



CITY COUNCIL AGENDA

April 26, 2021 – 6:00 p.m.

EDA / City Council Meetings; followed by Work Session

Hybrid Meeting

<https://us02web.zoom.us/j/84259203471?pwd=QllnSTVIZW1scFo1bmVncGpaVWFYUT09>

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
 - 1.2 Approve minutes of March 22, 2021 meeting
 3. Adjournment
-

CITY COUNCIL

1. Call Meeting of City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
 - 3.1 State of the Library Report (Heidi Hoks and Paul Ericsson)
4. Consent Agenda
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve minutes of April 12, 2021 meeting
 - 4.2 Approve payment of Claims
 - 4.3 Approve Employee Handbook Amendments
 - 4.4 Approve 2021 Swimming Pool Fees
 - 4.5 Approve hiring of Public Service Department Seasonal Workers
5. Public Hearing
6. Old Business
7. New Business
 - 7.1 Review Arts Consortium of Carver County Request
 - 7.2 Approve awarding quote for Bandshell Relocation and Structural Improvements
 - 7.3 Approve awarding quote to replace Rescue 11 Fire Truck
 - 7.4 Approve Resolution 2021-12, Authorizing award of a Contract for Construction of the Oak Lane Improvement Project
 - 7.5 Approve soliciting quotes for Pavilion Liquor Events
 - 7.6 Approve awarding Appraisal quote for City Parcel on Industrial Blvd.
 - 7.7 Approve awarding quote for Drone/Video Photography Services
 - 7.8 Approve awarding quote for Wilson Street Sidewalk Installation Project
 - 7.9 Approve Sports Complex Batting Cage and Bullpen Installation
 - 7.10 Approve City Council Strategic Planning Session Facilitator Request for Quotes
 - 7.11 Approve Scheduling Public Hearing to amend Chapter 2, Parks & Recreation Commission Composition
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 March Report.

UPCOMING MEETINGS / EVENTS

- May 4 Planning Commission - 6:00 p.m.
 - May 10 Personnel Committee - 5:00 p.m.
 - May 10 City Council - 6:00 p.m.
 - May 12 Economic Development Commission - 6:00 p.m.
 - May 15 Springfest Artisan Fair - Historic Norwood Downtown
 - May 20 Senior Advisory Committee - 9:00 a.m.
 - May 18 Finance Committee - 3:00 p.m.
 - May 18 Parks and Recreation Commission - 4:45 p.m.
 - May 19 Safety Committee - 2:00 p.m.
 - May 24 Work Session, EDA, City Council - 6:00 p.m.
 - May 31 Memorial Day - City Offices Closed
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WORK SESSION

1. Call Meeting of City Council Work Session to Order
2. Approve Agenda
3. Discuss opening prayer at City Council Meetings
4. Discuss Future Land Use and Official Zoning Consistency
5. Adjournment



Economic Development Authority Minutes

March 22, 2021 – 6:00 p.m.

Zoom Meeting

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

[W1scFo1bmVncGpaVWFYUT09](#)

Meeting ID: 842 5920 3471

Attendees: Carol Lagergren, Mike McPadden, Charlie Storms (via zoom), Craig Heher Absent: Alan Krueger

Staff Present: Steve Helget, City Administrator, Karen Hallquist, Economic Development and Marketing Coordinator, Angela Brumbaugh, City Clerk/Treasurer

Others:

1. Call Meeting of Economic Development Authority to Order

Mayor Lagergren called the hybrid meeting to order at 6:00pm. Roll call of attendance: All Council were in attendance. Lagergren stated Executive Order 20-81 allows Council members to take their masks off as long as Social Distancing is maintained.

1.1 The Pledge of Allegiance was recited.

2. Approve Agenda

Motion: CH/MM to approve the agenda as printed. Roll call vote 4-0. Motion carried.

2.1 Approve minutes of February 22, 2021 meeting

Motion: CH/MM to approve the minutes from February 22, 2021 as printed. Roll call vote 4-0. Motion carried.

3. Adjournment

Motion: MM/CH to adjourn. Roll call vote 4-0. Motion carried. The meeting was declared adjourned at 6:04 p.m.

Respectfully Submitted,

Carol Lagergren, Mayor

Angela K. Brumbaugh, Clerk-Treasurer



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: Jake Saulsbury Bolton & Menke, LaVonne Kroells, John Fahey Carver County Commissioner, Jeff Hebeisen and David Flavin, Citizens Insurance Services, Ron Kroells and Larry Panning with the Legion and VFW

1. Call Meeting of City Council to Order

Mayor Lagergren called the hybrid meeting to order at 6:00pm. All Council were in attendance. Pledge of Allegiance was said by all.

2. Approve Agenda

Motion: CS/MM to approve the agenda as listed. Motion passed 5-0

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

3.1 John Fahey – County Commissioner gave an update on what is going on in the County. Highway 212 project was discussed with there being three major phases but no planned closures.

- Stage 1 – May 2021 through May 2022
- Stage 2 – May 2022 through August 2022
- Stage 3 – August 2022 through October 2022
- The winning bid came in at 33% below the estimate. The bid was just under \$28 Million.

Covid has gone up so urging people to wear masks.

Carver is the healthiest County in the State for the 9th continuous year.

LaVonne Kroells gave an annual report and thanked the Council for allowing the History Center to be in the building. They are getting ready for Stiftungsfest.

4. Consent Agenda

4.1 Approve minutes of February 22, 2021 meeting.

4.2 Approve payment of Claims.

4.3 Approve 2nd Spring Artisan Fair Street Closure Request

4.4 Approve Parks Commission Appointment (Dan Stender)

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

5. Public Hearing

6. Old Business

7. New Business

7.1 **Approve Resolution 2021-11, approving Plans and Specifications for 2nd Avenue Lift Station and Street Improvement Project and Ordering Advertisement for Bids**

Jake Saulsbury with Bolton and Menke presented information for the 2nd Ave Project stating the timing is right on track.

- Water main being replaced and upsized.
- With the design the existing generator can be reused.
- Replacement of forced main.
- Lagergren asked what about the soil? Saulsbury stated it has been included in the bid but hoping there isn't a cost factor.
- Heher asked what about Stiftungsfest? Saulsbury stated they are talking about that and there are still unknowns.
- Saulsbury stated the plan is to keep North of Devonshire open.
- Lagergren asked when do we discuss special assessments for 2nd Avenue.
- Saulsbury stated the appraisal process is going on now and we will have the special assessments after that.

Motion: CH/CS to approve Resolution 2021-11, Resolution approving plans and specifications and Ordering Advertisement for Bids. Motion passed 5-0.

7.2 Approve awarding quote for 2nd Avenue Lift Station Equipment Purchase

Jake Saulsbury stated the City will save time and money by doing a bid separate for the 2nd Avenue Lift Station. If we wait for the other project, we would be waiting approximately six months. The bids came in where Bolton and Menk was expecting:

- Quality Flow Systems - \$60,850
- Electric Pump - \$63,150

Motion: MM/CH to approve Quality flow Systems quote of \$60,850 for equipment, materials, and supplies to construct the 2nd Avenue Lift Station. Motion passed 5-0.

7.3 Review Property/Casualty Insurance Renewal Report

Jeff Hebeisen and David Flavin from Citizens Insurance Service discussed the City's insurance coverage. LMC product is a little unique and is geared towards a City.

- All products have a \$5,000 deductible.
- Any mobile equipment under \$250,000 is part of mobile and doesn't have to be listed separate.
- \$5,000 deductible but we also have an aggregate of \$15,000 which means we would go to \$1,000 maintenance each.
- Our blanket limit is \$42,218,574.
- We did bump up the bond to \$450,000 a few years ago based on revenues of the City. This has a \$1,000 deductible.
- Equipment breakdown coverage includes water and wastewater plant.
- The \$5,000 deductible is not applicable to medical losses unless they deem we are liable.
- Look at a historical check and see if the deductible should change next year.
- We have a \$2,000,000 liability by statute. The \$5,000 deductible is not applicable to the medical unless we were deemed liable.
- Separate coverage on The Harbor as the League does not cover anything like a nursing home setting.
- Storm asked if the Fire Truck which was totaled was on replacement value or cash value. It was determined it was at cash value.
- Lagergren asked how we decide if it is replacement or cash value.
- It is looked at each year and typically when things are added they are given at replacement and then as the equipment gets older it goes to cash value.
- Workers Comp did increase this year as we had seen some payments this year.
- We do get the non-smoking rate for fire department.
- Every year we have to elect the torte limits or to waive them.

Motion: MM/CS to not waive the tort liability established by MN Statute. Motion passed 5-0.

7.4 Approve Veterans park Driveway and Parking Lot Paving

Ron Kroells and Larry Panning from the Legion and VFW were at the meeting to discuss that people did get stuck at Veterans Park and the Legion and VFW would like to see it get paved.

- It is understood that the City will need to get quotes, but the Legion and VFW will reimburse the City.

The VFW would also like to hang a flag in the Pavilion. Council was okay with it but wanted them to go to the Parks Board first.

Motion: MM/CS to direct City Staff to solicit quotes to pave the Veterans Park driveway and parking lot. Motion passed 5-0.

7.5 Approve Commercial Market Study

Economic Development Commission has been working on this for quite a while. Keith Wicks was hired in August of 2020. Mr. Wicks looked at a 7-mile trade area. His conclusion is Norwood Young America could sustain another grocery store but a smaller footprint.

The plan is to use this study and provide it to the West Carver Food and Retail Committee, work with the Chamber of Commerce, and Economic Development Committee to be sure everyone has access to the study.

Motion: CH/MM to accept the Commercial Market Study as presented by Keith Wicks & Associates. Motion passed 5-0.

7.6 Approve Awarding Quote for Highway 212 Trail Lighting Installation Project

Voigt stated the Parks Commission has been working on the trail project. The design was approved at the last council meeting. We received quotes:

- Xtreme Electric Services Inc. - \$140,395
- .Choice Electric Inc - \$162,500
- EGAN - \$165,979
- Granite Ledge Electrical Contractors Inc - \$204,750

We had budgeted \$100,000 but we do have some reserves in the capital fund that can be used for the difference.

Motion: MM/CS to approve Xtreme Electric Service Inc quote to Install Hwy 212 trail lighting installation. Motion passed 5-0.

7.7 Approve Awarding Quote for Lawn Mowing Cemeteries and Nuisance Abatement

Tony Voigt stated we have hired this out as it saves a lot of staff time. Solicited from three contractors but one was not interested.

- Dave's Season All - \$200 per mowing event
- Local Lawn Care - \$245 per mowing event

McPadden asked who makes the decision when it is mowed. Voigt stated have them once a week and it is set up where we can adjust it, as needed.

Motion: CH/MM to approve hiring Dave's Season All to mow our city cemeteries for the 2021 growing season at a rate of \$200 per mowing event. Motion passed 5-0.

Voigt stated each year we do deal with nuisance property that we end up needing to have mowed. He solicited for bids regarding that type of mowing with two of them being the same. We have worked with Local Lawn Care in the past and we know they do a good job.

- Local Lawn Care - \$65 per hour
- Top Notch Turf - \$65 per hour
- Dave's Season All - \$75 per hour

Motion: MM/CH to approve hiring Local Lawn Care to complete Roll Call Vote. Motion passed 5-0.

7.8 Approve awarding Quote to Remove Elevator Shaft at Willkommen Heritage Center/Food Shelf

Voigt stated this is a project he has been working on. The freight elevator was originally used by the previous owners and also by the Food Shelf. Some of the work can be done by staff but to make sure it's secure the door would need to have block installed. Two quotes were received for the block portion:

- Countryside Concrete Inc - \$1350
- Michel Masonry Construction - \$1673

Motion: CS/MM to hire Countryside Concrete Inc to install a block wall replacing the door opening in the bottom of the elevator shaft at the Food Shelf/Heritage Building for \$1,350. Motion passed 5-0.

7.9 Approve Investment Policy Amendments and Review 1st Quarter Financial Reports

Helget stated the Finance Committee has reviewed the Investment Policy. A policy has been in place since 1990. One of the changes is any investments would be recommended to the Finance Committee before making changes.

- Lagergren asked if the way the policy is written stating reinvesting money that has hit maturity will be approved by the Finance Committee. Helget stated that is what he implied. Heher stated he feels it should be spelled out so there is no confusion.
- Lagergren stated we will see this quarterly as the Council is supposed to be receiving an update.

Motion: CH/MM to Approve amendments with the addition of "as well as reinvestments" under delegation of authority to the Norwood Young America Investment Policy. Motion passed 5-0.

- Lagergren stated just to be clear, the investments are also part of the General Fund, so we have to include them.
- Brumbaugh went through and explained the revenue and expenditure reports.
- Lagergren reminded the major revenue for the General fund is from property taxes which we receive twice year.
- Brumbaugh stated it isn't unusual to have investments all in the General fund and we do have cash even when it looks like the General fund is low.
- It was agreed that we would start giving the quarterly update at the last meeting in order to have reconciliation done for the last month of the quarter.

7.10 Approve hiring Refuse Hauler for 2021 Residential Spring clean-up Day and Closing Morse Street

Helget stated this is our 3rd annual clean up day. You have to reside within the city limits to participate in this event. The Council did agree to hold it in a larger area which is why it will be held in Central Schools parking lot. We received two quotes from our local haulers:

- Waste Management
- Randy's Environmental Service

Waste Management was less expensive in all of the different areas. Citizens State Bank is partnering with the City for shredding paper.

Motion: MM/CH to approve hiring Waste Management for the 2021 City wide Clean-up Day event per the rates they quoted to the City. Motion passed 5-0.

Motion: MM/CH to close Morse Street from Highway 212 to the 5-way stop on April 24, 2021 from 8:00 a.m. to 1:00 p.m.

7.11 Discuss Lawn Mowing Along Highway 212 Trail

Helget stated he received a call regarding the trail mowing. The Council agreed we would be taking care of the snow removal, so they wanted to verify the process for mowing.

Lagergren stated in the past the Business owners mowed to the ditch and the City has always taken care of the snow removal for the trails. Does the City want to change past practice?

It was agreed we will continue past practice and let them mow what they are currently doing.

7.12 Consider Business Incentives for New Business Opportunities

Hallquist stated some of the information came from the Finance Committee and there are some new business opportunities that need to be discussed at the Council level. Three incentives to discuss are:

- Cost of Land
- Utility Hook up Incentives for Tacoma West Industrial Park
 - Lagergren stated our Industrial Park is almost full and we wouldn't have room for a large business.
 - One scenario is If someone put a \$7 million dollar building on an 8-acre lot. We will do a TIF district. Will the district pay for itself if we charge \$1/square foot? The city would be made whole in approximately 9 years.
 - Second scenario was what if we offer the land at \$0.50 /square foot. Within 4 years after the TIF district is paid off the City is made whole.
 - Third scenario was what if we give them free land. That takes another three years beyond that.
 - The question is it a good idea to give incentives because we will be made whole.
 - McPadden stated some of the land we have already sold for \$1/square foot.
 - Lagergren asked if the Council is willing to look at some of these incentives?
 - Storm questioned how much hot water will we get into with some of the other businesses are already there.
 - Lagergren stated we have discussed this and maybe we can do something with Utilities for an incentive for them as well.
 - McPadden stated that is a good question that we may have to remind them we didn't have that option at the time.
 - Storm asked if voting rights has anything to do with it.
 - Lagergren stated no because it is our land. It doesn't come under the covenant.
 - Lagergren stated there is value to other businesses because it does give more valuation for taxes in the City.
 - Heher stated he feels we should look at a reduce price on the land, but we should also look at trying to be fair and equitable to the other companies.
 - Storm stated we have to consider what do we do if we build another industrial park? Do we look for someone to fill some of the land?
 - Lagergren stated it's a balancing act. Some cities are giving away land to fill up their Industrial Parks.
 - Lagergren stated we now know we are missing B1.
 - Consensus is we should look at some incentive programs as long as we remember we have businesses out there that we appreciate very much.

- Rezoning Railroad Street to one zoning district.
 - Several businesses have approached the City regarding an auto repair along Railroad Street.
 - The South side was rezoned to C3 and was previously a C2 zoning district.
 - The discussion would be changing it from C3 to RC1.
 - Lagergren stated both zoning districts are close, but the difference is a Minor auto repair is allowed in a RC1.
 - Storm asked if there are any other areas that should be looked at during the same time.
 - McPadden stated the only thing we need to remember is if we have a public hearing, we may get some comments as there are residents across the street.
 - Consensus was to send off to Planning to consider.
- Definition of hotel/motel in the code.
 - Our definition is outdated as it states there is no provision of any cooking in a room. Motels now have amenities such as small fridges, coffee makers, microwaves, etc.
 - Lagergren stated there is a copy of other City definitions. Is the Council okay with Planning look at ours?
 - Heher stated he doesn't think Planning has ever looked at this and it was agreed to have Planning review it.

8. Council Member & Mayor and Staff Reports

Heher (Planning Commission): Received a variance request at 13050 Stewart Avenue. Brief conversation regarding zoning issues.

Krueger: (Senior Advisory and Stiftungsfest): Would like to wait until the next meeting due to the timing of committee meetings.

Storms (Parks and Rec): No parks meeting until next Tuesday but happy the commission is now full. Hoping weather clears up to do some maintenance.

McPadden (EDC): Nothing to report.

Lagergren (Mayor): Had a meeting with elected officials at the Federal level. Amy Klobuchar talked about three big transportation issues and Hwy 212 is one of them. She will be bringing the information to the Federal level when ready.

Helget (City Administrator): Nothing at this time.

10. Adjournment

Motion: CS/CH to adjourn at 7:57PM. 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: April 26, 2021

Payroll EFT

Check #	506503 - 506517	\$	18,338.86
	506518 506549 Fire Dept	\$	17,319.58

Voided Checks

Check #

Prepays

Check #

Claims Pending Payment

Check #	31764 - 31799	\$	72,282.07
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Wire Transfer

Cardmember e-check

Grand Total	\$	<u>107,940.51</u>
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CITY OF NORWOOD YOUNG AMERICA

04/22/21 4:49 PM

Page 1

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
31764	04/22/21	ADC SERVICES INC			
E 101-43100-208		Medical-Physicals	\$50.00	234421	Drug/alcohol administrative services
E 101-45200-208		Medical-Physicals	\$50.00	234421	Drug/alcohol administrative services
E 601-49400-208		Medical-Physicals	\$50.00	234421	Drug/alcohol administrative services
E 602-49450-208		Medical-Physicals	\$50.00	234421	Drug/alcohol administrative services
		Total	\$200.00		
31765	04/22/21	ASPEN MILLS			
E 101-42200-417		Uniform	\$712.61	271831	name tags & mourning band
		Total	\$712.61		
31766	04/22/21	BOLTON & MENK, INC			
E 101-41500-303		Engineering Fees	\$737.00	0266837	Misc engineering fees
		Total	\$737.00		
31767	04/22/21	CARQUEST AUTO PARTS			
E 101-42200-210		Operating Supplies	\$45.00	5927-226696	Fire extinguisher
		Total	\$45.00		
31768	04/22/21	CARVER CO ENVIRONMENTAL CENTER			
E 101-41940-223		Repair/Maintenance Bldg/	\$32.40	1347	Recycle fridge & fluorescent bulbs
		Total	\$32.40		
31769	04/22/21	CARVER COUNTY			
E 101-42100-311		County Police Contract	\$718.41	SHERI00351	Police Contract Overtime
		Total	\$718.41		
31770	04/22/21	CENTER POINT			
E 101-41940-383		Gas Utilities	\$890.82		Gas Utilities
E 101-41000-432		Refund	\$257.26		Gas Utilities
E 101-43100-383		Gas Utilities	\$2,265.07		Gas Utilities
E 101-45200-383		Gas Utilities	\$614.82		Gas Utilities
E 101-45500-383		Gas Utilities	\$32.65		Gas Utilities
E 601-49400-383		Gas Utilities	\$825.22		Gas Utilities
E 602-49450-383		Gas Utilities	\$1,895.00		Gas Utilities
E 101-49860-383		Gas Utilities	\$27.07		Gas Utilities
		Total	\$6,807.91		
31771	04/22/21	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$1,363.99		HSA
		Total	\$1,363.99		
31772	04/22/21	EHLERS AND ASSOCIATES, INC			
E 101-41500-310		Other Professional Servic	\$750.00	86568	Tacoma West Industrial Park Projects
		Total	\$750.00		
31773	04/22/21	EMERGENCY MEDICAL PRODUCTS			
E 101-42200-207		Training Instructional	\$675.00	1899	COURSE FEES
		Total	\$675.00		

CITY OF NORWOOD YOUNG AMERICA

04/22/21 4:49 PM

Page 2

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
31774	04/22/21	HOLIDAY FLEET			
E 101-43100-212		Motor Fuels	\$51.05		Fuel - Gas
E 101-45200-212		Motor Fuels	\$25.52		Fuel - Gas
E 601-49400-212		Motor Fuels	\$161.77		Fuel - Gas
E 602-49450-212		Motor Fuels	\$161.77		Fuel - Gas
		Total	\$400.11		
31775	04/22/21	HORIZON CPO SEMINARS			
E 101-49860-406		LICENSES	\$350.00		pool license - Streich
		Total	\$350.00		
31776	04/22/21	INTERSTATE BATTERY SYS OF MPLS			
E 602-49450-223		Repair/Maintenance Bldg/	\$58.72	461032	Lift station & WWTP batteries
		Total	\$58.72		
31777	04/22/21	KWIK TRIP INC.			
E 101-43100-212		Motor Fuels	\$463.35		fuel
E 101-45200-212		Motor Fuels	\$130.58		fuel
		Total	\$593.93		
31778	04/22/21	LAKEVIEW CLINIC			
E 101-42200-305		Other Professional Fees	\$164.00		firefighter vaccination Acct #106415
		Total	\$164.00		
31779	04/22/21	LANO EQUIPMENT			
E 101-45200-221		Repair/Maintenance Equip	\$185.68	59650	replace rear shock
E 101-45200-221		Repair/Maintenance Equip	\$51.60	59834	drag for fields
		Total	\$237.28		
31780	04/22/21	LOFFLER BUSINESS SYS LLC			
E 101-41400-437		Maintenance Contract	\$205.00	29030813	copier
		Total	\$205.00		
31781	04/22/21	MAC QUEEN EQUIPMENT INC			
E 101-42200-542		FD Equipment	\$962.82	P00220	SCBA Masks
E 101-42200-542		FD Equipment	\$1,273.75	W00013	SCBA Compressor
		Total	\$2,236.57		
31782	04/22/21	MAYER LUMBER CO.			
E 101-45200-223		Repair/Maintenance Bldg/	\$21.78	199324	picnic table boards
E 101-41940-223		Repair/Maintenance Bldg/	\$3,011.28	199439	Lumber/nails garden plots (8)
E 101-41940-223		Repair/Maintenance Bldg/	\$245.76	199594	friendship concession bldg
		Total	\$3,278.82		
31783	04/22/21	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$122.40	A-122024	rental
		Total	\$122.40		
31784	04/22/21	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217		Lab Fees	\$97.00	1081938	coliform-chlorine report
		Total	\$97.00		

CITY OF NORWOOD YOUNG AMERICA

04/22/21 4:49 PM

Page 3

***Check Detail Register©**

10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
31785	04/22/21	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$166.67		HSA
		Total	\$166.67		
31786	04/22/21	NYA TIMES			
E 101-41400-350		Print/Publishing/Postage	\$275.00	829411	NYA Guide advertising
		Total	\$275.00		
31787	04/22/21	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$175.67		HSA Acct
		Total	\$175.67		
31788	04/22/21	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$465.34		HSA
		Total	\$465.34		
31789	04/22/21	PEACE VILLA			
E 407-41960-455		Refunds/Reimbursements	\$25,512.00		TIF 1-5 PYMT 97%
E 407-41960-455		Refunds/Reimbursements	\$3,790.18		Addtl amt owed from July 97%
		Total	\$29,302.18		
31790	04/22/21	SCHNEIDER EXCAVATING & GRADING			
E 601-49400-223		Repair/Maintenance Bldg/	\$1,175.00	SE2369	replace curb stop-broken riser
E 601-49400-223		Repair/Maintenance Bldg/	\$4,040.00	SE2370	frozen/broken curb stop
		Total	\$5,215.00		
31791	04/22/21	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$866.66		HSA
		Total	\$866.66		
31792	04/22/21	SHUCK, TERRI			
E 101-41400-432		Refund	\$125.00		Reimb for Roy Clay bldg - cancelled
		Total	\$125.00		
31793	04/22/21	SMITH OIL CO			
E 101-42200-212		Motor Fuels	\$76.10		gas/diesel
		Total	\$76.10		
31794	04/22/21	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$333.33		HSA
		Total	\$333.33		
31795	04/22/21	STORMS WELDING & MFG INC			
E 101-41940-223		Repair/Maintenance Bldg/	\$47.00	1019072	Mfg stand for gas line-Willkommen park
		Total	\$47.00		
31796	04/22/21	SUN LIFE ASSURANCE COMPANY			
G 101-10100		Cash	\$416.22		STD/LTD - May
		Total	\$416.22		
31797	04/22/21	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$157.15		Life insurance-May

CITY OF NORWOOD YOUNG AMERICA

04/22/21 4:49 PM

Page 4

***Check Detail Register©**
10100 Unposted

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total				\$157.15	
31798	04/22/21	WWGOETSCH			
E 602-49450-221		Repair/Maintenance Equip	\$300.00	105942	laser alignment for #2 motor
Total				\$300.00	
31799	04/22/21	XCEL ENERGY			
E 101-41940-381		Electric Utilities	\$1,313.35		ELECTRIC
E 101-42200-381		Electric Utilities	\$278.89		ELECTRIC
E 101-42500-381		Electric Utilities	\$10.64		ELECTRIC
E 101-43100-380		Street Lighting	\$5,148.15		ELECTRIC
E 101-45200-381		Electric Utilities	\$503.59		ELECTRIC
E 101-45200-381		Electric Utilities	\$377.59		ELECTRIC
E 101-45500-381		Electric Utilities	\$635.28		ELECTRIC
E 601-49400-381		Electric Utilities	\$2,564.31		ELECTRIC
E 602-49450-381		Electric Utilities	\$3,519.60		ELECTRIC
E 101-49880-381		Electric Utilities	\$223.20		ELECTRIC
Total				\$14,574.60	
10100 CHECKING				\$72,282.07	

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$28,081.50
407 TAX INCREMENT 1-5 PEACE VILLAG	\$29,302.18
601 WATER FUND	\$8,816.30
602 SEWER FUND	\$6,082.09
	\$72,282.07



more than a place. it's home.

