



CITY COUNCIL AGENDA

February 22, 2021 – 6:00 p.m.

EDA / City Council Meetings; followed by Work Session

Zoom Meeting

<https://us02web.zoom.us/j/84259203471?pwd=QllnSTVlZW1scFo1bmVncGpVWFYUT09>

Meeting ID: 842 5920 3471

ECONOMIC DEVELOPMENT AUTHORITY

1. Call Meeting of Economic Development Authority to Order
 - 1.1 Pledge of Allegiance
 2. Approve Agenda
 - 2.1 Approve minutes of January 25, 2021 meeting
 3. Approve Resolution 2102, Resolution Approving Business Subsidy Guidelines Revision
 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 those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve minutes of February 8, 2021 meeting
 - 4.2 Approve payment of Claims
 - 4.3 Approve hiring Firefighter
5. Public Hearing
 - 5.1 City Council and EDA Joint Public Hearing - Business Subsidy Guidelines Revision
6. Old Business
 - 6.1 COVID-19 Protocols Update for City Council and Commission Meetings
7. New Business
 - 7.1 Discuss Highway 212 Underpass Mural
 - 7.2 Approve Resolution 2021-04, Approving Conditional Use Permit for 221 Elm Street W.
 - 7.3 Approve Resolution 2021-05, Approving Business Subsidy Guidelines Revision
 - 7.4 Discuss Citizens State Bank Request to Utilize City Hall as Alternative Site during Disaster Recovery
 - 7.5 Approve Community Education Contribution Request
 - 7.6 Approve 2021 Budget Amendment
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: Carver County Sheriff's Office January Report.

UPCOMING MEETINGS / EVENTS

March 2	Planning Commission – 6:00 p.m.
March 8	Personnel Committee – 5:00 p.m.
March 8	City Council – 6:00 p.m.
March 10	Economic Development Commission – 6:00 p.m.
March 16	Finance Committee – 3:00 p.m.
March 16	Parks and Recreation Commission – 4:45 p.m.
March 18	Senior Advisory Committee – 9:00 a.m.
March 22	Work Session, EDA, City Council – 6:00 p.m.

WORK SESSION

1. Call Meeting of City Council Work Session to Order
2. Approve Agenda
3. Availability of Buildable Lots by Zoning District
4. Consider Usage of City Land in B-1, Business Industrial District
5. Joint Meeting with Planning Commission to discuss Indoor Storage in the C-2 District
6. Adjournment



Economic Development Authority

January 25, 2021 – 6:00 p.m.

Work Session; followed by EDA / City Council Meetings

Zoom Meeting

<https://us02web.zoom.us/j/84259203471?pwd=QllnSTVlZW1scFo1bmVncGpaVWFYUT09>

W1scFo1bmVncGpaVWFYUT09

Meeting ID: 842 5920 3471

Attendees: Carol Lagergren, Mike McPadden, Charlie Storms, Craig Heher, and Alan Krueger.

Staff Present: Steve Helget, City Administrator, Angela Brumbaugh, City Clerk/Treasurer, Cynthia Smith-Strack, Planning Consultant.

Others: Tim Fahey, Perry Forst, George Holden, Chris Lake, Randy Clark, Norwood Electric, Jessica Gorres

1. Call Meeting of Economic Development Authority to Order

Mayor Lagergren called the meeting to order at 6:01pm

1.1 The Pledge of Allegiance was recited.

2. Approve Agenda

2.2 Add Resolution 2101 – Resolution Nominating and Electing Officers of the Economic Development Authority for the City of Norwood Young America.

Motion: MM/CH to approve the agenda with the amendment. Roll call vote 4-0. Motion carried. (Storms was unable to vote due to internet connection issues)

2.1 Approve the minutes of December 28, 2020.

Motion: CH/MM to approve the minutes of December 28, 2020. Roll call vote 5-0. Motion carried.

2.2 A Resolution Nominating and Electing Officers of the Economic Development Authority for the City of Norwood Young America.

President – Carol Lagergren

Vice President – Mike McPadden

Treasurer – Craig Heher

Assistant Treasurer – Alan Krueger

Secretary – Charlie Storms

Motion: CH/CS to approve Resolution 2101 A Resolution Nominating and Electing Officers of the Economic Development Authority for the City of Norwood Young America. Roll Call vote 5-0. Motion Carried.

3. Adjournment

Motion: MM/CS to adjourn. Roll call vote 5-0. Motion carried. The meeting was declared adjourned at 6:06 p.m.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



TO: President Lagergren and EDA Commissioners

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: February 22, 2021

SUBJECT: Resolution 2102, Adopting Revised Business Subsidy Guidelines

Background

The City of NYA has Resolution No. 2004-50 "Resolution Adopting a Revised Business Subsidy Policy in Compliance with Minnesota Statutes" in place since September 27, 2004. The purpose of a business subsidy policy is to allow a municipality the authority to financially assist new business development or redevelopment by providing economic development incentive programs such as Tax Abatement, Tax Increment Financing (TIF) and/or MN DEED programs. In order for a business to receive a business subsidy, they must achieve certain criteria – some of which are listed below:

- Increase tax base
- Comply in accordance with the Comp Plan
- Commitment to continue in City for at least five years after benefit date
- Meet wage and job creation goals

All aspects of the Resolution No. 2004-50 were reviewed to ensure compliance with the requirements of State law, specifically Minnesota Statute 116J.993 – Criteria for granting, processing, and reviewing applications of business subsidies for private development, and Minnesota Statute 116J.995 -Statutory limitations of business subsidies and public hearing requirements. The review also included options for determining criteria for qualified wage and job creation goals for the development.

The NYA Economic Development Commission reviewed the formats of business subsidies for both the City of Waconia and City of Chanhassen. Both cities present their business subsidies in the format of a formal city Resolution with Business Subsidy Guidelines. The NYA EDC used both examples to develop the current draft. Ultimately, the format will be more beneficial for presentation to potential business inquiries.

Action

Motion to approve Resolution 2102, Resolution Adopting Revised Business Subsidy Guidelines in Compliance with Minnesota Statutes.

RESOLUTION 2102

RESOLUTION ADOPTING REVISED BUSINESS SUBSIDY GUIDELINES IN COMPLIANCE WITH MINNESOTA STATUTES

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

WHEREAS, the City of Norwood Young America has been granted powers by the State legislature to assist business development in the city by providing business subsidies; and

WHEREAS, the business subsidies must be in compliance with the requirements of State law, specifically Minnesota Statutes 116J.993 - 116J.995; and

WHEREAS, it is the purpose of this resolution to approve revised Business Subsidy Guidelines to comply with current State requirements; and

WHEREAS, these guidelines will apply only to subsidies as defined or limited by State law, although the City reserves the right to employ these guidelines to evaluate projects not specifically covered by State law; and

WHEREAS, the Norwood Young America Economic Development Authority considers requests for business assistance on behalf of the City of Norwood Young America using the Business Subsidy Guidelines attached as Exhibit A.

NOW THEREFORE, BE IT RESOLVED, that the Economic Development Authority of Norwood Young America, Carver County, Minnesota, hereby ordains the following:

1. The Business Subsidy Guidelines establishing the City of Norwood Young America's (hereinafter referred to as "City") criteria for granting of business subsidies, as defined in Minnesota Statutes 116J.993, Subdivision 3, for private development, are hereby approved. These guidelines shall be used as a guide in processing and reviewing applications requesting business subsidies.
2. The criteria set forth in the Business Subsidy Guidelines are guidelines only. The Economic Development Authority reserves the right in its discretion to approve business subsidies that vary from the criteria stated therein if the Economic Development Authority determines that the subsidy nevertheless serves a public purpose.
3. All business subsidies shall be reviewed and approved by the Economic Development Authority and the City Council. In addition, any business subsidy for \$150,000 or greater will be subject to a public hearing.

4. The Economic Development Authority and City Council may amend the Business Subsidy Guidelines at any time. Amendments to the Business Subsidy Guidelines are subject to public hearing requirements pursuant to Minnesota Statutes, Sections 116J.993 through 116J.995.

Adopted by the Economic Development Authority of the City of Norwood Young America this 22nd day of February 2021.

Carol Lagergren, President

Attest:

Steven Helget, Executive Director

EXHIBIT A

Business Subsidy Guidelines

[To be inserted]



City of Norwood Young America Business Subsidy Guidelines

Amended February 22, 2021

City of Norwood Young America Business Subsidy Guidelines

General Purpose

Economic development incentives are financial tools that enable the City of Norwood Young America and the Norwood Young America Economic Development Authority to provide opportunities and benefits for its businesses and residents. All references in this document to the "City of Norwood Young America" or "City of NYA" shall be understood to include the Norwood Young America Economic Development Authority. Incentives can take a variety of forms, including, but not limited to: grants, tax increment financing, tax abatement and sewer access credits. The City of Norwood Young America provides economic development incentives in order to achieve its long-range vision of creating a diverse and sustainable economic base. This is achieved in part through the creation and retention of quality, high paying jobs. A diverse and sustainable economy offers opportunity for improved quality of life for the residents of Norwood Young America. Economic development projects may also achieve other worthwhile goals. For instance, some projects provide value to the community in the forms of infrastructure improvements, stabilization of business districts or neighborhoods, or concentration of selected industries.

The City of Norwood Young America reserves the right to approve or reject subsidies for projects on a case-by-case basis, taking into consideration established policies, project criteria, and demand on City services in relation to the potential benefits from the project. Meeting the guidelines in this document does not guarantee the award of business assistance to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

The City of Norwood Young America can deviate from these guidelines for projects that supersede the objectives identified herein. Any applicant who is not in good standing with the City, in regard to licenses, fees or other specific charges, will not be considered for business subsidies.

Objectives

The City of Norwood Young America may consider offering a business subsidy of more than \$150,000 to new or existing development with certain requirements. The City may also offer financial incentives or programs at a lesser amount with specific guidelines for that program. In order for a project to qualify for a \$150,000 or more business subsidy, it must achieve one or more of the following objectives:

- To increase the City's tax base.
- To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits. Preference will be given to higher paying jobs that also provide benefits such as health care coverage.
- To support projects that provide value in the forms of needed transportation and other utility infrastructure improvements that would be completed in conjunction with the project.
- To encourage additional unsubsidized private development in the area, either directly or indirectly through "spin off" development.
- To facilitate the development process and to achieve development on sites which would not otherwise be developed but for the use of a business subsidy.
- To remove blight and/or encourage redevelopment of commercial and industrial areas that will result in high-quality redevelopment and private reinvestment.

- To offset increased cost of redevelopment (i.e. contaminated site clean-up) over and above the costs normally incurred in development.
- To create opportunities for a diversification of housing stock available within the community.
- To support a project that will improve the quality of life in the City by providing a desirable good or service and addressing an unmet demand in the community.
- To contribute to the implementation of other public policies, as adopted by the City from time to time, such as the promotion of energy conservation, and decreasing capital and/or operating costs of local government.
- To support the retention and/or adaptive re-use of buildings of historical or architectural significance.

Economic Development Incentive Programs

The application and subsequent use of these programs is at the discretion of the NYA City Council, and may include additional applications, policies and procedures.

1. **MN DEED Programs:** There are a variety of programs available through the State of Minnesota DEED division. They include the Job Creation Fund and Minnesota Investment Fund, among others. In order for a business to utilize these programs it is typical for MN DEED to ask for support and cooperation from the city. NYA has worked with MN DEED in the past on projects and would consider the use of these programs in the future on a case-by-case basis.
2. **Tax Increment Financing:** The City of NYA is granted the power to utilize tax increment financing (TIF) by the State of Minnesota. The fundamental purpose of TIF is to encourage desirable development or redevelopment that would not otherwise occur but for the assistance provided through TIF. The City utilizes "pay-as-you-go" TIF, which relies on the developer to pay for the up-front project costs with reimbursement from tax increment.
3. **Tax Abatement:** The City of NYA is granted the power to utilize tax abatement by the State of Minnesota. The fundamental purpose of tax abatement is to encourage desirable development or redevelopment that would not otherwise occur but for the assistance provided through the tax abatement. The City utilizes "pay-as-you-go" Tax Abatement, which relies on the developer to pay for the up-front project costs with reimbursement from tax abatement.
4. **Other:** State or local programs

Guidelines for Subsidies

Municipal

- Municipal subsidies may be used for on-site retail or service businesses if the project demonstrates that it will result in a substantial increase in tax base and a significant improvement in quality employment.
- The project must be consistent with the City's Zoning and Comprehensive Plan.
- The project must result in the retention of existing jobs that would be lost "but for" the proposed development or result an increase and diversification in local jobs. Specific wage and job goals will be determined by the City on a case-by-case basis giving consideration to the nature of the development, the purpose of the subsidy, local economic conditions and similar factors.

Project Type	Commercial	Industrial
Job Creation Goal	At least 3 FT or FTE	1 FT or FTE for each \$25,000 in assistance provided
Wage Goal	At least 125% of State or Federal Minimum Wage*	At least 150% of State or Federal Minimum Wage*

*Whichever is higher

- Municipal subsidies will not be used for speculative non-owner-occupied projects that have letters of intent or pre-leasing agreements for less than 80 per cent of the available leasable space.
- Municipal subsidies will not be used for commercial/industrial projects that have a history of inconsistent compliance with applicable environmental rules and regulations.
- The developer shall be responsible for all costs incurred by the City.
- A recipient of a municipal subsidy must make a commitment to continue in the City for at least five years after the benefit date.

Housing

- Municipal subsidy may be utilized to assist the city in meeting its commitment, to the Met Council Livable Communities Initiatives for new housing units developed to meet defined long-term affordability requirements.
- Projects must meet Minnesota Housing Finance Agency (MHFA) tax credit development requirements.
- The management company must be approved by the City for the length of the district.
- A change in project ownership requires prior written approval by City for the length of the district.
- Municipal subsidy may be utilized only to leverage MHFA tax credits or similar assistance.
- Minimum of 30% equity investment in the project by the owner is required.
- Payment of a non-refundable application will be required.
- Reserve requirement for long-term capital improvements -\$300 per unit/per year.
- A developer must have previous favorable experience developing and operating affordable housing developments.
- Maximum term of 10 years to 15 years dependent on rent requirements (e.t the lower the rent, the longer the term).
- The developer shall be responsible for all costs incurred by the City.

Application Process

1. Applicant should retain and be assisted by qualified financial consultants and/or underwriters, and legal counsel.
2. Prior to approval of a business subsidies financing plan, the developer shall provide any required market and financial feasibility studies, appraisals, soil boring, information provided to private lenders for the project and other information or data that the City of its financial consultants may require in order to proceed with an independent underwriting.
3. Construction of the project shall not be commenced until the City has given preliminary approval to the application for financing. Any advanced planning or construction completed will be done at the sole risk of the applicant.

4. Applicants should complete the appropriate planning application, and include a plan and/or narratives that outline the following:
 - a. The specific request (program, amount)
 - b. The reasoning and need for assistance
 - c. Description of the company
 - d. A concept plan and description of the project
 - e. The number of jobs created and total compensation (breakdown of wages and benefits)
 - f. Impact to the tax base
 - g. Other impacts to the community
 - h. Traffic demands
 - i. Infrastructure demands and/or needs
 - j. Any additional information that would be helpful to staff and City Council
5. Development must be of the highest quality with high quality building materials and landscaping as agreed between the City and the Developer.
6. If establishing a TIF district, the developer must pay all costs of establishing the district unless the City agrees to allow costs to come out of the district.
7. All projects must be consistent with NYA's Comprehensive Plan and any other similar plan or guide for development of the community.
8. The City reserves the right to:
 - a. Request additional information
 - b. Deny any application
 - c. Select a third-party administrator to assist in the management of the process.

Additional Information

1. City staff will review the data and make preliminary recommendations to the City Council as to compliance of the application and proposed project with City objectives, and business subsidy criteria, and Comp Plan.
2. After evaluation of the formal recommendation, the City Council will consider approval of the establishment of the Business Subsidy and hold the appropriate hearings.
3. All applications and the supporting materials and documents shall become the property of the City.

RESOLUTION NO. 2004-50

RESOLUTION ADOPTING ~~A REVISED BUSINESS SUBSIDY POLICY~~ GUIDELINES IN COMPLIANCE WITH MINNESOTA STATUTES

WHEREAS, the City of Norwood Young America, has been granted powers by the State legislature to assist business development in the city by providing business subsidies, and;

WHEREAS, the business ~~subsidy~~ subsidies must be in compliance with the requirements of State law, specifically Minnesota Statutes 116J.993 - 116J.995, and

WHEREAS, it is the purpose of this resolution to ~~revise the existing~~ approve revised Business Subsidy ~~Policy~~ Guidelines to comply with current State requirements,

WHEREAS, ~~this policy~~ these guidelines will apply only to subsidies as defined or limited by State law, although the City reserves the right to employ ~~this policy~~ these guidelines to evaluate projects not specifically covered by State law;

~~NOW, THEREFORE, BE IT RESOLVED by~~ WHEREAS, the Norwood Young America Economic Development Authority ~~of the City of Norwood Young America, Minnesota, shall consider~~ considers requests for business assistance on behalf of the City of Norwood Young America ~~using the following~~ for using the Business Subsidy Guidelines ~~attached~~ Business Subsidy Guidelines ~~as Exhibit A.~~

NOW, THEREFORE, be it resolved by the City Council of the City of Norwood Young America as follows:

~~1. PURPOSE~~

A. ~~WHEREAS, it is The purpose of this document is to establish~~ 1. The Business Subsidy Guidelines establishing the City of Norwood Young America's (hereinafter referred to as "City") criteria for granting of business subsidies, as defined in Minnesota Statutes 116J.993, Subdivision 3, for private development, are hereby approved. These ~~criteria~~ guidelines shall be used as a guide in processing and reviewing applications requesting business subsidies.

B. ~~WHEREAS, The~~ 2. The criteria set forth in ~~this document~~ the Business Subsidy Guidelines are guidelines only. The City reserves the right in its discretion to approve business subsidies that vary from the criteria stated ~~herein~~ therein if the City determines that the subsidy nevertheless serves a public purpose.

~~WHEREAS, all~~ 3. All business subsidies shall be reviewed and approved by the Economic Development Authority and City Council. In addition, any business subsidy for \$150,000 or greater will be subject to a public hearing.

- C. ~~WHEREAS, The~~ 4. The City may amend ~~this document~~ the Business Subsidy Guidelines at any time. Amendments to ~~these criteria~~ the Business Subsidy Guidelines are subject to public hearing requirements pursuant to Minnesota Statutes, Sections 116J.993 through 116J.995.

