



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 July 26, 2021 meeting
 3. Approve Resolution 2103, Calling for a Public Hearing Regarding Land Conveyance and Associated Business Subsidy to YMI Properties, LLC
 4. Adjournment
-

CITY COUNCIL

1. Call City Council to Order
2. Approve Agenda
3. Introductions, Presentations, Proclamations, Awards, and Public Comment
(Individuals may address the City Council about any non-agenda item of concern. Speakers must state their name, address, and limit their remarks to three minutes. The City Council will not take official action on these items but may refer the matter to staff for a future report or direct that the matter be scheduled for a future meeting agenda.)
4. Consent Agenda
(NOTE TO THE PUBLIC: All those items listed as part of the Consent Agenda will be approved by a single motion, unless a request to discuss one of those items is made prior to that time. Anyone present at the meeting may request an item to be removed from the consent agenda. Please inform the Council when they approve the agenda for this meeting.)
 - 4.1 Approve minutes of August 9, 2021 meeting
 - 4.2 Approve payment of Claims
 - 4.3 Approve Kay Marie Diers resignation as part-time Custodian and move her to On-call Status
5. Public Hearing
6. Old Business
 - 6.1 Approve Resolution 2021- 20 ending the Emergency Executive Order
 - 6.2 Discuss Plan and Options for Staffing during Interim
7. New Business
 - 7.1 Discuss St John's Pavement Project Request
 - 7.2 Discuss DNR Water Conservation
 - 7.3 Approve Stiftungsfest Committee request for use of City Lot and Water for the Carnival
 - 7.4 Approve Resolution 2021-21. Calling for a Public Hearing Regarding Land Conveyance and Associated Business Subsidy to YMI Properties, LLC.
 - 7.5 Approve Resolution 2021-19, Conditional Use Permit to Allow Outdoor Storage & School Bus Warehouse
 - 7.6 Approve Ordinance No. 342, Ordinance Amending Section 1200.04 of the City Code Pertaining to Definition of Adult Bookstore, Adult Video Store, or Adult Store
 - 7.7 Approve RFQs for Compensation Study
 - 7.8 Approve submitting a letter of support to Central Schools regarding an indoor walking track
 - 7.9 Discuss the 2020 Census Report
 - 7.10 Update on The Harbor

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 June Report

UPCOMING MEETINGS / EVENTS

August 26-29 Stiftungsfest
September 7 Planning Commission – 6:00 p.m.
September 8 Economic Development Commission – 6:00 p.m.
September 13 Personnel Committee – 5:00 p.m.
September 13 City Council – 6:00 p.m.
September 15 Finance Committee – 3:00 p.m.
September 15 Parks and Recreation Commission – 4:45 p.m.
September 21 Senior Advisory Committee – 9:00 a.m.
September 27 Work Session, EDA, City Council – 6:00 p.m.

WORK SESSION

1. Call Meeting of City Council Work Session to Order
2. Approve Agenda
3. Discuss Sports Courts, Home Recreation Facilities, and Home Sports Facilities
4. Discuss ERU Comparisons
5. Adjournment



ECONOMIC DEVELOPMENT AUTHORITY MINUTES

July 26, 2021 – 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

ATTENDEES: Carol Lagergren, Craig Heher, Alan Krueger, Mike McPadden, Charlie Storms

STAFF: Angela Brumbaugh – City Clerk/Treasurer, Steve Helget – City Administrator, Karen Hallquist – Economic Development/Marketing Director, Tony Voigt – Public Services Director

OTHERS: John Fahey, Carver County Commissioner, Nick Anhult from Ehlers, and citizens Loren and Barb Stockmann, citizens Cindy Grewe and Wendy Grants, citizens Mike and Kelly Kimpling, , Aaron and Angie Beam of Greenwood Marina

1. Call Meeting of Economic Development Authority to Order
Meeting was called to order by Mayor Lagergren at 6:00 pm with all members present.
2. Approve Agenda
Motion: CS/CH to approve the agenda as submitted. Motion passed 5-0.
 - 2.1. Approve minutes of June 28, 2021 meeting
Motion: MM/CS to approve the minutes as submitted. Motion passed 5-0.
3. Adjournment
Motion: MM/CH to adjourn at 6:01pm. Motion passed 5-0.

Respectfully Submitted,

Angela Brumbaugh, City Clerk/Treasurer

Carol Lagergren, Mayor



TO: Norwood Young America Economic Development Authority
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: August 23, 2021
SUBJECT: Public Hearing Request for Resolution No. 2103 – Yeager Machine Land Purchase

Attached is Resolution No. 2103 Calling a Public Hearing Regarding Land Conveyance and Associated Business Subsidy to YMI Properties, LLC. This resolution is for the Economic Development Authority's consideration to start the process and authorize posting notice and preparing documentation for public hearings for the sale of land for a potential Yeager Machine expansion and the establishment of a TIF District to provide financing for that sale.

Said resolution does not approve any of the agreements, but merely provide for approval to set a date for the public hearings on September 27, 2021. It also provides that Ehlers and Kennedy and Graven will prepare the materials for presentation before the Economic Development Authority and Norwood Young America City Council at the September public hearings.

Recommended Motion:

Motion to authorize a posting notice and preparation of documentation for a public hearing on September 27, 2021, for the sale of land for a potential Yeager Machine expansion and the establishment of a TIF District to provide financing for that sale.

Norwood Young America

**NORWOOD YOUNG AMERICA ECONOMIC DEVELOPMENT AUTHORITY
CITY OF NORWOOD YOUNG AMERICA
CARVER COUNTY
STATE OF MINNESOTA**

RESOLUTION NO. 2103

**RESOLUTION CALLING A PUBLIC HEARING REGARDING LAND
CONVEYANCE AND ASSOCIATED BUSINESS SUBSIDY TO YMI
PROPERTIES, LLC**

BE IT RESOLVED, by the Board of Commissioners (the "Board") of the Norwood Young America Economic Development Authority (the "Authority") as follows:

WHEREAS, the City of Norwood Young America, Minnesota (the "City") and the Authority have received a request from YMI Properties, LLC, or an entity related thereto or an affiliate therefor (the "Developer") for financial assistance from the Authority in the form of a write-down of the cost of certain real property located in the City (the "Property"), to be conveyed by the City to the Authority and re-conveyed by the Authority to the Developer, in connection with Developer's proposal to construct an expansion of its manufacturing facility on the Property (the "Development"); and

WHEREAS, the amount of the proposed assistance would constitute a business subsidy under Minnesota Statutes, Sections 116J.993 to 116J.995 (the "Business Subsidy Act"); and

WHEREAS, pursuant to Minnesota Statutes, Sections 469.090 to 469.1081 (the "EDA Act") the Authority must hold a public hearing prior to any sale of Authority property, and pursuant to the Business Subsidy Act, the Authority must hold a public hearing prior to the grant of any business subsidy exceeding \$150,000; and

WHEREAS, the Board has determined to hold the required public hearings and consider the terms of the business subsidy and sale of real property requested by Developer.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Norwood Young America Economic Development Authority, that:

1. The Board directs staff and consultants to prepare a purchase and development contract (the "Contract") containing provisions for the conveyance of the Property to the Developer for the Development, including the terms of the proposed business subsidy, and to file a summary of the terms of such in City Hall prior to the date of the public hearing.
2. The Authority directs the Executive Director to arrange for the publication of a notice of public hearing in a newspaper of general circulation in the City, announcing public hearings before the Board on September 27, 2021 at approximately 6:00 p.m. at City Hall regarding the sale of the Property and the proposed business subsidy. The notice shall be published at least 10 days but not more than 20 days prior to the public hearings, and shall be in substantially the form attached to this resolution as Exhibit A. Published notice should be sufficiently conspicuous in size and placement to distinguish the notice from the surrounding text. The Authority will make the business subsidy information available in printed paper copies and, if possible, on the Internet.

3. The Executive Director is authorized and directed to take all other actions necessary to bring the Contract containing the business subsidy, agreement before the Board of Commissioners at the time of the public hearings.

Approved by the Board of Commissioners of the Norwood Young America Economic Development Authority on August 23, 2021.

President

ATTEST:

Executive Director

EXHIBIT A

NOTICE OF PUBLIC HEARING

Notice is hereby given that the Board of Commissioners of the Norwood Young America Economic Development Authority (the "Authority") will meet at approximately 6:00 p.m. on Monday, September 27, 2021 at City Hall, 310 Elm Street West, Norwood Young America, Minnesota, to conduct a public hearing regarding the following matters:

1. the proposed sale of certain property described as Lot 7, Block 2, Tacoma West Industrial Park, Carver County, Minnesota (the "Property"), currently owned by the City of Norwood Young America, Minnesota (the "City") and located in the City's industrial park, to YMI Properties, LLC, or an entity related thereto or an affiliate thereof (the "Developer"). The Authority intends to convey the Property to the Developer in furtherance of the Authority's goals for its Tacoma West Industrial Park Redevelopment Project. A copy of all documents relating to the proposed sale of land will be on file and available for inspection at City Hall during regular business hours.

2. a proposed business subsidy to be granted to the Developer pursuant to Minnesota Statutes, Sections 116J.993 through 116J.995 (the "Business Subsidy Act"). The proposed subsidy involves tax increment financing assistance in the form of a land write down to facilitate development on the Property by the Developer of an expansion to its manufacturing facility. Information about the proposed business subsidy, including a summary of the terms of the subsidy and a copy of the draft business subsidy agreement, is available for inspection at City Hall during regular business hours.

At the public hearing, the Board of Commissioners will meet to consider whether the sale is advisable. Any person wishing to express an opinion on the matters to be considered at the public hearing will be heard orally or in writing.

Any person with residence in the City, or the owner of taxable property in the City, may file a written complaint with the Authority if the Authority fails to comply with the Business Subsidy Act, and no action may be filed against the Authority for the failure to comply unless a written complaint is filed.

Dated: _____, 2021

/s/

Executive Director



CITY COUNCIL MINUTES

August 9, 2021– 6:00 PM

City Council Chambers

310 Elm Street West

Norwood Young America MN 55368

ATTENDEES: Carol Lagergren, Craig Heher, Alan Krueger, Mike McPadden, Charlie Storms

STAFF: Angela Brumbaugh – City Clerk/Treasurer, Karen Hallquist – Economic Development/Marketing Director, Tony Voigt – Public Services Director

OTHERS: Sandi Harms (Northside Grill), Diane Henning (Last Call), Buffy and Chloe Knopik (Girl Scouts Troop 16580), Jordan Voigt (Carver County Deputy), Gary Weiers (DDA)

1. **Call Meeting of City Council to Order**
Meeting was called to order by Mayor Lagergren at 6:00 pm with all members present.
2. **Approve Agenda**
Lagergren asked that Consent Agenda Item 4.3 move to 7.9 and the New Business items 7.9 and 7.10 be moved to 7.10 and 7.11.
Motion: CS/MM to approve the amended agenda as submitted. Motion passed 5-0.
3. **Introductions, Presentations, Proclamations, Awards, and Public Comment**
Deputy Voigt shared information from the Sheriff's Office on calls through June 30, 2021. He also shared information on potential risky behaviors in the community – namely leaving mail to be picked up from your mailbox with the red flag up (opportunity for washing checks and check forgery) as well leaving keys in cars in your driveway (opportunity for auto theft). Reminder that gun permits are only issued out of Chaska. McPadden asked about current practices by the Sheriff's Department on speeding or ignoring the stoplights on Highway 212. Voigt shared that when marked patrol are visible, there are no violations.
4. **Consent Agenda**
 - 4.1 Approve minutes of July 21, 2021 special meeting and July 26, 2021
 - 4.2 Approve Payment of Claims
 - 4.3 Approve Street Closure Request - Stiftungsfest
 - 4.4 Approve Last Call Outdoor Sale of Alcohol – Stiftungsfest
 - 4.5 Approve Gambling Permit for Raiders Touchdown Club
 - 4.6 Approve Termination of Lifeguards for the End of the Season*Motion: MM/CH to approve consent agenda as presented. Motion passed 5-0.*
5. **Public Hearings - None**
6. **Old Business**
 - 6.1. **Update on COVID**
Lagergren shared information from the County on Phase 3 re-opening protocols and the current CDC recommendation that all people – vaccinated or unvaccinated – wear masks indoors. She also shared that in Carver County 58.6% of citizens are vaccinated with pockets rates around 40%.
7. **New Business**
 - 7.1 **Approve hiring Mike McGuire with McGuire Consulting Services as an Interim City Administrator**
Lagergren shared highlights of the contract: \$100 per hour for up 16-24 hours per week to include standard federal and state tax withholdings and FICA and Medica deductions and to reimburse half of mileage to and from home. Lagergren shared that the City Attorney reviewed the contract and recommended consideration of the position as a part-time employee (withholdings allowed) or independent contract (no withholdings allowed). Discussion by Council regarding the current needs of the staff and the high cost of an Interim Administrator position.

Recommendation by Council to continue current staffing responsibilities and to research other options.

7.2 Approve materials for City Administrator Search Process

Weiers requested feedback on the Community Profile. Brumbaugh shared updates to the budgets listed. Lagergren requested that the information on the American Indians Baseball Team be removed under recreation. Lagergren also requested adding information about the Policy Deputy who is contracted through Carver County. McPadden requested that the addition of “deals well with conflict” under desired qualifications.

Weiers requested feedback on the current job description regarding minimum qualifications. His recommendation is to open opportunities for a larger candidate pool by limiting minimum qualifications to state: Bachelor’s degree in Public or Business Administration, Urban/Regional Studies, or related field and Five years of experience in municipal government or a related level of experience. Weiers also asked for feedback on the salary currently listed. He provided comparison data from other cities of similar size. Recommendation to move the maximum to \$105,000 recognizing that the candidate will typically not be offered the highest salary in the current range.

Finally, Weiers reviewed the current timeline with an interview date at or around October 21st. Lagergren asked about the interview process. Weiers shared that the process will be finalized when final candidates are chosen. *Motion: MM/CS to approve the City Administrator Position Profile and Job Description as provided by DDA and amended by Council as presented. Motion passed 5-0.*

7.3 Approve Small Cities Street Assistance Funds

Brumbaugh shared information on \$62,652 which was received through the Omnibus Transportation Bill to be Used for construction and maintenance of roads located within eligible cities and can include land acquisition, environmental analysis, design, engineering, construction, reconstruction and maintenance.

Motion: CS/CH to approve depositing the Small Cities Streets Assistance into the Street Maintenance Fund 498.

7.4 Approve Health Insurance for the fiscal year December 2021 – November 2022

Brumbaugh reviewed the comparison information between Health Partners, Preferred One, Medica, Blue Cross Blue Shield (BCBS) and Public Employees Insurance Plan (PEIP). Recommendation from Brumbaugh to remain with Health Partners for city staff.

Motion: CH/CS to approve Health Partners as the Cities Health Insurance Carrier for December 2021 through November 2022 year.

7.5. Approve the Tax Increment Financing (TIF) reports for calendar year ending 2020

Brumbaugh shared the TIF 2020 Year End Reports and Summary provided by Abdo, Eick and Meyers and reported to the State Auditors Office. Brumbaugh requested feedback on city staff reviewing negative balances in TIF funds and options to review options.

Motion: CS/MM to approve the Tax Increment Financing reports for calendar year ending 2020.

7.6 Discuss the American Recovery Plan (ARP) Funds

Storms shared information on the American Recovery Plan he received at the Carver County Leaders meeting on July 27th. Information included the monies that will be provided to address priority areas for an equitable economic recovery, including provisions that: prioritize equity, focus on economically distressed areas, support community empowerment, encourage strong labor practices, and spotlight evidence-based interventions. Monies must be expended by December 31, 2026.

7.7 Approve placement of a Little Library on City Property

Knopiks shared information on the Little Library created by the Girl Scouts for a Silver Award and asked for \ permission to place the Little Library in Legion Park. This was recommended by the Parks and Recreation Commission. The Girl Scouts will handle placement and ongoing maintenance of the Little Library.

Motion: CS/AK to enter an agreement and allow Girl Scout Troop 16580 to place a Little Library in Legion Park.

7.8 Approve Wastewater Treatment Plant Garage Roof Proposal

Voigt shared two quotes to repair the Wastewater Treatment Plant Garage Roof which has experienced leaks during recent rain events. Recommendation to hire Laray Roofing to replace the existing roof.

Motion: CH/AK to hire Laraway Roofing to replace the existing roof on the Wastewater Treatment Plan Garage Roof for the amount of \$33,140.

7.9 Approve Street Closure Request – MinnERod and Street Event

Hallquist shared the current plan by the Chamber of Commerce to fence the area around the MinnERod event with six foot flexible fencing and two entrances where IDs will be checked. Prior to the Bean Bag Tournament and Street Dance, the fence will be moved closer.

Motion: CL/MM to approve the NYA Area Chamber of Commerce Street closing request for Saturday, August 21, 2021 from 10am to 10pm.

7.10 Review Last Call Too Request for Outdoor Alcohol Sales at MinnERod

Discussion by the Council on allowing Outdoor Alcohol Sales within the fenced area of the MinnERod and Street Dance.

Motion: CL/MM to approve the sale of alcohol outside for the MinnERod event for Last Call for August 21, 2021.

7.11 Review Northside Grill Request for a Street Dance and Outdoor Alcohol Sales at MinnERod

Discussion by the Council on allowing Outdoor Alcohol Sales within the fenced area of the MinnERod and Street Dance.

Motion: MM/AK to approve a Street Dance after the MinneRod event and approve the sale of alcohol for Northside Grill for August 21, 2021.

8. Council Member and Mayor and Staff Reports

McPadden: no report

Heher: Planning Commission reviewed information on the CUP for outdoor storage for 4.0 Bus, Ordinance Updates on Adult Stores, recommendations regarding Sports Courts --- all will be addressed at an upcoming council meeting

Storms: no report

Krueger: information on upcoming Veterans Resiliency Summit

Lagergren: information to explore a partnership with Central Schools for a walking track as part of an upcoming facility expansion – recommendation to send to Senior Advisory and Park and Recreation Commission; upcoming meetings were shared.

9. Adjournment

Motion: MM/CS to adjourn at 7:35pm. Motion passed 5-0.

Respectfully Submitted,

Angela Brumbaugh, City Clerk/Treasurer

Carol Lagergren, Mayor



more than a place. it's home.

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

To Be Approved: August 23, 2021

Payroll EFT

Check # 506800 - 506828 \$ 32,215.38

Voided Checks

Check # 32188 \$ 591.34

Prepays

Check #

Claims Pending Payment

Check # 32191 - 32234 \$ 120,330.35

Wire Transfer

Cardmember e-check

Grand Total \$ 153,137.07

CITY OF NORWOOD YOUNG AMERICA

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***Check Detail Register©**

Batch: 08232021claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
10100 CHECKING					
32191	08/23/21	ABDO, EICK, & MEYERS			
E 101-41500-301		Auditing and Acct g Serv	\$2,900.00	447072	STATE AUDITOR
		Total	\$2,900.00		
32192	08/23/21	BANYON DATA SYSTEMS INC			
E 101-41400-437		Maintenance Contract	\$2,580.00	161880	ANNUAL SUPPORT
		Total	\$2,580.00		
32193	08/23/21	CARDMEMBER SERVICE			
E 101-41320-350		Print/Publishing/Postage	\$451.20		JULY NEWSLETTER
E 101-41400-430		Miscellaneous	\$179.00		BUSINESS MEMBERSHIP
E 101-41110-350		Print/Publishing/Postage	\$42.00		GOOGLE SUITE
E 101-41300-430		Miscellaneous	\$12.00		CLEAR CHECK
E 101-41940-223		Repair/Maintenance Bldg/	\$55.95		CHIMNEY CAP
E 101-45200-223		Repair/Maintenance Bldg/	\$1,025.99		BATTING CAGES AT SPORTS COMPLEX
E 101-43100-221		Repair/Maintenance Equip	\$25.79		PROPANE HOSE
E 101-43100-221		Repair/Maintenance Equip	\$83.98		LED TRAILER LIGHTS
E 101-43100-211		Personal Protection Equip	\$185.81		GLOVES
E 602-49450-211		Personal Protection Equip	\$433.55		GLOVES
E 101-49860-216		Chemicals and Chem Pro	\$46.63		REAGENT REFILL KIT
E 101-49860-216		Chemicals and Chem Pro	\$16.60		POOL TEST KIT
E 101-46500-207		Training Instructional	\$500.00		EDAM
E 101-49860-251		Concessions	\$188.33		
E 101-49860-251		Concessions	\$75.68		
E 101-49860-251		Concessions	\$49.44		
E 101-49860-210		Operating Supplies	\$3.00		
E 101-49860-251		Concessions	\$15.90		
E 101-49860-251		Concessions	\$57.05		
E 101-49860-251		Concessions	\$114.52		
E 101-49860-251		Concessions	\$60.34		
E 101-43100-221		Repair/Maintenance Equip	\$276.39		
E 101-42200-207		Training Instructional	\$940.00	2591	ANNUAL CONFERENCE
		Total	\$4,839.15		
32194	08/23/21	CARVER COUNTY RECORDER			
E 101-41320-350		Print/Publishing/Postage	\$46.00		ALL SAINTS SIGN
		Total	\$46.00		
32195	08/23/21	CENTERPOINT ENERGY			
E 101-41940-381		Electric Utilities	\$6,398.90		
E 101-42200-381		Electric Utilities	\$728.72		
E 101-42500-381		Electric Utilities	\$10.69		
E 101-43100-380		Street Lighting	\$5,470.42		
E 101-43100-381		Electric Utilities	\$441.43		
E 101-45200-381		Electric Utilities	\$1,214.69		
E 101-45500-381		Electric Utilities	\$3,540.80		
E 601-49400-381		Electric Utilities	\$649.03		
E 602-49450-381		Electric Utilities	\$6,894.17		
E 101-49860-381		Electric Utilities	\$1,725.37		

CITY OF NORWOOD YOUNG AMERICA

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Batch: 08232021claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$27,074.22		
32196	08/23/21	CENTRAL HYDRAULICS			
E 101-43100-221		Repair/Maintenance Equip	\$50.00	557743	SNOWPLOW CYL LEAK
Total			\$50.00		
32197	08/23/21	CITIZEN STATE BANK HSA ACCTS			
G 101-21718		HSA ACCOUNT	\$2,923.66		
Total			\$2,923.66		
32198	08/23/21	COMPASS MINERALS			
E 101-43100-224		Street Maint Materials	\$3,206.57	815823	WINTER SALT
E 101-43100-224		Street Maint Materials	\$1,613.40	816348	WINTER SALT
Total			\$4,819.97		
32199	08/23/21	CORE AND MAIN			
E 602-49450-210		Operating Supplies	\$940.00	P288287	TEST BALL, LIFT LINE
E 602-49450-210		Operating Supplies	\$376.45	P308708	POLY LIFT LINE
Total			\$1,316.45		
32200	08/23/21	DAVID BLEICHNER			
E 101-49015-314		Contracts Payments	\$800.00	151323	JULY CEMETERY MOWING
Total			\$800.00		
32201	08/23/21	DHOORE, PAUL			
E 601-49400-406		LICENSES	\$37.50		REIMBURSEMENT
E 602-49450-406		LICENSES	\$37.50		REIMBURSEMENT
Total			\$75.00		
32202	08/23/21	HART-TRUNKENBOLZ, TRACY			
E 101-45200-432		Refund	\$75.00		REFUND CLAY BULDG RENTAL
Total			\$75.00		
32203	08/23/21	HAWKINS INC			
E 101-49860-216		Chemicals and Chem Pro	\$678.82	4994653	CHEMICALS
Total			\$678.82		
32204	08/23/21	HEALTH PARTNERS			
G 101-21706		Hospitalization/Medical In	\$9,636.12		
Total			\$9,636.12		
32205	08/23/21	HOLTON ELECTRIC CONTRACTORS			
E 101-49860-223		Repair/Maintenance Bldg/	\$1,566.29	3536	POOL PUMP REPAIR
Total			\$1,566.29		
32206	08/23/21	K & D MAINTENANCE			
E 101-49015-310		Other Professional Servic	\$11,950.00	1155	MONUMENT RESTORATION
Total			\$11,950.00		
32207	08/23/21	KNIFE RIVER			
E 101-43100-223		Repair/Maintenance Bldg/	\$1,071.60	2275543	
E 101-43100-223		Repair/Maintenance Bldg/	\$357.56	2275551	

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***Check Detail Register©**

Batch: 08232021claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$1,429.16		
32208	08/23/21	LOFFLER - 131511			
E 101-41400-437		Maintenance Contract	\$1,441.78	3787934	COPIER RENT
Total			\$1,441.78		
32209	08/23/21	MARCO TECHNOLOGIES LLC			
E 101-41400-437		Maintenance Contract	\$154.00	INV9040761	CONTRACT RATE
Total			\$154.00		
32210	08/23/21	MAYER LUMBER CO.			
E 101-45200-223		Repair/Maintenance Bldg/	\$1,404.43		
E 101-45200-223		Repair/Maintenance Bldg/	\$215.54	204445	
E 101-45200-223		Repair/Maintenance Bldg/	\$46.90	204739	
E 101-45200-223		Repair/Maintenance Bldg/	\$83.84	204921	
Total			\$1,750.71		
32211	08/23/21	MID-COUNTY CO-OP OIL ASSN			
E 101-43100-212		Motor Fuels	\$342.76	62158	DYED DIESEL
E 101-45200-212		Motor Fuels	\$171.37	62158	DYED DIESEL
E 601-49400-212		Motor Fuels	\$171.37	62158	DYED DIESEL
E 602-49450-212		Motor Fuels	\$171.37	62158	DYED DIESEL
E 101-42200-212		Motor Fuels	\$144.42	62158	DYED DIESEL
Total			\$1,001.29		
32212	08/23/21	MINI BIFF			
E 101-45200-418		Other Rentals (Biffs)	\$244.80	A-125200	LEGION PARK
Total			\$244.80		
32213	08/23/21	MINNESOTA VALLEY TESTING LAB			
E 602-49450-217		Lab Fees	\$37.10	1101111	PHOSPHORUS
E 601-49400-217		Lab Fees	\$97.00	1101349	COLIFORM
E 602-49450-217		Lab Fees	\$37.10	1102404	PHOSPHORUS
Total			\$171.20		
32214	08/23/21	STAR Group, LLC			
E 101-43100-210		Operating Supplies	\$25.99	309402	TRANSFER GUN
E 101-43100-221		Repair/Maintenance Equip	\$41.29	310190	TURN SIGNAL SWITCH
E 101-43100-221		Repair/Maintenance Equip	\$21.61	310195	STOPLIGHT SWITCH
E 101-43100-221		Repair/Maintenance Equip	(\$41.29)	310483	SWITCH RETURNED
Total			\$47.60		
32215	08/23/21	NELSON ELECTRIC MOTOR REPAIR I			
E 602-49450-221		Repair/Maintenance Equip	\$1,841.50	1702	GRIT PUMP AT THE WWTP
E 602-49450-221		Repair/Maintenance Equip	\$405.00	1703	GRIT PUMP AT THE WWTP
Total			\$2,246.50		
32216	08/23/21	NORTH AMERICAN SAFETY INC			
E 101-45200-210		Operating Supplies	\$18.24	INV57846	CONSTRUCTION PAINT
E 101-43100-210		Operating Supplies	\$18.24	INV57846	CONSTRUCTION PAINT
E 601-49400-210		Operating Supplies	\$9.12	INV57846	CONSTRUCTION PAINT

