

# CITY COUNCIL AGENDA

December 28, 2020 – 6:00 p.m. EDA and City Council Meetings Zoom Meeting

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

Meeting ID: 233 497 5750

# **ECONOMIC DEVELOPMENT AUTHORITY**

- Call Meeting of Economic Development Authority to Order
   Pledge of Allegiance
- 2. Approve Agenda
- 3. Approve Minutes of November 23, 2020 meeting
- 4. Adjournment

### CITY COUNCIL

- Call Meeting of City Council to Order
- 2. Approve Agenda
- 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 December 9 and 14, 2020 meetings
- 4.2 Approve payment of Claims
- 4.3 Approve 2021 Fire Department Officer Appointments
- 4.4 Accept Part-time Bus Driver Resignation
- Public Hearings
  - 5.1 2<sup>nd</sup> Avenue Lift Station and Street Improvement Project Preliminary Special Assessment Hearing
- 6. Old Business
- 7. New Business
  - 7.1 Discuss 2<sup>nd</sup> Avenue Lift Station and Street Improvement Project
  - 7.2 Approve Township's Fire Service Contracts Renewal for 2022 2023
  - 7.3 Approve Resolution 2020-41, 2020 Budget Amendment
  - 7.4 Approve 2021 Employee Salary Chart
- 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**

January 1	New Year's Day - City Office Closed
January 5	Finance Committee - 3:00 p.m.

January 5 Planning Commission – 6:00 p.m.

January 11 Personnel Committee - 5:00 p.m.

January 11 January 12 January 13 January 18 January 19 January 20 January 21	City Council – 6:00 p.m.  Fire Contracts Meeting with Townships ~ 6:00 p.m.  Economic Development Commission – 6:00 p.m.  Martin Luther King Jr. Day – City Offices Closed  Parks and Recreation Commission – 4:45 p.m.  Safety Committee – 2:00 p.m.  Senior Advisory Committee ~ 9:00 a m.
January 21	Senior Advisory Committee – 9:00 a.m.
January 25	EDA, City Council, Work Session – 6:00 p.m.



# **Economic Development Authority**

November 23, 2020 – 6:00 p.m.
Work Session; followed by EDA / City Council Meetings
Zoom Meeting Link
<a href="https://us02web.zoom.us/i/2334975750">https://us02web.zoom.us/i/2334975750</a>

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

Staff Present: Steve Helget, City Administrator, Angela Brumbaugh, City Clerk/Treasurer, Tony Vogt, Public

Service Director.

Others: Jake Saulsbury, Bolton & Menk, Cynthia Smith-Strack, Planning Consultant, Pat Shanahan (and spouse), Alan Krueger, Stan and Lois Schultz, and Kevin Murphy.

1. Call Meeting of Economic Development Authority to Order Mayor Lagergren called the meeting to order at 6:00pm

1.1 The Pledge of Allegiance was recited.

# 2. Approve Agenda

Motion: CS/CH to approve the agenda. Roll call vote 5-0. Motion carried.

2.1 Approve minutes of October 26, 2020 meeting

Motion: CS/DS to approve the minutes of October 26, 2020 meeting. Roll call vote 5-0. Motion carried.

3. Adjournment Motion: CH/MM to adjourn. Roll call vote 5-0. Moti	on carried. The meeting was declared adjourned at 6:02 p.m
Respectfully Submitted,	
	Carol Lagergren, Mayor
Angela K. Brumbaugh, Clerk-Treasurer	



# **CITY COUNCIL Minutes**

December 09, 2020 – 6:30 p.m. Special City Council Meeting with Economic Development Commission

**Zoom Meeting** 

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

Meeting ID: 233 497 5750

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

Dick Stolz,

EDC Members: Mike Eggers, Andrea Gerth, Connor Smith, Jason Winter, and Julie Wigfield (Chamber)

Staff Present: Steve Helget (City Administrator), Karen Hallquist (Economic Development

Director), and Angela Brumbaugh (Clerk-Treasurer)

Others: Alan Krueger, Kaarin Foede, Cathy Kolway, and Stuart Reid (Guest speaker)

# 1. Call Meeting of City Council to Order

Mayor Lagergren called the virtual meeting to order at 6:31 pm. Roll call of attendance: Craig Heher and Dick Stolz were absence.

1.1 Pledge Allegiance was said by all.

# 2. Approve Agenda

Motion: CS/MM to approve the agenda as listed. Roll call vote. Motion passed 3-0.

- 3. Introductions, Presentations, Proclamations, Awards, and Public Comment
- 4. Consent Agenda None
- 5. Public Hearing
- 6. Old Business
  None

# 7. New Business

# 7.1 Joint Work Session with EDC to review Food Co-op concept.

Karen Hallquist introduced Stuart Reid and discussed the amount of work the EDC has done researching different options for Groceries

Stuart Reid has been in the Food Coop organization for the past 15 years. He has seen over 150 food coops open. The Food Co-op Initiative is a nonprofit organization that works with co-ops all over the country. They are supported in part by the USDA. At this time, he shared the food co-op presentation.

### What is a Co-op?

- Business owned by the people that use it.
- People working together to meet their mutual needs.
- Specific type of corporation with distinct legal structure.

### Why a Co-op?

Realize economic, cultural, and social needs.

### Benefits of a Coop

- Don't need a high number of returns for investors. Could just break about even and it would be good.
- Brings jobs to the community
- Support for local producers
- Each person that buys a share is an "owner"
- Usually about \$100 \$200 per share
- Listening to people and get what they are interested in

# Development Model used for groups that want to start a new Co-op

- Throughout the development project you need 4 corner stones
- Vision
- Talent
- Capital
- Systems

# Different stages

- Organize
- Business Plan Feasibility
- Implement making final commitments

### How to start

- Learn about Co-ops, visit a couple
- Make sure we understand what is being done
- Need a committee (Steering / Founding) that do the leg work to find out interests and concerns of the Community
- Incorporate Gives legal basis and protection, once you get this you can start getting investors "owners" recruited
- Seat board of directors a lot of times the Steering Committee become the Board

# Who should be on the Steering Committee

- People that are connected in the Community
- People that have some time to share
- Retired / semi-retired individual who has time to spend on it.
- Important to have fun, share food

There are approximately 380 retail food co-ops in the United States. Over 100 groups organizing new food co-ops right now. The website for the Food Co-op Initiative is <a href="https://www.fci.coops.coops">www.fci.coops</a>.

### **Questions?**

MM-How long on average from start to finish to open the doors – 3-5 years. When a market chain store opens there has been a lot of time spent on it before they open. Raising capital must be done.

CS-If it takes a minimum of 2 years how patient are the investors? Being upfront is probably necessary. People don't always realize all the work behind the scenes. Tell people what is going on all the time.

CS-Average square footage per capita. Usually square footage by a market study. Normally a store needs a minimum of 3,000-4,000 square feet. May have fewer choices.

KH - Market study was 10-13,000 square feet

MM-Volunteers vs Paid Employees early on. During the early stages the volunteers do a lot of the work but once it is started better off hiring. FLSA cannot be met with volunteers. Typically, volunteers do it until the last stages and then project/general managers are hired. The board still needs to stay involved.

CL-Owner Members having financial benefits. What is the benefit? Variety of ways. There may be some specials that only members owners receive.

CL-Can anyone shop at the Co-op. Almost all co-ops are open to everyone.

CL-Owner members / members, is it a one-time investment or yearly, etc.? Typically its one time but don't usually call it life time.

CL-Do local producers have to meet certain FDA requirements? Yes meat and dairy have larger requirements and those people know.

MM-People that make pickled/canned food could they sell? They are allowed at Farmers Markets but not for retail.

Jason Winter – 24% of start ups fail according to the article written by Stuart, what about the uniqueness of our situation? Are there other Cities that do not have any place to shop for groceries in our size? St Peter has had one for over 40 years. Viable business plan, etc. will do okay. Cities that try to take short-cuts are more likely to fail. Make sure to do your due diligence.

SH-Are there grant opportunities. There are limited opportunities. USDA has different programs that come and go. Worth keeping in touch with local representatives. Can use a non-profit to help with donations.

MM – what would we do next. Go with the list on the slide. Talk with people you think need to be involved to make it succeed.