~~2. STATUTORY LIMITATIONS~~

- A. ~~In accordance with the Business Subsidy Criteria, Business Subsidy requests must comply with applicable State Statutes. The City's ability to grant business subsidies is governed by the limitations established in Minnesota Statutes 116J.993 through 116J.995.~~

~~3. PUBLIC POLICY REQUIREMENT~~

- A. ~~All business subsidies must meet a public purpose other than increasing the tax base. Job retention may only be used as a public purpose in cases where job loss is imminent and demonstrable.~~

~~4. BUSINESS SUBSIDY APPROVAL CRITERIA~~

- A. ~~All new projects approved by the City should meet the following minimum approval criteria. However, it should not be presumed that a project meeting these criteria would automatically be approved. Meeting these criteria creates no contractual rights on the part of any potential developer or the City.~~
- B. ~~The business subsidy shall be provided within applicable state legislative restrictions, debt limit guidelines, and other appropriate financial requirements and policies.~~
- C. ~~The project must be in accord with the Comprehensive Plan and Zoning Ordinances or required changes to the plan and ordinances must be under active consideration by the City at the time of approval.~~
- D. ~~Business subsidies will not be provided to projects that have the financial feasibility to proceed without the benefit of the subsidy. In effect, business subsidies will not be provided solely to broaden a developer's profit margin on a project. Prior to consideration of a business subsidy request, the City may undertake an independent underwriting of the project to help insure that the request for assistance is valid.~~
- E. ~~Prior to approval of a business subsidies financing plan, the developer shall provide any required market and financial feasibility studies, appraisals, soil boring, information provided to private lenders for the project and other information or data that the City or its financial consultants may require in order to proceed with an independent underwriting.~~

- ~~F. — Any developer requesting a business subsidy should be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed.~~
- ~~G. — The developer must retain ownership of the project at least long enough to complete it, to stabilize its occupancy, to establish the project management and to initiate repayment of the business subsidy, if applicable.~~
- ~~H. — A recipient of a business subsidy must make a commitment to continue in the City for at least five years after the benefit date.~~
- ~~I. — Any business subsidy will be the lowest possible level and least amount of time necessary, after the recipient maximizes the use of private debt and equity financing first.~~
- ~~J. — Recipients of any business subsidy will be required to meet wage and job goals determined by the City on a case-by-case basis, giving consideration to the nature of the development, the purpose of the subsidy, local economic conditions and similar factors. However, for purposes of meeting the requirements of state law, the wage floor for wages to be paid for the jobs required shall be \$12 per hour. The City will seek to create jobs with higher wages as appropriate for the overall public purpose of the subsidy.~~
- ~~K. — All business subsidies shall be reviewed and approved by the Economic Development Authority and City Council. In addition, any business subsidy for \$100,000 or greater will be subject to a public hearing.~~
- ~~L. — In granting a business subsidy, the Grantor shall enter into a subsidy agreement with the recipient that provides the information, wage and job goals, commitments to provide necessary reporting data and recourse for failure to meet goals required by the Statutes.~~

~~5. PROJECT EVALUATION CRITERIA~~

- ~~A. — All requests will be evaluated under the general criteria in Section 1 to 4 and the specific criteria in this Section. Changes in local markets, costs of construction, and interest rates may cause changes in the amounts of tax increment subsidies that a given project may require at any given time.~~
- ~~B. — Some criteria, by their very nature, must remain subjective. However, wherever possible "benchmark" criteria have been established for review purposes. The fact that a given proposal meets one or more "benchmark" criteria does not mean that it is entitled to funding under this policy, but rather that the City is in position to proceed with evaluations of (and comparisons between) various business subsidy requests, using uniform standards whenever possible.~~
- ~~C. — Following are the evaluation criteria that will be used by the City:~~

1. ~~All business subsidy requests should optimize the private development potential of a site.~~
2. ~~All business subsidy requests should obtain the highest possible private to public financial investment ratio. For Tax Increment requests, the City establishes a limit of 5 to 20 percent of total project costs to be funded by TIF for manufacturing/warehouse projects. Housing and retail/commercial projects shall be reviewed on an individual basis.~~
3. ~~All business subsidy requests should create or retain the highest feasible number of jobs on the site at the highest feasible wages.~~
4. ~~All redevelopment subsidy requests should create the highest possible ratio of property taxes paid before and after redevelopment. Given the different circumstances in the City, this ratio will vary widely. However, under normal circumstances, the City will expect at least a 1:2 ratio of taxes paid before and after redevelopment.~~
5. ~~All business subsidy requests will be reviewed to determine the feasibility to provide the City with equity participation in new developments (through a share of the profits), or to treat the business subsidy as a second mortgage with fixed payments.~~
6. ~~All business subsidy requests involving displacement of low and moderate income residents should give specific attention to the re-housing needs of those residents. Normally, this should be done as a part of the business subsidy. Adequate solutions to these re-housing needs will be required as a matter of public policy.~~
7. ~~All business subsidy requests will need to meet the "but for" test. Business subsidies will not be granted unless the need for the City's economic participation is sufficient that, without assistance the project could not proceed in the manner as proposed.~~
8. ~~Business subsidies will not be used when the developer's credentials, in the sole judgment of the City, are inadequate due to past track record relating to completion of projects, general reputation and/or bankruptcy, or other problems or issues considered relevant by the City.~~
9. ~~Business subsidies will not normally be used for projects that would generate significant environmental problems in the opinion of the local, state or federal governments.~~

Adopted by the Economic Development Authority this 27th day of September, 2004.

CITY OF NORWOOD YOUNG AMERICA

ATTEST:

Wage Goals were updated with current minimum wage standards on _____

EXHIBIT A

Business Subsidy Guidelines

[To be inserted]

Document comparison by Workshare 10.0 on Thursday, February 4, 2021
10:48:04 AM

Input:	
Document 1 ID	PowerDocs://DOCSOPEN/701635/1
Description	DOCSOPEN-#701635-v1-Proposed_Changes_10-2020_f or_2004-50-Business-Subsidy-Policy-EDA
Document 2 ID	PowerDocs://DOCSOPEN/701635/2
Description	DOCSOPEN-#701635-v2-Proposed_Changes_10-2020_f or_2004-50-Business-Subsidy-Policy-EDA
Rendering set	Standard

Legend:	
<u>Insertion</u>	
Deletion	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	28
Deletions	21
Moved from	1
Moved to	1
Style change	0
Format changed	0
Total changes	51



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

Others: Jordan Voigt (Sheriff's Deputy), Jake Saulsbury (Engineer, Bolton and Menk), Mark and Wendy

1. Call Meeting of City Council to Order

Mayor Lagergren called the virtual meeting to order at 6:01pm. Roll call of attendance: All Council were in attendance.

2. Approve Agenda

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

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

3.1 Sheriff Deputy Jordan Voigt Quarterly Report

J. Voigt wanted to introduce himself and let everyone know people are more than welcome to stop in, talk to him, and let him know if you have any questions or concern.

- Reminded people to get your vehicles off the streets so as to not get towed. Anything over 2" the vehicles must be moved.
- Scam calls are going on, don't give out any personal information.
- Lagergren reminded people we have two parking lots. Once the street is plowed curb to curb people are allowed to park back on the streets.
- Voigt stated yes there are designated spots where you won't get towed.
- Lagergren it's the parking lot behind the Heritage Center on the North and on the South it's the Elm Street Parking Lot.

4. Consent Agenda

4.1 Approve minutes of January 25, 2021 meeting.

4.2 Approve payment of Claims.

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

Public Hearing

5.1 Ordinance No. 332, Amending Fee Schedule for 2021

Lagergren opened the Public Hearing.

- Lagergren asked if anyone would like to speak to the amended fee schedule. Not hearing any, Mayor Lagergren requested a motion to close the Public Hearing.

*Motion: CS/MM to adjourn the Public Hearing. Roll Call vote. Motion passed 5-0. *Alan Krueger joined the meeting**

5. Old Business

6. New Business

6.1 Adopt Ordinance No. 332, Amending Fee Schedule for 2021

- The changes were discussed such as the Carver County recording fees being changed to acknowledge the cost is whatever is charged by Carver County as they have been consistently more than the \$46 stated in our fee schedule.
- As far as Equipment Rental, wording was added to make it clear the City does not rent out equipment. The equipment fee schedule is to be used in the case of an emergency whereas we are looking to receive reimbursement such as from FEMA.
- Finance looked at a comparison of Building Permit fees along with CUP/IUPs and special permits. It was determined that some are lower/higher but would leave them as is for another year.
- Helget stated under rental dwelling inspection our city code calls it rental housing license-inspection fee. Proposing to mirror it to our code.
- Storm asked if the first line on rental is for 1-2 units since the next line starts at 3-5 units. Helget stated that is correct.
- Lagergren stated the Council will still approve the swimming pool fees but we will do it later, closer to opening as we are getting more creative.

Motion: CS/MM to approve Ordinance No. 332 Amending the Fee Schedule for 2021. Roll Call vote. Motion passed 5-0.

Motion: CH/MM to approve the Summary of Ordinance No. 332 Amending the Fee Schedule for 2021. Roll Call vote. Motion passed 5-0.

6.2 Consider Oak Lane/2nd Avenue Project Financing

Lagergren stated the memo comes from the Finance committee. We need to discuss the following two issues:

- Our we going to ask Bolton-Menk to apply for the local road improvement grant.
 - Jake shared information on the grant at the January 14th meeting.
 - Although there is a cap of \$1.25 million there is a better chance of funding a smaller amount around \$500,000-\$600,000.
 - If we received the grant it could lower our payment by approximately \$60,000.
 - We would not hear until May which means we would have to do the project in 2022.
 - We would have to do two separate bonds in order to continue with Oak Lane and a separate bond for 2nd Avenue and the Lift Station. This would increase the bond fees with a potential additional cost of \$15,000-\$20,000.
 - There would be a cost for the grant of approximately \$4,000.
 - It would cost us up to an additional \$200,000 more if we go for the grant.
 - The largest criteria for the grant is it needs to have local, regional, or statewide significance. Which means it needs to support Economic Development or Business Districts. Freight movement, benefit to the Trunk Highway or County Road or connection to a Regional Tourist destination.
 - Bolton Menk's success rate in the past is approximately 58%.
- Which projects are we going to move forward on for the Summer of 2021. We have already started work on Oak Lane but do we do 2nd Avenue and the Lift Station as well.
 - Oak Lane is estimated to cost \$882,403
 - Private assessment is approximately \$253,177 recognizing we would probably go through the process to make sure the valuation to the property is correct.
 - In addition we have \$51,939 left in a 2013 Infrastructure Fund which could be used for this project.
 - The total amount left for this project would be \$577,287.
 - If we take a 10 year bond with 1.7% interest, \$60,000 would be our payment and half of that would be assigned to water and sewer because half of the project is for water and sewer.
 - 2nd Avenue project is approximately \$1.8 million

- Assessable amounts is approximately \$189,601 this may be high based on valuation.
- We could use the Street Improvement Project in the amount of \$312,000 from last year and this year.
- There is a General Fund Surplus in the amount of approximately \$250,000.
- If we use the additional funds, we could take off approximately \$500,000 from the total bond amount.
- If you include the approximately \$200,000 for assessments the difference would be approximately \$1 million dollars.
- We would need approximately \$1.5-\$1.6 million to do all three projects: Oak Lane, 2nd Avenue, and the Lift Station.
- If we do both projects together the cost would be approximately \$230,000 per year.
- Because we have been paying off our bonds we would have money available.
- Starting in 2022 we would have \$482,500 available without raising taxes.
- After Lagergren went through all of the data included the above listed items, she stated the question becomes "Do we go for the grant and do them separately?" or "Do we fund both projects right now since we can do it without raising taxes, except for the property owners that have assessments?"
- Heher stated looking at the criteria it doesn't look like we would have a good chance of being awarded the grant.
- Saulsbury stated he would agree. The only thing we can try to argue that it is regionally significant.
- Storm stated he would duplicate what Heher said. He feels it would be bad to put us off another year.
- McPadden stated we did discuss it at the finance stated there is no guarantee. He wanted to know how Saulsbury feels.
- Saulsbury said he would agree. They divvy grant up geographically by districts and we are in the Metro area where there will be the most grant applicants and trying to not say it is slim but that is where he is leaning.
- Lagergren stated she was on a Southwest Corridor Transportation Coalition committee meeting and they talked about the huge increase of grant applications.
- McPadden stated the only thing we don't know is before we go through the re-evaluation of the properties which could make a difference in the amount that is assessable.
- Saulsbury stated we have a lot of areas that are not eligible. It is only the construction costs for Street and Storm sewer.
- Krueger stated it sounds like there is a lot of risks and we have waited a long time.
- Storms stated when we talk about Oak Lane and the assessments the probability is high that we won't get that much. Feels we need to move forward with the projects as waiting could cost us more.
- McPadden asked Saulsbury if this is a good time to bid it if we don't go for the grant.
- Saulsbury stated yes there are contractors out there looking for work. Materials are going up and down but we will watch for it.
- Lagergren stated based on the information we have available we do not have to decide tonight if we are going for \$1.5 or \$2.0 million. We do need to decide if we are ready to move forward with 2nd Avenue and the Lift station.
- The consensus was we need to move forward with both projects.
- Lagergren stated the good news is we don't have to raise taxes.
- Lagergren stated the nice thing is we are finally at the place where we are actually paying on the principal by almost \$1.0 million per year.

6.3 Approve Resolution 2021-03, Ordering Improvement and Preparation of Plans

Saulsbury stated this will include the plans and specs and needs a 4/5th vote. If that is approved they will go with detailed designs. After that we will bring it back and ask to move forward.

- Lagergren asked what is the possibility to get this done keeping in mind it is a Stiftungsfest year.
- Advertising in April and come back in May to approve a contract.
- Lagergren stated any way to shorten this would be great.
- We can spec things out to try and not interfere with the parade or adjust the parade route.

Motion: CH/CS to approve Resolution 2021-03, Resolution ordering improvement and preparation of plans. Roll Call vote. Motion passed 5-0.

6.4 Approve quote to Repair Wastewater Treatment Plant Digester Pump

Voigt stated the memo discusses the pump is leaking and discusses what is happening. Due to the size of the pump, both companies have requested the pump is brought back to their shop so as to see what is wrong with it. We have rebuilt the pump already. We have received a quote from Electric Pump in the amount of \$7,675.50. Lagergren asked if the amount includes everything. Voigt stated it doesn't include freight or installation. It cost approximately \$1,000 to pull the pump. Lagergren stated typically we have an actual amount we are approving and we don't have that. McPadden stated we could put "not to exceed" so we have an idea.

Storm asked if this is the pump Voigt had looked at this past summer. Voigt stated yes, we had done some valves changed in the past. Once this gets fixed they are going to look at the second one. Water is going into the pump but not coming out.

Lagergren stated we need a report in the future on what is going on with the pump.

Motion: CS/MM to approve Electric Pump's quote to repair the Digester Recirculation Pump at the Wastewater Treatment Plant in the amount of \$7,675.50 and to include an additional amount not to exceed a total of \$10,000 to include installation and other parts. Roll call vote. Motion passed 5-0.

6.5 Schedule a Public Hearing to consider Business Subsidy Policy Revision

Hallquist wanted to give a brief overview of why the Economic Development Commission reviewed it. The City adopted a revised Business Subsidy in 2004. The purpose of a Business Subsidy policy is because it allows a municipality the authority to financially assist new business development or redevelopment and provide economic development incentive programs over \$150,000. The programs include tax abatement, tax increment financing, DEED or other programs which the City could apply for on behalf of the business.

- If you turn to page 4 under the subsidy guidelines, the wage goal was \$12/hour previously. It was recommended to link our wage goals to a base-line percentage which would be the State or Federal Minimum Wage. The State's Minimum wage is currently \$10.08/hour which would bring the commercial wage goal to \$12.60/hour.
- The Industrial wage goal would be linked to 150 of State or Federal minimum wage which would make it over \$15 per hour. You use whichever is higher.
- The Industrial Park would have to have a job goal of one full-time job at \$15/hour.
- It has to comply with 2040 City Comprehensive Plan.
- Has to create jobs.
- It has to increase the tax base.
- There has to be a commitment to the City for at least 5 years after the benefit date.
- EDA verified that our Business Subsidy complies with all of the State Statutes.
 - o Public Hearing Standards
 - o Used City of Waconia and Chanhassen for a guide
- Martha Ingram with Kennedy and Graven reviewed and approved it.

Motion: MM/CS to schedule a public hearing for 6:00 p.m. February 22, 2021 for the purpose of considering the revised Business Subsidy Policy. Roll Call vote. Motion Passed 5-0.

6.6 Consider Wilson Street Sidewalk Installation

- Helget stated the Parks and Rec Commission has looked at this and came up with three options.
- The options for tonight is whether to solicit quotes to install sidewalks along Wilson Street and also whether or not to accept the Parks and Rec Commission recommendation.
- The discussion initially started on Reform Street but went to Railroad Street.
- Currently no sidewalk on Wilson Street.
- Part of the goal is to have access to the new trail.
- There are some sidewalk on Reform. Unfortunately they are located on both sides of the street. Looking at what we could connect to is on the East of Reform Street.
- Biggest hurdle was considering Pro Auto. They do have vehicles going out of it and there isn't a lot of room.
- It was the consensus of the Commission that there is more traffic off Morse street.
- Wilson Street was challenging. There are some Utility poles that would need to be moved. The three property owners were not in favor.
- They were worried about losing some more trees/limbs.
- One property would lose a part of a driveway.
- Looking at a 5' sidewalk and a 5' boulevard. We would have a space for the snow to be pushed to.
- There would be 3-4 trees that need to be moved.
- When looking at Morse Street there is a retaining wall that typically doesn't get snow removed because there is no place to put the snow.
- There is one garage or shed that needs to be torn down.
- Century Link currently has a sidewalk with a couple of steps leading up to their door. Bolton and Menk looked at it to see about a retaining wall.
- Would need a crosswalk at the end of Care Park
- Traffic volume has decreased due to the closure of Morse Street with the Hwy 212 project.
- Want to continue to pursue quotes?
- The Council did budget \$30,000 for this project.
- Want to go with option #3 as is recommended by the Parks Commission to install on the South Side of Wilson Street.
- McPadden feels option 3 makes the most sense. We should be covering snow removal off of Morse Street.
- Lagergren wanted to clarify if we are just looking at quotes and not giving approval to move forward.
- Storm and Helget agreed it was whether or not to solicit quotes but not agreeing to the project yet.
- Heher agreed option 3 makes the most sense.
- Krueger agreed that makes the most sense.
- Storm says he agrees but wanted to clarify the \$50,000 came from our Engineer and the \$30,000 came from a local contractor and feels we will be closer to the \$30,000.
- Wendy stated she just wants to say we need to look at lighting because she wants people to be safe.
- Lagergren stated she can go along with getting quotes but she isn't ready to move forward because it needs to be thorough.
- Storm stated he wanted to add we do not have lights between streets other than on Main Street. They are on the corners and not in-between and we need to be cautious.
- Lagergren wants to be sure we are clear on what we are deciding.

6.7 Approve Employee Handbook Amendments

Lagergren summarized the large changes:

- Personnel spent months going through this.
- There is a Federal Law that says over 30 hours needs to be offered Health Care Benefits.

- Training period is 12 months instead of 6 months.
- Changed core hours to 6:30 – 3:00 p.m.
- Reduced comp time from 120 to 100 but now we are allowing them to cash out twice a year at the current rate of pay.
- Leave policies for exempt employees, if gone more than 4 hours would need to take PTO.
- Tuition reimbursement if you stay with the city for one year instead of two years.
- Can take leave without pay at the discretion of the City Administrator up to 30 days then Council can decide after that.
- Cell Phones are still City issued cell phones they can be looked at if it's a concern even if it is private information.
- McPadden asked if all of the department heads were involved. Lagergren stated the Personnel Committee consists of Heher, Helget, Voigt, Brumbaugh, and herself.
- McPadden asked if all employees had a chance to look at the changes. Helget stated not yet. We have shared portions but we have plans to share and review it.
- Lagergren stated we do have a process in place to ask questions.

Motion: CH/CS to approve the amended Employee Handbook. Roll Call vote. Motion Passed 5-0.

7. Council Member & Mayor and Staff Reports

Heher (Planning Commission): Planning met last Tuesday. CUP 221 Elm Street West to allow a Paint Business in that property and would obtain the store front. Everything would be coming in by pickup truck or small truck. Only employee would be the owner at this time. This business is allowed under this under Chapter 1230.10 subd. 4. Planning Commission did recommend the permit to come forward. Long conversation regarding the allowing indoor storage in the C-2. Decided to wait until the joint meeting.

Krueger: Stiftungsfest meeting is next week. Asked for a chess tournament and Rugby match. It will be on the agenda to discuss it. Senior Advisory is Thursday. Asked to accept the County Library Board for a 3 year term. The City is trying to get a quilt-fest which would be held in Norwood Young America. There is a "Western Cluster" which is Norwood Young America, Waconia, and Watertown libraries are under one manager. Had a conversation with Heidi, the overall Manager and she went over a manual so Krueger will be ready for the meetings. Veterans Service Officer informed him that they will be having a National event in Norwood Young America. It is a Veterans Revitalization with a speaker and lunch. The speaker will be going over some of the programs.

Storms (Parks and Rec): Nothing as the next meeting is next Tuesday. The food distribution went well.

McPadden (EDC): Nothing to report. EDC has a meeting next Tuesday.

Lagergren (Mayor): Has been on conference calls with representatives discussing the Hwy 212 funding for phase 2 and Hwy 5. County is working hard to find the funding. Finance is working on finding options to do street repair without raising taxes. New businesses looking at our community.

Helget (City Administrator): Hallquist will be working on the newsletter and it will be coming out this week with a lot of good information.

8. Adjournment

Motion: MM/CH to adjourn at 7:39 PM. Roll call vote. Motion passed 5-0.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



more than a place, it's home.