TO: Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, Clerk-Treasurer (Personnel Committee)
DATE: April 26, 2021
RE: Change in Personnel Handbook for Part-time benefits

After having a meeting with Employees, they pointed out we had a discrepancy in the changes we made to the Personnel Handbook regarding benefits for Part-Time Employees:

Under Definitions:

Benefit Earning Employees

Employees who are eligible for at least a pro-rated portion of city-provided benefits. Such employees must be year-round employees who work at least ~~30~~ 20 hours per week on a regular basis.

Part-Time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work 30 or more hours per week or the equivalent of 130 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

Personnel discussed this at the April 12, 2021 meeting and the consensus was the intent was to offer pro-rated benefits to anyone that works 20 hours or more.

This would mean the "Benefit Earning Employees" would stay with the current changes made but the "Part-Time Employee" would be written as follows (changes are highlighted in green):

Part-Time Employee

Employees who are required to work less than forty (40) hours per week year-round in an ongoing position. In accordance with federal health care reform laws and regulations, the city shall offer health insurance benefits to eligible employees and their dependents that work on average or are expected to work ~~30~~ 20 or more hours per week or the equivalent of ~~130~~ 87 hours or more per month. In order to comply with health care reform law while avoiding penalties, part-time employees will be scheduled with business needs and in a manner that ensures positions retain part-time status as intended.

RECOMMENDATION:

Approve changing the Part-Time Employee definition to read "...expected to work 20 or more hours per week or the equivalent of 87 hours or more per month...."



more than a place. it's home.

TO: Mayor Lagergren and City Council Members
FROM: Karen Hallquist and Angela Brumbaugh
DATE: April 26, 2021
RE: Approval of the Pool Fee Schedule

Attached is the survey of the surrounding pools and the rates each City is charging along with the tentative schedule for swimming lessons. The Parks and Recreation Commission approved recommending the 2021 rates stay the same as they were in 2020 at their April 20, 2021 meeting. The rates are as follows:

Family Season Pass	Up to 5 people - must live at the same address	125.00
	each additional family member	10.00
Single Season Pass		60.00
Daily Admission	per day	5.00
Twilight Rate (after 6 p.m. open swim)	per day	3.00
10 Pass Punch Card	10 day pass	35.00
Event Rental	Sat or Sun only from 10:45 a.m. -12:15 p.m.	100.00
Swim Lessons		
Regular		35.00
Private (1 on 1 lessons)		90.00
Family Private	3 family members in similar levels (fee is based on per person)	60.00

We did add time limits to the event rental as we wanted to make sure the pool is available to as many people as possible during open hours. These hours would be prior to the pool opening to the general public but still leave time for the Lifeguards to sanitize beforehand.

The other item pertaining to the pool which was discussed at the Parks and Recreation Meeting was the possible donation of funds from Kwik Trip. We requested approval from the Parks Commission to try to receive a donation from Kwik Trip to replace some of the plastic tables and chairs at the pool with metal picnic tables with thermoplastic coating. These tables would be sturdy and wouldn't need to be moved in the evening plus they would be easier for the lifeguards to sanitize. The Parks Commission was in favor of this with the understanding we would not be purchasing them unless we receive donated funds. The intent is to request six 46" round blue metal picnic tables with two of them being ADA compliant.

Recommendations:

Approve the rates for the 2021 season at the West Carver Community Pool as listed.



West Carver Community Pool 2021 Swimming Lessons (952)467-1888

Welcome to the West Carver Community Pool – Summer 2021!
We are looking forward to a fun season of swimming and learning!

Session #1 (Monday – Thursday)*

June 14 – June 25

- A. 10:00am – 10:45am (Levels 1-6)
- B. 10:55am – 11:40am (Levels 1-6 & Puddle Jumpers)
- C. 5:00pm – 5:45pm (Levels 1-6)

Swimming Lesson Levels

1. Intro to Water Skills
 2. Fundamental Aquatic Skills
 3. Stroke Development
 4. Stroke Development
 5. Stroke Refinement
 6. Swimming & Skill Proficiency
- P. **NEW! Puddle Jumpers** (ages 2-4;
Parent required to participate in the pool with their child)

Session #2 (Monday – Thursday)*

June 28 – July 9

- A. 10:00am – 10:45am (Levels 1-6)
- B. 10:55am – 11:40am (Levels 1-6)
- C. 5:00pm – 5:45pm (Levels 1-6 & Puddle Jumpers)

*Fridays are make-up days

Session #3 (Monday – Thursday)*

July 12 – July 23

- A. 10:00am – 10:45am (Levels 1-6)
- B. 10:55am – 11:40am (Kids Co Only; Levels 1-6)
- C. 11:50am – 12:35pm (Kids Co Only; Levels 1-6)
- D. 5:00pm – 5:45pm (Levels 1-6 & Puddle Jumpers)
- E. 8:00pm – 8:40pm (Private or Family ONLY)

Rates

Regular Session	\$35.00
Private (1 on 1 lessons)	\$90.00
Family Private (3 family members in similar levels)	\$60:00 each
Pool Passes – Single Pass	\$60.00
Family Pass (up to 5, \$10 each additional)	\$125.00
Daily Rate	\$5.00
Twilight Rate (after 6pm open swim)	\$3.00
Ten (10) Punch card	\$35.00
Event Rental – (Reservation Required) (Sat & Sun ONLY 10:45am-12:15pm)	\$100.00

Session #4 (Monday – Thursday)*

July 26 – August 6

- A. 10:00am – 10:45am (Levels 1-6)
- B. 10:55am – 11:40am (Levels 1-6 & Puddle Jumpers)
- C. 5:00pm – 5:45pm (Levels 1-6)
- D. 8:00pm – 8:40pm (Private or Family ONLY)

Open Swim (starting Saturday, June 5)

Monday – Thursday

1:00pm – 4:30pm, 6:00pm – 8:30pm (7:45pm on private lesson days in July)

Friday – Sunday

1:00pm – 5:00pm, 5:30pm – 8:30pm

**Please fill out for each student. Return to NYA City Hall, 310 Elm Street W, NYA 55368 or call (952)467-1800.

Cash, check, or credit card (with 5% ser chg) accepted for payment.

Student Name _____ Date _____

Age _____ Session _____ Level _____ Time _____ Fee _____

Parent Name _____ Phone _____

Address _____

Email Address _____

Office Use only _____

Cash/ _____ Check #/ _____ Credit Card _____ Date _____ Initials _____

WEST CARVER COMMUNITY POOL proposed rates at the 04/26/2021 Council Meeting

Family Season Pass	Up to 5 people - must live at the same address	125.00
	each additional family member	10.00
Single Season Pass		60.00
Daily Admission	per day	5.00
Twilight Rate (after 6 p.m. open swim)	per day	3.00
10 Pass Punch Card	10 day pass	35.00
Event Rental	Sat or Sun only from 10:45 a.m.-12:15 p.m.	100.00
Swim Lessons		
Regular		35.00
Private (1 on 1 lessons)		90.00
Family Private	3 family members in similar levels (fee is based on per person)	60.00

Pool Rate Comparisons	2020 NYA	2020 Glencoe	2021 Belle Plaine	2021 Silver Lake	2019 Lester Prairie	2020 Gaylord
Single Pass Non-Resident	\$60	\$75	\$60 \$120	\$68	\$50	\$85
Family Pass Non-Resident Maximum people Addtl Family (ea)	\$125 up to 5 \$10	\$145 up to 3 \$15	\$125 \$250 up to 4 \$20	\$145 up to 5 \$29	\$90 up to 2 \$40	\$125 up to 2 \$20
Child Care Maximum people Addtl Family (ea)		\$145 up to 3 \$10				
Daily Rate Twilight Age 0-4=\$2/Toddler-LP Non-Resident	\$5 \$3	\$6 \$2	\$4 \$8	\$6	\$4 \$1	\$6 \$5
10 Punches	\$35			\$48		
Group 25+ People (ea)						\$5
Rental 1 hour Addtl Lifeguard	\$100	\$100 \$15		\$120 up to 20		
Lessons Non-Resident (BP only)	\$35	\$34	\$35 \$50	\$42 5 yr old + \$31 Age 3-4		
Private	\$90					
Semi Private	\$60					
Party Pkg				\$170		
Other Notes		Rates approved for 2021	Free Adm. Residents Thurs&Sun Times TBD	1 hr up to 20 incl food/drink	Working on rates right now	These rates are current



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: April 26th, 2021

RE: Hiring Seasonal Employees

After reviewing the current applications for seasonal employment, I feel the employees we had last year are the best candidates for the open positions. Previous work experience and job history were considered with each applicant and the four employees that worked for the city last season had the most experience and did an outstanding job. By rehiring the applicants that worked with our department last season, minimal time will be spent training them on mowing locations, city building locations, extensive training on the equipment, general operations, and they also understand what will be expected of them. The following are the applicants along with the requested hourly salary based on a step increase (if applicable) and the 2021 Salary Schedule:

- Robert Hoen – Pay Grade 2 Step 10 (currently at the top of the steps) - \$14.94 / hour
- Scott Rannow – Pay Grade 2 Step 2 - \$12.26 / hour
- Logan Smith – Pay Grade 2 Step 3 - \$12.57 / hour
- Kyle Peterson – Pay Grade 2 Step 2 - \$12.26 / hour

Robert has worked seasonal hours with the City since 2015, Logan Smith since 2019, and Scott Rannow and Kyle Peterson since 2020.

Due to the identified workload expected by the seasonal staff this year, I was approved by the Personnel Committee to hire 4 seasonal applicants. If approved, Bob and Scott will be available immediately and will continue to work for the city until the grass stops growing in late September or early October. Logan and Kyle would be available on June 7th and continue working until the middle of August. We have budgeted \$24,000 this year for part-time employment in the Streets, Park, Water and Waste-Water funds. I plan to keep the part-time staff busy as long as the grass keeps growing or as the budget allows.

Recommendation:

Approve the Seasonal hires of Robert Hoen, Scott Rannow, Logan Smith, and Kyle Peterson at the above listed hourly wages based on the 2021 Salary Schedule.

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members
FROM: Karen Hallquist, Economic Development & Marketing Director
DATE: April 26, 2021
SUBJECT: Arts Consortium of Carver County

Barb Hone and Janet Fahey representing the Arts Consortium of Carver County will be present. They are approaching cities in the County and requesting their participation in a marketing/tourism campaign during the month of June. They are doing a remembrance of "Prince", (who passed away 5-years ago) #purplereigns, "Color the County Purple" and encouraging visitors from everywhere to tour Carver County.

Proposed is to discuss possibly participating in this marketing/tourism campaign.

Norwood Young America

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



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 26, 2021
SUBJECT: Award quote for Bandshell Relocation and Structural Improvements

The City solicited quotes for moving and relocating the Bandshell located at 226 Reform Street S. to Legion Park. The scope of work consists of installing a cement floating slab in Legion Park, moving the Bandshell to Legion Park and placing on the concrete slab, and performing various structural improvements to the Bandshell.

The City solicited from three local contractors and received one quote. The quote received was from Shanahan Construction for \$19,655.00 (see enclosure). The deadline to complete the project is May 31st.

The agreement with the Willkommen Heritage & Preservation Society is they will be responsible for 100% of the cost of relocating the Bandshell and for the structural improvements. The quote received came in higher than the Heritage Society's budget. Proposed is to consider and discuss the following options:

1. Reject the quote submitted by Shanahan Construction and requote the project possibly later this year when the Heritage Society has raised more monies.
2. Accept Shanahan Construction's quote and the City assist the Heritage Society by fronting their budget shortfall (approximately \$7,000) and the Heritage Society reimburse the City at a later date.

If the Council elects to proceed with option 2, the Bandshell Agreement between the City and the Heritage Society could be amended accordingly. The amended agreement could be presented at a future Council meeting for consideration and action.

Recommended Motion Options:

Motion to reject Shanahan Construction's quote for the Bandshell relocation and structural improvements project.

Motion to accept Shanahan Construction's quote for the Bandshell relocation and structural improvements project for \$19,655.00.

Norwood Young America

CONTRACTOR'S QUOTE

Company name: SHAWATHAN CONSTRUCTION LLC

Contact Person: PAT SHAWATHAN


Title: OWNER

Address: 15020 TACOMA AVE

Phone Number: 612-716-3886

Acknowledge receipt of Addendum No. 1 (Yes / No) YES

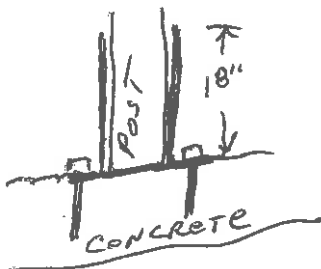
Quote: \$ 19,655.00

Signature: 

Date: 6/7/21

* 1X4 ROOF BOARDS NEEDED TO BE REPLACED - ROTTEN
FIGURED IN PRICE

* ANCHOR'S MADE BY STORMS WELDING - STEEL, GALV. DIAPED
18" UP 2 SIDES OF POST, ANCHORED IN CONCRETE





REQUEST FOR QUOTES

BANDSHELL RELOCATION AND STRUCTURAL IMPROVEMENTS PROJECT

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

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes for moving and relocating a Bandshell located at 226 Reform Street S. to the City of Norwood Young America's Legion Park. The scope of work consists of installing a cement floating slab in Legion Park, moving the Bandshell to Legion Park, and performing various structural improvements to the Bandshell.
- B. Responses submitted must provide complete information as indicated in this request. Deadline for submitting quote is **1:00 p.m., Wednesday, April 7, 2021.**
City of Norwood Young America
Attention: Steve Helget
P.O. Box 59
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:
Steve Helget
City Administrator
P.O. Box 59
Norwood Young America, MN 55368
(952) 467-1805
cityadmin@cityofnya.com

II. Scope of Work

- A. Concrete
- Install 17' x 17' concrete floating slab. Concrete slab shall be similar in size and dimension to Bandshell. Concrete slab to be 4" thick. Install gravel base for grading as needed. Add additional concrete base around perimeter of slab as needed to ensure Bandshell stabilization.
 - Stamp concrete to resemble a wood grain finish. City to approve stamp finish prior to commencing.
 - The concrete slab is to be located approximately 25 feet east of existing open shelter in Legion Park. City will stake exact location.
 - Bandshell will be anchored to concrete slab. **Contractor will include a description of how they plan to anchor the Bandshell with their quote.** City reserves right provide an alternative.
- B. Move Bandshell
- Move Bandshell from 226 Reform Street S. to Legion Park.
 - Contractor will cut the bottom of poles to free from concrete slab. Cut away any excess wood to ensure it is flush with the ground and/or concrete slab.
 - Preserve as many plants around Bandshell as feasibly possible.
 - Existing concrete slab is to remain in place.
 - Remove and dispose of Bandshell wire mesh/screening.
 - City of Norwood Young America moving permit is required to be obtained prior to moving.

C. Structural Improvements

- Reroof
 - Remove existing shakes. Inspect sheeting and replace worn/weathered sheeting as needed.
 - Furnish and install ½" plywood over sheeting.
 - Furnish and install cedar shakes over plywood.
- Flashing
 - Remove existing flashing. Furnish and install new flashing.
- Fascia
 - Remove existing fascia. Furnish and install fascia with similar wood/color to match Bandshell as close as possible.

D. Permits and Locates

- Contractor will be responsible for obtaining Building Permit. The City will be responsible for the fee.
- Contractor will be responsible for Gopher State One Call locates.
- City will stake out location of concrete slab location in Legion Park.

III. Insurance

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

Commercial General Liability per occurrence for bodily injury and property damage	\$1,000,000
Aggregate Automobile Liability	\$2,000,000 \$1,000,000
Workers Compensation and Employers' Liability	\$500,000

IV. Project Completion

The scope of work is to be completed by **May 31, 2021**.

V. Contractor Warranty

Contractor shall warrant their work for 1-year after completion.

VI. Quote

Quotes shall be provided as a whole dollar amount for the entire scope of work on the attached form.

VII. Job Site Clean-up

The Contractor is responsible for returning the job site to its original condition. Spoil piles are to be removed from the site and work areas are to be graded to original condition. Grass seeding/restoration will be completed by the City.

VIII. Disclaimer

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

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

Signature: _____

Date: _____



REQUEST FOR QUOTES

BANDSHELL RELOCATION AND STRUCTURAL IMPROVEMENTS PROJECT

ADDENDUM NO. 1

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

The following change is hereby made to the Scope of Work. **Utilize the updated and attached Contractor's Quote sheet for submitting quote.**

1. Rebar shall be installed with concrete pad. The rebar shall be ½" and 3 feet on center.

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Acknowledge receipt of Addendum No. 1 (Yes / No) _____

Quote: \$ _____

Signature: _____

Date: _____



TO: Mayor Lagergren and Council Members
 FROM: Steve Zumberge, Fire Chief
 DATE: April 26, 2021
 RE: Rescue 11 Replacement Quotes

While doing traffic control during last year's December 23rd, blizzard, a stationary Rescue 11 was involved in a collision. The League of Minnesota Cities Insurance Trust (LMCIT) adjuster declared it a total loss, valued at \$16,250. The City Council authorized the Fire Department to research the replacement of the truck. The truck committee has received the following two quotes:

2021 Red Chevrolet 3500 6.6 Diesel Crew Cab Chassis (In Stock)	
MSRP on Truck	\$46,843
Sale Price	\$46,000
GM 6" Chrome Steps	\$775
Government Fleet Rebate	(\$8,400)
Document fee	\$125
Our Price	\$38,500
9' Aluminum Service Body (Painted Red)	\$10,480
	Total Quote
	\$48,980
LMCIT	(\$16,250)
Donations	(\$10,480)
City Funds	\$22,250
Total excluding tax, title, and license fees	
<hr/>	
2022 Ford F-350 Red Crew Cab (September Delivery)	
Ford Chassis Price (State Bid)	\$42,603.80
Red 9' Service Body	\$12,492.00
	Total Quote
	\$55,095.80
LMCIT	(\$16,250.00)
Donations	(\$12,492.00)
City Funds	\$26,353.80

Proposed Motion:

Motion to purchase the 2021 Red Chevrolet 3500 6.6 Diesel Crew Cab to replace Rescue 11, and except charitable organization's donations to purchase the new service body.

Norwood Young America



3019 Division Street • St. Cloud, MN 56301 • Phone 320-251-4943

To: Norwood Young America Fire Dept

Subject: Quote for a 2021 Chevy 3500 crew chassis 6.6 Gas with Utility box

MSRP on truck- \$46,843

Our Sale Price- \$46,000

City of NYA CAP Rebate- (\$8,400 crew chassis rebate)

9' Aluminum Service Body (Painted Red)- \$10,480

GM 6" Chrome Steps- \$775

Doc Fee- \$125

Your Price- \$48,980

Side Notes:

- You would handle tax, title, and license fees under the city

Thank you for the opportunity!

Bobby Kraemer - Fleet Sales Manager – (320)258-4207

Small vertical text on the right edge of the page, likely a page number or reference code.



04/08/2021

To: NYA Fire Department

Quote for new 2022 Ford F-350 Crew Chassis w/ Aluminum Service Body

- 2022 F-350 Crew Cab Chassis 4x4 DRW 179" WB
- Race Red Paint
- Grey Cloth 40/20/40 seat
- XL trim
- 7.3L Gas V-8 Engine
- 10 speed automatic transmission
- 17" all terrain tires
- 4.30 limited slip axle ratio
- Power window, mirrors, and locks
- Platform running boards
- Skid plates
- 110 Volt power outlet
- Brake controller
- Fog lights
- Lane departure warning
- Wheel well liners and splash guards
- Aluminum wheels
- HD suspension
- Back Up alarm
- Dual Batteries
- Rear View camera prep kit
- Pre collision assist w/AEB
- Cruise control and Chrome front bumper
- CM Aluminum Service Body w/ tool compartments 110" x 94"
- Headache Rack
- Receiver Hitch
- Body Installation included

Scotty Lilienthal
Holt Motors
612-270-5294
scottylilienthal@holtmotors.com

Ford Chassis Price \$42,603.80
Service Body \$ 12,492.00

Complete Package \$55,095.80



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 26, 2021
SUBJECT: Resolution 2021-12, Authorizing the Award of a Contract for Construction of Oak Lane Improvement Project

At the March 8th regular City Council meeting, the Council approved Resolution 2021-06, which approved the final plans and authorized advertisement for bids for the Oak Lane Improvement Project.

Jake Saulsbury, Bolton & Menk, will be present to review the bids received for the project and to make recommendation to award the project to Wm. Mueller & Sons.

Enclosed is the proposed Resolution 2021-12, a resolution awarding the bid and authorizing to enter into a contract with Wm. Mueller & Sons.

Recommended Motion:

Motion to approve Resolution 2021-12, Resolution Authorizing the Award of a Contract to WM. Mueller & Sons, Inc. for the Construction of the Oak Lane Improvement Project.

Norwood Young America



**BOLTON
& MENK**

Real People. Real Solutions.

2638 Shadow Lane
Suite 200
Chaska, MN 55318-1172

Ph: [952] 448-8838
Fax: [952] 448-8805
Bolton-Menk.com

April 20, 2021

City of Norwood Young America
Attn: Steve Helget
310 Elm St. W
Norwood Young America, MN 55368

RE: Oak Lane Improvement Project - Award Recommendation Letter

Honorable Mayor and City Council Members:

Bids were received for the above referenced project on April 13, 2021. Six bids were received and are tabulated below. The proposed work includes all materials and labor necessary to reconstruct Oak Lane from Tacoma Avenue to the cul-de-sac. The low bid was submitted by Wm. Mueller & Sons, Inc. of Hamburg, MN.