MM-When should we have a steering committee? Sooner or later? Essentially already have an informal one with the 2-3 people that have started. As you get more interest then expand it.

CL-A food coop is separate from the City of Norwood Young America. It is a separate entity.

CL-2<sup>nd</sup> Harvest is doing another food distribution in the parking lot and looking for volunteers.

### 9. Adjournment

Motion: MM/CL to adjourn at 7:32 PM. Roll call vote. Motion passed 3-0.

Respectfully Submitted,	
Angela K Brumhaugh Clerk-Treasurer	Carol Lagergren, Mayor



CITY COUNCIL Minutes

December 14, 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, Craig Heher, and Mike McPadden Absent: Dick

Stolz

Staff Present: Steve Helget (City Administrator), Tony Voigt (Public Service Director), Steve

Zumberge (Fire Chief), and Angela Brumbaugh (Clerk-Treasurer)

Others: Laurie Hilgers (The Harbor) and Alan Krueger

# 1. Call Meeting of City Council to Order

Mayor Lagergren called the virtual meeting to order at 6:02pm. Roll call of attendance: Dick Stolz was absent with the other members present.

1.1 Pledge of Allegiance was said by all.

# 2. Approve Agenda

Motion: CS/CH to approve the agenda as listed. Roll call vote. Motion passed 4-0.

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

### 4. Consent Agenda

- 4.1 Approve minutes of November 23, 2020 meetings
- 4.2 Approve payment of Claims
- 4.3 Approve hiring of Temporary Snow Removal Workers
- 4.4 Approve Resignation of John Fahey from the Planning Commission
- 4.5 Approve Commissioner Reappointments

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

### Public Hearing

- 5.1 Truth in Taxation Hearing 2021 Budget and Property Tax Levy
  - Public hearing opened at 6:03 p.m.
  - Consideration of adoption of 2021 budget and property tax levy
  - Some of our revenue sources come from the State
  - State reported a \$641 million surplus for 2020-21.
  - Projecting a loss in 2021-22 and 2022-23 of \$1.27 billion.
  - There are two components
    - General Government General fund
    - Utilities Enterprise Funds
  - Property taxes are the primary support of the General Fund.
  - 2021 Revenues are 65% from taxes, 17% is LGA
  - 2021 Revenues are \$2,474,220
  - Reimbursing ourselves for Oak Grove Property \$48,500 per year and completed in 2023
  - Acquired small area of parking lot in 2016. Both parcels were \$216,000
  - In 2019, created the Street Improvement Projects Fund of \$130,000 (4.3% of the overall levy)
  - Transfer from the Harbor of \$10,000
  - Peace Villa reimburses the City for expenses at \$15,500 per year.
  - LGA is projected to increase \$489,911 from \$459,855.
  - The overall levy is \$3,017.107 which is a 2.8% increase or \$81,000

- Expenditures are the same as revenues at \$2,474,220
- Noteworthy expenses
  - Highway 212 Trail/sidewalk lighting
  - Highway 212 Wilson Street Sidewalk Installation between Union and Morse Street (this has not been approved yet.)
  - Fire department SCBA's, Turnout Gear, Replace Radios
  - Street Department
    - Replace 2 pickups
    - Purchase a painter for crosswalks and curbs
    - Replace brush chipper
  - Enterprise Funds (water/sewer)
    - Self-supporting funds
    - Funded by the monthly utility bills/connection fees
    - Operating Budget is \$1,811,923
    - Budgeting for a loss of \$131,723
    - Dealing with debt obligations
      - o Water 60%
      - o Sewer 48%
    - Well head protection plan (requirement from the PCA)
    - Removing water tower at Highway 212 west.
    - Capital Outlay
      - o Sewer Mains slip line installation
      - Trickling Filters pumps
      - o WWTF garage roof replacement

Motion: CH/CS to approve closing the public hearing. Roll call vote. Motion passed 4-0.

### 6. Old Business

6.1 None

# 7. New Business

# 7.1 Approve The Harbor 2021 Budget

- Has some good consistency through the years to base 2021.
- Each rental unit will have an increase of \$50 per month starting January 1st.
- All Medical services would have a 5% increase.
- Budgeted for 94.5% occupancy which allows for 2 open apartments each month.
- Currently The Harbor has 4 open apartments with one reserved.
- The Harbor had 10 apartments turn over with seven moved to higher care, one moved in with family due to COVID, two were from deaths non-COVID related.
- The Haven had twenty-one turnovers: two moved back to independent living, four to long-term care setting, one moved in with family due to COVID, one non-COVID related death, Memory care had four moved to long term care, six COVID related deaths, and two non-COVID related deaths.
- Seven apartments open on the AL side and six in memory care.
- Capital projects for next year: HVAC units and parking lot resurface are the largest projects. New roofing, new shingles, a new commercial stove are a few items also listed.
- Some of the key leadership positions are split between The Harbor and The Haven.
- As of October 2020, Net income of \$44,999.
- Weekly testing is being done with one resident testing positive.
- Eight residents recovered from COVID.
- Nineteen staff members recovered from COVID.
- Still working on grant funding.
- Walgreens is partnering to get the vaccine to The Harbor and The Haven.

• If there are any questions, Laurie is stressing that people can call her at 952-467-9683.

Motion: CS/MM to adopting the Harbor 2021 budget. Roll Call vote. Motion passed 4-0.

# 7.2 Approve Fire Fighters Wage Increase

- Haven't had raises in approximately 7 years.
- They have approximately 4,700 hours for the year.

Motion: CH/MM to Approve raising the Firefighters hourly rate to \$11 per hour, effective January 1, 2021. Roll Call vote. Motion passed 4-0.

# 7.3 Approve Resolution 2020-37, Fire Department Pension Increase

- 2013 Fire Relief Association joined PERA
- Started at \$2,000 and currently at \$2,700
- The analysis showed the benefit level could go to \$2,800 per year per firefighter. It would cost the City \$2,151.
- 2021 budget has \$3,500 allocated to the PERA contribution.
- At 5 years partially vested to 40%
- If you achieve 20 years you would be fully vested and eligible to get it after you turn 50 years.

*Motion: CS/CH to* Approve Resolution 2020-37, opting to increase the PERA level for vested Norwood Young America Firefighters. *Roll call vote. Motion passed 4-0.* 

Motion: CS/MM a motion to approve a voluntary contribution 2021, PERA contribution of \$1,349. Roll call vote. Motion passed 4-0.

# 7.4 Approve purchase of Fire Department Pagers

- Carver County Sheriffs office is discontinuing the VHF pagers. A letter was sent out in October 2017.
- Sheriffs Department is using 800 MHZ pagers.
- Norwood Young America has 22 VHF pagers.
- We have 13 newer MHZ pagers.
- Would like to use the \$10,000 from 2020 capital expenditure budget for pagers.
- Continue to apply for FEMA grants.
- Pagers were not eligible for CARES money.
- The bid from Ancom is a state bid.

Motion: CS/CH to reallocate the \$9,995 dedicated to the 2020, FEMA radio grant for the purchase of 13 unification G5 Stored Voice Pagers . Roll call vote. Motion passed 4-0.

### 7.5 Approve Resolution 2020-38, Approving Contributions and Donations

- Per State Statute, all donations need to be approved by the Council by resolution
- The In-kind donations have also been included.
- By accepting the donation it is included on our insurance to be sure everything is taken care of.

Motion: MM/CH to approve Resolution 2020-38, accepting the contributions and donations received for 2020. Roll call vote. Motion passed 4-0.

# 7.6 Approve Resolution 2020-39, Adopting 2020 Final Property Tax Levy

- Based on the Truth in Taxation hearing.
- Represents a 2.8% increase or \$81,000 for property tax levy.
- Resolution breaks it down to show where the funds are allocated.

Motion: CH/MM to approve Resolution 2020-39, adopting FY 2020 Final Property Tax Levy for the City for collection in 2021. Roll call vote. Motion passed 4-0.

### 7.7 Approve Resolution 2020-40, Adopting 2021 Final Budget

- Break down of revenue and expenditures
- Shows bond requirements for 2021

Motion: MM/CH to approve Resolution 2020-40, adopting the 2021 Final General Fund Operating Budget for the City of Norwood Young America. Roll call vote. Motion passed 4-0.