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Batch: 08232021claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
E 101-42200-542		FD Equipment	\$334.00	INV59034	ROLL-UP W/ BLACK BORDER
		Total	\$379.60		
32217	08/23/21	NORTHWOODS BANK			
G 101-21718		HSA ACCOUNT	\$166.67		
		Total	\$166.67		
32218	08/23/21	NORWOOD YOUNG AMERICA TIMES			
E 101-41320-350		Print/Publishing/Postage	\$41.58	845612	MOLNAU CUP
E 101-41320-350		Print/Publishing/Postage	\$37.80	845613	ADULT BOOKSTORE
E 101-41320-350		Print/Publishing/Postage	\$41.58	847803	PETS ON ATHLETIC FIELDS
E 101-41320-350		Print/Publishing/Postage	\$41.58	847804	LAND USE HOTEL/MOTEL
E 101-41320-350		Print/Publishing/Postage	\$139.86	848828	TIF 2020
		Total	\$302.40		
32219	08/23/21	OLD NATIONAL BANK			
G 101-21718		HSA ACCOUNT	\$175.67		
		Total	\$175.67		
32220	08/23/21	OPTUM BANK			
G 101-21718		HSA ACCOUNT	\$465.34		
		Total	\$465.34		
32221	08/23/21	PEACE VILLA			
E 407-41960-455		Refunds/Reimbursements	\$32,560.91		TIF 1-5
		Total	\$32,560.91		
32222	08/23/21	RUPP, ANDERSON, SQUIRES, PA			
E 101-41500-304		Legal Fees	\$1,548.00	13293	ATTORNEY FEES
		Total	\$1,548.00		
32223	08/23/21	SAM'S TIRE SERVICE			
E 101-45200-221		Repair/Maintenance Equip	\$362.27	175416	NEW HOLLAND TRACTOR
		Total	\$362.27		
32224	08/23/21	SECURITY BANK & TRUST			
G 101-21718		HSA ACCOUNT	\$680.00		
		Total	\$680.00		
32225	08/23/21	R.E. SMITH OIL & TIRE CO., INC			
E 101-42200-212		Motor Fuels	\$67.62		FIRE DEPT FUEL
E 101-49800-212		Motor Fuels	\$232.95		
E 101-45200-212		Motor Fuels	\$88.34		
E 101-43100-212		Motor Fuels	\$84.13		
		Total	\$473.04		
32226	08/23/21	SMITH, MATT			
R 601-49400-36200		Miscellaneous Revenues	\$40.02		OVERPAYMENT OF FINAL UTILITY BILL
		Total	\$40.02		
32227	08/23/21	SOUTH POINT FINANCIAL			
G 101-21718		HSA ACCOUNT	\$333.33		

CITY OF NORWOOD YOUNG AMERICA

08/19/21 6:43 PM

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***Check Detail Register©**

Batch: 08232021claims

Check #	Check Date	Vendor Name	Amount	Invoice	Comment
Total			\$333.33		
32228	08/23/21	STREICH, MARK			
E 101-43100-406		LICENSES	\$146.99		REIMBURSEMENT
Total			\$146.99		
32229	08/23/21	TASC			
E 101-41400-437		Maintenance Contract	\$225.00	IN2069057	ADMIN FEES
Total			\$225.00		
32230	08/23/21	UNITED FARMERS CO-OP			
E 101-45200-223		Repair/Maintenance Bldg/	\$114.10		LP TANK AT GAZEBO
Total			\$114.10		
32231	08/23/21	UNUM LIFE INSURANCE CO			
G 101-21715		Life Ins	\$157.15		
Total			\$157.15		
32232	08/23/21	US POSTAL SERVICE			
E 601-49400-350		Print/Publishing/Postage	\$144.55		SEPTEMBER WATER USAGE
E 602-49450-350		Print/Publishing/Postage	\$144.54		SEPTEMBER WATER USAGE
E 603-49500-350		Print/Publishing/Postage	\$144.55		SEPTEMBER WATER USAGE
Total			\$433.64		
32233	08/23/21	UTILITY CONSULTANTS, INC.			
E 602-49450-217		Lab Fees	\$628.55	109563	CBOD/TSS TESTING
Total			\$628.55		
32234	08/23/21	WM MUELLER & SONS INC			
E 101-43100-224		Street Maint Materials	\$251.28	267643	3/8 FINE
E 101-43100-224		Street Maint Materials	\$512.64	268237	1/2 WEAR
E 101-45200-223		Repair/Maintenance Bldg/	\$220.18	268636	BINDER ROCK
E 101-43100-224		Street Maint Materials	\$335.85	268858	TAC OIL
Total			\$1,319.95		
10100 CHECKING			\$120,330.35		

Fund Summary

10100 CHECKING	
101 GENERAL FUND	\$74,529.47
407 TAX INCREMENT 1-5 PEACE VILLAG	\$32,560.91
601 WATER FUND	\$1,148.59
602 SEWER FUND	\$11,946.83
603 STORM WATER UTILITY	\$144.55
\$120,330.35	



TO: Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, City Clerk / Treasurer
DATE: August 23, 2021
RE: Resignation of Kay Marie Diers, Custodian

Attached is the letter of Resignation we received from Kay Marie Diers. She requested the opportunity to assist at Stiftungsfest which we appreciate the help. Although she had given us this letter months ago she was still willing to work which is why we had not asked for approval from the Council.

On August 19th, I did verify with Kay per a phone call that she still would like to be considered as an "on-call" employee and fill in if needed.

Kay Marie has been a part-time Custodian for the City since May 16th 2019. We appreciate the service she has given to the City for the past 2+ years.

We do have another Custodian who is willing to pick up Kay's hours plus we will be interviewing for another person to help out.

Suggested Motion:

Motion to accept the resignation of Kay Marie Diers as a Part-time Custodian and move her to on-call status, effective August 31, 2021.

City of Norwood - Young America, MN
310 Elm St. W.

Norwood - Young America, MN 55368

February 26, 2021

City Staff,

Requesting that I can be released from 10 hours a week Custodian position to being on - call for The City.

Due to family concerns who want more of my time and other family is coming into the area to visit us over the summer.

I would like to participate as a custodian at Stiftungsfest on the last weekend of August, if possible.

Sincerely,

Kay Marie Diers



Date: August 23, 2021

To: Members of the City Council

From: Carol Lagergren, Mayor

Re: Ending the State of Emergency

In March of 2020, the City Council enacted Resolution 2020-10 (Resolution Declaring a Local Emergency) to deal with the rapidly changing needs of the city due to the pandemic. This Resolution allowed the City Council to meet virtually and to potentially access reimbursement funds through FEMA.

Due to legislative changes enacted by Executive Order 21-21 which safely sunset COVID-19 public health restrictions and legislative action that allowed changes in the Open Meeting Law requirement (see attached Statute 13D - Open Meeting Law), the Council may retain the right to conduct meetings virtually without the Local Emergency.

Recommendation: Motion to approve Resolution 2021-20 A Resolution ending the Local Emergency of Resolution 2020-10.

Norwood Young America

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

RESOLUTION 2020 -10

RESOLUTION DECLARING A LOCAL EMERGENCY

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

WHEREAS, the city of Norwood Young America is experiencing the COVID-19 Pandemic; and

WHEREAS, the City of Norwood Young America finds that the Situation related to local efforts to support emergency declarations made by Governor Walz on March 13, 2020 and emergency order on March 15, 2020 is sudden and unforeseen and could not have been anticipated; and

WHEREAS, response and support to affected individuals, communities, medical systems, businesses and government has caused significant impact to the city as a whole.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Norwood Young America, Carver County, Minnesota, hereby declares a Local Emergency for the city of Norwood Young America in response to the conditions resulting from the COVID-19 Pandemic.

Adopted by the City Council this 18th day of March 2020.

ATTEST:

I, Mayor Carol Lagergren, for the City of Norwood Young America, hereby attest that the foregoing resolution was duly adopted by the City Council on the 18th day of March 2020.

Carol Lagergren, Mayor

Attest:

Steven Helget, City Administrator

CHAPTER 13D

OPEN MEETING LAW

13D.01	MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.	13D.04	NOTICE OF MEETINGS.
13D.015	MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS.	13D.05	MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.
13D.02	MEETINGS CONDUCTED BY INTERACTIVE TV; CONDITIONS.	13D.06	CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.
13D.021	MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS; CONDITIONS.	13D.065	USE OF SOCIAL MEDIA.
13D.03	CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.	13D.07	CITATION.
		13D.08	OPEN MEETING LAW CODED ELSEWHERE.

13D.01 MEETINGS MUST BE OPEN TO THE PUBLIC; EXCEPTIONS.

Subdivision 1. **In executive branch, local government.** All meetings, including executive sessions, must be open to the public

(a) of a state

(1) agency,

(2) board,

(3) commission, or

(4) department,

when required or permitted by law to transact public business in a meeting;

(b) of the governing body of a

(1) school district however organized,

(2) unorganized territory,

(3) county,

(4) statutory or home rule charter city,

(5) town, or

(6) other public body;

(c) of any

(1) committee,

(2) subcommittee,

(3) board,

(4) department, or

(5) commission,

13D.015 MEETINGS BY TELEPHONE OR OTHER ELECTRONIC MEANS.

Subdivision 1. **Application.** This section applies to:

(1) a state agency, board, commission, or department, and a statewide public pension plan defined in section 356A.01, subdivision 24; and

(2) a committee, subcommittee, board, department, or commission of an entity listed in clause (1).

Subd. 2. **Conditions.** An entity listed in subdivision 1 may conduct a meeting governed by this section and section 13D.01, subdivisions 1, 2, 4, and 5, by telephone or other electronic means so long as the following conditions are met:

(1) all members of the entity participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(2) members of the public present at the regular meeting location of the entity can hear all discussion and all votes of members of the entity and participate in testimony;

(3) at least one member of the entity is physically present at the regular meeting location; and

(4) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 3. **Quorum; participation.** Each member of the entity participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 4. **Monitoring from remote site; costs.** If telephone or another electronic means is used to conduct a meeting, the entity, to the extent practical, shall allow a person to monitor the meeting electronically from a remote location. The entity may require the person making a connection to pay for documented marginal costs that the entity incurs as a result of the additional connection.

Subd. 5. **Notice.** If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the entity shall provide notice of the regular meeting location, of the fact that some members may participate by electronic means, and of the provisions of subdivision 4. The timing and method of providing notice is governed by section 13D.04. In addition, the entity must post the notice on its website at least ten days before any regular meeting as defined in section 13D.04, subdivision 1.

History: 2009 c 80 s 1; 2012 c 290 s 63

13D.02 MEETINGS CONDUCTED BY INTERACTIVE TV; CONDITIONS.

Subdivision 1. **Conditions.** (a) A meeting governed by section 13D.01, subdivisions 1, 2, 4, and 5, and this section may be conducted by interactive television so long as:

(1) all members of the body participating in the meeting, wherever their physical location, can hear and see one another and can hear and see all discussion and testimony presented at any location at which at least one member is present;

(2) members of the public present at the regular meeting location of the body can hear and see all discussion and testimony and all votes of members of the body;

(3) at least one member of the body is physically present at the regular meeting location;

(2) all members of the body participating in the meeting, wherever their physical location, can hear one another and can hear all discussion and testimony;

(3) members of the public present at the regular meeting location of the body can hear all discussion and testimony and all votes of the members of the body, unless attendance at the regular meeting location is not feasible due to the health pandemic or emergency declaration;

(4) at least one member of the body, chief legal counsel, or chief administrative officer is physically present at the regular meeting location, unless unfeasible due to the health pandemic or emergency declaration; and

(5) all votes are conducted by roll call, so each member's vote on each issue can be identified and recorded.

Subd. 2. Members are present for quorum, participation. Each member of the body participating in a meeting by telephone or other electronic means is considered present at the meeting for purposes of determining a quorum and participating in all proceedings.

Subd. 3. Monitoring from remote site; costs. If telephone or another electronic means is used to conduct a meeting, to the extent practical, the body shall allow a person to monitor the meeting electronically from a remote location. The body may require the person making a connection to pay for the documented additional cost that the body incurs as a result of the additional connection.

Subd. 4. Notice of regular and all member sites. If telephone or another electronic means is used to conduct a regular, special, or emergency meeting, the public body shall provide notice of the regular meeting location, of the fact that some members may participate by telephone or other electronic means, and of the provisions of subdivision 3. The timing and method of providing notice is governed by section 13D.04 of the Open Meeting Law.

History: 2007 c 110 s 1

13D.03 CLOSED MEETINGS FOR LABOR NEGOTIATIONS STRATEGY.

Subdivision 1. Procedure. (a) Section 13D.01, subdivisions 1, 2, 4, 5, and section 13D.02 do not apply to a meeting held pursuant to the procedure in this section.

(b) The governing body of a public employer may by a majority vote in a public meeting decide to hold a closed meeting to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

(c) The time of commencement and place of the closed meeting shall be announced at the public meeting.

(d) A written roll of members and all other persons present at the closed meeting shall be made available to the public after the closed meeting.

Subd. 2. Meeting must be recorded. (a) The proceedings of a closed meeting to discuss negotiation strategies shall be tape-recorded at the expense of the governing body.

(b) The recording shall be preserved for two years after the contract is signed and shall be made available to the public after all labor contracts are signed by the governing body for the current budget period.

Subd. 3. If violation claimed. (a) If an action is brought claiming that public business other than discussions of labor negotiation strategies or developments or discussion and review of labor negotiation

(c) Notice shall be provided to each news medium which has filed a written request for notice as soon as reasonably practicable after notice has been given to the members.

(d) Notice shall include the subject of the meeting. Posted or published notice of an emergency meeting is not required.

(e) An "emergency" meeting is a special meeting called because of circumstances that, in the judgment of the public body, require immediate consideration by the public body.

(f) If matters not directly related to the emergency are discussed or acted upon at an emergency meeting, the minutes of the meeting shall include a specific description of the matters.

(g) The notice requirement of this subdivision supersedes any other statutory notice requirement for a special meeting that is an emergency meeting.

Subd. 4. Recessed or continued meetings. (a) If a meeting is a recessed or continued session of a previous meeting, and the time and place of the meeting was established during the previous meeting and recorded in the minutes of that meeting, then no further published or mailed notice is necessary.

(b) For purposes of this subdivision, the term "meeting" includes a public hearing conducted pursuant to chapter 429 or any other law or charter provision requiring a public hearing by a public body.

Subd. 5. Closed meetings. The notice requirements of this section apply to closed meetings.

Subd. 6. State agencies. For a meeting of an agency, board, commission, or department of the state required or permitted by law to transact public business in a meeting:

(1) the notice requirements of this section apply only if a statute governing meetings of the agency, board, or commission does not contain specific reference to the method of providing notice;

(2) all provisions of this section relating to publication are satisfied by publication in the State Register or posting on the website of the agency, board, commission, or department; and

(3) a schedule of the regular meetings shall be kept on file at the primary offices or posted on the website of the agency, board, commission, or department.

Subd. 7. Actual notice. If a person receives actual notice of a meeting of a public body at least 24 hours before the meeting, all notice requirements of this section are satisfied with respect to that person, regardless of the method of receipt of notice.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 2014 c 274 s 1

13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.

Subdivision 1. General principles. (a) Except as provided in this chapter, meetings may not be closed to discuss data that are not public data.

(b) Data that are not public data may be discussed at a meeting subject to this chapter without liability or penalty, if the disclosure relates to a matter within the scope of the public body's authority and is reasonably necessary to conduct the business or agenda item before the public body.

than discussions allowed under this paragraph was transacted at a closed meeting held under this paragraph during the time when the tape is not available to the public, section 13D.03, subdivision 3, applies.

An agreement reached that is based on an offer considered at a closed meeting is contingent on approval of the public body at an open meeting. The actual purchase or sale must be approved at an open meeting after the notice period required by statute or the governing body's internal procedures, and the purchase price or sale price is public data.

(d) Meetings may be closed to receive security briefings and reports, to discuss issues related to security systems, to discuss emergency response procedures and to discuss security deficiencies in or recommendations regarding public services, infrastructure and facilities, if disclosure of the information discussed would pose a danger to public safety or compromise security procedures or responses. Financial issues related to security matters must be discussed and all related financial decisions must be made at an open meeting. Before closing a meeting under this paragraph, the public body, in describing the subject to be discussed, must refer to the facilities, systems, procedures, services, or infrastructures to be considered during the closed meeting. A closed meeting must be tape recorded at the expense of the governing body, and the recording must be preserved for at least four years.

History: 1957 c 773 s 1; 1967 c 462 s 1; 1973 c 123 art 5 s 7; 1973 c 654 s 15; 1973 c 680 s 1,3; 1975 c 271 s 6; 1981 c 174 s 1; 1983 c 137 s 1; 1983 c 274 s 18; 1984 c 462 s 27; 1987 c 313 s 1; 1990 c 550 s 2,3; 1991 c 292 art 8 s 12; 1991 c 319 s 22; 1994 c 618 art 1 s 39; 1997 c 154 s 2; 1999 c 227 s 22; 2002 c 379 art 1 s 5; 2004 c 276 s 1; 2004 c 290 s 18; 2007 c 110 s 2; 2007 c 147 art 10 s 15; 2008 c 335 s 1; 2010 c 365 art 1 s 8

13D.06 CIVIL FINES; FORFEITURE OF OFFICE; OTHER REMEDIES.

Subdivision 1. **Personal liability for \$300 fine.** Any person who intentionally violates this chapter shall be subject to personal liability in the form of a civil penalty in an amount not to exceed \$300 for a single occurrence, which may not be paid by the public body.

Subd. 2. **Who may bring action; where.** An action to enforce the penalty in subdivision 1 may be brought by any person in any court of competent jurisdiction where the administrative office of the governing body is located.

Subd. 3. **Forfeit office if three violations.** (a) If a person has been found to have intentionally violated this chapter in three or more actions brought under this chapter involving the same governing body, such person shall forfeit any further right to serve on such governing body or in any other capacity with such public body for a period of time equal to the term of office such person was then serving.

(b) The court determining the merits of any action in connection with any alleged third violation shall receive competent, relevant evidence in connection therewith and, upon finding as to the occurrence of a separate third violation, unrelated to the previous violations, issue its order declaring the position vacant and notify the appointing authority or clerk of the governing body.

(c) As soon as practicable thereafter the appointing authority or the governing body shall fill the position as in the case of any other vacancy.

Subd. 4. **Costs; attorney fees; requirements; limits.** (a) In addition to other remedies, the court may award reasonable costs, disbursements, and reasonable attorney fees of up to \$13,000 to any party in an action under this chapter.

Subd. 6. **Self-insurers' security fund.** Meetings of the self-insurers' security fund and its board of trustees are governed by section 79A.16.

Subd. 7. **Commercial self-insurance group security fund.** Meetings of the commercial self-insurance group security fund are governed by section 79A.28.

Subd. 8. **Lessard-Sams Outdoor Heritage Council.** Certain meetings of the Lessard-Sams Outdoor Heritage Council are governed by section 97A.056, subdivision 5.

Subd. 9. **Enterprise Minnesota, Inc.** Certain meetings of the board of directors of Enterprise Minnesota, Inc. are governed by section 116O.03.

Subd. 10. **Minnesota Business Finance, Inc.** Certain meetings of Minnesota Business Finance, Inc. are governed by section 116S.02.

Subd. 11. **Northern Technology Initiative, Inc.** Certain meetings of Northern Technology Initiative, Inc. are governed by section 116T.02.

Subd. 12. **Agricultural Utilization Research Institute.** Certain meetings of the Agricultural Utilization Research Institute are governed by section 116V.01, subdivision 10.

Subd. 13. **Hospital authorities.** Certain meetings of hospitals established under section 144.581 are governed by section 144.581, subdivisions 4 and 5.

Subd. 14. **Advisory Council on Workers' Compensation.** Certain meetings of the Advisory Council on Workers' Compensation are governed by section 175.007, subdivision 3.

Subd. 15. **Electric cooperatives.** Meetings of a board of directors of an electric cooperative that has more than 50,000 members are governed by section 308A.327.

Subd. 16. **Town boards.** Certain meetings of town boards are governed by section 366.01, subdivision 11.

Subd. 17. **Hennepin County Medical Center and HMO.** Certain meetings of the Hennepin County Board on behalf of the HMO or Hennepin Healthcare System, Inc. are governed by section 383B.217.

Subd. 18. **Hennepin Healthcare System, Inc.** Certain meetings of the Hennepin Healthcare System, Inc. are governed by section 383B.917.

Subd. 19. **Real Estate Appraisal Advisory Board.** Certain meetings of the Real Estate Appraisal Advisory Board are governed by section 82B.073, subdivision 5.

History: 2012 c 290 s 64; 2013 c 9 s 2; 2013 c 108 art 1 s 67; 2018 c 173 s 1



Date: August 23, 2021

To: Members of the City Council

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

Re: Staffing during Interim

On Tuesday, August 17th, the management team met to discuss staffing options for the remainder of this interim period. Two options were discussed:

- **Option 1: City Clerk handles Interim Administrator responsibilities and a Part-time (up to 20 hours per week) Office Assistant is hired through December 2021**

The current system would remain in effect (see attached memo from August 9, 2021) with the additional hiring of an Office Assistant to handle the following responsibilities - front desk receptionist (walk-ins and phones), mail pick-up and delivery, cash/check deposits, over-the counter permits, rental property scheduling and key distribution, invoicing support, material copying and office supply orders. This is the preferred option of management staff.

Estimated cost (18 weeks x 20 hours/week x \$15-\$16/hour) - \$5,500

- **Option 2: Hire Interim Administrator (up to 20 hours per week through November 2021)**

The Interim Administrator would take over the responsibilities typically handled by the City Administrator. Staff expressed concerns about the time required to provide background information to the City Administrator on current issues and the short-term nature of the interim period.

Estimated cost (14 weeks x 20 hours/week x \$100/hour) - \$28,000

Recommendation: Motion to approve ...

- **Naming the City Clerk as the individual responsible for Interim Administrator responsibilities and hiring a Part-Time Office Assistant at 20 hours per week through December 2021.**
- **Hiring an Interim Administrator at 20 hours per week through November 2021 or until a new City Administrator is hired, whichever comes first**

Norwood Young America



Date: August 9, 2021
 To: Members of the City Council
 From: Carol Lagergren, Mayor and Angela Brumbaugh, City Clerk/Treasurer
 Re: Division of Responsibilities during Interim

As stated at the last Council Meeting, staff met on Tuesday, July 27th to divide up the City Administrator responsibilities during this interim period. The newly assigned and/or defined responsibilities are highlighted in red and are listed below:

<p>Angela Brumbaugh (City Clerk/Treasurer)</p> <ul style="list-style-type: none"> ● Serves as city clerk <ul style="list-style-type: none"> ○ City council agenda ○ Check emails ○ Check phone messages ○ Weekly updates to Council ● Serves as city treasurer <ul style="list-style-type: none"> ○ Preliminary Budget ○ Finance Cmte agenda ○ Coding Claims ○ Policing Contract ● Serves as human resource coordinator <ul style="list-style-type: none"> ○ City Bus coordination ○ Bi-monthly meetings with PW 	<p>Tony Voigt (Public Service Director)</p> <ul style="list-style-type: none"> ● Supervise public service leads ● Supervise staff ● Manage public service budget ● Monitor city plans/reports ● Monitor city properties <ul style="list-style-type: none"> ○ Supervise Mau restoration ○ Supervise trail lighting ○ Supervise Wilson Street ○ Supervise bandshell ○ Monitor Oak Lane ○ Monitor 2nd Ave (Phase 1) ○ Plan for 2nd Ave (Phase 2)
<p>Karen Hallquist (Econ Dev/Marketing)</p> <ul style="list-style-type: none"> ● Serve as contact for new businesses <ul style="list-style-type: none"> ○ Reach out to developers ● Serve as contact for existing businesses ● Serve as marketing director ● Staff liaison to Commissions <ul style="list-style-type: none"> ○ Planning Commission 	<p>Alicia Neubarth (Accounting Clerk)</p> <ul style="list-style-type: none"> ● Serve as first point of contact ● Serve as accounting clerk ● Issue permits and licenses <ul style="list-style-type: none"> ○ Building permits ○ Administrative permits

During the interim, Mayor Carol will handle nuisance and zoning code violations and act as the Council liaison with the Sheriff's Department (in case of emergency), LMC Attorney and the Highway 212 Project Management Team monthly meetings.

Recommendation: Discussion only

Norwood Young America



TO: Honorable Mayor Lagergren and City Council Members

FROM: Tony Voigt, Public Service Director

DATE: August 23, 2021

RE: St John's School, Request for reimbursement

St John's School is seeking \$4500 and \$10,598 for reimbursement of the parking area and stormwater improvements recently completed at St. John's School located at 27 1st St NW. I have included the request received from Dave Zabel (head trustee at St. John's).

Dave had contacted me earlier this spring regarding this project. Dave had asked if the city would reimburse the School for the amount of existing concrete they were looking to replace that was located in the city right of way. I informed Dave I would ask Administrator Helget for approval and get back to him. Dave shared with me he had some concerns about the storm sewer and asked if the City could camera the line? I informed Dave at that time our camera currently did not work, and I was not going to get involved inspecting a private storm sewer line. I conducted a visual inspection and confirmed the line was located entirely on said property. I informed Dave this would be a private storm sewer in which he disagreed with my determination of ownership of said line. I recommended to Dave at that time and all future interactions, to address the City Council confirming ownership of the storm sewer line in question before any work took place if they requested any reimbursement.


I sent the included email and received verbal confirmation from Administrator Helget which proposed reimbursing St John's School \$576. This would have been the cost to the city for materials to replace the approximate 33'x10'x4" section of city right of way St. John's parking area extends into. We agreed to this amount since staff would have patched this area with blacktop after the parking lot was replaced due if there was a change in elevations of the project. Administrator Helget and I agreed, this would have been a fair amount to reimburse St John's if they chose to replace said area with concrete at their cost. I informed Dave this is the amount we were looking to reimburse the School and recommended addressing the city council if a different amount was to be requested.

I have included a map that I emailed to Administrator Helget highlighting the area of blacktop/concrete that was originally proposed for reimbursement. I have included on this map the original catch basin locations prior to construction as well.

Norwood Young America



more than a place, it's home.