CONTRACTOR	TOTAL AMOUNT BID
Wm. Mueller & Sons	\$638,535.66
C&L Excavating	\$644,734.50
GMH Asphalt	\$682,438.44
Minger Construction	\$685,811.80
Molnau Trucking	\$685,877.58
Northdale Construction	\$856,960.20

Evaluation of the bids indicates the bidding process was competitive. The low bid submitted was 5% below the engineer's estimated amount of \$670,000 and 25% below the high bid of \$856,960.20.

Wm. Mueller & Sons, Inc. has successfully completed projects of this type in the past and thereby have shown themselves to be a responsible contractor. Based on the items above, we recommend the City award a contract in the amount of **\$638,535.66** to Wm. Mueller & Sons. I am open to discuss this information with you and answer any questions you or the City Council may have.

Respectfully Submitted,
BOLTON & MENK, INC.

Joshua Eckstein, P.E.

Cc: Jake Saulsbury, Bolton & Menk, Inc.

**CITY OF NORWOOD YOUNG AMERICA
RESOLUTION 2021-12**

**Resolution the Award of a Contract to WM. Mueller & Sons,
Inc. for the Construction of the Oak Lane Improvement
Project**

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

WHEREAS, the Oak Lane Improvement Project includes the reconstruction of Oak Lane from Tacoma Avenue (County Road 34) to the cul-de-sac, and misc. utility upgrades; and

WHEREAS, pursuant to Resolution 2021-06 adopted by the Norwood Young America City Council on March 8, 2021, the solicitation of bids was authorized for the Oak Lane Improvement Project; and

WHEREAS, the project was advertised and six bids were received and publicly opened and read aloud at 10:00 a.m. on April 13, 2021.

NOW THEREFORE, BE IT RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby awards the bid and authorizes entering into a contract with Wm. Mueller & Sons, Inc. in the amount of \$638,535.66 for the Oak Lane Improvement Project.

Adopted by the City Council this 26th day of April 2021.

Carol Lagergren, Mayor

Attest:

Angela Brumbaugh, City Clerk/Treasurer



TO: Mayor Lagergren and City Council
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: April 26, 2021
SUBJECT: Pavilion Liquor License

Background

The liquor license for the Pavilion is a two-year license and is currently held by The Pour House Pub, NYA. The license's run from July 1 to June 30. The Pour House Pub license will expire on June 30, 2021.

There are two changes that occurred with the last approved agreement.

1. The current agreement requires all wedding events (only) to go through the liquor license holder for purchasing alcohol to either provide complimentary beverages to their guests or sell for a cash bar. All other events (such as anniversaries, graduations, birthdays, etc.) are allowed to provide their own alcohol – with a “Special Event Insurance Rider” - or use the liquor license holder.

Discussion: Are all weddings required to purchase alcohol exclusively through the liquor license holder? Or would they be allowed to provide their own alcohol with a “Special Event Insurance Rider?”

2. The current agreement requires the liquor license holder to pay the City 10% of profit for each event.

Discussion: Should the agreement require percentage of “profit” or “sales”? Should the agreement require a minimum amount and/or a percentage of sales – whichever is higher?

The City Council is requested to discuss the requirements and suggested changes of the proposal at the April 26, 2021 meeting. The request for proposals will be posted in the local newspaper and bid packages mailed out to Norwood Young America establishments and also available at City Hall on Thursday, May 6, 2021.

Action

Motion to approve the requirements and updated changes of the Request for Proposals Pavilion Liquor License starting May 6, 2021.

Norwood Young America



REQUEST FOR PROPOSALS Pavilion Liquor License

The City of Norwood Young America is requesting proposals from qualified establishments to provide intoxicating liquor sales for scheduled events to be held at the Pavilion at Willkommen Memorial Park at 21 Main Street East, NYA, MN 55397. To be considered, qualified applicants must submit their proposal to the City Clerk, at City Hall by 10:00 a.m. on ~~June 18, 2019~~ **May 19, 2021**. The City of Norwood Young America reserves the right to reject any or all proposals submitted.

TERM

The Willkommen Memorial Park Pavilion liquor license agreement is two years, beginning on July 1, ~~2019~~ **2021** and running through June 30, ~~2021~~ **2023**.

REQUIREMENTS

- Liquor licenses are valid for 12 months beginning July 1, ~~2019~~ **2021** and will need to be renewed for the second year of the term of the agreement. There is no charge for the Pavilion liquor license, however, the successful bidder must carry an NYA On-Sale Liquor License. Liquor license fees are subject to change each year.
- The successful bidder will be required to purchase liquor liability insurance with coverage limits of at least \$500,000 for the location, holding the City of Norwood Young America harmless and naming the City of Norwood Young America as an additional insured on the liquor policy.
- The successful bidder will be required to provide **gross** alcohol sales at all events scheduled at the Pavilion where alcohol sales are requested. This includes weddings, dances, and special occasion events, etc.
- Proposals shall contain the prices of drinks (along with the size of the drinks) that will be charged to the renters; this includes mixed drinks, soda, kegs, and anything else that the successful bidder will be charging to the renter.
- The proposal must include the **minimum** amount and/or percentage of **gross** sales that the City would receive for each event.
- The successful bidder be required to provide the City with register tape and proof of all sales for each event. Payment to the City for each event will be required no later than seven days following the event.
- The successful bidder will provide server training to its employees.
- The successful bidder will be required to provide their own stock and all equipment.
- The successful bidder will be required to pay for all tap/lines cleaning and repairs on the City equipment provided in the "bar" area. The successful bidder may provide their own tap/lines if they do not wish to use City equipment and this should be noted in the proposal.
- Under this license, no alcohol will be allowed outside the Pavilion.

PROCESS

Applicants should submit their proposals on or before 10:00am ~~June 18, 2019~~ **May 19, 2021**. Proposals may be submitted in person at 310 Elm Street West, NYA, MN 55336 or by mail at PO Box 59, Norwood Young America, MN 55368.

**REQUEST FOR PROPOSALS
ON SALE LIQUOR SERVICES AT PAVILION
City of Norwood Young America**

Notice is hereby given that the City of Norwood Young America is seeking proposals from vendors to sell liquor at the Willkommen Memorial Park Pavilion. Bids should be submitted based on a per event basis, stating the price per event, for all events held at the Pavilion that require alcohol sales. For bid package, contact the City Clerk at 952-467-1807. Bids must be received in the City office by 10:00 a.m. on Tuesday, May 19, 2021. The City retains the right to accept or reject all bids.

Submit bids to the:
City of Norwood Young America
Attn: City Clerk
310 Elm Street West, PO Box 59
NYA MN 55368-0059



TO: Mayor Lagergren and City Council
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: April 26, 2021
SUBJECT: Appraisal Quote for City Parcel on Industrial Blvd

Background

At the March 22, 2021 City Council work session, staff was directed to solicit quotes for a commercial property appraisal on the city-owned parcel ID58.8500111 located in the northeast corner of Industrial Blvd. This property is the last buildable parcel of land in the B-1 Business Industrial district. The parcel is a total of 4.76 acres of which approximately 2 acres are buildable. The trail system also divides part of the buildable land.

Two commercial appraisers were contacted for a Commercial Property Appraisal Quote:

- Adam Schmidt, ARA of Compeer Financial in the amount of \$1,500
- Chris Hokanson of Hokanson Appraisal in the amount of \$1,500-\$1,700 (no exact amount provided)

Staff also contact Tim Fahey and Brenda Schmitz, Realtors of RE/MAX Experience. They were able to complete a broker's quote and Comparative Market Analysis for said property at no charge. According to their findings on comparable listings in a 25-mile radius:

- The Median of Comparable Listings: \$163,950
- Average of Comparable Listings: \$274,055
- On average, the "sold" status comparable listings sold in 398 days for \$126,250

Public Service Director Tony Voigt gave a very rough estimate of relocating the trail to accommodate a driveway/parking area for said property at a total cost of \$31,000-\$46,000. These estimates are based off previous projects. Solicited bids would need to be completed prior to a decision on the sale price of the land.

- Remove old trail \$3,000-4,000 (hired, however, city staff could complete at no cost)
- Concrete sidewalk \$20,000-30,000
- Blacktop trail replacement \$8,000-12,000 to connect the new sidewalk to the existing trail

Action

Motion to approve the hiring of _____ for a Commercial Property Appraisal of city-owned parcel ID58.8500111 in the amount of \$_____.

Norwood Young America

Property Card	Parcel ID Number 588500120
----------------------	-----------------------------------

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 Srvc Other	GIS Acres	4.76	Net Acres
		Deeded Acres		
		Plat	YOUNG AMERICA INDUSTRIAL PARK	
		Lot	004	
		Block	003	
Tax Description: QLD # 95.5500080				

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	2020 Values (Payable 2021)	2021 Values (Payable 2022)	Last
Land	\$323,500.00	\$323,500.00	Date of Sale
Building	\$0.00	\$0.00	Sale Value
Total	\$323,500.00	\$323,500.00	

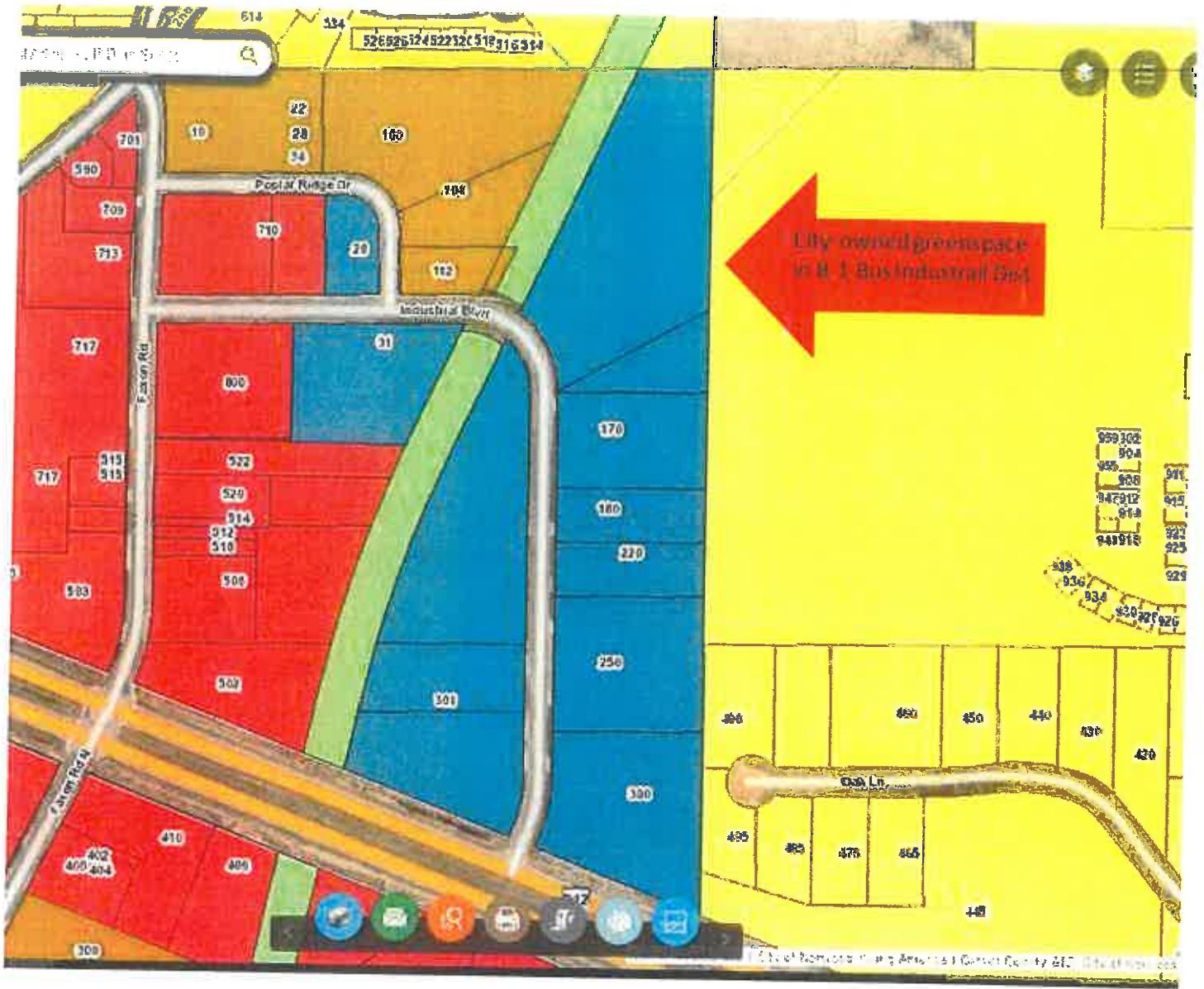
Please let me know if you have any questions.

Much appreciated,
Karen

Karen Hallquist
Economic Development & Marketing Director
City of Norwood Young America
310 Elm St W, PO Box 59
Norwood Young America, MN 55368
(952)467-1810 direct
www.cityofnYA.com



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Karen Hallquist
 Economic Development & Marketing Director
 City of Norwood Young America
 310 Elm St W, PO Box 59
 Norwood Young America, MN 55368
 (952)467-1810 direct
 www.cityofnya.com



From: Schmidt, Adam <Adam.Schmidt@compeer.com>
Sent: Wednesday, April 7, 2021 9:11 AM
To: Karen Hallquist
Cc: Wendlandt, Andrew
Subject: RE: Commercial Appraisal Quote - Norwood Young America

Karen,

I apologize for the delay in my response but I was out of the office beginning of this week. Our fee to complete this appraisal would be \$1,500 and our timeframe for completion would be mid-May. If you would like to proceed, Andrew Wendlandt (cc'd) from our staff would be the one to complete the appraisal for you.

Thanks for reaching out.

Adam G. Schmidt, ARA
Regional Manager Appraisal

D:(952) 460-9631 | C:(507) 420-3166
adam.schmidt@compeer.com



compeer.com | [#champlonrural](https://twitter.com/champlonrural)

Interested in receiving our Appraisal Department's monthly insights? Opt-in by clicking [here](#)

From: Karen Hallquist <economicdev@cityofnyc.com>
Sent: Monday, April 5, 2021 12:21 PM
To: Schmidt, Adam <Adam.Schmidt@compeer.com>
Subject: Commercial Appraisal Quote - Norwood Young America

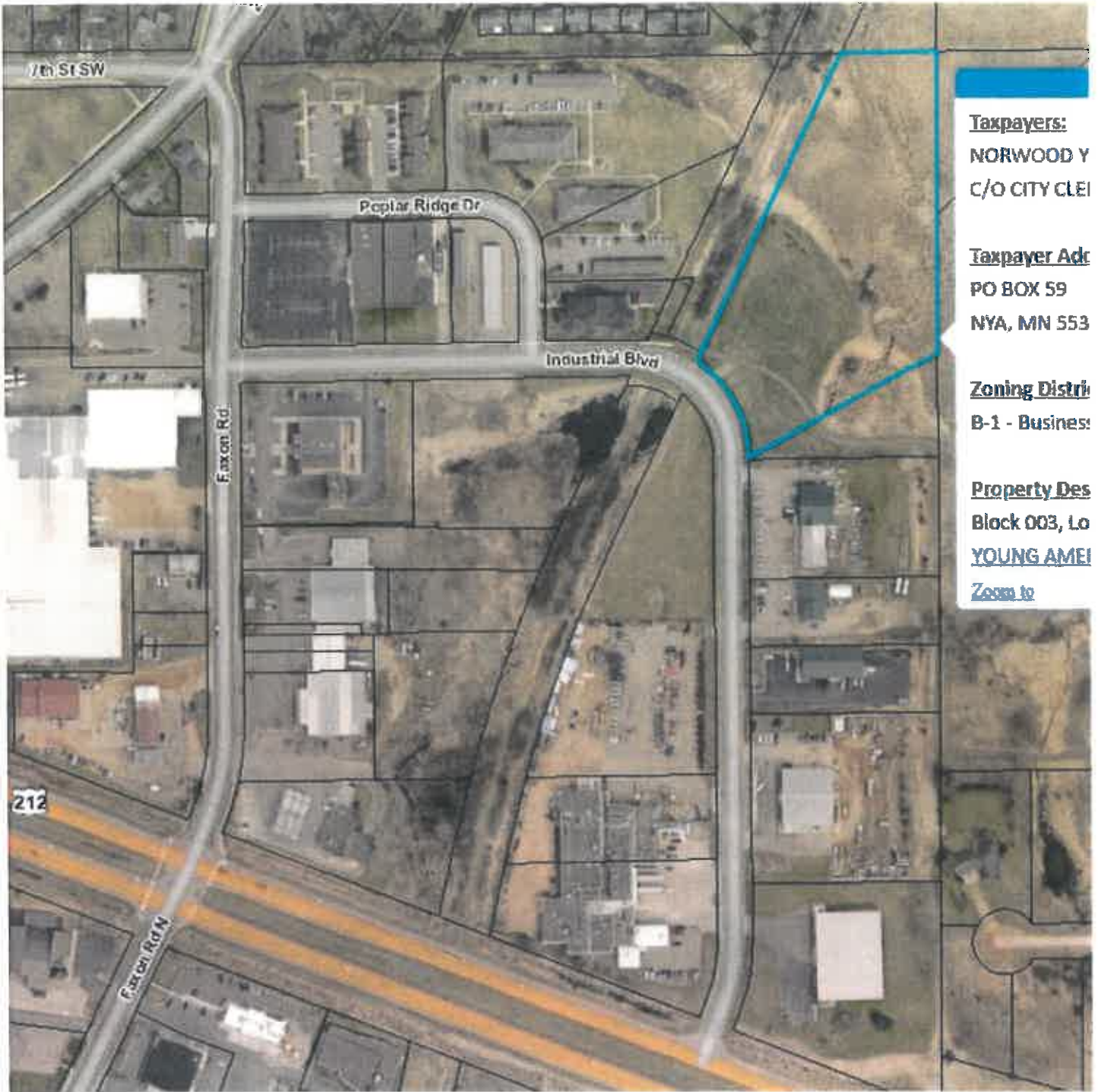
EXTERNAL EMAIL

Please verify sender before clicking on any links or opening any attachments.

Good afternoon, Adam,

I was referred to you by Jason Winter at Citizens State Bank NYA to assist in a commercial appraisal quote. The NYA City Council is deciding what to do with the city-owned parcel of land (PID588500120). This is located in the B-1 Business Industrial District (all of Industrial Blvd – from Faxon Rd to Hwy 212) and the last available lot for any sort of commercial business in this district. Attached is the B-1 Business Industrial Zoning Code for reference.

Is it possible to get a quote for a commercial property appraisal for this parcel of land? If you could please submit an exact quote in writing by Wednesday, April 7th to my email I'd appreciate it!



Taxpayers:
NORWOOD Y
C/O CITY CLEI

Taxpayer Adr
PO BOX 59
NYA, MN 553

Zoning Distri
B-1 - Busines

Property Des
Block 003, Lo
[YOUNG AMEI](#)
[Zoom to](#)

From: CHRISTOPHER hokanson <chhokanson30@msn.com>
Sent: Thursday, April 1, 2021 8:49 PM
To: Karen Hallquist
Subject: RE: City of NYA - Industrial Blvd city-owned lot: appraisal cost

Karen,

I did review this property and am quite familiar with this part of NYA.

To provide you a commercial appraisal (my license level as Certified General Real Property Appraiser), I am looking as 3-3.5 weeks from an engagement. A letter is great, but I am fine with an e-mail or phone call confirmation to proceed as well.

Dependent on the full scope, and my level of comparable research/analysis, I have a fee range of \$1,500 - \$1,700.

This includes any expenses, and my report will be in narrative form saved/transmitted via pdf.

I can also provide booked copies as well for a slight addition, but since COVID hit most clients have wanted electronically.

Thanks for the opportunity!

Chris Hokanson

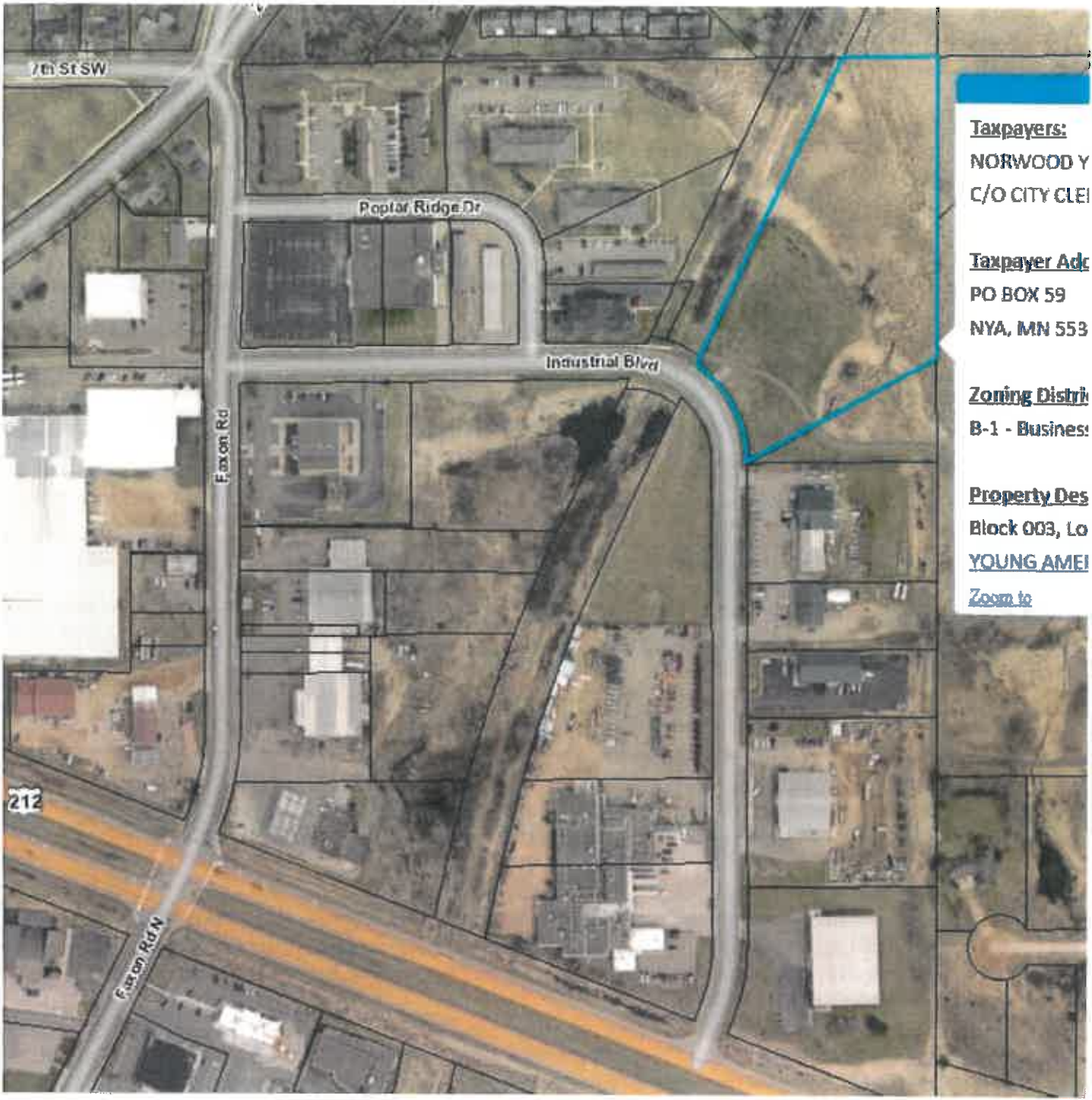
Hokanson Appraisal
952-882-4949
Chhokanson30@msn.com

From: Karen Hallquist [mailto:economicdev@cityofnyc.com]
Sent: Thursday, April 1, 2021 4:11 PM
To: chhokanson30@msn.com
Subject: City of NYA - Industrial Blvd city-owned lot: appraisal cost

Hello, Chris,

Thanks for the visit this afternoon. Just to reiterate the conversation – the NYA City Council is deciding what to do with the city-owned parcel of land (PID588500120). This is located in the B-1 Business Industrial District (all of Industrial Blvd – from Faxon Rd to Hwy 212) and the last available lot for any sort of commercial business in this district. Attached is the B-1 Business Industrial Zoning Code for reference.