### 7.8 Approve 2021-25 Financial Plan

- Brad Falteysek presented the Financial plan at the November 23, 2020 meeting
- Plan has been in place since 2014 with it being updated each year.

Motion: CS/CH to approve the 2021-2025 Financial Plan. Roll Call vote. Motion Passed 4-0.

# 7.9 Approve awarding quotes for Ditch Clean-up

- Looking at trying to clean out the backyard areas
- These areas are lower areas and hard to get to with a truck
- Each area has its own quotes.
- Contractors felt confident they could still get it done this year.
- Currently don't have right away agreements.
- Friendship Park we wouldn't need any easements
- 4<sup>th</sup> Avenue and 4<sup>th</sup> Street, we would need easements.
- Will need to get invoices as soon as possible so it goes in the 2020
- Next summer if we rent a larger machine we should be able to clean more by City Staff.

Motion: CS/CH to approve hiring Schneider Excavating to clean out the Friendship Park Ditch in the amount of \$7550.

Motion: CS/CH to approve hiring Litzau Excavating to clean out the 4<sup>th</sup> Ave and 4<sup>th</sup> Street ditch in the amount of \$11,300 contingent upon the City obtaining Right of Entry Agreements from the abutting property owners.

Motion: CS/CH to approve hiring Schneider Excavating to clean out the 3<sup>rd</sup> Avenue and south of 2<sup>nd</sup> Street ditch in the amount of \$4,000.

Roll Call vote. Motions Passed 4-0.

# 7.10 Review Snow Plowing COVID Emergency Plan

- Working towards what happens if staff are absent due to COVID.
- Emergency on-call staff have been hired tonight to help in the case we need it.
- Emergency routes have been established.
- Looking at who would be in charge in the event Tony is absent.
- Reached out to the County to see if we could help each other in the event there is a need.
- Also talked to an Independent Contractor to see if they would be able to help out.
- Main goal is to keep the trucks moving for the majority of the streets.

# 7.11 Consider Liquor License Reimbursement

- March-April-May the City refunded a prorated amount of their license fee.
- If we reimburse from Mid-November through the end of December the cost would be about \$900
- The County has some additional CARES money and they are looking at targeting small businesses that have been closed

Motion: CL/CH to approve refunding a prorated amount to Businesses selling on sale liquor based on their on sale / off sale fees or half of the month of November and the full month of December. Roll call Vote. Motion passed 4-0.

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

Heher (Planning Commission): December 1 talked at Shoreland District and some of the changes and expansion of nonconformances and came up with a 3-tiered list of what would require staff approval, what would need to go through planning commission, and

what would need to run through a public hearing. Decided to include in the work session in January. Reviewed the Planning Commission list for the past year.

Stolz (Senior Advisory): Absent.

Storms (Parks and Rec): Parks Commission tomorrow evening.

McPadden (EDC): EDC meeting last Wednesday. Looked at goals for 2021. Talked about food co-op. There is about \$61,000 left in the Downtown Redevelopment grants to be granted to someone. It has to be done by 2022. Following the EDC meeting had a meeting with Mr. Reid who is very knowledgeable in Food Co-ops.

Lagergren (Mayor): We have had some people step forward and willing to be a part of the steering committee and is going to start meeting this week. Attended SW Coalition of Transportation meeting. Moving forward on phase 1 on highway 212 to a four lane. Phase 2 is from Cologne to Norwood Young America. Numbers in County are starting to level off with COVID, but they want us to continue with current protocol. Vaccines are coming to MN and will go to Health Care workers, Long-term Care Centers, and Emergency Responders first. Food Distribution with Second Harvest. Thanks to everyone that helped. Handed out 700 boxes.

Helget (City Administrator): Nothing at this time.

9. Adjourn	ment
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Motion: CS/MM to adjourn at 7:34 PM. Roll call vote. Motion passed 4-0.

Respectfully Submitted,	
	Carol Lagergren, Mayor
Angela K. Brumbaugh, Clerk-Treasurer	0 0 14. 14.7



# VOUCHER LIST / CLAIMS ROSTER and CHECK SEQUENCE

To Be Approved: December 28, 2020

Payroll EFT (Check #506341 – 506356) (Check #506357 – 506389)-Fire Fighters (Check #506390 - 506395)-Council	\$18,075.70 \$23,064.34 \$ 7,449.65
Voided checks	
Prepaids (Check #31384 - 31389) Liquor License refunds	<u>\$1082.50</u>
Claims Pending Payment (Check #31390 – 31443)	\$ <u>61,256.78</u>
Cardmember e-check	<u>\$5,493.23</u>

\$116,422.20

**Grand Total** 

# \*Check Detail Register©

			Check Amt	Invoice	Comment
10100 CHECKING					
Paid Chk# 031384	12/17/2020	GASTHOUSE			
E 101-41400-432	Refund		\$200.00		liquor licence 1/2 Nov and December
		Total GASTHOUSE	\$200.00		and bootings
Paid Chk# 031385	12/17/2020	LAST CALL			
E 101-41400-432			\$200.00		Bernan Rannor 4 (O. b.)
_ 101 11100 402	rtolana	Total LAST CALL	\$200.00		liquor licence 1/2 Nov and December
Paid Chk# 031386	40/45/0000				
	12/17/2020	LAZY LOON BOWLIN	IG & EVENT CNTR		
E 101-41400-432			\$200.00		liquor license 1/2 Nov and December
ota! LAZY (	LOON BOWL	ING & EVENT CNTR	\$200.00		
Paid Chk# 031387	12/17/2020	MID-TOWN FAMILY R	RESTAURANT		
E 101-41400-432	Refund		\$45.00		Liquor Licence 1/2 Nov & Dec
Total M	ID-TOWN FA	MILY RESTAURANT	\$45.00		
Paid Chk# 031388	12/17/2020	NORTHSIDE GRILL			
E 101-41400-432		TOTAL GIVEL	£475.00		Para Barana da Albana
= 101 41400-402		NORTHSIDE GRILL	\$175.00 \$175.00		liquor license 1/2 Nov and December
			\$175.0U		
Paid Chk# 031389	12/17/2020	THE POUR HOUSE			
E 101-41400-432			\$262.50		liquor ticense 1/2 Nov & Dec
	Total	THE POUR HOUSE	\$262.50		
		10100 CHECKING	\$1,082.50		
Fund Summon			Ψ1,002.00		
Fund Summary					
10100 CHECKING					
101 GENERAL FUN	D		\$1,082.50		
			\$1,082.50		

12/23/20 2:19 PM Page 1

# \*Check Detail Register©

		Check Amt	Ínvoice	Comment	
10100 CHECKING					
Paid Chk# 000916E	12/16/2020 CARDMEMBER SERV	/ICE			
E 101-43100-221	Repair/Maintenance Equipment	\$890.71			
E 101-41940-210	Operating Supplies	\$76.65			
E 602-49450-221	Repair/Maintenance Equipment	\$166.79			
E 101-42990-200	Office Supplies	\$3,684.37			
E 101-41300-433	Dues and Subscriptions	\$202.96			
E 101-41400-350	Print/Publishting/Postage	\$453.80			
E 101-43100-211	Personal Protection Equipment	\$17.95			
	Total CARDMEMBER SERVICE	\$5,493.23			
	10100 CHECKING	\$5,493.23			
Fund Summary					
10100 CHECKING					
101 GENERAL FUN	ND	\$5,326,44			
602 SEWER FUND		\$166.79			
		\$5,493.23			