To: Tony Voigt
From: Angela Brumbaugh 
Date: August 2, 2021
Re: St. John's Lutheran Church Project

Tony, Dave Zabel was in today and discussed the church project they did. He said he had talked with you and Steve before on the project and you two had agreed the City would pay for a portion that would actually have been the City's street repair but only tar not concrete.

In the process of this project they had additional costs which he has pictures attached along with a letter to explain it. I asked him if it could wait to go before the Council until you had a chance to look it over since you were involved in the City's side. He was fine with that and also said he could come to the City Council to explain if that is needed.

I've attached all of the information he brought. Can you please get in contact with him on what our plan is?

Thank you!



ST. JOHN'S LUTHERAN
Church and School
Learn · Love · Lead · Live

Attn: NYA City Administrator and City Council,

The street running east from St. John's school drains into the storm manholes on the west end of the street. The manholes are in the St. John's parking lot. During replacement of the concrete parking lot, it was found that many areas of the storm drainpipe were collapsed and half full of material. This was a single wall corrugated pipe, and it was replaced with double wall smooth inside pipe (pictures included).

A proposal was presented by Tony Voit to pay for a 16 x 32 ½ portion of the street (asphalt, material used the street) price and agreed to do so with approval by the city administrator, Steve Helget.

St. John's is proposing that the city of NYA contribute 29% of the runoff for this storm drain system reconstruction since approximately 29% of the program involved city property. Twenty nine percent of the cost of the replacement comes to a total of \$10,598.

Information on the Project- (how we came to the 29% number)

- St. John's school parking lot is 14,293 square feet. The street running east from school is 5904 sq. feet. The street is just a little more than 29% of the total square footage.
- Cost of the asphalt for 16 x 32 ½ end of street- estimate from WM Muellers was \$4,500 for the asphalt, \$1,500 for grading & material gravel. This would mean a total of \$6,000.
- Total cost for the 12-inch storm drain (300 feet), pipe replacement- \$15,855. 29% of that cost would be \$4,598. This total included pipe excavating and sand in the trench.

If you have any questions about the project or you would like to hear more about it, please contact Dave Zabel (head trustee at St. John's). His cell phone number (952-261-9528).

Church Office
101 2nd Ave SE
NYA, MN 55397
952-467-2740

School Office
27 1st NW
NYA, MN 55397
952-467-3461





WM. MUELLER & SONS, INC.
 831 PARK AVENUE
 P.O. BOX 247
 HAMBURG, MN 55339-0247
 (952)467-2720



Invoice ID: 21-193
 Invoice Date: 07/20/2021
 Customer ID: 4697

Job No: 2021-PRO

To:
 ST JOHN'S LUTHERAN
 27 1ST STREET NW
 NYA, MN 55397

Job Location:

<u>Description</u>	<u>Units</u>	<u>Unit of Measure</u>	<u>Unit Price</u>	<u>Amount</u>
PRODUCT & SUPPLIES				
HANCOCK - CATCH BASINS	1.00	LS	842.90	842.90
CORE & MAIN - PIPE	1.00	LS	3,199.41	3,199.41
RECYCLE CL5 - DELIVERED	687.00	TON	11.22	7,708.14
SCREENED FILL SAND - DELIVERED	62.00	TON	6.55	406.10
CONCRETE REMOVAL (HAULING ONLY)	299.00	CY	6.00	1,794.00
FABRIC	1,496.00	SY	.65	972.40
CATCH BASIN CASTING (STORM GRATES)	2.00	EA	150.00	300.00
SCHNEDIER EXCAVATING (STORM SEWER)	1.00	LS	8,845.00	8,845.00
EQUIPMENT & LABOR T & M				
C12 CAT 336 EXCAVATOR	13.50	HR	175.00	2,362.50
C11 KUBOTA KX MINI EXCAVATOR	16.50	HR	140.00	2,310.00
BC5 TRACK BOBCAT	19.50	HR	105.00	2,047.50
BC15 TRACK BOBCAT	13.50	HR	105.00	1,417.50
#255 SMOOTH DRUM ROLLER	2.00	HR	125.00	250.00
LABOR - CREW	55.50	HR	55.00	3,052.50
LABOR - FOREMAN	28.00	HR	90.00	2,520.00
MOB - EQUIPMENT MOVES	3.00	HR	155.00	465.00

Amount Billed \$38,492.95
 Total Tax

Retainage Held

DATE DUE: 08/19/2021

Amount Due \$38,492.95



DUPLICATE
INVOICE

1830 Craig Park Court
St. Louis, MO 63146

Invoice # P222362
Invoice Date 7/13/21
Account # 100327
Sales Rep BRIAN STENSLAND
Phone # 952-937-9664
Branch #230 Eden Prairie, MN
Total Amount Due \$2,141.27

Remit To:
CORE & MAIN LP
PO BOX 28330
ST LOUIS, MO 63146

MUELLER WM & SONS INC
PO BOX 247
HAMBURG MN 55339 0247

Shipped To:
CUSTOMER PICK-UP

Thank you for the opportunity to serve you! We appreciate your prompt payment.

Date Ordered 7/12/21 Date Shipped 7/12/21 Customer PO # SEE BELOW Job Name ST. JOHN'S Job # Bill of Lading Shipped Via WILL CALL Invoice# P222362

Product Code	Description	Quantity		B/O	Price	UM	Extended Price
		Ordered	Shipped				
	CUSTOMER PO#- ST.JOHN'S SCHOOL						
1312PDWAW20	12 GOLDFLO WTIB SOLID 20' AASHTO DUAL WALL	200	200		8.43000	FT	1,686.00
29APSS16	SLIKSTYX SPRAY-ON LUBE 16OZ	1	1		N/C	EA	
13124GF	12 GOLDFLO 45 GFE1245	2	2		63.59000	EA	127.18
13122GF	12 GOLDFLO 22-1/2 PRINSCO GFE1222	1	1		66.73000	EA	66.73
1312GFSC	12" GOLDFLO SPLIT COUPLER SC12	10	10		11.15000	EA	111.50

Freight	Delivery	Handling	Restock	Misc	Subtotal:	1,991.41
					Other:	.00
					Tax:	149.86
Invoice Total:						\$2,141.27

Terms: NET 30
Ordered By: CORY HOERNEMAN

This transaction is governed by and subject to Core & Main's standard terms and conditions, which are incorporated by reference and accepted. To review these terms and conditions, please visit: <http://tandc.coreandmain.com/>

WM. MUELLER & SONS INC.

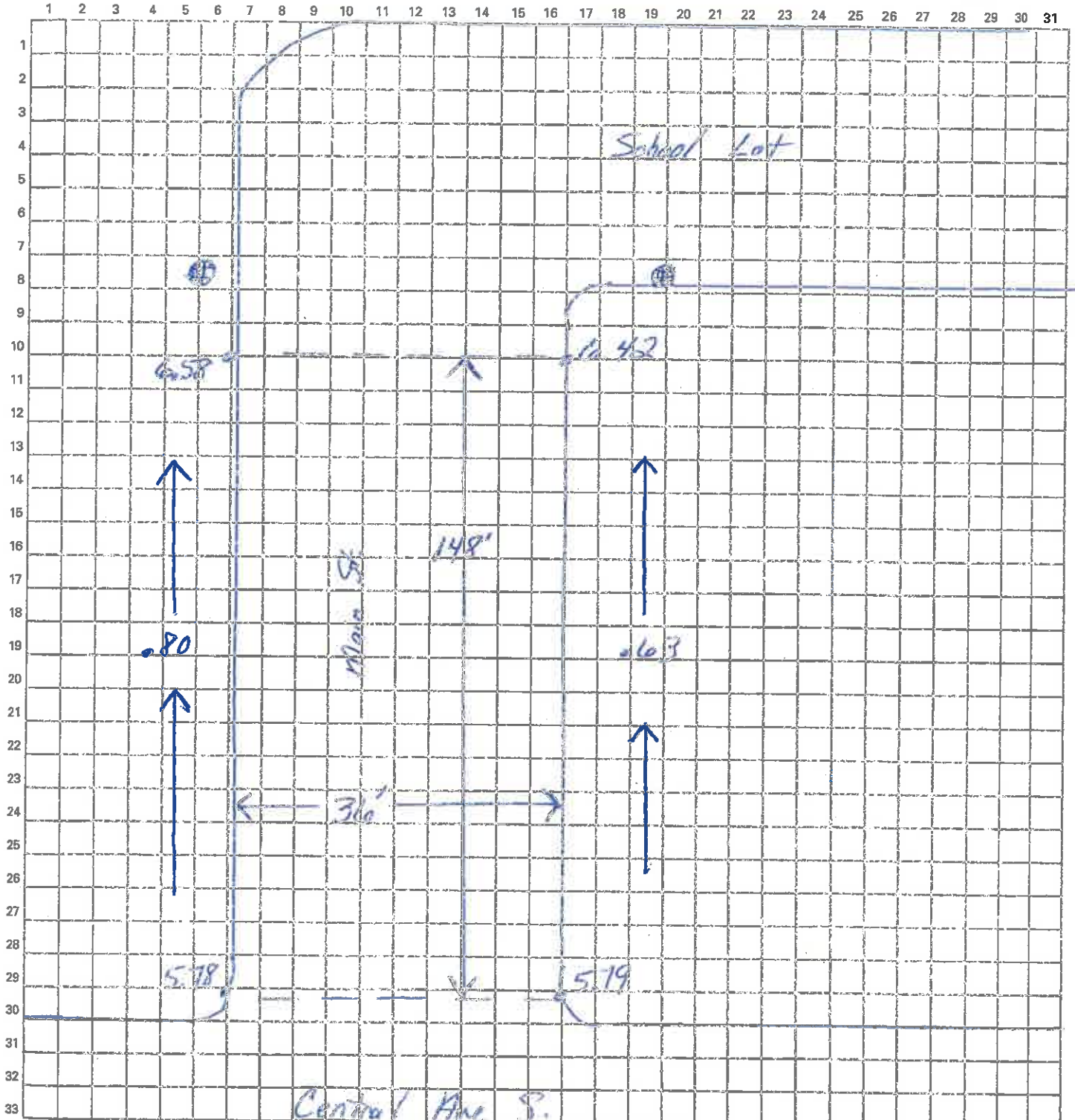
ROAD CONTRACTORS • WASHED SAND & GRAVEL • LIMESTONE PRODUCTS • REDI-MIX BLACKTOP - BLACKTOP SURFACING

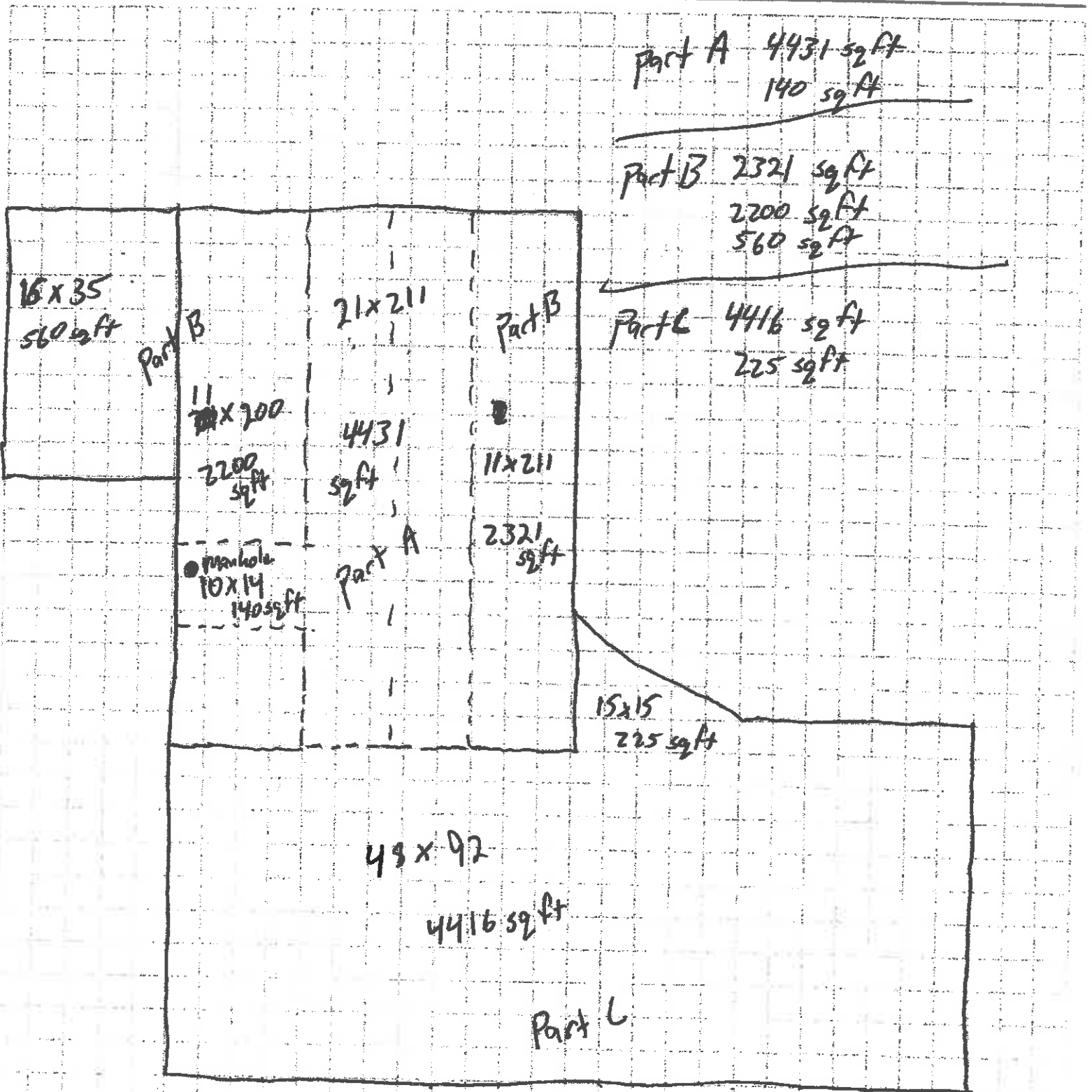
831 PARK AVE. • P.O. BOX 247
HAMBURG, MN 55339
PHONE (952) 467-2720 • FAX (952) 467-3894

EQUAL OPPORTUNITY EMPLOYER

PROJECT _____

DATE _____





Tony Voigt

From: Tony Voigt
Sent: Monday, May 3, 2021 9:42 AM
To: Steve Helget
Subject: St Johns Parking lot request
Attachments: St Johns School Parking Lot Repair.pdf

Steve, Dave Zabell with St. Johns School contacted me as he is preparing quotes to replace their concrete parking lot. They are looking to have WM Mueller and Sons to remove the old concrete, repair/rebuild their drainage line under the parking lot, and re-pour the concrete parking lot.

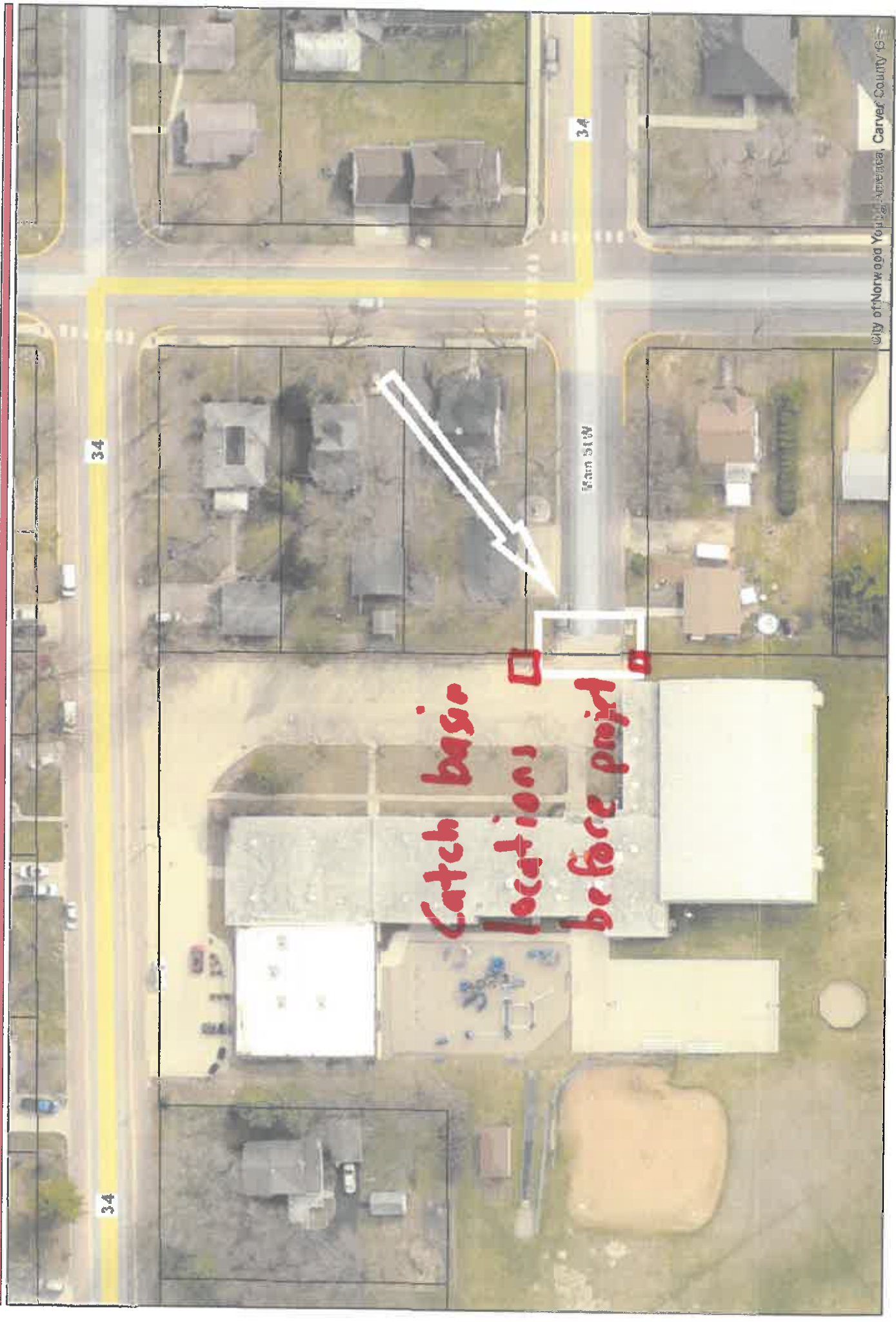
Their concrete parking lot extends onto Main St W about 10 ft into the city right-of-way as it shows in the included map. Dave asked me if the city would pay for this portion to be replaced since it is in the city ROW. I shared with Dave, the maintenance staff could replace this area with blacktop at no charge to the owner since they are redoing the lot and it needs to be removed/replaced to match elevation of the new lot. Dave asked if St. Johns replaces this section with concrete, would the city be willing to reimburse St. Johns any of the amount? I mentioned to Dave if the city needed to replace this section, it would be with blacktop not concrete.

It would cost the city approximately \$576 for 9 tons of blacktop to replace the blacktop area which is 33'x10'x4" thick. If St. Johns replaces the concrete parking lot, this area would need to be patched regardless. We currently replace blacktop no charge in front of residents properties that replace their driveways. Dave asked if the city would reimburse St. Johns the blacktop replacement amount if they would install concrete in this area again. I informed Dave I will check and get back to him. 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





TO: Mayor Lagergren & NYA City Council

FROM: Alicia Menzel, Accounting Clerk
Angela Brumbaugh, City Clerk

DATE: August 23, 2021

SUBJECT: Watering Restrictions

Background

City staff received an email from the DNR asking all water suppliers implement water use reduction actions. The email states our goal should be to reduce water usage to 25% above January levels. The specific measures to be implemented are up to the community and cities are not required to meet the 25% but that is where the DNR would like to see cities. I have the email from the DNR attached along with the January & July 2021 water usage and a map of Minnesota showing the drought conditions.

Some options you have is to reduce the number of days residents can water to one day a week, restrict non-essential outdoor water use such as washing cars or completely ban non-essential outdoor water use all together but still allow hand watering of trees.

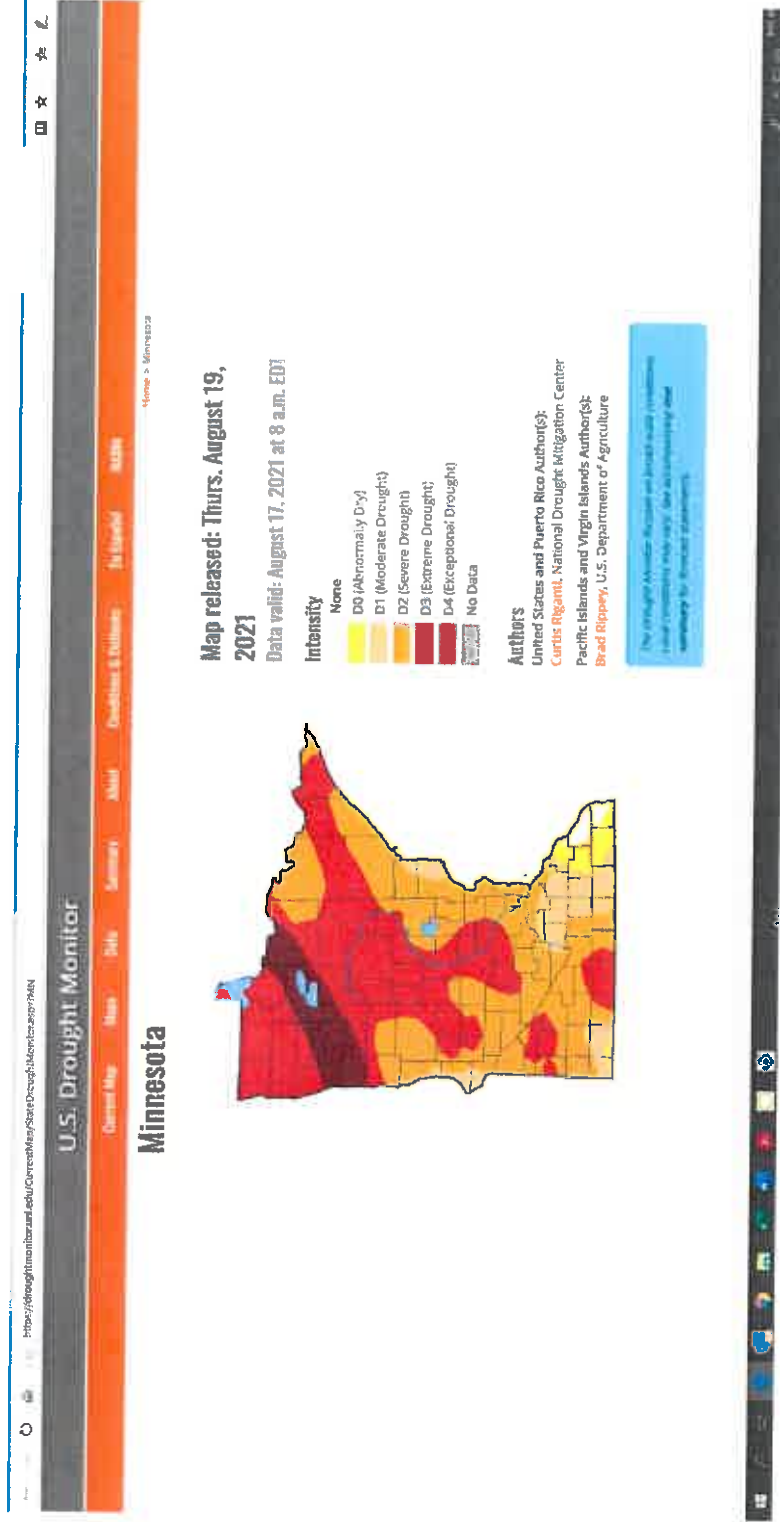
Recommendation: Discussion only

Norwood Young America

January Water Usage July 2021 Water Usage July 2020 Water Usage

Billing Group 1	1,990,500	3,796,800	3,805,100
Billing Group 2	482,200	1,259,300	1,133,500
Billing Group 4	129,837	123,600	62,800
Billing Group 10	2,737,800	6,552,500	5,148,100
Billing Group 20	70,600	222,491	259,543
Billing Group 30	75,400	345,000	672,500
	5,486,337	12,299,691	11,081,543

25% above Jan 6,857,921



August 17, 2021

Dear Water Suppliers in a Watershed with **Extreme Drought** Conditions,

With 42 percent of Minnesota now experiencing at least [extreme drought](#) and seven percent experiencing exceptional drought, the Minnesota Department of Natural Resources (DNR) has determined that the Mississippi Headwaters, Red River, and Rainy River watersheds are now in the drought Restrictive Phase. With this designation, the DNR and others are taking additional steps such as restricting some water uses.

Water Supplier Actions Needed

The [State Drought Plan](#) specifies actions that water suppliers are required to implement once a watershed is elevated to drought RESTRICTIVE Phase.

1. **Population over 1,000** - Public water suppliers implement appropriate water use restrictions contained in their Water Supply Plan.
 - a. Public water supply permit holders, serving over 1,000 people, must have a drinking water supply plan that includes conservation measures and demand reduction efforts that must be implemented during times of drought.
 - b. Communities that received this DNR notice to begin implementing these measures are required to implement some water conservation measures.
 - c. The specific measures to be implemented are up to the community.
 - d. Your plan can be found in your MPARS account, under the Attachments tab.
 - e. Begin implementing your Water Supply demand reduction measures in Plan Part 2 (Table 22). These actions can be supported by measures that are identified in the Water Supply Plan, Part 3 Water Conservation.
2. **All Water Suppliers** - Public water suppliers will implement water use reduction actions with a goal of reducing water use to 25% above January levels.
 - a. The specific measures to be implemented are up to the community. Cities are not required to meet the 25% above January water use, but that is the goal you need to strive for.
 - b. There is no penalty for not reaching the goal, but all cities that have received this DNR notification that they are in a watershed with Extreme Drought should be making efforts to reduce water use.
 - c. For example: A city uses 4 million gallons of water in January, and normally uses 6.8 million in August. During the Restrictive phase they should only use 5 million gallons in August.
 - d. Websites with water conservation messages: [DNR Water Conservation webpage](#) and <https://www.ready.gov/drought>

We realize this is an aggressive goal. Significant demand reduction is achievable by restricting or banning non-essential outdoor water use, especially lawn irrigation, power washing buildings, car washing and swimming pool filling. In extreme drought, encourage everyone to allow lawns to dieback in favor of preserving trees, vegetable and flower gardens. Encourage customers to fix leaks, install water saving devices and water-efficient

appliances. Have conversations with your biggest water users and ask them how they might reduce water use, especially during peak times.

Use a variety of communication methods: Large exterior signs around the community, mailing/emailing all customers, radio station announcements, Facebook posts or other social media, and news release to any local paper. Explain the critical situation and that you need everyone's help. Ask customers to conserve water as much as possible.