I am wanting to get a quote for a commercial property appraisal for this parcel of land to provide to the City Council. If you could please submit an exact quote in writing by Tuesday, April 6th to my email I'd appreciate it!



Taxpayers:

NORWOOD Y
C/O CITY CLE

Taxpayer Adc

PO BOX 59
NYA, MN 553

Zoning Distri

B-1 - Busines

Property Des

Block 003, Lo
YOUNG AMEI

[Zoom to](#)



Comparative Market Analysis

XX Industrial Blvd
Norwood Young America, 55397

Wednesday, January 6, 2021

Summary of Comparable Listings

This page summarizes the comparable listings contained in this market analysis.

Active Listings

Address	Price	Acres	Price per Acre	Lot Size	List Date	CDOM
XX Industrial Blvd		4.76		4.76 Acres		
21701 Johnson Memorial Dr	\$395,000	4.23	\$93,381		10/27/2020	0
xxxx Enterprise Dr	\$689,000	5.71	\$120,665		07/01/2020	0
XXX Chaska Blvd	\$250,000	1.42	\$176,056		03/18/2020	0
2990 N Chestnut St	\$977,000	1.05	\$930,476		05/18/2020	0
000 Hwy. 7 W	\$159,900	1.06	\$150,849		12/11/2020	0
12800 Chestnut Blvd	\$325,000	4.17	\$77,938		10/22/2020	0
XXX 4th St E	\$40,000	0.31	\$128,205		11/13/2020	0
500 Seville Dr	\$149,900	1.00	\$150,351		01/23/2020	0
712 Syndicate St	\$500,000	4.62	\$108,225		05/21/2019	0
118 Elm St W	\$16,500	0.11	\$150,000		06/03/2020	0
702 Vista Blvd	\$395,000	1.58	\$250,635		10/02/2019	0
710 Vista-D Blvd	\$425,000	1.20	\$354,167		10/02/2019	0
820 Marketplace Dr	\$544,500	0.97	\$563,665		09/03/2020	0
615 Industrial Blvd	\$68,000	0.68	\$100,000		04/10/2020	0
595 Industrial Blvd	\$72,000	0.72	\$100,000		04/10/2020	0
516 Industrial Blvd	\$76,000	0.76	\$100,000		04/10/2020	0
575 Industrial Blvd	\$81,000	0.81	\$100,000		04/10/2020	0
xxxxx Hwy 25	\$149,900	2.04	\$73,480		08/18/2020	0
696 Industrial Blvd	\$168,000	1.68	\$100,000		04/10/2020	0
Averages:	\$288,511	1.80	\$201,479			0

Comp Sold Listings

Address	Price	Acres	Price per Acre	Lot Size	Off Market	CDOM
XX Industrial Blvd		4.76		4.76 Acres		
1285 Highway 7 W	\$122,500	2.27	\$53,965		05/28/2020	
Averages:	\$122,500	2.27	\$53,965			

Pending Listings

Address	Price	Acres	Price per Acre	Lot Size	Off Market	CDOM
XX Industrial Blvd		4.76		4.76 Acres		
8800 Partridge Rd	\$295,000	4.15	\$71,084		12/09/2020	0
Averages:	\$295,000	4.15	\$71,084			0

Sold Listings

Address	Price	Acres	Price per Acre	Lot Size	Sold Date	CDOM
XX Industrial Blvd		4.76		4.76 Acres		
225 7 Hwy NW	\$130,000	1.94	\$67,010		09/30/2020	0
Averages:	\$130,000	1.94	\$67,010			0

Median of Comparable Listings:

\$163,950

Average of Comparable Listings:

\$274,055

On Average, the 'Sold' status comparable listings sold in 398.00 days for \$126,250



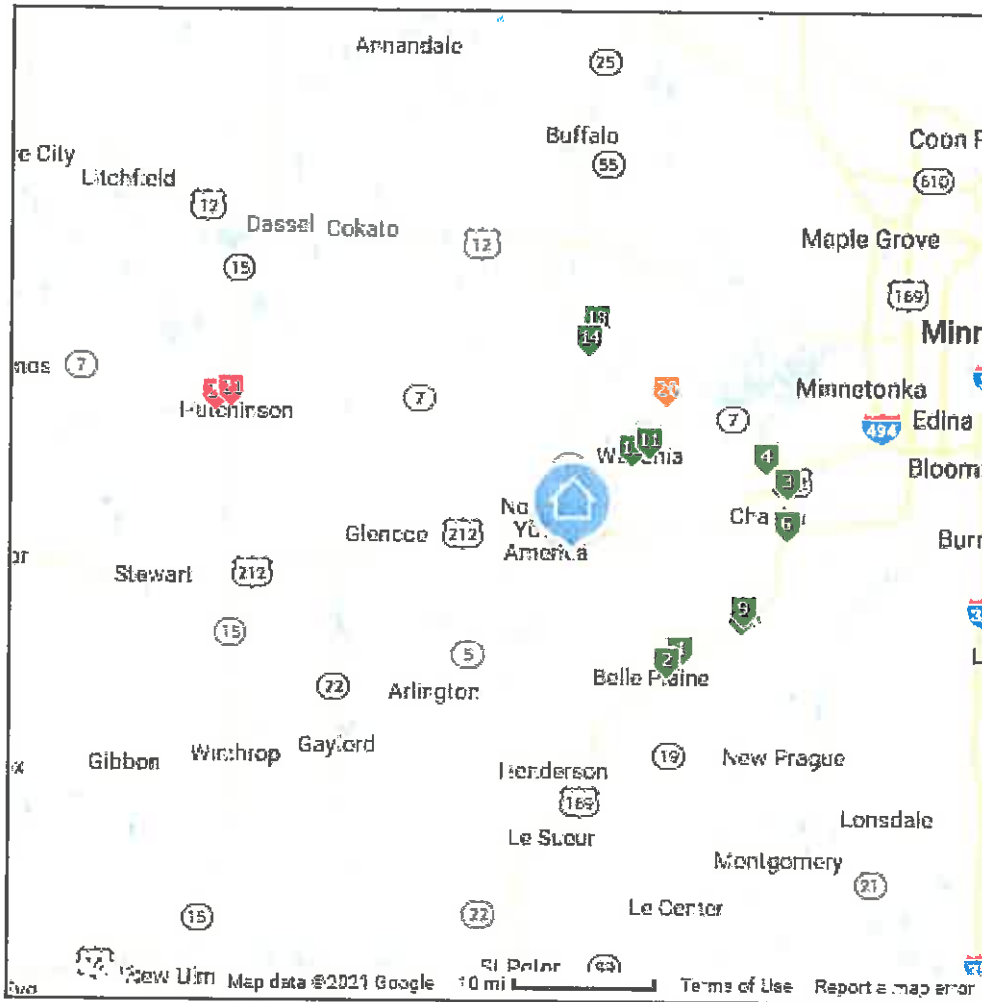
Comparative Market Analysis

XX Industrial Blvd
Norwood Young America, 55397

Wednesday, January 6, 2021

CMA Map Layout

Map display of the subject property location in relation to the comparables.



XX Industrial Blvd

Comparables

- 1 21701 Johnson Memorial Dr
- 2 xxxx Enterprise Dr
- 3 XXX Chaska Blvd
- 4 2990 N Chestnut St
- 5 000 Hwy. 7 W
- 6 12800 Chestnut Blvd
- 7 XXX 4th St E
- 8 500 Seville Dr
- 9 712 Syndicate St
- 10 118 Elm St W
- 11 702 Vista Blvd
- 12 710 Vista-D Blvd
- 13 820 Marketplace Dr
- 14 615 Industrial Blvd
- 15 595 Industrial Blvd
- 16 516 Industrial Blvd
- 17 575 Industrial Blvd
- 18 xxxxx Hwy 25
- 19 696 Industrial Blvd
- 20 8800 Partridge Rd
- 21 225 7 Hwy NW
- 22 1285 Highway 7 W



Lots & Land Customer Short

118 Elm St W, Norwood Young America, MN 55368

List #:	5576571	Status: Active	List Price:	\$16,500
List Date:	06/03/20		Map Pg/Cd:	142/C4
County:	Carver		Acres:	0.11
Dev Stat:	Other		Min Lt Sz:	
Zoning:	Business/Commercial, Other		Ag Own:	No
Topogphy:	Sloped			
Land Incl:	Platted, Easements, For Sale Sign			
Lot Desc:	Irregular Lot			
Directions:	212 TO NORWOOD TO FAXON TO ELM			
Pub Remarks:	Vacant Lot Ready For Your Development. Plans Retail And/Or Apt W/ Retail.			



820 Marketplace Dr, Waconia, MN 55387

List #:	5655277	Status: Active	List Price:	\$544,500
List Date:	09/03/20		Map Pg/Cd:	129/D3
County:	Carver		Acres:	0.966
Dev Stat:	Raw Land		Min Lt Sz:	
Zoning:	Business/Commercial		Ag Own:	No
Topogphy:	Level			
Land Incl:	Other			
Directions:	South of Highway 5. Turn South on Waconia Parkway, West on Marketplace			



702 Vista Blvd, Waconia, MN 55387

List #:	5316691	Status: Active	List Price:	\$395,000
List Date:	10/02/19		Map Pg/Cd:	129/E3
County:	Carver		Acres:	1.576
Dev Stat:	Finished Lot		Min Lt Sz:	1
Zoning:	Business/Commercial, Other		Ag Own:	No
Topogphy:	Level, Solar Oriented			
Land Incl:	Survey, Survey Stakes, Platted, For Sale Sign			
Directions:	From East; CR 5 to Main Street go (R) North 1 block to 1st (L) go West on Vista. Welcome To Waconia Mn. 1st Development As You Arrive From Twin Cities. High Growth, Well Maintained City With Great Downtown District And Recreational Lake. Generous Size Commercial Lots. Retail, Office, Clinics, Daycare And Mixed Use. 4 Prime Pad Sites Available With Highway 5 Frontage And Great Visibility. Many Great Opportunities Within Blocks Of Downtown And Lake. 20,000 Cars Per Day (2010 Dot). Ready To Build.			
Pub Remarks:				



710 Vista-D Blvd, Waconia, MN 55387

List #:	5316766	Status: Active	List Price:	\$425,000
List Date:	10/02/19		Map Pg/Cd:	129/E3
County:	Carver		Acres:	1.2
Dev Stat:	Finished Lot		Min Lt Sz:	1
Zoning:	Business/Commercial, Other		Ag Own:	No
Topogphy:	Level, Solar Oriented			
Land Incl:	Survey, Survey Stakes, Platted, For Sale Sign			
Directions:	From East; CR 5 to Main Street go (R) North 1 block to 1st (L) go West on Vista. Welcome To Waconia, Mn. 1st Development As You Arrive From Twin Cities. High Growth, Well Maintained City With Great Downtown District And Recreational Lake. Generous Size Commercial Lots. Retail, Office, Clinics, Daycare And Mixed Use. 4 Prime Pad Sites Available With Highway 5 Frontage And Great Visibility. Many Great Opportunities Within Blocks Of Downtown And Lake. 20,000 Cars Per Day (2010 Dot). Ready To Build.			
Pub Remarks:				



8800 Partridge Rd, Saint Bonifacius, MN 55375

List #:	5692231	Status: Pending	List Price:	\$295,000
List Date:	12/09/20		Map Pg/Cd:	116/A3
County:	Hennepin		Acres:	4.15
Dev Stat:	Raw Land		Min Lt Sz:	
Zoning:	Business/Commercial, Lot		Ag Own:	No
Dt Closed:	Off Mkt Dt: 12/09/2020 Sold Price:			
Topogphy:	Level			
Land Incl:	Survey, Abstract, Soil Test Available, Topographic Map			
Lot Desc:	Tree Coverage - Light, Tree Coverage - Medium			
Directions:	Highway 7 west to Saint Bonifacius, to county road 92 to partridge			
Pub Remarks:	4.15 Acres In St Boni! Corner Of Co Rd 92 And Partridge Rd Near Hwy 7. Sewer And Water Is Available On Partridge Rd. Zoning B2, Versatile Property For Offices, Retail, Etc. Super Location. Topographic Survey Wetland Delineation. Soil Tests Available.			



696 Industrial Blvd, Watertown, MN 55388

List #: 5551976 Status: Active List Price: \$168,000
 List Date: 04/10/20 Map Pg/Cd: 101/A4
 County: Carver Acres: 1.68
 Dev Stat: Finished Lot Min Lt Sz:
 Zoning: Business/Commercial Ag Own: No
 Topogphy: Level, Sloped
 Land Incl: Platted, Abstract
 Directions: Hwy 7 to North on Hwy 25 to West on Co Rd 122 to Right on Industrial Blvd to Lot
 Pub Remarks: Great Location Off Hwy 25 Just South Of Watertown. Convenient Access To Hwy 7 And Hwy 12. Paved Roads, City Sewer/Water, Electric, Gas, Phone, And Storm Sewer Are In The Street Ready For Hook-Up. Zoned Commercial/Retail. Bring Your Own Builder Or We Can Build.



516 Industrial Blvd, Watertown, MN 55388

List #: 5552002 Status: Active List Price: \$76,000
 List Date: 04/10/20 Map Pg/Cd: 101/A4
 County: Carver Acres: 0.76
 Dev Stat: Finished Lot Min Lt Sz:
 Zoning: Business/Commercial Ag Own: No
 Topogphy: Level, Sloped
 Land Incl: Platted, Abstract
 Directions: Hwy 7 to North on Hwy 25 to West on Co Rd 122 to Right on Industrial Blvd to Lot
 Pub Remarks: Great Location Off Hwy 25 Just South Of Watertown. Convenient Access To Hwy 7 And Hwy 12. Paved Roads, City Sewer/Water, Electric, Gas, Phone, And Storm Sewer Are All Available. Zoned Commercial/Retail. Bring Your Own Builder.



615 Industrial Blvd, Watertown, MN 55388

List #: 5551914 Status: Active List Price: \$68,000
 List Date: 04/10/20 Map Pg/Cd: 101/A4
 County: Carver Acres: 0.68
 Dev Stat: Finished Lot Min Lt Sz:
 Zoning: Business/Commercial Ag Own: No
 Topogphy: Level, Sloped
 Land Incl: Platted, Abstract
 Directions: Hwy 7 to North on Highway 25 to West on County Road 122 Right on Industrial Blvd to lot
 Pub Remarks: Great Location Off Hwy 25 Just South Of Watertown. Convenient Access To Hwy 7 And Hwy 12. Paved Roads, City Sewer/Water, Electric, Gas, Phone, And Storm Sewer Are All Available. Zoned Commercial/Retail. Bring You Own Builder.



575 Industrial Blvd, Watertown, MN 55388

List #: 5551950 Status: Active List Price: \$81,000
 List Date: 04/10/20 Map Pg/Cd: 101/A4
 County: Carver Acres: 0.81
 Dev Stat: Finished Lot Min Lt Sz:
 Zoning: Business/Commercial Ag Own: No
 Topogphy: Level, Sloped
 Land Incl: Platted, Abstract
 Directions: Hwy 7 to North on Hwy 25 West on Co Rd 122 to Right on Industrial Blvd to Lot
 Pub Remarks: Great Location Off Hwy 25 Just South Of Watertown. Convenient Access To Hwy 7 And Hwy 12. Paved Roads, City Sewer/Water, Electric, Gas, Phone, And Storm Sewer Are All Available. Zoned Commercial/Retail. Bring Your Own Builder.



595 Industrial Blvd, Watertown, MN 55388

List #: 5551938 Status: Active List Price: \$72,000
 List Date: 04/10/20 Map Pg/Cd: 101/A4
 County: Carver Acres: 0.72
 Dev Stat: Finished Lot Min Lt Sz:
 Zoning: Business/Commercial Ag Own: No
 Topogphy: Level, Sloped
 Land Incl: Platted, Abstract
 Directions: Hwy 7 to North on Hwy 25 to West on Co Rd 122 to right on Industrial Blvd to Lot
 Pub Remarks: Great Location Off Hwy 25 Just South Of Watertown. Convenient Access To Hwy 7 And Hwy 12. Paved Roads, City Sewer/Water, Electric, Gas, Phone, And Storm Sewer Are All Available. Zoned Commercial/Retail. Bring Your Own Builder.



21701 Johnson Memorial Dr, Belle Plaine, MN 56011

List #: **5679145** Status: **Active** List Price: **\$395,000**
 List Date: **10/27/20** Map Pg/Cd: **172/B4**
 County: **Scott** Acres: **4.23**
 Dev Stat: **Other** Min Lt Sz: **4.23**
 Zoning: **Business/Commercial** Ag Own: **No**
 Topogphy: **Level**

Land Incl: **Soil Test Available, For Sale Sign**

Lot Desc: **Irregular Lot**

Directions: **Corner of Old Hwy 169/66 & Highway 169.**

Pub Remarks: **Prime High Visibility Frontage On Hwy 169 Northbound Lane 21,000+ Vpd. Commercial Zoned. Well & Septic On Site. Former Gas Station Site. North Of Belle Plaine, South Of Jordan. Great Location! Possible Lease Option.**

**xxxx Enterprise Dr, Belle Plaine, MN 56011**

List #: **5617276** Status: **Active** List Price: **\$689,000**
 List Date: **07/01/20** Map Pg/Cd: **186/A1**
 County: **Scott** Acres: **5.71**
 Dev Stat: **Subdivided** Min Lt Sz:
 Zoning: **Business/Commercial** Ag Own: **Yes**
 Topogphy: **Level**

Land Incl: **Survey, Survey Stakes, Platted, Easements**

Lot Desc: **Corner Lot, Green Acres, Tillable, Underground Utilities**

Directions: **US 169 / Main St interchange exit, east on Main St, south on Hickory Blvd, west on Enterprise Dr (property on right adjacent to Coborn's parking lot)**

Pub Remarks: **Recently Platted And "Shovel Ready" 5.71 Acres In Buesgens Commercial Center Near Us Hwy 169 / Main St Interchange In Belle Plaine. This Property Can Be Split To Fit Buyers Needs. Nearby Existing Businesses Include Coborn's Superstore, McDonald's, Great Clips, Verizon, Domino's, And Saxe Chevrolet / Buick. Great Opportunity And Location For A Strip Center Or Stand Alone Business.**

**xxxxx Hwy 25, Watertown, MN 55388**

List #: **5643132** Status: **Active** List Price: **\$149,900**
 List Date: **08/18/20** Map Pg/Cd: **101/A3**
 County: **Carver** Acres: **2.04**
 Dev Stat: **Finished Lot** Min Lt Sz:
 Zoning: **Residential-Single, Business/Commercial** Ag Own: **Yes**

Topogphy: **Sloped, Flood Plain, WalkOut**

Land Incl: **Survey, Abstract, Topographic Map, For Sale Sign, Platted**

Directions: **The property is the northwest corner of Hwy 25 & Co Rd 10 east of the Watertown High School**

Pub Remarks: **Rare Opportunity. Property Has City Utilities Adjacent To Watertown High School. Can Be Subdivided Into Multiple Home Sites Or Used As A Single Family Home Site With Room For Extra Buildings. Part Of The Property Could Be A Commercial Use. Perfect For Home / Business Combination.**

**712 Syndicate St, Jordan, MN 55352**

List #: **5234777** Status: **Active** List Price: **\$500,000**
 List Date: **05/21/19** Map Pg/Cd: **173/B2**
 County: **Scott** Acres: **4.62**
 Dev Stat: **Raw Land** Min Lt Sz:
 Zoning: **Business/Commercial** Ag Own: **No**
 Topogphy: **Level**

Land Incl: **Survey, For Sale Sign, Other**

Lot Desc: **Corner Lot**

Directions: **Hwy 169 to County Road 9/Quaker. Right on Frontage Road to corner/Syndicate.**

Pub Remarks: **Potential For High Density Residential. High Visibility Lot On Hwy 169. Zoned For Highway Commercial. Great Site For A Strip Mall. Great Location To Metro And Mankato & 212.**

**500 Seville Dr, Jordan, MN 55352**

List #: **5433868** Status: **Active** List Price: **\$149,900**
 List Date: **01/23/20** Map Pg/Cd: **173/B2**
 County: **Scott** Acres: **0.997**
 Dev Stat: **Finished Lot** Min Lt Sz:
 Zoning: **Business/Commercial** Ag Own: **Yes**
 Topogphy: **Level**

Land Incl: **For Sale Sign**

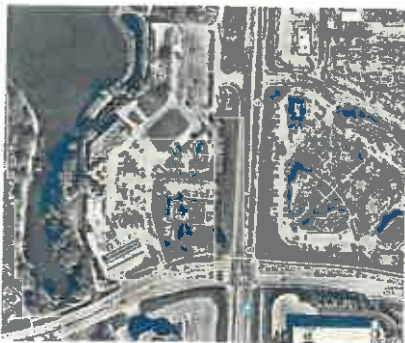
Directions: **169 to 282 east to Creek Lane to Seville.**

Pub Remarks: **Prime Commercial Site In The Heart Of Fast Growing Scott County! Ez Access To Hwy 169 & 212. Conveniently Located Near Shopping & Restaurants. City Incentives Available.**



2990 N Chestnut St, Chaska, MN 55318

List #: **5568491** Status: **Active** List Price: **\$977,000**
 List Date: **05/18/20** Map Pg/Cd: **131/C4**
 County: **Carver** Acres: **1.05**
 Dev Stat: **Other** Min Lt Sz:
 Zoning: **Business/Commercial** Ag Own: **No**
 Topogphy: **Level**
 Land Incl: **Easements**
 Directions: **NW quadrant of Pioneer Trail & Hwy 41**
 Pub Remarks: **1+ Acre Of Prime Commercial Land NW Quadrant Of Pioneer Trail & Highway 41**

**XXX 4th St E, Jordan, MN 55352**

List #: **5685182** Status: **Active** List Price: **\$40,000**
 List Date: **11/13/20** Map Pg/Cd: **173/B2**
 County: **Scott** Acres: **0.312**
 Dev Stat: **Raw Land** Min Lt Sz:
 Zoning: **Business/Commercial** Ag Own: **No**
 Topogphy: **Level**
 Land Incl: **Platted**
 Directions: **Hwy 169 S to Co Rd 21 to 4th St E to property**
 Pub Remarks: **Zoned C-3 - See Supplement For Possible Uses. Zoning Requires 20,000 Sq Ft So May Need A Variance - Please Call City Of Jordan With Questions. Bring Your Ideas Here!**

**12800 Chestnut Blvd, Jackson Twp, MN 55379**

List #: **5677190** Status: **Active** List Price: **\$325,000**
 List Date: **10/22/20** Map Pg/Cd: **145/D4**
 County: **Scott** Acres: **4.17**
 Dev Stat: **Raw Land** Min Lt Sz:
 Zoning: **Business/Commercial, Industrial** Ag Own: **No**
 Topogphy: **Sloped**
 Land Incl: **None**
 Directions: **Hwy 169 South , keep Left onto Chestnut Blvd, Vacant Land is on the Left.**
 Pub Remarks: **Commercial, Industrial, Or Agricultural Lot Located Just Southeast Of Hwy 169 And Hwy 41.**

**XXX Chaska Blvd, Chaska, MN 55318**

List #: **5509673** Status: **Active** List Price: **\$250,000**
 List Date: **03/18/20** Map Pg/Cd: **145/D2**
 County: **Carver** Acres: **1.42**
 Dev Stat: **Raw Land** Min Lt Sz: **1.42**
 Zoning: **Business/Commercial** Ag Own: **No**
 Topogphy: **Level, High Ground**
 Land Incl: **For Sale Sign**
 Directions: **EAST OF CHASKA ON CHASKA BLVD TO PROPERTY SOUTH SIDE OF ROAD AT ENGLER BLVD**
 Pub Remarks: **Great Lot For Your Business, Located On Good Tar Road With Good Access & Visibility, Nice Level Lot & Easy To Build On, Contract For Deed Terms Available, Excellent Property For Many Uses.**

**225 7 Hwy NW, Hutchinson, MN 55350**

List #: **5286229** Status: **Sold** List Price: **\$139,000**
 List Date: **08/29/19** Map Pg/Cd: **999/A1**
 County: **Mcleod** Acres: **1.94**
 Dev Stat: **Finished Lot** Min Lt Sz:
 Zoning: **Business/Commercial** Ag Own: **No**
 Dt Closed: **09/30/20** Off Mkt Dt: **09/28/2020** Sold Price: **\$130,000**
 Topogphy: **Level**
 Land Incl: **For Sale Sign**
 Directions: **Highway 7 West to Hutchinson. Property on North side of Highway 7.**
 Pub Remarks: **Great Highway Commercial Lot With Frontage And Access. Progressive And Innovative Community. Appx. 254' Of Highway Frontage.**



000 Hwy. 7 W, Hutchinson, MN 55350

List #:	5693119	Status: Active	List Price:	\$159,900
List Date:	12/11/20		Map Pg/Cd:	999/A1
County:	Mcleod		Acres:	1.06
Dev Stat:	Other		Min Lt Sz:	
Zoning:	Business/Commercial		Ag Own:	No
Topogphy:	Level			
Land Incl:	Survey			
Directions:	Hwy. 7 West, Hutchinson			
Pub Remarks:	Locate Your Business On Approx. 200 Feet On Hwy. 7 West In Hutchinson. One Acre Lot With Extra Land Available.			