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

To Be Approved: February 22, 2021

Payroll EFT

Check #	506442 - 506456	\$	18,090.91
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Voided Checks

Check #	31617	\$	
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Prepays

Check #			
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Claims Pending Payment

Check #	31581 - 31621	\$	49,149.70
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Wire Transfer

Cardmember e-check

Grand Total	\$	<u>67,240.61</u>
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CITY OF NORWOOD YOUNG AMERICA

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*Check Summary Register©

Batch: 02222021

	Name	Check Date	Check Amt	
10100	CHECKING			
31581	CARVER COUNTY	2/22/2021	\$445.00	SPEC ASSESSMENT
31582	CARVERLINK - CARVER CO BRO	2/22/2021	\$1,151.58	
31583	CENTERPOINT ENERGY	2/22/2021	\$325.72	
31584	CITIZEN STATE BANK HSA ACC	2/22/2021	\$1,363.99	
31585	CITY WIDE WOOD FLOORS INC	2/22/2021	\$9,503.23	REFINISH PAVILION FLOOR
31586	PRODUCTIVITY PLUS ACCOUNT	2/22/2021	\$349.35	FILTERS
31587	CORE AND MAIN	2/22/2021	\$352.83	AFC THROAT GASKET
31588	DELTA DENTAL	2/22/2021	\$1,703.10	DENTAL INSURANCE
31589	DOOR POWER INC	2/22/2021	\$209.00	WWTP GARAGE DOOR
31590	EMERGENCY AUTOMOTIVE TEC	2/22/2021	\$149.97	FLOW TRUCK STROBE LIGHTS
31591	EMTS	2/22/2021	\$700.00	NCCP COURSE
31592	GOPHER STATE ONE-CALL	2/22/2021	\$218.75	LOCATES
31593	HEALTH PARTNERS	2/22/2021	\$11,040.54	HEALTH INSURANCE
31594	HOME SOLUTIONS	2/22/2021	\$479.02	PAPER TOWEL, NOZZLE, HOSE
31595	LEAGUE OF MINNESOTA CITIES	2/22/2021	\$400.00	SAFETY TRAINING
31596	LOFFLER - 131511	2/22/2021	\$404.85	COPIER OVERAGE FEES
31597	MARCO TECHNOLOGIES LLC	2/22/2021	\$141.50	CONTRACT BASE RATE
31598	METRO VENT	2/22/2021	\$120.00	NORTH SHOP HEATER
31599	MID-COUNTY CO-OP OIL ASSN	2/22/2021	\$737.51	DYED DIESEL
31600	MINNESOTA VALLEY TESTING L	2/22/2021	\$97.00	COLIFORM
31601	MOLNAU TRUCKING LLC	2/22/2021	\$180.00	SNOW HAULING
31602	STAR Group, LLC	2/22/2021	\$7.87	SNAP TERMINAL
31603	NORTHWOODS BANK	2/22/2021	\$166.67	
31604	NORWOOD YOUNG AMERICA TI	2/22/2021	\$113.40	ORD 330
31605	OLD NATIONAL BANK	2/22/2021	\$175.67	HSA
31606	OPTUM BANK	2/22/2021	\$465.34	
31607	PROMOTION GRAPHICS	2/22/2021	\$435.00	LETTERING ON HELMETS
31608	QUILL CORPORATION	2/22/2021	\$634.99	PAPER TOWELS
31609	READY WATT ELECTRIC	2/22/2021	\$6,686.00	CITY SIREN
31610	SECURITY BANK & TRUST	2/22/2021	\$866.66	
31611	R.E. SMITH OIL & TIRE CO., INC	2/22/2021	\$344.82	FIRE DEPT FUEL
31612	SOUTH POINT FINANCIAL	2/22/2021	\$333.33	
31613	STRACK CONSULTING LLC	2/22/2021	\$3,120.00	PLANNING CONSULTANT
31614	SUN LIFE ASSURANCE COMPAN	2/22/2021	\$519.24	STD/LTD
31615	TRENCHERSPLUS	2/22/2021	\$109.87	KNIFE SHARPEN
31616	UNUM LIFE INSURANCE CO	2/22/2021	\$158.69	
31617	US POSTAL SERVICE	2/22/2021	\$0.00	MARCH UTILITY BILLS
31618	WM CORPORATE SERVICES, IN	2/22/2021	\$745.29	GARBAGE
31619	XCEL ENERGY	2/22/2021	\$2,266.09	104 3RD AVE SE
31620	BRYAN ROCK PRODUCTS, INC.	2/22/2021	\$278.67	3/8 SCRENE
31621	CARDMEMBER SERVICE	2/22/2021	\$1,649.16	KARELS ONLINE TRAINNING
		Total Checks	\$49,149.70	

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***Check Detail Register©**

Batch: 02222021

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
31581	02/22/21	CARVER COUNTY			
E 101-41400-430		Miscellaneous	\$445.00	2696	SPEC ASSESSMENT
		Total	\$445.00		
31582	02/22/21	CARVERLINK - CARVER CO BROADBA			
E 101-41940-321		Telephone	\$185.47		
E 601-49400-321		Telephone	\$97.28		
E 602-49450-321		Telephone	\$57.92		
E 101-42200-321		Telephone	\$102.59		
E 101-43100-321		Telephone	\$102.48		
E 101-45200-321		Telephone	\$43.92		
E 101-49860-321		Telephone	\$28.70		
E 101-41940-321		Telephone	\$130.44		
E 101-41300-321		Telephone	\$60.42		
E 101-41320-321		Telephone	\$60.42		
E 101-41400-321		Telephone	\$60.42		
E 101-46500-321		Telephone	\$20.14		
E 101-42100-321		Telephone	\$100.69		
E 101-45500-321		Telephone	\$100.69		
		Total	\$1,151.58		
31583	02/22/21	CENTERPOINT ENERGY			
E 101-41940-383		Gas Utilities	\$159.02		
E 101-45500-383		Gas Utilities	\$84.97		
E 601-49400-383		Gas Utilities	\$81.73		
		Total	\$325.72		
31584	02/22/21	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$1,363.99		
		Total	\$1,363.99		
31585	02/22/21	CITY WIDE WOOD FLOORS INC			
E 101-41940-223		Repair/Maintenance Bldg/	\$9,503.23	15337	REFINISH PAVILION FLOOR
		Total	\$9,503.23		
31586	02/22/21	PRODUCTIVITY PLUS ACCOUNT			
E 101-45200-221		Repair/Maintenance Equip	\$362.24	P18923	FILTERS
E 101-45200-221		Repair/Maintenance Equip	(\$12.89)	P18924	FILTERS
		Total	\$349.35		
31587	02/22/21	CORE AND MAIN			
E 601-49400-223		Repair/Maintenance Bldg/	\$352.83	N655860	AFC THROAT GASKET
		Total	\$352.83		
31588	02/22/21	DELTA DENTAL			
G 101-21714		Dental Insurance	\$1,703.10		DENTAL INSURANCE
		Total	\$1,703.10		
31589	02/22/21	DOOR POWER INC			
E 602-49450-223		Repair/Maintenance Bldg/	\$209.00	16385	WWTP GARAGE DOOR

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Batch: 02222021

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$209.00		
31590	02/22/21	EMERGENCY AUTOMOTIVE TECH., IN			
E 101-43100-221		Repair/Maintenance Equip	\$149.97	MP020421-5	PLOW TRUCK STROBE LIGHTS
Total			\$149.97		
31591	02/22/21	EMTS			
E 101-42200-207		Training Instructional	\$700.00	1886	NCCP COURSE
Total			\$700.00		
31592	02/22/21	GOPHER STATE ONE-CALL			
E 601-49400-223		Repair/Maintenance Bldg/	\$69.52	0110642	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$69.53	0110642	LOCATES
E 601-49400-223		Repair/Maintenance Bldg/	\$25.00	0111642	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$25.00	0111642	LOCATES
E 601-49400-223		Repair/Maintenance Bldg/	\$14.85	1010642	LOCATES
E 602-49450-223		Repair/Maintenance Bldg/	\$14.85	1010642	LOCATES
Total			\$218.75		
31593	02/22/21	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical In	\$11,040.54		HEALTH INSURANCE
Total			\$11,040.54		
31594	02/22/21	HOME SOLUTIONS			
E 101-43100-221		Repair/Maintenance Equip	\$23.22	A171289	TUBING/PINESOL/MISC HARDWARE
E 101-41940-223		Repair/Maintenance Bldg/	\$26.60	A171289	
E 101-43100-221		Repair/Maintenance Equip	\$1.61	A171299	HOSE BARB
E 101-45200-221		Repair/Maintenance Equip	\$9.66	A171384	ELBOWS
E 101-41940-223		Repair/Maintenance Bldg/	\$42.26	A171389	TANK REPAIR KIT/LEVER/BOLT
E 101-41940-223		Repair/Maintenance Bldg/	\$78.89	A171497	TAPE, TINT BASE PAINT
E 101-41940-223		Repair/Maintenance Bldg/	\$2.07	A171498	TAPE
E 101-43100-226		Signs	\$4.49	A171505	RUST ENAMEL
E 101-41940-223		Repair/Maintenance Bldg/	\$5.39	A171510	COVER
E 101-41940-223		Repair/Maintenance Bldg/	\$9.88	A171568	COVERS
E 101-41940-223		Repair/Maintenance Bldg/	\$44.92	A171942	PAPER TOWEL, NOZZLE, HOSE
E 101-43100-223		Repair/Maintenance Bldg/	\$45.87	A171942	
E 101-42200-221		Repair/Maintenance Equip	\$11.15	B216707	FIRE DEPT PURCHASE
E 101-43100-221		Repair/Maintenance Equip	\$1.61	B216756	HOSE BARB
E 101-43100-223		Repair/Maintenance Bldg/	\$33.27	B217157	CHECK VALVE/CONNECTORS
E 602-49450-221		Repair/Maintenance Equip	\$30.19	B217170	NIPPLE/VALVE/BUSHING/ELBOW
E 602-49450-210		Operating Supplies	\$4.31	B217196	STARTING FLUID
E 101-43100-223		Repair/Maintenance Bldg/	\$7.45	B217321	NIPPLE/COUPLING
E 101-43100-223		Repair/Maintenance Bldg/	\$8.88	B217399	HINGE, DOOR PULL
E 101-43100-221		Repair/Maintenance Equip	\$3.76	B217441	MISC HARDWARE
E 101-43100-210		Operating Supplies	\$23.30	B217464	MISC HARDWARE
E 101-41940-223		Repair/Maintenance Bldg/	\$9.89	B217476	BAGS
E 101-45200-223		Repair/Maintenance Bldg/	\$48.57	B217484	HALO LAMP
E 101-43100-223		Repair/Maintenance Bldg/	\$1.78	B217789	COUPLING
Total			\$479.02		

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***Check Detail Register©**

Batch: 02222021

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
31595	02/22/21	LEAGUE OF MINNESOTA CITIES			
E 101-43100-207		Training Instructional	\$100.00	335132	SAFETY TRAINING
E 101-45200-207		Training Instructional	\$100.00	335132	SAFETY TRAINING
E 601-49400-207		Training Instructional	\$100.00	335132	SAFETY TRAINING
E 602-49450-207		Training Instructional	\$100.00	335132	SAFETY TRAINING
		Total	\$400.00		
31596	02/22/21	LOFFLER - 131511			
E 101-41400-437		Maintenance Contract	\$404.85	3636509	COPIER OVERAGE FEES
		Total	\$404.85		
31597	02/22/21	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$141.50	INV8446727	CONTRACT BASE RATE
		Total	\$141.50		
31598	02/22/21	METRO VENT			
E 101-41940-223		Repair/Maintenance Bldg/	\$120.00	1789	NORTH SHOP HEATER
		Total	\$120.00		
31599	02/22/21	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$300.41	60721	DYED DIESEL
E 101-45200-212		Motor Fuels	\$145.70	60721	DYED DIESEL
E 601-49400-212		Motor Fuels	\$145.70	60721	DYED DIESEL
E 602-49450-212		Motor Fuels	\$145.70	60721	DYED DIESEL
		Total	\$737.51		
31600	02/22/21	MINNESOTA VALLEY TESTING LAB			
E 601-49400-217		Lab Fees	\$97.00	1074475	COLIFORM
		Total	\$97.00		
31601	02/22/21	MOLNAU TRUCKING LLC			
E 101-43100-437		Maintenance Contract	\$180.00	2974	SNOW HAULING
		Total	\$180.00		
31602	02/22/21	STAR Group, LLC			
E 101-45200-221		Repair/Maintenance Equip	\$7.87	299054	SNAP TERMINAL
		Total	\$7.87		
31603	02/22/21	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$166.67		
		Total	\$166.67		
31604	02/22/21	NORWOOD YOUNG AMERICA TIMES			
E 101-41320-350		Print/Publishing/Postage	\$37.80	819799	ORD 330
E 101-41320-350		Print/Publishing/Postage	\$30.24	819800	ORD 331
E 101-41110-350		Print/Publishing/Postage	\$45.36	819801	BUS SUBSIDY GUI
		Total	\$113.40		
31605	02/22/21	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$175.67		HSA
		Total	\$175.67		

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 02222021

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
31606	02/22/21	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$465.34		
		Total	\$465.34		
31607	02/22/21	PROMOTION GRAPHICS			
E 101-42200-430		Miscellaneous	\$435.00	20215706	LETTERING ON HELMETS
		Total	\$435.00		
31608	02/22/21	QUILL CORPORATION			
E 101-41400-200		Office Supplies	\$30.58	13855315	PAPER TOWELS
E 101-41400-200		Office Supplies	\$514.85	13858741	PAPER & STENO BOOKS
E 101-41400-200		Office Supplies	\$89.56	14604187	ENVELOPES/MONITOR WIPES/BINDER CLIPS
		Total	\$634.99		
31609	02/22/21	READY WATT ELECTRIC			
E 275-42500-500		Capital Outlay	\$6,686.00	221075	CITY SIREN
		Total	\$6,686.00		
31610	02/22/21	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$866.66		
		Total	\$866.66		
31611	02/22/21	R.E. SMITH OIL & TIRE CO., INC			
E 101-42200-212		Motor Fuels	\$128.63		FIRE DEPT FUEL
E 101-43100-212		Motor Fuels	\$87.79		
E 601-49400-212		Motor Fuels	\$47.15		
E 602-49450-212		Motor Fuels	\$47.15		
E 101-45200-212		Motor Fuels	\$34.10		
		Total	\$344.82		
31612	02/22/21	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$333.33		
		Total	\$333.33		
31613	02/22/21	STRACK CONSULTING LLC			
E 101-41320-305		Other Professional Fees	\$1,360.00	1164	PLANNING CONSULTANT
E 101-41320-305		Other Professional Fees	\$1,760.00	1167	PLANNING CONSULTANT
		Total	\$3,120.00		
31614	02/22/21	SUN LIFE ASSURANCE COMPANY			
G 101-21707		Disability Insurance	\$519.24		STD/LTD
		Total	\$519.24		
31615	02/22/21	TRENCHERSPLUS			
E 101-45200-221		Repair/Maintenance Equip	\$109.87	RT43151	KNIFE SHARPEN
		Total	\$109.87		
31616	02/22/21	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$103.79		
G 101-21715		Life Ins	\$54.90		
		Total	\$158.69		

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 02222021

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
31617	02/22/21	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$143.86		MARCH UTILITY BILLS
E 602-49450-350		Print/Publishing/Postage	\$143.86		MARCH UTILITY BILLS
E 603-49500-350		Print/Publishing/Postage	\$143.87		MARCH UTILITY BILLS
		Total	\$431.59		
31618	02/22/21	WM CORPORATE SERVICES, INC.			
E 101-43100-223		Repair/Maintenance Bldg/	\$745.29		GARBAGE
		Total	\$745.29		
31619	02/22/21	XCEL ENERGY			
E 601-49400-381		Electric Utilities	\$2,095.54		104 3RD AVE SE
E 101-45200-381		Electric Utilities	\$21.08		710 RR
E 101-43100-381		Electric Utilities	\$71.50		300 FAXON RD
E 101-43100-380		Street Lighting	\$77.97		313 CENTRAL AVE
		Total	\$2,266.09		
31620	02/22/21	BRYAN ROCK PRODUCTS, INC.			
E 101-43100-221		Repair/Maintenance Equip	\$278.67	45988	3/8 SCRENE
		Total	\$278.67		
31621	02/22/21	CARDMEMBER SERVICE			
E 101-41400-200		Office Supplies	\$564.23		WATERPROOF SAFE
E 101-41320-350		Print/Publishing/Postage	\$445.98		JANUARY NEWSLETTER
E 101-41110-433		Dues and Subscriptions	\$47.02		COUNCIL MEMBER ACCOUNTS
E 101-43100-223		Repair/Maintenance Bldg/	\$36.98		LED WIRING HARNESS
E 101-43100-211		Personal Protection Equip	\$47.88		LED WIRING HARNESS
E 601-49400-350		Print/Publishing/Postage	\$4.60		
E 101-45200-221		Repair/Maintenance Equip	\$24.61		SHIPPED WOOD CHIPPER BLADES
E 101-45200-221		Repair/Maintenance Equip	\$92.86		PUMP BODY
E 101-42200-207		Training Instructional	\$385.00	INV06793	KARELS ONLINE TRAINNING
		Total	\$1,649.16		
		10100 CHECKING	\$49,581.29		

Fund Summary**10100 CHECKING**

101 GENERAL FUND	\$38,628.85
275 CAPITAL	\$6,686.00
601 WATER FUND	\$3,275.06
602 SEWER FUND	\$847.51
603 STORM WATER UTILITY	\$143.87
	\$49,581.29



TO: Mayor Lagergren and Council Members

FROM: Steve Zumberge, Fire Chief

DATE: February 22, 2021

RE: Firefighter Hiring - Quattrocchi

A committee, consisting of members of the City's Personnel Committee and Fire Department officers, interviewed firefighter candidate Ryan Quattrocchi.

The interview committee recommends the hiring of Ryan Quattrocchi as a firefighter.

Proposed Motion:

Motion to hire Firefighter Ryan Quattrocchi, contingent upon him passing a physical, agility test, and criminal background check.

Norwood Young America



To: Members of the City Council
From: Carol Lagergren, Mayor
Re: Updates on COVID19 Protocols for Council Meetings
Date: February 22, 2021

As we continue to move through the pandemic, we need to review safety protocols regarding future City Council Meetings. At this time, the majority of the cities in the county have returned to face-to-face meetings. This includes the County Board of Commissioners.

Under Executive Order 20-81, the following guidelines for face masks and public meetings was enacted:

10. Circumstances where mandatory face coverings may be temporarily removed. Face coverings required under Paragraph 9 of this Executive Order may be temporarily removed under the following circumstances:

c. When testifying, speaking, or performing in an indoor business or public indoor space, in situations or settings such as theaters, news conferences, legal proceedings, governmental meetings subject to the Open Meeting Law (Minnesota Statutes 2019, Chapter 13D), presentations, or lectures, provided that social distancing is always maintained. Face shields should be considered as an alternative in these situations.

Based on these guidelines and the guidelines published for City Hall, Council Members, City Staff and visitors would be encouraged to wear masks to the Council Chambers, but may remove masks to speak during Council meetings, if they choose to do so.

It is further recommended that Council Members, City Staff and citizens have the option to continue to join meetings virtually. Staff will be working on a possible format for this option prior to the first meeting in March.

Recommendation: Motion to move City Council and Commission meetings to face-to-face beginning in March with the exception of the March Planning Commission meeting which has been published as a virtual event. Council members, staff and citizens retain the right to meet through a published virtual format until further notice.

Norwood Young America

310 Elm Street West PO Box 59 - Norwood Young America MN 55368 - (952)467-1800 - www.cityofnYA.com



TO: Mayor Lagergren & NYA City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: February 22, 2021

SUBJECT: Hwy 212 Underpass Artwork

Background

Staff and Mayor Lagergren have started conversations about the underpass artwork with Superintendent Tim Schochenmaier and Central Schools Art Teacher Ashley Willems. Because of the location of the underpass under Highway 212, the City is required to follow MnDOT Policies with the "Art on Trunk Highway Right of Way." The process requires an application with project details such as theme, application of art, maintenance, and removal. Central Schools is able to take a lead role with this and use the project as junior/senior art curriculum, therefore, able to use their funding sources for art supplies. The City would be responsible for maintenance including anti-graffiti means.

Willems will be presenting a proposal for the project at the February 22, 2021 City Council meeting. The proposal will include the idea of "student lead" artwork with the theme of "Kindness, Community and Current Events," criteria for design, timelines for artwork turnover within the tunnel. All of these details will need to meet specific guidelines to satisfy MnDOT's policy, and ultimately, City Council approval.

Action

Discussion Only.

212 Underpass Artwork Project Details

1. A cost estimate, source of funding for the proposed artwork, application process, timeline, maintenance:

Cost Estimate/Source of Funding:

- Anti-Graffiti Coating- Sherwin Williams: \$104.42/gallon (10 gallons*): \$1,044.22 (funded by city)
- Primer: "Before the application of this coating (anti-graffiti) it is not necessary to prime. Just as long as the concrete has cured for at least 28 days and the surface is cleaned thoroughly." -Sherwin Williams Rep \$0.00
- Colored paint: Sherwin Williams Resilience Exterior Paint- recommended by Sherwin Williams Rep. as well as mural artist Lana Beck. 2-3 gallons of each- red, blue, yellow, black, white. (funded by Central Public Schools) \$73.49/gallon \$728.40- 1,092.60 for the entire project.
- Mineral Spirits: For removal of anti-graffiti coating (10 gallons) \$187.80 (funded by city)

*Note: The 10 gallons of anti-graffiti coating does not include the amount of coating it would take to cover the empty tiles while they are unpainted, remove the coating, paint the artwork, and re-coat. If we protect the empty tiles with the coating, we will need more anti-graffiti coating than the expected 10 gallons to coat the artwork. The decision of whether to paint the anti-graffiti coating on empty walls of the underpass is up to the City to decide.

City of NYA estimated materials total: **\$1,232.02**

Schools estimated material total: **\$728.40 - 1,092.60**

Other materials that may be needed for the maintenance of the artwork would be a pressure washer- this would be needed in the event of the artwork or walls of the underpass being vandalized/tagged. Pressure washing should remove the vandalism over the anti-graffiti coating. If the pressure washer does not take the undesired marks off the artwork or walls mineral spirits will take it off as well.

Application Process: Application for Art on Highway Right-of-way form will be completed by the City. CPS will help by providing clarification or any information needed on the application.

Timeline: Each year depending on the number of course sections and students in the class an average of 8-16 tiles (6x10ft) will be completed. This means the entire project/underpass will be completed in murals within 3-4 years.

Maintenance: The school will maintain the artwork in the tunnel and be responsible for replacing artwork that is deteriorating or in need of touch ups. The City will be

responsible for the removal of vandalism or tags on top of the artwork or unpainted sections of the underpass.