Other Suggestions:

- During times of Extreme drought, monitor your water levels closely. Keep in mind that water quality may be impacted by increased concentrations of contaminants.
- Please alert your local [DNR hydrologists](#) to any water supply concerns or issues during the summer.
- [Sign up](#) to receive GovDelivery updates about drought in Minnesota, drought preparations and response, and important ways to conserve water.

Best regards,

Randall Doneen

Conservation Assistance and Regulations (CAR) Section Manager | Ecological & Water Resources

Phone: 651-259-5156

Email: randall.doneen@state.mn.us

mndnr.gov

Drought Q&A for Community Public Water Systems

From Carmelita Nelson, MN DNR Water Conservation Consultant

Drought Conditions - What should water supplies be doing?

What is a Restrictive Phase? With 42% of Minnesota now experiencing Extreme Drought, the DNR has determined that three major watersheds are in the Restrictive Phase: Mississippi Headwaters, Red River, and Rainy River watersheds. This is the fourth of five drought phases/triggers. Since we have not had a drought recently, you may want to familiarize yourself with the [State Drought Plan](#) (4-page document). With the Restrictive Phase designation, the Minnesota Department of Natural Resources (DNR) is taking additional steps as required by the State Drought Plan. If needed, the Governor's critical water deficiency declaration, would occur at phase five, the emergency phase, and we are not there yet.

What watersheds are impacted? On August 17, nearly 300 water suppliers received notices that they are in a watershed with Extreme Drought conditions. These include three of the 12 major watersheds: the Red River, Mississippi Headwaters, and the Rainy River watersheds.

What is Required vs. Recommended? Public water supply permit holders serving over 1,000 people, must have a drinking water supply plan that includes conservation measures and demand reduction efforts that must be implemented during times of drought. Communities that received the DNR notice to begin implementing these measures are required to implement some measures. The specific measures to be implemented are up to the community. Cities are not required to meet the 25% above January water use, but that is the goal they need to strive for.

What if we have deep wells? The notices went to surface and groundwater systems. Even if your community itself is not in extreme drought or your deep well water levels have not dropped, if your watershed is in extreme drought, then you received a notice to begin implementing additional water conservation measures.

When do we need to take action? Extra water conservation measures should begin as soon as possible and focus on reducing outdoor water use. During extreme drought/Restrictive Phase, you may consider completely banning or shutting down some non-essential water uses. Examples may include banning all lawn irrigation but still allowing hand watering of trees, vegetable and flower gardens. At a minimum, reduce the number of days that lawn irrigation is allowed down to one day per week. If there are splash pads, consider reducing the hours of operation or water pressure. Encourage residents to delay non-essential water use such as car washing and pressure washing homes until the fall or next spring. Inspect and fix leaks in the water supply system, hydrants, city pools, and fountains. Contact your ten largest water users to encourage them to save water.

Where can I get more information about the drought situation? The DNR encourages all public water suppliers to [sign up](#) to receive the weekly drought update, released each Monday, that

includes information about current drought status, fire danger and state burning restrictions, and sample stream flows and lake levels.

Subscribers also will receive State Drought Task Force meeting summaries and agendas. The DNR convened the task force in July, when Minnesota entered the Drought Warning Phase. The State Drought Task Force comprises 21 state, federal, tribal, regional and local agencies and organizations with water-related responsibilities.

DNR's [web resources](#) about drought include current information on water conservation efforts, lake level and river flow data, drought and streamflow maps, and a new table providing information about temporary water appropriation suspensions by watershed.

For community-specific questions or water supply concerns, contact your area hydrologist or Carmelita Nelson at 651-259-5034 or Carmelita.nelson@state.mn.us

How will the drought impact our staff? Drought response activities may take priority over other routine tasks and maintenance, and can increase staff workloads. Overtime expenses may increase, which can impact the overall budget. During a drought, utility staff may need to:

- Respond to increased customer calls.
- Enforce water restrictions and respond to variance requests.
- Communicate regularly with local media and the public.

Consider hiring temporary staff or contractors, reassigning staff or requesting resources from your Water/Wastewater Agency Response Network (WARN).

What about Hydrant flushing During a Drought? - At a minimum, wait until mid-September or even October to do the hydrant flushing. Or, if you are not getting customer complaints, maybe wait until spring. Some cities in Minnesota are moving to only one flush/year rather than twice/year. Continue to check that the hydrants are not leaking and they are in good condition for firefighting. During the droughts in California, water utilities changed the way they did routine flushing. Here is an interesting article <https://calwaterassn.com/how-the-drought-affects-routine-water-main-flushing-to-maintain-water-quality/>

Are there best practices for irrigating athletic fields? To have a safe sports field that prevents injuries to athletes, it is important to maintain turfgrass health and density. Healthy turfgrass depends using the right grass species, mowing correctly, fertilizing properly, watering enough, etc. At this point in Minnesota, irrigation is needed to provide the water needs of turfgrass, especially on an athletic field that receives wear and compaction stress, in contrast to a home lawn or ornamental turf area that isn't being intensely used. The University of Minnesota Turfgrass extension irrigator recommends the [sports field best management practices developed from Cornell](#). They have most of their information on a website, here's the page on [watering sports fields](#), and a page for [administrators describing field safety metrics and how they relate to management](#).

Should Cities Allow Developers to Install New Sod during restrictions? - Perhaps you could reach a compromise with the developers. Some suggestions:

- It would be best to delay sod installation until the fall when the temperatures are not so hot and there would be better chance of successful root growth.
- If sod is installed with irrigation systems, then they should be required to install Smart Irrigation Controllers certified by the EPA WaterSense program (retail cost approximately \$230). Studies conducted by the University of Minnesota have shown these controllers save an average of 49% of outdoor water use for homes.
- Require that irrigation systems be set to only operate early in the morning or later in the evening when temperatures are cooler.
- Require that irrigation systems be adjusted so sprinklers only water the lawn and not the house, sidewalk, or street.
- Have the systems set to water in several short sessions rather than one long one, in order for the lawn to better absorb moisture and avoid runoff. Grass only needs 1" per week – although new sod may need more (I'm not an expert on new sod).
- You may want to have a hefty fine for the above requirements.

Should residents be allowed to drill a new Private Well in City Limits? Drilling private wells in areas with city water is up to individual city ordinances. Most cities prohibit the drilling of wells where city water is available, or in wellhead protection areas. Existing wells are allowed to be used by most cities, but some cities require them to be sealed.

Drilling private wells in a city may not be a good idea for several reasons:

1. It may conflict with your MDH Wellhead Protection Plan and increase the possibility of aquifer contamination over time.
2. Private well use in proximity to the city wells may cause an increased drawdown of the city well water levels. This in turn may increase pumping costs to the city or even endanger the city water supply.
3. If people use private well to irrigate their lawns this inevitably brings up a fairness issue. If it is allowed, the city council should adopt an ordinance that says private wells must comply with city watering restrictions.

Should residents be allowed to pump water from lakes to irrigate lawns? Many communities have communicated to their residents and businesses about reducing water use, conserving water, and using water as efficiently as possible. This may include lawn watering restrictions within a particular community. However, pumping directly from a lake for watering a lawn typically isn't regulated by a local community where the lake is located. Rather, pumping water from a lake would only require a permit from the DNR if the homeowner or business is using in excess of 10,000 gallons per day or 1 million gallons per year. Most people watering their lawns with lake water do not require a DNR permit because the appropriation of water is below the permit thresholds.

Permitted water users are told to suspend their appropriation of water if specific low flow or low water level thresholds are met. In many northern and central Minnesota watersheds these

low flow thresholds have occurred and so the DNR has notified permitted water users to suspend their water use from a surface water (lakes, rivers, streams, and wetlands). Residents and businesses can continue to pump water from a stream, river or lake if they are using less than 10,000 gallons per day (permit-required threshold). This is considered their riparian right as long as the water user owns land abutting the surface water.

The DNR encourages residents, businesses and public water suppliers to conserve and use water efficiently. Local governments like cities, counties, watershed districts and soil and water conservation districts are best-positioned to share educational resources to encourage them to use water efficiently.

What does our DNR Water Appropriations Permit say about water conservation? Language varies slightly, but typical permits state: **WATER CONSERVATION:** All practical and feasible water conservation methods and practices must be employed to promote sound water management and use the least amount of water necessary, such as reuse and recycling water, water-saving devices, and water storage.

Cities over 1,000 have additional requirements:

WATER SUPPLY PLANS: Public water suppliers serving more than 1,000 people must have a water supply plan approved by the Department. Plans must address water supply and demand reduction measures, allocation priorities, and identify alternative sources of water for use in an emergency. Plans must be updated once every ten years.

WATER SUPPLY PLAN COMPLIANCE: The permittee shall comply with all agreements relating to monitoring, conservation, well location, education, and other agreements, as agreed to during water supply plan review. These agreements will be described in the permittee's Water Supply Plan approval letter. Failure to carry out the measures described in the approval may be cause for termination of this permit.

DEMAND REDUCTION: Public water suppliers serving more than 1,000 people must employ water use demand reduction measures before requesting approval from the Minnesota Department of Health to construct a new public water supply well, or requesting an increase in the authorized appropriation volume from the Department of Natural Resources. Demand reduction measures must include evaluation of conservation rate structures and a public education program that may include a toilet and shower head retrofit program.

Outdoor Water Conservation Tips During a Drought

CAR WASHING

- Use a commercial car wash that recycles water.
- If you wash your own car, use a shut-off nozzle that can be adjusted down to a fine spray on your hose.

LAWN CARE

- Avoid over watering your lawn and water only when needed.
- A heavy rain eliminates the need for watering for up to two weeks. Most of the year, lawns only need one inch of water per week.

- Check the soil moisture levels with a soil probe, spade or large screwdriver. You don't need to water if the soil is still moist. If your grass springs back when you step on it, it doesn't need water yet.
- If your lawn does require watering, do so early in the morning or later in the evening, when temperatures are cooler.
- Check your sprinkler system frequently and adjust sprinklers so only your lawn is watered and not the house, sidewalk, or street.
- Water in several short sessions rather than one long one, in order for your lawn to better absorb moisture and avoid runoff.
- Use a broom or blower instead of a hose to clean leaves and other debris from your driveway or sidewalk.
- Avoid leaving sprinklers or hoses unattended. A garden hose can pour out 600 gallons or more in only a few hours.
- In extreme drought, allow lawns to die in favor of preserving trees and large shrubs.

Indoor Water Conservation Tips During a Drought

BATHROOM

- Avoid flushing the toilet unnecessarily. Dispose of tissues, insects and other similar waste in the trash rather than the toilet.
- Take short showers instead of baths. Turn on the water only to get wet and lather and then again to rinse off.
- Avoid letting the water run while brushing your teeth, washing your face or shaving.
- Place a bucket in the shower to catch excess water for watering plants.

KITCHEN

- Operate automatic dishwashers only when they are fully loaded. Use the "light wash" feature to use less water.
- Hand wash dishes by filling two containers—one with soapy water and the other with rinse water containing a small amount of chlorine bleach.
- Clean vegetables in a pan filled with water rather than running water from the tap.
- Store drinking water in the refrigerator. Do not let the tap run while you are waiting for water to cool.
- Avoid wasting water waiting for it to get hot. Capture it for other uses such as plant watering or heat it on the stove or in a microwave.
- Don't rinse dishes before placing them in the dishwasher, just remove large particles of food.
- Avoid using running water to thaw meat or other frozen foods. Defrost food overnight in the refrigerator or use the defrost setting on your microwave.

LAUNDRY

- Operate clothes washers only when they are fully loaded or set the water level for the size of your load.



TO: Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, City Clerk / Treasurer
DATE: August 23, 2021
RE: Request for Parking of Carnival Trucks/Trailers and water use

Paul Lano with the Stiftungsfest Committee is requesting an area for the Carnival Company to park their trucks and trailers during the celebration. This would be their trucks/trailers that haul the equipment and not their sleeping trailers. They will be sleeping somewhere near the equipment itself.

The two areas he pointed out are either the open area in the Industrial Park or 123 Reform Street which is the gravel parking lot by the City building (across from Oak Grove parking lot). Paul felt either spot would work. Considering both spots, some things to consider:

Industrial Park Land:

1. We are looking at selling soon and that would be large equipment driving over it.
2. There is apparently a lip they would have to drive over.
3. It would give them plenty of space and easily accessible to them, if needed.

123 Reform Street (across from Oak Grove/City Hall)

1. It would be a lot of large equipment sitting on a highly used street of the City.
2. It is all gravel and easily to enter and exit.

Another item the Carnival needs is water. Paul is requesting on behalf of the Stiftungsfest Committee, they be allowed to use water from the faucet near the Historical Building. They would need to coordinate with the Public Service Department to get the "key" needed to turn it on/off.

Suggested Motion:

Motion to approve allowing the Stiftungsfest Carnival to park their trucks/trailers on City Property at [which location] from August 23rd through August 30, 2021 and allow usage of water from the Historical Building.

Angela Brumbaugh

From: Paul Lano <paullano.lanoequip@gmail.com>
Sent: Thursday, August 12, 2021 4:34 PM
To: City Clerk
Subject: parking request

Dear City of NYA; Cresent City Carnival is requesting an area for some parking from 8-23- 2021 to 8-30-2021 for trucks and trailers used for hauling the carnival rides used during this years Stiftungsfest Celebration. The open field in the Industrial park or the Oak Grove parking lot would work. Please let me know if one of these locations would be available. Stiftungsfest Pres. Paul Lano

Angela Brumbaugh

From: Paul Lano <paullano.lanoequip@gmail.com>
Sent: Saturday, August 14, 2021 8:22 AM
To: City Clerk
Subject: Stiftungsfest

Request from Cresent City Carnival during Stiftungsfest. They are in need of a water faucet near the Historical Building. One is on the east side of the building. Asking permission to use it. Would need the handle to operate it. Paul lano



TO: Mayor Lagergren and NYA City Council Members
FROM: Karen Hallquist, Economic Development Marketing Director
DATE: August 23, 2021
SUBJECT: Public Hearing Request for Resolution No. 2021-21 – Yeager Machine Land Purchase

Attached is Resolution No. 2021-21 Calling a Public Hearing Regarding Land Conveyance and Associated Business Subsidy to YMI Properties, LLC. This resolution is for the NYA City Council's consideration to start the process and authorize posting notice and preparing documentation for public hearings for the sale of land for a potential Yeager Machine expansion and the establishment of a TIF District to provide financing for that sale.

Said resolution does not approve any of the agreements, but merely provide for approval to set a date for the public hearings on September 27, 2021. It also provides that Ehlers and Kennedy and Graven will prepare the materials for presentation before the Economic Development Authority and Norwood Young America City Council at the September public hearings.

Recommended Motion:

Motion to authorize a posting notice and preparation of documentation for a public hearing on September 27, 2021, for the sale of land for a potential Yeager Machine expansion and the establishment of a TIF District to provide financing for that sale.

Norwood Young America

CITY OF NORWOOD YOUNG AMERICA
CARVER COUNTY
STATE OF MINNESOTA

RESOLUTION NO. 2021-21

RESOLUTION CALLING FOR A PUBLIC HEARING BY THE CITY COUNCIL ON THE PROPOSED ADOPTION OF A MODIFICATION TO THE REDEVELOPMENT PLAN FOR THE TACOMA WEST INDUSTRIAL PARK REDEVELOPMENT PROJECT AND THE PROPOSED ESTABLISHMENT OF TAX INCREMENT FINANCING DISTRICT NO. 3-7 (AN ECONOMIC DEVELOPMENT DISTRICT).

BE IT RESOLVED by the City Council (the "Council") for the City of Norwood Young America, Minnesota (the "City"), as follows:

Section 1. Public Hearing. As requested by the Norwood Young America Economic Development Authority (the "Authority"), this Council shall meet on September 27, 2021, at approximately 6:30 P.M., to hold a public hearing on the proposed modification to the Redevelopment Plan for the Tacoma West Industrial Park Redevelopment Project (the "Modification"), the proposed establishment of Tax Increment Financing District No. 3-7 (an economic development district) therein (the "TIF District"), and the proposed adoption of a Tax Increment Financing Plan (the "TIF Plan") therefor, all pursuant to and in accordance with Minnesota Statutes, Sections 469.001 to 469.047, 469.090 to 469.1082, and Sections 469.174 to 469.1794, inclusive, as amended, in an effort to encourage the development and redevelopment of certain designated areas within the City. In addition, this Council will consider the approval of a proposed business subsidy to be granted to a private developer by the Authority in connection with establishment of the TIF District, pursuant to Minnesota Statutes, Sections 116J.993 to 116J.995, as amended.

Section 2. Notice of Public Hearing, Filing of the Modification and TIF Plan. City and Authority staff are authorized and directed to work with Ehlers to prepare the Modification and TIF Plan and to forward documents to the appropriate taxing jurisdictions including Carver County and Independent School District No. 108 (Central Public Schools). City and Authority staff are further authorized and directed to work with Kennedy & Graven, Chartered, to prepare a Purchase and Development Contract containing the terms of the proposed business subsidy, and to make a summary of the business subsidy agreement available for public inspection. The City Clerk is authorized and directed to cause notice of the hearing, in substantially the form attached as Exhibit A, together with an appropriate map as required by law, to be published at least once in the official newspaper of the City not fewer than 10, nor more than 30, days prior to September 27, 2021, to place a copy of the Modification, TIF Plan, and summary business subsidy agreement on file in the City Clerk's office at City Hall, and to make such documents available for inspection by the public.

Dated: August 23, 2021

Adopted:

Mayor

ATTEST:

City Clerk/Treasurer

EXHIBIT A
NOTICE OF PUBLIC HEARING

CITY OF NORWOOD YOUNG AMERICA
CARVER COUNTY
STATE OF MINNESOTA

NOTICE IS HEREBY GIVEN that the City Council of the City of Norwood Young America, Minnesota, will hold a public hearing on September 27, 2021, at approximately 6:30 p.m. at the City Council Chambers in City Hall, 310 West Elm Street, Norwood Young America, Minnesota, relating to a proposed modification of the Redevelopment Plan (the "Modification") for the Tacoma West Industrial Park Redevelopment Project (the "Project") within the City, the proposed establishment of Tax Increment Financing District No. 3-7 (the "TIF District") within the Project, and the proposed adoption of a Tax Increment Financing Plan (the "TIF Plan") for the TIF District, pursuant to Minnesota Statutes, Sections 469.001 to 469.047, 469.090 to 469.1082, and Sections 469.174 to 469.1794, as amended. Copies of the Modification and TIF Plan are on file and available for public inspection at the office of the City Clerk at City Hall.

The property to be included in the TIF District is located within the Project. A map of the Project and proposed TIF District is set forth below. Subject to certain limitations, tax increment from the TIF District may be spent on eligible uses within the boundaries of the Project.

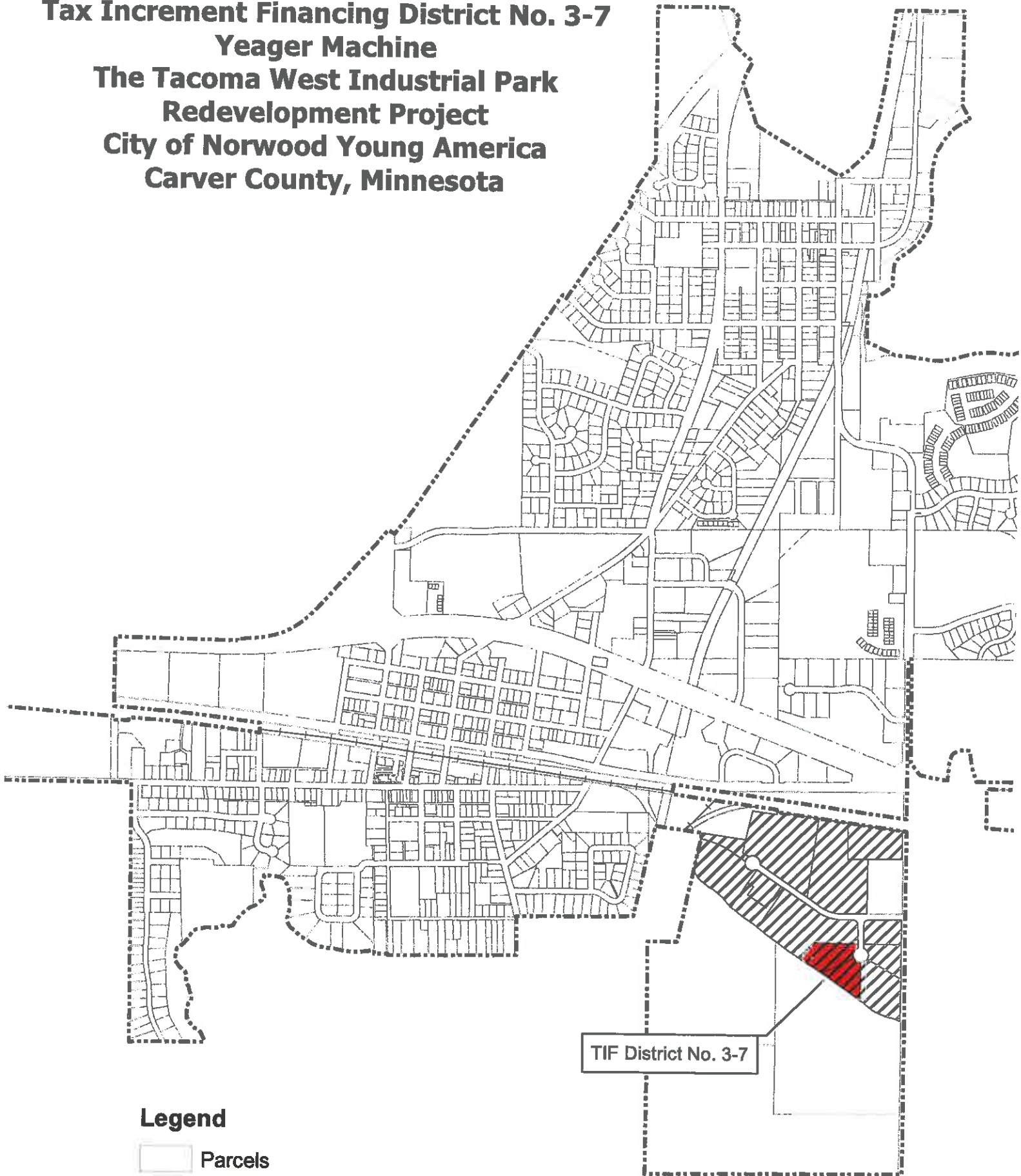
See attached map of Tacoma West Industrial Park Redevelopment Project and
Tax Increment Financing District No. 3-7

All interested persons may appear at the hearing and present their views orally or may submit written comments prior to the meeting.

BY ORDER OF THE CITY COUNCIL OF
THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA

/s/Angela Brumbaugh
City Clerk/Treasurer

**Tax Increment Financing District No. 3-7
Yeager Machine
The Tacoma West Industrial Park
Redevelopment Project
City of Norwood Young America
Carver County, Minnesota**



Legend

 Parcels

 City Boundary

 TIF District

 Tacoma West Industrial Park Redevelopment Project



TIF District No. 3-7



To: Honorable Mayor Lagergren
Members of the City Council
City Staff

From: Cynthia Smith Strack, Consulting Planner

Date: August 23, 2021

Re: Conditional Use Permit: Outdoor Storage 13050 Stewart Avenue

Applicant: Nick Molnau, Molnau Trucking (Property Owner)
Mike Hennek, 4.0 Transportation Services (Applicant)

Subject Address: 13050 Stewart Avenue

Legal Description: All that part of the East Half of the Southwest Quarter and the East Half of the West Half of the Southwest Quarter of Section 13, Township 115, Range 26, lying Northerly of the North right-of-way line of the Chicago, Milwaukee, St. Paul and Pacific Railway Company, EXCEPTING THEREFROM the West ten (10) acres of the East Half of the West Half of said Southwest Quarter, all in carver County, Minnesota, and ALSO EXCEPTING THEREFROM Parcel 208B of the Minnesota Department of Transportation Right of Way Plat Numbered 10-32 as the same is on file and of record in the office of the County Recorder in and for Carver County, Minnesota.

Property ID: 580130300

Zoning Class: I-1 Light Industrial District

Request: Conditional use permit allowing outdoor storage with a bus warehouse operation

Representative: Mike Hennek

Attachments: Application materials
Site aerial

BACKGROUND

Mike Hennek, owner of 4.0 Transportation Services has entered an agreement to purchase the property at 13050 Stewart Avenue for indoor/outdoor bus storage and repair. The application materials are attached for consideration/information. Nick Molnau, Molnau Trucking is property owner and has signed the application.

Warehousing, including that of school buses, is a permitted use in the I-1 District. A CUP is required under Section 1230.12, Subd. 4, Accessory Use (A) for ancillary outdoor storage. Repair of school buses may be conducted accessory and subordinate to the principal use of the property.

Applicant representations are included in the attached application submitted by the Applicant. In general:

- 4.0 provides school transportation services across several jurisdictions.

- Principal use of the property proposed is indoor and outdoor storage of school buses. Outdoor storage is to be limited to the existing impervious surface directly adjacent to the existing structure and as illustrated in the attached site plan. Outdoor storage will not be located on turf surfaces.
- School bus fleet maintenance and repair as a subordinate use is appropriate under district standards.
- No new impervious surface is proposed.

Notice of public hearing has been published, posted, and mailed to adjacent property owners. No comment for or against the proposed use has been received. The Planning Commission conducted a public hearing on the request August 3rd, draft meeting minutes are attached.

The City Council is to approve or deny the CUP. There is an existing CUP recorded with the property. In addition, a CUP was previously approved for marine storage. That CUP has not been recorded. If approved a CUP providing for the requested use would be recorded at the time the real estate transaction is closed, superseding any previous use permit provided for the site.

CUP REVIEW

Section 1210.06, Subd. 3(B)(18) prescribes the following conditions for outdoor storage, reviewer comments are in **red bold, italic type face**:

1. All outdoor storage yards shall be completely screened from roads or developed areas with a solid fence or wall 6 feet or more in height, maintained in good condition, and screened with suitable planting. ***Proposed outdoor storage area is screened from Highway 212 by an existing berm with vegetative screening.***
2. No un-screened outdoor storage yards established after the effective date of this Chapter shall be located closer than 500 feet to existing State and Federal roads, nor closer than 100 feet to any other City streets. ***The storage area is pre-existing.***

General Criteria for Approval of Conditional Use Permits

The aforementioned standards relate specifically to outdoor storage. In addition, the Planning Commission is required to examine the request under a series of general standards as set for under Section 1210.06 Conditional Use Permits, Subd. 3(A).