1285 Highway 7 W, Hutchinson, MN 55350

List #:	5572879	Status: Comp	List Price:	
List Date:			Map Pg/Cd:	999/A1
County:	Mcleod		Acres:	2.27
Dev Stat:	Raw Land		Min Lt Sz:	
Zoning:	Business/Commercial		Ag Own:	No
Dt Closed:	05/27/20	Off Mkt Dt: 05/27/2020	Sold Price:	\$122,500
Topogphy:	Other			
Land Incl:	Abstract			
Lot Desc:	Corner Lot			
Directions:	1 Mile West On Hwy 7/Hwy 22 From Jct Hwy 15, On Right.			
Pub Remarks:	Prime Commercial Land. Highway 7 Frontage With Access To Shady Ridge Road. Corner Lot. Price Below Assessed Value. Zoned For Multiple Commercial Uses. Ready To Build.			



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From: Tony Voigt
Sent: Monday, March 22, 2021 11:55 AM
To: Karen Hallquist; Randy Clay
Subject: RE: Trail off Industrial Blvd

Karen, I would estimate \$3000-\$4000 to remove the old trail. I would estimate the concrete sidewalk would be in the \$20,000-\$30,000 range. I would estimate the blacktop trail replacement around \$8000-\$12,000 to connect the new sidewalk to the existing trail. This is based off previous estimates and projects. Thanks.

Tony Voigt
Public Service Director



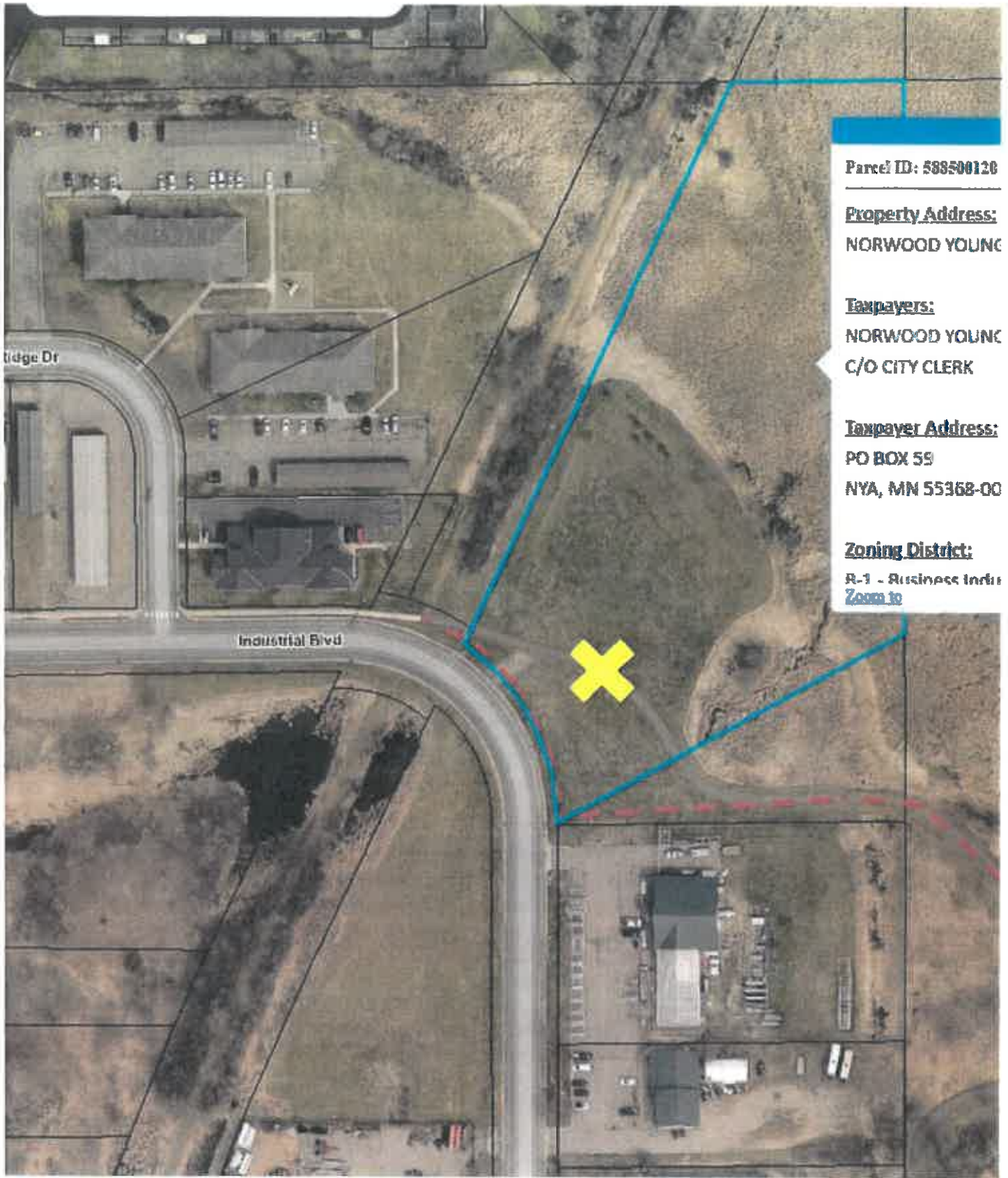
City Of Norwood Young America
310 Elm Street West – PO Box 59
Norwood Young America, MN 55368
Phone: (952)467-1830
Email: tvoigt@cityofnya.com
Website: www.cityofnya.com

From: Karen Hallquist <economicdev@cityofnya.com>
Sent: Monday, March 15, 2021 12:19 PM
To: Tony Voigt <publicservices@cityofnya.com>; Randy Clay <rclay@cityofnya.com>
Subject: Trail off Industrial Blvd

Hi, Tony & Randy,
So the City is looking into some options for the city-owned greenspace on Industrial Blvd. There is a good 2 acres, of the 4.76 acres, available for business development of some sort. If the council decides to sell the land, there would be a need to move the trail to accommodate a driveway/parking area. Can you give me a very rough estimate of the following:

1. Cost to remove the existing trail thru the property
2. Cost to redirect the trail as a straight shot thru the small triangle city-owned property which abuts to Serv A Dock (red dash lines)
3. Cost to add a cement sidewalk from the end of the trail (by Serv A Dock) to the existing sidewalk (\$30,000 +? – thinking the Wilson Street sidewalk is about the same length?)

Thank you!
Karen



Parcel ID: 598500120

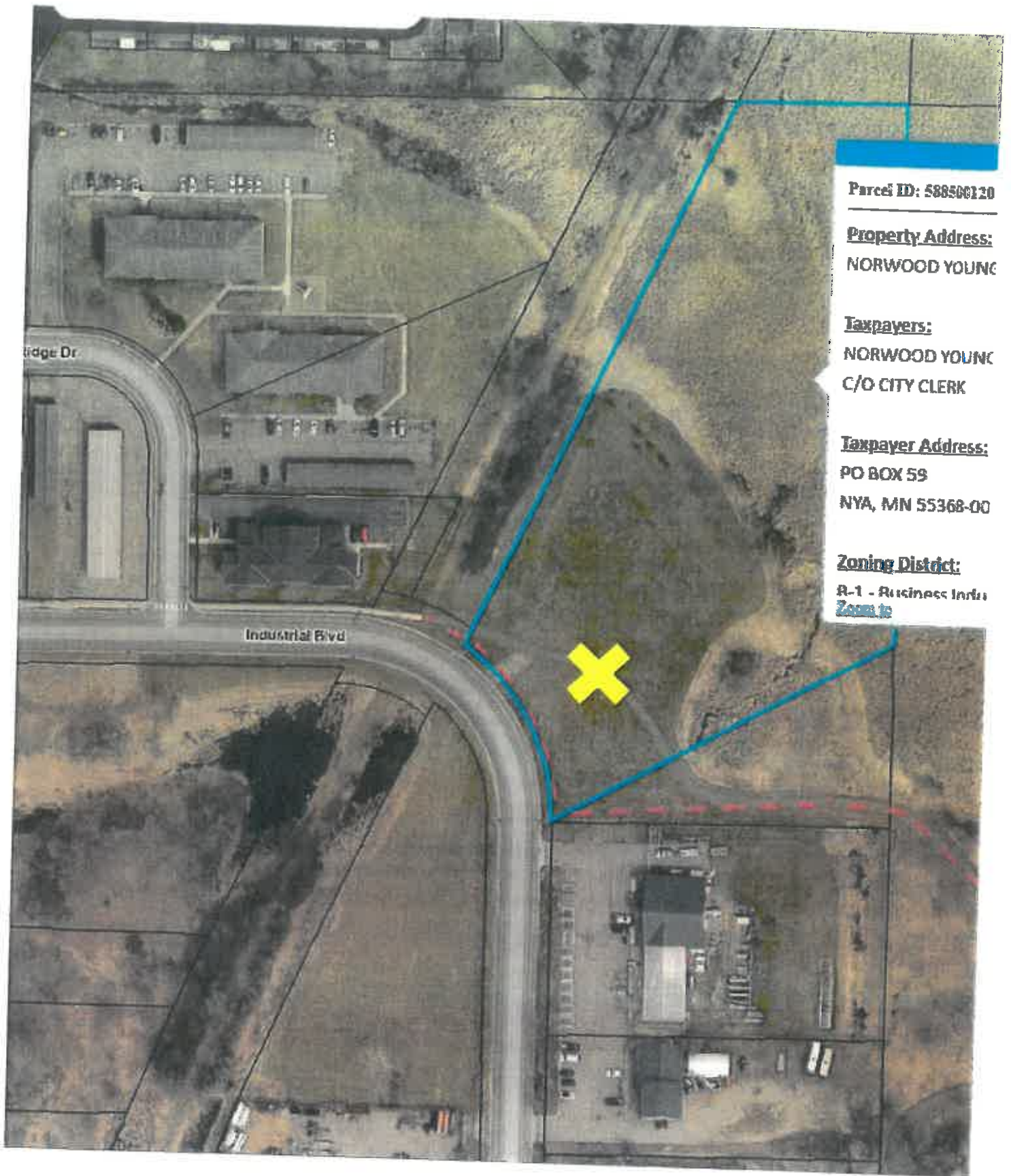
Property Address:
NORWOOD YOUNG

Taxpayers:
NORWOOD YOUNG
C/O CITY CLERK

Taxpayer Address:
PO BOX 59
NYA, MN 55368-00

Zoning District:
R-1 - Business Indus
[Zoom to](#)

Karen Hallquist
Economic Development & Marketing Director
City of Norwood Young America
310 Elm St W, PO Box 59



Karen Hallquist
Economic Development & Marketing Director
City of Norwood Young America
310 Elm St W, PO Box 59



TO: Mayor Lagergren and City Council
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: April 26, 2021
SUBJECT: Approval of NYA Community Marketing Video & Commercial Production Contract

Background

Proposals for the NYA Community Marketing Video and Commercial were received from all three companies; Captivate Media & Consulting, OrangeBall Creative, and Tyler Richter Productions by the submission deadline date of March 31st. Attached are the quotes.

The NYA Economic Development Commissioners reviewed the proposals and watched examples of videos that were provided by each of the companies.

The three quotes came back at the following:

- Captivate Media & Consulting \$13,500
- OrangeBall Creative \$13,900
- Tyler Richter Productions \$14,885

Commissioners discussed that all examples of production were very similar and good, however, the overall quality and largest ROI would be with OrangeBall Creative. The usage of the drone footage in their videos were much more prominent and the clarity of the work was exceptional compared to the examples provided by the other two companies. It was noted by commissioners that with Highway 212 being the gateway to the metro, and in the heart of NYA, it would be an important asset to emphasize which can be reflected with excellent drone coverage. Commissioners discussed the favorable relationship with OrangeBall Creative on previous City projects and would be willing to invest the additional \$400 over the lowest bid for the total price of \$13,900.

At the request of the EDC, staff confirmed with City Attorney Jay Squires that the City could select a higher priced professional service contract due to experience and quality over the lowest bid. This was also a solicited bid and not a sealed bid. He made note that, in this case, the investment of the project is low enough that a service contract could be approved without even seeking quotes.

The following is the League of MN Cities Competitive Bidding Requirements which states:

• *Professional services contracts. Cities are not required to follow the competitive bidding process when contracting for professional services such as those provided by doctors, engineers, lawyers, architects, accountants, as well as other services requiring technical, scientific, or professional training.*

Staff will show provided examples of productions by all three companies at the meeting.

Norwood Young America

Captivate Media & Consulting

Links to video examples on page 5 of proposal:

<https://app.pandadoc.com/document/9f2dc5bd83e367712f746981998a1e7ca48a1bf5>

OrangeBall Creative

Lion Hotel - (City, Lifestyle, Drone) <https://vimeo.com/user4501988/review/389092354/bcb975ffc6>

Drone Reel <https://vimeo.com/user4501988/review/389075663/66a62faf90>

KOA - (Lifestyle, Activities - all footage was provided by client) <https://youtu.be/9U0Sxm6qXJo>

Tyler Richter Productions

Cinematography Reel (wide variety of projects) <https://vimeo.com/426325871/1cad653f26>

Under \$10,000 Budget City of Jordan <https://vimeo.com/206070649/c6f37bd715>

Under \$25,000 Budget Minnesota's Future Award <https://vimeo.com/253744204/de46af257c>

Action

Motion to approve the contract of OrangeBall Creative for the production of a Norwood Young America Community Marketing Video and Commercial in the amount of \$13,900.

Norwood Young America

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



**CITY OF NORWOOD YOUNG
AMERICA**

**PROPOSAL FOR:
COMMUNITY MARKETING VIDEO
AND COMMERCIAL**

PREPARED FOR:
Karen Hallquist, Economic Development Marketing
Director City of Norwood Young America

PREPARED BY:
Jake Sturgis, Captivate Media + Consulting

PREPARED DATE:
March 23, 2021



www.captivatemediainc.com
612.314.3314

Canon

YOUR STORY. OUR EXPERTISE.

At Captivate Media + Consulting, we craft compelling communications that move people to action. Our dedicated team of digital content creation and storytelling strategists are passionate about uncovering opportunities to make your mission like no other.

We don't just do video; we are passionate about leveraging what video does. It's about starting a conversation, sharing an experience and making an emotional connection that inspires change.

Our award-winning visual storytellers will partner with you to discern the best perspective from which to tell your stories and develop the concept with you.

It's our mission to make audiences feel like they're a part of something special – something bigger than themselves. That's how you create a community of supporters who evangelize your organization and brand.



PROJECT BRIEF:

Population growth in the city of Norwood Young America is one of the reasons Carver County is the fastest growing county in Minnesota. Norwood Young America is a semi-rural small town community located on the fringe of the Twin Cities Metropolitan Area. Many residents love the area because of its small town values. It is a place where you can raise your family, where businesses thrive, and you live each day to the fullest. It is a place where a high quality of life still exists, relationships are formed, and opportunities are found.

City leaders have a desire to create high impact, heartfelt video content that brings to life how Norwood Young America is "more than a place, it's home".

What does "more than a place, it's home" mean?

- Our heritage
- Stiftungsfest town celebration
- Supporting local businesses
- Traditions
- Community pride
- Our churches and schools
- Very active civic groups
- Knowing our neighbors
- Sense of feeling connected – a good fit for families
- Ability to "age in place"
- Recreational
- Where you feel safe

Per your request for quotes, the goal is to use the 2-3 minute video for formal presentations to developers and realtors as well as on the City of Norwood Young America website. The 30 second commercial would be used for advertising purposes on the NYA-TV access channel, local theaters and gas station monitors.



OUR STORYTELLING PROCESS:

We divide our video work into three main areas: story development, production, and post-production. Our most successful projects are when we have a true partnership with our clients and everyone feels invested in the video we are crafting. We'll bring our creative ideas and recommendations to the project, but we'll always keep your needs and goals at the forefront.

STORY DEVELOPMENT

After we've thoroughly listened to your wants and needs, we'll start crafting your story. Our research guides an internal brainstorm session. We'll pair your provided insights and our expertise in order to align on a creative vision.

In order to foster a partnership built on clarity and structure, we will connect with you on three milestones during the story development phase. This will create clear opportunities for client input and feedback during the early stages of the project.

Milestone One: Defining our purpose through five keywords

Milestone Two: Choosing the characters, what we call the heart of the story

Milestone Three: Building the story structure

PRODUCTION

With approval of the story, we can proceed to production with confidence knowing that we share a clear and aligned vision for the project. This process varies depending on the concept of the video. Whether the script calls for community footage and interviews or a detailed shot list, you can count on our expertise to make your vision come to life.

At this point, we estimate needing two days of production to get the needed elements on-location for the project. This assumes a best-effort will be given to group the videography together during the specified time-frame. A one or two-person will be present for the production, depending on the production needs. All of our equipment - professional HD cameras, tripods, audio equipment, lighting gear and everything else Captivate Media owns is included.

POST-PRODUCTION

Editing: We'll take all the assets gathered in production and begin cutting together a version of the video based on the approach we established in the story development phase.

Motion Graphics: Our in-house motion graphic design team takes your visual assets to another level by animating logos and creating brand consistency throughout the entire video series.

Revisions: Your input is very important to us, we'll work closely with you to craft the best possible version of the videos. We typically include two rounds of revisions for each video as long as the changes are consistent with the agreed-upon key messages and original video scope.

Deliverables: Captivate Media will create one 2-3 minute video and one 30 second commercial. This will be a series of videos that are script or story-driven and include interviews, narration, b-roll footage, royalty-free music and graphic animation.

Our goal is to make your video as accessible as possible. We'll deliver two versions of the video, one optimized for web usage and a larger version meant for presentations and playback on larger screens. We'll also attach an .srt file with captions which you can use when uploading the video online.

OUR WORK

Here are a few video examples that showcase different creative directions we could take your project. These are arranged in order of "good, better, best".

1. Client: Excelsior-Lake Minnetonka Chamber of Commerce

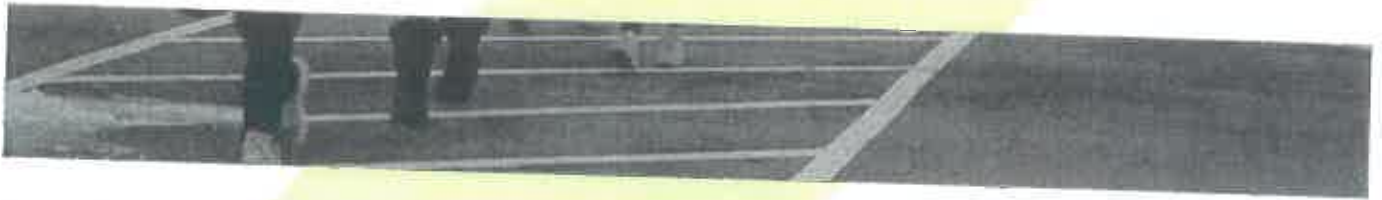


SHOP. EAT. ENJOY. *Local.*

www.Excelsior-LakeMinnetonkaChamber.com

2. Client: Eastern Carver County Schools





3. Client: Flint Hills Resources



4. Client: Forest Lake Area Schools







PROPOSED TIMELINE:

1. CONTRACT IS SIGNED	Karen Hallquistor designee from City of Norwood Young America will sign contract	BY APR 30
2. STORY DEVELOPMENT MEETING	We will meet schedule a meeting to discuss roles and expectations for the project. We will also discuss story direction and the elements needed for production. (One hour kick-off meeting with city staff)	BY MAY 14
3. STORYTELLING MILESTONE 1	We will develop Milestone 1 of the Storytelling Process: Keywords. (30-60 minute meeting to discuss keywords and email confirmation needed from city staff lead)	BY MAY 21
4. STORYTELLING MILESTONE 2	We will develop Milestone 2 of the Storytelling Process: Characters. (30-60 minute meeting to discuss characters and email confirmation needed from city staff lead)	BY JUNE 4
5. STORYTELLING MILESTONE 3	We will develop Milestone 3 of the Storytelling Process: Story Structure. (30-60 minute meeting to confirm story structure and schedule production with city staff lead)	BY JUNE 11
6. PRODUCTION BEGINS	Video production for the project is scheduled to begin (City staff will need to help schedule the people and places needed on production days. City staff can be present during the production days, but that is not required)	BY JUNE 21
7. PRODUCTION ENDS	Video production for the project is scheduled to end	BY SEPT 10
8. FIRST DRAFT OF VIDEOS	We will deliver the first draft of the videos for you and your team to review	BY OCT 1
9. FEEDBACK DUE	City of Norwood Young America staff will review video and send requested edits and feedback of the first version of the video by this date (60 minutes to view videos and gather feedback)	BY OCT 8
10. SECOND DRAFT OF VIDEOS	We will deliver the second draft of the videos for you and your team to review	BY OCT 15
11. FEEDBACK DUE	City of Norwood Young America staff will review video and send requested edits and feedback of the second version of the video by this date (up to 60 minutes to view videos and gather feedback)	BY OCT 20
12. FINAL VERSION OF VIDEOS	We will deliver the final version of the videos for you to review	BY OCT 26
13. VIDEO DELIVERY	We will deliver the final version of the videos along with closed caption files in English (30 minutes to download videos and upload to city communications channels)	BY OCT 29

This timeline can be moved forward depending on your needs and our ability to schedule the production days. The latest we would deliver this project would be October 29, 2021.



INVESTMENT:

\$2,500 Pre-Production planning and project management.

\$5,000 Two days of on-site video production with two videographers

\$4,500 Editing of one 2-3-minute presentation video

\$1,500 Editing of 30-second commercial

\$13,500 Total Investment

The rates in this proposal will be honored for one month.

The final videos will be provided as digital files of your choice (.mov, .wmv, .mp4, etc.). We will provide a closed caption version in English of the project. All raw footage would be the property of City of Norwood Young America and could be transferred to a client-supplied external hard drive or Captivate Media + Consulting can provide a hard drive for an additional cost.

Thanks for this opportunity. Please let me know if you have any questions.

DATE
03.31.2021

ORANGE I.D.
NYA004

PROJECT
Name Norwood Young America Community Marketing Video and Commercial

SUBMITTED BY

Beau Nordby
651.336.6747
beau@orangeballcreative.com

CLIENT INFORMATION

Karen Hallquist
Economic Development Marketing Director
(952)467-1810
economicdev@cityofnyc.com

OVERVIEW

OrangeBall Creative, in collaboration with the City Council and the Economic Development Commission, will produce a Community Marketing Video and Commercial for the City of Norwood Young America.