2. **An artist's statement, including a description of the proposed artwork, including size specifications, materials used, colors, shapes, and other defining and/or unique characteristics:** During spring semester students at Central High School in DPP I & II (Draw, Paint, Print) will create a mural design/mural in the 212 underpass. Students will work in groups of 4-5 and complete one of the 6x10ft tiles in the underpass. Each group will be responsible for coming up with a design idea that reflects the theme of the project as well as painting it together during the last 2-3 weeks of school. The design will be approved by the city through a design proposal process. Each year depending on the # of course sections and students in the class an average of 8-16 tiles will be completed. This means the entire project/underpass will be completed in murals within 3-4 years.

The purpose of the project is to create ties to the community and central schools to prevent graffiti and tags going in the underpass. The thought is that if community members and students are in some way connected to the murals/designs, it will not be as likely to be tagged. The other purpose of the artwork is to spread kindness and beauty throughout the community. For the students that are involved in the process of creating the design/mural it teaches them all about being connected, involved, and giving back to the community.

3. **Your guidelines/criteria for the "student-lead" annual curriculum and how the students will be making a formal proposal to the City for approval:** The design may not contain any elicit content such as drugs, paraphernalia, hatred, guns, violence, inappropriate gestures, profanity, nudity. (must be school appropriate and follow the school handbook). **The design of each tile must also reflect community, kindness, and local history/events.** Students will need to complete the formal proposal guide* as a group, as well as complete a detailed and colored sketch of their design to be submitted to the city for approval. Once approved from the city, students will be able to start painting their design in the underpass under the supervision of the Schools Art Instructor. This fits into the courses curriculum and will cover how artists create proposals for project grants, art shows, or commissioned work. Students will also be furthering their knowledge on color mixing, composition, idea generation, and painting techniques that have been previously covered in the course. Students will also be playing an active role in the community by designing and creating this artwork, which is a lesson and experience many will hold onto for a lifetime.

*Proposal guide is attached at the end of this document.

4. **A statement describing how the proposed artwork relates to the proposed site and how the art fits in the context of the community – “Kindness, Community & Current Events”:** The artwork relates to the proposed site (212 Underpass) due to the amount of traffic it gets by students traveling to and from school. It also is a common path for bikers, runners, and walkers in the community. Having students artwork/design is a great way for our school to more connected to the community through art. The theme of “Kindness, community, and local history/events” is something that will help create a space in the tunnel to foster positivity, kindness, inspiration, and a safe space within the underpass. The designs will create a space that is enjoyable to walk through and visually pleasing to look at.
5. **A statement describing how the proposed artwork is expected to respond to exposure to weather and other roadside conditions (salt?):** During the process of painting the underpass the students and CPS art instructor will take charge in protecting the drying paint from the elements as well as foot traffic. With approval from the City we will place construction cones as well as caution tape 1-2ft away from the wet paint to guard the drying paint. This will still allow for foot/bike traffic though the underpass during the painting process. The paint being used also dries extremely quickly in most elements.

The instructor will monitor weather conditions throughout the project and call rain days if needed. The paint in the underpass will be protected from most elements since it is underground. The painting will not go down to the ground and there will be an estimated 1-2 feet between where the painting starts and the ground, protecting it from salt and natural elements. The anti-graffiti coating needs to be applied within specific temperatures and humidity levels and the instructor will also pay note of this and plan accordingly.

The anti-graffiti coating will allow for tags and vandalism to be removed from the artwork as well as serve as a top-coat to the artwork. The artwork should hold up for years and years to come. In the event the artwork starts to deteriorate, the anti-graffiti coating can be removed, the artwork can be covered/primed, and a new group of students can create the design through the process to cover and replace the old work.

212 Underpass Design Proposal

Project: During spring semester students in DPP I & II will create a mural design/painting in the 212 underpass. Students will work in groups of 4-5 and complete one of the 6x10 tiles in the underpass. Each group will be responsible for coming up with a design idea that reflects the theme of the project as well as painting it together during the last 2-3 weeks of school. The design will be approved by the city through a design proposal process.

Theme: The design of each tile will reflect community, kindness, and local history/events.

Guidelines and Restrictions: The design may not contain any illicit content such as drugs, paraphernalia, hatred, guns, violence, inappropriate gestures, profanity, nudity. (must be school appropriate)

To be filled out by student group:

1. Group/Tile # (assigned by instructor):

2. Student names:

3. What will your group's design in the underpass be of? Be descriptive of the imagery.

4. How does your design relate to the theme of this project? What message do you hope it sends to the community and people who view it?

5. Please break down the plan/steps of how you will create your design. Be mindful of each student's strengths and weaknesses in your group. How will each student in the group contribute to the creation of this design? Attach a separate sheet if necessary.

6. Please attach a sketch of your group's design to this sheet.



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

From: Cynthia Smith Strack, Consulting Planner

Date: February 22, 2021

Re: Conditional Use Permit: 221 Elm Street West

BACKGROUND

Thomas Christensen (Applicant) and Peter Buckentine (Property Owner) have applied for a conditional use permit to use 221 Elm Street West for limited treatment of articles from previously prepared materials. The Applicant proposes to retain an office at the front of the building and powder-coat small metal items in the remainder of the building. No outside storage or changes to the building footprint are proposed. The site is zoned C-3 Downtown District.

Chapter 1230.10, Subd. 4(E) provides for: *"Custom or limited manufacturing, assembly, or treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool"* under Conditional Use Permit.

The operational limits for manufacturing uses in the C-3 Downtown District are included in Chapter 1210.06, Subd. 3(B)(22) of the City Code as follows:

22. Custom or limited manufacturing, assembly, or treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool in the C-3, Downtown Districts and the RC-1 Residence and Neighborhood Commercial District shall conform to the following standards:
- No outdoor storage of any kind, including but not limited to materials, equipment, or machinery shall be permitted.
 - All business vehicles shall be accommodated by off-street parking.
 - Office or retail sales areas shall be maintained at the front (street-facing) side of the building.
 - The standards of Section 1245.01 (Performance Standards) and 1245.02 (Architectural Standards and Guidelines) apply.

Attached please find an application for a CUP and proposed building floor plan.



REVIEW OF REQUEST

The Applicant represents:

1. Use of the building will be for powder coating of previously manufactured materials.
2. An office will be retained at the building storefront comprising approximately 15 to 20 percent of the space. An architectural floor plan has been requested.
3. No outdoor storage will occur.
4. Any business vehicles will be parked on-site.
5. The proposed activity doesn't involve chemicals, production of fumes, noise, gases, etc.
6. No exterior exhaust fans are proposed.
7. No changes are proposed to the building footprint.

Public Hearing

The Planning Commission held a public hearing on the request on February 2, 2021.

Examination of Code Requirements

Norwood Young America code requirements applicable to this Conditional Use Permit Request are itemized below; consulting staff comments are illustrated in **red bold, italic type face**.

General Criteria for Approval of Conditional Use Permits

The Planning Commission is to examine the request under Section 1210.06 Conditional Use Permits, Subd. 3(A). The City may, as it deems necessary to protect the health, safety, and general welfare of the public, require additional performance standards.

1. The use is consistent with goals, policies and objectives of the Comprehensive Plan.
DISCUSSION: The 2040 NYA Comprehensive Plan guides the subject area to continued commercial use.
2. The use is consistent with the intent of this Ordinance. ***DISCUSSION: The intent of the C-3 District is to provide for uses within traditional downtown areas. No changes to building footprint and/or structure appearance is proposed. An office will be retained in the storefront.***
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. ***DISCUSSION: The proposed use shall occupy and existing structure which is currently served by a full array of urban services. The proposed use will not overly burden existing utilities in terms of volume used/capacity required or type of waste produced.***
4. The use does not have an undue adverse impact on the public health, safety or welfare.
DISCUSSION: The proposed use will be operated within an existing structure.
5. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. ***DISCUSSION: Adjacent uses are commercial/mixed use in nature. The less use appears to blend in with the uses within the general locale.***
6. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. ***DISCUSSION: The subject site lies within a fully developed part of the original townsite and appears to be consistent with adjacent uses.***

7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. **DISCUSSION: The subject parcel is an existing, improved lot with a full complement of urban services provided.**
8. Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site. **DISCUSSION: No changes to the structure are proposed. Vehicular and pedestrian circulation patterns are already established.**
9. The use meets all of the performance criteria requirements as established in Section 1245.01 of this chapter. **DISCUSSION: As a condition of approval, the proposed use shall meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.**
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. **DISCUSSION: The subject parcel is a legal, conforming lot of record in the C-3 District and meets required performance standards.**

Specific Criteria for Approval of the Conditional Use Permit

The operational limits for manufacturing uses in the C-3 Downtown District are included in Chapter 1210.06, Subd. 3(B)(22) of the City Code as follows:

1. No outdoor storage of any kind, including but not limited to materials, equipment, or machinery shall be permitted. **The Applicant represents there will be no outdoor storage of any materials, equipment, or machinery at the subject parcel.**
2. All business vehicles shall be accommodated by off-street parking. **The Applicant represents parking of business vehicle(s) shall occur on the subject lot and not on the public street.**
3. Office or retail sales areas shall be maintained at the front (street-facing) side of the building. **The Applicant represents offices will be retained in the storefront.**
4. The standards of Section 1245.01 (Performance Standards) and 1245.02 (Architectural Standards and Guidelines) apply. **The Applicant is not proposing any changes to the building footprint or exterior storefront at this time. The Applicant represents there will be no noise, glare, fumes, etc produced by the use. The standards of Section 1245.01 are recommended as conditions of the CUP.**

PC RECOMMENDATION

Following public hearing the Planning Commission discussed the request. Please find a copy of the draft Planning Commission meeting minutes attached. The Commission recommended the City Council approve the CUP subject to the following conditions:

1. The "Use" is defined as custom or limited treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool. The Use is limited to the property addressed as 221 Elm Street West. No other use shall be allowed under this Conditional Use Permit. The Use is subject to the following standards:
 - A. No outdoor storage of any kind, including but not limited to materials, equipment, machinery, garbage, refuse, and similar items shall be permitted.
 - B. All business vehicles shall be accommodated by off-street parking.
 - C. Office or retail sales areas shall be maintained at the front (street-facing) side of the building. An architectural floor plan shall be submitted demonstrating at least fifteen (15) percent of the building front will be retained in office space.

- D. The standards of Section 1245.01 (Performance Standards – noise, odor, exhaust, etc) and 1245.02 (Architectural Standards and Guidelines) apply.
2. The Applicant represents the following which the City takes as a good-faith representation of the proposed use:
 - A. Use of the building will be for powder coating of previously manufactured materials.
 - B. An office will be retained at the building storefront comprising approximately 15 to 20 percent of the space. An architectural floor plan has been requested.
 - C. No outdoor storage will occur.
 - D. Any business vehicles will be parked on-site.
 - E. The proposed activity doesn't involve chemicals, production of fumes, noise, gases, etc.
 - F. No exterior exhaust fans are proposed.
 - G. No changes are proposed to the building footprint.
3. The property shall not be used for residential purposes, including by the Property Owner.
4. Prior to occupying the structure with the proposed use the Property Owner and/or Applicant shall request a change in occupancy review as required by the Building Official. Any requirements specified by the Building Official shall be completed prior to occupancy of the structure.
5. All loading/unloading at the site shall occur separate and independent from CSAH 31/Elm Street right-of-way unless specifically authorized in writing by Carver County Public Works Department.
6. The use shall at all times meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.
7. The Property Owner shall not discharge industrial waste into the sanitary sewer system.
8. This approval is applicable only to the property at 221 Elm Street West.
9. This approval shall expire one year after date of approval unless the Applicant has commenced operation of the Use on-site.
10. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
11. The permit may be subject to annual inspection and audit by the City.
12. The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of this resolution, subject to the requirements of Section 1210.06, Subd. 5 "Revocation of Conditional Use Permits" of the Zoning Ordinance.
13. The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

ACTION

The City Council is to take action to approve or deny the conditional use permit to provide for powder coating of previously manufactured materials at 221 Elm Street West is in order. A sample RESOLUTION is attached for consideration.

Tin Roof Powder Coating and Sandblasting is a company that will be located in Norwood Young America. This is a start up company that fills a gap for powder coating needs in the local communities.

What is powder coating? Powder coating is a process of applying a powder (many colors to choose from) electrostatically to metal, aluminum and other metals it is cured in an oven at 400 degrees for 30 minutes. Powder coating is a much more durable finish compared to paint and it is economical compared to paint. In the powder coating process there is no chemical fumes, no venting or harmful waste. Since the production will be indoors there will be no need for any outdoor storage. The front of the space will be offices and display. There will be no visibility of the production area from the sidewalk.

If you have any questions please call me @ 612 978 9853.

Thank you,

Tom Christensen

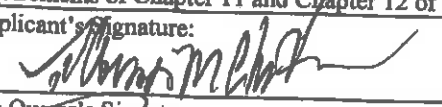
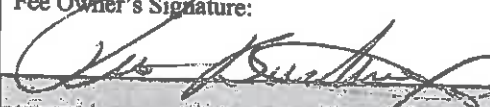



This map was created using Carver County's Geographic Information Systems (GIS), it is a compilation of information and data from various City, County, State, and Federal offices. This map is not a surveyed or legally recorded map and is intended to be used as a reference. Carver County is not responsible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

Map Date: 1/18/2021

Planning and Zoning Application

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

Applicant's Name Thomas Christensen		Telephone Home 612-978-9853 Work/Cell																														
Address (Street, City, State, ZIP) 8681 Alisa Lane Chanhassen																																
Property Owner's Name (If different from above) PETE W. and Diane C. Buckentine		Telephone Home 612-723-2938 Work/Cell																														
Location of Project 221 Elm Street WEST Norwood, MN 55368																																
Legal Description The east 40ft of lot 3, block 3, village of Norwood, according to the plot thereof on file and of record in the office of the county records																																
Description of Request (Attach separate sheet, if necessary) C.V.P. starting small manufacturing, mainly powder coating, No painting. F-2 II-B - Classed																																
<p>Proposed Action(s): Check all that apply</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Annexation \$300.00</td> <td><input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow</td> <td><input type="checkbox"/> Storm Water Plan \$250.00</td> </tr> <tr> <td><input type="checkbox"/> Application for Appeal \$150.00</td> <td><input type="checkbox"/> Sketch Plat \$200.00 + Escrow</td> <td><input type="checkbox"/> Rezoning \$350.00</td> </tr> <tr> <td><input type="checkbox"/> City Code Amendment \$250.00</td> <td><input type="checkbox"/> Site Plan \$300.00 + Escrow</td> <td><input type="checkbox"/> Street/Alley Vacation \$150.00</td> </tr> <tr> <td><input type="checkbox"/> Parking Reduction \$100.00</td> <td><input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow</td> <td><input type="checkbox"/> Zoning Text Amendment \$300.00</td> </tr> <tr> <td><input type="checkbox"/> CUP/IUP \$200.00 (Residential)</td> <td><input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow</td> <td><input checked="" type="checkbox"/> Recording Fee \$46.00</td> </tr> <tr> <td><input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential)</td> <td><input type="checkbox"/> PUD Final Plan \$300.00 + Escrow</td> <td><input type="checkbox"/> Boundary Line Adjustment \$100.00</td> </tr> <tr> <td><input type="checkbox"/> Variance \$200.00 (Residential)</td> <td><input type="checkbox"/> PUD Gen. Concept Plan \$400.00 + Escrow</td> <td><input type="checkbox"/> Other</td> </tr> <tr> <td><input type="checkbox"/> Variance \$300.00 (Non Residential)</td> <td><input type="checkbox"/> Prelim Plat \$350.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Lot Split \$200.00</td> <td><input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow</td> <td></td> </tr> <tr> <td><input checked="" type="checkbox"/> Public Hearing Notice \$75.00</td> <td><input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow</td> <td></td> </tr> </table>			<input type="checkbox"/> Annexation \$300.00	<input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow	<input type="checkbox"/> Storm Water Plan \$250.00	<input type="checkbox"/> Application for Appeal \$150.00	<input type="checkbox"/> Sketch Plat \$200.00 + Escrow	<input type="checkbox"/> Rezoning \$350.00	<input type="checkbox"/> City Code Amendment \$250.00	<input type="checkbox"/> Site Plan \$300.00 + Escrow	<input type="checkbox"/> Street/Alley Vacation \$150.00	<input type="checkbox"/> Parking Reduction \$100.00	<input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow	<input type="checkbox"/> Zoning Text Amendment \$300.00	<input type="checkbox"/> CUP/IUP \$200.00 (Residential)	<input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow	<input checked="" type="checkbox"/> Recording Fee \$46.00	<input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential)	<input type="checkbox"/> PUD Final Plan \$300.00 + Escrow	<input type="checkbox"/> Boundary Line Adjustment \$100.00	<input type="checkbox"/> Variance \$200.00 (Residential)	<input type="checkbox"/> PUD Gen. Concept Plan \$400.00 + Escrow	<input type="checkbox"/> Other	<input type="checkbox"/> Variance \$300.00 (Non Residential)	<input type="checkbox"/> Prelim Plat \$350.00 + \$10.00/Lot + Escrow		<input type="checkbox"/> Lot Split \$200.00	<input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow		<input checked="" type="checkbox"/> Public Hearing Notice \$75.00	<input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow	
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<p>ALL ESCROW MUST BE PAID BY CERTIFIED CHECK</p> <p>Escrow Deposit \$2,000.00</p> <p>Escrow Deposit - Site Plan Review: \$15,000 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews)</p> <p>Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00</p> <p>ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS.</p> <p>*APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED*</p> <p>The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of Chapter 11 and Chapter 12 of the City Code and other applicable ordinances.</p>																																
Applicant's Signature: 		Date 1-13-21																														
Fee Owner's Signature: 		Date 1-13-21																														
For Office Use Only																																
Accepted By: 	Amount 421.00 cash	Date 1/14/2021																														

B. Conditional Use Permit: 221 Elm Street West.

Heher introduced the agenda topic and opened the public hearing at 7:15 p.m.

Strack stated the Planning Commission is to hold a public hearing on a request for a conditional use permit to allow limited manufacturing consisting of powder coating small metal objects at 221 Elm Street West.

Strack noted the Code provides for such uses in the C-3 Downtown District under CUP provided an office space is retained in the storefront, there is no outdoor storage, and business parking is off-street. Strack noted the Applicant was present on the virtual meeting. The Applicant represents the use of the building will be for powder coating of previously manufactured materials. An office will be retained at the building storefront comprising approximately 15 to 20 percent of the space. An architectural floor plan has been provided. No outdoor storage will occur and any business vehicles will be parked on-site. The proposed activity doesn't involve chemicals, production of fumes, noise, gases, etc. No exterior exhaust fans are proposed. No changes are proposed to the building footprint.

Heher invited the Applicant to comment. The Applicant Tom Christensen explained powder coating as a simple process and that most products are powder coated. He stated the process doesn't produce VOC's a positive/negative charge attracts colored powder to metal objects which are then heated to high temperatures. Christensen says he powder coats aging wheels most frequently.

Heher opined there is no overspray and process is relatively clean. Heher asked about anticipated work hours or shifts. The Applicant noted he is only worker currently. Anticipates typical work hours.

Heher asked what type of oven would be used. Christensen noted a gas oven.

Eggers inquired as to how big the oven would be. Christensen noted four by eight feet and seven feet tall. Christensen stated he did not want to do large parts. Eggers asked about sandblasting on site. Christensen stated he would have a 48" sandblaster on site for small items.

Heher asked if semi-trucks would be bringing products. Christensen said he envisioned only box trucks.

Jesse Hunt opined there are solvents produced by the process. Christensen stated he was not aware of any solvents submitted during the process. He opined no VOCs are produced by the process. Hunt inquired if MDSS were obtained. Christensen said no.

Grundahl asked how many employees would be at the site. Christensen said only him at this time. Would not be opposed to growing operation and hiring one or two employees.

Eggers asked if the Building Official had reviewed the occupancy. Christensen confirmed noting fire suppression for the oven was needed. Eggers asked about a fresh air intake. Christensen said that a fresh air intake did not come up during building code review. Eggers suggested Christensen verify.

Heher asked Christensen whether or not he review proposed conditions for conditional use permit issuance. Christensen confirmed he reviewed and did not have any issues. Heher suggested the exhaust, if needed would need to be reviewed.

Heher asked City Administrator Helget whether or not the Fire Chief had reviewed. Helget stated no. Christensen opined the Building Official consulted with the Fire Chief about fire suppression.

Heher asked for any other comments.

Motion Grundahl, second Smith to close the public hearing at 7:32 p.m. Motion carried unanimously.

- C. Conditional Use Permit/Planned Unit Development Indoor Self-Storage at 640 and 710 Railroad Street East.

Heher introduced the agenda item and opened the public hearing at 7:34 p.m.

Motion Heher to continue public hearing until March meeting, second Grundahl. Motion carried unanimously.

6. New Business.

- A. Zoning Code Amendment to Allow Indoor Storage Facilities in the C-2 General Commercial District.

Heher introduced the agenda item.

Motion Eggers, second Hallquist to postpone to the March meeting to provide for additional study. Motion carried unanimously.