1. The use is consistent with goals, policies and objectives of the Comprehensive Plan. ***DISCUSSION: The 2040 NYA Comprehensive Plans guides the subject area to industrial use.***
2. The use is consistent with the intent of this Ordinance. ***DISCUSSION: Warehousing is allowed as a permitted use in the I-1 District. Accessory outdoor storage is allowed in the I-1 District under CUP.***
3. The use does not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements. ***DISCUSSION: The proposed use will occur on a previously improved compacted gravel surface. No new impervious surface is proposed, in fact a significant decrease in outdoor storage as compared to the existing use is proposed. The site is serviced by an existing well and subsurface sanitary treatment system. Purchase will require septic review to determine system adequacy. The subject property is not currently serviced by municipal utilities.***
4. The use does not have an undue adverse impact on the public health, safety or welfare. ***DISCUSSION: The proposed warehouse storage use will be confined in scope and size by proposed conditions of use permit issuance. Proposed conditional use permit standards will limit any adverse impact on the public's health, safety, or welfare.***

5. The use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood. **DISCUSSION: The subject property is currently used as a contractor operation, a more intensive use than is proposed. No changes in the building footprint are proposed at this time. The use as provided for in the City Code and with conditions proposed appears to blend in with the uses within the general locale.**
6. The use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district. **DISCUSSION: The subject site is developed for industrial use with outdoor storage.**
7. Adequate utilities, access roads, drainage and necessary facilities have been or will be provided. **DISCUSSION: The subject parcel is an existing lot.**
8. Adequate measures have been or will be taken to provide for vehicular and pedestrian safety and convenience to, from and within the site. **DISCUSSION: access to the site is from Stewart Avenue an improved roadway. The subject site may be impacted by potential future expansion of Highway 212 as included in the attached illustration. The Applicant is aware of the potential expansion. Outdoor storage proposed would be accommodated on private property and screened by existing berming and landscaping.**
9. The use meets all of the performance criteria requirements as established in Section 1245.01 of this chapter. **DISCUSSION: As a condition of approval, the proposed use shall meet the requirements of Section 1245.01 of the City Code relating to noise, vibration, smoke, particulate matter, odor, etc. Connection to municipal utilities will be required when available as provided for under Chapter 9 of the City Code.**
10. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located. **DISCUSSION: Other performance standards are met.**

PZC RECOMMENDATION

After holding a public hearing on August 3rd, PZC members reviewed and discussed the request. The Planning Commission approved a motion recommending the City Council approve the CUP request with the following conditions recommended:

1. The "Use" is outdoor storage of school buses related to principal use of the subject property for warehousing of school buses. Ancillary maintenance and repair of fleet buses may occur indoors at the subject property addressed as 13050 Stewart Avenue, the "Property".
2. Outdoor storage is limited to school buses and shall only occur on existing impervious surfaces as identified in Attachment "A" at the close of this memo. Outdoor storage shall be screened by existing berm and vegetation on the berm shall be maintained for additional screening. Outdoor storage shall not occur on turf. Existing impervious surfaces including gravel surfaces shall not be expanded.
3. School buses stored on site shall be reasonably licensed and operable during suitable conditions. Junk bus and/or salvage storage is prohibited.
4. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
5. A conditional use permit shall take effect upon recording of the document with the Carver County Recorder's Office. When recorded the conditional use permit shall supersede previously issued conditional use permits issued for the subject property.

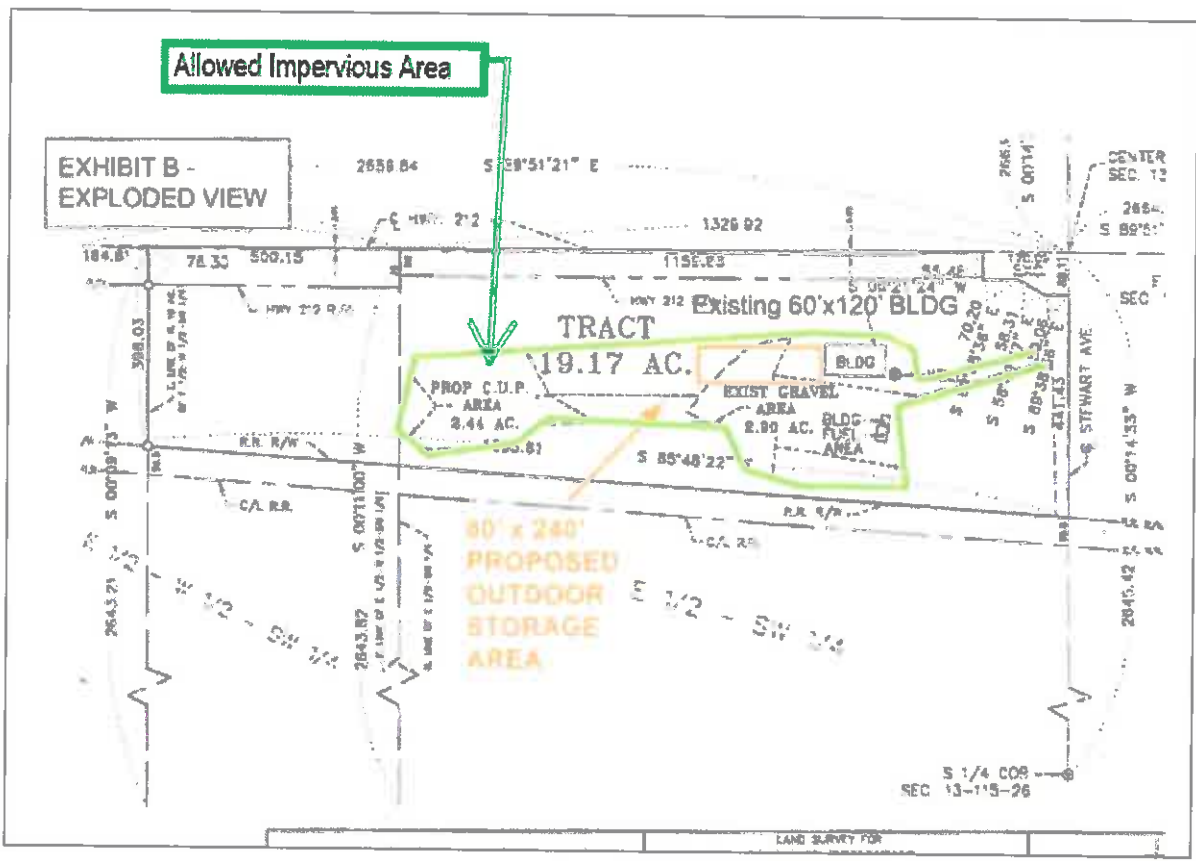
6. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
7. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
8. Approval of this conditional use permit does not approve any future expansion or associated improvements on-site. Construction of new structures and/or expansion of the existing structure shall require zoning approval and building permit issuance.

ACTION

The City Council is to take action on the request. A sample RESOLUTION is provided for consideration.

ATTACHMENTS


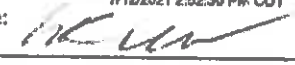
1. Application and associated materials.
2. Draft Planning Commission meeting minutes.
3. Resolution approving/denying conditional use permit to provide for Outdoor Storage and School Bus Warehouse Operation at 13050 Stewart Avenue.





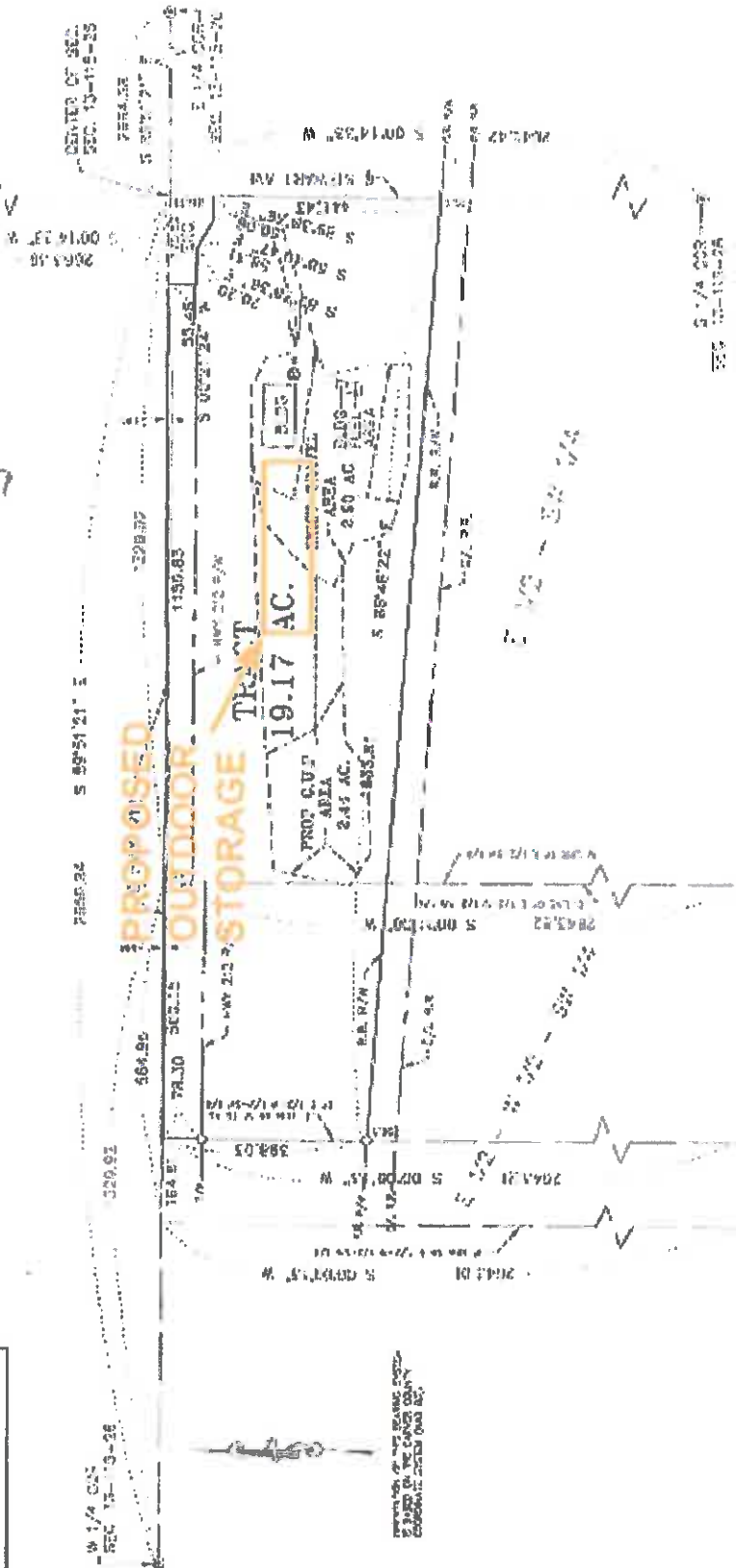
Planning and Zoning Application

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

Applicant's Name : HENNEK BUSINESS HOLDINGS		Telephone : 507-381-4811
Address (Street, City, State, ZIP) : 2550 50TH SW WEBSTER, MN 55088		
Property Owner's Name (If different from above) MOLNAU PROPERTIES		Telephone : 952-467-2292
Location of Project : 13050 STEWART AVE NYA, MN 55368		
Legal Description : PID 580130300 SEE ATTACHED EXHIBIT E FOR FULL LEGAL DESCRIPTION:		
Description of Request (Attach separate sheet, if necessary) : APPLICANT (BUYER) IS REQUESTING PERMISSION FOR 19,200 SF OF OUTDOOR STORAGE FOR SCHOOL BUSES, PASSENGER VANS, AND OTHER VEHICLES. EXHIBIT A SHOWS THE SITE PLAN AND LOCATION OF 80'X240' OUTDOOR STORAGE AREA. EXHIBIT B SHOWS AN EXPLODED VIEW OF THE PROPOSED AREA. EXHIBIT C SHOWS THE CURRENT SATELLITE VIEW OF THE SITE. EXHIBIT D SHOWS THE SITE WITH THE PROPOSED FUTURE HWY 212 PROJECT. APPLICANT HAS A FULLY EXECUTED PURCHASE AGREEMENT THAT IS CONTINGENT ON APPROVAL OF THE CUP FOR OUTDOOR STORAGE.		
<p style="text-align: center;">Proposed Action(s): Check all that apply</p> <p> <input type="checkbox"/> Annexation \$300.00 <input type="checkbox"/> Comp Plan Amendment \$500.00 + Escrow <input type="checkbox"/> Storm Water Plan \$250.00 <input type="checkbox"/> Application for Appeal \$150.00 <input type="checkbox"/> Sketch Plat \$200.00 + Escrow <input type="checkbox"/> Rezoning \$350.00 <input type="checkbox"/> Street/Alley Vacation \$150.00 <input type="checkbox"/> Site Plan \$300.00 + Escrow <input type="checkbox"/> Recording Fee \$46.00 <input type="checkbox"/> Parking Reduction \$100.00 <input type="checkbox"/> PUD Sketch Plan \$200.00 + Escrow <input type="checkbox"/> Boundary Line Adjustment \$100.00 <input type="checkbox"/> CUP/IUP \$200.00 (Residential) <input type="checkbox"/> PUD Plan Amendment \$300.00 + Escrow <input type="checkbox"/> Other <input checked="" type="checkbox"/> CUP/IUP \$300.00 (Non Residential) <input type="checkbox"/> PUD Final Plan \$300.00 + Escrow <input type="checkbox"/> Variance \$200.00 (Residential) <input type="checkbox"/> PUD Gen. Concept Plan \$400.00 + Escrow <input type="checkbox"/> Variance \$300.00 (Non Residential) <input type="checkbox"/> Prelim Plat \$350.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Lot Split \$200.00 <input type="checkbox"/> Final Plat \$250.00 + \$10.00/Lot + Escrow <input type="checkbox"/> Public Hearing Notice \$75.00 <input type="checkbox"/> Wetland Mitigation Plan \$100.00 + Escrow ALL ESCROW MUST BE PAID BY CERTIFIED CHECK Escrow Deposit \$2,000.00 Escrow Deposit - Site Plan Review: \$15,000 (Tacoma West Industrial Park), \$5,000.00 (All other site plan reviews) Escrow Deposit - Development Review (paid at Sketch Plan): \$10,000.00 ALL PLANNING & ZONING APPLICATION FEES ARE IN ADDITION TO LEGAL, ENGINEERING AND ASSOCIATED COSTS. *APPLICATIONS WILL BE PROCESSED ONLY IF ALL REQUIRED ITEMS ARE SUBMITTED* </p>		
The undersigned certifies that they are familiar with application fees and other associated costs, and also with the procedural requirements of Chapter 11 and Chapter 12 of the City Code and other applicable ordinances.		
Applicant's Signature:	 <small>Authentic ID: 7A272021 2:52:55 PM CDT</small>	Date: 07/12/2021
Fee Owner's Signature:		Date: 7-13-21
For Office Use Only		
Accepted By:	Amount	Date

**EXHIBIT A -
OVERVIEW**

OVERVIEW MAP OF SURVEY



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

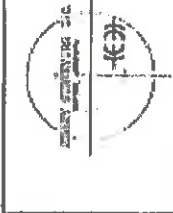
[Signature]

DATE: 2/1/28 REGISTRATION NO. 2547

LAND SURVEYOR
MOLNAC TRUCKING
PART OF SW 1/4
SEC. 13, T12N, R14E, RANGE 14E, TOWNSHIP 12N, RANGE 14E, COUNTY OF CARVER, MINNESOTA

① UNITED STATES OF AMERICA
② STATE OF MINNESOTA
③ COUNTY OF CARVER

SCALE: 1" = 200'

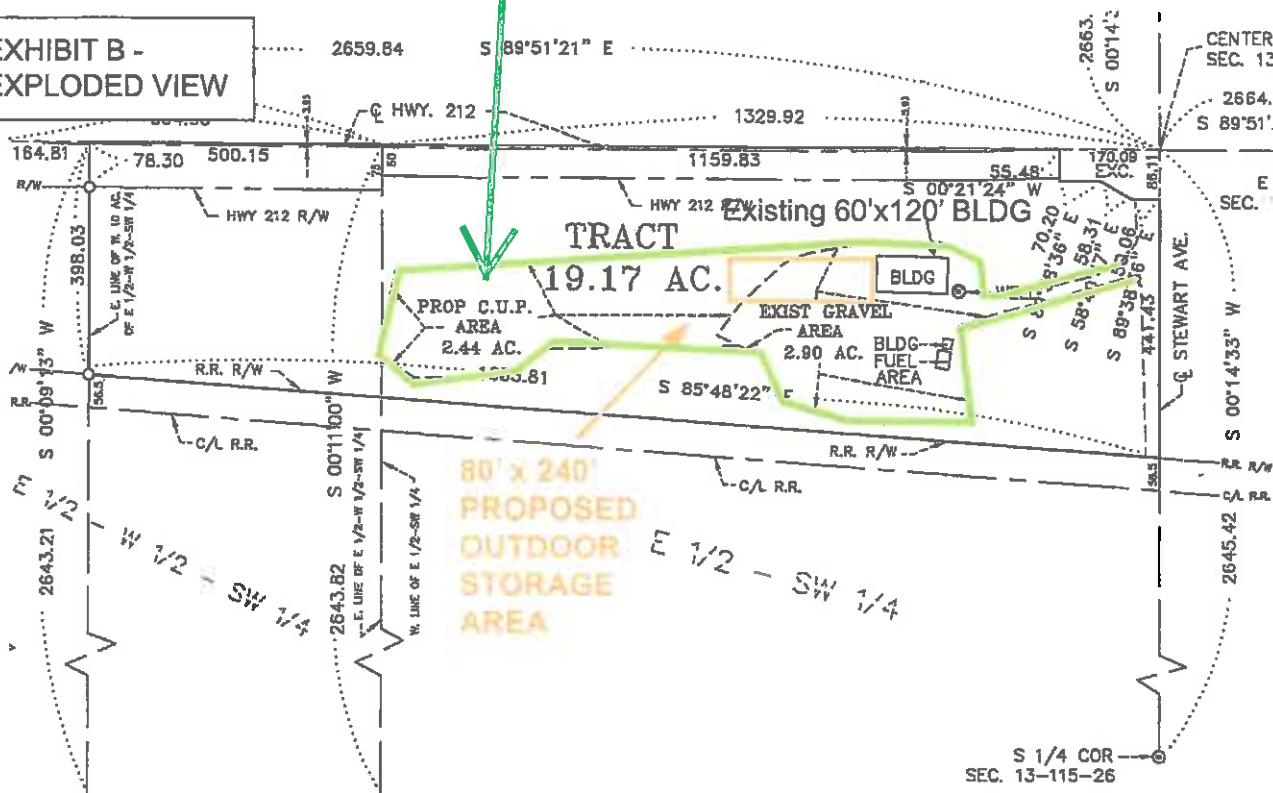


5 1/4 COS
SEE 11-11-28

REVISION OF THE SURVEY REPORT
AS MADE BY THE LAND SURVEYOR
CONFORMS WITH THE ACT

Allowed Impervious Area

EXHIBIT B -
EXPLODED VIEW



I hereby certify that this survey, plan, or report was
LAND SURVEY FOR
MOLNAU TRUCKING

EXHIBIT C -
CURRENT
SATELLITE VIEW



EXHIBIT D -
212 PROJECT

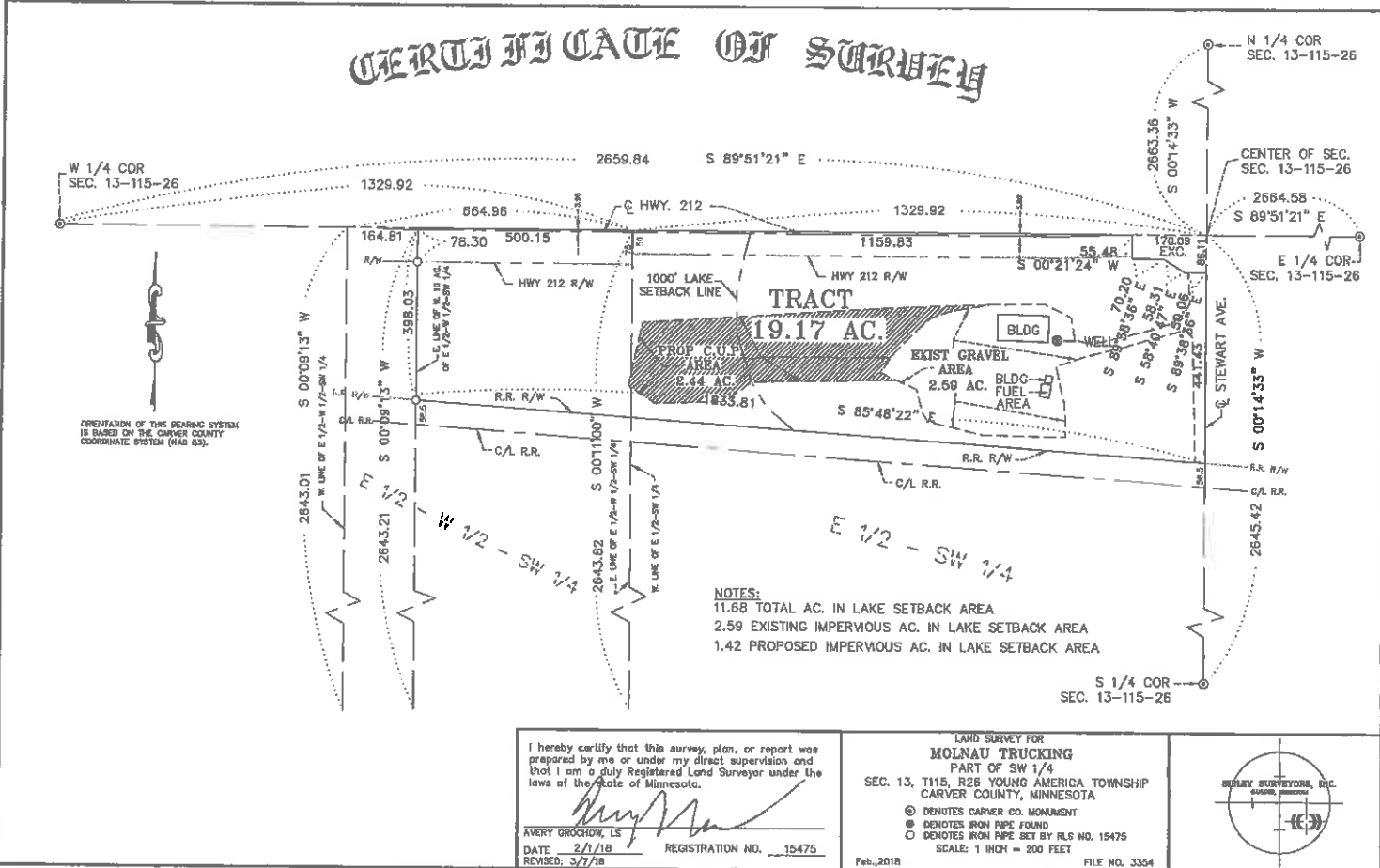


EXHIBIT E -
LEGAL DESCRIPTION
PID # 580130300

Legal Description

All that part of the East Half of the Southwest Quarter and the East Half of the West Half of the Southwest Quarter of Section 13, Township 115, Range 26, lying Northerly of the North right-of-way line of the Chicago, Milwaukee, St. Paul and Pacific Railway Company, EXCEPTING THEREFROM the West ten (10) acres of the East Half of the West Half of said Southwest Quarter, all in Carver County, Minnesota, and ALSO EXCEPTING THEREFROM Parcel 2088 of the Minnesota Department of Transportation Right of Way Plat Numbered 10-32 as the same is on file and of record in the office of the County Recorder in and for Carver County, Minnesota.

CERTIFICATE OF SURVEY



ORIENTATION OF THIS BEARING SYSTEM IS BASED ON THE CARVER COUNTY COORDINATE SYSTEM (MAD 83).

NOTES:
 11.68 TOTAL AC. IN LAKE SETBACK AREA
 2.59 EXISTING IMPERVIOUS AC. IN LAKE SETBACK AREA
 1.42 PROPOSED IMPERVIOUS AC. IN LAKE SETBACK AREA

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

Avery Grochow
 AVERY GROCHOW, LS
 DATE 2/1/18 REGISTRATION NO. 15475
 REVISED: 3/7/18

LAND SURVEY FOR
MOLNAU TRUCKING
 PART OF SW 1/4
 SEC. 13, T115, R26 YOUNG AMERICA TOWNSHIP
 CARVER COUNTY, MINNESOTA

⊙ DENOTES CARVER CO. MONUMENT
 ⊙ DENOTES IRON PIPE FOUND
 ⊙ DENOTES IRON PIPE SET BY RLS NO. 15475
 SCALE: 1 INCH = 200 FEET

Feb., 2018 FILE NO. 3354



RESOLUTION NO. 2021-19

A RESOLUTION APPROVING A CONDITIONAL USE PERMIT TO ALLOW OUTDOOR STORAGE AND A SCHOOL BUS TRANSPORTATION WAREHOUSE OPERATION AT 13050 STEWART AVENUE

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

WHEREAS, Nick Molnau, Molnau Trucking (Property Owner) and Mike Hennek, 4.0 Transportation Services (Applicant) have applied for a conditional use permit to allow outdoor storage and a school bus transportation warehouse operation (the "Use") at 13050 Stewart Avenue, in Norwood Young America (the "Property"); and

WHEREAS, the Property is zoned I-1 Light Industrial District; and,

WHEREAS, the City of Norwood Young America requires a conditional use permit for outdoor storage, a proposed subordinate accessory use, in the I-1, Light Industrial District; and,

WHEREAS, the Applicant makes the following representations which the City accepts as a good faith description of the intended activity:

1. 4.0 provides school transportation services across several jurisdictions.
2. Principal use of the property proposed is indoor and outdoor storage of school buses. Outdoor storage is to be limited to the existing impervious surface directly adjacent to the existing structure and as illustrated in the attached site plan. Outdoor storage will not be located on turf surfaces.
3. School bus fleet maintenance and repair as a subordinate use is appropriate under district standards.
4. No new impervious surface is proposed.

WHEREAS, the City of Norwood Young America Planning Commission held a public hearing to consider the Applicants' request for the conditional use permit during the regular meeting on August 3, 2021; and

WHEREAS, the Planning Commission, following the public hearing, discussed the request; and

WHEREAS, the Planning Commission recommended the City Council approve the request contingent on several limiting conditions; and,

WHEREAS, the City Council reviewed the request during the August 23, 2021 regular City Council meeting.

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

1. The Applicant has requested a Conditional Use Permit to allow for outdoor storage of school buses and operation of a bus warehouse at 13050 Stewart Avenue in the I-1 Light Industrial District.

2. Warehouses and accessory outdoor storage is an allowed use in the I-1 Light Industrial District.
3. The use is consistent with goals, policies and objectives of the Comprehensive Plan and the future land use map contained in the 2040 NYA Comprehensive Plan.
4. The proposed use will not have an undue adverse impact on governmental facilities, utilities, services or existing or proposed improvements, subject to certain conditions listed below.
5. The proposed use will not have an undue impact on the public health safety or welfare, subject to certain conditions listed below.
6. The proposed use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor substantially diminish and impair property values within the neighborhood.
7. The proposed use will not impede the normal and orderly development and improvement of surrounding property for uses permitted in the district.
8. The use shall, in all other respects, conform to the applicable regulations of the district in which it is located.