The main objective of the videos is to convey the heart of the city's tagline, "more than a place, it's home" by capturing all that NYA has to offer through the items highlighted in the RFP.

OrangeBall Creative was able to help NYA develop the new logo, tagline, and the city's brand messaging. We would build off of that experience and continue telling "the NYA story" through these videos.

We will do everything we can to make these videos "evergreen." Meaning, we'll avoid the display or mention of dates or timestamps. This will extend the videos' shelf-life to be used for years to come.

We understand that these videos will be foundational to showcasing Norwood Young America as a place to live, work, and play - now and in the future. Just as we were able to achieve with the city's branding and messages, we'll make sure these videos have OrangeBall Bounce as well.

PRE-PRODUCTION

- Scout potential locations in June and September with a NYA representative
- Generate a shot list for each of the 2 filming days
- Provide a shoot schedule for each shoot day
- Schedule extras that are provided from the city of NYA for each scene. The plan is to use NYA citizens in the videos.
- Secure crew for filming

Estimate: \$1500

PRODUCTION

- Scriptwriting for both the 2-3 minute video and the :30 commercial.
- Filming 2 days - June and September for a 2-3 minute video and a :30 commercial. A filming day is up to 10 hours.

Crew includes:

- An OrangeBall Creative partner to oversee creative direction
- Producer that will see the project all the way through from pre-production to editing and delivery
- Cameraman equipped with a drone camera, 4K video camera, and a GoPro
- Grip to help with lighting and carry camera gear. This person helps to get to more locations quicker in a day.

Estimate: \$7900

POST-PRODUCTION

The items below are for both the 2-3 minute and the :30 commercial.

- Editing
- Graphics and animation

- Various rounds of editing and adjustments
- Professional voiceover for both videos
- Royalty-free music tracks for both videos
- A version with subtitles
- Delivery of final rendered video files

Estimate: \$4500

INSURANCE

OrangeBall Creative has confirmed with American Family Insurance (our provider) that our General Liability, Workers Comp, and Auto policies will cover the aspects of this project. We will request and provide documentation for shoot days, once scheduled.

TOTAL ESTIMATE

\$13,900

PAYMENTS

Milestone Payment One: \$4633 - Down payment to start project. Due upon receipt of invoice.

Milestone Payment Two: \$4633 - Mid-project payment after June shoot day. Net 15.

Milestone Payment Three: \$4634 (plus any client-approved additional time spent and purchases made on behalf of client). Invoiced upon completion of the items listed above. Net 15.

ENHANCEMENT OPTIONS

Below are ideas for you to enhance the video project.

1. Early Version Video

Since we'll be capturing key events and locations during the June shoot day, we could create a first version of the video which would allow you to start using it for promotions before the final is created by, or before, November 1, 2021.

Estimate: \$2000 (in addition to the total estimate)

2. Illustrated Map

A great addition to the videos would be an illustrated map of NYA that we could animate and use as an element to lead into the parts of the video that talk about locations. We could start with a wide shot of the full city map and "zoom in" to the location to be highlighted. This map would have several other uses in: tourism, marketing, and presentations.

Includes:

- Map illustration
- Animating within the video(s)

Estimate: \$1500 (in addition to the total estimate)

3. Multiplying the Investment

This project will provide you with a library of footage for city buildings, locations, and events that you can use to create videos that highlight any of those individually. The website would be a great place to showcase these videos. Voiceover and editing would be required for each.

Includes:

- Scriptwriting
- Graphics and animation
- Editing
- Professional voiceover
- Royalty-free music track

Estimate: \$2500/video

EXAMPLES

Below are examples of video projects we've helped produce that showcases the crew's work.

Lion Hotel - (City, Lifestyle, Drone)

<https://vimeo.com/user4501988/review/389092354/bcb975ffc6>

Drone Reel

<https://vimeo.com/user4501988/review/389075663/66a62faf90>

KOA - (Lifestyle, Activities - all footage was provided by client)

<https://youtu.be/9U0Sxm6qXJo>

TERMS AND CONDITIONS

FINAL ARTWORK Fee quoted includes delivery of digital assets. Changes to final artwork will be provided at an additional cost based on the extent and complexity of the changes, at a mutually agreed upon fee, TBD.

RIGHTS The undersigned parties hereby agree that all work done is considered work for hire and all rights, copyrights, titles and interest in any design work performed by OrangeBall Inc on behalf of Client, belong solely and exclusively to the Client free from any claims whatsoever.

RUSH Rush, holiday and weekend work necessitated by Client's directive is billed in addition to the fees quoted at a mutually agreed upon fee, TBD.

CHANGE ORDERS Work change orders will be issued for additional work and changes requested after approvals or commencement of work. WCO's include a description of the change/addition requested, estimated additional costs, and changes to work schedules/project completion. Client's signature is required on WCO's to proceed with changes/additions.

PURCHASING All purchases made on client's behalf will be billed to client. In all cases, such prices will reflect a markup of 10%. Charges for sales tax, insurance, storage, and shipping and handling are additional to the price of each purchase. In the event client purchases materials, services, or any items other than those specified by the designer, the designer is not liable for the cost, quality, workmanship, condition, or appearance of such items.

TERMINATION POLICY Client and Designer may terminate project based upon mutually agreeable terms to be determined in writing, either prior to signing of this proposal or within the final Client-Designer Contract. Ownership of all copyrights and original artwork shall be retained by OrangeBall Inc.

MODIFICATIONS Modification of the Agreement must be written, except that the invoice may include, and Client shall pay, fees or expenses that were authorized via email in order to progress promptly with the work.

LIMITATION OF LIABILITY Client agrees that it shall not hold OrangeBall Inc liable for any incidental or consequential damages that arise from their failure to perform any aspect of this project over the amount paid for this job. OrangeBall will not be held accountable for any liability caused by client's use of OrangeBall's design to infringe on the rights of others. To the best of their knowledge, all work created by OrangeBall is original and has not been previously published. Client agrees that it shall not hold OrangeBall Inc liable for any incidental or consequential damages that arise due to intentional or negligent acts or omissions by a third party. Regarding "cyber attacks" on the client's website, several security measures will be put into place to safeguard from cyber attacks. However, if an attack is successful OrangeBall Creative will not be held liable for any losses or damages.

SCHEDULE OF PAYMENT All invoices are payable within 15 days of receipt. Fee Billing: 100% upon completion of project. 3% convenience fee will be added to all Credit Card and PayPal payments.

DEFAULT IN PAYMENT The client shall assume responsibility for all collection of legal fees necessitated by default in payment.

TERM OF PROPOSAL The information contained in this proposal is valid for 30 days. Proposals approved and signed by the Client are binding upon the Designer and Client beginning on the date of Client's signature.

All information in this proposal is subject to the Terms and Conditions listed herein.

If the information in this Proposal meets with Client's approval, Client's signature below authorizes OrangeBall inc to begin work. Kindly return a signed copy of this Proposal/Agreement to your OrangeBall design associate.

OrangeBall Authorized Signature/Date



03.31.2021

Client's Authorized Signature/Date _____

Client's Name and Title _____

Firm's Quote

Company Name: OrangeBall Creative

Contact Person: Beau Nordby

Title: Partner

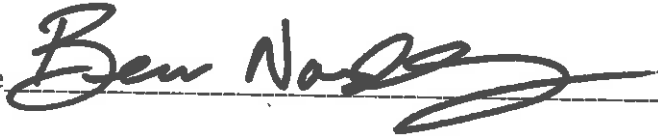
Address: 223 West Court, NYA, MN 55368

Phone: 651-336-6747

Email: beau@orangeballcreative.com

Quote\$: \$13,900

Signature

A handwritten signature in black ink, appearing to read "Beau Nordby", written over a horizontal dashed line.

Date: 03-31-2021



Community Marketing Video & Commercial Scope of Work

presented by
Richter Picture Company
March 30, 2021

SUMMARY

Richter Picture Company (RPC) is pleased to partner with Norwood Young America (NYA) to produce a video shoot and deliver a short marketing video alongside a 30-second spot.

The following scope of work outlines the roles and responsibilities of each party throughout the process of pre-production, production, and post-production.

It also affirms the guidance provided by NYA regarding deliverables, schedules, and specific production and post-production elements that have been requested.

Thank you for the opportunity to present our services and work with you on this project.

WORK SAMPLES

Cinematography Reel (wide variety of projects)

<https://vimeo.com/426325871/1cad653f26>

Under \$10,000 Budget

City of Jordan

<https://vimeo.com/206070649/c6f37bd715>

Under \$25,000 Budget

Minnesota's Future Award

<https://vimeo.com/253744204/de46af257c>

SCOPE OF WORK

CREATIVE & PRE-PRODUCTION

- NYA will provide all participants.
- NYA will provide all locations.
- NYA will provide all artwork, design, props, and set decor, in consultation with RPC.
- RPC will prepare production scripts, in consultation with NYA.
- RPC will prepare a production schedule and shot list, in consultation with NYA.

PRODUCTION

- RPC will provide two production days local to NYA.
- RPC will provide all production crew and equipment.
- NYA will secure talent and location releases.
- Participants will provide their own wardrobe and styling, in consultation with RPC.
- Deviations from the scripts at NYA's direction may result in overages.
- RPC carries the commercial liability coverage as outlined in the RFQ, and will upon the start of production provide a COI indicating appropriate limits and naming NYA as additional insured.

POST-PRODUCTION

- NYA will provide all content and assets not captured in production, including but not limited to media clips, stock assets, and logos, fonts, and colors.
- RPC will provide voiceover talent with rights buyout.
- RPC will provide basic on-screen graphics to highlight important information.
- RPC will provide premium royalty-free music.
- Music requiring license beyond royalty-free can be purchased or provided by NYA.
- RPC will provide each edit for review by a secure Dropbox link.
- NYA will provide feedback in a single written summary within 3 days of receiving each edit.
- RPC will provide one round of review & revision per edit (i.e. the second version is final).
- Further revisions or iterations will be billed additionally at \$300/hour plus \$100/file.

DELIVERY

- RPC will deliver the final edits via Dropbox link in the following electronic file formats:
 - 1920x1080 HD 23.98p H.264 MPEG-4 .MP4 video file (web/streaming use)
 - 1920x1080 HD 23.98p ProRes .MOV video file (broadcast use)
- Additional formats are available for \$100/file.
- Delivery to physical formats (DVD, hard drive, etc.) is not provided.
- Raw footage and data storage & backup is not guaranteed beyond delivery.

EXPENSES & OVERAGES

- NYA will pay out-of-scope expenses and overages incurred at the direction of NYA.

DELIVERABLES

- (1) 2 to 3-minute (approximate) video
- (1) 30-second edit

SCHEDULE

Production will be scheduled on mutually agreeable dates in 2021, with a focus on one day in June, and a second day in September.

Edits will be available for review within two weeks of the second production date.

Delivery will be scheduled no later than November 1.

BUDGET

RPC will complete this project as described for \$ 14,885.

PAYMENT SCHEDULE

- \$ 4,000 is due upon authorization and before securing production resources.
- \$ 4,000 is due upon the first day of production.
- \$ 4,000 is due upon the second day of production.
- \$ 2,885 is due upon delivery.

AUTHORIZATION & CONTRACT TO PROCEED

Norwood Young America

Richter Picture Company, LLC

By: _____

By: _____

/S/: _____

/S/: _____

Title: _____

Title: _____

Date: _____

Date: _____

TERMS & CONDITIONS

As part of the above Scope of Work, you agree to the terms and conditions posted at <http://www.richterpicture.com/terms/> and current as of the date of this agreement.



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 26, 2021
SUBJECT: Award Quote for Wilson Street Sidewalk Installation Project

The City solicited quotes for the installation of a concrete sidewalk, in a one block area, on the south side of Wilson Street between Morse and Union Streets. The sidewalk will be 5-feet wide with a 5-foot-wide boulevard. The project completion deadline is July 31st. Two local concrete contractors were solicited from and the following are their respective quotes:

30-30 Concrete, Inc.	\$22,680.25
Jensen Decorative Concrete, Inc.	\$23,780.00

Proposed with this project is the City to remove an old one-stall garage that abuts Wilson Street. The garage is partially located in the street right-of-way and needs to be removed in order to install the sidewalk. Proposed is City staff to remove the garage. The estimated cost to landfill the garage materials is \$1,000. The property owner is acceptable to the City removing the garage.

At a previous City Council meeting, a Wilson Street property owner requested, if the sidewalk is installed, that a streetlight be installed on Wilson Street between Morse and Union Streets. A streetlight could be installed on one of the existing utility poles located on the north side of Wilson Street. Xcel Energy would not charge a fee to install the light but there would be a \$10-\$12.00 per month usage fee.

The Wilson Street sidewalk installation project is included in the 2021 Capital Project/Equipment Plan and \$30,000 has been budgeted.

Recommended Motion:

**Motion to award the Wilson Street Sidewalk Installation Project to _____
for _____.**

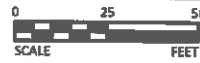
Norwood Young America

Sidewalk Project






City of Norwood Young America

Wilson Street Sidewalk

April 2021



LEGEND

-  PROPOSED 5' CONCRETE SIDEWALK
-  PROPOSED 5' BOULEVARD
-  EXISTING TRAIL TO KEHRER PARK
-  EXISTING POWER POLES
-  EXISTING WATER SERVICES

H:\NOVA\C1235710 - misc\2020 Sidewalk-212 Trail\Fig-035710-Sidewalk-212 Trail\Fig-035710-Sidewalk-212 Trail Connection-2_Rev.dwg 4/15/2021 10:01 AM

30-30 Concrete, inc
 250 Industrial Blvd
 Young America, MN
 55397
 9525649357
 Phone #

Estimate

Date	Estimate #
4/21/2021	2104

Name / Address
City of NYA Tony Voigt P.O Box 59 NYA Mn 55397

P.O. No.	Terms
Willson Street	Good for 15 days

Item	Description	Qty	Rate	Total
Sidewalk	312x5=1560 sq ft broom finish 4500 psi concrete 4' rebar #3 2' on center	1,560	6.00	9,360.00
Sidewalk	22x5=110 sq ft broom finish 4500 psi concrete 4' rebar #3 2' on center	110	6.00	660.00
Steps	2 steps	2	125.00	250.00
Approach	2-283 sq ft broom finish 4500 psi concrete 6' rebar #3 2' on center	283	6.75	1,910.25
Curb/Gutter	14 Lf		700.00	700.00
Ramp	One ramp	1	300.00	300.00
Tear Out And Disp...	Of concrete, dirt, sod and place 6" of class five to pour concrete		9,500.00	9,500.00
Questions call or text 952-564-9357			Total	\$22,680.25

Jensen Decorative Concrete, Inc.
 519 west elm street
 norwood, MN 55368 US
 (952) 210-2692
 jensendecorativeconcrete@gmail.com



Estimate

ADDRESS

Wilson Street Sidewalk Project
 310 Elm Street W
 NYA, MN 55368

ESTIMATE # 1715
 DATE 11/16/2020

ACTIVITY	QTY	RATE	AMOUNT
Excavation Excavation of existing soils and granular base material hauled in. Dig out the sidewalk for installation. Additional excavation may be needed to make property grades.	1	5,000.00	5,000.00
Concrete-Plain Broom Finish Concrete to be poured 4" thick with a 4500psi exterior mix design with plain broom finish concrete. #3 rebar to be placed 2' on center. Control joints to be placed as necessary. *** sidewalk 310'x5' of sidewalk to be installed *** 22'x5' sidewalk and step to be replaced at the century link building	1,660	8.00	13,280.00
Concrete-Concrete Curb Concrete curb to be install per city or plan specifications Installed 15 linear feet of curb in front of the abandoned garage. 17 feet of curb removal to install ADA compliance sidewalk ramp.	1	5,500.00	5,500.00
Sod Repair and Irrigation Damage Not responsible for sod repair or irrigation damage during construction.	1	0.00	0.00
Down Payment 50% Down Payment required prior to project scheduling. Project balance due upon completion.	1	0.00	0.00
Warranty and Disclaimer Warranty on workmanship only. No warranty against cracking, settling, popping of rocks, spalling, scaling or any other defect within the product itself. We do our very best to provide the highest quality of workmanship but we can not warranty what we cannot control such as cracks and settling and flaws in any third party product. ***Freeze/Thaw cycles can be very damaging to concrete products, it is to be	1	0.00	0.00

ACTIVITY

QTY

RATE

AMOUNT

understood that flaws can and will appear due to local weather environments. Sealers can protect from outside damages such as freeze/thaw cycles and ice melting chemicals but they make no guarantees on concrete projects. ***It is to be noted and understood that decorative/topical sealers can and will be slippery in some applications. Traction additive is recommended with certain sealers.

TOTAL

\$23,780.00

Accepted By

Accepted Date



REQUEST FOR QUOTE

**WILSON STREET SIDEWALK INSTALLATION
PROJECT**

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

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes for the installation of a concrete sidewalk, in a one block area, on the south side of Wilson Street between Morse and Union Streets, Norwood Young America, Minnesota.
- B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quote is **12:00 p.m., Thursday, April 22, 2021.**
City of Norwood Young America
Attention: Tony Voigt
P.O. Box 59
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:
Tony Voigt
Public Service Director
P.O. Box 59
Norwood Young America, MN 55368
(320) 761-5008
tvoigt@cityofnya.com

II. SCOPE OF WORK

A. Project Particulars

- 5-foot-wide sidewalk with a 5-foot-wide boulevard (grass area between sidewalk and curb)
- Pedestrian ramp will be installed at the intersection of Wilson & Union Streets
- Pedestrian ramp will include a built in 2' x 4' Truncated Dome ADA pad

B. Excavation

- Excavate existing soils and haul in Class 5 granular base
- Sidewalk 4" aggregate base, driveway areas 6" aggregate base
- Perform additional excavation as needed to match property grades

C. Concrete Specifications

- Concrete must be placed on clean, dry, compacted aggregate base
- Install approximately 312 feet of sidewalk. Contractor is responsible measuring exact project area and determining necessary materials to complete project
- Pour concrete sidewalk 4" thick with 4500 psi strength
- Pour driveway areas 6" thick with 4500 psi (two driveways 12 feet wide each)
- Concrete mix number 3FS2 (or approved equal). Contractor shall submit mix design to City. MnDOT Spec 3137 shall apply to coarse aggregate used in cement
- Install No. 3 rebar to be placed 2' on center
- Place control joints as needed
- Broom finish concrete
- Apply sealant to finished concrete

Concrete Specifications Cont.

- Replace 22' x 5' sidewalk and step at Century Link building (217 Wilson St. W.) and blend in with property grade
- Remove driveway apron in front of small shed/garage. Install curb & gutter per City specifications
- Sidewalks and pedestrian ramp are required to meet ADA requirements and MnDOT standards
 - Sidewalks through driveways – see attached specifications
 - Pedestrian ramp – see attached specifications
 - Truncated dome – see attached Approved/Qualified Projects
- Sidewalk shall be sloped toward the back of the curb and be installed higher than the back of the curb

D. Other Requirements

- Rain protection is required if rain is anticipated during or within 24-hours of placement
- Contractor is responsible for protecting concrete from pedestrian traffic, graffiti, vandalism, etc. for the first 24-hours after placement

III. INSURANCE

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

Commercial General Liability per occurrence for bodily injury and property damage	\$1,000,000
Aggregate	\$2,000,000
Automobile Liability	\$1,000,000
Workers Compensation and Employers' Liability	\$500,000

IV. PROJECT COMPLETION

The scope of work is to be completed by **July 31, 2021**.

V. CONTRACTOR WARRANTY

Contractor shall warrant their workmanship.

VI. GOPHER STATE ONE CALL

Contractor will be responsible for Gopher State One Call locates.

VII. CITY RESPONSIBILITIES

- City will notify property owners of project commencement and that the new sidewalk and driveways cannot be driven over for 7-days after placement of sidewalk.
- City shall remove small shed/garage prior to sidewalk installation work commencing.

VIII. JOB SITE CLEAN-UP

The Contractor is responsible for returning the job site to its original condition. Spoil piles are to be removed from the site and work areas are to be graded to original condition. Grass seeding/restoration will be completed by the City.

IX. QUOTE

Quotes shall be provided as a whole dollar amount for the entire scope of work on the attached form.

X. RIGHT TO REJECT QUOTES

The City reserves the right to reject any and all quotes received.

XI. DISCLAIMER

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

CONTRACTOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

Signature: _____

Date: _____



TO: Honorable Mayor Lagergren and City Council Members
FROM: Tony Voigt, Public Service Director
DATE: April 26th, 2021
RE: Sports Complex Bullpen/Batting Cage installation

Kelly Lueck representing the Central Softball Boosters is proposing to install 2 bullpens/batting cages at the Sports Complex softball fields. The Softball Boosters have funded and installed several improvements to the Softball Fields including improved backstops on each field, new concession building, installed a flagpole with electricity, built the dugouts, and built a storage building. Kelly presented the information at the April Park & Rec Commission meeting. The Parks Commission approved the project pending City Council approval.

Kelly stated each bullpen/batting cage would cost about \$3500 a piece, \$7000 per field, and the total material cost will be \$14000. The Softball Boosters have secured all funding and would like to start as soon as possible but guarantee no crossover with Stitungsfest activities. They will be completing the work upon donated labor from Robbie Bauman and Tim Mueller as well as donated equipment from WM Mueller and Sons. The volunteers will request locates and will work with the city to assure no utilities will be affected. They will provide footings for all posts installed. This project will be at no cost to the city. I have included a map of the proposed locations.

We will complete a signed agreement with the Softball Boosters and the City of NYA before any work will be completed.

Suggested Motion;

Approve the installation of Bullpen/Batting Cages at the Sports Complex Softball Fields.

Norwood Young America

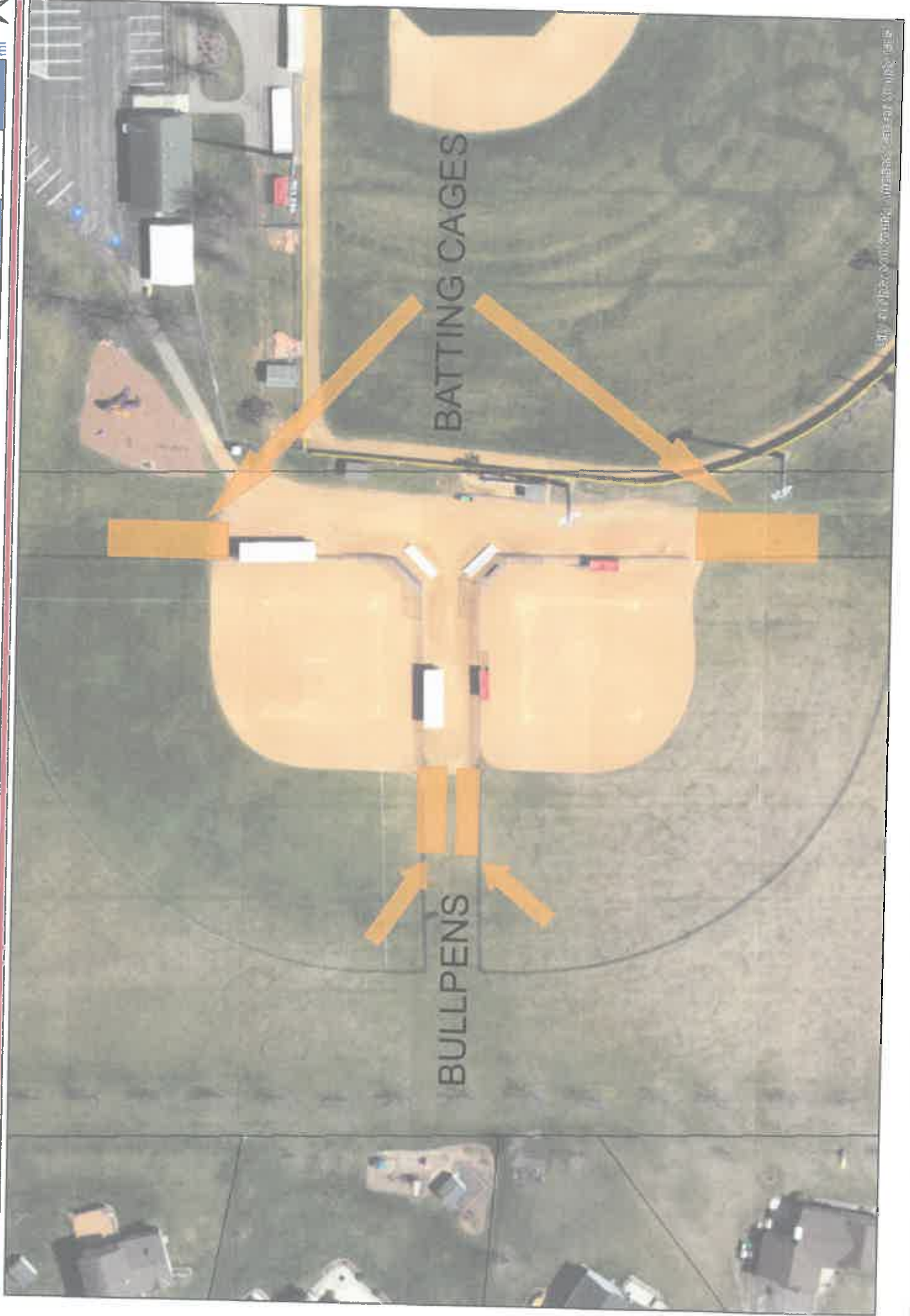
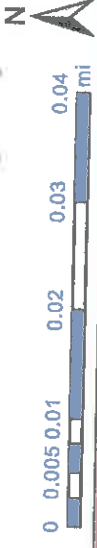


more than a place, it's home.