- B. Conditional Use Permit: 221 Elm Street West.

Heher introduced the agenda item.

Grundahl asked Christensen how product was being delivered. Christensen said maybe by box truck but not by semi-truck. Heher asked if paint was delivered in boxes. Christensen confirmed.

Motion Smith, second Hallquist to recommend the City Council conditionally approve of the CUP providing for limited manufacturing at 221 Elm Street West. Motion carried unanimously.

RESOLUTION 2021-04

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW LIMITED MANUFACTURING CONSISTING OF THE TREATING OF PREPARED MATERIALS AT 221 ELM STREET WEST

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

WHEREAS, §1230.10, Subd. 4(E) of the City Code provides for custom or limited manufacturing, assembly, or treatment of articles or merchandise from previously prepared materials, such as cloth, fiber, leather, metal, paper, plastic, stone, wax, wood, and wool” under Conditional Use Permit; and

WHEREAS, Thomas Christensen (Applicant) has entered an agreement to purchase from Peter Buckentine (Property Owner) the property addressed as 221 Elm Street West (the Property) and has applied for a conditional use permit to allow limited manufacturing, assembly, and treatment of articles from previously prepared materials at the Property; and

WHEREAS, the property is legally described as the East forty (40) feet of Lot Three (3) Block Three (3) Village (now City) of Norwood according to the plat thereof on file and of record in the office of the County Recorder in and for Caver County, Minnesota and assigned parcel number 580500200; and

WHEREAS, the Applicant represents the following within the application and the City accepts the following representations as a true representation of the intended use:

1. Use of the building will be for powder coating of previously manufactured materials.
2. An office will be retained at the building storefront comprising approximately 15 to 20 percent of the space.
3. No outdoor storage will occur.
4. Any business vehicles will be parked on-site.
5. The proposed activity doesn't involve chemicals, production of fumes, noise, gases, etc.
6. No exterior exhaust fans are proposed.
7. No changes are proposed to the building footprint.

WHEREAS, the City of Norwood Young America Planning Commission on February 2, 2021 held a public hearing regarding the conditional use permit request after the hearing notice was posted, published, and distributed as required under law; and

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

WHEREAS, at a regularly meeting on February 22, 2021, the City Council considered the application materials on file with the City and the recommendation of the Planning Commission.

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

1. The subject property is zoned C-3, Downtown District.
2. The Use, subject to certain conditions listed below, appears to be consistent with the intent of the Zoning Ordinance for properties within the C-3 District.
3. The Use, subject to certain conditions listed below, appears to be consistent with the goals and policies set forth in the City of Norwood Young America 2040 Comprehensive Plan for properties in the C-3 District.
4. The use, subject to certain conditions below, does not appear to have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements because the proposed use shall occupy and existing structure which is currently served by a full array of urban services. The proposed use will not overly burden existing utilities in terms of volume used/capacity required or type of waste produced.
5. The use, subject to certain conditions below, does not appear to pose an undue adverse impact on the public health, safety or welfare.
6. The use, subject to certain conditions below, does not appear to be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. The Council finds adjacent uses are commercial/mixed use in nature and the use as provided for in the City Code appears to blend in with the uses within the general locale.
7. The use, subject to certain conditions below, will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
8. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. The subject parcel is an existing, improved lot with a full complement of urban services provided.

NOW THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves a conditional use permit authorizing limited manufacturing defined specifically as the treatment of articles from previously prepared materials at 221 Elm Street West, subject to the following conditions:

1. The "Use" is defined as custom or limited powder coating treatment of small articles or merchandise from previously prepared materials. The Use is limited to the property addressed as 221 Elm Street West. No other use shall be allowed under this Conditional Use Permit. The Use is subject to the following standards:
 - A. No outdoor storage of any kind, including but not limited to materials, equipment, machinery, garbage, refuse, and similar items shall be permitted.
 - B. All business vehicles shall be accommodated by off-street parking.
 - C. Office or retail sales areas shall be maintained at the front (street-facing) side of the building. At least fifteen (15) percent of the building front will be retained in office space.

- D. The standards of Section 1245.01 (Performance Standards – noise, odor, exhaust, etc) and 1245.02 (Architectural Standards and Guidelines) apply.
2. The Applicant represents the following which the City takes as a good-faith representation of the proposed use:
 - A. Use of the building will be for powder coating of previously manufactured materials.
 - B. An office will be retained at the building storefront comprising approximately 15 to 20 percent of the space.
 - C. No outdoor storage will occur.
 - D. Any business vehicles will be parked on-site.
 - E. The proposed activity doesn't involve chemicals, production of fumes, noise, gases, etc.
 - F. No exterior exhaust fans are proposed.
 - G. No changes are proposed to the building footprint.
3. The property shall not be used for residential purposes, including by the Property Owner.
4. Prior to occupying the structure with the proposed use the Property Owner and/or Applicant shall request a change in occupancy review as required by the Building Official. Any requirements specified by the Building Official shall be completed prior to occupancy of the structure.
5. All loading/unloading at the site shall occur separate and independent from CSAH 31/Elm Street right-of-way unless specifically authorized in writing by Carver County Public Works Department.
6. The use shall at all times meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, and connection to municipal utilities.
7. The Property Owner shall not discharge industrial waste into the sanitary sewer system.
8. This approval is applicable only to the property at 221 Elm Street West.
9. This approval shall expire one year after date of approval unless the Applicant has commenced operation of the Use on-site.
10. This permit is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
11. The permit may be subject to annual inspection and audit by the City.
12. The City may revoke the CUP upon violation of the conditional use permit standards in the Zoning Ordinance or violation of the conditions of this resolution, subject to the

requirements of Section 1210.06, Subd. 5 "Revocation of Conditional Use Permits" of the Zoning Ordinance.

13. The conditional use permitted under this Resolution shall be revoked if the Use ceases for more than 12 consecutive months.

Adopted by the City Council this 22nd day of February, 2021.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk/Treasurer



TO: Mayor Lagergren and City Council Members

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: February 22, 2021

SUBJECT: Resolution 2021-05, Adopting Revised Business Subsidy Guidelines

Background

The City of NYA has Resolution No. 2004-50 "Resolution Adopting a Revised Business Subsidy Policy in Compliance with Minnesota Statutes" in place since September 27, 2004. The purpose of a business subsidy policy is to allow a municipality the authority to financially assist new business development or redevelopment by providing economic development incentive programs such as Tax Abatement, Tax Increment Financing (TIF) and/or MN DEED programs. In order for a business to receive a business subsidy, they must achieve certain criteria – some of which are listed below:

- Increase tax base
- Comply in accordance with the Comp Plan
- Commitment to continue in City for at least five years after benefit date
- Meet wage and job creation goals

All aspects of the Resolution No. 2004-50 were reviewed to ensure compliance with the requirements of State law, specifically Minnesota Statute 116J.993 – Criteria for granting, processing, and reviewing applications of business subsidies for private development, and Minnesota Statute 116J.995 -Statutory limitations of business subsidies and public hearing requirements. The review also included options for determining criteria for qualified wage and job creation goals for the development.

The NYA Economic Development Commission reviewed the formats of business subsidies for both the City of Waconia and City of Chanhassen. Both cities present their business subsidies in the format of a formal city Resolution with Business Subsidy Guidelines. The NYA EDC used both examples to develop the current draft. Ultimately, the format will be more beneficial for presentation to potential business inquiries.

Action

Motion to approve Resolution 2021-05, Resolution Adopting Revised Business Subsidy Guidelines in Compliance with Minnesota Statutes.

RESOLUTION 2021-05

RESOLUTION ADOPTING REVISED BUSINESS SUBSIDY GUIDELINES IN COMPLIANCE WITH MINNESOTA STATUTES

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

WHEREAS, the City of Norwood Young America has been granted powers by the State legislature to assist business development in the city by providing business subsidies; and

WHEREAS, the business subsidies must be in compliance with the requirements of State law, specifically Minnesota Statutes 116J.993 - 116J.995; and

WHEREAS, it is the purpose of this resolution to approve revised Business Subsidy Guidelines to comply with current State requirements; and

WHEREAS, these guidelines will apply only to subsidies as defined or limited by State law, although the City reserves the right to employ these guidelines to evaluate projects not specifically covered by State law; and

WHEREAS, the Norwood Young America Economic Development Authority considers requests for business assistance on behalf of the City of Norwood Young America using the Business Subsidy Guidelines attached as Exhibit A.

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

1. The Business Subsidy Guidelines establishing the City of Norwood Young America's (hereinafter referred to as "City") criteria for granting of business subsidies, as defined in Minnesota Statutes 116J.993, Subdivision 3, for private development, are hereby approved. These guidelines shall be used as a guide in processing and reviewing applications requesting business subsidies.
2. The criteria set forth in the Business Subsidy Guidelines are guidelines only. The City reserves the right in its discretion to approve business subsidies that vary from the criteria stated therein if the City determines that the subsidy nevertheless serves a public purpose.
3. All business subsidies shall be reviewed and approved by the Economic Development Authority and the City Council. In addition, any business subsidy for \$150,000 or greater will be subject to a public hearing.

4. The City Council and Economic Development Authority may amend the Business Subsidy Guidelines at any time. Amendments to the Business Subsidy Guidelines are subject to public hearing requirements pursuant to Minnesota Statutes, Sections 116J.993 through 116J.995.

Adopted by the City Council this 22nd day of February 2021.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk/Treasurer

EXHIBIT A

Business Subsidy Guidelines

[To be inserted]



City of Norwood Young America Business Subsidy Guidelines

Amended February 22, 2021

City of Norwood Young America Business Subsidy Guidelines

General Purpose

Economic development incentives are financial tools that enable the City of Norwood Young America and the Norwood Young America Economic Development Authority to provide opportunities and benefits for its businesses and residents. All references in this document to the "City of Norwood Young America" or "City of NYA" shall be understood to include the Norwood Young America Economic Development Authority. Incentives can take a variety of forms, including, but not limited to: grants, tax increment financing, tax abatement and sewer access credits. The City of Norwood Young America provides economic development incentives in order to achieve its long-range vision of creating a diverse and sustainable economic base. This is achieved in part through the creation and retention of quality, high paying jobs. A diverse and sustainable economy offers opportunity for improved quality of life for the residents of Norwood Young America. Economic development projects may also achieve other worthwhile goals. For instance, some projects provide value to the community in the forms of infrastructure improvements, stabilization of business districts or neighborhoods, or concentration of selected industries.

The City of Norwood Young America reserves the right to approve or reject subsidies for projects on a case-by-case basis, taking into consideration established policies, project criteria, and demand on City services in relation to the potential benefits from the project. Meeting the guidelines in this document does not guarantee the award of business assistance to the project. Approval or denial of one project is not intended to set precedent for approval or denial of another project.

The City of Norwood Young America can deviate from these guidelines for projects that supersede the objectives identified herein. Any applicant who is not in good standing with the City, in regard to licenses, fees or other specific charges, will not be considered for business subsidies.

Objectives

The City of Norwood Young America may consider offering a business subsidy of more than \$150,000 to new or existing development with certain requirements. The City may also offer financial incentives or programs at a lesser amount with specific guidelines for that program. In order for a project to qualify for a \$150,000 or more business subsidy, it must achieve one or more of the following objectives:

- To increase the City's tax base.
- To retain local jobs and/or increase the number and diversity of jobs that offer stable employment and/or attractive wages and benefits. Preference will be given to higher paying jobs that also provide benefits such as health care coverage.
- To support projects that provide value in the forms of needed transportation and other utility infrastructure improvements that would be completed in conjunction with the project.
- To encourage additional unsubsidized private development in the area, either directly or indirectly through "spin off" development.
- To facilitate the development process and to achieve development on sites which would not otherwise be developed but for the use of a business subsidy.
- To remove blight and/or encourage redevelopment of commercial and industrial areas that will result in high-quality redevelopment and private reinvestment.

- To offset increased cost of redevelopment (i.e. contaminated site clean-up) over and above the costs normally incurred in development.
- To create opportunities for a diversification of housing stock available within the community.
- To support a project that will improve the quality of life in the City by providing a desirable good or service and addressing an unmet demand in the community.
- To contribute to the implementation of other public policies, as adopted by the City from time to time, such as the promotion of energy conservation, and decreasing capital and/or operating costs of local government.
- To support the retention and/or adaptive re-use of buildings of historical or architectural significance.

Economic Development Incentive Programs

The application and subsequent use of these programs is at the discretion of the NYA City Council, and may include additional applications, policies and procedures.

1. **MN DEED Programs:** There are a variety of programs available through the State of Minnesota DEED division. They include the Job Creation Fund and Minnesota Investment Fund, among others. In order for a business to utilize these programs it is typical for MN DEED to ask for support and cooperation from the city. NYA has worked with MN DEED in the past on projects and would consider the use of these programs in the future on a case-by-case basis.
2. **Tax Increment Financing:** The City of NYA is granted the power to utilize tax increment financing (TIF) by the State of Minnesota. The fundamental purpose of TIF is to encourage desirable development or redevelopment that would not otherwise occur but for the assistance provided through TIF. The City utilizes "pay-as-you-go" TIF, which relies on the developer to pay for the up-front project costs with reimbursement from tax increment.
3. **Tax Abatement:** The City of NYA is granted the power to utilize tax abatement by the State of Minnesota. The fundamental purpose of tax abatement is to encourage desirable development or redevelopment that would not otherwise occur but for the assistance provided through the tax abatement. The City utilizes "pay-as-you-go" Tax Abatement, which relies on the developer to pay for the up-front project costs with reimbursement from tax abatement.
4. **Other:** State or local programs

Guidelines for Subsidies

Municipal

- Municipal subsidies may be used for on-site retail or service businesses if the project demonstrates that it will result in a substantial increase in tax base and a significant improvement in quality employment.
- The project must be consistent with the City's Zoning and Comprehensive Plan.
- The project must result in the retention of existing jobs that would be lost "but for" the proposed development or result an increase and diversification in local jobs. Specific wage and job goals will be determined by the City on a case-by-case basis giving consideration to the nature of the development, the purpose of the subsidy, local economic conditions and similar factors.

Project Type	Commercial	Industrial
Job Creation Goal	At least 3 FT or FTE	1 FT or FTE for each \$25,000 in assistance provided
Wage Goal	At least 125% of State or Federal Minimum Wage*	At least 150% of State or Federal Minimum Wage*

*Whichever is higher

- Municipal subsidies will not be used for speculative non-owner-occupied projects that have letters of intent or pre-leasing agreements for less than 80 per cent of the available leasable space.
- Municipal subsidies will not be used for commercial/industrial projects that have a history of inconsistent compliance with applicable environmental rules and regulations.
- The developer shall be responsible for all costs incurred by the City.
- A recipient of a municipal subsidy must make a commitment to continue in the City for at least five years after the benefit date.

Housing

- Municipal subsidy may be utilized to assist the city in meeting its commitment, to the Met Council Livable Communities Initiatives for new housing units developed to meet defined long-term affordability requirements.
- Projects must meet Minnesota Housing Finance Agency (MHFA) tax credit development requirements.
- The management company must be approved by the City for the length of the district.
- A change in project ownership requires prior written approval by City for the length of the district.
- Municipal subsidy may be utilized only to leverage MHFA tax credits or similar assistance.
- Minimum of 30% equity investment in the project by the owner is required.
- Payment of a non-refundable application will be required.
- Reserve requirement for long-term capital improvements -\$300 per unit/per year.
- A developer must have previous favorable experience developing and operating affordable housing developments.
- Maximum term of 10 years to 15 years dependent on rent requirements (e.t the lower the rent, the longer the term).
- The developer shall be responsible for all costs incurred by the City.

Application Process

1. Applicant should retain and be assisted by qualified financial consultants and/or underwriters, and legal counsel.
2. Prior to approval of a business subsidies financing plan, the developer shall provide any required market and financial feasibility studies, appraisals, soil boring, information provided to private lenders for the project and other information or data that the City or its financial consultants may require in order to proceed with an independent underwriting.
3. Construction of the project shall not be commenced until the City has given preliminary approval to the application for financing. Any advanced planning or construction completed will be done at the sole risk of the applicant.

4. Applicants should complete the appropriate planning application, and include a plan and/or narratives that outline the following:
 - a. The specific request (program, amount)
 - b. The reasoning and need for assistance
 - c. Description of the company
 - d. A concept plan and description of the project
 - e. The number of jobs created and total compensation (breakdown of wages and benefits)
 - f. Impact to the tax base
 - g. Other impacts to the community
 - h. Traffic demands
 - i. Infrastructure demands and/or needs
 - j. Any additional information that would be helpful to staff and City Council
5. Development must be of the highest quality with high quality building materials and landscaping as agreed between the City of the Developer.
6. If establishing a TIF district, the developer must pay all costs of establishing the district unless the City agrees to allow costs to come out of the district.
7. All projects must be consistent with NYA's Comprehensive Plan and any other similar plan or guide for development of the community.
8. The City reserves the right to:
 - a. Request additional information
 - b. Deny any application
 - c. Select a third-party administrator to assist in the management of the process.

Additional Information

1. City staff will review the data and make preliminary recommendations to the City Council as to compliance of the application and proposed project with City objectives, and business subsidy criteria, and Comp Plan.
2. After evaluation of the formal recommendation, the City Council will consider approval of the establishment of the Business Subsidy and hold the appropriate hearings.
3. All applications and the supporting materials and documents shall become the property of the City.

RESOLUTION NO. 2004-50

RESOLUTION ADOPTING ~~A REVISED BUSINESS SUBSIDY POLICY~~ GUIDELINES IN COMPLIANCE WITH MINNESOTA STATUTES

WHEREAS, the City of Norwood Young America, has been granted powers by the State legislature to assist business development in the city by providing business subsidies, and;

WHEREAS, the business ~~subsidy~~ subsidies must be in compliance with the requirements of State law, specifically Minnesota Statutes 116J.993 - 116J.995, and

WHEREAS, it is the purpose of this resolution to ~~revise the existing~~ approve revised Business Subsidy ~~Policy~~ Guidelines to comply with current State requirements,

WHEREAS, ~~this policy~~ these guidelines will apply only to subsidies as defined or limited by State law, although the City reserves the right to employ ~~this policy~~ these guidelines to evaluate projects not specifically covered by State law;

~~NOW, THEREFORE, BE IT RESOLVED by~~ WHEREAS, the Norwood Young America Economic Development Authority ~~of the City of Norwood Young America, Minnesota, shall consider~~ considers requests for business assistance on behalf of the City of Norwood Young America ~~using the following~~ for using the Business Subsidy Guidelines attached ~~Business Subsidy Guidelines~~ as Exhibit A.

NOW, THEREFORE, be it resolved by the City Council of the City of Norwood Young America as follows:

~~1. PURPOSE~~

A. ~~WHEREAS, it is The purpose of this document is to establish~~ 1. The Business Subsidy Guidelines establishing the City of Norwood Young America's (hereinafter referred to as "City") criteria for granting of business subsidies, as defined in Minnesota Statutes 116J.993, Subdivision 3, for private development, are hereby approved. These ~~criteria~~ guidelines shall be used as a guide in processing and reviewing applications requesting business subsidies.

B. ~~WHEREAS, The~~ 2. The criteria set forth in ~~this document~~ the Business Subsidy Guidelines are guidelines only. The City reserves the right in its discretion to approve business subsidies that vary from the criteria stated ~~herein~~ therein if the City determines that the subsidy nevertheless serves a public purpose.

~~WHEREAS, all~~ 3. All business subsidies shall be reviewed and approved by the Economic Development Authority and City Council. In addition, any business subsidy for \$150,000 or greater will be subject to a public hearing.

- C. ~~WHEREAS, The~~ 4. The City may amend ~~this document~~ the Business Subsidy Guidelines at any time. Amendments to ~~these criteria~~ the Business Subsidy Guidelines are subject to public hearing requirements pursuant to Minnesota Statutes, Sections 116J.993 through 116J.995.