THEREFORE, BE IT FURTHER RESOLVED, that the City Council of Norwood Young America, Carver County, Minnesota, hereby approves the Applicants' request for a conditional use permit to allow outdoor storage of school buses in conjunction with a school transportation services warehouse operation, on the subject property, subject to the following conditions:

1. The "Use" is outdoor storage of school buses related to principal use of the subject property for a school transportation operation. Ancillary maintenance and repair of fleet buses may occur indoors at the subject property addressed as 13050 Stewart Avenue, the "Property".
2. Outdoor storage is limited to school buses and shall only occur on existing impervious surfaces as identified in Exhibit "A" hereto attached. Outdoor storage shall be screened by existing berm and vegetation on the berm shall be maintained for additional screening. Outdoor storage shall not occur on turf. Existing impervious surfaces including gravel surfaces shall not be expanded.
3. School buses stored on site shall be reasonably licensed and operable. Junk bus and/or salvage storage is prohibited.
4. All signage shall require submittal of a sign permit application and approval by the Zoning Administrator and/or Building Official.
5. The conditional use permit shall take effect upon recording of the document with the Carver County Recorder's Office. When recorded this Resolution and conditional use permit shall supersede any and all previously issued conditional use permits issued for the subject property.
6. This approval is subject to all applicable codes, regulations and ordinances, and violation thereof shall be grounds for revocation.
7. This approval shall expire one year after date of approval unless the Applicants have commenced construction of the Use on the Property.
8. Approval of this conditional use permit does not approve any future expansion or associated improvements at the site. Construction of new structures and/or expansion of the existing structure shall require zoning approval and building permit issuance.

Adopted by the City Council this 23rd day of August 2021.

Carol Lagergren, Mayor

ATTEST:

Angela Brumbaugh, City Clerk

CITY OF NORWOOD YOUNG AMERICA RESOLUTION 2021-19
EXHIBIT A
OUTDOOR STORAGE AREA APPROVED





To: Honorable Mayor Lagergren
Members of the City Council
City Staff

From: Cynthia Smith Strack, Consulting Planner

Date: August 23, 2021

Re: Ordinance Amending Definition of Adult Bookstore, Adult Video Store, or Adult Store

BACKGROUND

The City Council previously discussed amending the definition of an adult bookstore, adult video store, or adult store contained in the City Code. The Council referred the matter to the Planning Commission for consideration. The current definition allows up to ten percent of the floor area of any business to be devoted to the sale of adult books, videos, or other items. The draft code amendment attached removes the ten percent allowance. It is noted adult uses are allowed under conditional use permit in the I-1 Light Industrial District on lots which do not abut Highway 212.

The Planning Commission developed the code amendment at their July meeting and held a public hearing on the proposed amendment on August 3rd pursuant to published and posted notice. No comment for or against the proposed definition adjustment was received. Following the hearing the Commission recommended the City Council approve a code amendment with the following proposed definition:

Adult Bookstore, Adult Video Store, or Adult Store. A commercial establishment which devotes ~~10% or more of the~~ floor area of the business (not including storerooms, stock areas, bathrooms, basements, or any portion of the business not open to the public) to the barter, sale or rental for any form of consideration any one (1) or more of the following:

- A. Books, magazines, periodicals, or other printed matter, or photographs, films, motion pictures, video cassettes or video reproductions, slides, or other visual representations which depict or describe "specified sexual activities" or "specified anatomical areas" or
- B. Instruments, devices, or paraphernalia which are designed for use in connection with "specified sexual activities."

ACTION

The City Council is to review the proposed code amendment and take action on the item to approve or not approve the attached Ordinance Amending Section 1200.04 of the City Code Pertaining to Definition of Adult Bookstore, Adult Video Store, or Adult Store. If approved a summary for publication is also provided for consideration.

ATTACHMENTS

- Proposed Ordinance Amending Section 1200.04 of the City Code Pertaining to Definition of Adult Bookstore, Adult Video Store, or Adult Store
- Summary for publication.

**CITY OF NORWOOD YOUNG AMERICA
ORDINANCE NO. 342**

**AN ORDINANCE AMENDING SECTION 1200.04 OF THE CITY CODE
PERTAINING TO DEFINITION OF ADULT BOOKSTORE, ADULT
VIDEO STORE, OR ADULT STORE**

I. THE CITY COUNCIL OF THE CITY OF NORWOOD YOUNG AMERICA, MINNESOTA TO PROMOTE THE PUBLIC SAFETY, HEALTH, AND WELFARE, HEREBY ORDAINS:

II. SECTION 1200.04 SHALL BE AMENDED AS FOLLOWS:

Adult Bookstore, Adult Video Store, or Adult Store. A commercial establishment which devotes ~~10% or more of the~~ floor area of the business (not including storerooms, stock areas, bathrooms, basements, or any portion of the business not open to the public) to the barter, sale or rental for any form of consideration any one (1) or more of the following:

- A. Books, magazines, periodicals, or other printed matter, or photographs, films, motion pictures, video cassettes or video reproductions, slides, or other visual representations which depict or describe “specified sexual activities” or “specified anatomical areas” or
- B. Instruments, devices, or paraphernalia which are designed for use in connection with “specified sexual activities.”

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

Adopted by the City of Norwood Young America on the ___ day of August, 2021.

Attest:

Carol Lagergren, Mayor

Angela Brumbaugh, City Clerk

Adopted:
Published:

**City of Norwood Young America
Summary of Ordinance 342
Amending City Code Chapter 12, Land Use**

The City of Norwood Young America has adopted Ordinance 342 entitled “An Ordinance Amending Section 1200.04 of the City Code Pertaining to Definition of Adult Bookstore, Adult Video Store, or Adult Store”.

The Ordinance removes a provision in the existing definition allowing up to ten percent of the floor area of a business to be used for an adult bookstore, adult video store, or adult store. Adult use remain conditional uses in the I-1 Light Industrial District.

Effective Date: This ordinance becomes effective upon its passage and publication according to law. The ordinance was adopted by the City Council on August 23, 2021.

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



TO: Mayor Lagergren and City Council Members
FROM: Angela Brumbaugh, City Clerk-Treasurer
DATE: August 23
SUBJECT: Compensation Study RFQ

In the process of looking at the Administrator Search, DDA had asked if we had a current Compensation Study. From the information we could find the last time a Compensation Study was completed was in 2010.

Personnel discussed this at the last meeting and it was agreed that we should look at doing a new Compensation Study as it has been 11 years since our last one.

The 2010 Study is attached for your review.

Recommended Motion:

Authorize staff to send out RFQs for a Compensation Study.



REQUEST FOR QUOTES

Compensation Study

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 a Compensation Study.

B. Responses submitted must provide complete information as indicated in this request. Deadline for submitting quote is **4:30 p.m., Tuesday, September 7, 2021.**

City of Norwood Young America
Attention: Angela Brumbaugh
P.O. Box 59
Norwood Young America, MN 55368

C. Questions and inquiries regarding this request should be directed to:

Angela Brumbaugh
City Clerk-Treasurer
P.O. Box 59
Norwood Young America, MN 55368
(952) 467-1807
cityclerk@cityofnya.com

II. Scope

The City of Norwood Young America is a community of 3,863 people. We have 11 full-time employees and approximately 5 part-time employees and a handful of seasonal. Our last compensation study was completed in 2010.

QUOTE

***You may email all information to: Angela Brumbaugh at cityclerk@cityofnya.com or submit to the address on the front page.**

CLASSIFICATION & COMPENSATION STUDY FINAL REPORT

Prepared For:
City of Norwood Young America

10/17/2010

YOUNG AMERICA

MARCH 2010

By
Bjorklund Compensation Consulting, LLC
18979 Ellie Lane
Eden Prairie, MN 55346
952-974-9787
rbjorklund@earthlink.net

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Appendices:

1. Salary Survey Technical Report: (Delivered Under Separate Cover)
2. CMS Manual (Delivered Under Separate Cover)

I. INTRODUCTION

In January of 2010, Bjorklund Compensation Consulting (BCC), LLC began the process of conducting a comprehensive classification and compensation study of all City positions and to develop new salary ranges for the City that would be fair, better aligned with the market, and better position the organization to meet its HR needs and goals. The objectives of the study were to:

- Study all positions;
- Evaluate all existing job descriptions using job evaluation to align job classes internally;
- Conduct a salary survey;
- Design a new pay structure for the City;
- Formulate an implementation plan (costing) associated with adopting the pay plan.
- Prepare a classification manual to aid the organization in maintaining the classification and compensation program in the future.

The following sections of the report outline the procedures followed during the course of the study and our findings and recommendations.



II. METHODOLOGY

A. Conducted Preliminary Meetings

- BCC met with representatives of the City's Personnel Committee to gather information concerning your current situation, issues, concerns and general approach to pay. The organization provided preliminary information concerning its human resources policies and procedures, pay rates and other general information for BCC to review.
- BCC reviewed the general process of the study to assure all parties understood the proposal and tasks to be performed during the study.
- The City provided BCC with current job descriptions for all positions under review as well as vacant job classes. BCC used current job descriptions rather than collect information from individual employees in that it was our understanding that current job descriptions accurately captured the essential duties and functions of the jobs.

B. Studied All Jobs: Conducted Job Analysis

- BCC reviewed all provided job descriptions and then conducted follow up employee interviews with employees in each of the existing jobs in the City.
- Interviews permitted BCC to expand upon, clarify and understand the expectations and responsibilities of each position. Interviews also permitted us to compare and contrast responsibilities in similar or adjacent job classes during the interview process.



II. METHODOLOGY (CONT.)

C. Conducted Job Grading

- Using the job information collected, we assessed the duties and responsibility level of positions and attached a preliminary job rating to each of the proposed classification titles outlined in the classification structure based upon the Classification Matrix System (CMS) of job evaluation.
- BCC prepared and provided a classification manual for the City outlining the methodology, forms used (or could be used by the City) in the conduct of the study, job evaluation worksheets that than be maintained by the City in documenting ratings, reviews and job changes over time, recommended policies and procedures.
- BCC met with the Personnel Committee to review the preliminary job ratings. Based upon their comments or concerns, BCC reviewed its rating recommendations and made revisions, if necessary, provided they were justified within the job evaluation criteria of CMS and consistent with the information outlined in the job descriptions.

D. Conducted A Salary Survey & Designed a New Pay Structure

- BCC worked with the Personnel Committee to identify comparable organizations in which to collect salary and benefit information. BCC surveyed all position titles of the City given the limited number of jobs.
- BCC designed a salary questionnaire to collect salary information.



II. METHODOLOGY (CONT.)

- BCC collected, summarized and analyzed all survey data. BCC made follow up calls to cities to confirm and/or clarify job matches, benefit information, or salary data provided by the participants.
- Due to the large variance in pay rates across the various cities and reported participant rates, BCC excluded individual participant pay rates from benchmark jobs when the their was a difference greater than or less than plus or minus one standard deviation from the original benchmark mean.
- BCC analyzed the salary data and proposed a new pay structure (e.g. salary ranges) for all City jobs.
- BCC met with the Personnel Committee to review the preliminary market findings, a proposed pay plan, costs and options for implementing the new pay plan.
- BCC revised and revised recommendations when consistent with sound classification and compensation principles.



III. FINDINGS & RECOMMENDATIONS

A. Recommended Job Ratings

- BCC applied the Classification Matrix System (CMS) of job evaluation to determine the responsibility level of each job within the City. This resulted in a ranking of classifications from top to bottom. The final outcome or ranking of classifications within an organization is also known as a "job hierarchy". Based upon the similarity of job points (e.g. rating outcome), jobs of similar point value were assigned to similar salary ranges for similar pay treatment.
- The job rating results assures jobs are aligned fairly on the basis of internal responsibility not market or other external factors. The job ratings are used to slot jobs to salary ranges. The use of job evaluation and the resulting job ratings addresses the issue of "internal pay equity", as required by the MN Pay Equity Act of 1984, as amended.
- Table I shows the results of the finalized job rankings and the resulting job hierarchy.
- The assignment of jobs to salary ranges was based total points and the application of the Grade Placement chart outlined in Table II.
- There is currently an 8% point spread between the minimum and maximum of each salary grade.



Table I

Job Hierarchy

Proposed Classification Title:	Total Points	Salary Grade
City Administrator	1600	27
Community Development Director	1135	22
Public Utilities Director	960	20
Public Works Director	900	19
City Clerk/Treasurer	750	17
Deputy Clerk/Utility Billing Clerk	555	13
Public Utilities Operator II	520	12
Public Works Operator II	480	11
Public Works Operator I	430	10
Public Utilities Operator I	430	10
Office Support Representative II	430	10
Office Support Representative I	315	6



Table II

Grade Determination Chart		
Grade Assignment	Point Minimum	Point Maximum
1	200	216
2	217	234
3	235	254
4	255	276
5	277	299
6	300	324
7	325	351
8	352	380
9	381	411
10	412	445
11	446	482
12	483	522
13	523	564
14	565	611
15	612	661
16	662	715
17	716	773
18	774	836
19	837	904
20	905	977
21	978	1056
22	1057	1142
23	1143	1234
24	1235	1334
25	1335	1442
26	1443	1558
27	1559	1684
28	1685	1820
29	1821	1966
30	1967	2125
31	2126	2296
32	2297	2481



III. FINDINGS & RECOMMENDATIONS (Cont.)

- As can be seen in Table I, each of the City's jobs were assigned to one of 32 possible different salary ranges. The job evaluation point spread is 8% between salary grades on the chart. The criteria used to assign positions involved examining four factors set forth in the Classification Matrix System. (*Note: The system is described in greater detail in the CMS Manual provided under separate cover and available for review in Administration.*) They include:

Classification Matrix System (CMS)

<u>Factor:</u>	<u>Relative Weighting:</u>
Factor 1: Knowledge & Skills <u>Sub-factors:</u> a. Nature of Assignments b. Occupational Skill Level	52%
Factor 2: Supervisory Authority <u>Sub-factors:</u> a. Level of Supervisory Responsibility b. Extent of Supervisory Responsibility	20%
Factor 3: Public Relations <u>Sub-factors:</u> a. Customer Relations b. Governmental Relations	20%
Factor 4: Working Conditions <u>Sub-factors:</u> a. Physical Effort b. Risks and Hazards	8%



III. FINDINGS & RECOMMENDATIONS (Cont.)

B. Salary Survey Findings:

- o In cooperation with the Personnel Committee, the salary survey questionnaire was distributed to 19 comparable organizations. Of the 19 organizations, 13 decided to participate for a survey participation rate of 68%. The table below shows the participants.

Participating Organizations:

City of Wyoming
City of Elkco New Market
City of Rockford
City of Independence
City of Waconia
City of Arlington
City of Winsted
City of Carver
City of Ammandale
City of Glencoe
City of Jordan
City of Watertown
City of Le Center

Non-Participating Organizations:

City of Albertville
City of New Prague
City of Becker
City of Belle Plaine
City of Delano
City of Le Sueur

Published Survey:

League of MN Cities, 2008. Aged .5% yrly.

- o Participant organizations were selected by the Personnel Committee on the basis of several criteria including 1) similar size, 2) similar geographic location to NYA, and 3) similar operational characteristics.
- o The average survey participant had approximately 19 employees compared to 12 at NYA and an average population of 4415 as compared to 3626 at NYA.



III. FINDINGS & RECOMMENDATIONS (Cont.)

B. Salary Survey Findings (cont.):

BCC analyzed the market data using two different methods. One method used was to examine market data on a job-by-job basis to assess the competitiveness of your current pay rates to the market. The second approach was a statistical trend analysis of current pay rates, market rates and job evaluation outcomes to assess differences between the market and your current pay practices.

Exhibit I on the next page shows the analysis of the job-by-job analysis of your pay rates to the corresponding rates reported in the market. This analysis suggests the following:

- On average, your current salary range minimums are approximately 22.4% below the average market minimum rate
- On average, your current average pay rates are approximately 13.92% below the average market pay rate.
- On average, your current salary range maximums are approximately 10.27% below the average market salary range maximum.

The second approach to assessing the competitiveness of your pay program involves using a trend analysis or a procedure that plots a “best line of fit” using the job ratings and the market pay data or your pay data. Graph I illustrates the results of this analysis graphically. This is a powerful statistical smoothing approach utilized by HR practitioners in designing salary structures that mirror market pay practices. Exhibit II shows the predicted market starting rate, average and maximum rates as compared to NYA’s average corresponding rates.



CITY OF NORWOOD YOUNG AMERICA
Analysis of Benchmark Salaries by Benchmark

Exhibit 1

Benchmark Comparison of Average Salaries

Benchmark Title	NYA Range Minimum	Average Market Starting	% Diff	NYA Average Salary	Average Market Salary	% Diff	NYA Range Maximum	Average Market Maximum	% Diff
CITY ADMINISTRATOR	\$24.31	\$33.07	-36.03%	\$33.14	\$39.34	-18.71%	\$34.63	\$41.93	-21.08%
COMMUNITY DEVELOPMENT MANAGER	\$20.84	\$22.77	-9.24%	\$26.02	\$25.37	2.50%	\$29.69	\$29.38	1.04%
PUBLIC WORKS DIRECTOR	\$19.29	\$25.68	-33.13%	\$28.59	\$31.52	-10.25%	\$27.49	\$33.80	-22.95%
PUBLIC UTILITIES DIRECTOR	\$19.29	\$25.68	-33.10%	\$28.59	\$32.98	-15.36%	\$27.49	\$33.80	-22.94%
CITY CLERK/TREASURER	\$19.29	\$19.77	-2.49%	\$22.06	\$25.12	-13.87%	\$27.49	\$26.74	2.73%
DEPUTY CLERK/UTILITY BILLING CLERK	\$15.32	\$16.84	-9.92%	\$19.13	\$19.74	-3.19%	\$21.83	\$21.57	1.19%
PUBLIC WORKS OPERATOR I	\$11.26	\$16.19	-43.78%	\$13.65	\$19.03	-39.41%	\$16.04	\$21.09	-31.48%
PUBLIC WORKS OPERATOR II	\$14.18	\$17.68	-24.68%	\$16.30	\$21.00	-29.39%	\$20.21	\$22.31	-10.39%
UTILITIES OPERATOR	\$15.32	\$18.92	-23.50%	\$19.59	\$22.26	-13.63%	\$21.83	\$23.35	-6.96%
UTILITIES WORKER	\$11.26	\$13.77	-22.29%	\$13.65	\$15.16	-11.06%	\$16.04	\$17.21	-7.29%
OFFICE SUPPORT REPRESENTATIVE II	\$14.18	\$15.52	-9.45%	\$14.18	\$15.98	-12.69%	\$20.21	\$18.79	7.03%
	\$184.54	\$225.88		\$234.90	\$267.69		\$262.95	\$286.97	

Summary Statistics:	Average Minimum Rates
Average Difference	-22.40%

Average Rates	-13.92%
---------------	---------

Average Maximum Rates	-10.27%
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City of Norwood Young America - Survey Trend Analysis of Minimum & Maximum Pay



Salary Grade Ranges



CITY OF NORWOOD YOUNG AMERICA
Trend Analysis of Benchmark Average Rates

Exhibit B

Trend Comparison of Average Rates

Grade Midpoint	Benchmark Title:	Trend MYA Range Minimum	Trend Avg Market Starting	% Diff	Trend NYA Average Salary	Trend Avg Market Salary	% Diff	Trend NYA Range Maximum	Trend Avg Market Maximum	% Diff
1622	CITY ADMINISTRATOR	\$25.83	\$33.29	-28.9%	\$36.15	\$40.32	-11.5%	\$36.80	\$43.12	-17.2%
1099	COMMUNITY DEVELOPMENT MANAGER	\$20.50	\$25.78	-25.7%	\$27.44	\$30.90	-12.6%	\$29.21	\$33.25	-13.8%
870	PUBLIC WORKS DIRECTOR	\$18.16	\$22.49	-23.8%	\$23.02	\$26.78	-13.4%	\$25.88	\$28.93	-11.8%
941	PUBLIC UTILITIES DIRECTOR	\$18.89	\$23.51	-24.5%	\$24.80	\$28.06	-13.1%	\$26.91	\$30.27	-12.5%
744	CITY CLERK/TREASURER	\$16.86	\$20.68	-22.5%	\$21.52	\$24.51	-13.9%	\$24.05	\$26.55	-10.4%
544	DEPUTY CLERK/UTILITY BILLING CLERK	\$14.84	\$17.81	-20.0%	\$18.19	\$20.94	-14.9%	\$21.15	\$22.78	-7.7%
429	PUBLIC WORKS OPERATOR I	\$13.67	\$16.16	-18.2%	\$16.27	\$19.83	-15.7%	\$19.48	\$20.61	-5.8%
464	PUBLIC WORKS OPERATOR II	\$14.02	\$16.66	-18.8%	\$18.86	\$19.46	-15.9%	\$19.98	\$21.27	-6.4%
502	UTILITIES OPERATOR	\$14.41	\$17.20	-19.4%	\$17.49	\$20.15	-15.2%	\$20.54	\$21.98	-7.1%
429	UTILITIES WORKER	\$13.67	\$16.16	-18.2%	\$16.27	\$18.83	-15.7%	\$19.48	\$20.61	-5.8%
429	OFFICE SUPPORT REPRESENTATIVE II	\$13.67	\$16.16	-18.2%	\$16.27	\$18.83	-15.7%	\$19.48	\$20.61	-5.8%
		\$184.54	\$225.88		\$234.90	\$287.59		\$262.96	\$289.97	
Summary Statistics:		Average Minimum Rates			Average Average Rates			Average Maximum Rates		
Average Difference		-22.40%			-13.92%			-10.27%		



III. FINDINGS & RECOMMENDATIONS (Cont.)

B. Salary Survey Findings (Cont.):

Exhibit II on the previous page shows the trend analysis of your pay rates to the corresponding predicted rates reported in the market. This analysis suggests the following:

- On average, your current salary range minimums are approximately 22.4% below the average market minimum rates
- On average, your current average pay rates are approximately 13.9% below the average market pay rates.
- On average, your current salary range maximums are approximately 10.27% below the average market salary range maximum rates.

Graph I shows that the pay lines closely mirror one another and suggests that the organization has been making pay decisions based on the responsibility level of the jobs and market (e.g. as the market pays more so do you, as the responsibility level of the job increases the City has been also paying more for the job). The graph also shows that while this is the case, the City has not been keeping pace with minimum and maximum market pay rates and this trend becomes more obvious as jobs increase in responsibility level (i.e. the NYA pay lines and market pay lines are closer to one another at lower responsibility levels and get further apart as job ratings increase).



III. FINDINGS & RECOMMENDATIONS (Cont.)

C. Salary Structure Recommendations:

To bring your pay structure to market (e.g. 100% of the market average trend minimum and maximum to 95% of the market), the proposed salary structure(s) recommended would be as shown below. It should also be pointed out that BCC reviewed and outlined its pay structure recommendations with the Personnel Committee to assess the implications of cost and positioning of the City within the market.

The salary structure was designed as follows:

- The minimum (Step 1) of each range represents the value on the predicted market average minimum trend line value.
- The maximum (Step 10) of each range represents the value on the predicted market average maximum trend line value.
- The percentage spread represents the % difference between the salary range minimum and salary range maximum.
- The difference between steps represents a constant dollar amount calculated by the difference between the maximum and minimum divided by 9 and adding the value to each previous step within the salary grade.

The cost to implement the proposed structure was determined by examining each employee rate and then:

- Adjusting employees below the proposed minimum (Step 1) to Step 1 of the plan;
- Adjusting employee salaries falling between the minimum and maximum to the step closest to but higher than their current pay rate.
- Employee rates over the maximum would be “red-circled” and frozen until pay plan increases capture their pay rate at which time they would be adjusted to the maximum of their assigned grade.