CITY OF NORWOOD YOUNG AMERICA

NYA GIS

Map Date: 4/22/2021



City of Norwood Young America GIS



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 26, 2021
SUBJECT: City Council Strategic Planning Session Facilitator Request for Quotes

At the March 22nd City Council Work Session meeting, Mayor Lagergren proposed the City Council participate in a strategic planning session to discuss future commercial/industrial development and use of City funds for future improvement projects and establishing business incentive programs.

Proposed is to solicit quotes from two firms to provide facilitation services for the planning session. Enclosed is an RFQ for Council consideration. The two firms proposed to be solicited from are:

1. Richard Fursman, HueLife
2. Bart Fischer, WSB Engineering

Both firms/individuals have facilitated strategic planning sessions in other Carver County cities. The deadline for quote submittal will be May 5th and will be included on the May 10th Council agenda for consideration and action.

At this Council meeting proposed is discuss and determine the following:

1. The strategic planning session will be 4 to 6 hours or should we plan for longer?
2. Quotes are to include cost of preparation, pre-session planning, facilitation and working with city administrator on follow-up as needed. Is this acceptable?
3. Facilitator is to prepare a Work Plan Report based on the planning session outcomes and provide to the City within 30 days following session, Is this acceptable?
4. Management staff (city administrator, city clerk/treasurer, public service director, and economic development & marketing director) will also participate in planning session. Is this acceptable?
5. Strategic Planning Session is be held off-site in a near-by community. Is this acceptable?

Recommended Motion:

Motion to proceed with soliciting quotes for a facilitator of the Strategic Planning Session.

Norwood Young America



REQUEST FOR QUOTE

FACILITATOR

STRATEGIC PLANNING SESSION

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

I. GENERAL PROVISIONS

- A. The City of Norwood Young America is accepting quotes for professional facilitator services to facilitate a Strategic Planning Session with the City Council and management staff.
- B. Quotes submitted must provide complete information as indicated in this request. Deadline for submitting quote is **12:00 p.m., Wednesday, May 5, 2021.**
City of Norwood Young America
Attention: Steve Helget
P.O. Box 59
Norwood Young America, MN 55368
- C. Questions and inquiries regarding this request should be directed to:
Steve Helget
City Administrator
P.O. Box 59
Norwood Young America, MN 55368
(952) 467-1805
cityadmin@cityofnya.com

II. SCOPE OF STRATEGIC PLANNING SESSION

A. Strategic Planning Session Particulars

- The primary focus of the strategic planning session will be on future commercial/industrial development, and use of City funds for future improvement projects and establishing business incentive programs.
- The session is to be held before the end of May 2021 at a site to be determined by the City.

B. Define Commercial/Industrial Development Priorities

- Prioritize filling empty buildings and vacant lots *and/or* prioritizing types of business
- Prioritize filling current zoning districts *and/or* preparing for expansion of districts
- Prioritize following current zoning code *and/or* discussing amending code
- Prioritize current development rates/fees *and/or* researching incentives

C. Define Financial Objectives

- Determine minimum General Fund reserve balance (percentage of operating expenses)
- Determine acceptable uses of fund balance
 - Spenddown street reconstruction projects prior to bonding
 - Create commercial/industrial business incentive programs
 - Save for "rainy day" – what constitutes a rainy day?

D. Facilitation Outcomes

- Identify and define commercial/industrial development priorities
- Identify and define financial objectives
- Support an engaging and participatory discussion

E. Quote Basis

- Presume a work session of 4 to 6 hours
- Include cost of preparation, pre-session planning, facilitation and working with city administrator on follow-up as needed
- Prepare Work Plan Report based on session outcomes and provide to the City within 30 days following session

III. QUOTE

Quotes shall be provided as a whole dollar amount for the entire scope of strategic planning session on the attached form.

IV. DISCLAIMER

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

FACILITATOR'S QUOTE

Company name: _____

Contact Person: _____

Title: _____

Address: _____

Phone Number: _____

Quote: \$ _____

Signature: _____

Date: _____



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 26, 2021
SUBJECT: Schedule Public Hearing to amend Chapter 2, Parks & Recreation Commission Composition

Proposed is to consider amending Chapter 2 of the City Code pertaining to the composition of the Parks & Recreation Commission. Per Section 250.02, the Commission consists of seven members of which six are voting members. One member is ad hoc (non-voting) representing the School District.

Proposed is to consider adding one more voting position to Commission so there is an odd number for voting purposes. A public hearing is required to amend the City Code.

Recommended Motion:

Motion to schedule a public hearing for 6:00 p.m., May 10, 2021 for the purpose of considering an amendment to Chapter 2, Section 250.02 of the City Code.

Norwood Young America



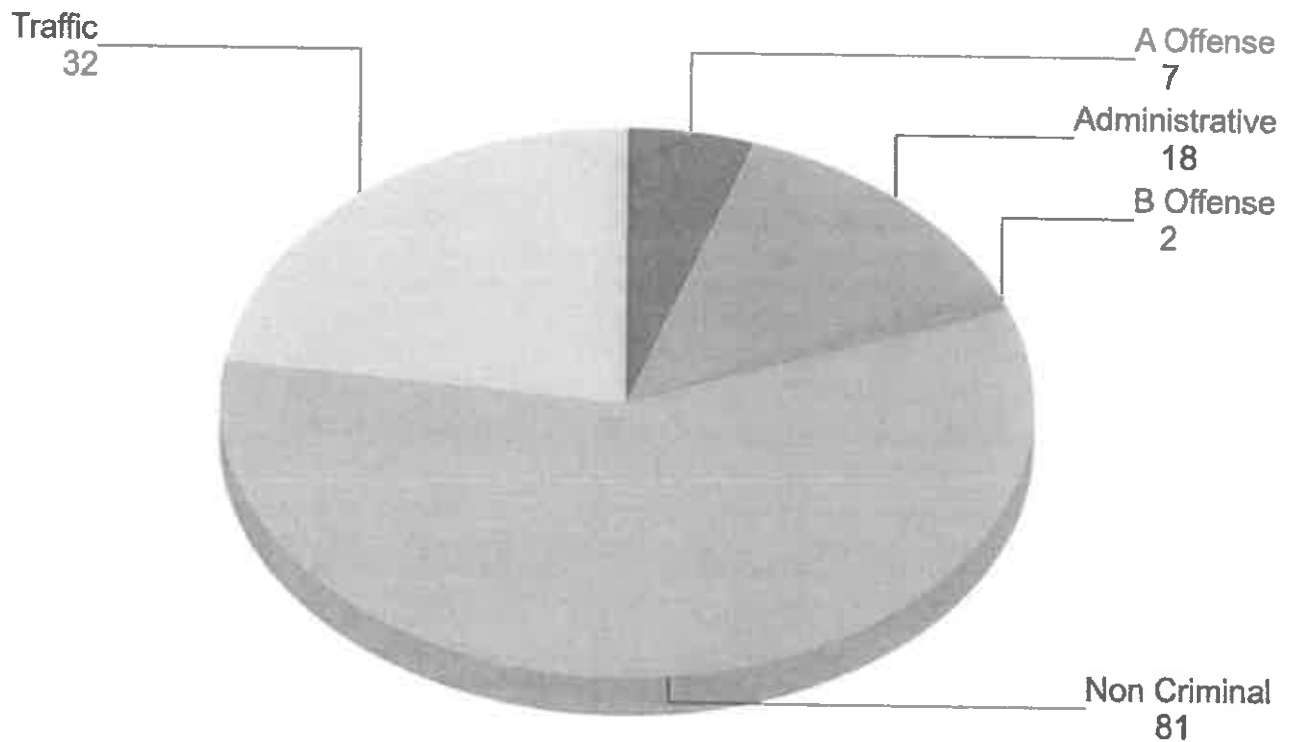
**City of Norwood
Young America**

March 2021



**Carver County Sheriff's Office
Monthly Calls for Service
From: 03/01/2021 To: 03/31/2021**

Norwood Young America City



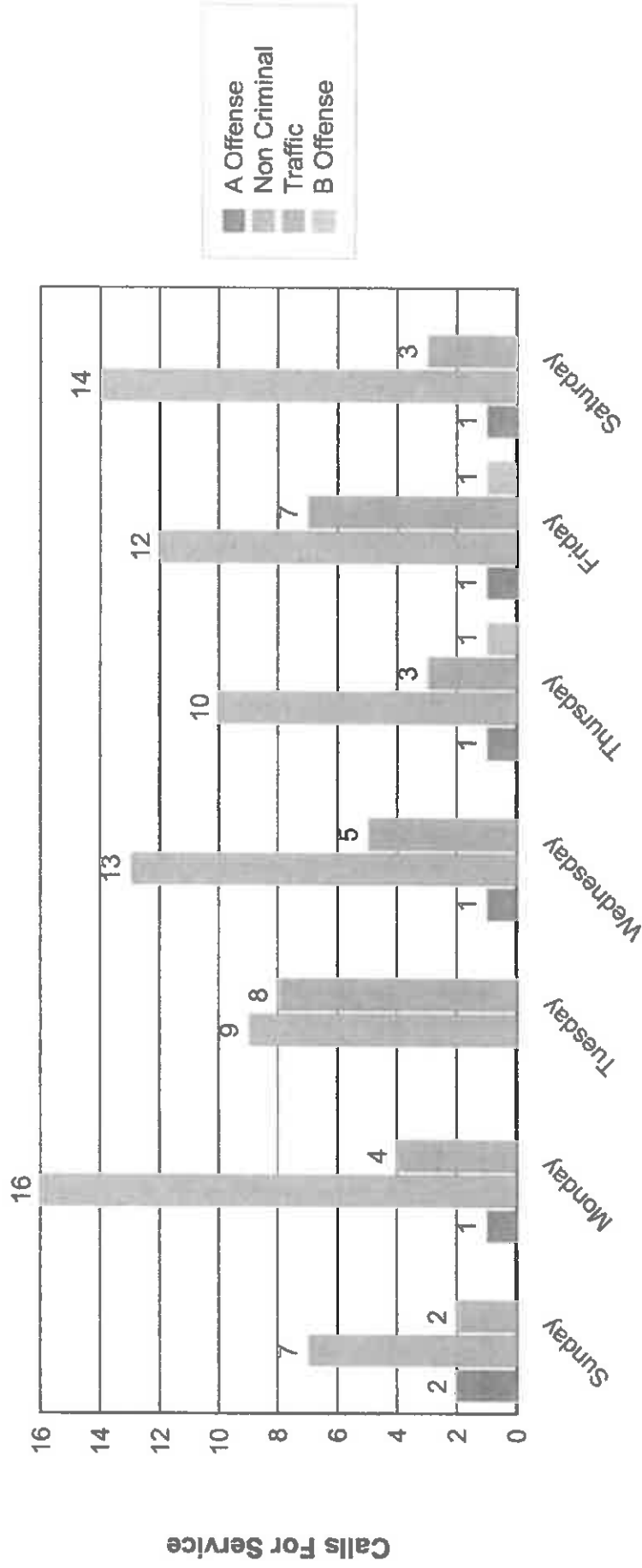
Total A Offense:	7
Total B Offense:	2
Total Non Criminal:	81
Total Traffic:	32
Total Administrative:	18

Total Norwood Young America City: 140



Carver County Sheriff's Office
Day of Week Analysis of Calls for Service
Patrol Activity
From: 03/01/2021 To: 03/31/2021

Norwood Young America City

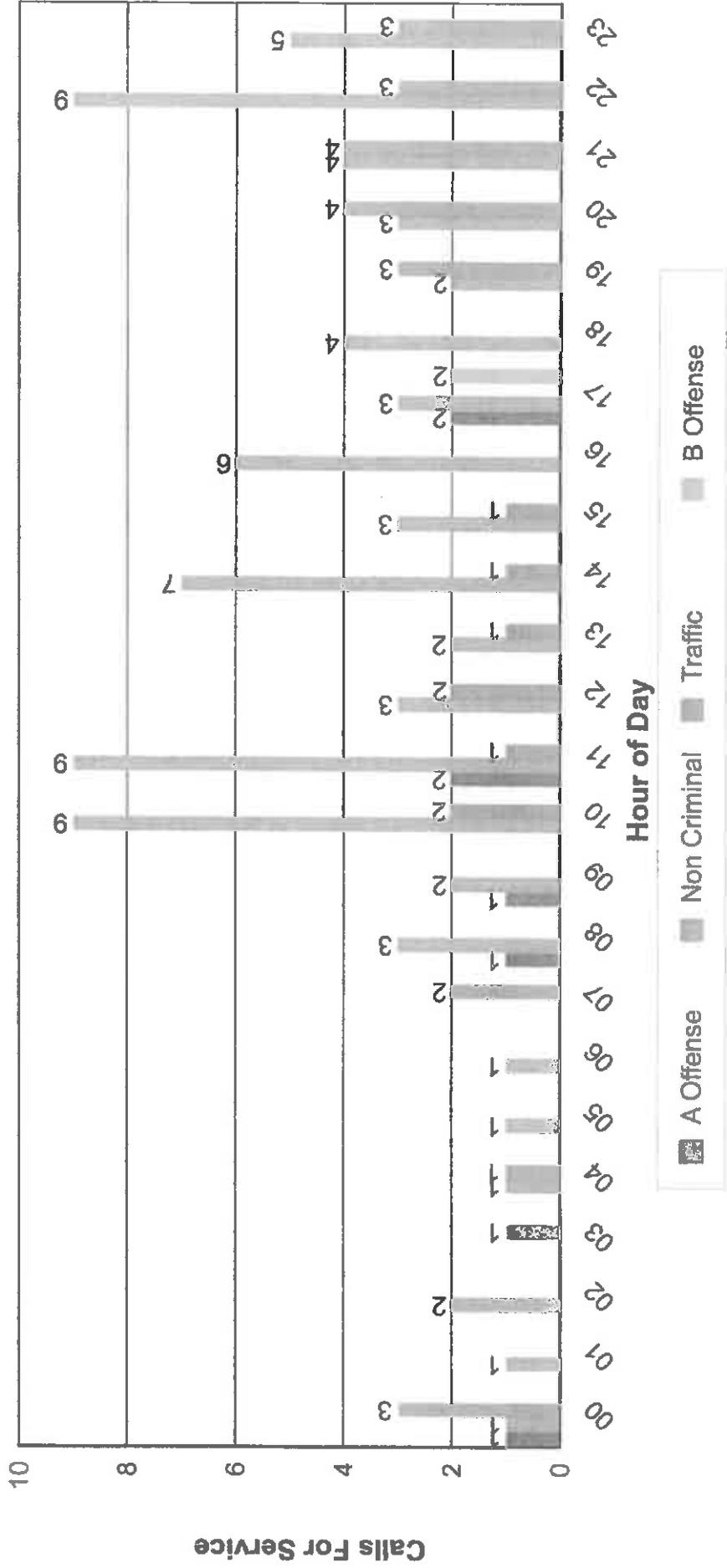


Total Norwood Young America City: 122



Carver County Sheriff's Office
 Hour of Day Analysis of Calls for Service
 Patrol Activity
 From: 03/01/2021 To: 03/31/2021

Norwood Young America City



Total Norwood Young America City: 122



Carver County Sherff's Office
Arrest Summary
For: Norwood Young America City
From: 03/01/2021 To: 03/31/2021

	Total Charges	Total Arrestees	Total Incidents
Norwood Young America City			
250 - Counterfeiting/Forgery	1	1	1
35A - Drug/Narcotic Violations	1	0	0
90D - Driving Under the Influence	1	1	1
999 - NIBRS Non-Reportable Offense	1	0	0
Totals for Norwood Young America	4	2	2



Carver County Sheriff's Office
Monthly Calls for Service
From: 03/01/2021 To: 03/31/2021

Norwood Young America City

Patrol

A Offense

Assault	2
Counterfeiting/Forgery	1
Drug Violation	1
Theft	2
Fraud	1

Total A Offense: 7

B Offense

Disorderly Conduct	1
Traffic - alcohol Rel	1

Total B Offense: 2

Non Criminal

Misc Non-criminal	17
Alarm	3
Domestic	2
Abuse/Neglect (Info Only)	3
Animal	2
Medical	25
Assist Other Agency	2
Fire Call	4
ATV	1
Suspicious Activity	14
Disturbance (Info Only)	8

Total Non Criminal: 81

Traffic

Traffic - Misc	5
Traffic Stop	23
Pd Accident	2
Driving Complaint	2

Total Traffic: 32

Total Patrol: 122

Administrative

Administrative

GunPermit-Acquire	7
GunPermit-CarryNew	11

Total Administrative: 18

Total Administrative: 18

Total Norwood Young America City: 140



**Carver County Sherff's Office
Traffic Citation Summary
From: 03/01/2021 To: 03/31/2021**

Norwood Young America City

DAS, DAR, DAC:	1
No Valid Mn DL:	1
Snowbird / Winter Parking:	6
Total Norwood Young America City:	8



**Carver County Sheriff's Office
Verbal Warnings
From: 03/01/2021 to 03/31/2021**

Norwood Young America City

Traffic Stop:	21
Grand Total Verbal Warnings:	21



TO: Honorable Mayor Lagergren and City Council Members
FROM: Steven Helget, City Administrator
DATE: April 26, 2021
SUBJECT: Work Session – Discuss Opening Prayer at City Council Meeting

At a recent City Council meeting, Council member Krueger requested consideration be given to doing an opening prayer prior to each City Council meeting. I have discussed this item with Jay Squires, City Attorney. Jay provided some information about a Supreme Court decision in 2014 that upheld a New York town's practice of opening meetings with a prayer given by clergy from local congregations. In that case, the Town policy opened up the prayer to all creeds, though practically all the local congregations were Christian.

Proposed is to consider and discuss the following:

1. Are we open to inclusive language in the prayer? (e.g., not heavenly Father)
2. Are we open to all belief systems participating? (e.g., agnostic, atheist, wiccan, Muslim, Christian, etc.)

If the Council is interested in pursuing an opening prayer prior to Council meetings, proposed is to direct the City Attorney to research this item further and provide a letter with his findings and considerations.

Norwood Young America



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

From: Cynthia Smith Strack, Consulting Planner

Date: April 26, 2021

Re: Work Session Discussion (no action): Future Land Use and Official Zoning Consistency

BACKGROUND

The 2040 Comprehensive Plan has been placed into effect. There are a few items on which discussion is suggested. The table below is for Commissioner information. Red text and highlights are potential discussion or action items. Following this table are suggested updates to "Intent" statements included in zoning districts. The updates will help clarify what zoning districts correspond to what planned future land use classifications. Updating the zoning code intent statements is an alternative to updating the Comprehensive Plan.

Future Land Use Class	Corresponding Zoning Class(es) according to Comp Plan text	Minimum Density (du/net ac)	Notes
Low Density Residential	R-1, R-2, & R-3 Districts	1 to 7 du/ac (lot size 6,000 sf to 1 ac)	New developments to meet minimum 3 du/ac
Medium Density Residential	R-2 and R-3 Districts	8-12 du/ac (twin homes, townhomes, small apartments, manufactured home parks)	Large areas guided toward MDR south and west of Tacoma Industrial Park. Land within City limits is zoned Transitional Ag at this time. This should be rezoned (Kloth Property). If City plan is to expand industrial park a MAJOR amendment to the comprehensive plan will be needed which will need to provide for alternate areas zoned for medium density residential.
High Density Residential	R-4 District and residential components in Downtown Mixed Use District	12-18 du/ac (traditional apartment buildings)	All areas guided to HDR are existing built-out
Commercial	RC-1 and C-2 districts	No minimum, maximum intensity regulated by lot size	Discourage rezoning current C-2 areas adjacent to Hwy 212 to

			RC-1 which allowed under planned land use classifications. We can do this by specifying in zoning district purpose/intent where zoning district is appropriate. See proposed updates following this table.
Downtown Mixed Uses	C-3 Downtown Districts	Intended to accommodate mixed commercial and residential uses in same building or lot	Appears adequate
Industrial	B-1 and I-1 Districts	No minimum, maximum intensity is regulated by lot size	Industrial areas, including Tacoma Industrial park could be rezoned to B-1 is city interested in this?
Mixed Use Comm/Indust	B-1 District	No minimum, maximum intensity is regulated by lot size	Lots abutting Industrial Blvd currently zoned B-1 must remain. NOTE if the lot south of 212 just west of Greenwood Marine site is annexed it should be zoned B-1.

PROPOSED ADJUSTMENTS TO ZONING DISTRICT INTENT STATEMENTS

1230.04 R-1 Low Density Single Family Residential District.

Subd. 1 Intent. The R-1, Low Density Single Family Residential District, is intended to provide and preserve areas within the City currently established or primarily designated for low-density residential development by the Comprehensive Plan. This District is suitable for areas planned for Low Density Residential Use in the Future Land Use Map as contained in the Comprehensive Plan.

1230.05 R-2 Medium Density Single Family Residential District.

Subd. 1 Intent. The R-2, Medium Density Single Family Residential District, is intended to provide and preserve areas within the City currently established for low-medium density residential development by the Comprehensive Plan at densities slightly higher than the R-1 District. This District is suitable for areas planned for Low Density Residential Use and Medium Density Residential Use in the Future Land Use Map as contained in the Comprehensive Plan.

1230.06 R-3 Medium Density Mixed Residential

Subd. 1 Intent. The R-3, Medium Density Mixed Residential District, is intended to preserve the residential areas established with the City's original plat and provide for a variety of housing types to be developed at densities slightly higher than the traditional single-family dwelling as guided by the Comprehensive Plan. This District is suitable for areas planned for Low Density Residential Use and Medium Density Residential Use in the Future Land Use Map as contained in the Comprehensive Plan.

