATH FAN

201 - BEDROOM Smoke Det.

202 - OK

203 - OK

204 - OK

CARRIED AND CALL FOR REINSPECTION  
BY FEB. 7, 2019

## FURTHER CORRECTIONS MAY BE REQUIRED

- |   |   |
|---|---|
| <input type="checkbox"/> WORK SATISFACTORY: PROCEED                   | <input type="checkbox"/> PERMIT FINALED |
| <input type="checkbox"/> CORRECT WORK & PROCEED                       | <input type="checkbox"/> PHOTO TAKEN    |
| <input type="checkbox"/> CORRECT WORK. CALL FOR REINSPECTION          |   |
| <input type="checkbox"/> CORRECT UNSAFE CONDITION IMMEDIATELY.        |   |
| <input type="checkbox"/> STOP ORDER POSTED. CALL INSPECTOR            |   |
| <input type="checkbox"/> INSPECTION REQUIRED. CALL TO ARRANGE ACCESS. |   |

## TO SCHEDULE YOUR INSPECTIONS

PLEASE CALL: (763) 479-1720

Metro West Inspection Services Inc.

Owner/Contr. on site: \_\_\_\_\_

Inspector: Dave

CODE REQUIREMENTS ARE FOR YOUR PERSONAL HEALTH AND SAFETY!

# PROPERTY MAINTENANCE Check Sheet

GENERAL INFORMATION: Requested by: \_\_\_\_\_

Type inspection: Special \_\_\_\_\_ Regular \_\_\_\_\_

Type Housing: Single Family \_\_\_\_\_ Duplex/2F \_\_\_\_\_

Unit built prior to 1978: Yes \_\_\_\_\_ No \_\_\_\_\_

Tenant: \_\_\_\_\_

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

City: \_\_\_\_\_ Zip: \_\_\_\_\_

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

Date of Request: \_\_\_\_\_ Lease Date: \_\_\_\_\_

4-plex \_\_\_\_\_

Apartment \_\_\_\_\_

Mobile home \_\_\_\_\_

Children under 7: Yes \_\_\_\_\_ No \_\_\_\_\_

(If both Yes, check paint)

Complex Name: NYH Apartments

Address: 404 Central Ave S

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_

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

8 units  
pd 136  
1-7-19

Check List	P = pass F = fail I = inconclusive	OTHER ROOMS Room Code 1 Bedroom 2 Dining Room 3 Family Room 4 Halls 5 Other	HEALTH AND SAFETY	P	F	I
<b>LIVING ROOM</b> Living Room Present	P F I	Room Code	Access to unit / dwelling			
Electricity		Electricity	Fire Exits			
Electrical Hazards		Electrical hazards	Infestation - Evidence			
Security		Security	Garbage / Debris			
Window Condition		Window condition	Refuse disposal			
Ceiling Condition		Ceiling condition	Stairs / Halls			
Wall Condition		Wall condition	Interior hazards			
Floor Condition		Floor condition	Elevators			
Lead-Paint		Lead-paint	Air quality - interior			
<b>KITCHEN</b> Kitchen Area Present		<b>SECONDARY ROOMS</b>	Site & neighborhood			
Electricity		None	Smoke detectors			
Electricity Hazards		Security	Exterior hazards			
Security		Electrical hazards				
Window Condition		Other hazards				
Ceiling Condition		<b>BUILDING EXTERIOR</b>				
Wall Condition		Foundation conditions				
Floor Condition		Stairs / rails / porches				
Lead-Paint		Roof / gutters				
Stove/Range-Oven		Exterior surfaces				
Refrigerator		Chimney				
Sink		Lead-paint exterior surfaces				
Food Storage/Prep		Lead-paint				
<b>BATHROOM</b> Bathroom Present		<b>HEATING AND PLUMBING</b>				
Electricity		Adequacy of heating equipment				
Electricity Hazards		Safety of heating equipment				
Security		Ventilation / cooling				
Window Condition		Water heater				
Ceiling Condition		Water supply				
Wall Condition		Plumbing				
Floor Condition		Sewer connection				
Lead-Paint						
Flush Toilet - Enclosed in unit		<b>MAINTENANCE ITEMS:</b>				
Wash basin		CALL				
Tub/shower		WHEN REPAIRS ARE DONE				
Ventilation		INSPECTION DATE: <u>1-24-19</u>				
		PASS DATE: <u>3-10-2020</u>				
		CITY INSPECTOR: <u>Dave Nelson</u>				