CITY OF NORWOOD YOUNG AMERICA: PROPOSED SALARY STRUCTURE FOR 2010 @ 100% of MARKET TREND

Grade Midpoint Value	Salary Range Grade	Salary Range Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Salary Range Maximum	Salary Range Spread
208	1	\$12.98	\$13.40	\$13.82	\$14.24	\$14.65	\$15.07	\$15.49	\$15.91	\$16.33	\$16.75	29%
226	2	\$13.24	\$13.66	\$14.09	\$14.52	\$14.94	\$15.37	\$15.79	\$16.22	\$16.65	\$17.07	29%
245	3	\$13.51	\$13.95	\$14.38	\$14.82	\$15.25	\$15.69	\$16.12	\$16.56	\$16.99	\$17.43	29%
265	4	\$13.81	\$14.25	\$14.70	\$15.14	\$15.59	\$16.03	\$16.48	\$16.92	\$17.36	\$17.81	29%
288	5	\$14.13	\$14.58	\$15.04	\$15.49	\$15.95	\$16.40	\$16.86	\$17.31	\$17.77	\$18.22	29%
312	6	\$14.47	\$14.94	\$15.40	\$15.87	\$16.34	\$16.80	\$17.27	\$17.74	\$18.20	\$18.67	29%
338	7	\$14.84	\$15.32	\$15.80	\$16.28	\$16.76	\$17.24	\$17.71	\$18.19	\$18.67	\$19.15	29%
366	8	\$15.25	\$15.74	\$16.23	\$16.72	\$17.21	\$17.70	\$18.20	\$18.69	\$19.18	\$19.67	29%
396	9	\$15.68	\$16.19	\$16.69	\$17.20	\$17.70	\$18.21	\$18.71	\$19.22	\$19.73	\$20.23	29%
429	10	\$16.15	\$16.67	\$17.19	\$17.71	\$18.23	\$18.75	\$19.28	\$19.80	\$20.32	\$20.84	29%
464	11	\$16.66	\$17.20	\$17.73	\$18.27	\$18.81	\$19.34	\$19.88	\$20.42	\$20.95	\$21.49	29%
502	12	\$17.21	\$17.76	\$18.32	\$18.87	\$19.43	\$19.98	\$20.54	\$21.09	\$21.64	\$22.20	29%
544	13	\$17.80	\$18.37	\$18.95	\$19.52	\$20.09	\$20.67	\$21.24	\$21.82	\$22.39	\$22.96	29%
588	14	\$18.44	\$19.03	\$19.63	\$20.22	\$20.82	\$21.41	\$22.00	\$22.60	\$23.19	\$23.79	29%
636	15	\$19.13	\$19.75	\$20.36	\$20.98	\$21.60	\$22.21	\$22.83	\$23.45	\$24.06	\$24.68	29%
688	16	\$19.88	\$20.52	\$21.16	\$21.80	\$22.44	\$23.08	\$23.72	\$24.36	\$25.00	\$25.64	29%
744	17	\$20.68	\$21.35	\$22.01	\$22.68	\$23.35	\$24.01	\$24.68	\$25.35	\$26.01	\$26.68	29%
805	18	\$21.55	\$22.25	\$22.94	\$23.63	\$24.33	\$25.02	\$25.72	\$26.41	\$27.11	\$27.80	29%
870	19	\$22.49	\$23.22	\$23.94	\$24.66	\$25.39	\$26.11	\$26.84	\$27.56	\$28.29	\$29.01	29%
941	20	\$23.51	\$24.26	\$25.02	\$25.78	\$26.53	\$27.29	\$28.05	\$28.81	\$29.56	\$30.32	29%
1017	21	\$24.60	\$25.39	\$26.19	\$26.98	\$27.77	\$28.56	\$29.36	\$30.15	\$30.94	\$31.74	29%
1099	22	\$25.78	\$26.62	\$27.45	\$28.28	\$29.11	\$29.94	\$30.77	\$31.60	\$32.43	\$33.26	29%
1188	23	\$27.06	\$27.93	\$28.81	\$29.68	\$30.55	\$31.42	\$32.29	\$33.17	\$34.04	\$34.91	29%
1285	24	\$28.44	\$29.36	\$30.28	\$31.19	\$32.11	\$33.03	\$33.94	\$34.86	\$35.78	\$36.69	29%
1388	25	\$29.93	\$30.90	\$31.86	\$32.83	\$33.79	\$34.76	\$35.72	\$36.69	\$37.65	\$38.61	29%
1501	26	\$31.54	\$32.56	\$33.58	\$34.59	\$35.61	\$36.63	\$37.64	\$38.66	\$39.68	\$40.69	29%
1622	27	\$33.28	\$34.36	\$35.43	\$36.50	\$37.57	\$38.65	\$39.72	\$40.79	\$41.86	\$42.94	29%
1752	28	\$35.16	\$36.29	\$37.43	\$38.56	\$39.69	\$40.83	\$41.96	\$43.09	\$44.22	\$45.36	29%
1894	29	\$37.19	\$38.39	\$39.59	\$40.78	\$41.98	\$43.18	\$44.38	\$45.58	\$46.78	\$47.97	29%
2046	30	\$39.38	\$40.65	\$41.92	\$43.19	\$44.46	\$45.72	\$46.99	\$48.26	\$49.53	\$50.80	29%
2211	31	\$41.75	\$43.09	\$44.44	\$45.78	\$47.13	\$48.47	\$49.82	\$51.16	\$52.51	\$53.85	29%
2389	32	\$44.30	\$45.73	\$47.16	\$48.58	\$50.01	\$51.44	\$52.87	\$54.29	\$55.72	\$57.15	29%



CITY OF NORWOOD YOUNG AMERICA: PROPOSED SALARY STRUCTURE 2010/2011 @ 95% OF MARKET TREND

Grade Midpoint Value	Salary Range Grade	Salary Range Minimum	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Salary Range Maximum	Salary Range Spread
208	1	\$12.33	\$12.73	\$13.13	\$13.52	\$13.92	\$14.32	\$14.72	\$15.11	\$15.51	\$15.91	29%
226	2	\$12.57	\$12.98	\$13.38	\$13.79	\$14.19	\$14.60	\$15.00	\$15.41	\$15.82	\$16.22	29%
245	3	\$12.83	\$13.25	\$13.66	\$14.07	\$14.49	\$14.90	\$15.32	\$15.73	\$16.14	\$16.56	29%
265	4	\$13.12	\$13.54	\$13.96	\$14.38	\$14.81	\$15.23	\$15.65	\$16.07	\$16.50	\$16.92	29%
288	5	\$13.42	\$13.85	\$14.28	\$14.72	\$15.15	\$15.58	\$16.01	\$16.45	\$16.88	\$17.31	29%
312	6	\$13.75	\$14.19	\$14.63	\$15.08	\$15.52	\$15.96	\$16.41	\$16.85	\$17.29	\$17.73	29%
338	7	\$14.10	\$14.56	\$15.01	\$15.47	\$15.92	\$16.37	\$16.83	\$17.28	\$17.74	\$18.19	29%
366	8	\$14.48	\$14.95	\$15.42	\$15.89	\$16.35	\$16.82	\$17.29	\$17.75	\$18.22	\$18.69	29%
396	9	\$14.90	\$15.38	\$15.86	\$16.34	\$16.82	\$17.30	\$17.78	\$18.26	\$18.74	\$19.22	29%
429	10	\$15.34	\$15.84	\$16.33	\$16.83	\$17.32	\$17.82	\$18.31	\$18.81	\$19.30	\$19.79	29%
464	11	\$15.83	\$16.34	\$16.85	\$17.36	\$17.87	\$18.38	\$18.89	\$19.40	\$19.91	\$20.42	29%
502	12	\$16.35	\$16.87	\$17.40	\$17.93	\$18.45	\$18.98	\$19.51	\$20.04	\$20.56	\$21.09	29%
544	13	\$16.91	\$17.46	\$18.00	\$18.54	\$19.09	\$19.63	\$20.18	\$20.72	\$21.27	\$21.81	29%
588	14	\$17.52	\$18.08	\$18.65	\$19.21	\$19.78	\$20.34	\$20.90	\$21.47	\$22.03	\$22.60	29%
636	15	\$18.17	\$18.76	\$19.34	\$19.93	\$20.52	\$21.10	\$21.69	\$22.27	\$22.86	\$23.44	29%
688	16	\$18.88	\$19.49	\$20.10	\$20.71	\$21.32	\$21.92	\$22.53	\$23.14	\$23.75	\$24.36	29%
744	17	\$19.65	\$20.28	\$20.91	\$21.55	\$22.18	\$22.81	\$23.45	\$24.08	\$24.71	\$25.35	29%
805	18	\$20.47	\$21.13	\$21.79	\$22.45	\$23.11	\$23.77	\$24.43	\$25.09	\$25.75	\$26.41	29%
870	19	\$21.37	\$22.05	\$22.74	\$23.43	\$24.12	\$24.81	\$25.50	\$26.19	\$26.87	\$27.56	29%
941	20	\$22.33	\$23.05	\$23.77	\$24.49	\$25.21	\$25.93	\$26.65	\$27.37	\$28.09	\$28.81	29%
1017	21	\$23.37	\$24.12	\$24.88	\$25.63	\$26.38	\$27.14	\$27.89	\$28.64	\$29.40	\$30.15	29%
1099	22	\$24.50	\$25.28	\$26.07	\$26.86	\$27.65	\$28.44	\$29.23	\$30.02	\$30.81	\$31.60	29%
1188	23	\$25.71	\$26.54	\$27.37	\$28.19	\$29.02	\$29.85	\$30.68	\$31.51	\$32.34	\$33.17	29%
1285	24	\$27.02	\$27.89	\$28.76	\$29.63	\$30.50	\$31.37	\$32.25	\$33.12	\$33.99	\$34.86	29%
1388	25	\$28.44	\$29.35	\$30.27	\$31.19	\$32.10	\$33.02	\$33.94	\$34.85	\$35.77	\$36.68	29%
1501	26	\$29.97	\$30.93	\$31.90	\$32.86	\$33.83	\$34.79	\$35.76	\$36.73	\$37.69	\$38.66	29%
1622	27	\$31.62	\$32.64	\$33.66	\$34.68	\$35.69	\$36.71	\$37.73	\$38.75	\$39.77	\$40.79	29%
1752	28	\$33.40	\$34.48	\$35.56	\$36.63	\$37.71	\$38.78	\$39.86	\$40.94	\$42.01	\$43.09	29%
1894	29	\$35.33	\$36.47	\$37.61	\$38.75	\$39.88	\$41.02	\$42.16	\$43.30	\$44.44	\$45.58	29%
2046	30	\$37.41	\$38.62	\$39.82	\$41.03	\$42.23	\$43.44	\$44.64	\$45.85	\$47.05	\$48.26	29%
2211	31	\$39.66	\$40.94	\$42.21	\$43.49	\$44.77	\$46.05	\$47.33	\$48.60	\$49.88	\$51.16	29%
2389	32	\$42.09	\$43.44	\$44.80	\$46.15	\$47.51	\$48.87	\$50.22	\$51.58	\$52.93	\$54.29	29%



III. FINDINGS & RECOMMENDATIONS (Cont.)

D. Cost Implications:

The estimated cost to implement the proposed structure at 100% of market trend outlined above is approximately 3% of estimated base payroll. The estimated cost to implement the proposed salary structure at 95% of the market trend is estimated at approximately 2% of base payroll.

E. Surveyed Benefits:

Health Saving Accounts:

Table 1

Organization	Eligible To Participate 1=Yes, 0=No	Annual Max Employer Contribution
City of Waconia	1	1633
City of Independence	1	2500
City of Elko New Market	1	1980
City of Arlington	1	1500
City of Annandale	0	0
City of Watertown	0	
City of Le Center	0	
City of Rockford	0	
City of Glencoe	1	2750
City of Wyoming	0	
City of Winsted	1	2000
City of Jordan	1	1500
City of Carver	0	
Nonwood Young America	1	\$5,450
% Providing Option	61.53%	
Avg Contribution		\$1,733



III. FINDINGS & RECOMMENDATIONS (Cont.)

As can be seen from Table 1 above, 61% of the participants provide health savings accounts for their employees and in all but one instance those cities contribute to that plan for employees. The average contribution amount was \$1,733 annually. This compares to NYA, which contributes significantly more towards employee health savings accounts of up to \$5450 annually or on average 68% more towards an employee's health savings account.

Holidays:

Table 2

HOLIDAYS	
Organization	# of Eligible Holidays
City of Waconia	11.5
City of Independence	11
City of Elko New Market	11
City of Arlington	10.5
City of Annandale	10.5
City of Watertown	11
City of Le Center	10.5
City of Rockford	11.5
City of Glencoe	11
City of Carver	11
City of Wyoming	13
City of Winsted	11
City of Jordan	11
Average	11.12
Norwood Young America	12
Diff	7.37%

Table 2 above suggests that the City provides a comparable holiday provision compared to other benchmark cities and provides approximately one additional holiday for employees.



III. FINDINGS & RECOMMENDATIONS (Cont.)

Dental Insurance:

Table 3

DENTAL COVERAGE		
Organization	Employee Contribution Single	Employee Contribution Family
City of Waconia	100%	100%
City of Independence	100%	100%
City of Elko New Market	0%	50%
City of Arlington	100%	100%
City of Annandale	0%	0%
City of Watertown	0%	30%
City of Le Center	100%	100%
City of Rockford	0%	100%
City of Glencoe	0%	0%
City of Carver	0%	25%
City of Wyoming	0%	0%
City of Winsted	100%	100%
City of Jordan	100%	100%
Norwood Young America		
% of Market Providing Coverage		
Average Employer Coverage %		
0%	54%	82.50%

Table 3 shows that slightly more than 1/2 of the benchmark cities contribute 100% towards single dental coverage and but less than 1/2 contribute towards family coverage. Of those that contribute towards family coverage the average percent is 82% as compared to 100% contributed by NYA.



III. FINDINGS & RECOMMENDATIONS (Cont.)

Vacation Coverage:

Table 4

Vacation Days	Days of Vacation For Years of Service						Avg Days	Carry Over Permitted year, none	Permit Carry Over 2 yrs year, none	Cap Hrs Vacation	Permit Comp Per Month of Service year, none
	0-2 yrs	3-5 yrs	6-10 yrs	11-15 yrs	16-20 yrs	21-25 yrs					
City of Waconia **	10	10	15	15	20	20	20	1	1		1
City of Independence	10	10	15	15	20	20	20	1	1	40	1
City of Elko New Market**	5	10	15	15	20	20	20	1	1	40	1
City of Arlington	10	10	12	15	20	20	20	1	1	40	1
City of Annandale	5	10	15	18	20	25	25	1	1	80	1
City of Le Center	10	15	20	25	20	30	30	1	1	40	1
City of Rockford	10	10	10	15	20	25	25	1	1	40	1
City of Glencoe	10	10	10	15	20	25	25	1	1	30	1
City of Carver**	10	15	20	20	25	25	25	1	1	80	1
City of Wyoming	10	10	15	15	20	20	20	1	1	40	1
City of Winsted	10	10	15	20	20	20	20	1	1	40	1
City of Jordan											
** on PTO Plan											
Average	9.0	11.0	15.2	17.3	21.0	22.5	22.5	92%	69%	49	46.2%
City of NYA	6	10.5	15	21	21	21	21	1	1	328	1
% Difference	-50.0%	-4.8%	-1.3%	17.5%	0.0%	-7.1%	-7.1%			85.1%	

As Table 4 illustrates, NYA provides a fairly competitive vacation package for its employees. On average, NYA provides for 16.5 days of vacation as compared to 16.9 days for market comparables. Unlike other benchmark cities, NYA employees can accumulate and carry over a significant amount of unused vacation time if they wish that can be an attractive benefit upon termination, separation or retirement. The one area of significant difference is within the first two years of employment where vacation days provided by NYA is significantly lower as compared to the identified market average.



III. FINDINGS & RECOMMENDATIONS (Cont.)

Sick Leave Coverage:

Table 5

Organization	Days of Sick Leave For Years of Service						Call Out Permitted years	Annual Sick Leave Days	Percent Covered Days	City Miles Served	Percent Covered Days
	0-5 yrs	6-10 yrs	10-15 yrs	15-20 yrs	20-25 yrs	25+ yrs					
City of Waconia**	26	26	26	26	26	26	1	432	1	1	
City of Independence	12	12	12	12	12	12	1	960	1	1	
City of Elko New Market**	12	12	12	12	12	12	1	504	1	1	
City of Arlington	12	12	12	12	12	12	1	720	1	1	
City of Annandale	12	12	12	12	12	12	1	360	1	1	
City of Watertown	12	12	12	12	12	12	1	720	1	1	
City of Le Center	12	12	12	12	12	12	1	800	1	1	
City of Glencoe	12	12	12	12	12	12	1	960	1	1	
City of Carver**	12	12	12	12	12	12	1	150	1	1	
City of Rockford	12	12	12	12	12	12	1	1080	1	1	
City of Wyoming	12	12	12	12	12	12	1	480	1	1	
City of Winsted	12	12	12	12	12	12	1	720	1	1	
City of Jordan	12	12	12	12	12	12	1	720	1	1	
Average	13	13	13	13	13	13	100%	557	92%	52.8%	
City of NYA**	12	12	12	12	12	12	1	960	1	1	
** given PTO lump sum	-11.7%	-11.7%	-11.7%	-11.7%	-11.7%	-11.7%					
Diff											

Table 5 shows clearly that the typical sick leave provided by benchmark cities is one day per month except for cities under a PTO plan. This is comparable to the provisions offered by NYA to its employees. Table 6 below shows that when total paid days off is taken into account NYA provides for an average of up to 40.5 days paid off as compared to market comparables of 41.2. Again, the total possible paid days off provisions of NYA are comparable and competitive with the market comparables.



III. FINDINGS & RECOMMENDATIONS (Cont.)

Total Paid Time Off (Holidays/Sick Leave/Vacation):

Table 6

County	Total Days: Paid Time Off							
	Years of Service							
	0 < 5 yrs	2 < 5 yrs	5 < 10 yrs	10 < 15 yrs	15 < 20 yrs	20 < 25 yrs	25+ yrs	
City of Norwood Young America	30	34.5	39	45	45	45	45	
City of Waconia	33.5	33.5	38.5	38.5	43.5	48.5	48.5	
City of Independence	47	47	52	52	57	57	57	
City of Elko New Market	32	32	36	39	42	42	42	
City of Annandale	27.5	32.5	37.5	37.5	42.5	42.5	42.5	
City of Watertown	33	33	35	38	43	43	43	
City of Glencoe	33	33	33	38	43	48	48	
City of Arlington	32.5	32.5	37.5	37.5	42.5	42.5	42.5	
City of Wyoming	35	40	45	45	50	50	50	
City of Winsted	33	33	38	38	43	43	48	
City of Carver	34	34	40	40	45	49	49	
City of Le Center	27.5	32.5	37.5	40.5	42.5	47.5	47.5	
City of Rockford	34	39	44	49	49	54	54	
City of Jordan	33	33	38	43	43	43	43	
Average Days	33.5	35.0	39.4	41.2	45.1	48.9	47.3	
% Difference	-11.5%	-1.4%	-1.0%	8.4%	-0.2%	-4.3%	-5.1%	



III. FINDINGS & RECOMMENDATIONS (Cont.)

Health Insurance Coverage:

Table 7

HEALTH INSURANCE					Monthly Maximum Employer Contribution
Organization	% of Employer Contribution Single	% of Employer Contribution Family	Self-Ins 0=No 1=Yes		
City of Waconia	100%	100%	1		436
City of Independence	100%		1		1215
City of Elko New Market	100%	50%	0		
City of Arlington	90%	90%	0		1250
City of Annandale	100%	100%	0		
City of Watertown	100%	70%	0		
City of Le Center	100%	70%	1		700
City of Rockford	100%	60%	0		
City of Glencoe	100%	100%	0		1208
City of Carver	100%	75%	0		983
City of Wyoming	100%	100%	0		1239
City of Winsted	100%	85%	0		
City of Jordan	100%	58%	0		775
Average	99%	80%	23%		\$976
Norwood Young America	100%	100%	0		\$809
Diff	-0.8%	-25.3%			-20.6%

Table 7 shows that NYA's average monthly premium is approximately 20% lower than the maximum average premium or average premium paid by benchmark cities reporting. This data can be misleading in that many of the cities reported average premiums across individual rates while others reported their contribution towards a group premium rate, deductibles are unknown, claim histories and the like. The data still suggests that NYA's premiums are on average lower than comparables even at a 100% individual and 100% family rate.



BCC wishes to thank the employees, the Personnel Committee and especially the City Administrator for their assistance and support during the conduct of the study. I have enjoyed working with you and hope to provide ongoing support and assistance to the City in maintaining your classification and compensation program or other HR issues in the coming years. Should you have any questions, please feel free to call or email me.

Respectfully,



Robert Bjorklund, Project Manager





Date: August 23, 2021

To: Honorable Mayor Lagergren and Members of the City Council

From: Parks and Recreation Commission and Senior Advisory Commission

Re: Indoor Walking Track Partnership

The Parks and Recreation Commission and the Senior Advisory Commission met last week to discuss the proposal below. Both recommended that the Council pursue exploring this opportunity.

Based on a recent discussion with Tim Schochenmaier, Central Schools Superintendent, the city has an opportunity to partner with the school in an upcoming facility expansion to add an indoor walking track to the project. The ground-level track would be a 150 meter, four lane track with a sports court surface (ideal for running and walking, and accessible to walkers and wheelchairs). The indoor walking track would be available before and after school through an outside entrance and would be free to all citizens. The total cost of the project would be approximately \$830,000 with the total cost paid by the city. Grant opportunities will be researched to fund a portion of the total cost.

Timeline for this project:

- September 2021 - school begins advertising for the bond referendum
- November 2, 2021 - special election to approve bond referendum
- January 2022 - final approval of building design

Recommendation: Motion to issue a letter of support to explore the opportunity to partner with Central Schools in a bond referendum that would include an indoor walking track.



Norwood Young America



Date: August 23, 2021

To: Members of the City Council

From: Carol Lagergren, Mayor

Re: 2020 Census Results

On Wednesday, August 18th I received the following documents from the Met Council on the 2020 Census results. The following cautions should be noted: ***Please be aware of known limitations of Census data. The Census Bureau aims to count the entire U.S. population. The COVID-19 pandemic posed an unprecedented challenge towards this effort, and methods to account for missing data range in accuracy. The Census Bureau also uses methods to protect the identity of respondents. As such, categories of race and ethnicity among others used by the Census Bureau may not reflect the lived identities of respondents. Further, the 2020 data uses a new “differential privacy” approach than in years past which prioritizes anonymity over accuracy at detailed geographic levels (e.g. demographics for Census tracts are more reliable than demographics at Census blocks).***

Our community continued its steady growth: ***As of April 1, 2020, the City of Norwood Young America had 1,632 housing units, 1,551 households, and 3,863 people (of whom 43 lived in group quarters facilities). Household size averaged 2.46 persons per household.***

Compared to all other cities, townships or unorganized territories, the 2020 value for the total population of Norwood Young America falls within the 47th percentile.

	2000 Census	2010 Census	2020 Census
Total population	3108	3568	3863
Households	1171	1397	1551
Housing Units	1201	1472	1632
Household Size	2.66	2.55	2.46

Recommendation: Discussion only

Norwood Young America

August 17, 2021

Carol Lagergren, Mayor
City of Norwood Young America
PO Box 59
Norwood Young America, MN 55368

Dear Mayor Lagergren:

The U.S. Census Bureau has released 2020 Census counts for your community:

As of April 1, 2020, the City of Norwood Young America had 1,632 housing units, 1,551 households, and 3,863 people (of whom 43 lived in group quarters facilities). Household size averaged 2.46 persons per household.

The Metropolitan Council is certifying these numbers in lieu of its annual population estimates for 2020, in accordance with *Minnesota Statutes 473.24*. These numbers will be the basis for redrawing legislative district boundaries and for allocating certain kinds of state funding, such as Local Government Aid and the Municipal State Aid Street program. The Council's estimates will resume in May 2022, when preliminary estimates for April 1, 2021 will be released.

This letter includes a detailed report with additional 2020 Census results as well as comparable numbers from the 2010 Census. The Census Bureau's initial release of data includes only the numbers necessary for redistricting; additional information will follow in the coming months, including the full age distribution and household types. They have not determined a release date for that additional data.

In January 2022, the Census Bureau's Count Question Resolution (CQR) program will begin. This provides a process for governments to request corrections to the official counts if they believe the Census Bureau used incorrect geographic boundaries or erroneously excluded some housing units from the data.

We encourage local governments to evaluate the 2020 Census counts within their jurisdiction and to participate in the CQR program if they detect potential issues in the data. Any successful CQR corrections will be incorporated into the Council's subsequent population estimates but will not affect redistricting, which is scheduled to occur before the Census Bureau rules on CQR requests. We will provide more details during technical assistance workshops to be offered later in 2021.

If you would like further information, please visit <https://metro council.org/census2020> or contact me. I can respond most promptly if you email me at Matt.Schroeder@metc.state.mn.us. If this is not possible, you can mail letters to Matt Schroeder, Community Development Research, 390 Robert St N, Saint Paul, MN 55101.

Sincerely,



Matt Schroeder
Principal Researcher

City of Norwood Young America

Summary of 2020 Census Redistricting Data

Released August 12, 2021



The U.S. Census Bureau has released housing and population counts from the 2020 Census, a complete enumeration of the population as of April 1, 2020. Table 1 provides basic counts of housing units, households, and population for the City of Norwood Young America.

Table 1: Counts of housing units, households, and population

	Housing units	Households	Total population	Population in households	Persons per household	Population in group quarters
2020 Census	1,632	1,551	3,863	3,820	2.46	43
2010 Census	1,472	1,397	3,568	3,558	2.55	10
Change, 2010-2020	+160	+154	+295	+262	-0.09	+33

Please note: To facilitate comparisons over time, all statistics provided here reflect community boundaries as they existed in 2020. For example, if a city annexed part of a township, then both communities' 2010 and 2020 numbers would reflect their 2020 jurisdictional areas. We also corrected published 2020 counts for a small number of communities where the Census Bureau's geographic files were incorrect. For more information, see the materials available at <https://www.metrocouncil.org/census2020>

Race and Hispanic/Latino origin

Table 2 describes Norwood Young America's population by race and Hispanic/Latino origin. BIPOC residents (Black / Indigenous / people of color) are 10.0% of Norwood Young America's total population, compared with 31.2% for the seven-county Twin Cities region as a whole.

Table 2: Race and Hispanic/Latino origin, 2010 and 2020

Group*	2010 Census		2020 Census		Change, 2010 to 2020	
	Number	Percent	Number	Percent	Number	Percentage points
Total population	3,568	100.0%	3,863	100.0%	+295	NA
White, non-Latino	3,352	93.9%	3,478	90.0%	+126	-3.9
All BIPOC residents (Black / Indigenous / People of color)	216	6.1%	385	10.0%	+169	+3.9
Black or African American, non-Latino	15	0.4%	62	1.6%	+47	+1.2
Asian or Pacific Islander, non-Latino	19	0.5%	23	0.6%	+4	+0.1
Hispanic or Latino	148	4.1%	185	4.8%	+37	+0.6
American Indian or Alaska Native, non-Latino	6	0.2%	6	0.2%	-0-	0.0
Other race not listed above, non-Latino	1	0.0%	9	0.2%	+8	+0.2
More than one race, non-Latino	27	0.8%	100	2.6%	+73	+1.8

* - Group names are those used by the federal government; many people prefer different terminology. See additional notes below.

Race and Hispanic/Latino origin by age

As many have noted, the population under age 18 highlights how our future population will be increasingly diverse. Table 3 provides the same breakdown by race and Hispanic/Latino origin of Norwood Young America's population under age 18 and age 18+.

Table 3: Race and Hispanic/Latino origin by age

Group*	Under age 18		Age 18+	
	Number	Percent	Number	Percent
Total population	965	100.0%	2,898	100.0%
White, non-Latino	802	83.1%	2,676	92.3%
All BIPOC residents (Black / Indigenous / People of color)	163	16.9%	222	7.7%
Black or African American, non-Latino	30	3.1%	32	1.1%
Asian or Pacific Islander, non-Latino	4	0.4%	19	0.7%
Hispanic or Latino	73	7.6%	112	3.9%
American Indian or Alaska Native, non-Latino	2	0.2%	4	0.1%
Other race not listed above, non-Latino	3	0.3%	6	0.2%
More than one race, non-Latino	51	5.3%	49	1.7%

* - Group names are those used by the federal government; many people prefer different terminology. See additional notes below.

About the data

- The above tables contain the official terms for race groups as defined by the U.S. Office of Management and Budget. We use these for consistency with the data as reported by the Census Bureau while emphasizing the following:
 - Each of the groups has considerable diversity within it. For example, the Black population includes both descendants of enslaved people and recent African immigrants, while the Asian population includes Asian Indian, Chinese, Hmong, and Vietnamese residents along with many other groups. Many people prefer to be called by those more specific cultural community names rather than the federal government's broad labels. The redistricting dataset does not allow for distinctions among communities within these race groups; please see the Council's Equity Considerations dataset (<https://metro council.org/Data-and-Maps/Research-and-Data/Place-based-Equity-Research.aspx>) for more information.
 - Many people prefer different language for these broad labels. For example, in place of "Latino," some use "Latino/a," "Chicano/a," or gender-neutral alternatives like "Latinx" or "Latine." And in place of "American Indian," some use "Native American" or "Indigenous."
- Several factors may complicate the comparison of 2010 and 2020 race data; you can find an overview at <https://www.census.gov/newsroom/blogs/random-samplings.html>.
- This data release contains only the numbers needed for redrawing legislative districts. Additional data, like household type and full age breakdowns, will be released later.