1230.07 R-4 Multiple Family Residential District.

Subd. 1 Intent. The R-4, Multiple Family Residential District, is intended to provide for multifamily residential structures at a maximum net density of 18 dwelling units per acre on land guided for high density residential uses by the city comprehensive plan. **This District is suitable for areas planned for Medium Density Residential Use and High Density Residential Use in the Future Land Use Map as contained in the Comprehensive Plan.**

1230.08 RC-1 Residential/Neighborhood Commercial District

Subd. 1. Intent. The intent of the RC-1 District is to provide certain areas of the City for the development of specialty service and commercial focusing on neighborhood related business in areas where residential dwellings predominate. The District is intended to include primarily established residential areas where changing conditions have made certain commercial uses suitable and not incompatible with the basic residential character of the district. The district is also intended for certain residential areas which, by reason of proximity to existing commercial areas and major streets, would be suitable for limited office use. It is further the intention of this Section that the classification as RC-1 of an area will aid in the preservation and stabilization of property values. To this end, it is the intention that the conversion and alteration of existing residential structures or construction of new residential structures be compatible by means of landscaping, open space, and architectural treatment with neighboring residences and that new commercial buildings be compatible with the requirements set forth in Section 1245.02. **This District is suitable for areas planned for Mixed Commercial Use north of Railroad Street in the Future Land Use Map as contained in the Comprehensive Plan.**

1230.09 C-2 General Commercial District

Subd. 1 Intent. The C-2, General Commercial District is intended to recognize development opportunity and the need for commercial establishments fronting on or with direct access to major highways, a frontage road, or a major street intersecting a highway, serving area residents as well as vehicular traffic generated from the surrounding area. **This District is suitable for areas planned for pure Commercial Use in the Future Land Use Map as contained in the Comprehensive Plan.**

1230.10 C-3 Downtown Districts

Subd. 1 Intent. The C-3, Downtown Districts, which include the original Norwood downtown, known as "Downtown Business" and the original Young America downtown, known as "Community Uptown", is intended to serve as the specialized service, retail, employment, and public business district for the community. The specific intent of this district is:

- A. To be the focal point for specialty services and goods focusing on neighborhood service related businesses;
- B. To allow for mixed commercial and residential uses since the district offers convenient access to services.
- C. To promote pedestrian-friendly design and development and encourage gathering areas.

This District is suitable for areas planned for Downtown Mixed Use in the Future Land Use Map as contained in the Comprehensive Plan.

1230.11 B-1 Business Industrial District

Subd. 1 Intent. The B-1, Business Industrial District is intended to provide an area identified for light industrial and large-scale office-park development. **This District is suitable for areas planned for Mixed Use**

Commercial Industrial or Industrial Use in the Future Land Use Map as contained in the Comprehensive Plan.

1230.12 I-1 Light Industrial District

Subd. 1 Intent. The purpose of the I-1, Light Industrial District, is to create industrial areas within the City that will be acceptable and will not adversely affect adjacent business or residential neighborhoods. The overall character of the I-1 District is intended to have low-impact manufacturing/warehouse character. Industrial uses allowed within the District shall be either:

- A. Those whose operations are relatively free from objectionable influences; or
- B. Those whose objectionable features will be mitigated by design or appropriate devices.

This District is suitable for areas planned for Industrial Use in the Future Land Use Map as contained in the Comprehensive Plan.

ACTION

Discussion/direction.

Land Use Plan

The City of Norwood Young America contains a full range of land uses including residential, commercial, industrial and institutional uses with single-family residential being the dominant land use within the city. Planning for the location and density of future develop allows the city to adequately plan for the health, safety and welfare of current and future residents.

The Land Use Plan contains two components: text and a map. The text provides the policies, standards and principles to guide future land uses within the city and its planned growth areas. The Land Use Plan map illustrates the future growth areas through future land use designations for which the policies will apply. The city's existing orderly annexation boundary, as agreed upon with Carver County and Young America Township, was used to define a study area for the future land use plan (see Figure 12).

The 2040 future land use plan utilizes the existing land use patterns to plan for future develop in a manner that compliments existing uses and development patterns. This plan should be referred to on a regular basis as development is pursued throughout the city. It should be reviewed and updated as needed to reflect changes throughout Norwood Young America.

Future Land Use Categories

The future land use plan uses different land use categories to define growth areas in the city and its growth areas. This section describes the different future land use designations for the city and its growth areas. Ten land use categories have been identified to guide growth in Norwood Young America. Below, each land use designation category is described in detail, along with a description of the growth areas identified in Figure 12. It is recognized that not every parcel of land within each designation will be buildable due to wetlands, floodplains, soils, slopes and other natural site constraints.

Residential Categories













The three residential land use categories represent a majority of the areas where people live within Norwood Young America. These categories include residential development of many types, from single-family homes to multi-family apartments. Future growth of the residential land use categories provides the identified locations for housing growth through the community. The Low Density, Medium Density and High-Density categories provide for residential growth at different densities.

Low Density Residential

The Low Density Residential land use category provides the lowest density residential use within the future land use plan at 1 to 8 units per acre. This category allows for single family homes on a lot of approximately 6,000 square feet to 1 acre. A majority of the existing residential development within the City of Norwood Young America is classified as low density residential, including older single-family areas to the recently constructed Preserve development.

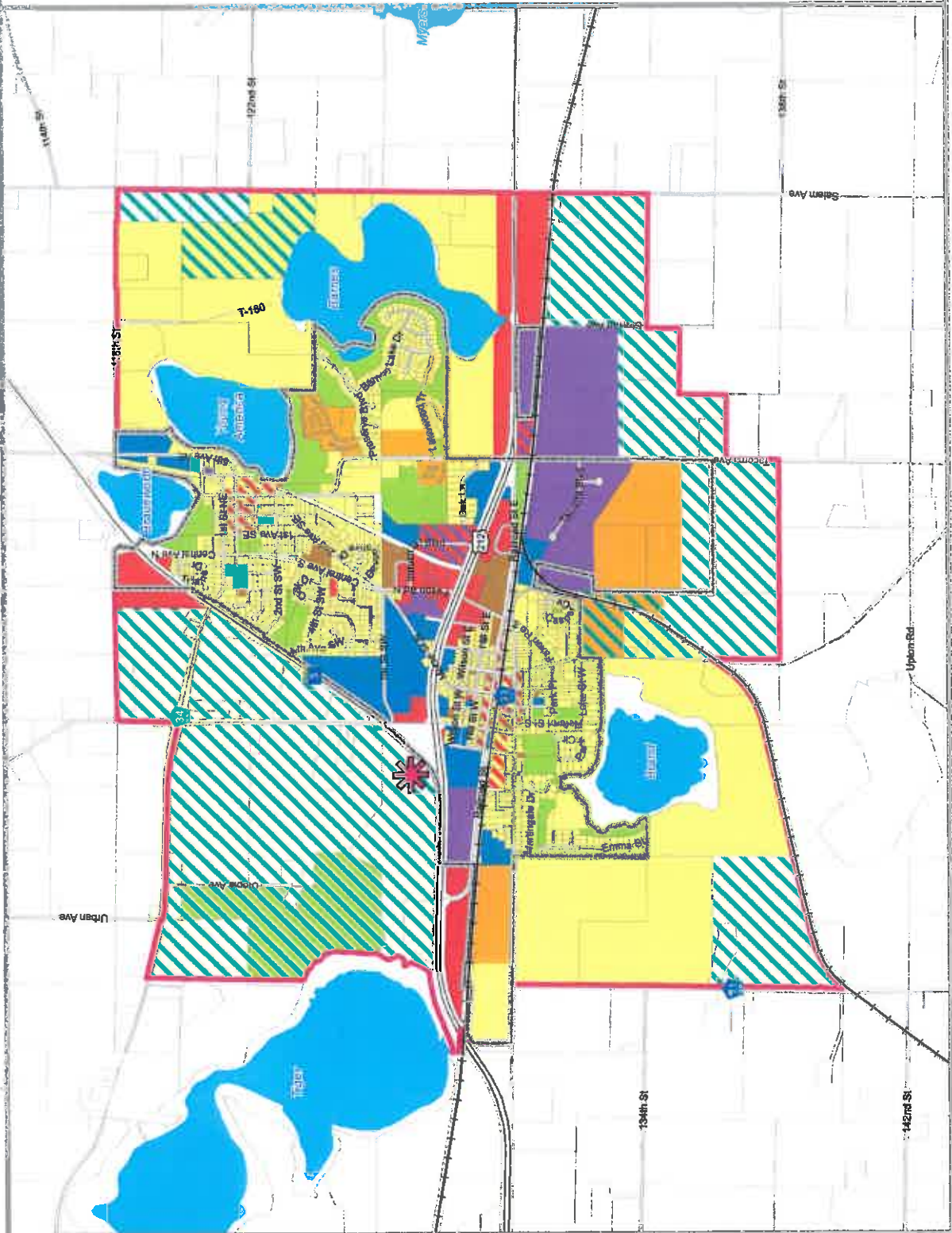
Norwood Young America

**Figure 12:
Future Land Use Plan**

- Future Land Use**
-  Commercial
 -  Downtown Mixed-Use - 12 to 18 units/acre
 -  Mixed-Use Commercial/Industrial
 -  Industrial
 -  Public/Institutional
 -  Parks and Open Space
 -  Low Density Residential - 1 to 8 units/acre
 -  Medium Density Residential - 8 to 12 units/acre
 -  High Density Residential - 12 to 18 units/acre
 -  Planning Reserve
 -  Municipal Boundary
 -  Ordery Annexation Boundary



The city should monitor the land uses at this location as the US TH 212, MN TH 5, and CSAH 33 intersection improvement project is pursued. The proximity to existing commercial uses and the US TH 212 corridor make this a prime location for future commercial growth.



CHAPTER 4 – LAND USE

Within these areas, it is anticipated that the predominant housing types will be single-family, including single-family detached housing. The existing city zoning districts appropriate for this land use category include R-1, R-2, and R-3. These districts currently accommodate a very wide range of housing types and densities. When designed to meet a lower density, twin home development within the R-2 and R-3 district would also meet the density range of the Low Density Residential category.



There are three primary areas identified for future growth within this land use category: 1) infill development, 2) the northeast quadrant, and 3) the southwest quadrant. Within the existing city limits, there are platted residential lots that have access to utilities that are currently vacant, including recently platted developments. All vacant parcels platted for residential use are identified in the future land use plan within this category. Additionally, future low density residential growth is guided for the northeast and southwest quadrants of the city. These two areas are located near existing residential growth which supports future development of a similar use. The location of existing utilities and transportation infrastructure stubbed into the areas makes it a prime area for development.

Medium Density Residential



The Medium Density residential category provides for an important mix of housing types within the community. The category supports residential developments at a density of 8 to 12 units per acre. Within these areas, it is anticipated that the predominate housing types will be twinhomes, townhomes, smaller scale apartments, manufactured home parks, and other multi-family development. The current requirements for twinhomes within the R-2 and R-3 districts would be accommodated within this land use category. The existing townhomes located along Serenity Circle provide an example of Medium Density Development. This category also accommodates

multi-family development on a smaller scale within the R-3 and R-4 zoning districts. For example, a 4-unit apartment building within either district meets the requirements of this district.

There are three areas identified for future Medium Density Residential development within the future land use plan. The location of the growth areas can provide a transition between lower and higher intensity uses, but also benefits from proximity to commercial and industrial development for access to services

CHAPTER 4 – LAND USE

and employment. The first area is located to the east of County Highway 34, south of the Preserve. Medium Density growth is also identified along CSAH 31 to the west of the southern downtown. The designation of Medium Density growth in this area provides for diversified housing options, within close proximity to the downtown and recreational areas near Brand Lake. The final growth area is located to the south of the existing industrial park. This location is in close proximity to future jobs within the industrial park and a few blocks away from downtown uses.

High Density Residential



The High Density Residential land use category also plays an important role in housing diversity throughout the community and provides for the highest residential density development types. Residential development within this category should provide housing at 12 to 18 units per acre. According to the current zoning ordinance, the R-4 zoning district is the only district that allows for this density through the construction of apartment and condominium units. Therefore, the primary development type within this category is apartments and group living quarters. However, other multi-

family and higher density developments, including mobile home parks, could be accommodated within this category. The existing Country Cove Apartments and The Harbor at Peace Village are examples of existing High Density Residential development.

Limited areas of future High Density Residential development have been identified within the future land use plan. The first area is located to the east of Central Avenue and promotes the infill development of a vacant parcel that is adjacent the Young America Apartments. The second area is located to the west of downtown and the City Hall along Elm Street. This area provides well for this type of development due to the close proximity of existing services and access to Highway 212 via Reform Street. As development and growth occurs within the community, the city should assess the needs for additional high density land uses to support the needs of the growing residents.

Planned Unit Developments

Planned Unit Developments (PUD) are a tool that has been used in Norwood Young America to promote neighborhoods with a variety of housing types and densities within a single development. PUDs should be considered as a method of achieving a mix of housing types and densities within a single development. A PUD is a zoning tool, and areas have not been defined within the future land use plan as future PUD areas. As development is pursued within any of the three residential land use categories, the use a PUD can be explored to promote diversity within housing types and densities.

Commercial Categories

Commercial land use designations are a vital component of the city's development fabric, representing places people go to work, shop and play. This category includes a mixture of all retail, sales, and service uses within the community. Additionally, the Downtown Mixed-Use category allows for the inclusion of residential units with commercial development.

CHAPTER 4 – LAND USE

Commercial



The Commercial land use category represents a majority of the general commercial development in Norwood Young America. This category includes typical retail and service-oriented uses, including highway-oriented businesses, limited office and service uses. There are two existing zoning districts

where commercial uses are primarily allowed are RC-1, Residential Neighborhood Commercial District and C-2, General Commercial District. The RC-1 district allows commercial that complement the surrounding residential uses within a neighborhood. The C-2 district allows a wide variety of commercial uses ranging from banks to hotels to restaurants. Commercial development can vary in size and intensity, dependent on the specific use. Future development in the commercial district shall abide by the city's requirements of a maximum 80 percent lot coverage for both the building footprint(s) and parking lot. The intensity of commercial development is anticipated to be an average of 40 percent of the lot area, using one-story structures.

The success of certain types of commercial development can be tied its visibility and access from major roadways. Much of the areas designated in the future land use plan for commercial development are located along the US TH 212 or MN TH 5 corridors. Development along these corridors are not likely to received direct access from either highway but will be visible to both residents and travelers through the community. Commercial growth is also shown in the core of the city through the infill of parcels that are currently vacant. The location of commercial land use along the highway corridors also places the development in gateways or entrances to the city. Therefore, the characteristics of this development play into the appearance and perception of the city for travelers moving through the city. Development standards for future development in these areas should be considered to promote the city's desired sense of place.

Transportation projects are being pursued near the intersection of US TH 212, MN TH 5 and CSAH 33 which could increase development potential in the area. As noted by the asterisk on Figure 11, the triangle parcel bordered by the three roadways is currently owned by MnDOT. The proposed transportation project would open this parcel for development with the removal of the MN TH 5 slip ramp. Should this project move forward, the city should identify this area for future commercial development due to its proximity to US TH 212 and existing commercial development.

CHAPTER 4 – LAND USE

Downtown Mixed-Use



The Downtown Mixed-Use land use category allows for a variety of land uses that contribute to a downtown or town center. Norwood Young America has two traditional “town center” areas that have been designated as Downtown Mixed-Use. This category was not included within the existing land use plan; however, areas currently defined as the town center and zoned C-3 have been designated as Downtown Mixed-Use in the future land use plan. This category is intended to mix commercial and residential uses together into one structure or area, and can serve as centers for retail,

civic/government, office, and service establishments. Allowing residential with commercial uses helps to establish the town center or downtown by bringing people to the area.

The mix of both commercial and residential uses provides variety to the area and can create gathering spaces within the community. Currently the mix of uses includes ground floor commercial and office uses and upper floor residential. It is intended that this current mix of uses will remain as redevelopment occurs. Future development should strive for a combination of 60 percent commercial and office development and 40 percent residential. The residential development within this Mixed-Use district should mimic that of the High Density Residential district with a density of 12 to 18 units per acre.

The Downtown Mixed-Use category should be used to create uses which are compatible with pedestrian movement and generate pedestrian activity in a compact, high-density environment. The two downtown mixed-use areas are characterized by a grid-like street pattern, alleys and sidewalks. This development pattern should be continued.

The types, size, scale and other development standards such as setbacks, off-street parking requirements, etc., are often different for a downtown or town center area than a highway oriented commercial area. The city should encourage and/or require the following design elements within this land use category:

- Buildings to be constructed at or near the right-of-way line to preserve and enhance the main street character of these areas
- Mixed use of buildings
- Smaller parking lots at the side or rear of buildings as a means to minimize hard surface coverage and reduce the visual impact of parking lots
- Shared parking
- Buildings and signage to be in character, size, scale and density with the historical nature of these areas
- Development that is tied into the overall downtown area, and not as a separate element

The current composition of these downtown areas welcomes both traditional town center access and auto-oriented and industrial uses. The current mixture of these development types plays into the character of the downtown area but should be monitored as future redevelopment opportunities are explored.

Thus, continued and controlled expansion within the Downtown Mixed-Use category should be encouraged, but the City should discourage existing commercial, institutional or residential uses to be

CHAPTER 4 – LAND USE

used, removed or replaced by industrial uses or additional auto-oriented uses. Existing auto-oriented and industrial uses may continue to operate within the downtown areas, but should they redevelop or expand, measures should be taken, where possible, to improve their appearance and compatibility with a downtown setting. Outdoor storage should not be increased, nor should they cause substantial noise, dust, odor or vibration.

The function of a downtown is more than just a place for retail and businesses; it often serves as the center of community activity and identity. As such, it provides a function different from that of shopping centers or modern highway commercial strips. The key to the continued viability of Norwood Young America's downtowns is to increase the activity in and around them. The downtowns will find it increasingly difficult to compete with the commercial areas along the highway, making their identification as a destination within the community a key to their future success. Norwood Young America should encourage visitor-oriented uses such as antique stores, restaurants, and small art or gallery spaces. Such activities draw pedestrians to the downtown, which bring life and activity. This, in turn, helps foster an active business climate. In addition, residential units and office space should be allowed to locate above storefronts, where possible.

Industrial Categories

The purpose of the Industrial categories is to provide centers for employment within the community that provide warehouse and manufacturing uses. There are two industrial land use categories within the future land use plan – Industrial and Mixed-Use Industrial/Commercial.

Industrial



The Industrial land use category includes both light and heavy uses. Light industrial uses include warehouse uses and less intensive manufacturing, and includes facilities where offices are a key element to the business or are free standing professional businesses and offices. They may also include limited retail and service uses in support of office uses and employees. Heavy industrial uses include manufacturing, warehousing, assembly, truck terminals, mining, quarries and other businesses that provide goods and services, but not directly to the public. Both types of industrial uses can produce heavier

truck volumes than commercial uses. The existing B-1 and I-I zoning districts align with the intent of this district.

Similar to the Commercial District, industrial development can vary in size and intensity, dependent on the specific use. Future development in the industrial district shall abide by the city's requirements of a maximum 80 percent lot coverage for both the building footprint(s) and parking lot. The intensity of industrial development is anticipated to be an average of 50 percent of the lot area, using one-story structures.

Industrial development can be associated with heavier truck volumes and the potential production of noise, smell or light pollution (as a result of manufacturing). Therefore, the location of future industrial development should be monitored to limit the impacts and potential conflicts with adjacent uses. Future industrial growth has been identified in the future land use plan within the existing industrial park. There

CHAPTER 4 – LAND USE

are current six vacant lots that should be the first locations for industrial development. Additional industrial growth has been identified to the east of the industrial park, south of the railroad tracks. Expansion in this area maintains the use of Tacoma Avenue for industrial traffic and places industrial uses near the active rail line.

Mixed-Use Commercial/Industrial



The Mixed-Use Commercial/Industrial category provides a land use district that combines the allowed uses of the Commercial and Industrial uses into one district. The district is intended to provide flexibility for both the city, property owners and developers in an area that can support both use types within one general area. Commercial uses suitable for this category include those less dependent on drive-by traffic,

and light industrial uses may be more appropriate within this district. The Mixed-Use Commercial/Industrial category has been identified in two locations on the future land use map. The first is located along Industrial Blvd in a developed area that includes development of this nature. The second location is in the southeast quadrant of Tacoma Ave and US TH 212. The mixed-use designation in this area provides flexibility for a future developer, due to its location between the industrial park and existing commercial uses. Though a combination of zoning districts accommodates the intended use of this land use district, the B-1, Business Industrial District, provides for a mixture of uses that is similar to those described within this category.

Other Land Use Categories

The purpose of the remaining districts is to identify other land uses that generally provide key services to residents and visitors and are typically developed and owned by a public entity.

Parks / Open Space Category



The Parks and Open Space category identifies existing municipal and other public parks and open spaces. This includes areas that are identified as a local park and includes other open spaces that should remain undeveloped. All uses of this district identify existing parks and open space uses. As development occurs the city should assess the needs for additional allocation of this use in cooperation with the findings of the Parks and Trails Chapter of this plan. One area within the Planning Reserve has been identified as Parks and Open Space within the future land use plan. This area was

recently purchased by Pheasants Forever, Inc. and donated to the Minnesota Department of Natural Resources for future recreational use.

This category not only identifies existing programmed park space but should also be used to identify areas of natural resource preservation. An example of the use of this district for preservation is the identification of the recently purchased area within the northwest quadrant of the city. As areas are encountered that the city wishes to preserve for recreational, environmental, or other purposes, this land use category should be used.

CHAPTER 4 – LAND USE

Public / Institutional



The Public/Institutional category is used to identify publicly owned properties that provide a service to a public. These can include government buildings, schools, and churches. Existing community facilities are designated as this category within the future land use plan; however, no future Public/Institutional uses are identified. As the city continues to grow and change, the needs for additional public and institutional uses should be analyzed. Existing community facilities should continue to be maintained and preserved at their current location. If a public facility or institution ceases to exist or moves from its present site, that site should be designated as the same use, or the

predominate land use, that surrounds it. For example, if a church surrounded by Low to Medium Density Residential relocates, the church property should either house a new church, or be designated for low-density residential development. In addition, new development should incorporate appropriate public/institutional uses as they are developed.

Planning Reserve

The Future Land Use Plan identifies desired future land uses many years into the future. Many of these areas are currently undeveloped, and some are outside the existing city limits. Prior to urban development, such areas should be protected against development patterns that may hinder their ultimate transition to the intended urban use. The Planning Reserve area identifies future growth areas for the City of Norwood Young America that are not currently needed to meet future population forecasts. However, these areas are located within the city's orderly annexation boundary, where growth should be closely monitored. At this time, agricultural and open space uses are the desired land uses within the Planning Reserve. Low intensity residential uses may be allowed within the area but should be developed in a manner that doesn't impact future growth.



Development in these areas must be minimized to limit impacts for future development. To comply with Minnesota State Law and the requirements of the Agricultural Preserves Program, residential development in this area should be limited to a maximum density of 1 unit per 40 acres. The current City zoning district appropriate for this designation is the T/A, Transition-Agricultural District. The current lot requirements for the district allow farmsteads of 1 unit per 40 acres. Additionally, single-family units are

CHAPTER 4 – LAND USE

allowed on a lot size of 2.5 acres; however, only one unit is allowed per quarter, quarter section (40 acres). All properties currently enrolled in the agricultural preserves program are included within the planning reserve category. This category is used on the future land use plan as both a primary land use and as an overlay district. When used as an overlay, there is a second future land use category defined for the parcel. The overlay is only used on parcels with an identified expiration date within the 2040 plan horizon, as shown on Figure 9. In these cases, the planning reserve category must guide development decision while the program is enrolled in the agricultural preserves program. When the property has exited the program, the underlying future land use categories should be used to inform development decisions. If the property owner decides to re-enroll in the program, the Planning Reserve overlay continues to apply.

Though the city has identified future land uses within the Orderly Annexation Boundary agreed upon by the city, county and township, the city should actively monitor development occurring along the gateways to the city and areas adjacent to the annexation boundary. Development in these areas has the potential to result in future conflicts for development.

Redevelopment

Some existing land uses are shown as a different use on the Future Land Use Plan map. These designations are intended to guide future change and redevelopment of those parcels and are not intended to mean that the existing use must cease immediately. For example, an existing residence in a predominantly commercial area may be shown on the Future Land Use Plan map as a commercial use. This does not mean that the people who live in the existing homes would have to immediately move, nor does it mean that owners of these properties could not sell to another person who wants to maintain the property for a residential home. Only when a change in use is proposed does this land use guidance take effect. If a residential unit in these areas is eliminated or substantially altered, the site should be developed with the future planned use, as indicated on the Future Land Use Plan map.