# \*Check Detail Register©

		Check A	mt Invoice	Comment
10100 CHECKING				
Paid Chk# 031390	12/28/2020 A & K REPAIR			
E 602-49450-223	Repair/Maintenance Bldg/Ground	\$398.90	49585	motor repair for trickling pumps
	Total A & K REPAIR	\$398.90	<del>_</del>	
Paid Chk# 031391	12/28/2020 BARR, JERRY			
E 101-41330-316	Planning Commission	\$200.00	2020	
	Total BARR, JERRY	\$200.00		
Paid Chk# 031392	12/28/2020 BRYAN ROCK PRODU			
	Street Maint Materials		45700	
	Street Maint Materials	\$1,902.52 \$794.62		
	BRYAN ROCK PRODUCTS, INC.	\$2,697.14	43707	
Paid Chk# 031393	12/28/2020 CARVER COUNTY			
E 101-41410-430		\$1,266.09	2622	clostics ballate, bandones
	Total CARVER COUNTY	\$1,266.09	_2023	election ballota; hardware maintenance
Paid Chk# 031394	12/28/2020 CARVER COUNTY REC			
	Deferred Loan/Grant			<b>5</b> ) 5
	CARVER COUNTY RECORDER	\$74.00	<del></del>	Dietel & Guerrero
		\$74.00		
Paid Chk# 031395	12/28/2020 CENTER POINT			
E 101-41940-383		\$30.66		
E 101-41940-383 E 601-49400-383		\$55.10		
E 101-41940-383		\$18.32 \$148.19		
E 601-49400-383		\$325.74		
E 602-49450-383		\$18.41		
E 602-49450-383		\$18.32		
E 602-49450-383	Gas Utilities	\$18.32		
E 602-49450-383	Gas Utilities	\$18.32	12/7/20	
	Total CENTER POINT	\$651.38	<del></del>	
Paid Chk# 031396	12/28/2020 CITIZEN STATE BANK	HSA ACCTS		
G 101-21718 HS		\$1,307.99	December 202	
Total Cl	TIZEN STATE BANK HSA ACCTS	\$1,307.99		
Paid Chk# 031397	12/28/2020 CITY OF WACONIA			
E 101-43100-224	Street Maint Materials	\$848.96	4585	salt brine winter '19-'20
	Total CITY OF WACONIA	\$848.96		THE IV EV
Paid Chk# 031398	12/28/2020 CORE AND MAIN			
E 601-49400-223	Repair/Maintenance Bidg/Ground	\$206.00	N443550	repair sleeves for curb stops
	Total CORE AND MAIN	\$206.00		repair sideves for curb stops
Paid Chk# 031399	12/28/2020 DURBIN, CAROLYN			
	Sr. Advisory Committee	<b>#</b> 000 00	2000	
L 101-41330-318	51. Advisory Committee	\$200.00	2020	

# \*Check Detail Register©

		Check Amt	Invoice	Comment
	Total DURBIN, CAROLYN	\$200.00		
Paid Chk# 031400	12/28/2020 EGGERS, MIKE			
E 101-41330-317	Streets-Other Improvements	\$204.10 11 \$200.00 20 \$200.00 20 \$604.10	)	Home Depot purchase
Paid Chk# 031401	12/28/2020 FAHEY, JOHN	_		
	Planning Commission Total FAHEY, JOHN	\$200.00 20 \$200.00	<u>)</u> 20	
Paid Chk# 031402	12/28/2020 FELTMANN, WAYNE & \$	HARILYN		
E 101-41330-320 Total I	Park Board FELTMANN, WAYNE & SHARILYN	\$200.00 20 \$200.00	20	
Paid Chk# 031403	12/28/2020 FLOW MEASUREMENT	AND CONTROL	LC	
	Repair/Maintenance Bldg/Ground	\$510.00 10 \$510.00	143	calibrate WWTP flows
Paid Chk# 031404	12/28/2020 GERTH, ANDREA			
E 101-41330-317	EDC Board Total GERTH, ANDREA	\$200.00 20 \$200.00	20	
Paid Chk# 031405	12/28/2020 GRUNDAHL, WILLIAM			
E 101-41330-316	Planning Commission Total GRUNDAHL, WILLIAM	\$200.00 20 \$200.00	20	
Paid Chk# 031406	12/28/2020 HALLQUIST, PAUL			
E 101-41330-316	Planning Commission Total HALLQUIST, PAUL	\$200.00 20 \$200.00	20	
Paid Chk# 031407	12/28/2020 INTERSTATE BATTERY	SYS OF MPLS		
	Repair/Maintenance Bldg/Ground RSTATE BATTERY SYS OF MPLS	\$115.35 44 \$115.35	7475	batteries for towel dispensers
Paid Chk# 031408	12/28/2020 J.P.COOKE CO	<del></del>		
E 101-42700-210	Operating Supplies Total J.P.COOKE CO	\$54.00 114 \$54.00	43787	2021 dog tags
Paid Chk# 031409	12/28/2020 KENNEDY & GRAVEN CI	HTD		
E 497-43100-605 To	Cost of Issuance tal KENNEDY & GRAVEN CHTD	\$249.20 15 \$249.20	7038	
Paid Chk# 031410	12/28/2020 KROELLS, LAVONNE			
E 101-41330-319	Sr. Advisory Committee  Total KROELLS, LAVONNE	\$200.00 202 \$200.00	20	
Paid Chk# 031411	12/28/2020 KUENZEL, JULIE			

12/23/20 2:13 PM Page 3

# \*Check Detail Register©

	Check Ar	nt invoice	Comment
E 101-41330-320 Park Board	\$200.00	2020	
Total KUENZEL, JULIE	\$200.00		
Paid Chk# 031412 12/28/2020 LEES REFRIGERATION			
E 101-41940-221 Repair/Maintenance Equipment	\$277.50	33491	ICE MACHINE AT PAVILION
Total LEES REFRIGERATION	\$277.50		TO THE COUNTY OF THE COUNTY
Paid Chk# 031413 12/28/2020 LOFFLER BUSINESS SY	/S LLC		
E 101-41400-437 Maintenance Contract	\$1,088.01	3585261	
Total LOFFLER BUSINESS SYS LLC	\$1,088.01		
Paid Chk# 031414 12/28/2020 LOOMIS HOMES	ψ1,000.01		
	••		
G 101-22000 Deposits G 101-22000 Deposits	\$2,900.00		infrastructure refunds
G 101-22000 Deposits			infrastructure refunds
G 101-22000 Deposits			infrastructure refunds
G 101-22000 Deposits			infrastructure refunds
G 101-22000 Deposits			infrastructure refunds
G 101-22000 Deposits			infrastructure refunds
G 101-22000 Deposits			infrastructure refunds
G 101-22000 Deposits			infrastructure refunds
G 101-22000 Deposits			infrastructure refunds
		990Lakewood	infrastructure refunds
	29,000.00		
Paid Chk# 031415 12/28/2020 MAC QUEEN EQUIPMEN	IT INC		
E 101-42200-210 Operating Supplies	\$65.82	16319	ROCKER LUG THREADED ADAPTER
Total MAC QUEEN EQUIPMENT INC	\$65.82		
Paid Chk# 031416 12/28/2020 MARCO TECHNOLOGIE	S LLC		
E 101-41400-437 Maintenance Contract	\$141.50	8255005	
E 101-41400-437 Maintenance Contract	\$1,473.83	8276025	
Total MARCO TECHNOLOGIES LLC	\$1,615.33	<del></del>	
Paid Chk# 031417 12/28/2020 MENDOZA, JUAN PABLO	& CINTHY	A	
E 601-49400-432 Refund	\$14.28	1	utility refund
E 602-49450-432 Refund	•	1055FoxCrossi	•
Total MENDOZA, JUAN PABLO & CINTHYA	\$28.56		
Paid Chk# 031418 12/28/2020 MINI BIFF	<u> </u>		
E 101-45200-418 Other Rentals (Biffs)	\$135.15	A-120637	
Total MINI BIFF	\$135,15		
Paid Chk# 031419 12/28/2020 MINNESOTA VALLEY TE			
*E 602-49450-217 Lab Fees	\$93.00	1050966	
Total MINNESOTA VALLEY TESTING LAB	\$93.00	1099000	
E 601-49400-406 LICENSES	\$175.00	\	NATER WELL STATUS REPORT