For additional information, please see our interactive maps and charts, available at <https://metrotransitm.n.shinyapps.io/census-2020>. This application provides data for all cities and townships in 1990, 2000, 2010, and 2020. You can access additional detail on people who identify more than one race and examine trends for areas *within* communities (census tracts and block groups).

We are happy to discuss any additional questions you have; please contact Research@metc.state.mn.us.



Date: August 23, 2021

To: Members of the City Council

From: Carol Lagergren, Mayor

Re: Update on the Harbor

On Wednesday, August 18th, Karen Hallquist and I met with Laurie Hilgers (Harbor Executive Director) and Dena Meyer (Ecumen Vice President of Living Spaces and Partner Services and Operations) to review information from 2020. In the past, staff and members of the Council met quarterly with staff from Ecumen and The Harbor to review highlights, answer questions and talk about any upcoming concerns. Attached is a Partner Report provided by Ecumen.

Highlights include:

- **COVID preparedness:** Ecumen worked with staff from The Harbor throughout the pandemic to support a rapid response to a rapidly changing environment. This included providing PPE when needed. To better prepare for the future, Ecumen now has a warehouse containing additional PPE to allow a quicker turnaround to meet future needs.
- **COVID screening:** Currently The Harbor has a self-screening station at their entrance. Ecumen is recommending they move to an automated system called care.ai (an entry screening and facility monitoring Command Center that lets staff know how many people are in the facility, when they arrived, if they presented with temperatures or screening questions out of the norm in real time). Laurie will be researching costs to install this system and will present the information to the city for possible reimbursement through the American Recovery Plan Funds we received.
- **COVID vaccination overview:** Ecumen has made the decision to require all team members to be fully vaccinated or complete a vaccine declination process by October 1st. Currently 44% of the team members of The Harbor/Haven are fully vaccinated. The current plan will require all unvaccinated team members to take weekly antigen tests.

Norwood Young America

Ecumen Partner Report

Harbor/Haven Board Meeting
August 10, 2021

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ECUMEN[®]

Mission, Vision & Values

MISSION: Ecumen advocates for older adults, providing housing choices, compassionate healthcare, and innovative services to support connected, fulfilled lives.

VISION: Every older adult has a home with innovative services to live the life they choose.

VALUES: SERVE We treat people with dignity and respect.

INNOVATE We put people at the heart of what we do.

EMPOWER We find new ways to exceed people's expectations.

HONOR We encourage people to dream and take action.

Experience

HOUSING

- Ecumen has extensive experience and success at providing independent housing to hundreds of individuals in the older adult community across multiple states, as well as being a provider of skilled nursing care, assisted living, memory care and other needs-based senior care across eight states
- Value also comes from a highly-skilled, well-trained, experienced and dedicated workforce
- Ecumen takes great pride in the services it provides to those who have chosen to be residents
- Has worked closely with HUD and other agencies to develop tenant selection guidelines that are fair and equitable to all and that help ensure a safe, affordable and enjoyable quality of life

ADVOCACY

- Ecumen strongly advocates for those it serves and practices diversity and inclusion—proudly embracing the differences among people
- Ecumen welcomes all people as customers, employees and vendors, regardless of race, color, age, national origin, sex, gender identity, sexual orientation, religion, physical ability, marital status, political beliefs, economic status
- Ecumen strives to uphold a culture where everyone is included and treated with dignity and respect. Honoring diversity and inclusion inspires people to engage, create, innovate and help drive organizational success. By giving all people the opportunity to contribute their skills, experience, passion and perspectives, Ecumen is a stronger company

COVID - 19 Preparedness & Safety Highlights 2020

Health and Safety Team & Communication Management

- Dedicated infection control team
- Rapid response guides created
- 24/7 response telephone line created for team members, residents and families
- Internal website developed specifically for COVID -19 accessible to all team member leaders

Supplies/PPE Equipment

- Centralized sourcing, tracking, inventory and disbursement
- Strong supply chain in place

COVID - 19

Preparedness & Safety Highlights 2020

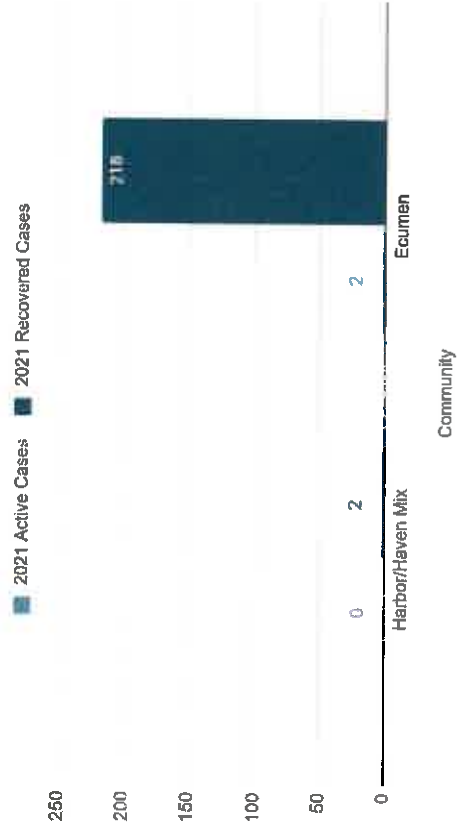
Best Practices

- Navigated team member shift change guidance, source control masks universal masking, face shields, and masks for residents
- Created new precautions and isolation areas if needed for new residents and symptomatic residents
- Cleaning high touch areas regularly
- Implemented all CDC, CMS and MDH guidelines
- Created Ecumen Stay Safe strategies to outline steps to ease policies or re-implement as COVID-19 evolves
- Daily practice to transition new operating structure and continue critical business operations while planning for uncertain future.
- Expense control tracking and approvals in place for COVID -19 expenses

COVID-19 Results and Outcomes as of August 9th, 2021

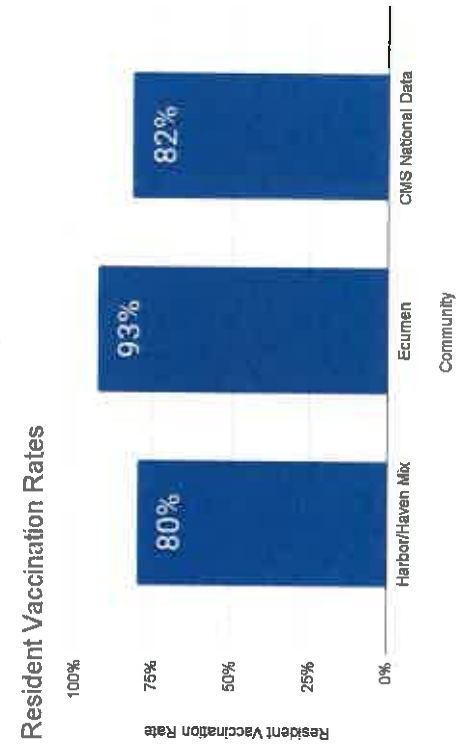
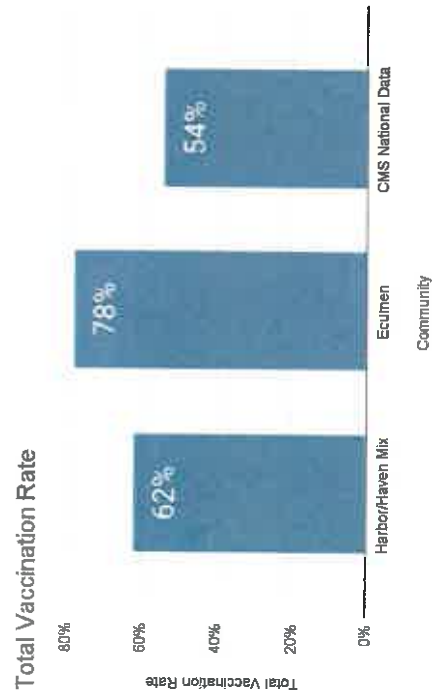
Community	Total Active Cases	Total Cases Recovered	2020 Recovered Cases	2021 Active Cases	2021 Recovered Cases
Ecumen	2	1218	1006	2	218
Harbor/Haven Mix	0	40	38	0	2
The Harbor	0	6	5	0	1
The Haven at Peace Village	0	34	33	0	1

2021 COVID-19 Cases Summary



COVID -19 Vaccination Status as of August 9th, 2021

Community	Total Vaccinated	Team Member Vaccinated	Residents Vaccinated
CMS National Data	54%	59%	82%
Ecumen	78%	69%	93%
Harbor/Haven Mix	62%	44%	80%



Team Member COVID Vaccination Declination SOP

- Team member is offered COVID-19 vaccination and provided EUA fact sheet for review. This should occur during the first week of employment (integration) at the community.
- If the team member communicates they would like to decline COVID-19 vaccination, provide educational materials noted on this step and allow team member time to read through each item.
- Offer to answer any questions the team member may have and engage in an interactive discussion. Review educational materials with the team member. The objective is to educate the Team Member helping them realize the value of the vaccination.
- If the team member elects vaccination, proceed to the vaccination consent process. -OR- If the team member continues to communicate they are unsure or disinterested in vaccination, assign the required COVID-19 vaccination training modules in Relias.
- Offer to answer any questions the team member may have and engage in an interactive discussion.
- Complete the COVID-19 vaccination declination form with the team member and ask the team member for the reason they have chosen to decline vaccination.
- Document the team member's declination decision on the community COVID-19 Vaccination Log. Indicate that the team member declined and identify the reason for declination on the "Declination Reason" column of the Google Sheet.
- Inform the team member of Ecumen safety protocols for unvaccinated team members that include, at minimum: Wearing a surgical mask at all times while working, unless regulatory agencies require a higher level of precautions, Wearing eye protection at all times while working, unless regulatory agencies require a higher level of precautions, Weekly COVID-19 testing, unless regulatory agencies require an increased frequency of testing, Unvaccinated team members will maintain social distancing recommendations, when possible. Explain that elevated standards for PPE use and testing have been implemented for unvaccinated team members to promote the health and safety of both them and the residents and team members they will work closely with during their shifts.
- Re-approach unvaccinated team member and re-offer COVID-19 vaccination within the team member onboarding period. Start at Step 2.
- Routinely meet with unvaccinated team members and re-offer COVID-19 vaccination. If the team member elects to be vaccinated, update the vaccination acknowledgement form and proceed to vaccination.

In the News

Ecumen in the News

This year, as families have struggled with the challenges of COVID-19, Ecumen has shared the story of its commitment to connecting residents with their loved ones.



- [Kare 11 — Families enjoy critical connection with loved ones in U.C. centers](#)
- [KEYC Mankato — Area nursing homes get creative with outdoor visits](#)
- [Duluth News Tribune — Ecumen Lakeshore gets creative to offer outdoor visits](#)
- [Senior Housing News — 6 Senior Living Providers to Watch in 2020](#)
- [Shelley Kendrick Joins Select Thought Leaders on the International Council on Active Aging's COVID-19 Senior Living Task Force](#)



To: Honorable Mayor Lagergren
Members of the Planning Commission
City Staff

From: Cynthia Smith Strack, Consulting Planner

Date: August 23, 2021

Re: Work Session Discussion: Sports Court, Home Recreation Facilities, or Home Sports Facilities.

BACKGROUND

The PZC has significant discussion on potential to regulate sport courts at its July and August meetings. Please see the meeting minutes included in the packet for more information.

The Commission is recommending a code amendment updating several section of the Chapter 12 of the City Code to provide for certain standards and administrative permitting of sport courts. The Commission is requesting review by the City Council prior to moving to a public hearing on the potential code amendment.

It is noted the Commission does not favor formal review under CUP or IUP for such facilities but does see value in defining such facilities and providing for items like taller fences or alternate fence material as a means of containing the activity on the owner's private property.

The PZC recommends the following code updates for consideration:

Update Section 1200.04 of the City Code (Definitions) to include the following:

Sport Court, home recreation facility, or home sports facility means a detached private recreational facility on the same lot as the principal residential use and designed to be used primarily by the occupant of the principal use and their guests

Amend the following Sections of residential zoning district, accessory uses to provide for sport courts as follows:

1. Section 1230.04, Subd. 3(B) R-1 Low Density Single Family Residential District
B. Swimming pools **subject to Section 1245.06, sport courts subject to Section 1245.12, tennis courts**, and other recreational facilities, ~~subject to Section 1245.06~~
2. Section 1230.05, Subd. 3(B) R-2 Medium Density Single Family Residential District
B. Swimming pools **subject to Section 1245.06, sport courts subject to Section 1245.12, tennis courts**, and other recreational facilities, ~~subject to Section 1245.06~~
3. Section 1230.06, Subd. 3(B) R-3 Medium Density Mixed Residential
B. Swimming pools **subject to Section 1245.06, sport courts subject to Section 1245.12, tennis courts**, and other recreational facilities, ~~subject to Section 1245.06~~

Add Section 1245.12 as follows:

1245.12 Sport Courts

Subd. 1 Permit Required. A permit is required for the installation of a sport court.

- A. The fee for the permit shall be based on the City fee schedule.
- B. The permit shall include two sets of plans drawn to scale that show in sufficient detail the following:
 - 1. The proposed location and its relationship to the other principal buildings on the lot and on adjacent properties.
 - 2. The size of the sport court.
 - 3. Fencing and other fixtures existing on the lot, such as utility location, and trees.
 - 4. The location, size and a statement as to the types of equipment to be used in connection with the sport court.

Subd. 2 Setbacks Required.

- A. Sport Courts may be placed in side and rear yards but not in front of the building wall of the principal structure.
- B. Sport Courts shall be at least 10 feet from underground or overhead utility lines, ten feet from any property line, and outside of public and private easements.

Subd. 3 General Requirements.

- A. Sport Courts shall be included in lot coverage calculations.
- B. Solid sport court practice walls shall not exceed ten (10) feet in height. Any building wall in excess of six (6) feet shall require a building permit.
- C. Chain link fencing or netting on fencing surrounding the sport court may extend up to twelve (12) feet in height above the sport court surface elevation. Any fence structure in excess of six (6) feet shall require a building permit, if required by the Building Official. Fences shall at all times be maintained in good condition and are subject maintenance standards included in Chapter 1245.05 of the City Code pertaining to fences.
- D. Lighting for the sport court shall be designed with a ninety (90) degree cutoff and shall be hooded to direct lighting downward and not toward adjacent properties.
- E. The standards contained in Chapter 6, Section 660 (Noise) of the City Code apply to sport courts.
Note: this could be a condition of approval of the sport court or just included in a statement in the administrative permit application vs. a required zoning standard. Potential exists for high volume of complaints based on subjective vs. objective criteria. Code language on following page.

ACTION

This item is for discussion.

Section 660 – Noise

660.01 Noise Prohibited. No person shall make or cause to be made any distinctly and loudly audible noise that unreasonably annoys, disturbs, injures, or endangers the comfort, repose, health, peace, safety, or welfare of any person or precludes their enjoyment of property or affects their property's value. This general prohibition shall not be limited by the specific restriction of the following Sections.

Prima Facie evidence of a violation of this Section shall be given if the noise is plainly audible at the property line of the structure or building in which it is located, in the hallway or apartment adjacent, or at a distance of 50 feet if the source is located outside a structure or building.

660.02 Horns, Audible Signaling Devices, Etc. No person shall sound any audible signaling device on any vehicle except as a warning of danger pursuant to Minnesota Statutes § 169.68.

660.03 Exhaust. No person shall discharge the exhaust or permit the discharge of the exhaust of any steam engine, stationary internal combustion engine, motor boat, motor vehicle, or snowmobile except through a muffler or other device that effectively prevents loud or explosive noises therefrom and complies with all applicable State laws and regulations.

660.04 Defective Vehicles or Loads. No person shall use any vehicle so out of repair or so loaded as to create loud and unnecessary grating, grinding, rattling, or other noise.

660.05 Radios, Phonographs, Paging Systems, Etc. No person shall use or operate or permit the use or operation of any radio receiving set, musical instrument, phonograph, paging system, machine, or other device for the production or reproduction of sound in a distinct and loudly audible manner as to disturb the peace, quiet and comfort of any person nearby.

660.06 Motor Vehicles. No person shall operate a motor vehicle within the City in violation of the motor vehicle noise limits of the Minnesota Pollution Control Agency, or in violation of any Section of this Code relating to motor vehicles.

660.07 Participation in Noisy Parties or Gatherings. No person shall participate in any party or other gathering of people giving rise to unreasonable noise, disturbing the peace, quiet, or repose of another person. When a police officer determines that a gathering is creating such a noise disturbance, the officer may order all persons present, other than the owner or tenant of the premises however, the disturbance is occurring, to disperse immediately. No person shall refuse to leave after being ordered by the Sheriff to do so. Every owner or tenant of such premises who has knowledge of the disturbance shall make every reasonable effort to see that the disturbance is stopped.

660.08 Loudspeakers, Amplifiers for Advertising, Etc. No person shall operate or permit the use or operation of any loudspeaker, sound amplifier, or other device for the production or reproduction of sound on a street or other public place for the purpose of commercial advertising or attracting the attention of the public to any commercial establishment or vehicle.

660.09 Animals. No person shall keep any animal that disturbs the comfort or repose of any person in the vicinity by its frequent or continued noise as regulated by Section 500 of this Code.

660.10 Pile Drivers, Hammers, Etc. The operation between the hours of 10:00 p.m. and 7:00 a.m. on M-F and 10:00 p.m. and 9:00 a.m. on weekends and holidays, of any pile driver, steam shovel, pneumatic hammer, derrick, steam or electric hoist, bulldozer, or other appliance, the use of which is attended by loud or unusual noise, shall be prohibited.

660.11 Waiver of These Requirements. A waiver of these requirements can be obtained from the City Administrator/City Clerk. The person wishing to receive exception to these rules to conduct necessary business, may make a written application to the City stating when, why and for how long the noise producing activity shall

be conducted. If the request is denied by the City Administrator/Clerk, the applicant may appeal the decision to the City Council by appearing before the City Council during a regular Council meeting.

660.12 Enforcement. Each and every violation of this Section shall be a misdemeanor. In addition to this any party making a complaint may also enforce the ordinance, State and Federal noise rules and regulations, by injunction, action for abatement, or other appropriate civil remedy.

EXCERPT PZC JULY MEETING MINUTES

C. Discussion: Sport Courts, Home Recreation Facilities, or Home Sports Facilities.

Chairperson Heher announced the agenda topic.

Strack noted previously PZC Bob Smith, recused himself and addressed the Planning Commission during a non-action "Public Comment" period regarding sport courts. Smith requested the PZC consider need to regulate such facilities. The Commission requested input from the City Council. The City Council in work session on a 3-1 vote recommended the Commission further discuss sports courts and if/how other communities address such issues. At the June meeting the Commission requested research and sample language from other communities.

Strack stated she was unable to document language in other Carver County cities, other than Victoria. She also noted no cities in Scott County have specific zoning rules for sports courts. Strack referenced several items included in the packet:

- a. Delano standards. Require building permit (residential district sport courts) and CUP (commercial district). Allow in interior side and rear yards with 10 foot setback. Can't be above/below utility lines. if they have walls maximum height is 10 feet. Allow fences to be up to 12 feet tall. Lighting has to have 90 degree cutoffs and be directed downward.
- b. Lakeland standards. Requires a CUP. Standards same as Delano, except if facility has walls it has to be setback 30' from property line.
- c. Lino Lakes standards. Require building permit, alludes to CUP but no enabling language requiring CUP found. Standards mirror Lakeland standards.
- d. Burnsville brochure. Maximum facility size is 1,000 sf. Allowances tied to other accessory structures.
- e. Victoria standards. No standards specific to sport courts other than specifically allowing as accessory structures and identifying required setbacks which are relatively minimal.
- f. Orono standards. Language previously adopted appears to have been removed in 2018.

Strack noted Commissioners had been encouraged to conduct their own research and bring sample language. Commissioner Smith had provided information from Chanhassen which appeared to treat sport courts as accessory structures requiring an administrative permit but not any formal review.

Strack suggested potential discussion items could include: Does the Commission perceive a need to recommend regulation of sport courts? If so, under administrative (or building if needed) permit or more strict such as CUP? If so, what types of standards are suggested?

Commissioner Smith stated he has worked with Chanhassen and Minnetonka standards which specifically call out sport courts as accessory uses. Smith opined such uses can impact neighbors if there are not limits on lighting, use after dark, and noise. Smith further opined sport court construction could be started and not finished. Smith opined activities on sport courts could impact neighbors if items end up on adjacent properties. Smith noted the uniform building code doesn't address sport courts but many cities require administrative permits. Smith opined neighbors in the City are imposed upon by sport court owners when activity or impacts spill over onto adjacent properties.

Heher opined his neighborhood has young children playing on play features and trampolines and he considers that the sounds of summer and residences. Heher inquired how that differed from use of sport courts.

EXCERPT PZC JULY MEETING MINUTES

Smith opined sport courts were permanent uses where the others are temporary. Sport courts are poured concrete with rebar, may have loud speakers and lights.

Hallquist inquired as to how sport courts differed from basketball hoops attached to garages or posts in the driveway. Posts in driveway were typically concreted in.

Smith driveways were principally used for access and parking where sport courts were principally used for recreation purposes.

Barr stated his neighborhood has pick-up kickball games frequently that go past dark.

Smith stated he didn't object to recreation but was concerned about sport courts having lights, noise generated, and the frequency of use was concerning. Smith noted if a neighborhood park was site of recreational activity that was different and people know it is there and what to expect. Neighbors of sport court owners don't have a say in the facility and may be surprised when one goes in. Smith stated construction on a sport court in his neighborhood started before permitted start times in code. He opined that could indicate how neighbor would use sport court.

Hallquist stated he was struggling to connect a contractor starting work too early with a property owner using a sport court. Hallquist noted noise ordinance would control contractor activity.

Smith opined other cities regulate lot coverage and some facility size. Smith opined sport court use on smaller lots is different than those on larger lots.

Hallquist inquired as to if his neighbor is playing loud music or lights are glaring onto his property would call city hall. Helget agreed.

Hallquist noted potential to require sport courts not to be over/under utilities seemed logical. Strack opined the City already has standards for fences, impervious surface coverage, setbacks, and noise/glare in effect. She suggested she could gather those items and define potential language.

Strack requested the Commission comment on potential to issue an administrative permit for such items, similar to those issued for fences or parking pads. The Commission concurred. Strack clarified the Commission did not envision formal review through conditional or interim use permit. The Commission concurred.

Additional discussion is to occur at the August meeting.

EXCERPT PZC AUG 3, 2021 MEETING MINUTES (DRAFT)

7. Old Business.

A. Discussion: Sport Courts, Home Recreation Facilities, or Home Sports Facilities.

Heher introduced the agenda item.

Strack stated the Commission and Council had significant previous discussion on this topic. She noted the Commission at the July meeting requested she provide sample language for consideration of inclusion in the City Code or administrative permit application.

Strack opined the Commission previously indicated they did not favor formal review under conditional or interim use permit for such facilities. Therefore, the proposed language did not include such standards.

Strack noted the Code did not contain a definition for sport courts. She suggested the addition of a definition specific to 'detached' facilities which would mean items like basketball hoops attached to a garage or a post next to a driveway would be exempt. The definition was meant to specifically refer to free-standing facilities much like most swimming pools and tennis courts are 'free-standing'.

Strack stated the next series of updates would apply to the R-1, R-2, and R-3 Districts. Language referring to allowable accessory uses such as garages, swimming pools, and tennis courts could be amended to specifically reference sport courts.

Finally, a new section could be added to the Code relating specifically to sport courts and modeled after existing language pertaining to swimming pools. Potential standards could pertain to (1) requiring an administrative permit, including a site plan drawn to scale, for such facilities, (2) requiring setbacks such as reverting to district setbacks or having a simple requirement such facilities are prohibited in front yards and must be at least ten feet from any property line, utility, or easement (3) providing for general performance standards such as: including in maximum impervious surface calculation, providing some guidance on facility walls or fences, including flexibility in certain standards such as fencing, requiring lighting meet code standards, and noting nuisance standards relating to noise and glare and the like.

Strack stated the Commission was asked to discuss potential standards and to provide direction as to whether a code amendment or administrative process information piece was preferred method of providing standards and review.

Barr drew specific distinctions between permanent and seasonal types of facilities.

Heher noted he struggled with balancing concerns about impact on adjacent properties and regulating typical residential activities.

Hallquist stated he favored common sense relief from certain code standards such as fence height/type, noting relief was likely preferable to balls consistently going off-site onto private property. He also noted he struggled with regulating play.

Eggers inquired if the City prescribed specific standards to tennis courts. Strack noted only swimming pools were specifically addressed in Code. Eggers supported amending the code. Eggers spoke about keeping sports facilities up and fencing maintained.

Heher stated he was comfortable with amending the code as well. Heher confirmed consensus of Commission was to amend the code.

EXCERPT PZC AUG 3, 2021 MEETING MINUTES (DRAFT)

Strack inquired as to whether or not the Commission wanted proposed language to go before Council work session prior to public hearing. The PZC confirmed. Work session with Council will be pursued for August 23rd meeting with draft ordinance on PZC September agenda.



Date: August 26, 2021

To: Honorable Mayor Lagergren and Members of the City Council

From: Finance Committee

Re: Connection Fee Comparison

Based on conversations with housing and commercial developers, the Finance Committee reviewed the connection fees charged to new properties. The City follows the Met Council model of charging ERU's (a user fee based on equivalent residential unit).

The first chart shows a comparison between the basic connection fees of several communities (cost per ERU).

	Water Connection	Sewer Connection	Stormwater Connection
NYA	\$ 3,900.00	\$ 3,900.00	\$ 750.00
Watertown	\$ 4,244.84	\$ 4,634.44	\$ 1,788.53
Carver	\$ 8,640.00	\$ 885.00	\$ 2,485.00
Waconia	\$ 4,900.00	\$ 2,485.00	\$ 2,700.00
Chanhassen	\$ 8,253.00	\$ 2,302.00	
Chaska	\$ 4,488.00	\$ 3,682.00	
Victoria	\$ 1,690.00	\$ 2,000.00	\$ 1,650.00
Glencoe	\$ 1,850.00	\$ 1,650.00	
Belle Plaine	\$ 4,040.00	\$ 5,090.00	
Arlington	\$ 1,325.00	\$ 3,500.00	
Jordan	\$ 3,435.26	\$ 3,422.75	



Rooming House	1 per 7 beds	1 per 5 beds
School - elementary	1 per 20 students	1 per 1150 square feet
School - secondary	1 per 15 students	1 per 1150 square feet
Service Station - gas only	1 each	1 per 1950 square feet
Service Station - w/center	1 each	<i>No comparison</i>
Swimming Pool	1 each	<i>No comparison</i>
Theater	1 per 50 seats	1 per 110 seats
Theater - Drive In	1 per 50 parking spaces	1 per 55 parking spaces
Warehouses	1 per 15 employees	1 per 6950 square feet

Recommendation: Discussion only