**SUMMARY DECISION ON UNIT**  
PASS - INCONCLUSIVE - FAIL

**EXPLANATION FOR FAIL / INCONCLUSIVE RATING:**

clutter removed  
shower head replaced  
unit empty

corrective completed



February 1, 2017

**Re: City of Norwood Young America Rental Code – Proposed Amendments**

Dear Rental Property Owner:

You are receiving this letter for information purposes. As the owner of a licensed residential rental property in the city of Norwood Young America we wish to make you aware of some proposed changes to the City's Rental Code that is being considered. The City's Planning Commission is inviting you to attend their regular February meeting at which time further information will be provided on the proposed changes and also an opportunity for public comments and questions. This meeting is scheduled for 6:00 p.m., February 22, 2017 at the Norwood Young America City Hall, 310 Elm Street W.

If you're unable to attend and have any questions or desire to share your comments, please feel free to contact City Administrator Steve Helget at (952) 467-1800 or Consulting Planner Cynthia Smith Strack at [csmithstrack@gmail.com](mailto:csmithstrack@gmail.com) or (612) 232-7399.

The City initiated the rental code update to address occasional issues with tenants and owners. The rental code was most recently updated in 2010. Enclosed is the proposed rental code (marked-up) being considered. Please note ~~striethrough~~ text face indicates language proposed for deletion and **bold/underline** text face indicates language proposed for insertion in the rental code. All changes are highlighted in yellow. All other language is pre-existing in the code and included for completeness purposes.

Very truly yours,

A handwritten signature in cursive script that reads "Steven Helget".  
Steven Helget  
City Administrator



more than a place, it's home.

Norwood Young America  
310 Elm Street West - P.O.

Norwood Young America, MN  
Phone: (952) 467-1800  
Fax: (952) 467-1818  
Website:

July 14, 2017

Re: City of Norwood Young America Rental Code Proposed Amendments

Dear Rental Property Owner:

As the owner of a licensed rental property in the City of Norwood Young America, you are being notified of an upcoming public hearing to consider proposed changes to the City's Rental Code. The public hearing will be held on **Tuesday, August 1, 2017 at 6:00 p.m.** at the City Hall, 310 Elm Street West, Norwood Young America.

The purpose of the public hearing is to take public comment on the proposed amendments to the Rental Code. Citizens will be given an opportunity to make comments and/or ask questions at the meeting. If you are unable to attend and wish to express your opinion on the proposed Rental Code amendments you may write a letter to the City and it will be read aloud during the hearing. Such letters should be mailed or dropped off at the City Hall.

If you have any questions please contact Steve Helget, City Administrator at 952-467-1805 or [cityadmin@cityofnya.com](mailto:cityadmin@cityofnya.com) or Cynthia Smith Strack, Planning Consultant at [csmithstrack@gmail.com](mailto:csmithstrack@gmail.com) or 612-232-7399.

Sincerely,

  
Steve Helget  
City Administrator



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 23, 2020

SUBJECT: Review Draft Five-Year Financial Plan Update

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Brad Falteysek, Abdo Eick & Meyers, will be participating in the Zoom meeting and will review the enclosed draft of the Five-Year Financial Plan. In past years, the City Council has approved the updated Financial Plan after they approve the property tax levy and budget for the coming year.

**Recommended Motion:**

**No motion recommended. Information item only.**

*Norwood Young America*

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TO: Mayor Lagergren and City Council Members

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: November 23, 2020

RE: Event COVID Preparedness Plans

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Attached are the COVID Preparedness Plans for the following events at Willkommen Memorial Park:

1. Saturday, November 28, 2020 – NYA Area Chamber of Commerce Holiday Extravaganza
2. Saturday, December 5, 2020 – NYA West Carver Lions Breakfast with Santa Drive-Thru Event

*Norwood Young America*

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## **Holiday Extravaganza Plan Saturday November 28, 2020**

**Event Time: 2-7pm**

– made it a longer event, to help space out everyone

**Festival of Trees:** Businesses that Participate will decorate their tree at their business and will email in a picture or video

**Tree Lighting:** 5:30pm – Facebook live with only Julie, Mayor and Lakeview Clinic reps at the five-way stop tree

**Location:** Everything will be Outside at Willkommen: WhoVille photo op in beer garden area & Red truck photo op by old town & Candy Cane Lane throughout park. Photo op with a life size picture of Santa/Mrs. Claus and a mailbox for letters to Santa.