# \*Check Detail Register©

	Check Am	t Invoice	Comment
Total MN DEPARTMENT OF HEALTH	\$175.00		
Paid Chk# 031421 12/28/2020 MN FIRE CERTIFICATI	ON BOARD		
E 101-42200-207 Training Instructional	\$120.00		FIREFIGHTER CERTIFICATION EXAM
Total MN FIRE CERTIFICATION BOARD	\$120.00		THE IGHTER CERTIFICATION EXAM
Paid Chk# 031422 12/28/2020 MUNICIPAL EMERGEN			
E 101-42200-210 Operating Supplies			
Total MUNICIPAL EMERGENCY SERVICES	\$1,601.97 \$1,601.97	1522852	SEEK REVEAL FIRE PRO
	φ1,001.97		
TOTAL TOTAL			
E 101-41330-317 EDC Board	\$200.00 2	2020	
Total NOELDNER, TONYA	\$200.00		
Paid Chk# 031424 12/28/2020 NORTHWOODS BANK			
G 101-21718 HSA ACCOUNT	\$166.67	December 202	
Total NORTHWOODS BANK	\$166.67	-	
Paid Chk# 031425 12/28/2020 NYA TIMES			
E 101-41400-350 Print/Publishting/Postage	\$68.04 8	809495	2021 city budget
Total NYA TIMES	\$68.04		
Paid Chk# 031426 12/28/2020 OLD NATIONAL BANK			
G 101-21718 HSA ACCOUNT	\$175.67 F	December 202	
Total OLD NATIONAL BANK	\$175.67	December 202	
Paid Chk# 031427 12/28/2020 OPTUM BANK			
G 101-21718 HSA ACCOUNT	£485.04 D		
Total OPTUM BANK	\$465.34 L	December 202	
Paid Chk# 031428 12/28/2020 OUILL CORPORATION	Ψ100.01		
Apier Apier Apier Apier			
E 101-42200-200 Office Supplies Total QUILL CORPORATION	_ \$61.57 1	2890290	
	\$61.57		
Paid Chk# 031429 12/28/2020 SECURITY BANK & TRU			
G 101-21718 HSA ACCOUNT		December 202	
Total SECURITY BANK & TRUST	\$866.66		
Paid Chk# 031430 12/28/2020 SIMMONS, THOMAS			
E 101-41330-319 Sr. Advisory Committee	\$200.00 2	2020	
Total SIMMONS, THOMAS	\$200.00		
Paid Chk# 031431 12/28/2020 SMITH, BOB			
E 101-41330-316 Planning Commission	\$200.00 2	020	
Total SMITH, BOB	\$200.00	_	
Paid Chk# 031432 12/28/2020 SMITH, CONNOR			
E 101-41330-317 EDC Board	\$200.00 20	020	
Total SMITH, CONNOR	\$200.00		

# \*Check Detail Register©

	Check A	mt Invoice	Comment
Paid Chk# 031433 12/28/2020 SOUTH POINT FINANCE	AL		
G 101-21718 HSA ACCOUNT	\$333.33	December 202	
Total SOUTH POINT FINANCIAL	\$333.33		
Paid Chk# 031434 12/28/2020 SUN LIFE ASSURANCE	COMPANY		
G 101-21707 Disability Insurance	\$381.88	12/14/20	
Total SUN LIFE ASSURANCE COMPANY	\$381.88		
Paid Chk# 031435 12/28/2020 TWIN CITIES & WESTEI	RN RAILROA	AD	
E 101-43100-440 Lease		M900025	land lease
Total TWIN CITIES & WESTERN RAILROAD	\$435.54	141300023	iaiu icase
Paid Chk# 031436 12/28/2020 UNIQUE PAVING MATE			
E 101-43100-224 Street Maint Materials			
Total UNIQUE PAVING MATERIALS CORP	\$159.30	57406	COLD MIX
	\$159.30		_
Paid Chk# 031437 12/28/2020 UNUM LIFE INSURANCE	CO		
G 101-21715 Life Ins	\$103.79		
G 101-21715 Life Ins	\$54.90	12/14/20	
Total UNUM LIFE INSURANCE CO	\$158.69		
Paid Chk# 031438 12/28/2020 US POSTAL SERVICE			
E 602-49450-350 Print/Publishting/Postage	\$139.37		
E 601-49400-350 Print/Publishting/Postage	\$139.37		
E 603-49500-350 Print/Publishting/Postage	\$139.36	Dec bills	utility postage
Total US POSTAL SERVICE	\$418.10		
Paid Chk# 031439 12/28/2020 WILLIAMS, CATHLEEN			
E 101-41330-319 Sr. Advisory Committee	\$200.00	2020	
Total WILLIAMS, CATHLEEN	\$200.00		
Paid Chk# 031440 12/28/2020 WINTER, JASON			
E 101-41330-317 EDC Board	\$200.00	2020	
Total WINTER, JASON	\$200.00		
Paid Chk# 031441 12/28/2020 XCEL ENERGY			
E 101-42200-381 Electric Utilities	\$233.44		
E 101-42500-381 Electric Utilities	\$13.13		
E 101-43100-380 Street Lighting	\$3,991.15		
E 101-43100-381 Electric Utilities	\$388.65		
E 101-45200-381 Electric Utilities	\$321.09		
E 101-45500-381 Electric Utilities	\$696.57		
E 601-49400-381 Electric Utilities	\$418.06		
E 602-49450-381 Electric Utilities E 101-49860-381 Electric Utilities	\$3,318.73		
E 101-41940-381 Electric Utilities	\$205.33 \$1,395.72	712310025	
	Ψ1,000.1Z	1 123 13323	
Total XCEL ENERGY \$	10,981.87	_	

# \*Check Detail Register©

	Check Ar	mt Invoice	Comment
E 101-43100-380 Street Lighting	\$82.10	20-3032	street light bulbs
E 101-41940-223 Repair/Maintenance Bldg/Ground	\$118.57	20-3050	BULBS
Total XTREME ELECTRICAL	\$200.67		
Paid Chk# 031443 12/28/2020 ZELLMANN, JIM			
E 101-41330-320 Park Board	\$200.00	2020	
Total ZELLMANN, JIM	\$200.00		
10100 CHECKING	\$61,256.78		
Fund Summary			
10100 CHECKING			
101 GENERAL FUND	\$54,745.70		
225 Economic Recovery	\$74.00		
275 CAPITAL	\$204.10		
497 Underpass Project - 2020	\$249.20		
601 WATER FUND	\$1,296.77		
602 SEWER FUND	\$4,547.65		
603 STORM WATER UTILITY	\$139.36		
	\$61,256.78		



TO: Mayor Lagergren and Council Members

FROM: Steve Zumberge, Fire Chief

DATE: December 28, 2020

RE: Approve the Appointment of the 2021 NYAFD Officers

Over the last several weeks, a Selection Committee has interviewed applicants for the Norwood Young America Fire Department's open officer positions. The Committee consisted of area fire chiefs, Norwood Young America Fire Department Officers, and members of the Norwood Young America Personnel Committee. The officer appointments will take effect January 1, 2021.

The following are the Selection Committee's recommendations.

NYA Chief 1	Steve Zumberge
NYA Chief 2	Kevin Reather
NYA Chief 3	Chris Glander
NYA Chief 4	Brad Droege
NYA Captain1	Scott Blom
NYA Captain 2	Todd Karels
NYA Captain 3	Jesse Hackbarth
NYA Captain 4	Melissa Pasquarette
NYA Secretary	Patrick Stacken
NYA Treasurer	Jesse Molnau

# **Proposed Motion:**

Motion to appoint the 2021 Norwood Young America Fire Department officers as recommended by the Selection Committee.



TO:

Honorable Mayor Lagergren and City Council Members

FROM:

Angela Brumbaugh, City Clerk / Treasurer

DATE:

December 28, 2020

RE:

Resignation of Dominic Fratus as Part-time Bus Driver

Attached is an email from Dominic stating he is resigning his position as Bus Driver effective immediately.

### Recommendation:

A motion to accept the resignation of Dominic Fratus as a Part-time Bus Driver, effective immediately.

# **Steve Helget**

From:

Dominic Fratus <dominicfratus@yahoo.com>

Sent:

Tuesday, December 22, 2020 1:22 PM

To:

Steve Helget

Subject:

Letter of resignation

Effective immediately I resign my position as Bus Driver. 12-22-2020 Dominic Fratus Jr. Sent from Yahoo Mail on Android



more than a place, it's home.

TO

Honorable Mayor Lagergren and City Council Members

FROM:

Steven Helget, City Administrator

DATE:

December 28, 2020

SUBJECT:

2<sup>nd</sup> Avenue Lift Station and Street Improvement Project

At the November 23<sup>rd</sup> regular City Council meeting, the Council approved Resolution 2020-35, which approved the 2<sup>nd</sup> Avenue Lift Station and Street Improvements Feasibility Report and scheduled a public hearing for 6:00 p.m., December 28th on the proposed 2nd Avenue improvements. Mailed notices of the hearing were sent to all property owners proposed to be assessed a portion of the project costs and notice of the hearing was also published in the City's official newspaper.