~~2. STATUTORY LIMITATIONS~~

- A. ~~In accordance with the Business Subsidy Criteria, Business Subsidy requests must comply with applicable State Statutes. The City's ability to grant business subsidies is governed by the limitations established in Minnesota Statutes 116J.993 through 116J.995.~~

~~3. PUBLIC POLICY REQUIREMENT~~

- A. ~~All business subsidies must meet a public purpose other than increasing the tax base. Job retention may only be used as a public purpose in cases where job loss is imminent and demonstrable.~~

~~4. BUSINESS SUBSIDY APPROVAL CRITERIA~~

- A. ~~All new projects approved by the City should meet the following minimum approval criteria. However, it should not be presumed that a project meeting these criteria would automatically be approved. Meeting these criteria creates no contractual rights on the part of any potential developer or the City.~~
- B. ~~The business subsidy shall be provided within applicable state legislative restrictions, debt limit guidelines, and other appropriate financial requirements and policies.~~
- C. ~~The project must be in accord with the Comprehensive Plan and Zoning Ordinances or required changes to the plan and ordinances must be under active consideration by the City at the time of approval.~~
- D. ~~Business subsidies will not be provided to projects that have the financial feasibility to proceed without the benefit of the subsidy. In effect, business subsidies will not be provided solely to broaden a developer's profit margin on a project. Prior to consideration of a business subsidy request, the City may undertake an independent underwriting of the project to help insure that the request for assistance is valid.~~
- E. ~~Prior to approval of a business subsidies financing plan, the developer shall provide any required market and financial feasibility studies, appraisals, soil boring, information provided to private lenders for the project and other information or data that the City or its financial consultants may require in order to proceed with an independent underwriting.~~

- F. — ~~Any developer requesting a business subsidy should be able to demonstrate past successful general development capability as well as specific capability in the type and size of development proposed.~~
- G. — ~~The developer must retain ownership of the project at least long enough to complete it, to stabilize its occupancy, to establish the project management and to initiate repayment of the business subsidy, if applicable.~~
- H. — ~~A recipient of a business subsidy must make a commitment to continue in the City for at least five years after the benefit date.~~
- I. — ~~Any business subsidy will be the lowest possible level and least amount of time necessary, after the recipient maximizes the use of private debt and equity financing first.~~
- J. — ~~Recipients of any business subsidy will be required to meet wage and job goals determined by the City on a case-by-case basis, giving consideration to the nature of the development, the purpose of the subsidy, local economic conditions and similar factors. However, for purposes of meeting the requirements of state law, the wage floor for wages to be paid for the jobs required shall be \$12 per hour. The City will seek to create jobs with higher wages as appropriate for the overall public purpose of the subsidy.~~
- K. — ~~All business subsidies shall be reviewed and approved by the Economic Development Authority and City Council. In addition, any business subsidy for \$100,000 or greater will be subject to a public hearing.~~
- L. — ~~In granting a business subsidy, the Grantor shall enter into a subsidy agreement with the recipient that provides the information, wage and job goals, commitments to provide necessary reporting data and recourse for failure to meet goals required by the Statutes.~~

~~5. PROJECT EVALUATION CRITERIA~~

- A. — ~~All requests will be evaluated under the general criteria in Section 1 to 4 and the specific criteria in this Section. Changes in local markets, costs of construction, and interest rates may cause changes in the amounts of tax increment subsidies that a given project may require at any given time.~~
- B. — ~~Some criteria, by their very nature, must remain subjective. However, wherever possible "benchmark" criteria have been established for review purposes. The fact that a given proposal meets one or more "benchmark" criteria does not mean that it is entitled to funding under this policy, but rather that the City is in position to proceed with evaluations of (and comparisons between) various business subsidy requests, using uniform standards whenever possible.~~
- C. — ~~Following are the evaluation criteria that will be used by the City:~~

1. ~~All business subsidy requests should optimize the private development potential of a site.~~
2. ~~All business subsidy requests should obtain the highest possible private to public financial investment ratio. For Tax Increment requests, the City establishes a limit of 5 to 20 percent of total project costs to be funded by TIF for manufacturing/warehouse projects. Housing and retail/commercial projects shall be reviewed on an individual basis.~~
3. ~~All business subsidy requests should create or retain the highest feasible number of jobs on the site at the highest feasible wages.~~
4. ~~All redevelopment subsidy requests should create the highest possible ratio of property taxes paid before and after redevelopment. Given the different circumstances in the City, this ratio will vary widely. However, under normal circumstances, the City will expect at least a 1:2 ratio of taxes paid before and after redevelopment.~~
5. ~~All business subsidy requests will be reviewed to determine the feasibility to provide the City with equity participation in new developments (through a share of the profits), or to treat the business subsidy as a second mortgage with fixed payments.~~
6. ~~All business subsidy requests involving displacement of low and moderate income residents should give specific attention to the re-housing needs of those residents. Normally, this should be done as a part of the business subsidy. Adequate solutions to these re-housing needs will be required as a matter of public policy.~~
7. ~~All business subsidy requests will need to meet the "but for" test. Business subsidies will not be granted unless the need for the City's economic participation is sufficient that, without assistance the project could not proceed in the manner as proposed.~~
8. ~~Business subsidies will not be used when the developer's credentials, in the sole judgment of the City, are inadequate due to past track record relating to completion of projects, general reputation and/or bankruptcy, or other problems or issues considered relevant by the City.~~
9. ~~Business subsidies will not normally be used for projects that would generate significant environmental problems in the opinion of the local, state or federal governments.~~

Adopted by the Economic Development Authority this 27th day of September, 2004.

CITY OF NORWOOD YOUNG AMERICA

ATTEST:

Michael McPadden, Mayor

Susan K. Iverson, City Clerk-Treasurer

Wage Goals were updated with current minimum wage standards on

EXHIBIT A

Business Subsidy Guidelines

[To be inserted]

Document comparison by Workshare 10.0 on Thursday, February 4, 2021
10:48:04 AM

Input:	
Document 1 ID	PowerDocs://DOCSOPEN/701635/1
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Document 2 ID	PowerDocs://DOCSOPEN/701635/2
Description	DOCSOPEN-#701635-v2-Proposed_Changes_10-2020_f or_2004-50-Business-Subsidy-Policy-EDA
Rendering set	Standard

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Deletion	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
Moved deletion	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	28
Deletions	21
Moved from	1
Moved to	1
Style change	0
Format changed	0
Total changes	51



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: February 22, 2021

SUBJECT: Citizens State Bank Request to Utilize City Hall as Alternative Site during Disaster-Recovery

Perry Forst, President Citizens State Bank, will participate in the meeting to review his enclosed letter. Perry is requesting consideration for establishing a mutual agreement between the City and the Bank, whereby in the event of a disaster where the Bank or City was unable to provide business operations at its current location, the other party would provide the means as a temporary alternative site. In addition to building/office space, parties would agree to provide telephone and internet service connections and to allow placement of temporary business signage. This arrangement would be formalized into a written agreement between the two parties.

I contacted the City's insurance carrier, the League of MN Cities Insurance Trust (LMCIT) and they did not express any liability concerns. They did offer the following suggestions to be included in a potential agreement:

- Require the Bank to defend and indemnify the City for claims against the City caused by the Bank's actions.
- Require the Bank to carry general liability insurance with the City added as an additional insured to back up the Bank's indemnification obligation.
- Require the bank to insure its own property, to include any money stored on site, and to waive any rights of recovery against the City for the loss of its property.

In respect to possible temporary site locations within the City Hall, one of the conference rooms could possibly serve as a location. It could allow bank access to be limited from Union Street and could be separated from City operations. Both the City and Citizens State Bank currently utilize Jaguar Communications for telephone and internet services.

Requested Council Action

Determination whether to proceed with formulating an agreement and to present such to the City Council for consideration at a future meeting.

Norwood Young America



October 1, 2020

City of Norwood Young America
Steve Helget, City Administrator
310 Elm Street West, PO Box 59
Norwood Young America, MN 55368

RE: Initial Discussions with respect to a Reciprocal Agreement for Disaster-Recovery /
Business-Continuity Alternate Sites

Mr. Helget, Mayor and Members of the City Council

Citizens State Bank Norwood Young America (CSBNYA) is requesting that the City consider what could be a mutually beneficial arrangement. I am providing the following background and initial research that the bank has conducted.

The bank has developed and approved a Business Continuity Plan (BCP), and a Data Processing Contingency Plan (DPCP). A core component of these plans is the establishment of a Reciprocal Temporary Relocation Agreement. This agreement is intended to be an immediate short-term solution in the event of a disaster and implementation of the Business Continuity / Disaster Recovery Plan by either party. This agreement would facilitate either party to meet the immediate needs of their clientele and employees while arranging a more permanent solution.

In the event of a disaster and either party's building has been damaged, whereby it is considered unsafe to work in, a temporary alternate site would be needed. Therefore each party would be willing to provide the following:

1. Space in the alternate building for a limited number of employees to serve the public.
2. Access to available unused phone jacks to establish land line numbers.
3. Access to available unused data jacks to establish internet connections.
4. Allow for temporary signage at the site.

It would be the intent of each party to use best efforts to provide the accommodations outlined above. However, if circumstances beyond either party's control prevent it from providing assistance, the party would not be bound to provide the intended outlined items.

This agreement would not have a stated maturity date. It would stay in effect until such time as either party gives a 30-day notice of intent to terminate the arrangement.

An arrangement between Citizens State Bank and the City of Norwood Young America would be ideal based in part on the fact that both facilities have fiber optic phone and internet service provided by Metronet (formerly Jaguar Communications). On September 15, 2020 the CSBNYA Information Technology Committee had a phone conference call with Jacob Ward from Metronet to discuss the process involved in establishing service in the alternate location or building.



409 Faxon Road
Phone: (952) 467-3000

P.O. Box 789 Norwood Young America, Minnesota 55368-0789
Fax: (952) 467-3244 EZ Bank: (952) 467-HELP (24 hour banking)
EZ Net www.CitizensStateBankNYA.com



A non-technical summary of the conference call is as follows: Phones – Metronet can either forward individual 467- land line numbers to cell phones or to a land line at alternate site. CSBNYA has a POE switch we can utilize to connect spare phones used for DR purposes. Internet – Metronet is verifying if both the City and CSBNYA site locations have ports available on ONT, if so, Metronet can connect either party through the available port and configure internet connection. If bandwidth is not sufficient, it can be boosted in a day. Each party's activity will remain separate (even though the service is being provided in one location) for billing and data privacy issues. Both the phone and internet service can be operational in a day. Most of the work is programming at Metronet's location.

There are certainly additional items to be considered beyond the above background and initial research. However, this may provide enough information for the City to formulate a decision as to whether to continue the process, evaluate next steps, and possibly formulate a Reciprocal Temporary Relocation Agreement; or decide to not pursue the concept.

Please contact me with any questions or desired clarifications. Please inform me when you are able as to the City of Norwood Young America's current position on the concept.

Thank you for your time and consideration.

Sincerely,



Perry Forst
President / CEO



TO: Honorable Mayor Lagergren and City Council Members

FROM: Steven Helget, City Administrator

DATE: February 22, 2021

SUBJECT: Community Education Contribution Request

Enclosed is a letter from Julie Kuenzel, Director of Community Education, Central Schools District 108, requesting a \$2,000 contribution to help defray the costs of the Summer Recreation Program. Also enclosed is a list programs to be offered in the 2021 season and how the \$2,000 would be utilized. Lastly, enclosed is a recap of the 2020 season.

In accordance with MN Statute §471.85, cities may make contributions to another public corporation for a public use when duly authorized by the governing body.

The City has budgeted \$5,000 this year for Recreation Programs.

Recommended Motion:

Motion to approve authorizing a \$2,000 contribution to Central Schools for the 2021 Summer Recreation Program.

Norwood Young America

DISTRICT 108 COMMUNITY EDUCATION

PO Box 367, NYA, MN 55368

PHONE: (952)467-7390

Serving the communities of Cologne, Hamburg, Norwood Young America

City of NYA
NYA, MN 55368

Dear Mayor and City Council Members,

We are again planning the Summer Recreation Program for our cities. As in the past, we are asking for a contribution to help defray the costs. We are requesting \$2,000. We feel in these tight times we need to be able to offer more programs for the same amount of money, therefore we will not be asking for any increases in funding. \$2,000 is the same amount you donated towards the park program the last several summers. The "Preschool in the Park" programs we added several years ago have been very successful so we will be doing two preschool age park programs and two school age park programs, one at Willkommen Park and the other at the Legion Memorial Park (pool Park). Your contributions help pay for salaries and supplies for the summer recreation and park programs held in Norwood Young America. We like to offer these activities free or as inexpensively as possible so that all children have a chance to participate and enjoy the summer.

The local park program is held Monday – Thursday at both city parks for school age youth and for preschoolers 2 hours a day both parks. Last summer we served only 48 children from NYA, due to limits placed on us by COVID-19 guidelines. In a typical summer we have over 100 youth take part in our park program in NYA. I hope you agree with us as to the importance of offering these activities to our youth. Our goal is not only to enrich our children's lives, but also to give many kids constructive things to do, which may, in turn, prevent boredom and sometimes trouble.

We will also be heading up the ball programs for all NYA residents' grades k – 9. Youth will have the opportunity to play organized baseball and softball in NYA and also against neighboring towns. The average number of youth from NYA playing in our ball program is about 250 - 275 boys and girl a summer.

We will not be doing any Middle School/High School enrichment programs this summer therefore we will not be requesting fund to help support those programs.

If for some reason, you've decided not to participate in this summer's program, I need to hear from you ASAP. If you have questions or concerns, please call me at 952-467-7391. If this request is granted please send payment to: Com. Ed., PO Box 367, NYA, MN 55368 by 3/1/21

On behalf of the Community Education Advisory Council, I want to sincerely thank you for your consideration in funding this excellent program for your youth.

Sincerely,

A handwritten signature in black ink, appearing to read "J. Kuenzel", with a stylized, cursive script.

Julie Kuenzel, Director of Community Education

For the Summer 2021 season we are looking at being back to full programming. Community Education will be providing services for NYA residents in the following ways:

***Summer Ball Program.** T-ball, Combo Ball, Pee wee Baseball and Softball, Little League Baseball and Crow River Baseball. This includes between 250 – 300 youth players from NYA:

- * Setting up teams, developing game schedule, hiring ump's, buying and replacing equipment, field prep, finding and training coaches, supporting coaches, etc.

- * T-Ball Roughly 60 players on 6 teams

- * Combo-ball Roughly 60 players on 6 teams

- * Pee wee Baseball Roughly 40 players on 3 teams

- * Pee wee Softball Roughly 30 players on 3 teams

- * Little League Baseball Roughly 12 players on 1 team

- * Crow River Baseball Roughly 80 players on 6 teams

Roughly \$750 of the funds are used to pay staff to organize, supervise, hire officials, and deal with situations as they come up.

***Local Park Program.** Park programs offered at the pool park and at Willkommen Park. The program is offered Mon. – Thursday from 9 – 11 am

- *Participants play neighborhood games, make art and craft projects, do science experiments, and just have fun making new friends and playing in area parks.

- * Offered free to NYA residents

- * We usually have approximately 30 kids at each camp

- * \$275 is used at each park (for a total of \$550) for supplies for the camp.

- * \$700 is used to pay staff for the two camps – 2 to 3 staff per camp dependent on numbers.

This is what the \$2,000 covers for programming provided for the City of NYA. If there are any extra funds available they are used to help support the Music in the Park program held on 8 Thursday nights in the summer in NYA.

Please feel free to reach out to me at jkuenzel@isd108.org or call me at 952-467-7391 with any questions.

Thank you for your continued support of the youth in Norwood Young America.

City of NYA Summer Programming

Each year Community Education asks the City of NYA for a \$2,000 donation to provide Summer Recreation activities for residents living in the NYA community. These activities included the follow for 2020:

***Summer Ball Program.** Even though this program ended up being cancelled due to COVID-19 we did have everything set for it to run. We took registrations for all ball programs including T-ball, Combo Ball, Peewee Baseball and Softball, Little League Baseball and Crow River Baseball. This includes 255 players from NYA:

- * Setting up teams, developing game schedule, hiring umps, buying and replacing equipment, field prep, finding and training coaches, supporting coaches, etc.
- * T-Ball 53 players on 6 teams
- * Combo-ball 53 players on 5 teams
- * Peewee Baseball 36 players on 3 teams
- * Peewee Softball 22 players on 2 teams
- * Little League Baseball 12 players on 1 team
- * Crow River Baseball 79 players on 6 teams

Roughly \$700 of donation is used to pay staff to organize, supervise, and deal with situations as they come up.

***Local Park Program.** One park program was offered at the pool park and one at Willkommen Park. The program was offered Mon. – Thursday from 9 – 11 am

*Participants play neighborhood games, make art and craft projects, do science experiments, and just have fun making new friends and playing in area parks.

- * Offered free to NYA residents
- * We had the set limit of 24 children at each park due to Covid-19 requirements. We did have children on the waitlist for both parks,
- * \$300 is used at each park (for a total of \$600) for supplies for the camp.
- * \$700 is used to pay staff for the two camps



TO: Mayor Lagergren and City Council Members

FROM: Angela Brumbaugh, Clerk-Treasurer

DATE: February 22, 2021

RE: 2021 Budget Amendment

We have money budgeted in the General fund to be transferred to the Street Improvement fund in the amount of \$178,500. This is in the General Fund under operating transfers (101-41000-720).

This money should be included in revenue in the Street Improvement Fund 498 (498-43100-39203).

We would like to make an adjustment to the budget under fund 498 to include this transfer in the revenues.

RECOMMENDATION:

Approve the 2021 budget amendment to fund 498 to include revenue for the operating transfer from the General fund in the amount of \$178,500.

Norwood Young America



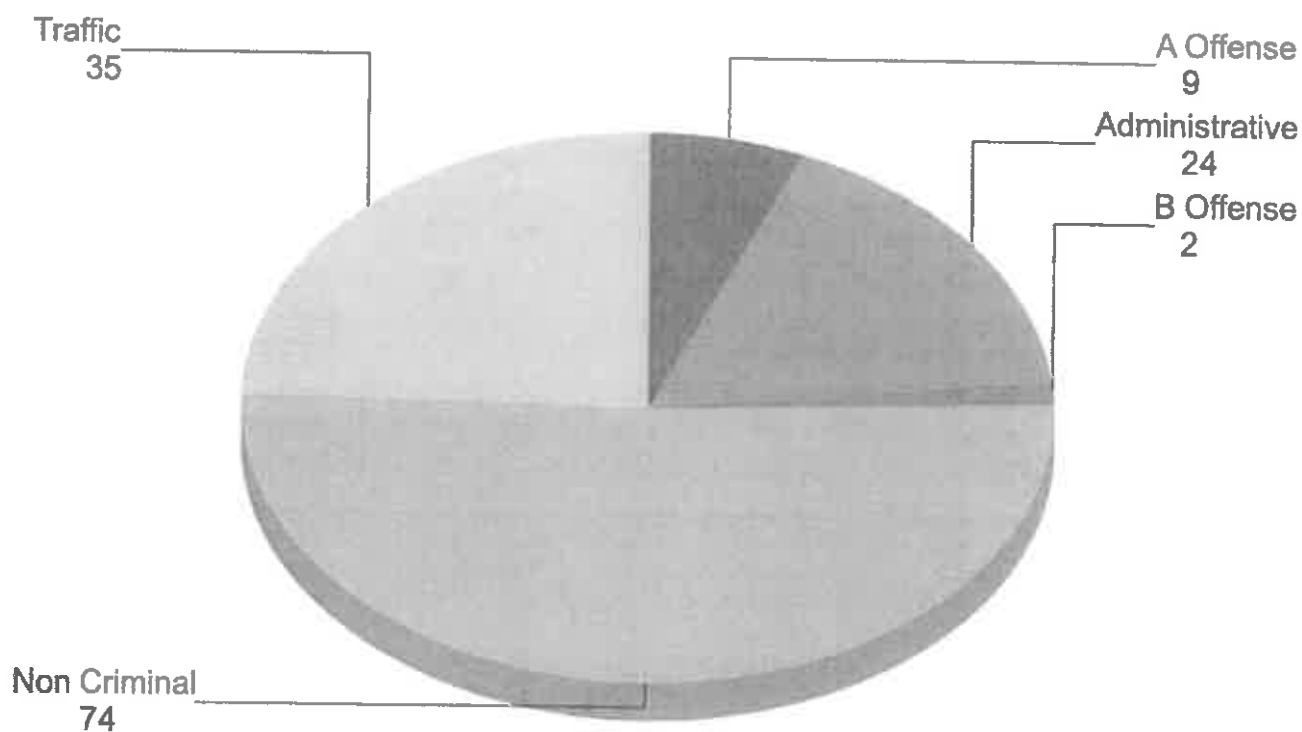
**City of Norwood
Young America**

January 2021



Carver County Sheriff's Office
Monthly Calls for Service
From: 01/01/2021 To: 01/31/2021