We will have hand sanitizer tables at each Photo OP spot (3)

2-3 Chamber members will be walking the grounds encouraging people to keep 6 feet apart and to wear their masks.

**Please let us know if there is anything else that you think that we need to do to keep everyone safe.**

**Thanks,  
2020 Holiday Extravaganza Committee**

NYA West Carver Lions Breakfast with Santa

December 5, 2020

COVID Protocol Plan

- Cars will enter Willkommen Park on west side entrance.
- Drive up to Brat Stand area where Santa and Mrs. Claus will be. (Inside stand 6 feet from guests).
- Children will have opportunity to give Santa letter to helper.
- Santa helper will then give a pre-package Santa toy and pre-packaged breakfast to guests.
- Cars will then exit out the east end of park.
- Everyone will remain in vehicles.
- Santa, Mrs. Claus and Lion helper will all be wearing mask and gloves.





TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: November 23, 2020

SUBJECT: Schedule a Special City Council meeting

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The Norwood Young America Economic Development Commission is requesting a Joint Meeting with the City Council for the purpose of discussing in more detail the concept of a Food Co-op. Specifically, where do we go from here and what are the next steps for establishing a Food Co-op.

Stuart Reid, Executive Director of the Food Co-op Initiative, and Keith Wicks of Wicks & Associates are both scheduled to join us for the meeting at 6:30 p.m., Wednesday, December 9<sup>th</sup> via Zoom. The EDC will be holding their regularly scheduled meeting on December 9<sup>th</sup> at 5:30 p.m. Mr. Wicks will be providing his findings from the Commercial Market Study at the EDC meeting.

The EDC continues to reach out to independent grocers as well. At this time, we are keeping all options open for a grocer of any sort to come to our community.

**Recommended Motion:**

**Motion to schedule a special City Council meeting for 6:30 p.m., December 9, 2020, via Zoom, for the purpose of holding a Joint Meeting with Norwood Young America Economic Development Commission to discuss the concept of a Food Co-op.**

*Norwood Young America*



Date: November 23, 2020  
To: Members of the City Council  
From: Carol Lagergren  
Re: COVID 19 Updates

Last Wednesday, Governor Walz initiated Dial Back measures that took effect at 11:59 on Friday, November 20th. Those measures are in response to the significant increase in positive cases throughout the state.

- On October 17, 2020, the state's seven day growth rate for positive cases was 10.7%.
- On November 8, 2020, the state's seven day growth rate for positive cases was 75.5% and the number is expected to increase.

<b><i>Who is at risk?</i></b>	<b><i>All of us</i></b>
<b><i>When are we at risk?</i></b>	<b><i>All the time</i></b>
<b><i>Where are we at greatest risk?</i></b>	<b><i>Gathering together for large periods of time</i></b>
	<b><i>Indoors vs. outdoors</i></b>
	<b><i>Unmasked vs. masked</i></b>
	<b><i>Sitting together for large periods of time</i></b>

The following have been paused for four weeks:

- Social gathering with other households
- In person dining at bars, restaurants, breweries (take-out allowed)
- Adult and youth sports to include gymnasiums, fitness centers and dance studios
- Bowling alleys, bingo halls, theaters, museums
- Receptions, private parties, other celebrations
- Outdoor events and entertainment (drive through is allowed)

***Norwood Young America***

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The following remain open with COVID19 safety protocols in place:

- Day care providers
- Grocery stores and other businesses
- Barber shops and salons
- Places of worship

***Current Data on positive COVID cases in Carver County:***

- ***As of Monday, November 16th, the two week increase in positive cases is at 320% with the death rate remaining stable.***
- ***As of Thursday, November 19th, the city of Norwood Young America has had 131 positive cases since March and Young America Township has had 26 positive cases since March.***

***Impact on the City of Norwood Young America:***

- ***Council and Commission meetings will remain virtual through December 31st.***
- ***Rental properties will be closed through December 31, 2020 with no new reservations taken before January 1, 2021.***
- ***Lions Club Breakfast with Santa will be a drive-through event.***
- ***Chamber of Commerce Holiday Extravaganza will be outside photo backgrounds from 2PM - 7PM with a virtual tree lighting ceremony at the five way stop.***

***Norwood Young America***

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