Jake Saulsbury, Bolton & Menk, will participate in the Zoom meeting and provide a presentation on the proposed 2<sup>nd</sup> Avenue Lift Station and Street Improvement Project. Enclosed is a copy of his presentation.

Following the public hearing, proposed is to discuss:

- 1. Project Financing
- 2. Local Road Improvement Program
- 3. Property Appraisals

To date, the Finance Committee has had limited discussion on options to finance the project. Proposed is allow the Finance Committee to meet in January and provide a recommendation at a future meeting.

Enclosed is information about a grant opportunity through MnDOT's Local Road Improvement Program (LRIP). Eligible 2<sup>nd</sup> Avenue project components include the street reconstruction and storm sewer improvements. Carver County would have to sponsor the project. Bolton & Menk proposes to prepare and submit the grant application for about \$4,000 - \$5,000. Jake Saulsbury will provide additional information at the meeting.

Like the Oak Lane Project, proposed is to discuss appraising some of the properties that will be special assessed.

Recommended Motion:

No Motion proposed.

Norwood Young America



City of Norwood Young America 2<sup>nd</sup> Avenue Lift Station & Street Improvements Improvement Hearing



December 28, 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



7

# **General Project Timeline**

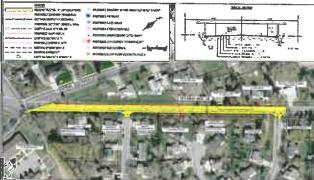
- To Date the Following Items Have Been Completed:
  - City Council Authorized the Preliminary Project Items
  - · Completed Soil Borings
  - · Completed the Feasibility Study
  - · Approved the Feasibility Study & Called for a Public Hearing
  - Completed Topographic Survey Work
- Items Remaining in Process:
  - Conduct Public Hearing (Tonight)
  - Authorize Final Design & Order Improvements (Tonight)
  - 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
  - Remove Existing Approximately 37-Foot Wide Street
  - Replace with Proposed 37-Foot Wide Bituminous Street
  - Truck Route Street Section
- Storm Sewer Improvements
  - Replace Existing Storm Sewer
  - Add Draintile to Roadway



Total Estimated Project Cost
- Street = \$725,580

Total Estimated Project Cost - Storm Sewer = \$83,005

\*Alternate to Reduce Street Width to 36-Feet Wide (\$10,100 Savings)

"Alternate to Also Reduce Section to Residential Street Section (\$73,300 Savings)



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# Proposed Improvements - Sanitary Sewer / Water

- Sanitary Sewer
  - Replace Manholes
  - Line Sewer Mains
  - Replace and Upsize Lift Station
  - Replace and Upsize Forcemain
- Water System
  - Replace 6-Inch Cast Iron Main with 8-Inch PVC Main
  - Replace All Hydrants, Gate Valves, and Services



Total Estimated Project Cost - Sanitary Sewer = \$822,714

Total Estimated Project Cost
Water System = \$171,114



5

# **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



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 Front Foot or Unit Basis (Front Foot Recommended)
  - 50% of Watermain Assessed on a Unit Basis
  - Storm Sewer Work, Sanitary Manhole and Lift Station Work, and Extra Depth/Width of Street not Assessed



7

# **Assessment Area Map**

- 13 Properties Located in the Project Area
- Estimated Street Reconstruction Cost Per Front Foot = \$134.89
- Estimated Watermain Cost Per Unit = \$6,581





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# **Project Cost Summary**

- Total Estimated Project Cost = \$1,802,414
  - Street Width and Section Reductions Could Lower This to \$1,729,114
- Total Estimated Private Assessed Amount = \$189,601 (\$163,276 Street and \$26,325 Water)
- Total Estimated City Cost (Including Property Assessment) = \$1,612,813
  - Street Width and Section Reductions Could Lower This to \$1,539,513
- Estimated Bond Rate = 2.5% (Assessment Rate = 3.5%) at a 15-Year Term
- Due to the Unique Project Area/Scope and the High Preliminary Assessments, it is Recommended to Obtain Assessment Appraisals



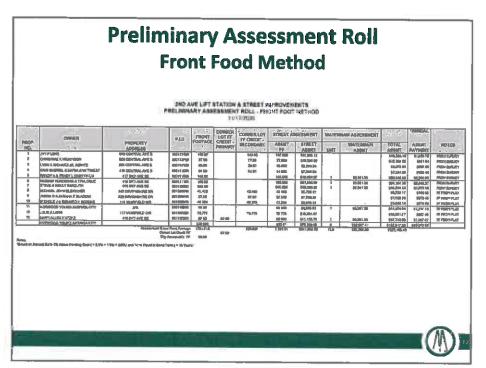
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# **Next Steps**

- Conduct Improvement Hearing (Tonight)
- Order Improvements (Requires 4/5 Vote) (Tonight)
- Complete Appraisal Process (Optional)
- 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







# Preliminary Assessment Roll Unit Method \*\*PRELIMINARY ASSESSMENT ROLL—UNIT METHOD 11\*7268 \*\*PROPRET\*\* PROPRET\*\* PR

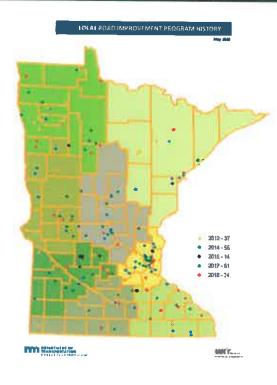
13

# LOCAL ROAD IMPROVEMENT PROGRAM (LRIP)



Real People: Real Solutions

The Local Road Improvement Program provides financial assistance to agencies for local road construction or reconstruction projects with local regional, or statewide significance that cannot reasonably be funded through other revenue sources. Regionally significant projects support economic development, core business districts (of all applicant types), freight movement including farm to market routes, benefit to the trunk highway or county road, or connection to a regional tourist destination.



# **DISTRIBUTION OF AWARDS**

- 30% state aid cities
- 35% counties
- 30% small cities and townships
- 5% discretionary

In each MnDOT district, counties compete against counties, state-aid cities against state-aid cities, and small cities/townships against small cities/townships. Awards are geographically distributed with the goal of funding at least one county project, one state-aid project, and one small city/township project all within each MnDOT district.

# PROGRAM HIGHLIGHTS

- Approximately \$75M in funding available
- Eligible Applicants: Counties, State Aid Cities, Small Cities and Townships (nonstate aid cities and townships will need a county sponsor)
- Eligible project types include local road construction or reconstruction projects outside trunk highway rights-of-way
- Construction cost only, includes stormwater infrastructure and ponding

- Projects would be anticipated for letting in years 2021-2023
- \$1.25M for all eligible applicants and no set local match required
- Projects that received legislatively selected appropriations ("earmarks") or previous LRIP grants are not eligible for funding under this solicitation. Also, unfunded 2019 applications need to resubmit under this solicitation.

# **APPLICATION PROCESS**

Solicitation Open:

Project Application Deadline:

**LRIP Advisory Committee Convenes:** 

Awards announced:

December 2, 2020 March 3, 2021

Late April 2021

May 2021

A funding agreement must be finalized with State Aid before projects are bid or any project work begins.

# WHY BOLTON & MENK

Firm Success (2017 and 2018 Solicitation)

58% SUCCESS RATE on applications. SECURED \$14M FOR CLIENTS, LEVERAGING \$48M in total project costs.





# WHY IS THIS MONEY IMPORTANT?

The LRIP program is one of few sources that can be used on any local road. One of few sources for Greater Minnesota.



Date:

December 28, 2020

To:

Mayor Lagergren and Members of the City Council

From:

Fire District

Re:

Fire District Contracts for 2022-2023

Each January, the Fire Chief and Officers meet with representatives from the fire district townships and the city of Norwood Young America. At this meeting, statistics and highlights of the year are shared as well as a review of the current and upcoming budget cycle. Finally, the upcoming contracts with the townships are discussed.