Norwood Young America City



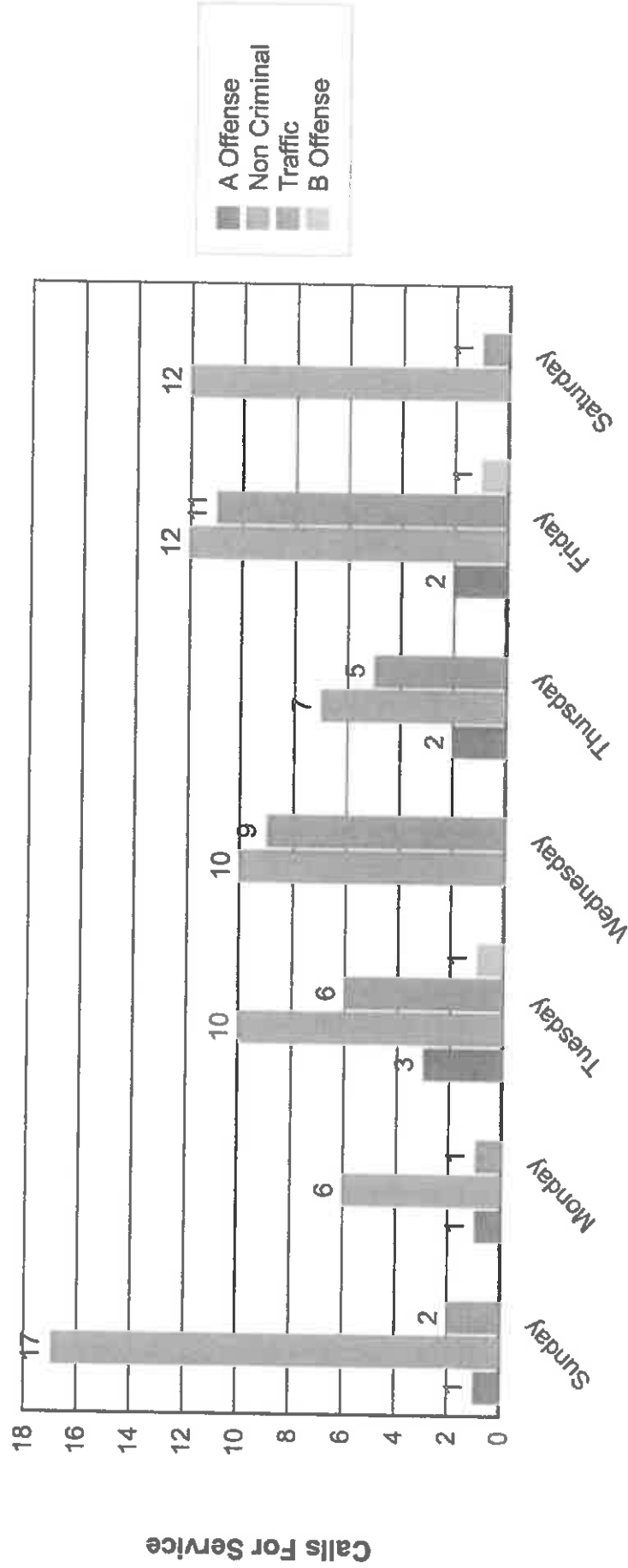
Total A Offense:	9
Total B Offense:	2
Total Non Criminal:	74
Total Traffic:	35
Total Administrative:	24

Total Norwood Young America City: 144



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 01/01/2021 To: 01/31/2021

Norwood Young America City

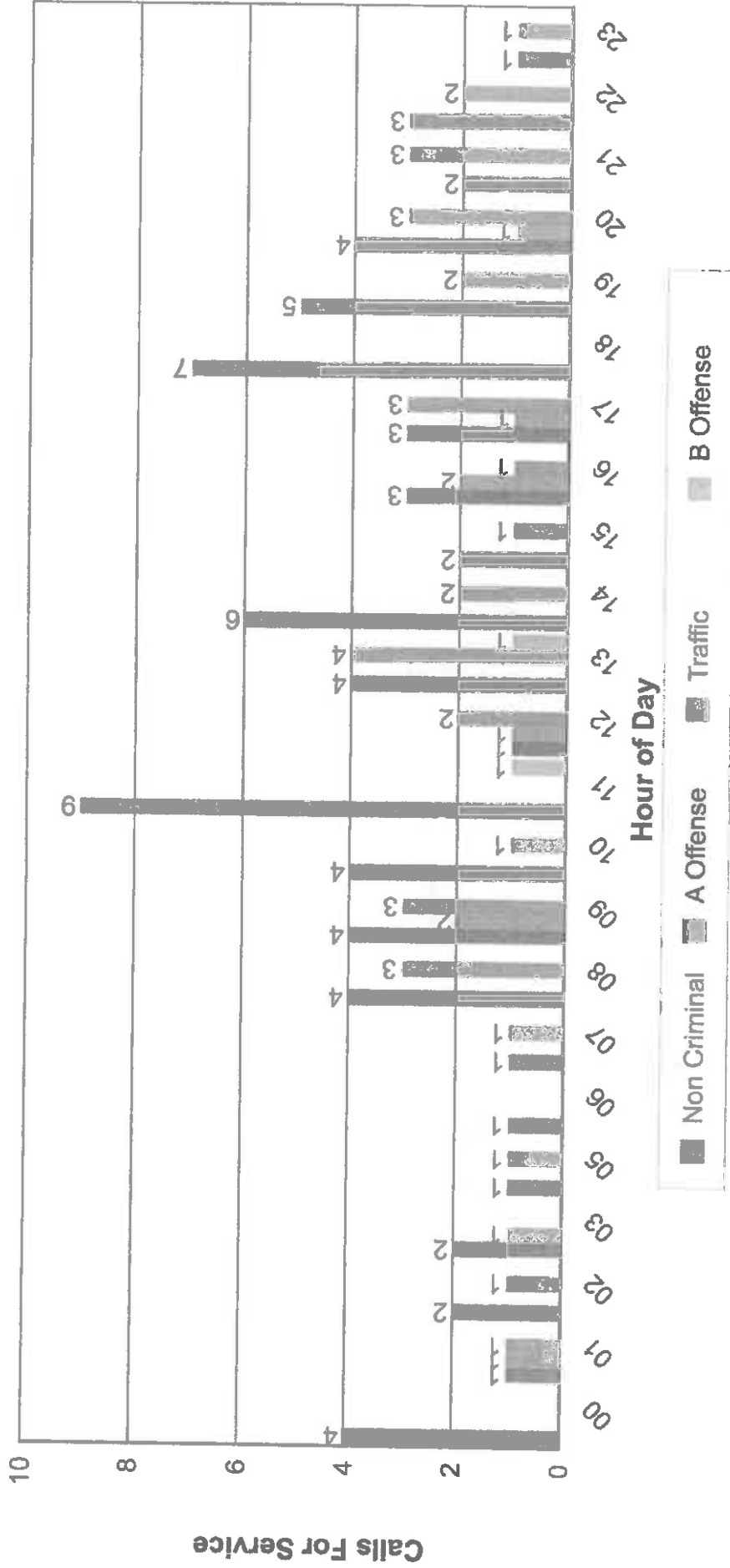


Total Norwood Young America City: 120



Carver County Sheriff's Office
Hour of Day Analysis of Calls for Service
Patrol Activity
From: 01/01/2021 To: 01/31/2021

Norwood Young America City



Total Norwood Young America City: 120



Carver County Sherff's Office

Traffic Citation Summary

From: 01/01/2021 To: 01/31/2021

Norwood Young America City

DAS, DAR, DAC:	1
Snowbird / Winter Parking:	18
Total Norwood Young America City:	19



Carver County Sheriff's Office
Monthly Calls for Service
From: 01/01/2021 To: 01/31/2021

Norwood Young America City

Patrol

A Offense

Assault	1
Agg. Assault	1
Counterfeiting/Forgery	1
Property Damage	2
Pornography	1
Sex Crime	1
Theft	1
Fraud	1
Total A Offense:	9

B Offense

Misc - criminal	2
Total B Offense:	2

Non Criminal

Misc Non-criminal	13
Alarm	4
Abuse/Neglect (Info Only)	4
Animal	3
Medical	18
Assist Other Agency	4
Fire Call	2
Mental Health	4
Transport	1
Warrant Service	1
Snowmobile	3
Suspicious Activity	11
Disturbance (Info Only)	5
Child Custody Dispute	1
Total Non Criminal:	74

Traffic

Traffic - Misc	13
Traffic Stop	18
Pd Accident	3
Driving Complaint	1
Total Traffic:	35

Total Patrol: 120

Administrative

Administrative

GunPermit-Acquire	11
GunPermit-CarryNew	5
GunPermit-CarryRenew	7
GunPermit- Carry Late Ren	1



**Carver County Sheriff's Office
Monthly Calls for Service
From: 01/01/2021 To: 01/31/2021**

Total Administrative: 24

Total Administrative: 24

Total Norwood Young America City: 144



Carver County Sheriff's Office **CSO Calls For Service** **From: 01/01/2021 To: 01/31/2021** **Norwood Young America City**

<u>Incident Nr</u>	<u>Status Name</u>	<u>Activity</u>	<u>Start Time</u>	<u>End Time</u>	<u>Minutes Spent</u>	<u>Running Total Minutes</u>
202100000257						
740CS						
202100000257	Traffic	Traffic - Misc	01/04/2021 5:11:56PM	01/04/2021 5:14:23PM	2.45	2.45
202100000257	Traffic	Traffic - Misc	01/04/2021 5:14:23PM	01/04/2021 5:16:43PM	2.33	4.78
202100000257	Reset At Sce	Traffic - Misc	01/04/2021 5:16:43PM	01/04/2021 5:26:50PM	10.12	14.90
202100000257	No Chk At Sc	Traffic - Misc	01/04/2021 5:26:50PM	01/04/2021 5:44:13PM	17.38	32.28
202100000257	Available	Traffic - Misc	01/04/2021 5:44:13PM	01/04/2021 5:44:13PM	0.00	32.28
202100000257	DISP	Traffic - Misc	01/13/2021 7:40:29PM	01/13/2021 7:40:32PM	0.05	32.33
202100000257	Scene	Traffic - Misc	01/13/2021 7:40:32PM	01/13/2021 7:40:45PM	0.22	32.55
202100000257	Reset At Sce	Traffic - Misc	01/13/2021 7:40:45PM	01/13/2021 7:44:00PM	3.25	35.80
202100000257	No Chk At Sc	Traffic - Misc	01/13/2021 7:44:00PM	01/13/2021 8:15:45PM	31.75	67.55
202100000257	Available	Traffic - Misc	01/13/2021 8:15:45PM	01/13/2021 8:15:45PM	0.00	67.55
202100000257	DISP	Traffic - Misc	01/22/2021 10:06:20AM	01/22/2021 10:06:22AM	0.03	67.58
202100000257	Scene	Traffic - Misc	01/22/2021 10:06:22AM	01/22/2021 10:35:49AM	29.45	97.03
202100000257	Available	Traffic - Misc	01/22/2021 10:35:49AM	01/22/2021 10:35:49AM	0.00	97.03
202100000642						
740CS						
202100000642	DISP	Snowmobile	01/08/2021 2:04:14PM	01/08/2021 2:04:18PM	0.07	97.10
202100000642	Scene	Snowmobile	01/08/2021 2:04:18PM	01/08/2021 2:10:26PM	6.13	103.23
202100000642	Available	Snowmobile	01/08/2021 2:10:26PM	01/08/2021 2:10:26PM	0.00	103.23
202100001139						
740CS						
202100001139	Traffic	Suspicious Activity	01/13/2021 7:23:25PM	01/13/2021 7:29:05PM	5.67	108.90
202100001139	No Chk At Sc	Suspicious Activity	01/13/2021 7:29:05PM	01/13/2021 7:38:33PM	9.47	118.37
202100001139	Available	Suspicious Activity	01/13/2021 7:38:33PM	01/13/2021 7:38:33PM	0.00	118.37
202100001980						
740CS						
-202100001980	Traffic	Traffic - Misc	01/22/2021 9:34:35AM	01/22/2021 9:41:40AM	7.08	125.45
202100001980	No Chk At Sc	Traffic - Misc	01/22/2021 9:41:40AM	01/22/2021 9:47:52AM	6.20	131.65
202100001980	TR EN	Traffic - Misc	01/22/2021 9:47:52AM	01/22/2021 9:51:02AM	3.17	134.82
202100001980	TR AS	Traffic - Misc	01/22/2021 9:51:02AM	01/22/2021 9:53:36AM	2.57	137.38
202100001980	Available	Traffic - Misc	01/22/2021 9:53:36AM	01/22/2021 9:53:36AM	0.00	137.38
202100002461						
740CS						
202100002461	DISP	Animal	01/27/2021 10:49:08AM	01/27/2021 10:49:16AM	0.13	137.52
202100002461	Scene	Animal	01/27/2021 10:49:16AM	01/27/2021 11:34:54AM	45.63	183.15
202100002461	Available	Animal	01/27/2021 11:34:54AM	01/27/2021 11:34:54AM	0.00	183.15
202100002461	DISP	Animal	01/27/2021 2:54:36PM	01/27/2021 2:54:38PM	0.03	183.18
202100002461	Scene	Animal	01/27/2021 2:54:38PM	01/27/2021 3:03:55PM	9.28	192.47
202100002461	No Chk At Sc	Animal	01/27/2021 3:03:55PM	01/27/2021 3:08:20PM	4.42	196.88
202100002461	Available	Animal	01/27/2021 3:08:20PM	01/27/2021 3:08:20PM	0.00	196.88

Total Minutes: 196.88



Carver County Sherff's Office
Arrest Summary
For: Norwood Young America City
From: 01/01/2021 To: 01/31/2021

	Total Charges	Total Arrestees	Total Incidents
Norwood Young America City			
13A - Aggravated Assault	1	1	1
90D - Driving Under the Influence	4	0	0
90Z - All Other Offenses	1	1	1
Totals for Norwood Young America	6	2	2

Activity Code NIBRS - Activity Codes

Activity Code	Descriptor	
GROUP A		
AC	Animal Cruelty	Abuse or neglect of animal
AR	Arson	Intentionally destroy property by fire
A	Assault	Altercation between parties where physical harm occurred
AA	Aggravated Assault	Assault where substantial injury is caused or weapon used
BB	Bribery	Offering, giving, receive anything of value to sway judgement
B	Burglary	Unlawful entry into a structure to commit a crime
CF	Counterfeiting/Forgery	Alter, copy, imitation, passing a copy as an original
P	Property Damage	All damage to property
D	Drugs	All drug violations, possession of, sale of, manufacture of
EM	Embezzlement	Misappropriation of money, property entrusted to person
EX	Extortion/Blackmail	Unlawful obtain money, property by use or threat of force
U	Fraud	Intentional perversion of truth to obtain money or property
G	Gambling	Unlawful operate, promote or assist in operation of gambling
H	Homicide	Intentional taking of a persons life
HT	Human Trafficking	Induce a person to perform sex act or labor via force, fraud or coercion
K	Kidnapping	Unlawful seizure, transport or detain person against their will
T	Theft/larceny	Taking of property, stealing
V	Motor Vehicle Theft	Theft of a motorized vehicle
PO	Pornography	Manufacture, publish, sell, buy , possess sexually explicit material
PR	Prostitution	Unlawfully engage in or promote sexual activity for anything of value
R	Robbery	Taking of property by use of force
S	Sex Offenses	Forcible sexual assault
SN	Sex Offenses, Nonforcible	Nonforcible sexual intercourse (incest, statutory rape)
SP	Stolen Prop Offenses	Receive, buy, sel possess, conceal, transport known stolen property
W	Weapons	Violation of manufacture, sale purchase, transportm use firearm

GROUP B		
BC	Bad Checks	Intentional issuance of check against insufficient or nonexistent funds
CL *	Curfew/Loitering	Curfew violation/ person remain in area w/o visable means of support
DP *	Disorderly Conduct	Behavior tends to disturb public peace/shock public sense of morality
J	Driving Under Influence	Traffic stop or accident involving drive under influence
DR *	Drunkness	Drink alcohol to extent substantial impairs mental and physical function
FO	Family Offense, Non violent	Unviolent acts by family member against another family member
LV	Liquor Law Viol	Illegal consumption, sale, possession of liquor
PT *	Peeping Tom	Secretly look in windows, doorway, keyhole for purpose of voyeurism
RU	Runaway	Juvenile runaway
TR *	Trespassing	Unlawfully enter land, dwelling or other real property
M	All Other Offenses	OFP/Danco violation,Traffic - Hit & run accident
		All other offense not included in other A & B classifications
O *	Ordinances	Laws/rules created by county or cities.
*		Use only when Enforcement used (citation or arrest)

Activity Codes
Non-criminal, Traffic and Administrative

NON CRIMINAL		
Code	Description	
1	Misc. NonCriminal	Gen law enforcement questions: citizen assists, lost and found property civil disputes, juvenile disciplinary issues, etc
2	Unlock Veh/Bldg	Unlock doors of automobile, residence or business for owners
3	Alarm	Checking on an alarm at a private residence or business
4	Domestic	Verbal argument between parties. Must have relationship. No charges
5	Missing Person	Missing / Lost person (not runaway)
6	Abuse/Neglect - Info only	Abuse or neglect of children or adults
9	Animal	Animal bites, stray animals. All calls involving animals
10	Medical	Assist persons with medical issues, natural cause deaths
11	House/Business Check	Check on residences or business when owners are away from property
12	Assist other Agency	Assist other law enforcement, state patrol, govt depts, EMT or medical
13	Fire Call	Fires and assist to fire departments
15	Mental Health	Suicides, 72 hr holds for mental health issues
16	Civil Process	Service of civil papers. Assist with civil standby situations
17	Transport	Trtansport persons for various reasons.
19	Warrant Service	Service of warrant for Carver County and other counties.
20	Boat & Water	All incidents involving boats, watercraft and/or lakes
21	Snowmobile	All incidents involving snowmobiles
22	ATV	All incidents involving ATV
30	Suspicious Activity	Suspicious persons, acts or vehicles. Accidental 911 calls
31	Open Door	Located an open door to a business or residence
34	Drug - Info Only	Drug information only
35	Disturbance - Info Only	Noise complaint, disturbing peace
60	Child Custody Dispute	Incidents involving dispute over child custody

TRAFFIC RELATED		
Code	Description	
8	Traffic - Misc	Misc. traffic issues, stalled vehicle, debris on roadway, traffic control, veh in ditch, assists, all parking issues
38	Traffic - Stops	All traffic stops initiated by officers
50	Auto Accd - Prop Damage	Auto accident in which only property damage occurred
51	Auto Accd - MV vs deer	Auto accident involving a motor vehicle and deer
52	Auto Accd - Injury	Auto accident in which injury and property damage occurred
54	Auto Accd - Fatality	Auto accident in which a fatality occurred
80	Driving Complaint	Complaints of bad driving behavior.

ADMINISTRATIVE

Code	Description	
0	Call Error	Calls for service created in error
18	Warrant Issued	Warrant issued by Carver County Court Administration
23	Explosive/Firearm Dealer	Application for a permit for explosives or firearms dealer license.
24	Gun Permit - Acquire	Application for a permit to purchase a handgun.
25	Gun Permit -Carry (new)	Application for a permit to carry a handgun.
26	Gun Permit - Transfer	Application for the transfer of a reg. gun from one individual to another.
28	Gun Permit - Carry (renewa	Application to renew a permit to carry a handgun.
32	Gun Permit - Carry Late Re	Application to renew a permit to carry a handgun after 90 day expiration
37	Rec Ck - Immigration	Records check for updating immigration status
39	Rec Ck - Gambling Permit	Records check for gambling permit
40	Rec Ck - Citizen Academy	Records check for citizens academy
41	Rec Ck - Adoption	Records check for adoption
42	Rec Ck - Carver Cty Employ	Records check for Carver County employment
43	Rec Ck - SO Employ	Records check for Carver County Sheriff's Office employment
44	Rec Ck - SO Volunteer	Records check for Carver County Sheriff's Office Volunteer
45	Rec Ck - DHS	Records check for Dept of Human Services
46	Rec Ck - Name Change	Records check for Name change purposed
47	Rec Ck - Other Employ	Records check for other employment
48	Rec Ck - Individual	Records check for an individual
49	Rec Ck - Military	Records check for the military
61	License - Day Care	Records check for a day care license
62	License - Foster Care	Records check for a foster care license
63	License - Liquor	Records check for a liquor license
64	License - Massage Parlor	Records check for a massage parlor license
65	License - Fireworks	Records check for fireworks permit
66	License - Peddler	Records check for peddlers license
999	Sealed	Records are sealed by Court Order



TO: Mayor Lagergren & NYA City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: February 22, 2021

SUBJECT: Work Session - Availability of buildable lots by zoning district

Background

The attached spreadsheet shows the availability of buildable lots listed by NYA City Code zoning districts. Council is to discuss the limited number of lots throughout the community.

Discussion only.



This chart is an overview of the current availability of lots by zoning district.