Each year, the townships are invoiced a service fee by unit. A unit is defined in the contract as the number of township properties which are provided fire protection by the Norwood Young America FIre Department. Between 2009 and 2014, the service fee per unit was increased by \$5 each year from a beginning level of \$115. Beginning in 2016, the contracts were extended to two years to support the townships in their own budgeting process. The service fee rates since 2015, as well as the fire department budgets, are included in the chart below:

# **FIRE DISTRICT PAYMENT HISTORY:**

2015	\$140.00 per unit	FD Actual Expenses: \$171,505		
2016 - Year 1	\$150.00 per unit	FD Actual Expenses: \$141,517		
2017 - Year 2	\$150.00 per unit	FD Actual Expenses: \$198,900		
2018 - Year 1	\$150.00 per unit	FD Actual Expenses: \$209.901		
2019 - Year 2	\$150.00 per unit	FD Actual Expenses: \$183.812		
2020 - Year 1	\$150.00 per unit	FD Budget: \$205,300		
2021 - Year 2	\$150.00 per unit	FD Budget: \$208,600		

# Norwood Young America



In addition to the service fees, townships have shared in the cost of equipment replacement since 2017. (In 2009, they also shared in the cost of updates to the fire station.) Each township is again invoiced by percentage of total units. The information is shared in the chart below (calculations are based on the year townships have been invoiced, not on the year of purchase). Additional information is projected for the next two tanker truck purchases from the capital replacement plan.

# **EQUIPMENT REPLACEMENT PAYMENT HISTORY:**

EGSI MENTINEI ENGLISHENTI ATBILINT DIOTORI.						
	NYA	Benton	Camden	Hancock	Waconia	YA
Units	1512 (75.3%)	107 (5.3%)	117 (5.8%)	39 (2%)	53 (2.6%)	181 (9%)
2017 Mini-Pumper Replacement \$132,500 (no finance) ~ \$65/unit	\$99772.50	\$6890.00	\$7552.50	\$2517.50	\$3445.00	\$12322.50
2022 - 26 Ladder Truck \$758,000 (financed) ~ \$375/unit	\$588,574.00	\$40,174.00 (\$8200/yr)	\$43,964.00 (\$9000/yr)	\$15,160.00 (\$3000/yr)	\$19,708.00 (\$4000/yr)	\$68,220.00 (\$14000/yr)
2024 Tanker Truck \$100,000 (no finance) ~ \$50/unit	\$75,300	\$5,300.00	\$5,800.00	\$2,000.00	\$2,600.00	\$9,000.00
2027 Tanker Truck \$100,000 (no finance) ~\$50/unit	\$75,300	\$5,300.00	\$5,800.00	\$2,000.00	\$2,600.00	\$9,000.00

**Recommendation of the Finance Committee:** 

Motion to renew the Township Fire Service Contracts for a two year term, and to set the Fire Service Fee at \$150 per unit for the 2022-2023 contract cycle.

# Norwood Young America



TO:

Honorable Mayor Lagergren and City Council Members

FROM:

Steven Helget, City Administrator

DATE:

December 28, 2020

SUBJECT:

Resolution 2020-41, 2020 Budget Amendment

In accordance with state statute, municipalities are required to amend their General Fund budget if any significant changes occur during the year. State statute does not define what dollar amount represents a significant change, but the City has defined it as \$5,000. Resolution 2020-41 also proposes amendments to the Enterprise Funds and Other Fund Budgets.

# **Suggested Motion:**

Motion to approve Resolution 2020-41, a resolution amending the 2020 General Fund, Enterprise Funds, and Other Fund Budgets.

# **RESOLUTION 2020-41**

# A RESOLUTION AMENDING THE 2020 GENERAL FUND, ENTERPRISE FUNDS, AND OTHER FUND BUDGETS

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

WHEREAS, the City Council of the City of Norwood Young America, County of Carver, Minnesota adopted the 2020 General Fund, Enterprise Funds, and Other Fund Budgets on December 9, 2019; and

WHEREAS, significant changes were made to the 2020 General Fund, Enterprise Funds, and Other Fund Budgets during Fiscal Year 2020 and budgeted amounts are proposed to be amended as follows.

### **GENERAL FUND REVENUES**

DEPARTMENT	ACCOUNT LINE ITEM	ACTUAL BUDGET	AMENDED BUDGET	DIFFERENCE
General Gov.	Local Government Aid	\$325,000	\$460,000	\$135,000
General Gov.	Transfer from The Harbor	\$20,000	\$10,000	(\$10,000)
General Gov.	Insurance Return Premium	\$0	\$12,000	\$12,000
Community Development	Reimburse for Expense	\$0	\$16,000	\$16,000
Fire Department	Reimburse for Expense	\$1,500	\$29,000	\$27,500
<b>Building Inspections</b>	<b>Building Permits</b>	\$60,000	\$87,000	\$27,000
<b>Building Inspections</b>	Bldg. Permit Plan Check Fees	\$35,000	\$54,000	\$19,000
COVID-19	Cares Act Grant	\$0	\$288,000	\$288,000
Parks & Rec.	Park Rental	\$28,000	\$14,000	(\$14,000)
Parks & Rec.	Gaming Donations	\$500	\$21,000	\$20,500
Transit (Bus)	MRCI WorkSource	\$33,000	\$6,000	(\$27,000)
Swimming Pool	Swimming Lesson Fees	\$11,000	\$0	(\$11,000)
		\$514,000	\$997,000	\$483,000

GENERAL FUND EXPENDITURES						
DEPARTMENT	ACCOUNT LINE ITEM	ACTUAL BUDGET	AMENDED BUDGET	DIFFERENCE		
City Administrator	Part-Time Employees	\$8,000	\$0	(\$8,000)		
Community Dev.	Professional Fees	\$18,000	\$12,000	\$6,000		
City Clerk	Full-Time Employees	\$70,000	\$42,000	\$28,000		
City Clerk	Part-Time Employees	\$8,100	\$16,000	(\$7,900)		
City Clerk	Medical/Disability Insurance	\$25,000	\$17,000	\$8,000		
City Clerk	Maintenance Contracts	\$26,000	\$33,000	(\$7,000)		
Prof. Services	Other Professional Services	\$4,000	\$50,000	(\$46,000)		
Govt. Buildings	Repair/Maint. Bldg./Grounds	\$55,000	\$80,000	(\$25,000)		
Fire Department	Training & Instructional	\$11,000	\$17,000	(\$6,000)		
Fire Department	FD Equipment	\$12,000	\$34,000	(\$22,000)		

		\$920,100	\$1,145,000	(\$224,900)
Swimming Pool	Seasonal Employees	\$32,000	\$18,000	\$14,000
Transit (Bus)	Insurance Claims	\$5,000	\$0	\$5,000
Transit (Bus)	Part-Time Employees	\$20,000	\$7,000	\$13,000
Economic Dev.	Medical/Disability Insurance	\$16,000	\$26,000	(\$10,000)
Economic Dev.	Full-Time Employees	\$37,000	\$62,000	(\$25,000)
Parks	Refund	\$3,000	\$9,000	(\$6,000)
Parks	Full-Time Employees	\$70,000	\$62,000	\$8,000
Hwys., Streets, & Roads	Maintenance Contracts	\$30,000	\$25,000	\$5,000
Hwys., Streets, & Roads	Street Maintenance	\$110,000	\$52,000	\$58,000
Hwys., Streets, & Roads	Street Maintenance Materials	\$60,000	\$45,000	\$15,000
Hwys., Streets, & Roads	Repair/Maint. Bldg./Grounds	\$50,000	\$30,000	\$20,000
Hwys., Streets, & Roads	Repair/Maint. Equipment	\$50,000	\$40,000	\$10,000
Hwys., Streets, & Roads	Full-Time Employees	\$158,000	\$140,000	\$18,000
COVID-19	COVID-19 Expenses	\$0	\$288,000	(\$288,000)
Building Inspection	Building Inspection Fee	\$50,000	\$40,000	\$10,000

REVENUES							
DEPARTMENT	ACCOUNT LINE ITEM	ACTUAL BUDGET	AMENDED BUDGET	DIFFERENCE			
Forest Hill Cemetery	Cemetery Revenues	\$0	\$43,000	\$43,000			
Fund 275	FD Ladder Truck - Bond Proceeds	\$0	\$308,000	\$308,000			
Fund 275	Townships Reimburse for Expense	\$0	\$74,000	\$74,000			
Fund 275	Interfund Operating Transfer	\$180,600	\$277,000	\$96,400			
TIF District 3-4	Tax Increments	\$40,000	\$54,100	\$14,100			
TIF District 3-5	Tax Increments	\$40,000	\$56,100	\$16,100			
TIF District 1-5	Tax increments	\$50,000	\$60,400	\$10,400			
TIF District 3-6	Tax Increments	\$100,000	\$165,800	\$65,800			
Fund 497	Underpass Project - Bond Proceeds	\$0	\$711,000	\$711,000			
Fund 501	Debt Service Refinancing	\$44,482	\$305,000	\$260,518			
Fund 518	Debt Service Refinancing	\$624,544	\$2,770,000	\$2,145,456			
Fund 519	Debt Service Refinancing	\$233,784	\$1,616,000	\$1,382,216			
		\$1,313,410	\$6,440,400	\$5,126,990			

SPECIAL REVENUE/CAPITAL EQUIPMENT/TIF DISTRICTS/DEBT SERVICE EXPENSES					
DEPARTMENT	ACCOUNT LINE ITEM	ACTUAL BUDGET	AMENDED BUDGET	DIFFERENCE	
Economic Recovery	Deferred Loan/Grant	\$0	\$70,000	(\$70,000)	
Forest Hill Cemetery	Cemetery Legal Expenses	\$0	\$11,300	(\$11,300)	
The Harbor	Operating Transfer	\$20,000	\$10,000	\$10,000	
Fund 275	City Code Codification	\$10,000	\$0	\$10,000	
Fund 275	FD Public Safety Equipment	\$17,000	\$8,400	\$8,600	

Fund 275	FD Vehicles	\$0	\$758,000	(\$758,000)
Fund 275	Streets-Other Improvements	\$100,000	\$0	\$100,000
Fund 275	Streets-Equipment	\$90,000	\$41,000	\$49,000
Fund 275	Streets-Vehicles	\$88,000	\$114,500	(\$26,500)
Fund 275	Parks-Buildings & Structures	\$60,000	\$0	\$60,000
Fund 275	Parks-Equipment	\$38,000	\$25,000	\$13,000
Fund 275	Operating Transfers	\$180,600	\$277,100	(\$96,500)
TIF District 3-4	Operating Transfers	\$40,000	\$54,100	\$14,100
TIF District 3-5	Operating Transfers	\$40,000	\$56,100	\$16,100
TIF District 1-5	Refunds/Reimbursements	\$51,025	\$58,600	(\$7,575)
TIF District 3-6	Operating Transfers	\$100,000	\$165,800	\$65,800
Fund 497	Underpass Project	\$0	\$371,000	(\$371,000)
Fund 501	<b>Debt Service Refinancing</b>	\$50,950	\$332,000	(\$281,050)
Fund 518	Debt Service Refinancing	\$510,406	\$3,496,000	(\$2,985,594
Fund 519	<b>Debt Service Refinancing</b>	\$237,556	\$1,819,000	(\$1,581,444
Storm Sewer	Capital Outlay	\$10,000	\$0	\$10,000
		\$1,633,537	\$7,586,600	(\$5,953,063
ENTERPRISE FUND R	EVENUES	ACTUAL		
DEPARTMENT	ACCOUNT LINE ITEM	ACTUAL BUDGET	AMENDED BUDGET	DIFFERENCE
Water	Water Trunk Fees	\$19,500	\$38,000	\$18,500
	Water Availability Charge	\$10,400	\$56,000	\$45,600
Sewer	Sewer Trunk Fees	\$19,500	\$38,000	\$18,500
	Sewer Availability Charge	\$14,500	\$78,000	\$63,500
		\$63,900	\$210,000	\$146,100
ENTERPRISE FUND EX	KPENDITURES			
DEPARTMENT	ACCOUNT LINE ITEM	ACTUAL BUDGET	AMENDED BUDGET	DIFFERENCE
<b>W</b> ater	Full-Time Employees	\$93,000	\$103,000	(\$10,000)
	Repair/Maintenance Equipment	\$4,500	\$22,000	(\$17,500)
	Repair/Maintenance Bldg.& Grounds	\$45,000	\$15,000	\$30,000
	Capital Outlay	\$50,000	\$8,000	\$42,000
ewer	Full-Time Employees	\$93,000	\$103,000	(\$10,000)
	Repair/Maintenance Grounds	\$30,000	\$64,000	(\$34,000)
	Engineering Fees	\$25,000	\$11,000	\$14,000
	Capital Outlay	\$75,000	\$60,000	\$15,000
		\$41E E00	£205 000	
		\$415,500	\$386,000	\$29,500

NOW THEREFORE, BE IT RESOLVED that the City Council of N	orwood Young America.
Carver County, Minnesota, hereby amends the 2020 General Fu	ınd. Enterprise Funds, and
Other Fund Budgets as identified above.	, arrain private arrain, arrain

Adopted by the Norwood Young America City Council this 28th day of December 2020.

	Carol Lagergren, Mayor	
ATTEST:		
Angela Brumbaugh, City Clerk/Treasurer		



TO:

Honorable Mayor Lagergren and City Council Members

FROM:

Angela Brumbaugh, City Clerk / Treasurer

DATE:

December 28, 2020

RE:

Approve the 2021 Salary Chart

Attached is a copy of the 2021 Salary Chart. There are no changes from the 2020 chart as the cost of living increase was eliminated this year but there is 2.5% increase between steps.

### Recommendation:

A motion to approve the 2021 Salary Chart.

2021 Salary Chart	Chart								2 6	2 5% increase hotureen ctens	Meen chanc
: [		-	7	ო	4	2	9	7	œ	6	10
→ Lifeguard	-	11.28	11.56	11.85	12.15	12.45	12.76	13.08	13.41	13.75	14.09
	2	11.85	12.14	12.44	12.76	13.07	13.40	13.74	14.08	14.43	1479
EAS OC Mgr	က	12.44	12.75	13.07	13.39	13.73	14.07	14.42	14.78	15.15	15.53
Pool Mgr	4	13.06	13.39	13.72	14.06	14.42	14.78	15.14	15.52	15.91	16.31
	2	13.72	14.06	14.41	14.77	15.14	15.52	15.91	16.31	16.72	17.13
PSW2, Office Asst	9	14.40	14.77	15.13	15.51	15.90	16.30	16.71	17.12	17.55	17.99
/d	7	15.13	15.50	15.89	16.29	16.70	17.11	17.54	17.98	18.43	18.89
	00	17.54	17.98	18.43	18.89	19.37	19.85	20.35	20.85	21.38	21.91
λT	6	18.42	18.88	19.35	19.84	20.33	20.84	21.36	21.90	22.44	23.01
	10	19.34	19.83	20.32	20.83	21.35	21.88	22.43	22.99	23.57	24.16
FST2, Acct. Clerk	11	20.31	20.82	21.34	21.87	22.42	22.98	23.55	24.14	24.74	25.36
≥ PST3	12	21.32	21.86	22.40	22.96	23.54	24.13	24.73	25.35	25.98	26.63
≓ PST4	13	22.39	22.95	23.52	24.11	24.72	25.33	25.97	26.62	27.28	27.96
L PST Ld, ED/Mrkt	14	23.51	24.10	24.70	25.32	25.97	26.60	27.27	27.95	28.65	29.36
	15	24.69	25.30	25.94	26.58	27.25	27.93	28.63	29.34	30.08	30.83
City Clerk	16	28.64	29.35	30.09	30.84	31.61	32.40	33.21	34.04	34.89	35.76
E PS Dir 1	17	30.07	30.82	31.59	32.38	33.19	34.02	34.87	35.74	36.63	37.55
B PS Dir 2	18	31.57	32.36	33.17	34.00	34.85	35.72	36.61	37.53	38.47	39.43
<sup>©</sup> PSDir 3	19	33.15	33.98	34.83	35.70	36.59	37.51	38.44	39.40	40.39	41.40
City Admin	20	38.45	39.41	40.40	41.41	42.45	43.51	44.59	45.71	46.85	48.02

No COLA increase from 2020