District	Description	Total vs Available Lots
R1	<u>Low density single family</u> <ul style="list-style-type: none"> Single family dwelling 	426 total/22 available <ul style="list-style-type: none"> 8 lots on Emma St 4 lots on Oak Ln 10 open townhomes on Meadow Land available in city limits but <u>no infrastructure</u>: <ul style="list-style-type: none"> 61.32 acres - Kloth land off Elm 60.60 acres - JAM Properties off Tacoma 22.66 acres - STP Enterprises in Preserve 13.59 acres - SINMACO Properties north of Hwy 5 across from Central Ave
R2	<u>Medium density single family</u> <ul style="list-style-type: none"> Single family dwelling Twin homes 	405 total/0 available <ul style="list-style-type: none"> The "original" Norwood and Young America residences surrounding the two historic downtowns
R3	<u>Medium density mixed residential</u> <ul style="list-style-type: none"> Single family dwelling Twin homes Two family dwelling Townhomes 	479 total/1 available <ul style="list-style-type: none"> 312 1st St NE (by Stolz) Areas include neighborhoods around Casper, Martingale, Central Schools, Friendship Park, Devonshire, Trilane and 5th St.
R4	<u>Multiple family residential</u> <ul style="list-style-type: none"> Multiple family dwelling of 5-18 units Nursing homes/assisted living 	30 total/1 available (trailer lot) <ul style="list-style-type: none"> Includes the trailer park, Peace Village, Harbor, Central Apts, Poplar Ridge and Country Cove Apts
RC1	<u>Residential/Neighborhood Commercial</u> <ul style="list-style-type: none"> Single family dwelling Twin homes Two family dwellings Townhomes Professional services Finance/Insurance/Real Estate Personal or Business Services Retail trade Specialty shops Standard restaurants 	14 total/0 available <ul style="list-style-type: none"> North side of Railroad Street (four blocks including ProAuto, Gemma Floral, Principal Mfg, and random residential housing)

C2	<p><u>General commercial</u></p> <ul style="list-style-type: none"> • Banking/financial institutions • Churches and schools • Commercial recreational uses • Convenience stores • Daycare centers • Dwelling units (above street level) • Funeral homes/Mortuaries • Garden centers • Grocery stores • Medical, professional and commercial • Motels/hotels • Personal services • Retail trade • Standard restaurants 	<p>57 total/4 available</p> <p>All located by Haven/Heritage Strip Mall</p> <ul style="list-style-type: none"> • 610 Railroad Dr • 620 Railroad Dr • 625 Railroad Dr • 630 Railroad Dr
C3	<p><u>Downtown districts</u></p> <ul style="list-style-type: none"> • General commercial office space • Professional services • Finance, insurance, real estate • Personal or business services • Public facility (city hall/library) • Retail trade • Dwelling units (above street level) • Specialty shops • Standard Restaurants • On and off-sale liquor establishments • Dwelling units (back 50% of street level) 	<p>65 total/10 available (vacant lots)</p> <p>Historic Downtown YA:</p> <ul style="list-style-type: none"> • 216 E Main • 10 2nd Ave SE • 12 3rd Ave SE (Masonic Bldg) • 18 3rd Ave SE (Mill buildings) <p>Historic Downtown Norwood:</p> <ul style="list-style-type: none"> • 114 W Elm (Wilson Electric) • 118 W Elm (vacant lot) • 219 W Elm (KJS Prop) • 225 W Elm (Central Printing) • 319 W Elm (former bakery) • 323 W Elm (vacant lot)
B1	<p><u>Business Industrial</u></p> <ul style="list-style-type: none"> • Automobile repair (major) • Contractor yards • Office complexes • Garden and landscaping services • Mini storage facilities • Retail with contractor yard/wholesale • Vocational and technical schools • Warehouses • Wholesale trade and showrooms 	<p>9 total/1 available</p> <ul style="list-style-type: none"> • 31 Ind Blvd (all wetland - not buildable) • City-owned greenspace

I1	<p><u>Light Industrial</u></p> <ul style="list-style-type: none"> • Contractor operations • Laboratories • Light industry • Utilities (public, sewer, water) • Warehousing • Wholesale trade and showrooms 	<p>16 total/8 available</p> <ul style="list-style-type: none"> • 800 Railroad St <p>Tacoma West Industrial Park:</p> <ul style="list-style-type: none"> • 710 Railroad St • 211 Tacoma Ave • 740 Tacoma Blvd • 419 Tacoma Cir • 420 Tacoma Cir • 416 Tacoma Cir • 410 Tacoma Cir
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TO: Mayor Lagergren & NYA City Council

FROM: Karen Hallquist, Economic Development Marketing Director

DATE: February 22, 2021

SUBJECT: Work Session – Consider usage of City land in B1 District

Background

In 2015, the Parks & Recreation Commission researched and considered the installation of a Dog Park on a City owned parcel located on Industrial Blvd. The Commission considered this parcel a possible location because the City already owns the parcel and of its proximity to the existing trail. The parcel is currently zoned B-1, Business Industrial District.

The City has had some interest in this property by prospective buyers who would utilize the property for business purposes. Due to limited new development space for light industrial businesses, warehouses, etc., the Parks Commission has proposed is to consider alternative site locations for a Dog Park.

Attached is an aerial photo of the City owned parcel located on Industrial Blvd. Council is requested to discuss the possibilities of this City owned land usage.

Discussion Only.

Norwood Young America



Norwood Young America

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

Property Card	Parcel ID Number 588500120
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Taxpayer Information
Taxpayer Name NORWOOD YOUNG AMERICA CITY C/O CITY CLERK
Mailing Address PO BOX 59 NYA, MN 55368-0059



Property Address
Address
City

Parcel Information				
Uses	Muni Svc Other	GIS Acres	4.76	Net Acres
		Deeded Acres		
		Plat	YOUNG AMERICA INDUSTRIAL PARK	
		Lot	004	
		Block	003	
Tax Description		OLD # 95.5500090		

Building Information		
Building Style	Above Grade Finished Sq Ft	Bedrooms
Year Built	Garage	

Miscellaneous Information				
School District	Watershed District	Homestead	Green Acres	Ag Preserve
0108	WS 067 CARVER CO WMO	N	N	N

Assessor Information			
Estimated Market Value	2019 Values (Payable 2020)	2020 Values (Payable 2021)	Last Sale
Land	\$323,500.00	\$323,500.00	Date of Sale
Building	\$0.00	\$0.00	Sale Value
Total	\$323,500.00	\$323,500.00	

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

From: Cynthia Smith Strack, Strack Consulting LLC

Date: February 22, 2021

Re: Potential Code Amendment Indoor Storage Facilities in C-2 General Commercial District

BACKGROUND

The City Council previously discussed a potential amendment to provide for indoor self-storage facilities in the C-2 General Commercial District. The Commission requested additional direction from the Planning Commission regarding the potential to allow such uses through issuance of a conditional use permit (CUP) providing a planned unit development (PUD) was also approved.

On February 2nd, the Commission opened and continued a public hearing on the potential code amendment pending receipt of additional information. This is a City sponsored code amendment request.

Please note for the work session discussion we are not identifying a specific parcel or talking about a specific parcel but rather looking at the C-2 District in its entirety. The C-2 District is primary highway commercial district in City.

Please also find attached a copy of the draft minutes from the Planning Commission hearing.

Following are proposed CUP conditions along with generalized comments from the Commission.

G. Indoor Self Storage Facilities, provided:

1. The City approves a non-residential Planned Unit Development as provided under Section 1240.02, Subd. 6(A) as may be amended. In approving the PUD, the Council may waive any requirement generally applicable to Planned Unit Developments in Section 1240.02, but the requirements set forth in (G)(2-12) below shall apply to all Indoor Self-Storage Facilities approved under this Section. *The PUD requirement provides ability to review each proposed facility on a case by case basis, especially through the following required review criteria: (A) "The design of a PUD shall take into account the relationship of the site to the surrounding areas. The perimeter of the PUD shall be so designed as to minimize the impact of the PUD on adjacent properties and, conversely, to minimize the impact of adjacent land use and development characteristics on the PUD" and (B) "The proposed project shall not be detrimental to present and potential surrounding land use". If a PUD is not approved the CUP can be denied. The concept of requiring a companion PUD is supported.*
2. The facility must provide a fully enclosed and heated drive-in unloading area. *This is subject of discussion. Additional study related to types of ingress/egress needed. Appears most favor requiring loading/unloading inside the indoor self-storage facility*

without defining what ingress/egress looks like i.e. drive-through, drive in back out, access from front or back of building. Examination of proposed standards impact on existing and new buildings is desired.

3. All storage units must be accessed from the interior of the building. *This reinforces comments included in #2.*
4. No outdoor storage of tenants' goods or wares is allowed. *Nearly all discussion favored prohibiting.*
5. Hours of operation limited are limited to 6 a.m. to 11 p.m. *Additional examination needed. Appears this is not as critical as other points.*
6. The structure must be equipped with motion sensitive lighting. *Appears foregoing this condition is acceptable.*
7. The structure must have a security system adequate to limit access to those renting a storage unit. *Appears it is presumed access is controlled and condition supported.*
8. The facility must include a restroom for use by tenants. *Previous examination indicated this needed to make sure water/sewer extended to/through site/development.*
9. The architectural standards of Section 1245.03, Subd. 3 apply as specified and without exception. *Significant point of examination. Code as proposed and existing appears adequate. Point to examine is corridor impact over time.*
10. Potentially dangerous or hazardous items including but not limited to, combustibles, flammables, explosives, and the like shall not be stored on site. *Appears it is presumed leases will also control and condition supported.*
11. Overnight parking of vehicles and trailers is prohibited. A loaner truck for tenant use that is owned by the facility may be permitted to be parked overnight as approved by City Council. *Nearly all discussion favored prohibiting.*
12. The facility must be located on a minimum one acre lot. *Appears condition supported.*

Discussion is requested, no action can be taken during a work session.

ATTACHMENTS:

- Sample code amendment
- Draft minutes from the Planning Commission hearing

5. Public Hearings.

A. Zoning Code Amendment to Allow Indoor Self Storage Facilities in the C-2 General Commercial District.

Heher introduced the public hearing, explained the typical public hearing process and opened the proceeding at 6:07 p.m.

Strack stated the Planning Commission is to hold a public hearing on a proposed code amendment pertaining to indoor self-storage facilities. In January the Commission discussed the potential to amend the City Code to provide for indoor self-storage facilities under planned unit development in the C-2 General Commercial District. The C-2 District is the commercial zoning designation in the Highway 212 corridor. The Commission also joined the City Council for a work session regarding the potential update on January 25th. The Council requested the Commission have additional discussion and report back to the Council. Strack referenced a proposed ordinance Amending Chapter 1200.04, Definitions and Section 1230.09, Subd. 4 to provide for indoor self-storage facilities in the C-2 General Commercial District.

Strack addressed potential conditions of issuance for an indoor self-storage CUP noting they may or may not be right for Norwood Young America and were informed by codes effective in other communities.

1. Approval of a PUD is required. The Council may waive any requirement generally applicable to Planned Unit Developments.
2. The facility must provide a fully enclosed and heated drive-in unloading area.
3. All storage units must be accessed from the interior of the building.
4. No outdoor storage of tenants' goods or wares is allowed.
5. Hours of operation limited are limited to 6 a.m. to 11 p.m.
6. The structure must be equipped with motion sensitive lighting.
7. The structure must have a security system adequate to limit access to those renting a storage unit.
8. The facility must include a restroom for use by tenants.
9. The architectural standards of Section 1245.03, Subd. 3 apply as specified and without exception.
10. Potentially dangerous or hazardous items including but not limited to, combustibles, flammables, explosives, and the like shall not be stored on site.
11. Overnight parking of vehicles and trailers is prohibited. A loaner truck for tenant use that is owned by the facility may be permitted to be parked overnight as approved by City Council.
12. The facility must be located on a minimum one acre lot.

Strack noted if the Planning Commission appeared likely to require additional information it should

consider continuing the public hearing versus closing it. Strack requested the Commission consider proposed standards to determine whether or not they were right for Norwood Young America.

Chairperson Heher invited Arun Sabbiah to comment. Sabbiah noted he and the owner of the property had filed the request. Sabbiah talked about how he planned to use an existing structure in the C-2 District for indoor self-storage.

Strack noted current hearing pertained to amendment of City Code to provide for indoor self-storage facilities and a request for a CUP/PUD to allow for a specific request was later in the agenda.

Smith inquired as to whether or not through PUD review of proposed indoor storage facilities the City could require improvement to facades. Strack noted PUD review criteria included findings specific to: (A) *"The design of a PUD shall take into account the relationship of the site to the surrounding areas. The perimeter of the PUD shall be so designed as to minimize the impact of the PUD on adjacent properties and, conversely, to minimize the impact of adjacent land use and development characteristics on the PUD"* and (B) *"The proposed project shall not be detrimental to present and potential surrounding land use"*. Strack opined those required findings would apply to both existing and proposed facades. Strack stated the architectural requirements for the commercial district [Section 1245.03, Subd. 3] would apply to all new facades and additions to existing façades.

Smith stated support for the proposed condition prohibiting outdoor storage of tenants' goods or wares. Smith noted he is familiar with these types of storage facilities and opined they are in needed.

Hallquist spoke to a proposed condition requiring motion sensitive lighting. Hallquist opined the condition was quite specific and occasionally too much specificity in code results in problems in the future. Hallquist opined other methods not as specific could be used such as timers. Hallquist inquired if alternate language could be considered or should be considered. Strack confirmed the Commission could change proposed language.

Heher inquired as to whether the proposed language would apply to structures that currently exist and those constructed in the future. Strack confirmed both existing and future.

Smith inquired as to whether motion sensitive lighting language was intended to apply to both interior and exterior lighting. Strack noted just interior. Exterior lighting would either exist or be reviewed with site plan.

Resident Jesse Hunt opined motion sensitive lighting in not too expensive and could be helpful to deter crime.

Resident Richard Stolz referenced comments he included in a letter to the City Council. Stolz expressed concern for how quickly the City was moving on an amendment to the Code. Stolz opined C-2 is the issue and that the 212 corridor is changing through expansion. Stolz opined users of 212 would see parks and open space and then indoor self-storage facility maybe with Uhaul trucks/trailers and a building that will look like a mall but when you approach be filled with self-storage containers. Stolz opined this will be gateway view. Stolz further opined if the City is changing code for a specific person or request that is wrong. Stolz stated that 212 corridor is growing and when 212 expansion is complete the proposed code change will be viewed as a mistake.

Heher spoke about the entirety of the C-2 District noting the amendment if approved would apply to existing buildings and greenspaces. That means any existing building or open lot in the C-2 could be site of indoor self-storage facility. Heher further opined self-storage facility would not add new jobs or new residents. Heher suggested a careful approach. Heher noted those at the previous Council work session were split on the concept of allowing indoor self-storage in the C-2 District.

Eggers noted as proposed the City would review each proposed indoor self-storage facility on a case-by-case basis. Eggers opined not every building or lot will change to indoor storage. Eggers noted there was a vacant space that could be filled with a productive use. He further opined the existing structure featured attractive storefronts. Eggers stated the City could deny any objectionable self-storage facility by not approving a PUD which is a proposed required condition for issuance of the CUP. Eggers opined there are not many areas in the C-2 District where people stop to do things and that proposed self-storage is not that different. Eggers alluded to Sabbiah having completed other developments in other communities.

Smith spoke about architectural standards. Smith stated he did not oppose indoor self-storage facilities in the C-2 District. He did not support any outdoor storage facilities in the C-2. Smith stated he was not in favor of Uhaul trucks/trailers being stored in C-2. Smith opined Uhaul truck/trailer use ends up being a cluster of vehicles that can be unsightly. Smith inquired if proposed amendment would accommodate an onsite caretaker residing at the self-storage facility. Strack stated the Code amendment as proposed did not provide for such. Smith inquired if mixed uses can be accommodated in larger structures and developments. Strack confirmed noting PUD process would be means to allow. Smith stated he did not support live-in caretakers in self-storage facilities.

Hallquist noted he supported the proposed amendment and thought it made sense. Hallquist opined his thought is the Commission is here to make things work. He noted he did not envision Uhauls lined up in front of a building and he didn't think more than one self-storage facility would happen. Hallquist stated providing for uses was important to the community. He noted he did not support concept of a live-in manager residing at facility.

Grundahl stated he agreed with Hallquist in not supporting a live-in manager in a self-storage facility. Grundahl stated he didn't think there would be a corridor of indoor self-storage facilities in the City.

Smith stated demand for self-storage would limit the need to supply space.

Heher expressed he wanted to be sure Commission is being diligent in making a change. He recommended thinking through the proposed amendment in terms of what could happen in the future.

Perry Forst opined architectural standards and aesthetic controls are covered in proposed conditions. Forst noted the requirement for issuance of a PUD means the City can deny a CUP. Forst opined rental services offered outdoors could be part of a different required review. Forst noted objection to the proposed condition requiring storage units be accessed from the interior of the building that was fully enclosed and heated. Forst opined the proposed language was quite restrictive. He suggested the City could include as part of PUD requirement rather than listing as a separate condition of the CUP.

Stolz inquired if language was informed from other cities. Strack confirmed.

Sabbiah thanked the Commission for their discussion. He stated the space he is looking at would not need a resident caretaker. Sabbiah noted his biggest objection to the proposed language was the requirement the storage units be accessed from the interior of the building. He opined having to put large doors in the mall front would change the look of the building. He referenced other self-storage buildings in Chaska. He opined his proposed facility would bring people to Norwood Young America from the metro area. Sabbiah noted he envisions the storage units in the front near the front façade would be a colorful display that was lit.

Heher inquired as to whether or not the Commission supported limits on hours of operation.

Smith inquired if other business were limited or had typical office hours. Smith opined 6 a.m. might be

too early and 11 p.m. too late. Smith opined a drive in space for loading and unloading was an important component for indoor self-storage facilities. He noted he preferred not to see all loading/unloading actions occurring in the parking lot. He opined an indoor storage facility should be entirely indoors or he was not in favor of allowing. He repeated his concern for allowing outdoor loading/unloading noting most facilities he's worked on are entirely indoors and measures can be taken to accommodate vehicle access. Smith stated he did not support allowing outdoor rental vehicles and trailers opining it would look untidy.

Hunt asked about customers parking items in the parking lot.

Strack clarified the request for Uhaul storage was part of the CUP/PUD presentation by the Applicant but was not appropriate for consideration under the self-storage CUP/PUD. Instead it would require a separate and independent review under IUP standards. Strack further clarified that the request to add outdoor self-storage units to the north side of the building was forwarded after the initial application was filed. Strack opined Council was clear at work session that outdoor storage facilities were not allowed.

Heher asked Commissioners to comment on hours of operation. Helget noted he has seen both 24 hour and limited hour operations. Sabbiah opined their facility could be either 24-hour or limited hours.

Heher asked for input on how the Commission wanted to process the request from this point. Hallquist suggested the Commission put something together for the City Council upon which they can decide. The Council could make a decision or request the Commission do more.

Eggers asked if sample codes required drive in loading/unloading. Strack affirmed.

Grundahl opined overnight parking of a vehicle was acceptable but long term placement of trucks/trailers on site was not. He opined requiring drive in loading/unloading was a good idea. He opined hours of operation listed in the amendment were a good start. He stated he could go either way on motion sensitive lighting.

Smith stated there are many lighting alternatives. He opined indoor storage means all aspects are conducted indoors. Users drive in unload and then leave. He opined outdoor storage involves aspects conducted outdoors. Smith stated he was concerned about what indoor storage was called and meant. Smith stated he was accepting for the business to have one vehicle on site for tenant use but did not support use of the parking lot or facility for Uhaul display.

Heher opined an indoor facility was to be an indoor facility with a drive in access for loading/unloading. He did not support Uhaul facility. He noted hours of operation could be 24/7. He opined motion sensitive lighting made sense. Heher suggested the Commission have unofficial draft minutes of this meeting forwarded to the City Council for further discussion.

Smith agreed. Eggers agreed and noted indoor loading/unloading seemed to be important to others. Hallquist inquired if loading access had to be from a specific location. Strack noted the proposed language didn't specify. Smith suggested access points could be reviewed under architectural standards. Heher inquired if access had to be drive through. Strack stated no.

Grundahl suggested the Commission gather notes and minutes and submit to the City Council.

Heher asked if there was a motion to table. Strack suggested joint session. Heher asked if Commission wanted to meet sooner.

Sabbiah suggested indoor loading and unloading could be looked at for the mall. He stated he has developed other uses in other cities, including hotels. He noted he has a purchase agreement.

Motion Smith, second Grundahl to continue the hearing to March 2nd. Motion carried unanimously.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. [REDACTED]**

**AN ORDINANCE AMENDING CHAPTER 1200.04, DEFINITIONS AND
SECTION 1230.09, SUBD. 4 TO PROVIDE FOR INDOOR SELF STORAGE
FACILITIES IN THE C-2 GENERAL COMMERCIAL DISTRICT**

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

Indoor Storage Facility. A climate controlled building with controlled access that contains varying sizes of internally accessible individual, compartmentalized, and stalls or lockers for the storage of tenants' goods or wares.

- III. CHAPTER 1230.09, SUBD. 4 OF THE CITY CODE (CONDITIONAL USES IN THE C-2 GENERAL COMMERCIAL DISTRICT) SHALL BE AMENDED BY ADDING SUBSECTION G TO SUBDIVISION 4 AS FOLLOWS.**

G. Indoor Self Storage Facilities, provided:

1. The City approves a non-residential Planned Unit Development as provided under Section 1240.02, Subd. 6(A) as may be amended. In approving the PUD, the Council may waive any requirement generally applicable to Planned Unit Developments in Section 1240.02, but the requirements set forth in (G)(2-12) below shall apply to all Indoor Self Storage Facilities approved under this Section
2. The facility must provide a fully enclosed and heated drive-in unloading area.
3. All storage units must be accessed from the interior of the building
4. No outdoor storage of tenants' goods or wares is allowed.
5. Hours of operation limited are limited to 6 a.m. to 11 p.m.
6. The structure must be equipped with motion sensitive lighting.
7. The structure must have a security system adequate to limit access to those renting a storage unit.
8. The facility must include a restroom for use by tenants.
9. The architectural standards of Section 1245.03, Subd. 3 apply as specified and without exception.

10. Potentially dangerous or hazardous items including but not limited to, combustibles, flammables, explosives, and the like shall not be stored on site.
11. Overnight parking of vehicles and trailers is prohibited. A loaner truck for tenant use that is owned by the facility may be permitted to be parked overnight as approved by City Council.
12. The facility must be located on a minimum one acre lot.

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

Adopted by the City of Norwood Young America on the ____ day of _____, 2021.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted:
Published: